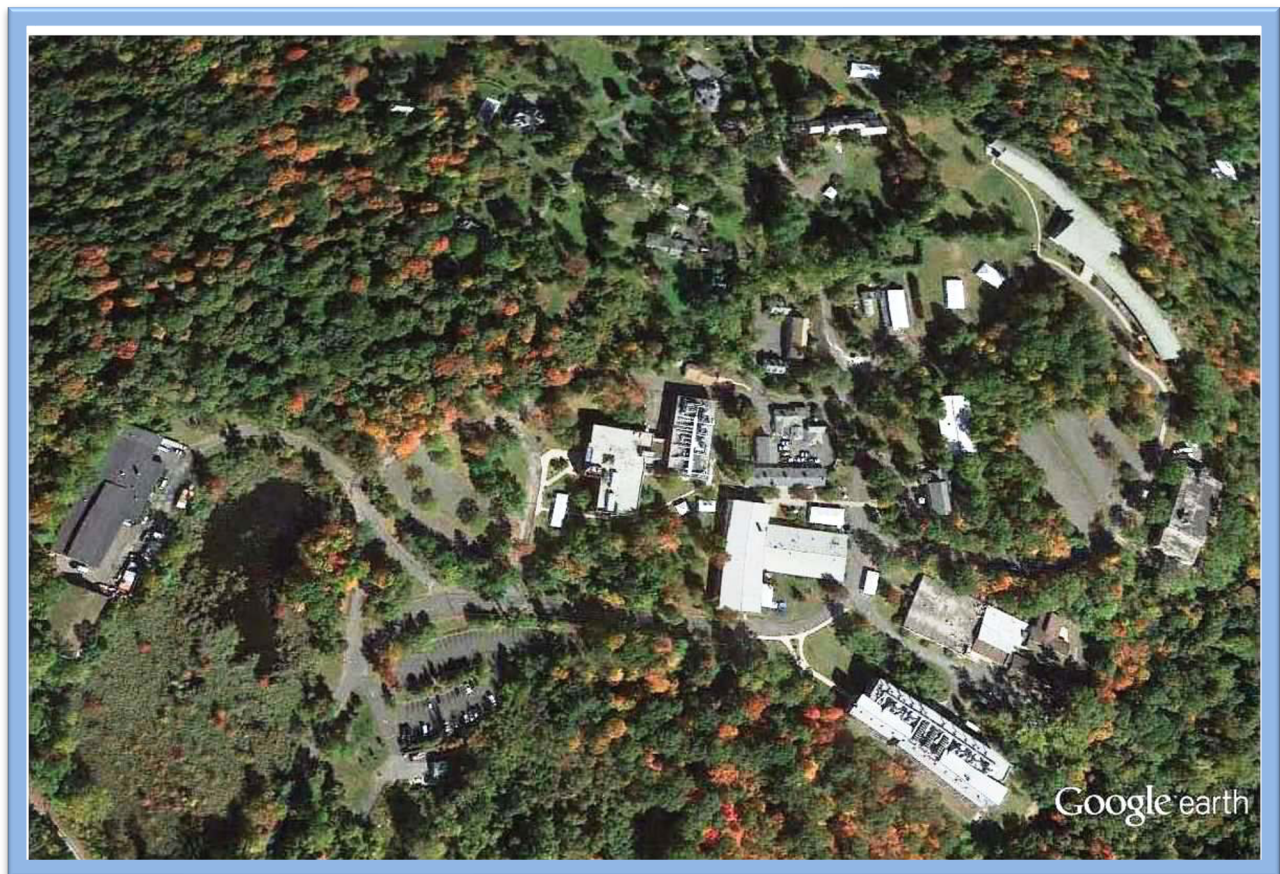


# **Lamont Campus Columbia University**



## **Emergency Response Handbook for Faculty & Staff**

**January 8, 2019  
Revised 6-10-2025**



# EMERGENCY RESPONSE PROTOCOLS FOR FACULTY & STAFF

## I. Introduction

The purpose of this document is to provide members of the Lamont Community with useful information regarding what to do in the case of emergencies that may occur on campus. These protocols are intended to safeguard human life and to preserve property in the event of fire or other emergency.

The document is organized into a series of incident specific sections, each of which sets forth specific recommendations for the particular emergencies.

