



# **The Albert Einstein College of Medicine of Yeshiva University**

## **EMERGENCY PROCEDURES MANUAL**

Prepared by:

Administration  
Auxiliary Services  
Environmental Health and Safety  
Facilities Management  
Human Resources  
Security

**EMERGENCY PROCEDURES MANUAL**

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**REMEMBER**

**THE SAFETY OF LIFE IS PARAMOUNT OVER EQUIPMENT OR FACILITIES**

**INTRODUCTION**

The Albert Einstein College of Medicine of Yeshiva University (Einstein) is committed to providing a safe and healthful work environment for all of its faculty, employees, students, and visitors. The Emergency Procedures Manual is intended to give structure to our commitment with respect to emergency situations. Terrorist activities, disastrous fires, bomb threats, and other emergency situations intensify concern for the safe and rapid evacuation of personnel from either the area involved or an entire building, for the safeguarding of property and the restoring of normal activities. An emergency situation can pose additional and unique problems, particularly in high-rise buildings. Experience dictates that a safe and successful evacuation during an emergency, the preservation of property and the return to normal business are dependent on thorough preplanning, organization, education, training, and the rehearsal of emergency procedures.

To provide safe evacuation of all Einstein Buildings in the event of terrorist activity, fire, bomb threat, or other emergency, the procedures in this manual are to be followed unless otherwise directed by police or fire department officials. Every employee is responsible for becoming familiar with the contents of this manual, location of fire alarms, fire protection equipment, and exits.

Area Supervisors will be selected by their Department. They will be responsible, in the event of an emergency, to assist and guide occupants. Each Department must select enough Area Supervisors and Alternates to ensure complete supervision in an emergency. The Area Supervisor will be trained in proper evacuation procedures for their work area in the event of an emergency. Each Area Supervisor must assist employees in carrying out the procedures outlined in this plan. In the event of an emergency, all employees on their floor will follow the Supervisor's or Alternate's instructions.

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EMERGENCY NUMBERS

| LOCATION   | PHONE NUMBER  |
|--|---|
| <p><u>Emergency Response Center</u> – to be equipped with telephone, radio, TV, flash lights and other safety equipment. This is where the Emergency Response Group will convene for Level III emergencies</p> <p>ER – FB63</p> <p>BOS – FG28<br/>                     Alternate – FM FB60<br/>                     Alternate – AS B110<br/>                     Alternate – P/B 215</p> | <p>(718) 931-3793 or<br/>                     (718) 931-3956 or<br/>                     (718) 430-8824 or X8824</p> <p>(718) 430-2217 or X2217<br/>                     (718) 430-2805 or X2805<br/>                     (718) 430-2112 or X2112<br/>                     (718) 678-1094</p> |
| Security<br>24 hours   | (718) 430-2019 or X2019<br>X4111  |
| Environmental Health and Safety<br>24 hours  | (718) 430-4150 or X4150<br>X4111  |
| Housekeeping   | (718) 430-2352 or X2352   |
| Engineering<br>Engineering Control Room (UB09) – Emergency Number  | (718) 430-3000 or X3000<br>(718) 824-1092   |
| Employee Emergency Notification  | (718) 430-2400 or<br>www.einstein.yu.edu  |
| Institute for Animal Studies   | (718) 839-7100  |
| Occupational Health Services   | (718) 430-3141 or X3141   |
| Human Resources  | (718) 430-2542 or X2542   |
| Public Affairs   | (718) 430-3101 or X3101   |
| Rape Crisis and Safe House   | (212) 267-7272  |
| Center for Disease Control – Public Information  | (800) 311-3435  |
| Poison Control Center  | (800) 955-9119  |
| Suicide Hotline  | (212) 673-3000  |
| *Ambulance   | 911   |
| Fire Department  | 911   |
| Police Department  | 911   |

\*See Accident, Incident, Injury or Illness.

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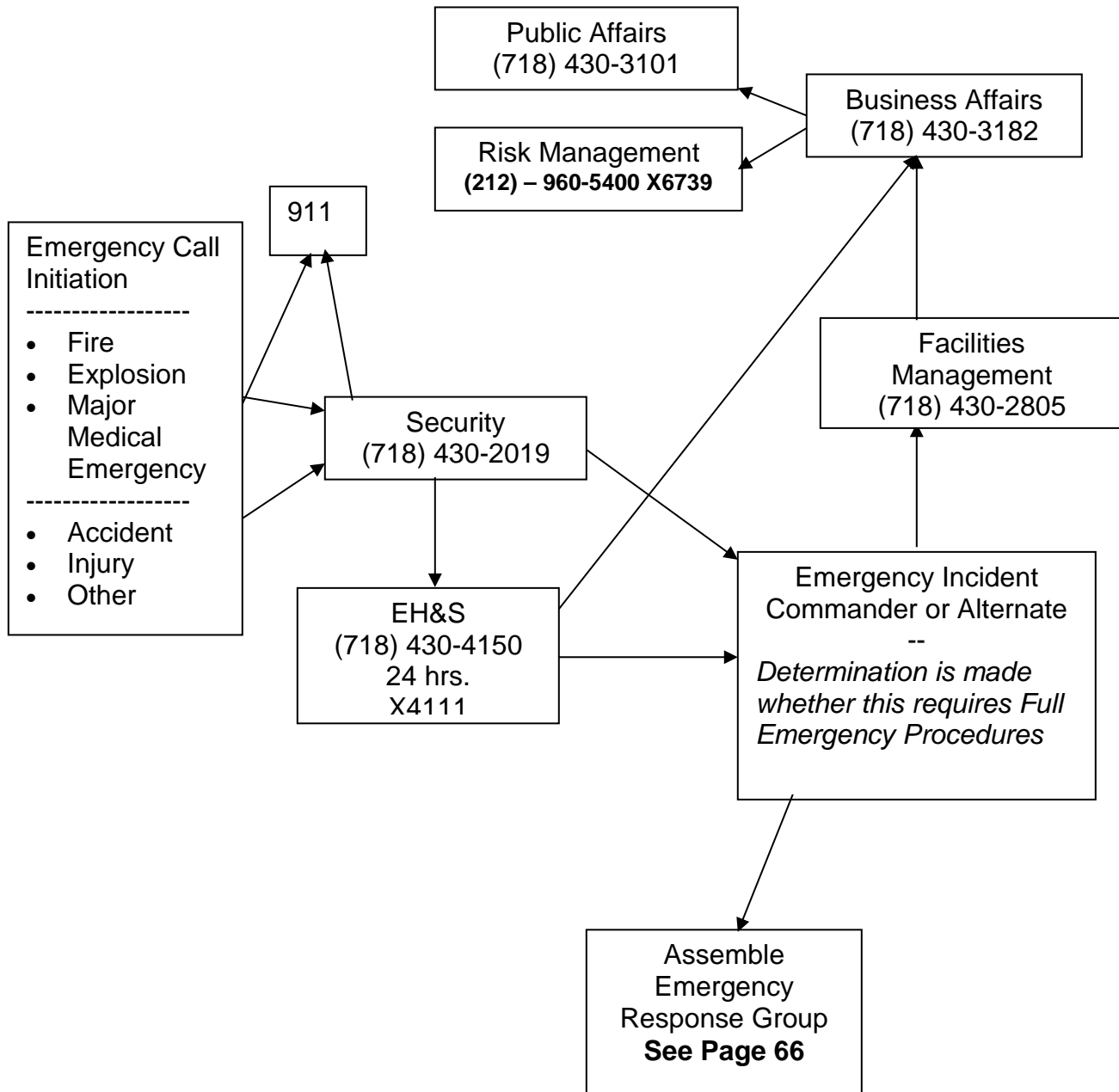
**EMERGENCY CONTACT TELEPHONE NUMBERS**

**CALL SECURITY at (718) 430-2019 for INDIVIDUAL EMERGENCY PHONE NUMBERS**

The individual emergency phone numbers are off-hour contact numbers in the event individuals such as Investigators are needed at Einstein in an emergency.

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EMERGENCY NOTIFICATION DIAGRAM



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**EMERGENCY NOTIFICATION PROCESS**

The careful identification and evaluation of emergency situations is a key element in developing an appropriate response to an emergency. Gathering reliable information is extremely important, often difficult but can make the difference between a successful and unsuccessful emergency response. When reporting emergencies, please ensure that specific, reliable information is given to Security and/or Environmental Health and Safety.

When calling in an emergency, state the following:

1. Nature of emergency
2. Location of emergency
3. Number of people involved
4. Your name, location, and telephone extension.

**STAY ON THE LINE UNTIL YOU HAVE PROVIDED ALL THE REQUESTED INFORMATION**

When an emergency is detected in an area, the following notification must take place:

- Initiator may call 911 as needed. (Remember, when dialing 911 internally you need to first dial 9.)
- Call is also made to both Security (718) 430-2019 and EH&S (718) 430-4150. Additionally, for emergency involving building systems, e.g., lights, water or electrical, Engineering (718) 430-3000 must also be called.
- Security will ensure that 911 has been called if needed and that EH&S has been notified at (718) 430-4150.
- Emergencies involving the Einstein Irradiators require special notifications as follows:
  - 911 stating “there has been an incident, theft or attempted theft of sensitive University property” and give the specific address
  - Department of Environmental Health and Safety at X4150 or the Senior Director of EH&S at 646 533-1299
  - Radiation Safety Officer at X2243 or 646 523-5689
  - The Senior Director of EH&S or the Director of Security will call the Operations Lieutenant of the Local 49<sup>th</sup> Police Precinct at 718 918-2000. EH&S will also call Counterterrorism Field Operations Desk Watch Commander at 718 615-7039 and New York Department of Health, Radiation Unit at 212 676-1522
- Security and EH&S will notify the Emergency Response Commander (ERC) who will notify the Business Office. The Business Office and the Emergency Response Commander will decide the category of the emergency (e.g., Category I, II, or III). Category I emergencies are typically handled by Security and Environmental Health and Safety with only notification to the Emergency Response Commander and the Business Office.
- The Business Office will notify the Dean’s Office, the Vice President of Yeshiva, Public Affairs and Human Resources as needed.
- If the emergency is a Category II or III, the ERC will convene a portion of or all of the Emergency Response Group (ERG). The ERC will designate the location of the Emergency Response Center. Public Affairs must always be notified.
- Security or Human Resources will notify individuals at home, as needed.
- Public Affairs will notify, or interact with, the media, as needed.



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**PURPOSE**

The purpose of this manual is to provide procedures for a variety of emergency conditions, which may arise. Our objective is to prevent injury or loss of life or damage or loss to property of Einstein, based in the various College Buildings. In addition, these emergency procedures will help to set the groundwork for restoring College activities back to normal.

## CATEGORIES of EMERGENCIES (Threat Levels)

To assist in effectively responding to College emergencies, we have developed three categories of emergency response: Threat Levels 1, 2 and 3. Threat Levels are an attempt to categorize possible emergency situations so as to be able to preplan corrective response and proper notifications. It is not possible to anticipate all possible threats but, breaking up the threats into graduated levels will help ensure that the proper corrective response is applied. Each level and response is described.

The Threat Level Escalation Guidelines listed on the following pages are intended to assist administration in determining the appropriate threat level of security incidents. No hard and fast rule can be invoked to cover every potential situation. The guidelines will be used to ensure proper notification to staff, faculty and students during any defined threat level. Administration will determine the threat and the necessary notification.

**Threat Level 1:** is defined as an event which affects only one department or division of the College and does not require a response beyond the capability of that division or unit working with College Security and/or Environmental Health and Safety. Threat Level 1 events must be reported to Security, Engineering and EH&S as appropriate since the progression of events in an emergency is unpredictable. For visible smoke or fire, the fire alarm must be pulled first and then Security notified. EH&S and/or Security will report the event to the appropriate administrative levels.

Examples: small hazardous spills, small fires, smoke conditions, flooding limited to a small area, non-violent civil protest or picketers, an external event which does not have an immediate effect on the campus, threats to the campus which should be handled internally by campus personnel .

**Threat Level 2:** is defined as an event which requires a coordinated response by multiple departments or divisions of the College. Upon notification by the College, Security or Environmental Health and Safety of such an event, the action described for threat Level 2 will be initiated. For visible smoke or fire, the fire alarm must be pulled first and then Security notified.

Examples: major fires, toxic chemical release which poses a danger to other areas of the campus, loss of electricity affecting a major portion of the campus, any event that cannot be handled by internal campus personnel, any event that affects a major portion of the campus.

**Threat Level 3:** is defined as an event which is catastrophic in scale and/or a life threatening event which can affect surrounding community and requires a response beyond the College's internal capabilities. Upon notification by Security or Environmental Health and Safety of such an event, the Alert Find (Emergency Alert System) will be activated notifying the campus community of either a lock down, evacuation or shelter in place by using pre-written scripts.

Examples: severe weather conditions, large civil disturbances, acts of war, hostage situation, any life-threatening event.

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**ORGANIZATION**

To effectively and efficiently implement the provisions of the emergency plan, an emergency organization has been established and staffed as shown below:

**STAFF**

- A. Area Supervisors
- B. Alternate Area Supervisors
- C. Emergency Response Group
- D. Environmental Health and Safety (EH&S)
- E. Security

During an emergency, staff members (supervisors) are responsible for the positive exercise of leadership in providing for the safety and security of employees. This responsibility is inherent at every level of supervision and management within the area of its boundaries. The responsibility continues even after evacuation, until the emergency is terminated. Area Supervisors and Alternates will be selected by each department and may be identifiable by colored vests or other markings. (See Duties and Responsibilities of Emergency Personnel) In areas where staff is not available, the Department Head will select Supervisors and Alternates to assist with emergency situations. These may be SAMs, 1199 workers, Faculty or others. Area Supervisors and Alternates will receive training on their role in emergency procedures. (See Appendix 8.) The Emergency Response Group will assemble based on the level of emergency (e.g. Category II or Category III emergency). The Business Office and the Emergency Response Commander or Alternate will determine if the Emergency Response Group should convene. EH&S and Security will respond to all emergencies and assist with the emergency response by helping with the orderly evacuation of an area or building and ensuring that the Emergency Personnel (Fire Department, Hazmat Team and Police) respond. Security will also ensure that personnel do not re-enter the affected area until the emergency has been successfully resolved.

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**DUTIES and RESPONSIBILITIES of EMERGENCY PERSONNEL**

**Area Supervisors:** Area Supervisors will be selected by the Department. They will be responsible, in the event of an emergency, to assist and guide the occupants. Each Department must select enough Area Supervisors and Alternates to ensure complete supervision in an emergency. The Area Supervisor will be trained in proper evacuation procedures for their work area in the event of an emergency. See Appendix 8 – TRAINING for EMERGENCY PROCEDURES.

**Alternate Area Supervisors:** Alternate Area Supervisors will be selected by each Department and will also assist and guide during an emergency in the event the Area Supervisor is not available or needs help. The Alternate Area Supervisor will also receive training in proper evacuation procedures for their work area in the event of an emergency. See Appendix 8 – TRAINING for EMERGENCY PROCEDURES.

**Emergency Response Group (ERG):** The ERG will be composed of various Administrative Personnel. See Appendix 3 for a list of members and for the ERG Chain of Command. The ERG will assemble when they have received notification that a Category II emergency (major fire, electrical problem, or severe snow storm) or Category III (hurricane, tornado, civil disturbance) has occurred. The ERG, under the leadership of the Emergency Response Commander, will assist with the response to the emergency, ensure that the proper notifications have been made, stabilize the situation and take the necessary steps to return to normal business operations. See Appendix 8 – TRAINING for EMERGENCY PROCEDURES.

**Emergency Response Commander (ERC):** The Business Office and the ERC, who in our case, is the Senior Director of Facilities Management, under advisement, will make a determination as to the category of emergency. The ERC will assemble the ERG as needed, ensure that the emergency responders (e.g. Fire Department, Police, Hazmat Team, Ambulance) have been notified, and proceed to respond to the situation, stabilize it, and start the process of returning to normal activities.

