Long Island University at Riverhead

EMERGENCY and SAFETY PROCEDURES GUIDE

REPORTING EMERGENCIES AND CRIMES

All members of Long Island University at Riverhead are encouraged to report any and all suspicious activity they may observe while on campus. Individuals may report any activity to Public Safety officers on patrol or they can contact the Office of Public Safety at the following numbers.

Location of Campus Public Safety:

Long Island University at Riverhead is located on the Eastern Campus of Suffolk County Community College. Public Safety is located in **Shinnecock Building, Room #120. Phone: 631-548-3636.** Long Island University does not maintain a written memorandum of understanding with local police agencies. However, Long Island University coordinates its campus security and safety efforts with the Suffolk County Community College's Department of Public Safety.

An **EMERGENCY "**Blue Light" **PHONE** is located at the north end of the LIU at Riverhead parking lot (lot 3-4). When activated, it connects directly to Public Safety. In addition, there is an EMERGENY PHONE located in the center lobby area of the LIU at Riverhead Building. Dial 3636 to contact Public Safety.

Timely Notice

It is the policy of Long Island University at Riverhead and Suffolk County Community College to notify Public Safety in a timely manner regarding the occurrence of non-imminent serious incidents. In the event that it becomes necessary to alert either personnel from SCCC's Public Safety office and Long Island University at Riverhead's personnel of the emergency situation, the message will be distributed from Long Island University at Riverhead to SCCC's - Office of the Executive Dean, the Associate Dean of Student Services and/or the Director of Public Safety. These notifications are in addition to the notifications made under the Emergency Response section of this document.

EMERGENCY RESPONSE

Long Island University at Riverhead works together with Suffolk County Community College during emergencies. SCCC has an Emergency Response Team (ERT) composed of senior college officials. The ERT is responsible for responding to emergency situations and for initiating appropriate communications to the affected members of the college community.
In the event of a serious emergency when there is an imminent threat to the community, Public Safety officers on duty, after confirming a threat exists, will notify 911 and then initiate communication with the Director of Public & Fire Safety or his designee, who will begin the

necessary communications to the appropriate campus community. The technologies used by Long Island University at Riverhead to communicate with its students, faculty and staff include college email alerts, notice on the College webpage and message to College's Emergency Phone Line (631-287-8222). The technologies are tested on an annual basis.

The College will also issue Timely Warning notifications for those incidents where there is no imminent danger but where the determination has been made to pass along important information in order to keep the campus safe.

FIRE EMERGENCY AND EVACUATION

In the event of a fire emergency, the fire alarm system will be activated requiring the evacuation of the affected building. Fire drills are conducted every fall and spring semester. Students, faculty and staff are required to move at least 50 feet away from the affected building in order to allow emergency responders access to the building.

Public Safety 631-548-3636

Evacuation Procedures

Long Island University at Riverhead's campus building is located on the Eastern Campus of Suffolk County Community College. Long Island University at Riverhead coordinates its evacuation procedures with Suffolk County Community College's Department of Public Safety. Evacuation routes may change depending on the nature and location of the emergency. Follow the Emergency Evacuation Procedure posted at the exit door in each classroom and office area, and follow the directions of Public Safety personnel.

If the fire alarm sounds or you are instructed to evacuate:

- Evacuate your area using the primary evacuation path posted at the exit door to each classroom and office area. Move to at least 50 feet away from the affected building in order to allow emergency responders to access the building. Follow directions of SCCC Public Safety Officers.
- Leave all personal belongings behind, unless instructed otherwise.
- Walk without delay, but do not run.
- Assist those with temporary or permanent disabilities needing special assistance evacuating.
- Avoid any dangerous areas.
- Try to account for all students when you reach a safe distance outside of the building.
- Notify Public Safety if anyone is missing or injured.
- Supervise all students; prevent them from leaving the safe distance area.
- Remain outside; do not re-enter the building until told to do so by Public Safety or the Fire Department.

Public Safety 631-548-3636
Shelter-in-Place Procedures

SECURE/SHELTER-IN-PLACE

The term, "Secure/Shelter-In Place," means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate. "Secure/Shelter-in-Place" should generally be used when an evacuation is not safe or it is unclear if an evacuation is safe.

Remember, once this action has been initiated, it has already been determined that it is safer to remain in place and not leave your building or the campus.