<b>FIRE.....</b>	<b>Pages 3-5</b>
<b>MEDICAL EMERGENCY.....</b>	<b>Page 6</b>
<b>DANGEROUS ANIMAL.....</b>	<b>Page 7</b>
<b>SUSPICIOUS PERSON / ACTIVITY .....</b>	<b>Page 8</b>
<b>HOSTILE PERSON.....</b>	<b>Page 9</b>
<b>ACTIVE SHOOTER.....</b>	<b>Page 10</b>
<b>BOMB THREAT/SUSPICIOUS PACKAGE.....</b>	<b>Page 11-12</b>
<b>HAZARDOUS MATERIALS.....</b>	<b>Page 13</b>
<b>UNUSUAL ODOR / GAS LEAK .....</b>	<b>Page 14</b>
<b>POWER OUTAGE.....</b>	<b>Page 15</b>
<b>MAJOR WATER LEAK / FLOOD.....</b>	<b>Page 16</b>
<b>SEVERE WEATHER.....</b>	<b>Page 17-18</b>
<b>APPENDIX I – IMPORTANT PHONE NUMBERS.....</b>	<b>Page 19</b>
<b>APPENDIX II – LDEO CAMPUS MAP .....</b>	<b>Page 20</b>
<b>APPENDIX II – EMERGENCY PROCEDURES POSTER.....</b>	<b>Page 21</b>

## II. Fire

### Immediate Actions

- Remain calm.
- Issue a warning to other occupants, and activate the building alarm.
- Once safely out of harm's way, call 911 then notify Lamont Security by dialing 555 (from any campus phone) or call (845) 365-8555.
- If conditions allow, provide assistance to other individuals in your immediate area. Attempt rescue efforts only if there is no immediate danger to yourself.
- When possible, provide assistance to persons with disabilities. Notify Lamont Security if persons with disabilities are in the area and may need to be relocated.
- If the fire is small, and if you have had training, use the fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started.
- Feel door prior to opening, if cool, crack door open to look for fire, smoke or other signs of danger.
- If the corridor is usable, stay low to the floor to avoid smoke inhalation, travel to the nearest exit and leave the building.
- Close all doors as you leave, take your keys with you so you can return if you encounter untenable conditions.
- Use the stairs; **NEVER** use the elevator when exiting the building.
- Once outside, proceed to your building's designated muster station as per the Building Evacuation Route signage that is posted in each building. **Stay there until released.**
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and workers.
- Notify Lamont Security or responding emergency workers of any injured or trapped persons remaining in your building.
- Do not return to an evacuated building until given the "all clear" by Lamont Security staff.
- If trapped in a building call 911 and provide your name, phone number and location and condition preventing you from leaving.

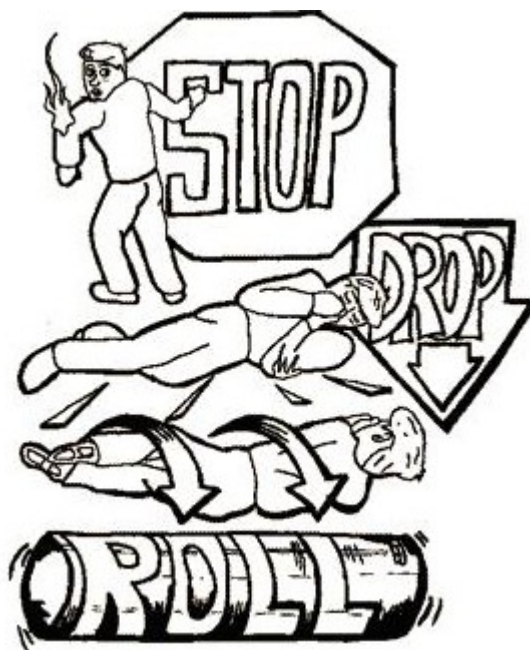


### **Procedures to Follow if a Person's Clothing Catches Fire**

- If a person's clothing is on fire, he/she must not be allowed to run, as this will fan the flames and cause a more serious burn. **Remember! STOP DROP and ROLL.** Clothing fires must be extinguished immediately in order to minimize skin burns.
- If necessary, knock the person to the floor and roll them over to smother the flames.
- If available, place the person under a shower, utilize a hose, use a fire extinguisher, or wrap him/her in a blanket or whatever is available to smother the flames.
- If possible, place clean wet cloth on burned areas, wrap the person warmly to avoid shock, and secure medical assistance by immediately calling 911. Then call Lamont Security at 555 (from any campus phone) or (845) 365-8555.

### **Be Prepared**

- Know the location of the nearest fire alarm box.
- Learn the location of at least two exits from your work place.
- Count the doors or work spaces between you and the exit. In a power failure or smoke condition it may be necessary to evacuate in the dark.
- University policy mandates total building evacuation whenever the building interior fire alarm sounds.
- Take your keys with you and proceed to the nearest stairwell and exit the building.