**Business Office:** In conjunction with the ERC, EH&S, and Security, the Business Office will determine the Category of Emergency and whether the ERG should convene. The Business Office will make all the necessary notifications to upper Administration. After the emergency, the Business Office will review the response to the emergency.

**EH&S:** EH&S will provide training on all aspects of the plan. They will ensure that the Emergency Procedures Manual is updated and reflects best practices. They will be part of the ERG and assist with the emergency, help to stabilize the situation, and help to return operations to normal. See Appendix 8 – TRAINING for EMERGENCY PROCEDURES.

**Security:** All Security Guards will be trained on our emergency procedures. They will assist with the orderly evacuation of the building or work area and keep employees from coming into the emergency area. The Chief Security Officer will be a member of the ERG and will assist with responding to the emergency, help to stabilize the situation, and help returning operations to normal. See Appendix 8 – TRAINING for EMERGENCY PROCEDURES.

**NOTE:** The list of Area Supervisors and Alternates will be kept by each Department, EH&S, and by the Emergency Response Group. The Emergency Response Commander and EH&S must be notified of any change in the status of the Supervisors or Alternates.

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**AREA SUPERVISOR and ALTERNATE**

Each floor, or work area within a floor, shall be under the direction of a Supervisor or Alternate who will be responsible, in the event of an emergency, to assist and guide the occupants of the area to safety. Supervisors and Alternates will be selected by the responsible Departments in their respective areas to fill their emergency needs. During an emergency, the supervisor and alternates must don the appropriate markers (such as vest or arm bands) to make them easily identifiable. An updated list of these individuals including Departments and extensions must be provided to the Emergency Response Commander and EH&S whenever there is a change. This list will be updated annually or as needed.

**In preparation for the eventuality of a fire or other emergency, Supervisors shall:**

- A. Supervise and direct the activities of the occupants during emergencies and drills.
- B. Be familiar with all the various layouts of assigned floors, the emergency plan, and the location and operation of any available fire alarm system, fire protection equipment, and coded door locks.
- C. Be familiar with the personnel on each assigned floor.
  1. Keep an emergency contact list of all personnel in their area.
  2. Keep a copy of a list of occupants of the floor for roll call purposes at evacuation areas.
- D. Know the location of, and routes to, exits and refuge areas.
- E. Notify the Emergency Response Commander and EH&S in writing, of any changes in emergency organization personnel under their jurisdiction, including himself/herself.
- F. Be assigned to cover the area of their responsibility.
- G. Study the floor plan, the number of occupants, and the number of exits for the purpose of dividing the population into groups in order to formulate the traffic pattern to primary and secondary exits for each group.
- H. Perform frequent inspections to determine that all fire exit doors to stairs on his/her floor are maintained in the closed position, and that none are obstructed, inoperable, or locked. If there are any problems with exits, contact EH&S.
- I. Have available, a current listing of all personnel with physical disabilities who cannot use stairs unaided.
- J. Be familiar with the Campus layout. See Map One in Appendix 2.

**In the event of a fire (visible flame or smoke), the Supervisor or Alternate shall:**

- A. Activate building fire alarm system.
- B. If possible, call 4111 and give the exact location of the fire.
- C. Do not perform an all out search for the fire if its location is not immediately apparent. Security will report the information to the respective Emergency Response Commander and EH&S at the various locations and call 911 if this has not already been done. See Appendix 3 for a listing of Emergency Response Command Stations and their organization.

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- D. Inform all persons on the floor of the fire and prepare to evacuate.
1. Direct the occupants of the floor to proceed to their designated refuge area, usually outside and away from the Building. (The Staff Housing Mall at the corner of Morris Park Avenue and Eastchester Road will be the 1300 Morris Park Avenue Einstein Complex refuge area; For Van Etten and Price, refuge would be away from these two buildings and across to the 1300 Morris Park Avenue Complex.)
  2. Select the safest stairway or other exit to use for evacuation based on the location of the fire and information received from EH&S, Security or the Emergency Responders (Fire Department, Police).
  3. Check the environment near the designated fire exits before entry by occupants and, if affected by smoke, an alternate exit shall be selected and EH&S and Security notified.
  4. Keep EH&S and Security informed of the evacuation procedure being employed.
  5. Take a head count, if possible (using the roll call list of occupants), to determine if all of the known occupants have been evacuated.
  6. Inform EH&S and Security when the evacuation of all persons has been completed from the building. If communications are impaired, the Supervisor or Alternate shall direct a subordinate to convey this report, in person, to EH&S, Security personnel, and Emergency Response Central Command.
- Inform EH&S and Security of missing, injured, or deceased (if known) persons.
  - NOTE: Refer, later in this Emergency Procedures Manual, for specific procedures in other types of emergencies.

See Appendix 8 – TRAINING for EMERGENCY PROCEDURES.

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**PERSONNEL with DISABILITIES**

A list of personnel with disabilities shall be maintained by the Supervisor or Alternate. A master list will be available to the Emergency Response Group.

The list shall contain the following:

- A. Person's Name
- B. Floor
- C. Person's Extension
- D. Normal Location
- E. Department
- F. Responsible Supervisor or Alternate
- G. Description of Handicap
- H. Cell phone and/or pager number

Two "Buddies" should be assigned to each person with disabilities to provide assistance during emergencies. The names of the buddies should be on file with the disabled person's immediate supervisor and with his/her department. The assigned buddy will remain with the disabled worker to help ensure that he/she is brought to a safe stairway for evacuation by the Emergency Responders. See Appendix 8 for additional instructions.

EH&S, Security and the Emergency Response Group must be advised of the status of personnel with disabilities during an emergency evacuation.

**Hearing Impaired Building Occupants** – Some buildings on Campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

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**ACCIDENT, INCIDENT, INJURY or ILLNESS**

In the event of an accident or illness of an employee or visitor on University premises, call Security at (718) 430-2019 immediately and request assistance; then call EH&S. (See numbers below.) Security will call 911 as needed. NOTE: There may be times when a direct call to 911 is made by the initiator. If this happens, you must also notify Security so that they can receive and direct the emergency responders.

Give the following information to Security, EH&S and the 911 Operator:

- \* Telephone Number from where you are calling.
- \* Nature of Emergency
- \* Your name
- \* Name of Building
- \* Floor level
- \* Room Number
- \* Other pertinent information about the emergency
- \* Do not hang up as other pertinent information may be needed. Stay on the phone until the recipient acknowledges receiving all of the information.

**HAVE SOMEONE MEET THE EMERGENCY RESPONDERS OUTSIDE THE BUILDING AND DIRECT THEM TO THE EMERGENCY.**

Call Security: (718) 430-2019  
Call EH&S: (718) 430-4150 24 hrs. X4111

If there is imminent danger present, move the injured person to safety. Otherwise, try to make them comfortable.

Security and/or EH&S will notify the Emergency Response Commander. The ERC will notify the Business Office and a decision will be made if the Emergency Response Group needs to assemble. A Security Incident Report and an EH&S Accident/Incident Investigation Report will be filed. (See Appendix 6 for copies of these forms.)

**★When to call Security and 911:**

Use the following symptoms/situations and good judgment to determine what is a true emergency; then call 911.

- o Explosion
- o Severe Traumatic Injury
  - Traffic accident casualties
  - Injuries from falls
  - Severe head injuries
  - Heat related symptoms
  - Electrocution
- o Unconscious person.
- Call Security at (718) 430-2019 first for all other emergencies. Security will then notify 911 as needed.



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**FLOOR or BUILDING EVACUATION - GENERAL**

For floor or building evacuation:

- \* Remain calm.
- \* Close all doors as you leave.
- \* Proceed to the nearest practical fire exit.
- \* Follow the instructions of the Supervisor or Alternate and proceed out the fire exit. Keep to the right so that emergency personnel (e.g. Fire Department and Police) may use the exit to respond to the emergency.
- \* Request help from emergency personnel for disabled employees, if needed.
- \* Do not return to the evacuated building until instructed to do so by the Fire Department or authorized Einstein officials.

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**EVACUATION PROCEDURES – SPECIFIC**

The order for total evacuation (in circumstances other than Fire Emergencies), will be given only in extreme cases, and then only by the Business Office and/or Emergency Response Commander in coordination with EH&S, Security and/or the Fire or Police Departments. When the evacuation signal is given, either verbally or by alarm bells, leave the building as quickly and directly as possible. If on a bridge floor, you may evacuate to an adjacent building. When leaving the building, move quickly; keep to the right in stairways and halls; stay calm and keep clear of emergency vehicles, equipment, and personnel. **MOVE AWAY FROM THE EXITS ONCE OUTSIDE THE BUILDING.**

For the Einstein Complex, south side of Morris Park Avenue, move to the Staff Housing Mall at the corner of Morris Park Avenue and Eastchester Road, north side of Morris Park Avenue, and wait for further instructions. If the evacuation alarm sounds, or evacuation instructions are given, turn off active equipment, such as Bunsen burners, and leave the building. Stay away from the building until directed otherwise by the Emergency Response Commander, Security, EH&S or the Fire or Police Department.

For the Housing Complexes occupants, when you receive a notice to evacuate your building, leave the building immediately. Make sure that children are under your direct supervision and move towards the Forchheimer Building at 1300 Morris Park Avenue, where you will be guided to an available auditorium and wait for further instructions.

For the Price Building, when you receive a notice to evacuate your building, leave the building immediately. Move towards the Forchheimer Building at 1300 Morris Park Avenue where you will be guided to an available auditorium and wait for further instructions.

For the Van Etten Building, when you receive a notice to evacuate your building, leave the building immediately. Move away from the building to a nearby parking lot and wait for further instructions.

1. When an order to evacuate is issued, employees will walk in an orderly manner to the nearest available exit.
  - A. Do not use elevators. Only stairwells will be used.
  - B. Exit doors should remain closed except for exiting. Do not prop open the doors.
  - C. Once in the stairwell, employees should stay to the right and proceed immediately to the outside of the building staying away from the building. Although our stairways are inspected regularly, there may be occasions when an obstruction is present on the stairway. If possible, move the obstruction out of the way and proceed to the exit. If the obstruction is hazardous and cannot easily be passed, go to another stairway. Report obstruction to the Emergency Response Commander or to Security.
2. Employees shall remain outside the building until requested to return to their workstations by the Emergency Response Commander, Security, EH&S, Fire Department or Police.
3. Inform Emergency Response Personnel of the location of any employees with or without disabilities who have not been evacuated.

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4. The designated Supervisor or Alternate will insure, either by themselves or with the assistance of other personnel, that:
  - A. The entire area is cleared; i.e.: restrooms, storerooms, conference rooms, etc.
  - B. All money, safes, records, etc., in each office are secured.
  - C. Operating machines are turned off, if possible.
  - D. All doors, particularly fire doors, are closed upon exiting.
5. **Evacuation procedures may be modified depending on the situation. Strict compliance to orders issued by the Supervisor or Alternate, the Fire Department, Emergency Response Commander, Security or EH&S is mandatory. Violators will be subject to disciplinary action.**
6. Once outside of the building, re-admittance to the building for any reason - purse, coat, etc. - will not be permitted until an all clear announcement is made.
7. Once per year, EH&S or Security will direct a complete evacuation drill of all employees in the building.
8. Fire drills will be conducted on a floor-by-floor basis annually.

**CRISIS KIT, ESCAPE or GO BAG**

The University may have some provisions in the event of a short-term emergency. Individuals may want to consider maintaining their own or departmental Crisis Kit, Escape or Go Bag. A typical kit might contain the following:

- Water
- T-shirt
- Sneakers or comfortable shoes for walking
- Towel
- Energy bars
- Flashlight/batteries
- Radio (winding type)
- Medications
- Utility tool

Other items can be added to this kit as suits individual needs.

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**EVACUATION "FLOOR" PLAN**

A "YOU ARE HERE" type of floor plan (Map Two – See Appendix 2 for sample evacuation maps.) is posted at the elevator lobby on each floor. **IT IS IMPORTANT THAT EVERYONE FAMILIARIZE THEMSELVES WITH THE EVACUATION FLOOR PLAN FOR THE BUILDING AND THEIR PARTICULAR AREA. THESE CAN BE FOUND AT ELEVATOR CALL BUTTONS ON EACH FLOOR OF YOUR BUILDING.**

The Evacuation Floor Plan sketches include the following information:

- A. Your current location
- B. Evacuation routes from the building

The closest emergency exits, usually a stairway, for the specific rooms occupied as lab or office areas, should be used unless there is a problem in the exit (e.g. smoke). Based on the specific situation, alternative building exits from the central hallway may have to be used. In the event of a problem, you should select an alternate exit with the nearest stairwell or exit to your work area. This selection of an exit from your work place should be done in advance of an emergency. Alternate evacuation to our building connecting bridges is also a possibility.

EMERGENCY PROCEDURES MANUAL

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**FIRE PROCEDURES**

**REMAIN CALM**

- \* If there is visible flame or smoke, and an automatic alarm has not been sounded, activate the fire alarm from the nearest pull station.
- \* Shut off laboratory equipment such as Bunsen burners and other hazardous apparatus if time permits.
- \* Notify Security and/or EH&S as soon as possible.

**BE PREPARED**

Your own good judgment is the finest safety device ever developed. Above all, remember to use your head! If you hear the fire alarm sound, or if verbal instructions to evacuate are given, take them seriously and proceed immediately to the nearest exit. Evacuation is a must under these circumstances and not something you choose not to do.

Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency. Also, establish an alternate route to be used in the event your first route is blocked or unsafe to use. Check the evacuation drawing in the hallway. (Map Two – See Appendix 2) This tip will be very helpful in the event you encounter heavy smoke.

Remember, if you encounter heavy smoke, often the smoke may camouflage the exit signs above the door. If you know in advance how many doors you will have to pass, you can then crawl or crouch low, with your head below the smoke, watching the base of the wall, and count the doors you pass so you will know when you reach the exit door.

**If your clothing catches fire ... STOP...DROP...ROLL**

**Any attempt to fight a fire should be limited to the discharge of one hand-held fire extinguisher and only if you feel comfortable operating one.**

Fire extinguishers are at various locations around the Campus. You should know the location of the nearest fire extinguisher in your area and how to operate the extinguisher.

Evacuate the building and proceed to the refuge area. Stay there until released by the Supervisor or Alternate, Security, EH&S, the Fire or Police Department, or Emergency Response Commander. Keep all talking to a minimum to reduce noise and confusion, and to insure that instructions and roll calls by the Supervisor or Alternate can be heard.

**EMERGENCY PROCEDURES MANUAL**

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**FIRE DISCOVERY**

If you smell smoke:

Notify Engineering (718) 430-3000, Security (718) 430-2019 or EH&S (718) 430-4150 immediately.

If you see smoke filling the air or room and the immediate cause is unknown:

Activate the nearest fire alarm pull station, inform Security and EH&S of the exact location of the smoke and evacuate the building.

In the event of a fire alarm – all occupants of the building are expected to evacuate the building until further advice from EH&S, Security or the FDNY.

If you see fire (more than from a candle), where it should not be:

If the fire is of wastebasket size or type, activate the nearest pull station, and if you know how to do so, get the nearest fire extinguisher and put out the fire. If you cannot use the extinguisher or are uncomfortable doing so, evacuate.

**Never trace the source of smoke or fire that is not obvious.**

**EMERGENCY PROCEDURES MANUAL**

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**FIRE DRILLS**

Fire drills shall be conducted twice per year. One drill will be an evacuation drill and the other a floor-by-floor drill. All occupants of the building shall participate in each drill. Evacuation Drills require everyone to leave the building via the nearest exit to their workspace. Floor-by-floor Drills require everyone to gather at a designated area of the floor and receive training on fire safety procedures and equipment.

Alternate routes should be used to condition the building occupants to situations that might occur during an actual emergency. The plan is designed to familiarize the occupants with all the alternate means of egress that are available.

A written record of all drills shall be kept by EH&S for a period of three years and will be readily available for inspection.

Observers from the Fire and Police Departments, or other agencies, may be invited to observe and comment on fire drills.

Shortly after the fire drills, the area Supervisor or Alternate shall hold meetings with the staff to determine the effectiveness of the fire drills, and to assure that procedures are being followed in accordance with this emergency plan. Any deficiencies should be noted and reviewed by EH&S for immediate correction.