Once you are notified to "Secure/Shelter-in-Place," you should, when safety allows, take the following actions:

REMAIN CALM AT ALL TIMES AND FOLLOW THE DIRECTIONS OF PUBLIC SAFETY AND/OR UNIFORMED EMERGENCY RESPONDERS.

- When safety allows take appropriate steps to secure the room you are located by:
    - turning off lights
    - closing windows, blinds and shades
    - moving away from doors and windows
    - when available securing doors by either lock or when a door opens in, securing by blocking the door with furniture.

- Once these steps have been taken notify Public Safety at 631-548-3636, give them your location and how many occupants are in your room. When possible, try to keep a list of names of all persons at your location.

- Keep 911 or public safety informed of any activity in your building, loud noises, yelling, shots fired, etc.

- REMAIN CALM!

- Remain in place until you are contacted by either public safety and/or the police.

- DO NOT OPEN THE DOOR TO YOUR ROOM FOR ANYONE. Public Safety, police or other college officials will have keys to enter your room.

- DO NOT LEAVE UNTIL YOU ARE GIVEN AN ALL CLEAR BY A UNIFORMED OFFICER OR COLLEGE OFFICIAL!

- The most important step you can take is to remain calm. Once this process has been initiated, the Southampton Police and Riverhead Police as well as college public safety and other agencies will take the necessary steps to ensure you are safe.

Public Safety 631-548-3636
Types of Terrorism

Chemical: Involves use of chemical agents to deliberately harm or incapacitate people. Agents are poisonous gasses, liquids, or solids that have a toxic effect. They are introduced through inhalation or absorption through the skin or mucous membranes from food, water, or the air. Effects from an acute chemical event will be immediate and obvious.

Biological: Involves the intentional use of biological agents, or germs, to cause illness. Biological agents are viruses, bacteria, fungi, and toxin from living organisms that have illness-producing effects. Effects may not be known immediately because of the delay between exposure and onset of illness. Agents of greatest concern are: anthrax, smallpox, plague, and botulism.

Radioactive/Nuclear: There are two primary scenarios for a nuclear or radiological attack. One is the detonation of a nuclear bomb. The second scenario is the detonation of a conventional explosive device incorporating nuclear materials (a so-called "dirty bomb" or radiological dispersal device).

Explosive: Conventional terrorism most often takes the form of bombs and other explosive devices in order to inflict traumatic injury. The danger to people comes from the effects of the blast. To date, this has been the most common type of terrorist attack.

Inside Attack:

- Notify Public Safety immediately of suspected chemical attack, injuries and/or physical symptoms detected.
- Open doors and windows to bring in fresh air.
- If possible, turn on exhaust ventilation equipment.
- If attack affects your area, evacuate everyone to outside.

Outside Attack:

- Notify Public Safety immediately of suspected chemical attack, injuries and/or physical symptoms detected.
- Close doors and windows.
- Turn off ventilation systems.
- Shelter-in-place.

- Listen for official instructions and follow directions.

Public Safety 631-548-3636
Medical Emergency Procedures

- Notify Public Safety to report the medical emergency. Provide the following information:
  - Nature of the incident
  - Location and number of victim(s)
  - Nature of illness or injury
  - Hazards in the area (e.g., electrical shock, hazardous vapor, etc.)
  - Ambulance needed

- If the illness or injury appears life threatening, you should call 911 directly **and then notify Public Safety.**

- Keep all non-essential personnel away from the scene.

- Do not attempt to move the victim(s) unless they are in immediate danger.

- Do not attempt to treat the victim(s) if you are not formally trained and/or certified (i.e. first aid, CPR, AED).

- Keep the victim(s) calm and reassure that help is on the way.

- Take "universal precautions" to prevent contact with bodily fluids.

- *Universal Precautions*: Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.

- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth to mouth resuscitation).

- Preserve the scene of the medical emergency in the event the incident will require an investigation by Emergency Service Personnel or Police.

- Do not clean up any bodily fluids, unless trained and properly equipped.

- Keep all patient information confidential.