### **Persons with Disabilities**

- It is suggested that individuals who use wheelchairs or who have a mobility related disability prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.
- During an emergency evacuation due to fire, building elevators should not be used.
- Evacuation may not always be necessary or advisable. If persons with mobility related disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the nearest fire stairway landing on each floor of the building. Immediately notify Lamont Security staff or other rescue workers on-scene upon the arrival of persons with disabilities to the rescue area.

### Using a Fire Extinguisher

- Activate the alarm and call 911 before attempting to extinguish the fire.
- Use an extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt about your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
- To use the fire extinguisher, follow the PASS method:

**PULL** the pin. This will break the tamper seal if a seal is applied.

**AIM** low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

**SQUEEZE** the handle to release the extinguishing agent.

**SWEEP** from side to side at the base of the fire until the fire is out. Wait in the area. If the fire re-ignites, repeat the steps above.

- Portable fire extinguishers are located throughout the building. To report a discharged or damaged fire extinguisher, contact Lamont Security at 555 (from any campus phone) or (845) 365-8555.

### **P.A.S.S.**

**PULL - AIM - SQUEEZE - SWEEP**



### III. Medical Emergency

- When encountering a person in need of medical attention, immediately call 911 then notify Lamont Security at 555 (from any campus phone) or (845) 365-8555.
- Provide Lamont Security with your name, exact location and information regarding the nature and magnitude of the medical emergency. If trained, provide appropriate first aid while awaiting the arrival of emergency responders. Remain with the person(s) requiring medical attention until assistance arrives.
- If additional persons are available, dispatch someone to road in front of the building to wait for help to arrive.
- Note: The Lamont Campus is equipped with Automated External Defibrillators (AEDs) at the following locations:
  - Administration Building 1<sup>st</sup> Floor outside Rm. 101
  - Comer Building 1<sup>st</sup> Floor outside Lab 102
  - Geoscience 1<sup>st</sup> Floor Lobby
  - Monell Building Entrance by Restrooms
  - Oceanography Main Entrance lobby
  - Security Guard Booth



- Report ALL Workplace Accidents / Injuries as soon as possible to the Lamont Safety / Security office at 555 or (845) 365-8555.

## **IV. Dangerous Animal**

A dangerous animal is an animal which is a potential danger to others, such as a bear, dog, coyote, or a rabid animal. While snakes or snapping turtles can be a danger, they do not warrant a security response, unless they are in a building.

### **Immediate Actions**

- Remain Calm.
- Do not engage with the dangerous animal if possible.
- Call Lamont Security at (845) 365-8555. If danger is imminent call 911 as well.

## **V. Suspicious Person / Activity**

**A suspicious person is a person unknown to you, intuitively does not seem to belong, is behaving in an unusual manner, or is engaging in activity that appears suspicious, such as trying to open a locked door / vehicle.**

### **Immediate Actions**

- Remain Calm.
- Call Lamont Security at 555 (from any campus phone) or (845) 365-8555.
- Provide any relevant information for the reason of your suspicion

### **Security Response**

- Direct Security to the incident and briefly provide any relevant information as to the suspicious person's whereabouts.
- Do not interfere as Security addresses the suspicious individual.

### **VI. Hostile Person**

A hostile person is a person who is disruptive and potentially a danger to others. Frequently a hostile person is someone known to an employee, such as an ex-spouse, or even another current employee.

In the event that a hostile person incident should occur on campus, the University may utilize multiple notification methods to alert the Lamont community of an incident. If an event occurs, you should:

#### **Immediate Actions**

- Remain Calm.
- Do not engage with the hostile person if possible.
- Call Lamont Security at 555 (from any campus phone) or (845) 365-8555.
- If danger is imminent call 911 as well.

#### **Security Response**

- Direct Security to the incident and briefly provide any relevant information as to the hostile person's identification if known, or purpose.
- Do not interfere as Security addresses the hostile individual.

#### **Police Response**

- Remain calm and follow officers' instructions.
- When hostile person is removed, responders will facilitate follow-up medical care, interviews, and will begin an investigation.

### VII. Active Shooter Incident

In the event that an Active Shooter Incident should occur on campus, the University may utilize multiple notification methods to alert the Lamont community of an active shooting incident. If an event occurs, you should:

#### Immediate Actions

- **EVACUATE** the premises if possible; leave belongings behind. If event occurs **outside**, take immediate cover indoors away from the active shooter(s).
- Help others escape if possible, but do not wait if they are hesitant.
- Prevent others from entering area and contact authorities when safe and able to do so.