Consideration will be given to include, in the fire drill, instructions and practice in the use of fire protection equipment (fire extinguisher) for some, or all of the building's occupants.

**EMERGENCY DRILLS**

The Emergency Procedures Manual will be reviewed annually and modified as needed.

Emergency Drills will be conducted annually or more frequently as needed. These drills may include activating Alert Find.

## EMERGENCY PROCEDURES MANUAL

**HAZARDOUS MATERIALS - CHEMICAL**

Hazardous chemicals, infectious agents, and radioactive materials, whether in a usable or waste condition, are present throughout the College. Detailed information on hazardous chemicals specifically used at the College, may be found at the Safety Data Sheet (SDS) Stations at various locations. (See Appendix 4) Additional information regarding Hazardous Chemicals, Infectious Agents and Radioactive Materials may be obtained from EH&S.

**Hazardous materials include:**

| <u>Classification</u>                              | <u>Hazard</u>  |
|--|--|
| Toxic Chemicals                                    | Can be a gaseous, liquid, or solid and can cause illness or death if not handled properly. |
| Dangerous Liquids                                  | Give off vapors that can form an explosive mixture when mixed with air.                    |
| Dangerous Gases                                    | Can be corrosive, combustible, flammable, explosive, poisonous, or all of these.           |
| Explosives   | Can be mixtures or compounds that can cause an explosion.                                  |
| Corrosives   | Can destroy living tissue and other substances.  |
| Infectious Agents                                  | Can cause illness, disease or death.   |
| Radiation Sources and<br>Radioactive Contamination | Can cause disease.   |

**How to handle hazardous materials**

- \* Handling most hazardous materials requires protective clothing and equipment.
- \* Before handling, obtain proper training, read the labels and warnings, and follow all recommended precautions. Ask your Supervisor, and/or EH&S, for specific instructions.
- \* Know what to do if the substance spills, if you become contaminated, or are somehow otherwise exposed. For example, if the material becomes dispersed in air, how will you protect yourself? Information is available on the Safety Data Sheet (SDS) for chemicals and from your Supervisor or EH&S for Infectious Agents and Radioactive Material. DO NOT attempt to handle leaks or spills without proper training or without advising EH&S.
- \* Unknown substances should be considered hazardous until they can be identified as to their contents.
- \* Handled carelessly, hazardous substances can cause injury, illness or even death.
- \* Hazardous substance emergencies can affect large areas and many people.
- \* Specific Procedures for handling hazardous materials can be obtained from your Supervisor or from various written guidelines developed by EH&S. See Appendix 5 for a list of these guidelines.



**EMERGENCY PROCEDURES MANUAL**

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**In case of a hazardous spill or leak**

- \* Immediately evacuate the area,
- \* Call EH&S and Security and give them the following information:
  - \* Your name
  - \* Your telephone extension
  - \* Building
  - \* Floor
  - \* Room number
  - \* Other pertinent information about the hazardous emergency
- \* Follow their instructions.
- \* If injuries have occurred, call the Police Department -- 911 immediately and provide the same information.

EMERGENCY PROCEDURES MANUAL

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**HAZARDOUS MATERIALS - SPECIAL INSTRUCTIONS**

In a hazardous material incident in the building,

1. If the agent is migratory, the entire building must be cleared and secured.
2. If the agent is radiant, move occupants out of range and prohibit proximity.
3. If the agent is stationary, prohibit contact.

If ordered to evacuate, (See Evacuation Procedures), leave the building by the nearest exit and stay away from the entrance, so as to allow room for the emergency responders. Wait for further directions from your Supervisor or Alternate, Fire or Police Department, or Einstein official.

**Some indications of hazardous material spill are as follows:**

1. A liquid giving off an odor when exposed to air.
2. A liquid foaming when spilled.
3. A liquid staining floor or carpeting when spilled.
4. A haze in the air or visible fumes or odors from a spill.
5. Sudden headaches or fainting of several or many occupants.
6. Itchiness, rashes, choking, eye tearing, or runny noses of several or many occupants.

These symptoms may not appear suddenly. They may occur gradually over hours or days or weeks, depending on the size and type of material. A few, several, all, or none of the occupants may acquire symptoms.

If there is any question as to the status of any material, contact you Supervisor or EH&S. If there is any suspicion about any material that has spilled, clear the immediate area and call EH&S and Security.

Try to use good judgment about any spill, but above all, play it safe. Protect others and protect yourself.

Keep in mind that the College does use hazardous materials but they are usually present in small quantities and, are under strict procedural control. The College orders, uses, and disposes, of hazardous materials in an orderly and safe manner. All flammable materials are stored in flame-resistant storage cupboards. Eye Wash Stations are available for use around the College where most chemical usage is occurring. Safety Data Sheets (SDS) of all chemicals used by the College are at various locations (See Appendix 4 for locations.) Also, SDSs are available from the Chemical Manufacturer, EH&S and over the Internet ([www.hazard.com](http://www.hazard.com)). EH&S provides training programs to instruct employees in safe use of hazardous materials. Immediate supervisors must instruct employees on specific safety practices which must be followed for their work.

**EMERGENCY PROCEDURES MANUAL**

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**NEVER ATTEMPT TO CLEAN UP A HAZARDOUS SPILL UNLESS YOU KNOW SPECIFICALLY WHAT THE SPILLED MATERIAL IS AND YOU HAVE THE PROPER TRAINING AND PROTECTIVE CLOTHING. HOWEVER, IF YOU DO CLEAN UP A SPILL YOURSELF, NOTIFY EH&S IMMEDIATELY. THEY WILL TEST AND INSPECT THE AREA TO ENSURE NON-CONTAMINATION AND THEY WILL ALSO RECORD THE INCIDENT.**

**EMERGENCY PROCEDURES MANUAL**

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**HAZARD INDICATORS**

Any abnormal, obvious conditions should be reported to your immediate Supervisor or Alternate, Security, EH&S and Administration.

"Obvious conditions" apply to a smell or scent, sound, or visual observation, generally noticed by some or all occupants in an area, rather than sensitivity by one person to a specific thing.

Abnormal obvious conditions would be:

- \* Worker unconscious
- \* Eye irritation.
- \* Persistent symptoms or illnesses.
- \* An odor of gas, sewer, electrical, or other.
- \* A haze in the air.
- \* Visible dust clouds or fumes.
- \* A vibration.
- \* A crack developing in a structural wall, floor, or ceiling.
- \* An unusually hot spot in a wall, floor, or ceiling.
- \* Hissing or grating sounds that cannot be explained.
- \* A sudden pop or bang sound that cannot be explained.
- \* Any suspected water leak.
- \* Anything dripping from the ceiling.
- \* Dirt or grit continually or regularly falling from the ceiling.
- \* Suspicious package or container.
- \* Liquid seeping from floor or rising from drains.

In order to ensure hazardous conditions do not occur, or are corrected as soon as possible, regular inspections of our laboratories, and other spaces are performed by EH&S and Security. Unsafe conditions are corrected immediately. Area Supervisors should also be aware of hazards in their work area and correct them as soon as possible. See Appendix 7 for copies of our various inspection forms.

EMERGENCY PROCEDURES MANUAL

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**HAZARDOUS MATERIALS – BIOLOGICAL**

**Infectious Agents, Select Agents and Toxins Defined**

We consider **Infectious Agents** to be biological agents that may infect, multiply and cause disease in humans. These biological agents may be bacteria, viruses, parasites, fungi, prions, or other. **Select Agents** are certain viruses, bacteria, fungi, toxins, genetic elements, recombinant nucleic acids and recombinant organisms specified by the Center for Disease Control (CDC) under Federal Regulations 42 CFR Part 73. Infectious Agents and Select Agents may be used by some of our research laboratories. Not all Infectious Agents and Toxins are considered Select Agents and Toxins.

**Ordering Infectious Agents, Select Agents and Toxins**

Many Infectious Agents were routinely and easily ordered in the past from suppliers. However, recently there has been closer review and added requirements for ordering these agents. The supplier will require certification that the individual is qualified to use the agent safely and that the facility can safely store and use the agent. Select Agents have an extensive amount of regulatory control on them and require registration with the CDC and certification of user and facility competency. If you plan to order either Infectious Agents or Select Agents, please contact EH&S at (718) 430-4150.

**Storing Infectious Agents, Select Agents and Toxins**

Infectious Agents and Select Agents must be under the direct control of the investigator ordering these agents or their appointed representatives. Direct control means under lock and key when not in use and used only by the investigator ordering the agent or his/her appointed representative. Each use of the agent must be logged and must include how the agent was destroyed. Log sheets are available from EH&S.

**Working with Infectious Agents, Select Agents and Toxins**

Both Infectious Agents and Select Agents must be used in the appropriate certified Biosafety cabinet. Information on use and disposal of Infectious Agents and Select Agents can be obtained from SDSs or EH&S. EH&S's Exposure Control Plan and Biohazard Facility Manual have detailed information on the use of infectious agents in research. Copies are available by calling EH&S at (718) 430-4150.

**Emergencies while using Infectious Agents, Select Agents and Toxins**

- Stop work
- Seal material
- Return to locked storage
- Leave the area
- Notify EH&S.

EH&S will notify the Emergency Response Commander and the Business Office.

**EMERGENCY PROCEDURES MANUAL**

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**HAZARDOUS MATERIALS – RADIOACTIVE**

Our research laboratories use small amounts of unsealed, radioactive material. These materials may be kept in freezers, refrigerators or fume hoods. Radioactive material has been strictly regulated for many years. Each receipt, use, and disposal must be carefully documented and controlled. Radioactive material must be secured in each laboratory so as to prevent unauthorized use.

In any emergency (fire, tornado, etc.):

- Stop work with radioactive material.
- Return radioactive material to secure location.
- Leave the area.
- Be available to inform the emergency responders (Police, Fire Department), as to what is present in your work area.

Radioactive Spill:

- Contain spill with absorbent or paper towels
- Notify laboratory staff
- Clean up spill according to procedures listed in the Radiation Safety Manual

Personal Contamination with Radioactive Material:

- Wash the affected area for 15 minutes with mild soap and luke warm water.
- Monitor with survey meter if using a gamma emitter or high-energy beta emitter.
- Contact the Radiation Safety Officer and/or Occupational Health.

For detailed information regarding emergencies and radioactive materials, contact Radiation Safety at (718) 430-2243 or review the College's Radiation Safety Manual.

**EMERGENCY PROCEDURES MANUAL**

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**MAJOR NATURAL DISASTERS**

**TAKE TIME TO THINK**

- \* The New York City Office of Emergency Management will activate warning signals in the affected areas. These warnings may come over the TV, radio, or Internet.
- \* Whenever a major storm or other peacetime disaster threatens, keep your radio or television set tuned to hear weather reports and forecasts (issued by the National Weather Service) as well as other information and advice that may be broadcast by local government.
- \* Use your telephone only to report important disaster events to authorities and the Emergency Response Commander. If you tie up the telephone lines simply to get information, you may prevent emergency calls from being completed.
- \* Stay away from disaster areas.
- \* Follow the advice and instructions broadcast over the radio/TV Emergency Warning System. The Supervisor or Alternate in your area will direct you, if you are required to evacuate your work area.
- \* If evacuation is required, proceed to the area of assembly designated by your Supervisor or Alternate and remain there until further instructions are given.

**SNOW STORMS or OTHER WEATHER CONDITIONS**

**According to the Personnel Policy for Emergency Situations (Policy No.: 8.12, issued 2/7/96) of Einstein, the College will, at all times, remain operational, as many clinical, research and other services must continue to function under all circumstances.**

If the City or State declares an emergency, Einstein will follow the advice they provide.

Certain weather conditions, which may not be classified as a weather disaster, may occur. These are conditions such as snowstorms or hurricanes. During such weather conditions, the ability of faculty, students and employees to travel may be severely impeded or halted. During such situations, we encourage everyone to listen to radio stations, such as 1010 WINS, on AM dial, for guidance in determining whether the roads in your area are dangerous.

Decisions to close the entire College or specific buildings will be made as quickly and as conscientiously as possible. All of these decisions will be made by the Office of the Dean and conveyed by Human Resources.

Supervisors should use good judgment when advising subordinates regarding weather conditions. Supervisors should seek advice from the Office of the Dean or Human Resources when advising their employees.



**EMERGENCY PROCEDURES MANUAL**

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**HURRICANE or SEVERE STORM**

**Notification**

- \* The National Weather Service can usually provide 12 to 24 hours of advance warning of an approaching storm. The Weather Service regularly issues advisories when a hurricane approaches land.
- \* A “hurricane watch” is issued whenever a hurricane becomes a threat to coastal areas. Everyone in the area covered by the “watch” should listen for further advisories and be prepared to act promptly if a hurricane warning is issued.
- \* A “hurricane warning” is issued when hurricane winds of 74 miles an hour or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within 24 hours. Precautionary actions should begin immediately.

**Actions to take**

- \* Keep tuned to a local radio or television station for the latest Weather Service advisories as well as special instructions from local government.
- \* Stay indoors and, if necessary, away from the perimeter of the building and exterior glass.
- \* Contact Engineering at X3000 if you notice weather-related effects to the building.
- \* Take caution if you need to use the telephone during an electrical storm.
- \* Follow the directions of your Supervisor or Alternate.
- \* Follow advice of New York City Office of Emergency Management.

**SEE APPENDIX 12** for information on NYC Office of Emergency Management (OEM), READY NEW YORK – “HURRICANES and NEW YORK CITY. For further information about hurricanes from OEM visit: [www.nyc.gov/html/oem](http://www.nyc.gov/html/oem).

**TRANSIT STRIKES or OTHER TRANSPORTATION EMERGENCIES**

In the event of a transit strike or other transportation emergencies, we suggest that you listen to your local radio station (1010 WINS on AM dial) for information. Make arrangements in advance of an identified transportation problem. The University may arrange for car pooling, depending on the circumstances.

## **WATER DAMAGE**

This type of damage can occur as a consequence of many disasters. It is a direct consequence of burst water pipes, floods and, often, of fire fighting activities. It is frequently an indirect consequence of tornadoes, which often are accompanied by rain. Structural failure can cause broken water, sewer, and fuel lines that can lead to water and chemical damage or to fires. Often the severest impacts of an earthquake are not due to building failure itself, but rather to fires and flooding which occur as a result of that failure. Wooden and other organic objects affected by water may warp, split, crack, and rot; the corrosion of metals will be accelerated; stone and masonry may erode. In addition, water enhances bacterial action, supports mold growth, dissolves pigments and finishes, and may deposit chemicals and fuels onto objects, causing other forms of secondary damage.

There are a variety of ways in which water damage can occur in the Einstein Buildings. Most of these will be the result of a break in a water or steam pipe. Floodwater might affect laboratory, office or repository materials before it reaches a drain. This can occur if a steam pipe would break in the space above the objects being affected.

Water damage must be reported to Engineering (718) 430-3000 as soon as possible for evaluation and clean up.

**EMERGENCY PROCEDURES MANUAL**

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**POWER FAILURE**

In the event of commercial power failure, the emergency lighting in the main hallway and stairs should come on in about 10-15 seconds. Many of our emergency stairs have reflective tape placed to assist in low-lighting conditions.

The Einstein Engineering Department will be immediately aware of any power failure.

EMERGENCY PROCEDURES MANUAL

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**BOMB THREATS**

**Employee responsibilities**

Bomb threats to governmental buildings and private companies or equipment are of continuing concern throughout the country. Because of the need for uninterrupted services to the public, everyone should share in the concern for the safety of employees and the security of Einstein property.

This section briefly outlines the procedures to follow if an employee receives a bomb threat of any kind. This procedure is in effect 24 hours each day of the year.

**Bomb threat received by telephone**

An employee receiving a threatening call that indicates that a bomb has been placed in a company building or equipment should remain calm. Do not transfer the call and:

1. Get as much information as possible from caller by asking the following questions:
  - What does it look like?
  - Where is it right now?
  - What type of bomb is it?
  - When is the bomb going to explode?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your address?
  - What is your name?
2. As soon as possible after receiving a bomb threat, call Security. Security and Administration will decide whether 911 must be called.
3. Fill out bomb threat form while information is fresh in your mind. (See Page 37.)
4. Do not discuss the bomb threat with anyone other than with Security or Supervising Personnel.