Public Safety 631-548-3636
Criminal Behavior and Civil Unrest

- Be alert to what's going on around you.
- Do not approach or attempt to apprehend the person(s) involved.
- Notify Public Safety immediately if you witness a crime in progress or observe a suspicious person or activity, and be prepared to provide the following:
    - Your name
    - What is happening
    - Where is it happening
    - How many people are involved / Anyone injured
    - Description of the assailant – clothing, physical characteristics, etc.
    - Any weapons
    - Location of the assailant or direction of their escape
- Public Safety Officers will be dispatched to assess the situation.
- Stay on the phone with Public Safety until a Public Safety Officer arrives and provide additional information, as it becomes available or the situation changes.
- If possible, remain out of sight. Be concerned with your personal safety and act cautiously.
- If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from any armed offender.
- In the event of violent, hostile, or criminal behavior, leave the immediate area if possible, and direct others to do so.
- Always err on the side of caution and contact Public Safety.
- Follow LOCKDOWN procedures when instructed to do so.

Civil Unrest

- Notify Public Safety and provide the following:
    - Your name
    - What is happening
    - Where is it happening
    - How many people are involved
    - Any injuries, violence, property damage, etc.
- Public Safety Officers will be dispatched to assess the situation.
- Follow instructions of Public Safety to ensure the safety of everyone.

Public Safety 631-548-3636
Hazardous Material Spill

Rescue:

- Do not attempt rescue of anyone overcome by chemical vapors or gases in an enclosed room or area—only trained rescuers should enter the area protected with self-contained breathing apparatus.
- Notify Public Safety immediately.
- If exposed to a hazardous material, on clothing, skin or by inhalation, remove the clothing, and seek medical treatment immediately.

Hazardous Materials Spill Procedures

Inside Spills:

- Call Public Safety to report the emergency. Provide the following information:
    - Location of the spill
    - Type of chemical spilled
    - Known hazards of the spilled chemical
    - Quantity spilled
    - Number and extent of injuries / illnesses
    - Has spill or vapors from the spill spread into the drain or ventilation system?
- Attempt to provide ventilation to the affected area by opening the windows.
- Turn on local or building exhaust ventilation if available and safe to do so.
- If possible, control access to the affected area by closing doors.
- If hazardous materials come into contact with your skin, immediately flush the affected area with clear water for at least 15 minutes.
- Use chemical showers if available.
- If the threat warrants, implement evacuation procedures to ensure that no one is exposed to danger.
- Direct everyone to evacuate immediately, in a calm and orderly manner, to the safe distance from the building.
- Try to account for all personnel. Report any missing to Public Safety.
- Check people involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Remain at the safe area until directed by Public Safety or the Fire Dept.
- Do not try to clean up the spill unless you are familiar with the hazardous material and are trained and have the proper equipment to perform the cleanup.

Outside Spills:

- Close all exterior windows and doors.
- Shut down room ventilation systems if possible.
- Shelter-In-Place inside the building and remain there until directed by Public Safety or Fire Department

Public Safety 631-548-3636
Suspicious Package/Envelope Indicator

- Powder in or on the envelope
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

Suspicious Package/Envelope Procedures

- Isolate the suspicious item. Do not touch or handle any suspicious items found.
- Notify Public Safety that a suspicious package has been detected.
- Alert everyone in adjacent areas that a suspicious letter or package has been found and to clear the area.
- Close the door, prevent others from entering.
- If the suspicious item is believed to be a bomb, evacuate the building and follow procedures for Bomb Threats.
- Write down any reasons for identifying the package as suspicious (e.g., excessive postage; no return address; rigid envelope; feel, etc.).
- Contact the addressee to determine if package was expected.
- Any person who had direct contact with the package should wash their exposed skin with soap and water and seek medical surveillance.

Public Safety 631-548-3636
Threatening Telephone Calls

- Remain calm.
- Do not hang up, keep the caller on the line as long as possible, and listen carefully.
- Signal someone to call Public Safety.
- Note the time of the call.
- Try to get caller's number if you have caller ID.
- **Ask the caller the following questions:**

  -Where is the bomb?
  -When will it explode?
  -What does the bomb look like?
  -What kind of bomb is it?
  -What is the caller's name and motive for placing the bomb?
  -Are you an employee?
  -Are you a student?

- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.
- Make sure Public Safety has been notified.

Public Safety 631-548-3636
Electronic Mail Threats

- Remain calm.
- Leave the e-mail message open on the computer, do not erase it.
- Notify Public Safety immediately.
- Print the message. Include the properties of the message.
- Save the e-mail.