#### If Escape is Not Possible

- If evacuation is not possible, find a place to **HIDE** where the active shooter is less likely to find you and where you won't trap or limit your movement.
- Lock and barricade doors.
- Take adequate cover/protection, conceal yourself behind concrete walls, thick desks, or filing cabinets.
- Turn off lights, close blinds, and block windows.
- Silence cell phones, turn off radios and computers.
- Keep occupants calm, quiet, and out of sight.
- Stay low – on the floor and call authorities if able.

#### If Hiding is Not Possible

- Be prepared to **FIGHT** as aggressively as you can; your life depends on it.
- Enlist others to join you.
- Attempt to incapacitate the shooter using whatever weapons are available. Improvise, using chairs, waste baskets, umbrellas, and paper weights etc. to use against the active shooter.

#### Police Response

- Remain calm and follow officers' instructions.
- The officers' objective is to engage and neutralize the shooter(s) immediately.
- Put down any items in your hands and raise your hands and spread your fingers.
- Keep hands visible and avoid pointing, screaming and yelling.
- When shooter is neutralized, responders will facilitate follow-up medical care, interviews, counseling, and will begin an investigation.



#### Contact Authorities

Call 911 for Police and Lamont Security at 555 (from any campus phone) or (845) 365-8555.

#### What to Report

Report your specific location – Lamont building name and room number.

Number of persons at your specific location and injuries – number and type of injuries.

Assailant(s) location, number of assailants, race/gender, physical description, clothing description, type and number of weapons, backpack, shooter's identity, if known, whether separate explosions occurred other than gun fire.

Note: Visit the Lamont Security Webpage to see a video on how to survive if you were to ever find yourself in an active shooter situation. The three important words to remember are: **Run. Hide. Fight.**

<http://www.ldeo.columbia.edu/campus-services/facilities-management/security>



## VIII. Bomb Threat/ Suspicious Package

### If You Observe a Suspicious Object or Potential Bomb

- Remain calm.
- Do not touch the object.
- Secure the immediate area around the object to prevent other persons from touching the object.
- Evacuate the area immediately.
- Notify Lamont Security at 555 (from any campus phone) or (845) 365-8555.

### If You Receive a Bomb Threat by Phone

- Remain calm.
- If your phone has caller ID, record the number displayed.
- Try to keep the caller on the line long enough to complete the Bomb Threat Checklist available on the next page. If a Bomb Threat Checklist is not available, try to obtain the following information:
  - A.) When is the bomb going to explode?
  - B.) Where is the bomb located?
  - C.) What does the bomb look like?
  - D.) What type of bomb is it?
  - E.) Why was the bomb placed?
- Try to record the exact words spoken by the caller
- Make note of the caller's voice, language, and any background noise.
- Notify Lamont Security at 555 (from any campus phone) or (845) 365-8555.

### If There is an Explosion

- Take cover under sturdy furniture, or leave the building if directed to do so by Security staff.
- Stay away from windows. Do not light matches. Do not turn light switches on or off.
- Move well away from the site of the hazard (if known) to a safe location. Leave doors and windows open. **Use stairs; do not use elevators.**
- Call 911 then call Lamont Security at 555 (from any campus phone) or (845) 365-8555.

### If you Receive a Suspicious Package by Mail

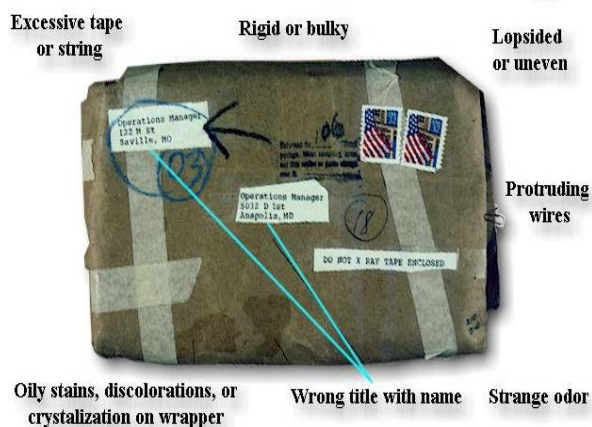
Stop immediately! Do not open item further. Do not move item or place item in water. Do not shake or empty contents.

**Notify Lamont Security at 555  
(from any campus phone) or  
(845) 365-8555.**

Isolate the package, and evacuate the area.

Wash your hands with soap and water.

Meet responding Lamont Security staff; provide them with specific info about the package, and names of any persons who came in contact with the package.