**Do not touch suspicious objects!**

**Additional instructions regarding a bomb threat call**

- \* If the caller is familiar with the building and specific about the location of the bomb, the call should be regarded with a high degree of urgency.
- \* Security will advise the building occupants, as appropriate, that a bomb threat has been made on the building.
- \* If you believe that a bomb threat is credible, you should evacuate the building immediately after informing Security at X4111.
  
- \* If you are to evacuate, please take purses and briefcases out of the building with you to facilitate the search for the unusual item. Follow the directions of your Supervisor or Alternate during the evacuation.

EMERGENCY PROCEDURES MANUAL

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**Bomb threat received by written message**

1. As soon as possible after receiving a bomb threat by note or letter, call Security. Security and Administration will decide whether 911 must be called.  
**NOTE:** do not handle the message any more than absolutely necessary so as not to destroy fingerprints or other identifying marks.
2. Give all available information to Security and stay on the line unless released by Security.

**Suspicious envelope or parcel received by mail**

1. If an employee has reason to be suspicious of an envelope or parcel, notify Security and EH&S immediately.
2. Under no circumstances should the employee or supervisor attempt to open or inspect a questionable item.  
NOTE: Refer to Page 39 for letter bomb detection guide.

**Evacuation of building in event of bomb threat**

1. When directed to evacuate, employees will walk, not run, to the nearest available exit.
2. Money, safes, etc., in each office will be secured.
3. Operating machines will be turned off, if possible.
4. Supervisors or Alternates will insure that their section is cleared (restrooms, storerooms, conference rooms, etc.), and floor doors will be closed.
5. Evacuation of personnel with disabilities will be provided by Supervisor or Alternates by using the buddy system.

The Police Department and Security are responsible for coordinating bomb searches in Einstein buildings.

The Supervisor or Alternates are responsible for moving personnel away from suspicious objects and for evacuation of part of, or the entire floor, according to the severity of the situation.

EMERGENCY PROCEDURES MANUAL

Bomb Threat Report

In addition to the questions to be asked, document the following information to the best of your ability.

Questions to ask:

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

EXACT WORDING OF THE THREAT:

\_\_\_\_\_

\_\_\_\_\_

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call is received:

\_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

|   |                        |
|---|------------------------|
| CALLER'S VOICE                                |                        |
| _____ Calm                                    | _____ Nasal            |
| _____ Angry                                   | _____ Stutter          |
| _____ Excited                                 | _____ Lisp             |
| _____ Slow                                    | _____ Raspy            |
| _____ Rapid                                   | _____ Deep             |
| _____ Soft                                    | _____ Ragged           |
| _____ Loud                                    | _____ Clearing through |
| _____ Laughter                                | _____ Deep breathing   |
| _____ Crying                                  | _____ Cracking voice   |
| _____ Normal                                  | _____ Disguised        |
| _____ Distinct                                | _____ Accent           |
| _____ Slurred                                 | _____ Familiar         |
|   | _____ Whispered        |
| If voice is familiar, whom did it sound like? |                        |

|                             |                                    |
|-----------------------------|------------------------------------|
| BACKGROUND SOUNDS           |                                    |
| _____ Street Noises         | _____ Factory machinery            |
| _____ Crockery              | _____ Animal noises                |
| _____ Voices                | _____ Clear                        |
| _____ PA System             | _____ Static                       |
| _____ Music                 | _____ Local                        |
| _____ House noise           | _____ Long Distance                |
| _____ Motor                 | _____ Other                        |
| _____ Office Machinery      | _____                              |
| THREAT LANGUAGE:            |                                    |
| _____ Well spoken           | _____ Incoherent                   |
| _____ Foul                  | _____ Taped                        |
| _____ Irrational            | _____ Message read by threat maker |
| REMARKS: _____              |                                    |
| -                           |                                    |
| _____                       |                                    |
| Report call immediately to: |                                    |
| _____                       |                                    |

As SOON AS POSSIBLE, call Security (X4111). Security and Administration will decide if 911 must be notified.

A bomb threat of any type is to be immediately referred to Security at X4111 and if necessary to 911. If a suspicious object is found, do not touch it; call Security at X4111.

**EMERGENCY PROCEDURES MANUAL**

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Evacuation may be to a refuge area, your home, or other location. This direction will be given by a Supervisor or Alternate, Security, EH&S, Fire or Police Department or Emergency Response Commander. In order to facilitate a roll call, everyone should stay at his/her designated area until released. If you go home, you should let the ERG know.



**EMERGENCY PROCEDURES MANUAL**

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**LETTER BOMB DETECTION GUIDELINE**

Suspicious media should be checked for the following:

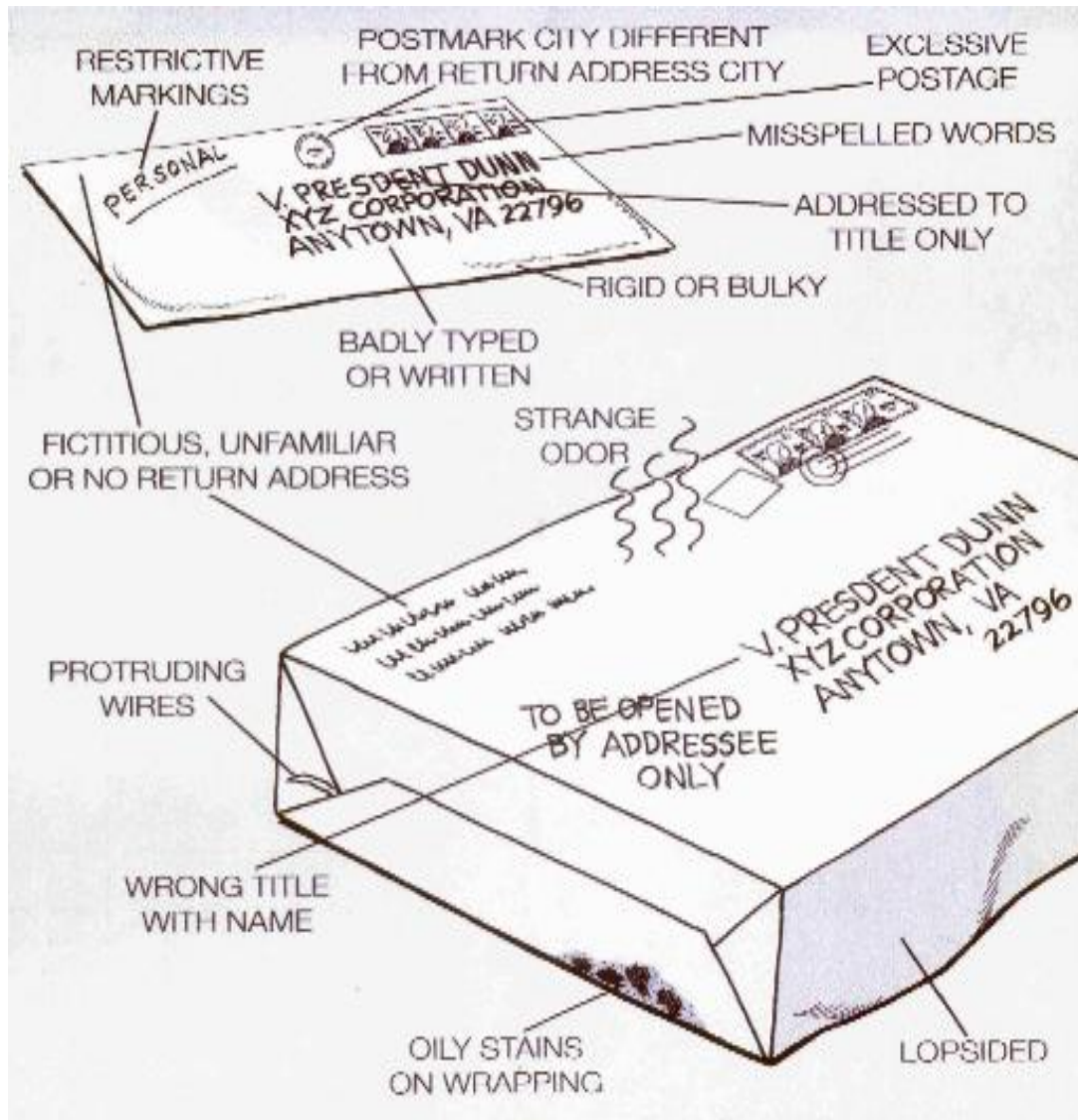
1. Address
  - a. No return address.
  - b. Addressed to officer level executive either by name, title, or department.
  - c. Title for the executive is incorrect.
  - d. Poorly typed or handwritten address.
2. Thickness
  - a. Not uniform.
  - b. For medium-size envelopes, the thickness of a small book and fairly rigid.
  - c. For large envelopes, bulkiness, an inch or more in thickness.
  - d. Rigidity.
  - e. Greater than normal, particularly along its center length.
3. Envelopes
  - a. Oil stains ("sweating" of plastic explosives).
  - b. Appears to have been opened and re-glued, or is taped, or otherwise tampered with.
  - c. Strange odor.
  - d. Wires or strings sticking out or attached.
  - e. Feeling of springiness in the sides, bottom, or top.
4. Packages
  - a. Excessive use of tape, cord, or both.
  - b. Not packaged or wrapped in a professional manner.
  - c. Excessive postage or unusual class of mail.
5. Writing
  - a. Marked personal, confidential or private.
  - b. Marked airmail, registered, certified, or special delivery.
  - c. Misspelled words.
6. Stamps
  - a. More postage than required to mail the item.
7. Postmark
  - a. Foreign country.
  - b. Sent from a small U. S. city or town.
8. Suspicious items should be left in place. Call Security and EH&S. An evaluation of the item will be made and a decision will be made whether or not to call 911.
  - a. Stay clear of the suspicious items until they have been thoroughly evaluated.

# **WARNING**

## **LETTER and PARCEL BOMB RECOGNITION POINTS**

- **Foreign Mail, Air Mail and Special Delivery**
- **Restrictive Markings such as Confidential, Personal, etc.**
- **Excessive Postage**
- **Handwritten or Poorly Typed Addresses**
- **Incorrect Titles**
- **Titles but No Names**
- **Misspellings of Common Words**
- **Oily Stains or Discolorations**
- **No Return Address**
- **Excessive Weight**
- **Rigid Envelope**
- **Lopsided or Uneven Envelope**
- **Protruding Wires or Tinfoil**
- **Excessive Securing Material such as Masking Tape, String, etc.**
- **Visual Distractions**

## LETTER and PACKAGE BOMB INDICATORS



EMERGENCY PROCEDURES MANUAL

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**GUIDANCE for HANDLING MAIL and THREAT**

**LETTERS or PACKAGES**

Various locations around the country have, and continue, to receive threat letters through the mail. These letters may state you have been exposed to anthrax or other biological materials. Additionally, these envelopes or packages may contain some type of powder or granules. The following information and recommendations collected from the Center for Disease Control (CDC) and the U.S. Postal Service, are being provided to help you safely and effectively handle these types of incidents.

**Suspicious Mail**

All campus personnel should maintain an enhanced awareness of receipt of suspicious letters or packages. Suspicious mail can have the following characteristics:

- It has a powdery substance on the outside.
- It is unexpected, or from someone unfamiliar.
- It is addressed to someone no longer with the organization, or is otherwise outdated.
- It has no return address, or one that cannot be verified as legitimate.
- It is of unusual weight given its size, or is lopsided or oddly shaped.
- It has an unusual amount of tape on it.
- It is marked with restrictive endorsements such as “Personal” or “Confidential”.
- It has unusual odors or stains.
- The city or state in the return address does not match the postmark.

**Dealing with Receipt**

Do not blow into any envelope. If suspicious mail is received, employees should:

- Not open or shake the package or envelope.
- Isolate the piece by carefully putting it down on top of your desk, by placing it in a plastic bag, or by putting it into a covered container.
- Evacuate the immediate area. (See Evacuation Procedures)
  - Call EH&S (718) 430-4150
  - Security (718) 430-2019 or 24hours X4111
- Wash hands thoroughly.
- Prevent others from entering the area, but remain near the workplace.
- Provide a list of all people in the area.

**General Comments and Basic Infection Control:**

The experts assure us that the individual current risk of exposure to anthrax by mail is low. They are basing this conclusion on the number of pieces of mail that are handled each year (208 billion pieces), and the few confirmed cases so far. Nevertheless, we should all

**GUIDANCE for HANDLING MAIL and THREAT**

**LETTERS or PACKAGES (cont'd)**

remain informed and alert. In general, for an infectious agent to cause illness, it must make contact with the body. It must be capable of causing a disease and there must be sufficient quantity to cause disease. The host's resistance may also come into play.

Routes of exposure to infectious agents are: contact, ingestion, injection, and inhalation. Avoiding contact means not getting it on your skin or in your eyes. Avoid bringing your hands to your face, eyes, or mouth. Avoid applying cosmetics in the workplace. Wash your hands after you complete tasks and before you eat. Avoiding eating or drinking at your workstation will help reduce potential infection by ingestion. Removing yourself from an area where there has been an aerosol release of infectious agents is one way of reducing the likelihood of inhaling an infectious agent. These simple things can help you reduce potential infection.

If you would like more information on infection control, please contact EH&S at (718) 430-4150.

**EMERGENCY PROCEDURES MANUAL**

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**EXTERMINATING**

An outside contractor provides exterminating services for Einstein. In addition to servicing our buildings on a regular basis, the exterminator will service locations that are having particular problems.

Please call (718) 430-2352 to report any problems. The exterminator will respond as soon as possible.

**EMERGENCY PROCEDURES MANUAL**

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**CIVIL DISTURBANCE**

A civil disturbance can involve a riot, a hostage situation, or a bombing.

1. In a building, or on any floor, actually involved:
  - A. Notify Security who will make the proper notifications.
  - B. Lock doors and secure records, time permitting.
  - C. Report suspected presence of incendiary or explosive materials to Security and your Supervisor or Alternate.
  - D. Avoid contact with dissident parties.
  - E. If order or alarm is given to evacuate floor or building, remove personnel with disabilities and injured persons first.
2. Near a building or on a floor not actually involved:
  - A. Notify Security and your Supervisor or Alternate immediately.
  - B. Remain in your office or area for further instructions.
  - C. Be alert for suspect persons in your area.
3. In the event an explosion occurs in an area already evacuated, report the occurrence to Security and your Supervisor or Alternate and do not re-enter the area until cleared to do so.
4. Notify Security and Emergency Response Commander as soon as possible.

**Safety and Security are basic responsibilities of every building occupant.**

If you see something unsafe that is within your power to correct, do so. If not, at least call someone to get it fixed.

The key to security is awareness. Be aware of what is going on around you always.

A door ajar, a window unlocked, a light off that should be on, a stranger's actions, a suspicious package or envelope are only a few signals.

If you ever notice a peculiarity in an otherwise normal situation, call Security at: (718) 430-2019.

**EMERGENCY PROCEDURES MANUAL**

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**VIOLENCE in the WORKPLACE**

Violence in the workplace can happen anywhere resulting in numerous unfortunate outcomes including property damage, loss of work time and even death. Everyone deserves a safe workplace. We cannot create a flawless job site, however, by taking precautionary steps; we can help reduce the possibility of violence by having all employees take prudent steps to avoid a tragedy.