Written Threats

- Remain calm.
- Do not handle written threat. Keep everyone from handling it or going near it.
- Save all packing materials.
- Write down everything you remember about the written threat.
- Notify Public Safety immediately

Verbal Threats

- Note the description of the person who made the threat (e.g., name, race, sex, type and color of clothing, body size, hair color, and any distinguishing features).
- Write down the threat exactly as it was communicated to you.
- For rumors, write down known information.
- Notify Public Safety immediately.

Public Safety 631-548-3636
Bomb Threat Evacuation

- Direct everyone to gather personal belongings.
- Direct everyone not to use cellular phones and pagers.
- Visually sweep room for suspicious items.
- Leave doors and windows open.
- Do not touch the light switch.
- Proceed to a safe distance outside the building and follow further instructions from Public Safety.

Public Safety 631-548-3636
Suicide Threat

- Consider the threat of any students, faculty or staff reference to suicide as serious.
- Protect yourself; do not put yourself in harm's way.
- DO NOT LEAVE THE INDIVIDUAL ALONE.
- Do not allow the individual to leave until help arrives, if possible.
- Notify Public Safety immediately if you become aware of a suicide threat.
- Talk calmly to the person until appropriate personnel arrive at the scene.
- Remember:
    - Be positive
    - Engage the person in conversation
    - **Do Not** become confrontational
    - **Do Not** make fast movements toward the individual
- When trained personnel arrive, defer to their judgment on the course of action to be taken

Suicide Attempt

- Notify Public Safety and 911 immediately of any suicide attempt. Provide person's name if known.
- Protect yourself; do not put yourself in harm's way.
- DO NOT LEAVE THE INDIVIDUAL ALONE.
- Try to calm the suicidal person.
- Try to remove the individual from any immediate means of hurting himself / herself.
- Take "universal precautions" to prevent contact with bodily fluids.
- *Universal Precautions*: Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.
- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth to mouth resuscitation).
- Stay with the suicidal person until Public Safety or other help arrives.
- Clear the area to allow emergency personnel to work and provide privacy for the victim.
- Keep everyone away from the scene.
- Remain with the situation as directed by Public Safety, working to defuse the crisis by remaining calm.
- Reassure everyone involved that everything possible is being done to return the situation to normal.
- Do not release any information beyond Public Safety or suicide intervention personnel.

Public Safety 631-548-3636
Power Outage or Utility Failure Procedures

If the power goes out or even partial outage:

- Remain calm.
- Notify Public Safety.
- Public Safety will notify Electricity Company and assess the scope and expected duration of the outage.
- Public Safety will provide response directions to you once they complete their assessment.
- Remain in your area/room and do not move around the building unnecessarily.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.
- Emergency lighting should come on automatically. If emergency lights do not come on in your area, notify Public Safety.
- Provide assistance to others in your immediate area who may be unfamiliar with the building.
- If instructed to evacuate, proceed cautiously to a safe area outside the building.

If there is loss of another utility:

- Notify Public Safety.
- Public Safety will notify LIPA and assess the scope and expected duration of the outage.
- If there is an immediate problem or special needs, notify Public Safety.

Public Safety 631-548-3636
Intruder/Shooter/Lockdown

Intruder/Shooter:

- If you become aware of an intruder / shooter, notify Public Safety and 911 immediately.
- Always assume an intruder is armed and dangerous.
- If the location of the perpetrator(s) is unknown or on the move, prepare to lockdown in your area.
- Remain in place until Public Safety or Police provide you with further instructions.
- If a hostage incident develops, identify room location, number of persons held, and information about the hostage taker. Relay information to Public Safety or Police.
- If you come across an unattended weapon, do not touch it, isolate and secure the area so no one takes the weapon, and notify Public Safety immediately.
- If you come face to face with perpetrator(s):
    - Do as they demand; never argue.
    - Avoid sudden moves which could startle the intruder.
    - Take your time.
    - Avoid using force unless someone's life is in imminent danger.

Lockdown Procedures

Lockdown: is a protective action employed to safeguard students and staff when there is an armed perpetrator approaching the campus, on campus, or in a campus building. Lockdown is employed to keep people away from a violent perpetrator while Public Safety and Police engage the suspect.