## Bomb Threat Checklist



Department of the Treasury  
Bureau of Alcohol, Tobacco & Firearms  
**BOMB THREAT CHECKLIST**



1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

**EXACT WORDING OF BOMB THREAT:**

Sex of caller: Race:  
Age: Length of call:  
Telephone number at which call is received:  
Time call received:  
Date call received:

**CALLER'S VOICE**

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal    |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Angry    |
| <input type="checkbox"/> Stutter  | <input type="checkbox"/> Loud     |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp     |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow     |
| <input type="checkbox"/> Rasp     | <input type="checkbox"/> Crying   |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep     |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Distinct |

- |   |  |
|---|--|
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Whispered       |
| <input type="checkbox"/> Ragged   | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing   | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Disguised  | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Familiar ( <i>If voice is familiar, who did it sound like?</i> ) |  |

**BACKGROUND SOUNDS:**

- |  |  |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery               |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Crockery                        |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear                           |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Static                          |
| <input type="checkbox"/> Music         | <input type="checkbox"/> House noises                    |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local                           |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Office machinery                |
| <input type="checkbox"/> Booth         | <input type="checkbox"/> Other ( <i>Please specify</i> ) |

**BOMB THREAT LANGUAGE:**

- |  |   |
|--|---|
| <input type="checkbox"/> Well spoken (education) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                    | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped                   | <input type="checkbox"/> Irrational                   |

**REMARKS:**

Your name:

Your position:

Your telephone number:

Date checklist completed:



## IX. Hazardous Materials

### **Emergency Procedures for Fumes/Vapors**

- Harmful/irritating fumes can infiltrate a building from various sources – improperly stored chemicals, faulty building systems and equipment, fires, engine exhaust, etc.
- If the presence of harmful/irritating fumes is suspected, the affected area should be evacuated.
- Remove any victims from the area only if it can be done safely.
- If possible, aid victims outside of affected area until emergency personnel arrive.
- Use a telephone away from the area and notify Lamont Security at 555 (from any campus phone) or (845) 365-8555.
- It may be possible to ventilate an affected area by opening windows and or activating exhaust fans; provided such an action is undertaken by trained personnel.
- Make yourself available to supply critical information to assist with treatment.

### **Emergency Procedures for Hazardous Substance Spills:**

- Any spill of a hazardous substance (including motor oil or fuel) must be reported immediately to Lamont Security at 555 (from any campus phone) or (845) 365-8555.
- Provide any information you may have as to the location and extent of the spill, and as to the chemicals involved or stored in the area.
- Stop the SOURCE of the spill if possible, but DO NOT attempt to clean up the spill yourself unless you are properly trained.
- Don't endanger yourself or others. Evacuate the area.
- Remove any victims from the area only if it can be done safely.
- If chemicals come in contact with your skin, immediately flush the affected area with clean water for at least 15 minutes.
- Persons who may be contaminated by a spill/release are to:
  - A.) Seek medical attention immediately.
  - B.) Avoid contact with others.
  - C.) Alert responders/emergency personnel of the injury.
- Aid victims if possible until emergency help arrives.
- Make yourself available to supply critical information to assist with treatment.

## **X. Unusual Odor/ Gas Leak**

### **General Info about Gas**

- Cylinders of compressed gas may be toxic, explosive, or asphyxiating. Some gases are heavier than air and will seek the lowest levels.
- Natural gas is lighter than air and will rise. Natural gas has a smell similar to the odor of rotten eggs. The odorant level is noticeable when there is as little as 1% gas in the air. Natural gas becomes flammable and will ignite if as little as between 5% and 15% gas is in the air and an ignition source is present. Ignition sources include pilot lights, flint sparks, matches, electrical switches, static electricity, and motors.
- Sewer gas is noxious and may enter a building through drains or sanitary fixtures if the plumbing traps dry out.



### **Contact Authorities**

- Call Lamont Security at 555 (from any campus phone) or (845) 365-8555 from a safe unaffected area.

### **What to Do**

- Remain calm. Shut off the source of the gas leak if immediately apparent, if it can be easily corrected (e.g., Cylinder value, Bunsen burner, kitchen appliance), and if you have the knowledge and ability to do so without jeopardizing your personal safety.
- Evacuate the building/area.
- If a gas cylinder leak is known to be toxic pull the fire alarm to alert and evacuate the building.
- Identify persons with mobility related disabilities and provide assistance if possible.
- Leave ventilation systems operating.