Einstein is aware of its responsibility to provide a safe work environment. While respecting individual rights is important, priority certainly must be given to the safety and welfare of all employees. It is for this reason that the College has instituted the following:

1. All individuals, with the exception of legitimate, governmental law enforcement personnel, are strictly prohibited from possessing or carrying deadly weapons while occupying any facility owned, leased or rented by any College entity. This also applies to the College's motor vehicles and any other equipment. A "Deadly Weapon" means, but is not limited to, a firearm, explosive or incendiary material, or other device or substance, which in the manner it is used or is intended to be used, is reasonably capable of producing death or serious bodily injury, except for knives or cutting instruments that are needed for the job. The College has zero tolerance for violence in the workplace. Any employee found to be in violation of this directive will be subject to disciplinary action, up to and including termination as well as prosecution, where appropriate. The College will use all available resources in determining and applying appropriate disciplinary action, up to and including termination.
2. Employees communicating threats to other employees, clients, vendors or constituents will be subject to disciplinary measures, up to and including termination. All employees are responsible for insuring that incidents of this nature are reported to the Chief Human Resource Officer immediately. At that time the Chief Human Resource Officer will conduct an investigation of such occurrence prior to determining the appropriate action. Information will be sought from all known parties.
3. Instances where employees are accused of communicating threats to other employees, clients, vendors, or constituents should be reported to Security (718) 430-2019 and the Human Resource Department (718) 430-2541 immediately.



EMERGENCY PROCEDURES MANUAL

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**ARMED INTRUDER or OTHER POLICE ACTION**

LOCKDOWN PROCEDURES

**Introduction:** In the event of a suspect(s) on Campus whose activity is immediately causing death and/or bodily injury and the activity is not contained and there is immediate risk of death or serious injury to additional victims, lock down procedures will go into effect.

**Notification:** An announcement will be made through the Campus-wide communication system (AlertFind System) that a lock down event is in progress. The Fire Alarm system will not be activated as a fire alarm signals people to evacuate and thus, places them in potential harm as they exit the buildings.

**All Employees and Students:**

- ❖ Above all, remain calm and stay out of open areas.
- ❖ If in a classroom or small area, lock/barricade students and self in classroom. Remain secure in your location until police arrive or the “All Clear” announcement has been made.
- ❖ Turn off lights and equipment; cover and lock any window or openings that have a direct line of sight into the room. Move away from any sounds of gun fire.
- ❖ If possible, call 911 and Campus Security.
- ❖ Keep everyone together and away from windows.
- ❖ If you are not in a classroom or small lockable area, try to get to one. Do not remain in open area such as stairwell or hallway.
- ❖ Once the police arrive, obey all commands. This may involve your being handcuffed or keeping hands in the air. This is for the safety of everyone.
- ❖ Assist personnel with disabilities if possible.

**Emergency Response Group:**

- ❖ Assess threat based on current information.
- ❖ Conduct a roll call of team members and assign responsibilities.
- ❖ Appoint liaison to meet and coordinate with police.

**Security:**

- ❖ Lockdown and secure in place and provide assistance when requested.

**Faculty and Staff:**

- ❖ Lockdown or secure rooms.
- ❖ Notify Emergency Response Group.
- ❖ Keep away from doors and windows.
- ❖ Remain in rooms until released.
- ❖ Assist students and visitors with disabilities.
- ❖ Be prepared to move to evacuation site when instructed by law enforcement.
- ❖ Route individuals in hallways and bathrooms to classrooms or other secure areas.

**Marketing and Public Information Director:**

- ❖ Coordinate meeting areas for media, parents and media release, if necessary.

**Signal All Clear:** Security or Administration will make announcement over the Campus-wide system (AlertFind) that lockdown situation has been resolved. Security will conduct patrols or affected areas of the crisis and areas once the all clear has been given.

**CHECK TABLE of CONTENTS FOR LIST of EMERGENCY RESPONSE GROUP.**

## **JOB ACTION**

A job action or other organized disruption of work can have serious ramifications on our faculty and employees and on College activities. Any job action or work disruption should be taken seriously and should be immediately reported to Human Resources and Security. You should not become confrontational. Remain calm and wait for advice from Human Resources or Security.

EMERGENCY PROCEDURES MANUAL

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**OTHER MAJOR NATURAL DISASTERS - EARTHQUAKE**

**How long will it last?:**

- \* The shaking may last only a minute or two.
- \* There may be after shocks (over several hours/days/weeks/months).

**What are the dangers?:**

- \* Falling objects (pictures, things in cupboards and on shelves, ceiling tiles and fixtures, furniture, file cabinets, and bookshelves).
- \* Swinging doors and broken windows.
- \* Many things may stop working (lights, telephones, elevators, heat and air conditioning).
- \* Possible fires from broken natural gas lines, electrical short circuits, or other causes.
- \* Electrical shock hazards. Be aware of potential damage to electrical equipment.
- \* The motion may be severe. If you are standing, you may be thrown to the ground.
- \* Visibility may be poor inside due to dust in the air.

**During the earthquake:**

- \* Remain calm.
- \* Take cover in a door way, under a desk or table. Protect your head and neck from falling objects.
- \* Face away from the windows and get out of their proximity.
- \* Stay away from objects, which could fall on you.
- \* Stay where you are. Do not run outside. Falling debris may cause injury.
- \* If outdoors, stay in an open area. Do not enter a building. Always avoid utility lines and trees.
- \* If operating an appliance: turn it off at the first sign of shaking; then take cover quickly.
- \* Do not be surprised if:
  - The electricity goes out.
  - The elevator stops.
  - If the fire alarm goes off or the sprinkler system goes on.
- \* If in an automobile, stop in a safe place away from power lines and trees. Stay in the vehicle.

**When the earthquake stops**

- \* Follow the direction of the Supervisor or Alternate, or Emergency Response Commander.

**Power failure**

- \* Remain calm and in place.
- \* Follow direction of emergency personnel.
- \* If available turn on a battery powered radio to find out what is happening in your area.
- \* Most of our buildings are equipped with emergency lighting.

**SEE ALSO - WATER DAMAGE**

**EARTHQUAKE EVACUATION**

**When the earthquake stops:**

1. Check yourself for injuries.
2. Check others for injuries.
3. Assess the situation.
4. Call out, asking if anyone is injured or trapped.
5. Begin assembling people in small groups near supporting columns.
6. Make a rapid assessment of the damage to determine if evacuation is possible (safer than staying), or practical. Look outside, if possible, to see what ground damage occurred. If some, or all, of the ceiling has collapsed, it may be necessary to climb over it. Watch out for all electrical wires.
7. When, and only while, there is no shaking, have one group at a time carefully exit via a stairwell. When the group reaches the exit, first check that no loose debris is hanging above the exit path. Have members of the group exit one at a time quickly, and get at least as far away from the building as it is tall.
- 8 Do not touch anything that is hanging down or damaged.
- 9 After all people are assembled at an evacuation area, get a count of deceased, trapped, injured, missing, and unaccounted for people.
10. Stay at your refuge area until otherwise directed by a Supervisor or Alternate, Security, EH&S, the Fire or Police Department or Emergency Response Commander.

**EMERGENCY PROCEDURES MANUAL**

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**TORNADO**

**Notification**

Tornado Watch

- \* The National Weather Service will issue a Tornado Watch if there is the possibility of tornadoes forming in the area.

Tornado Warning

- \* A tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind will be 75 M.P.H. or greater.
- \* A public warning will come over the radio, TV, or by five-minute steady blasts of sirens by the Civil Defense warning system.

**Actions to take**

- \* Get away from the perimeter of the building and exterior glass.
- \* Leave your exterior office and close the door.
- \* Go to a shelter area. Basements are a good sheltered area.
- \* Stairwells are safe if they are not open to the outside. Use an inside stairwell. If crowded, move down to a lower level for shelter.
- \* Do not go to the first floor lobby or outside the building.
- \* If you are trapped outside the center corridor, keep calm and take cover!
- \* Keep your radio or television set tuned to a local station for information.
- \* Do not use the telephone to get information or advice.
- \* Follow the directions of your Supervisor or Alternate and Einstein officials.

**SEE ALSO - WATER DAMAGE**

**TORNADO and CIVIL DEFENSE DESIGNATED SHELTER PLAN**

The Designated shelter areas are the enclosed stairwells and basement for each building.

All Supervisor or Alternates should be able to, or try to account for occupants under their control.

Once in your designated evacuee area, keep all talking low key and to a minimum to avoid excessive noise and confusion.

Make sure all evacuees remain in designated area until instructions are given to return. However, nobody will be forced to stay if they wish to leave the building. Keep notes on anyone missing or who refused to leave their work area, or decided to leave the building.

**EMERGENCY PROCEDURES MANUAL**

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**KEEPING DOCUMENTS and DATA SAFE**

With the dependence on electronic storage of information comes the responsibility of making sure that a backup copy of your data exists at all times. Files that are updated daily should be backed up each night and stored in a safe location away from your office. It is good practice to keep a full copy of the content of your entire hard drive. If this is not possible, at least maintain a daily backup of all files on which you work during the day.

Most computers come with, either a tape backup unit, zip drive, floppy drive, or writable CD drive. Each computer user in each department should be instructed to perform daily backups and on safe storage procedures. It is up to the department head to make sure that this responsibility is not neglected and that there is always a person and backup person assigned to this duty. Backup disks, CDs and tapes should be labeled with the date of each backup. It is helpful to maintain a hard copy backup log for this purpose.

It is advisable to keep plenty of backup storage media on hand. In the event that your backup drives stop functioning, you need to contact ITS as soon as possible so that you never leave your department unprotected.

For additional information relating to computer security, refer to the Yeshiva University Computer Policy Handbook on the Einstein website: <http://www.yu.edu/mis/page.aspx?id=205>

In addition:

- Keep copies of laboratory notebooks at another location.
- Store other printable data at another location.

**RECOVERY and RETURN to NORMAL ACTIVITIES**

Once the emergency has been successfully addressed, the next step is the return to normal activities. Depending upon the disturbance, a wide range of recovery efforts may be needed. Facilities Management will maintain a list of recovery service providers. These services include: construction clean up contractors, emergency generator suppliers, emergency plumbers and electricians, hazardous materials clean up contractors, and other related recovery service providers. Specialized recovery efforts may be needed for disrupted activities in your area. These must be planned by you in advance of a disruption.

If you have important equipment in your area, you should have vendors available who can provide emergency services. Provisions for maintaining temperature-sensitive equipment and materials must be planned for in advance to avoid serious loss. Ensure that temperature-sensitive equipment is plugged into the emergency generator system in the event of a power failure. Have alternate temperature maintenance plans for sensitive equipment and materials. This should be planned out in advance, before a crisis. The Engineering Department can be of assistance in this area.



**APPENDIX 1**

**EMERGENCY THEAT LEVEL CONDITIONS AND ESCALATION GUIDELINE PROCEDURES**

## EMERGENCY THREAT LEVEL CONDITIONS AND ESCALATION GUIDELINE PROCEDURES

Threat Levels are an attempt to categorize possible emergency situations so as to be able to preplan corrective response and proper notifications. It is not possible to anticipate all possible threats but, breaking up the threats into graduated levels will help ensure that the proper correct response is applied. Each level and response is determined. Threat Levels are summarized below.

The Threat Level Escalation Guidelines listed are intended to assist administration in determining the appropriate threat level of security enhancements. No hard and fast rule can be invoked to cover every potential situation. The guidelines should be used to evaluate a situation against a standard and then to make appropriate decisions as to which Threat Level to implement. Administration will determine the threat and the necessary notification.

### Definitions:

- **Alert Find or EAS** – Alert Find or the Emergency Alert System (EAS) is a computer software program capable of reaching faculty, staff and students through telephones, e-mails and text messages. In addition, Alert Find will be used to contact senior campus management and establish a conference bridge for the purpose of reviewing emergency situations and discussing action plans. Alert Find will only be used by certain authorized administrative personnel such as the Executive Dean, the Associate Dean for Finance and Administration, Senior Director of Supporting Services, Senior Director of Facilities Management, Chief of Security and Director of Environmental Health and Safety
- **Conference Bridge** – will be a subgroup within the EAS and will consist of: the Dean of the Medical School, the Executive Dean, the Associate Dean for Finance and Administration, Senior Director of Supporting Services, Director of Environmental Health and Safety, Fire Safety Officer, Director of Public Affairs, Senior Director of Facilities Management, and Chief of Security. The purpose of the Conference Bridge is to discuss developing emergencies and appropriate actions.
- **Driver** - The Drivers are: the Senior Director of Facilities, the Senior Director of Supporting Services, Director of Environmental Health and Safety, Assistant Director of Facilities Planning, Fire Safety Officer and Chief of Security. The Drivers will initiate emergency procedures and notifications as required by the developing emergency.

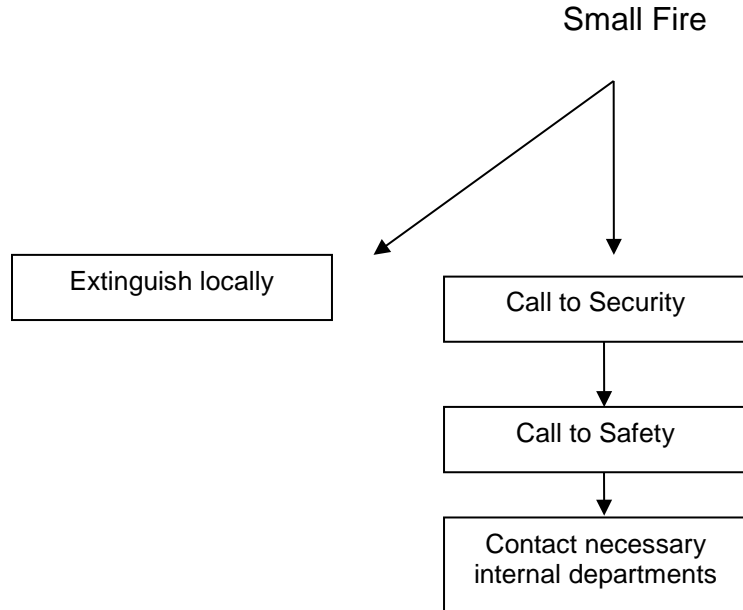


EMERGENCY PROCEDURES MANUAL

**Threat Level 1** – minor incidents or situations that will be handled internally by campus personnel. Senior administration must be notified of all threats.

| Threat Level 1   |   |  |
|--|---|--|
| Threat   | Action  | Driver   |
| <ul style="list-style-type: none"> <li>Any non-life threatening condition</li> <li>Small confined fires</li> <li>Smoke conditions</li> <li>Small chemical spills</li> <li>Limited power outages</li> <li>Flooding limited to a small area</li> <li>Loss of water service to a small portion of the campus</li> <li>Loss of electricity limited to small portion of the campus</li> <li>Non-violent civil protest or picketers</li> <li>An external event which does not have an immediate effect on the campus</li> <li>Small biohazard event</li> </ul> <p>All of the above threats to the campus should be handled internally by campus personnel.</p> | <ul style="list-style-type: none"> <li>Contact the necessary internal departments</li> <li>Report Event as needed to the appropriate management level.</li> </ul> | <ul style="list-style-type: none"> <li>Senior Director of Facilities Management</li> <li>Senior Director of Auxiliary Services</li> <li>Senior Director of Environmental Health and Safety</li> <li>Assistant Director of Facilities Planning</li> <li>Fire Safety Officer</li> <li>Chief of Security</li> </ul> |

Example: Small Fire

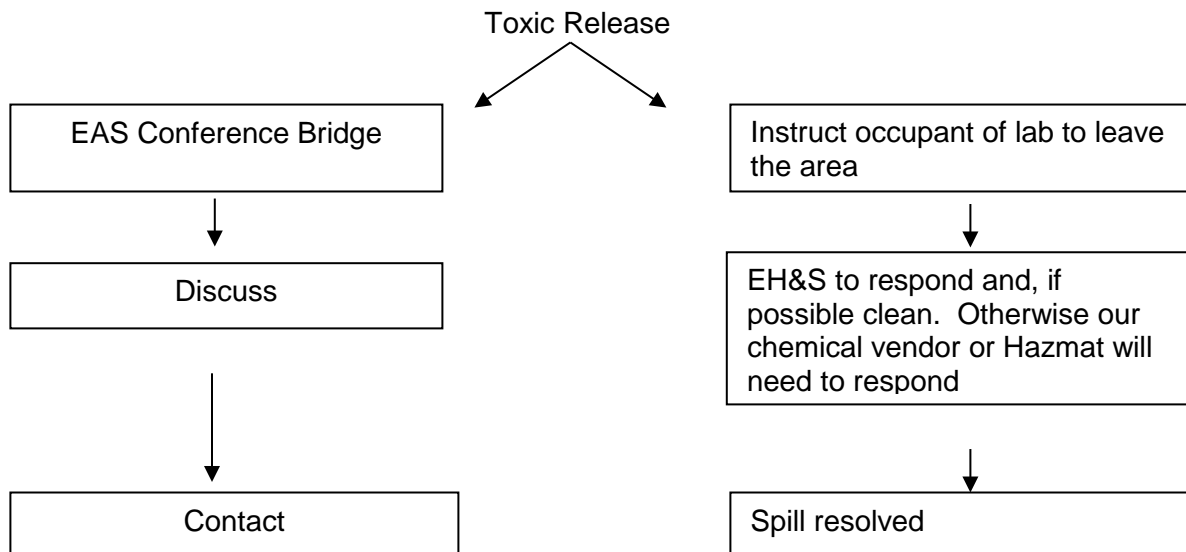


EMERGENCY PROCEDURES MANUAL

**Threat Level 2** - major incidents that will affect a large portion of the campus and require a coordinated response by multiple departments or divisions of the College. Senior administration must be notified of all threats.