Familiarize yourself with the system that will be used to warn you to lockdown. This may be the Emergency Alert System, public address system, if available, or telephone.

If instructed to Lockdown:

- Follow the Emergency Evacuation Procedure posted at the exit door in each classroom and office area, and follow the directions of Public Safety personnel.
- Lock all exterior doors.
- Take refuge in the nearest classroom, office, or other room.
- Direct anyone immediately outside your area into the nearest room.
- Close and lock or secure doors as much as possible.
- Close and lock windows.
- Close blinds or shades to prevent anyone from seeing inside the room.
- Turn off lights.
- Direct everyone away from windows and doors.
- Prevent anyone from leaving the room.
- If a gunshot or an explosion is heard, get everyone on the floor.
- If the fire alarm sounds, evacuate if there are visible signs of fire. Await instructions if no signs of fire (intruder may pull alarm to get to you).

- Remain in secured area until notified by Public Safety or Police.
- Preserve the crime scene and avoid touching, moving or disturbing evidence.

Public Safety 631-548-3636
Fire Procedures

- Remain calm.
- Pull the nearest fire alarm, if not already activated.
- Only attempt to use a fire extinguish if you have been formally trained.
- Remove anyone from immediate danger.
- Notify Public Safety from a safe location.
- Close all doors to confine smoke and fire.
- Unless otherwise directed, follow your Building Evacuation Plan and proceed to a safe distance outside the building.
- Do not delay evacuation for the purpose of retrieving personal belongings.
- Walk without delay, but do not run.
- Feel exit doors for heat, stay low and close to walls while evacuating.
- If smoke is present, stay low. The best quality of air is near the floor.
- Consider persons with disabilities who may need assistance evacuating.
- Never allow the fire to come between you and an exit.
- Try to account for everyone when you reach a safe distance from the building.
- Notify Public Safety if anyone is missing or injured.
- Everyone should remain at the safe distance away from the building until directed otherwise by Public Safety or the Fire Department.

If you are Trapped in a Room/Area

- Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use the telephone to notify Public Safety of your problem and location.
- If you are trapped in an area and need fresh air, only break the window as a last resort, and use caution when breaking the window.

Public Safety 631-548-3636
Explosion Procedures

Report Any of the Following to Public Safety:

- Is there structural damage or collapse?
- Any injuries?
- Is natural gas or any hazardous material leaking?
- Did the explosion disperse any liquids, mists, vapors or gas?
- Did the explosion only destroy a package or the bomb device?
- Are there unexplained odors?

If the Explosion is Inside:

- Evacuate along established routes to a safe distance away from building.
- Redirect to exits away from site of the explosion.
- Discontinue use of all radios, cell phones (any communication transmitting device).
- Try to account for everyone when you reached the safe distance away from the building.
- Notify Public Safety if anyone is missing or injured.
- Everyone should remain at a safe distance away from the building until directed otherwise by Public Safety or the Fire Department.

If the Explosion is Outside:

- If you are in danger due to fire, smoke, danger of collapse, broken glass, or other hazards, evacuate away from the scene of the explosion; follow evacuation procedures.
- Keep AWAY FROM WINDOWS.
- If your room is safe, await instructions from Public Safety.
- Prepare to "Shelter-In-Place."

Public Safety 631-548-3636
Gas Leak Suspected

Natural gas leaks may occur and may bring danger of an explosion. Gas leaks are identified by an odor similar to rotten eggs. If a gas leak is suspected, do the following:

- Notify Public Safety. They will provide any direction you need. If you feel the need to evacuate then do so immediately.
- Notify Public Safety who may be affected.
- Do not turn on or off any electrical device including light switches (spark prevention).
- If gas leak is inside building, ventilate by opening windows.
- If gas leak is outside the building, close windows and ventilation air intakes.
- Turn off all ignition sources.
- Public Safety will assess and determine if there is a need to evacuate.
- If you are asked to evacuate:
    - Leave Lights on
    - Do not lock doors
    - Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Everyone should evacuate upwind of gas odor to a safe distance outside of building.
- Try to determine if anyone is missing after you have evacuated and report those missing to Public Safety.
- No one may re-enter the building until Fire Department of Public Safety declare entire building to be safe.
- Notify students and staff of termination of emergency.
- Resume normal operations.

Public Safety 631-548-3636

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