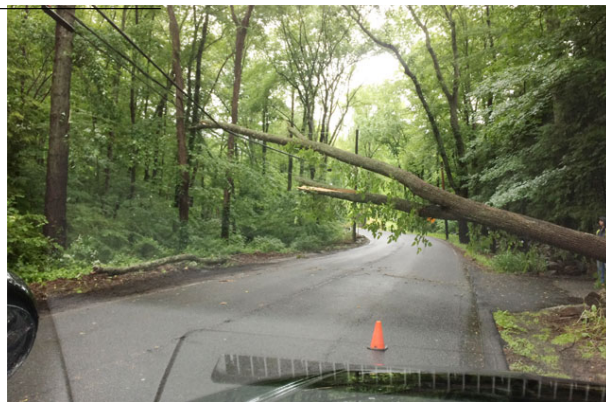
### **CAUTION – What NOT to Do for a Natural Gas Leak**

- Do not use the phone in the area of the leak.
- Do not turn electrical equipment or lights on or off.
- Do not use elevators in the area.
- Do not return to the evacuated area until advised to do so by Lamont Security.

### **XI. Power Outage**

#### **Immediate Actions**

- Remain calm.
- Notify Lamont Security at 555 or (845) 365-8555.
- Provide assistance to persons with mobility related disabilities. Notify Lamont Security if persons with mobility related disabilities are in the area and may need to be relocated.
- Provide assistance to other individuals in your immediate area.
- Secure files, turn off computers, unplug electronic equipment, and lock windows and doors as you leave.
- Proceed cautiously to an area that has emergency lights.
- Do not light candles or other types of flames for lighting.



#### **If Trapped in an Elevator**

- Remain calm.
- Use the emergency call intercom built into the elevator control panel.
- Security will be dispatched to your location to assist you.

#### **What to Report**

- Report your location, name, and telephone number, and the location of the power outage.
- Report the extent of the power outage, if known.
- Report any persons with disabilities who are in the area and may need to be relocated.

#### **Persons with Disabilities**

- It is suggested that individuals who use wheelchairs or who have a mobility related disability prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.
- **During an emergency evacuation due to a power outage, building elevators should not be used.**
- Contact Lamont Security for assistance evacuating during a power outage.

## **XII. Major Water Leak/Flood**



### **Immediate Action**

- If you know the source of the water and are confident of your abilities to stop it (i.e. unclog a drain, turn off water, etc.), do so cautiously.
- Notify Lamont Security at 555 (office phone) or 365-8555 ASAP.
- If in the lab and it is safe to do so, turn off appliances and secure chemicals before leaving.

### **Provide Assistance**

- Provide assistance to persons with mobility related disabilities. Notify Lamont Security if persons with mobility related disabilities are in the area and may need to be relocated.
- Provide assistance to other individuals in your immediate area.

### **Use Caution**

- If there are electrical appliances or electrical outlets near the leak, use extreme caution.
- If there is any possible danger, evacuate the area.
- Flood water can be contaminated. Avoid contact with sewer water, as it poses a serious health risk.
- Avoid standing in flood water, as it can carry electrical current.
- Avoid walking through flooded areas. As few as six inches of moving water can knock a person down.

### **Contact Authorities**

Call Lamont Security at 555 (from any campus phone) or (845) 365-8555.

### **What to Report**

Report your name, phone number, and the location and severity of the leak or flood.

Indicate whether chemicals, instrumentations, art collections, books or other valuables are involved or are in imminent danger.

Report any persons with disabilities who are in the area and may need to be relocated.



## XIII. Severe Weather

### Severe Weather Preparedness

- Security will initiate notifications when severe weather bulletins are issued for the immediate area.
- The safest place to be during severe thunderstorms and tornadoes is inside a secure structure, since most damage occurs as a result of broken glass and flying debris.
- **Do not leave the building or initiate a building evacuation when severe weather strikes.**
- Register to receive emergency notifications such as campus closings or delayed openings at:  
[https://docs.google.com/forms/d/e/1FAIpQLSc88hDQa0TTab8XSqaZhBJX-SIBQwVNWjA\\_tWmtiTBGzXXnww/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc88hDQa0TTab8XSqaZhBJX-SIBQwVNWjA_tWmtiTBGzXXnww/viewform)



### Glossary of Terms

#### Tornadoes/Thunderstorm/Wind Watch

- Normal operations will continue.
- Employees should keep a close eye on changing weather conditions and be prepared to take action when necessary.

#### Tornado/Thunderstorm/Wind Warning

- A hazardous condition stated has been spotted or identified on the radar.
- When these conditions immediately threaten the campus, the Lamont Security Department will make notifications. (i.e. Text message, email, web page, etc.)

#### Blizzard Warning

- Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.

#### Flood Warning

- Flooding is occurring, or will occur soon; if advised to evacuate, do so immediately.

#### Flash Flood Watch

- Flash flooding is possible. Be prepared to move to higher ground.

#### Flash Flood Warning

- A flash flood is occurring; seek higher ground on foot immediately.