| Threat Level 2   |  |  |
|--|--|--|
| Threat   | Action   | Driver   |
| <ul style="list-style-type: none"> <li>Major fire affecting a large portion of the building requiring the evacuation of personnel</li> <li>Major water main loss or flooding affecting a significant portion of the campus buildings or grounds</li> <li>Toxic chemical release which presents a danger to other areas of the campus</li> <li>Biohazard contamination</li> <li>Large group of activists or protesters which have the possibility of turning violent</li> <li>Loss of electricity affecting a major portion of the campus</li> <li>Local external event that will affect the campus</li> <li>Any event that cannot be handled by internal campus personnel</li> <li>Intelligence sources indicate that there may be terrorist activity directed at the campus</li> </ul> <p>Any event that affects a major portion of the campus.</p> | <ul style="list-style-type: none"> <li>Using Alert Find contact senior campus management to dial into the Conference Bridge</li> <li>Bring up the Conference Bridge</li> <li>Contact the necessary internal departments</li> </ul> | <ul style="list-style-type: none"> <li>Senior Director of Facilities Management</li> <li>Senior Director of Auxiliary Services</li> <li>Senior Director of Environmental Health and Safety</li> <li>Assistant Director of Facilities Planning</li> <li>Fire Safety Officer</li> <li>Chief of Security</li> </ul> |

Example: Toxic release of Xylene

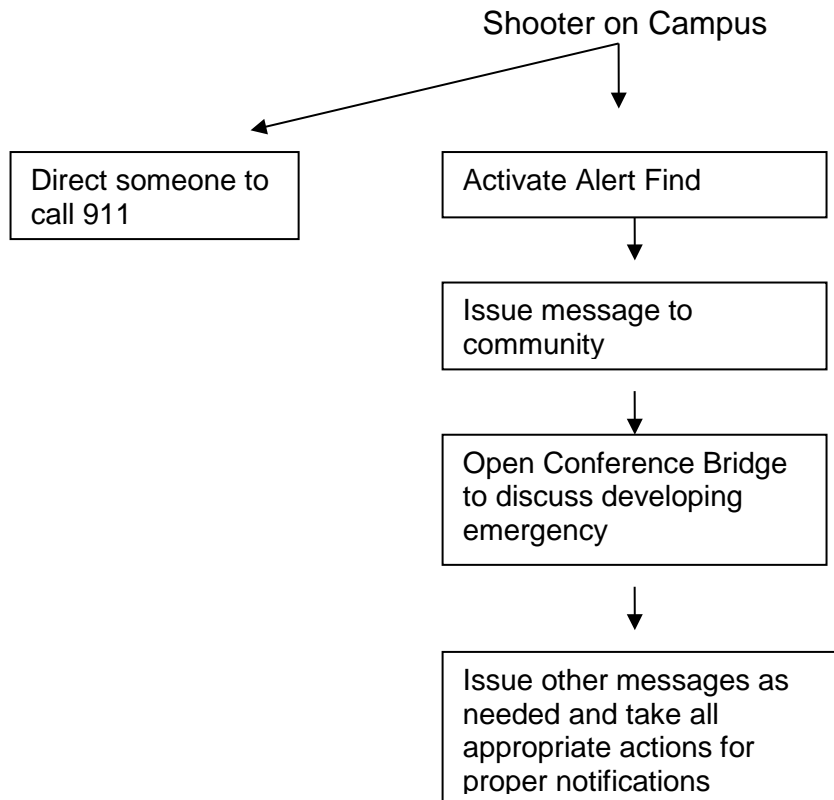


EMERGENCY PROCEDURES MANUAL

**Threat Level 3** – catastrophic in scope and/or life threatening event which can affect the surrounding community and requires response beyond the College’s internal capabilities. Senior administration must be notified of all threats.

| Threat Level 3   |   |  |
|--|---|--|
| Threat   | Action  | Driver   |
| <ul style="list-style-type: none"> <li>Any life-threatening event</li> <li>Active shooter on campus</li> <li>Hostage situation</li> <li>Major explosion or fire</li> <li>Major toxic chemical release</li> <li>Major biohazard event</li> <li>Violent activists or protestors</li> </ul> | <ul style="list-style-type: none"> <li>Activate Alert Find (EAS) to notify the campus community of either a lock down, evacuation or shelter in place by using pre-written scripts</li> <li>Open Conference Bridge for senior management conference call</li> <li>Open emergency command center, supplied as needed, to work with external emergency personnel responding to campus.</li> </ul> | <ul style="list-style-type: none"> <li>Senior Director of Facilities Management</li> <li>Senior Director of Auxiliary Services</li> <li>Senior Director of Environmental Health and Safety</li> <li>Assistant Director of Facilities Planning</li> <li>Fire Safety Officer</li> <li>Chief of Security</li> </ul> |

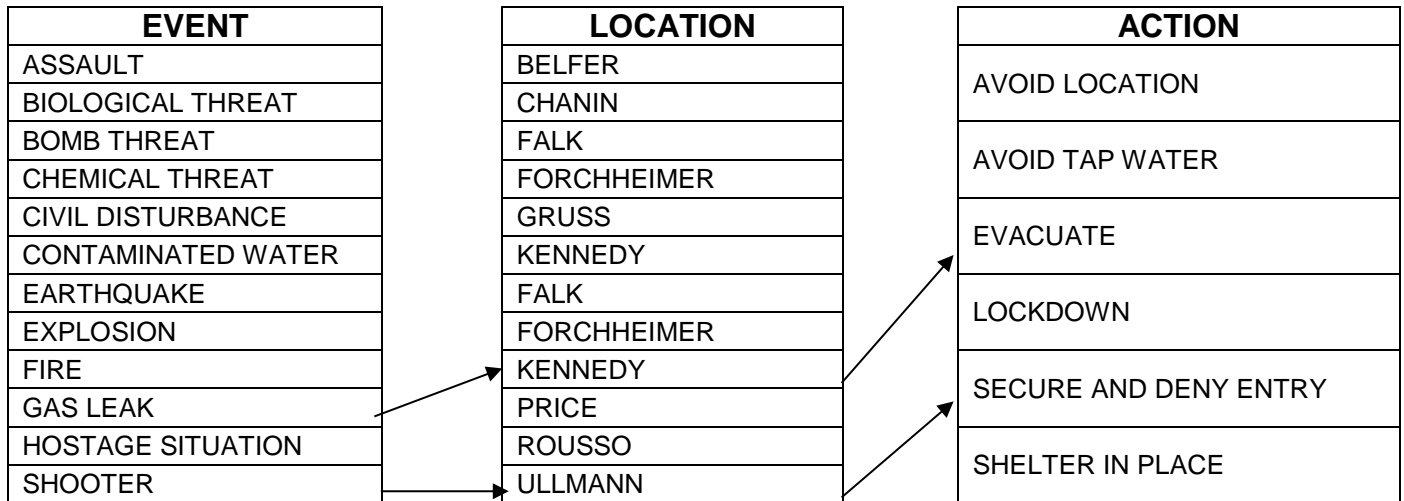
Example: Shooter on Campus



EMERGENCY PROCEDURES MANUAL

EMERGENCY NOTIFICATION SCRIPTS

For any of the listed events at any of the Einstein locations, the appropriate action will be implemented. The decision for these actions will be the responsibility of the Emergency Response Group. For example:



## **APPENDIX 2**

**MAP ONE:** OVERVIEW OF INSTITUTION BUILDING AREA, SHOWING SURROUNDING BUILDINGS AND BUILDING REFUGE AREA ACROSS THE STREET.

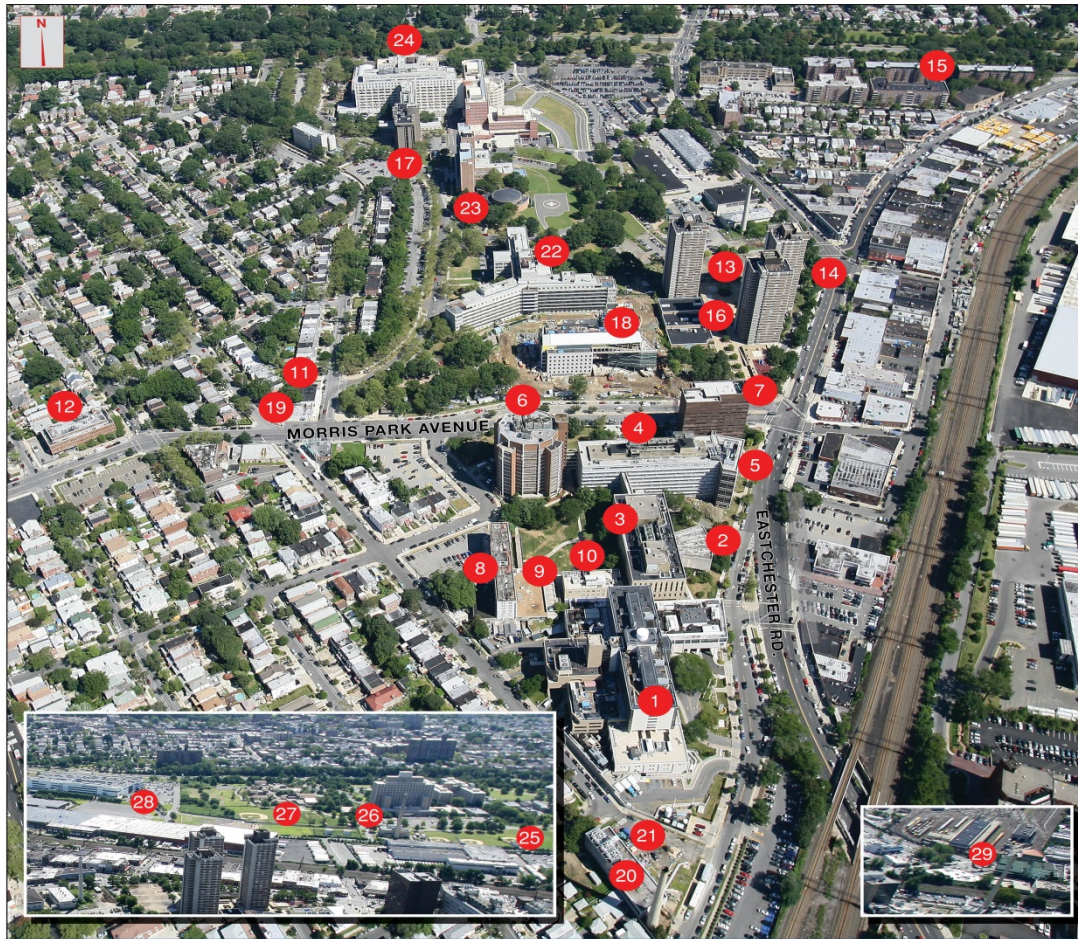
SITE MAP FOR Einstein CAMPUS:

**MAP TWO:** SAMPLE OF "YOU ARE HERE" MAPS



EMERGENCY PROCEDURES MANUAL

APPENDIX 2 – MAP ONE – Overview Map



ALBERT EINSTEIN COLLEGE OF MEDICINE OF YESHIVA UNIVERSITY

**JACK AND PEARL RESNICK CAMPUS**

- 1. Weiler Hospital ..... 1811 Eastchester Rd. (AKA 1825 Eastchester Rd.)
- 2. Robbins Auditorium ..... 1855 Eastchester Rd.
- 3. Chanin Institute for Cancer Research ..... 1845 Eastchester Rd.
- 4. Forchheimer Medical Science Building, Gottesman Library, Friedman Lounge ..... 1300 Morris Park Ave.
- 5. Golding Building ..... 1859 Eastchester Rd.
- 6. Ullmann Research Center for Health Sciences ..... 1250 Morris Park Ave.
- 7. Belfer Educational Center for Health Sciences ..... 1865 Eastchester Rd.
- 8. Mazer Building ..... 1200 Van Nest Ave., 1650 Tenbroeck Ave.
- 9. Lubin Dining Hall, Singer Faculty Club ..... 1200 Van Nest Ave.
- 10. Gruss Magnetic Resonance Research Center ..... 1300 Morris Park Ave.
- 11. Early Childhood Center ..... 1731 Seminole Ave.
- 12. Rousso Building ..... 1165 Morris Park Ave.
- 13. Eastchester Road Residence Complex ..... 1925-35-45 Eastchester Rd.
- 14. PF Parking Garage ..... 1975 Eastchester Rd.
- 15. Rhinelander Hall Residence Complex ..... 1579 Rhinelander Avenue
- 16. Falk Recreation Center ..... 1915 Eastchester Rd.
- 17. Rose F. Kennedy Center ..... 1910 Seminole Ave. (AKA 1410 Pelham Pkwy. So.)
- 18. The Michael F. Price Center for Genetic and Translational Medicine/ Harold and Muriel Block Pavilion ..... 1301 Morris Park Ave.
- 19. MRI Center ..... 1201-11 Morris Park Ave.
- 20. Einstein Boiler Plant ..... 1199 Sackett Ave.
- 21. Maintenance Garage/Parking Lot ..... 1844 Eastchester Rd., 1846-52 Eastchester Rd.
- 22. Van Etten Building ..... 1225 Morris Park Ave.

**JACOBI MEDICAL CENTER**

- 23. Nurses' Residence ..... 1400 Pelham Pkwy. So.
- 24. Jacobi Medical Center ..... 1400 Pelham Pkwy. So.

**BRONX STATE CAMPUS**

- 25. DOSA Clinics ..... 1500 Waters Place  
(New Bldg. w/b 1510 Waters Place)
- 26. Bronx State Psychiatric Center ..... 1500 Waters Place
- 27. Bronx Children's Psychiatric Center ..... 1000 Waters Place
- 28. Metro Center – Private Office Complex ..... 1200 Waters Place

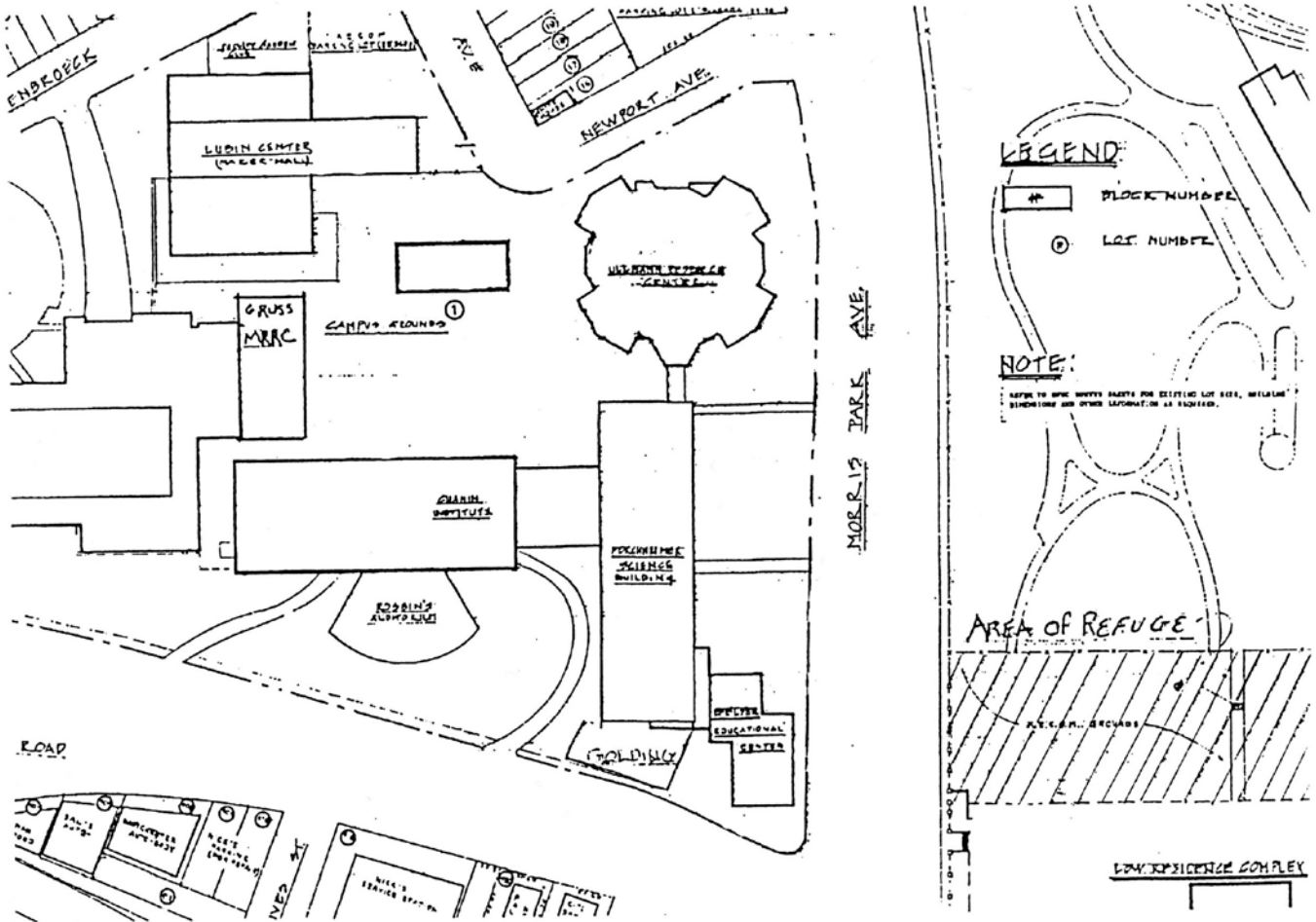
**29. MONTEFIORE MEDICAL PARK – AECOM PROGRAM LOCATIONS**

- Green Glass Building – OB/Gyn Private Practice ..... 1695 Eastchester Road
- Nuclear Medicine ..... 1525 Blondell Avenue
- Early Childhood Office ..... 1621 Jarrett Place
- Endocrine Faculty Practice – Dr. Shamoon ..... 1575 Blondell Avenue
- Einstein BioDefense – Proteomics Research Center – Dr. Angeletti ..... 1635 Poplar Street



EMERGENCY PROCEDURES MANUAL

APPENDIX 2 – MAP ONE – Overview and Refuge Area

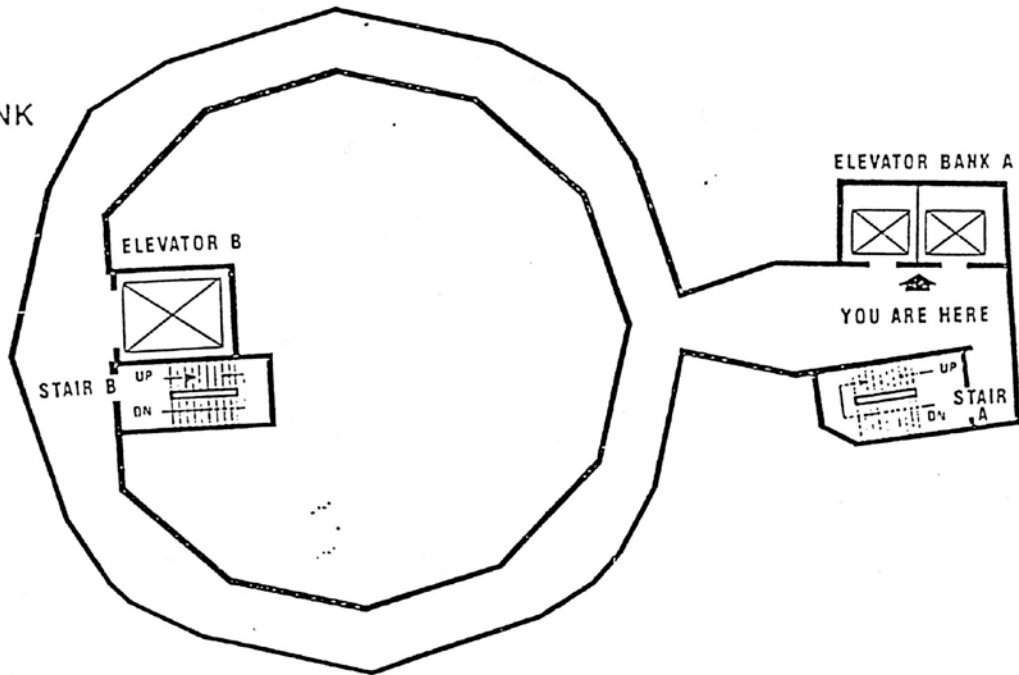


APPENDIX 2 – MAP TWO – Sample You Are Here Maps



**IN CASE OF FIRE  
USE STAIRS UNLESS  
OTHERWISE INSTRUCTED**

ELEVATOR BANK

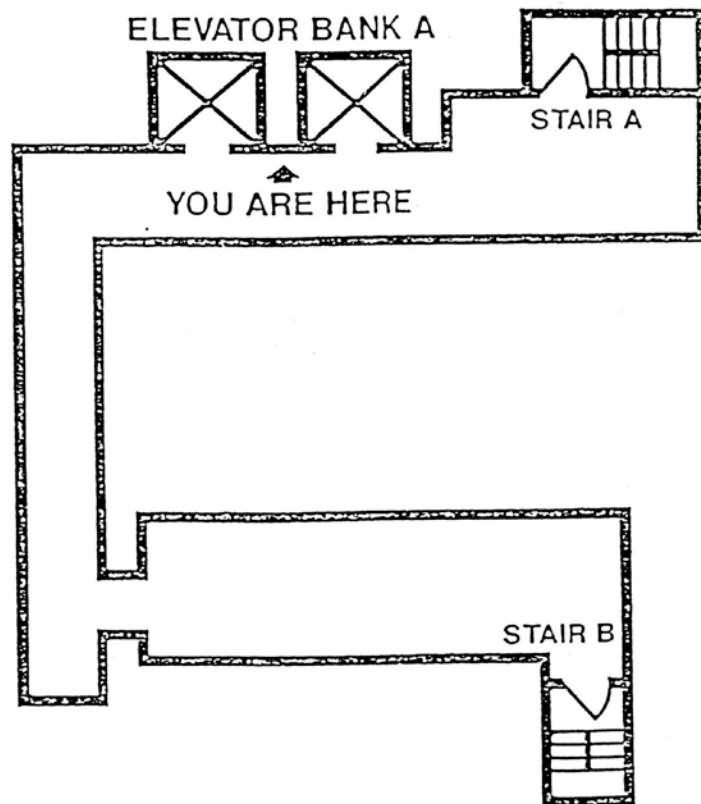
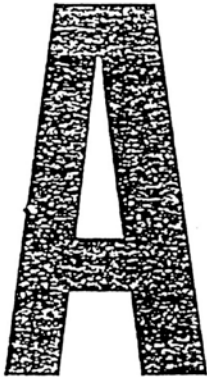


APPENDIX 2 – MAP TWO – Sample You Are Here Maps



**IN CASE OF FIRE  
USE STAIRS UNLESS  
OTHERWISE INSTRUCTED**

ELEVATOR BANK



**APPENDIX 3**

**EMERGENCY RESPONSE CENTER and EMERGENCY RESPONSE GROUP  
and EMERGENCY NUMBERS**

EMERGENCY PROCEDURES MANUAL

EMERGENCY RESPONSE CENTER  
and  
EMERGENCY RESPONSE GROUP

The Emergency Response Group (ERG) will be composed of Senior Administrative Personnel and will assemble at appropriate Emergency Response Center during an emergency. They should be easily identifiable by wearing a labeled vest or other marking.

Emergency Response Command Stations will be located in the following areas:

|                          |
|--------------------------|
| <b>EINSTEIN</b>          |
| ER FB63 – First Choice   |
| BOS FG28 – Second Choice |
| FM FB60 - Third Choice   |
| AS B110 – Fourth Choice  |
| P/B 151 – Fifth Choice   |
| S H L                    |
| K L                      |

The Emergency Response Command Group will be composed as follows:

|                                     |  |
|-------------------------------------|--|
| Emergency Response Commander        | Salvatore Ciampo   |
| Alternative Commanders              | Anthony Chibbaro<br>Jeremiah Meehan<br>Neil Kaplan<br>Joseph Vinciguerra |
| Safety Senior Director or Alternate | Anthony Chibbaro<br>Jeremiah Meehan                                      |
| Business Office                     | Jed Shivers  |
| Auxiliary Services                  |  |
| Assistant Director of Security      | Neil Kaplan  |
| Human Resources                     | Yvonne Ramirez and/or Michael Bloom                                      |
| Institute for Animal Studies        | Lawrence Herbst  |
| Facilities                          | Cecilia Haas   |
| Associate Dean for Students         | Stephen Baum, MD   |
| Chief Procurement Officer           | Jack Zencheck  |
| Public Relations                    | Gordon Earle   |

**EMERGENCY PROCEDURES MANUAL**

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During emergency conditions, members of the Emergency Response Group, when directed, will report to the appropriate Emergency Response Center. The Emergency Response Center will be equipped with a telephone, T.V., radio, flashlights, and other appropriate equipment. The Emergency Response Center will be the focal point during an emergency, guiding the Institution response and recovery efforts.

The Emergency Response Group will be responsible for the overall coordination of the Emergency Procedures insuring that the evacuation is proceeding, emergency personnel are responding, and that there is minimal damage to personnel and property. The ERG will also be responsible for the resumption of normal College activity.

In advance of setting up ER-FB63, the Emergency Response Command Group can be reached at: (718) 430-2805. Once set up, the Emergency Response Command Group can be reached at (718) 931-3793 or (718) 931-3956. Please add these numbers into your cell phones.

**EMERGENCY PROCEDURES MANUAL**

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**EMERGENCY RESPONSE GROUP**

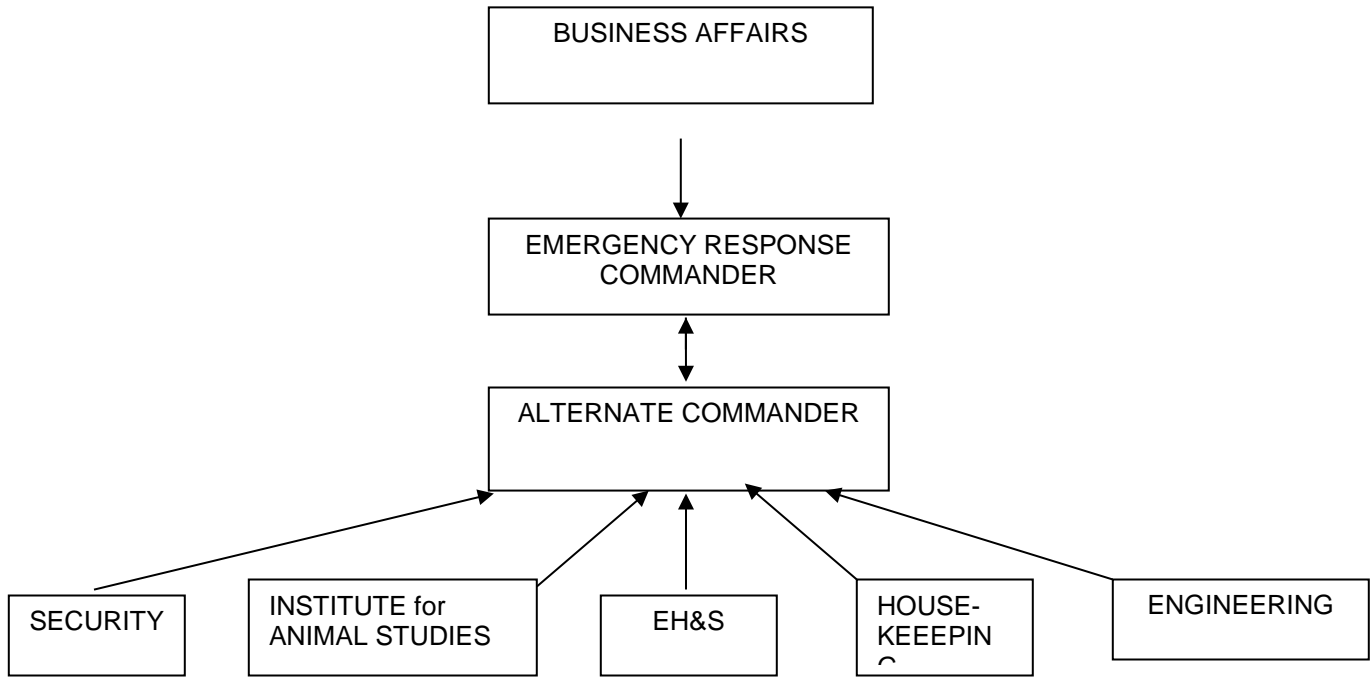
The specific responsibilities of the Emergency Response Group are:

1. Perform immediate action to prevent or minimize casualties and/or damage.
2. Establish communications and notifications.
3. Marshall resources – people/vendors/equipment.
4. Establish and maintain Incident Log and reports.
5. Plan for recovery.