### **Tornado**

- **Indoors:** go to the basement, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level, away from windows, doors, and outside walls. Put as many walls as possible between you and the outside. If possible, get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.
- Call Lamont Security at 555 (from any campus phone) or (845) 365-8555 to report any injuries, or property damage.
- **Outdoors:** Seek cover indoors. Do not seek shelter in your car.
- If there is no shelter nearby, lie flat in a ditch or a low spot with your hands shielding your head.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### **Earthquake**

- **Indoors:** Get under study desk or table and HOLD ON.
- Stay away from glass, windows, light fixtures or anything else that could fall and injure you
- Stay inside until shaking stops and it is safe to go back outside. **DO NOT** exit a building while it is shaking.
- **DO NOT** use elevators
- **Outdoors:** MOVE AWAY from buildings, streetlights, and utility wires as most injuries occur as a result of falling debris.
- Stay there until shaking stops

### **Hurricane/Winter Weather Advisory/Snow**

- Register to receive emergency notifications such as campus closings or delayed openings at:  
[https://docs.google.com/forms/d/e/1FAIpQLSc88hDQa0TTab8XSqaZhBJX-SIBQwVNWjA\\_tWmtiTBGzXXnww/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc88hDQa0TTab8XSqaZhBJX-SIBQwVNWjA_tWmtiTBGzXXnww/viewform)

## Appendix I.

### Important Telephone Numbers

Security (Emergency 24-Hour)

Campus Phone

555

Non Campus Phone

845-365-8555

Buildings & Grounds (Non Emergency)

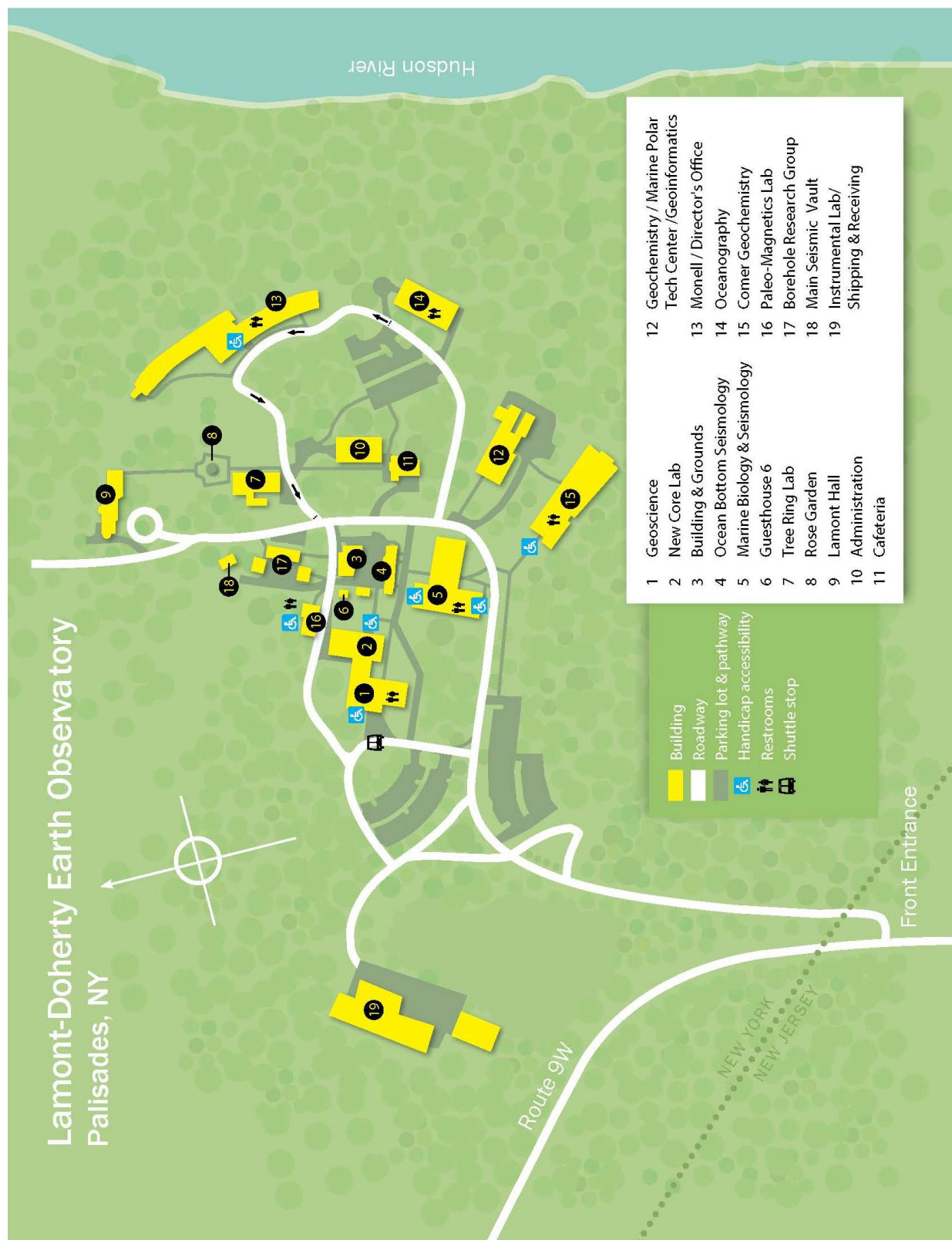
Campus Phone

8600

Non Campus Phone

845-365-8600

## Appendix II. LDEO Campus Map



### Appendix III.

#### Emergency Plan Procedures – Information Poster

The poster depicted below, sets forth a brief description of the actions taken during emergencies.

## EMERGENCY Procedures

Listed below are guidelines to follow during emergency incidents that may occur on the Lamont campus. Some incidents may require you to shelter in place while others may require evacuation of the facility.

### FIRE EMERGENCY (EVACUATE)



- If you see fire or smoke, pull the nearest Fire Alarm Pull Station to activate the building fire alarm system.
- If the building fire alarm is activated, immediately evacuate the building.
- Proceed to the nearest exit (NEVER use the elevator), closing doors as you exit.
- Exit the building to the designated Muster Location. **Stay there until released.**
- Once safely out of harm's way, call 911 and then Lamont Security at 555 or (845) 359-2900; give the location and description of the fire.
- Do not re-enter building until authorized by emergency responders.

### IF UNABLE TO EVACUATE

- Call 911 and provide your name, phone number, exact location and condition preventing you from leaving.
- Close door and seal cracks to prevent smoke from entering.
- If possible, open window at top and bottom (never break the window).
- Stay at window breathing the fresh air as it enters.
- Signal for help.
- If smoke enters the window, close the window and stay as close to the floor as possible.



### SUSPICIOUS OBJECT

- Do not disturb or move the object.
- Warn others to leave the area and secure the area, if possible.
- Retreat to a safe distance—at least 300 feet.
- Do not use cellular phone or other electronic devices while in the area.
- Call Lamont Security at 555 or (845) 359-2900. Give name, exact location inside the building and the nature of the condition.
- Do not reoccupy space until authorized by emergency responders or Lamont Security.



### HAZMAT SPILL HAZARDOUS SUBSTANCE

- Call Lamont Security at 555 or (845) 359-2900.
- Give name, exact location inside the building and the nature of the condition.
- Alert people in immediate area and evacuate.
- Confine the hazard by closing doors as you leave.
- Do not reoccupy space until authorized by emergency responders.



### WEATHER EMERGENCY

- For real-time information subscribe to the Lamont Emergency Notification System.

### ACTIVE SHOOTER



- Evacuate the premises if possible.
- If event is outdoors, seek cover indoors.
- Call 911 then Lamont Security at 555 or (845) 359-2900. Give name, exact location and the nature of the condition.
- If event is indoors:
  - Lock and barricade doors and windows and close blinds.
  - Do not stand by windows or doors.
  - Call 911 then Lamont Security at 555 or (845) 359-2900. Give name, exact location inside the building and the nature of the condition.
  - Silence cell phones and turn off lights, radios and computers.
  - Keep out of sight and take adequate cover.
  - Wait until emergency personnel verify that threat is over before leaving a place of safety.

### HOSTILE PERSON / DANGEROUS ANIMAL

- Remain calm.
- Do not engage if at all possible.
- Call Lamont Security at 555 or (845) 359-2900.
- If danger is imminent call 911.

### SUSPICIOUS PERSON OR ACTIVITY

- Remain calm.
- Try to engage person in a conversation if at all possible to gather information (e.g. who they are and why are they here)
- If person appears to be hostile or deranged, break off contact immediately.
- Call Lamont Security at 555 or (845) 359-2900 and provide relevant information for your suspicion.



### MEDICAL EMERGENCY

- Call 911 then notify Lamont Security at 555 or (845) 359-2900.
- Give name, exact location and the nature of the condition.
- If trained, provide appropriate first aid.
- Stay with individual(s) until medical assistance arrives.
- AEDs are located in Administration, Comer, Geoscience, Monell, and Guard Booth.
- Report ALL Workplace accidents to Lamont Security as soon as possible.

### OTHER SECURITY/SAFETY EVENTS

- Call Lamont Security at 555 or (845) 359-2900 for all other events (i.e. building flood; unusual odor including gas smell, pipe leaks, power outages, unsafe conditions (icy walkway / trip conditions), lockout of office / building)