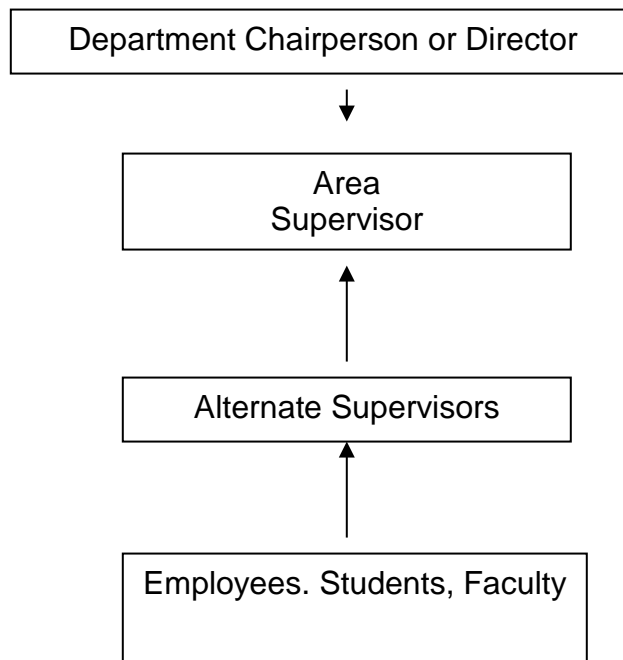


EMERGENCY PROCEDURES MANUAL

**CHAIN OF COMMAND FOR EMERGENCY – GENERAL**  
Emergency Response Group



Chain of Command for Emergency Evacuations - Local



**EMERGENCY PROCEDURES MANUAL**

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**EMERGENCY CALL NUMBERS**

|                              |                |
|------------------------------|----------------|
| Security                     | (718) 430-2019 |
| EH&S                         | (718) 430-4150 |
| Engineering                  | (718) 430-3000 |
| Institute for Animal Studies | (718) 839-7100 |

**APPENDIX 4**

LOCATION of SAFETY DATA SHEET STATIONS

**Location of Safety Data Sheet Stations**

**Forchheimer Building –**

- Lobby – opposite Room G-37
- 4<sup>th</sup> floor hallway – near Room 405
- 8<sup>th</sup> floor – EH&S Office, Room 800

**Kennedy Building –**

- 3<sup>rd</sup> floor hallway – opposite Room 322

**Price Center –**

- Basement – adjacent to Room B-121
- 1<sup>st</sup> floor – adjacent to Room 153C
- 4<sup>th</sup> floor – between Rooms 451 and 453
- 5<sup>th</sup> floor – between Rooms 551 and 553

On line go to [www.hazard.com](http://www.hazard.com)

**APPENDIX 5**

**LIST of EH&S WRITTEN GUIDELINES**

**EMERGENCY PROCEDURES MANUAL**

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**List of EH&S Written Guidelines:**

- Chemical Hygiene Plan
- Exposure Control Plan
- Biohazard Facility Manual
- Radiation Safety Manual
- Respiratory Protection Plan
- Personal Protective Equipment
- Waste Disposal Guidelines
- Emergency Procedures Manual
- Fire Safety

Copies of these are available through EH&S at: (718) 430-4150

**APPENDIX 6**

- 1. Einstein's ACCIDENT/INCIDENT INVESTIGATION FORM**
- 2. SECURITY'S INCIDENT REPORT FORM**

**EMERGENCY PROCEDURES MANUAL**

*ALBERT EINSTEIN COLLEGE of MEDICINE of YESHIVA UNIVERSITY*  
**DEPARTMENT of ENVIRONMENTAL HEALTH and SAFETY**  
**Accident/Incident Investigation Report**

|                      |              |
|----------------------|--------------|
| <b>Investigator:</b> | <b>Date:</b> |
|----------------------|--------------|

**Individual Involved:**

|             |                    |            |
|-------------|--------------------|------------|
| Name:       | Department:        | Extension: |
| Supervisor: | Date of Occurrence | Time:      |

**Occupation:**

|                                      |  |  |   |
|--------------------------------------|--|--|---|
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Nurse/Physician | <input type="checkbox"/> Housekeeping  | <input type="checkbox"/> Receiving/Mailroom |
| <input type="checkbox"/> Lab Worker  | <input type="checkbox"/> Student         | <input type="checkbox"/> Office Worker | <input type="checkbox"/> Other (specify)    |

**Type of Incident:**

|   |                                     |                                       |                                       |
|---|-------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Needle stick     | <input type="checkbox"/> Electrical | <input type="checkbox"/> Lifting/Back | <input type="checkbox"/> Chemical     |
| <input type="checkbox"/> Hit by/Impact    | <input type="checkbox"/> Fall/Trip  | <input type="checkbox"/> Ergonomic    | <input type="checkbox"/> Cut/Puncture |
| <input type="checkbox"/> Other (specify): |                                     |                                       |                                       |

**Location:**

|   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Belfer - Room# | <input type="checkbox"/> Kennedy - Room# | <input type="checkbox"/> Chanin - Room#      | <input type="checkbox"/> MRRC - Room#    |
| <input type="checkbox"/> Mazer - Room#  | <input type="checkbox"/> Golding - Room# | <input type="checkbox"/> Forch - Room#       | <input type="checkbox"/> Ullmann - Room# |
| <input type="checkbox"/> Clinic - Name  | <input type="checkbox"/> Outside         | <input type="checkbox"/> Other (Bldg Room# ) |  |

**Description:**

|  |
|--|
|  |
|--|

**Conclusion:**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Unsafe Procedure | <input type="checkbox"/> Equipment Failure | <input type="checkbox"/> Environmental Cause |
| <input type="checkbox"/> Carelessness     | <input type="checkbox"/> No Specific Cause |  |

**Personal Protective Equipment:**

|                                   |   |                              |
|-----------------------------------|---|------------------------------|
| <input type="checkbox"/> Not used | <input type="checkbox"/> Used Incorrectly | <input type="checkbox"/> N/A |
|-----------------------------------|---|------------------------------|

**Corrective Action Taken**

|  |
|--|
|  |
|--|

**Follow up: (If required)**

|  |
|--|
|  |
|--|

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



EMERGENCY PROCEDURES MANUAL

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**Security – Incident Report Form**

Case # \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Lost Property     | <input type="checkbox"/> Stolen Property                 | <input type="checkbox"/> Found Property          |
| <input type="checkbox"/> Fire Alarm        | <input type="checkbox"/> Intrusion Alarm                 | <input type="checkbox"/> Suspected Crime Offense |
| <input type="checkbox"/> Criminal Mischief | <input type="checkbox"/> Injured Person                  | <input type="checkbox"/> Auto Accident/Incident  |
|  | <input type="checkbox"/> Unusual Occurrence or Condition |  |

DATE OF REPORT: 00/00/03                      TIME OF REPORT: 00:00 Hours

WHEN: TIME AND DATE OF OCCURRENCE: 00/00/02    00:00 Hours

WHERE: LOCATION OR OCCURRENCE:

WHO: PERSON REPORTING INCIDENT:

ADDRESS:

PHONE #:

WHAT: DESCRIBE / PROPERTY INVOLVED:

DESCRIPTION OF INCIDENT:

## **APPENDIX 7**

### **INSPECTION FORMS:**

- 1. LABORATORY and FIRE**
- 2. RADIATION**
- 3. HEALTH and SAFETY CONSTRUCTION SAFETY AUDIT FORM**

**EMERGENCY PROCEDURES MANUAL**

**YESHIVA UNIVERSITY and ALBERT EINSTEIN COLLEGE of MEDICINE of YESHIVA UNIVERSITY  
LABORATORY and FIRE SAFETY INSPECTION FORM**

|                                |                             |
|--------------------------------|-----------------------------|
| <b>Department:</b>             | <b>Building &amp; Room:</b> |
| <b>Principal Investigator:</b> | <b>Date:</b>                |

| Area                            | Satisfactory | Unsatisfactory | NA | Comments |
|---------------------------------|--------------|----------------|----|----------|
| <b>A. ADMINISTRATIVE:</b>       |              |                |    |          |
| Emergency Posting               |              |                |    |          |
| Unauthorized occupants          |              |                |    |          |
| Chemical inventory available    |              |                |    |          |
| SDSs in lab                     |              |                |    |          |
| PPE available                   |              |                |    |          |
| No Smoking, Eating, Drinking    |              |                |    |          |
| Lab doors close                 |              |                |    |          |
|                                 |              |                |    |          |
| <b>B. ELECTRICAL:</b>           |              |                |    |          |
| General condition               |              |                |    |          |
| Use of extension cords          |              |                |    |          |
| Electrical Closets              |              |                |    |          |
|                                 |              |                |    |          |
| <b>C. GENERAL SAFETY:</b>       |              |                |    |          |
| Housekeeping/egress             |              |                |    |          |
| Tripping/slipping hazards       |              |                |    |          |
| Explosion proof                 |              |                |    |          |
| Safety shower/eye wash          |              |                |    |          |
| Emergency lights                |              |                |    |          |
| Stairwells                      |              |                |    |          |
|                                 |              |                |    |          |
| <b>D. FIRE SAFETY CONCERNS:</b> |              |                |    |          |
| Fire extinguishers              |              |                |    |          |
| Flammable limits                |              |                |    |          |
| Secured Cylinders               |              |                |    |          |
| Standpipe/Sprinkler             |              |                |    |          |
| Excess storage                  |              |                |    |          |
| Hallways - clear                |              |                |    |          |
|                                 |              |                |    |          |

EMERGENCY PROCEDURES MANUAL

| Area  | Satisfactory | Unsatisfactory | NA | Comments |
|---|--------------|----------------|----|----------|
| <b>E. CHEMICAL CONCERNS:</b>                  |              |                |    |          |
| Flammables/combustibles                       |              |                |    |          |
| Excessive quantities                          |              |                |    |          |
| Picric Acid                                   |              |                |    |          |
| Expired Ether                                 |              |                |    |          |
| Segregation of acids and Flammables           |              |                |    |          |
|   |              |                |    |          |
| <b>F. WASTE MANAGEMENT:</b>                   |              |                |    |          |
| Quantity of waste accumulated                 |              |                |    |          |
| Segregated in proper containers               |              |                |    |          |
| Properly labeled                              |              |                |    |          |
| Properly stored                               |              |                |    |          |
| Properly secured                              |              |                |    |          |
|   |              |                |    |          |
| <b>G. PHYSICAL/ENVIRONMENTAL CONCERNS:</b>    |              |                |    |          |
| Equipment clean and operable                  |              |                |    |          |
| Laboratory lighting                           |              |                |    |          |
| Noise levels                                  |              |                |    |          |
| Shields used                                  |              |                |    |          |
| Exit signs                                    |              |                |    |          |
|   |              |                |    |          |
| <b>H. PERSONAL PROTECTIVE EQUIPMENT (PPE)</b> |              |                |    |          |
| Proper lab attire                             |              |                |    |          |
| PPE made available                            |              |                |    |          |
| Safety glasses being worn                     |              |                |    |          |
|   |              |                |    |          |
| <b>I. VENTILATION</b>                         |              |                |    |          |
| Fume hood certified                           |              |                |    |          |
| Proper use of fume hood                       |              |                |    |          |
| Fume hood cluttered                           |              |                |    |          |
| Biosafety cabinets                            |              |                |    |          |

COMMENTS:

EMERGENCY PROCEDURES MANUAL

**Radiation Safety Inspection Form**

|                |                                   |
|----------------|-----------------------------------|
| Licensed PI:   | Inspection Period (quarter/year): |
| Lab. Location: | Telephone Number:                 |

Radioisotopes Used:

| Laboratory Requirements                             | Comments |
|---|----------|
| 1) Inventory records: ____                          | _____    |
| 2) Radioactive waste records: ____                  | _____    |
| 3) Sink disposal records: ____                      | _____    |
| 4) Radiation & contamination records: ____          | _____    |
| 5) Staff received initial training: ____            | _____    |
| 6) Radiation Safety Manual available: ____          | _____    |
| 7) Posting (door, bench, sink, refrig., etc.): ____ | _____    |
| 8) City's "Notice to Employee" posted: ____         | _____    |
| 9) Emergency Procedures posted: ____                | _____    |
| 10) Proper handling technique: ____                 | _____    |
| 11) Absorbent paper available & used: ____          | _____    |
| 12) Shielding available & used: ____                | _____    |
| 13) Protective clothing available & used: ____      | _____    |
| 14) Film badge / ring available & used: ____        | _____    |
| 15) Survey instruments available and used: ____     | _____    |
| 16) Fume hood operational and properly used: ____   | _____    |
| 17) Radioactive material secured: ____              | _____    |
| 18) No evidence of food consumption: ____           | _____    |
| 19) Waste stored properly: ____                     | _____    |

| Contamination and Radiation Surveys          | Comments |
|--|----------|
| Wipe test number: ____                       |          |
| Contamination survey with GM detector: ____  |          |
| Radiation levels less than 0.1 mR/hour: ____ |          |

NC = Non Compliance

|                                |                                    |
|--------------------------------|------------------------------------|
| <h1>Summary</h1>               |                                    |
| Laboratory in compliance: ____ | Written response required * : ____ |

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

|   |   |
|---|---|
| <p>* Please respond in writing or e-mail within 7 working days to the non-compliance items listed above stating actions to be taken to correct the matter. Your response may be addressed to Peter Babin in the Environmental Health and Safety Office, 800 Forchheimer or e-mail him at pbabin@aecom.yu.edu.</p> | <p><b>Office use only:</b><br/>                 e-mailed: __/__/__ ____<br/>                 follow up: __/__/__ ____<br/>                 reply: __/__/__ ____</p> |
|---|---|

EMERGENCY PROCEDURES MANUAL

HEALTH and SAFETY CONSTRUCTION SAFETY AUDIT FORM

|                   |                   |   |       |
|-------------------|-------------------|---|-------|
| Job Location:     | Field Supervisor: | Safety Officer Performing Audit:  |       |
| Scope of Project: |                   | Has area been cleared by Safety:<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Date: |

| PERSONAL PROTECTIVE EQUIPMENT |     |    |     |
|-------------------------------|-----|----|-----|
|                               | Yes | No | N/A |
| Hard hat                      |     |    |     |
| Gloves                        |     |    |     |
| Safety Glasses                |     |    |     |
| Work Shoes                    |     |    |     |
| Knee Pads                     |     |    |     |
| Hearing Protectors            |     |    |     |
| Respirator                    |     |    |     |
| Face Shield                   |     |    |     |
| Welding Shield                |     |    |     |
| Other – List:                 |     |    |     |
|                               |     |    |     |
|                               |     |    |     |

| ELECTRICAL SAFETY                |     |    |     |
|----------------------------------|-----|----|-----|
|                                  | Yes | No | N/A |
| GFI in Use                       |     |    |     |
| Machine Guards in Place          |     |    |     |
| Electric Cords in Good Condition |     |    |     |
| Adequate Electrical Connections  |     |    |     |
| Exposed Electrical Wires         |     |    |     |

| LIFTING                  |     |    |     |
|--------------------------|-----|----|-----|
|                          | Yes | No | N/A |
| Proper Technique         |     |    |     |
| Cart in Use              |     |    |     |
| Other Mechanical Devices |     |    |     |

| WORK AREA - GENERAL        |     |    |     |
|----------------------------|-----|----|-----|
|                            | Yes | No | N/A |
| Orderly                    |     |    |     |
| Housekeeping               |     |    |     |
| Lighting Conditions        |     |    |     |
| Hazardous Conditions Exist |     |    |     |
| If YES – List              |     |    |     |
|                            |     |    |     |
|                            |     |    |     |
| Dust Control in Place      |     |    |     |
| Noise Control in Place     |     |    |     |

| STACKING   |     |    |     |
|------------|-----|----|-----|
|            | Yes | No | N/A |
| Balanced   |     |    |     |
| Top Loaded |     |    |     |

| SCAFFOLDS                |     |    |     |
|--------------------------|-----|----|-----|
|                          | Yes | No | N/A |
| Level                    |     |    |     |
| Braced                   |     |    |     |
| Fall Protection in Place |     |    |     |
| Qualified Person Present |     |    |     |
| Proper Supports          |     |    |     |
| Scaffold Inspection      |     |    |     |

EMERGENCY PROCEDURES MANUAL

HEALTH and SAFETY CONSTRUCTION SAFETY AUDIT FORM

**HAZARDOUS MATERIALS USED**

Chemicals: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Others – List: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|               | Yes | No | N/A |
|---------------|-----|----|-----|
| Odor Present  |     |    |     |
| SDS Available |     |    |     |

**LADDERS**

|                     | Yes | No |
|---------------------|-----|----|
| In Use              |     |    |
| Appropriate for Job |     |    |
| Used Correctly      |     |    |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**HOT WORK**

|                                    | Yes | No | N/A |
|------------------------------------|-----|----|-----|
| Burning, Torch, Welding Operations |     |    |     |
| Fire Extinguishers in Place        |     |    |     |
| Fire Protection in Place           |     |    |     |
| Proper PPE Worn                    |     |    |     |
| Fire Watch                         |     |    |     |

**WORKER TRAINING and PERFORMANCE**

Yes  No Workers Following Safety Practices  
 If No list problems: \_\_\_\_\_

Yes  No Workers Need Retraining  
 List Names: \_\_\_\_\_

Yes  No Supervisor Informed

**SUPERVISORS**

Yes  No Supervisor was available and had reviewed project  
 If "No" Explain: \_\_\_\_\_

Yes  No Supervisor Informed of Audit Results

**COMMENTS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Safety Officer Signature

\_\_\_\_\_  
 Date

**APPENDIX 8**

**TRAINING IN EMERGENCY PROCEDURES**



EMERGENCY PROCEDURES MANUAL

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**EMERGENCY PROCEDURE – TRAINING**

1. College Community
  - a. Overall Plan
  - b. Reporting emergencies
  - c. Supervisor and Alternate System
  - d. Emergency Response Group
  - e. Evacuations and notifications procedures
  - f. Return to work.
  
2. Area Supervisor And Alternates – wear vests
  - a. Evacuation Procedures
  - b. Routes of escape
  - c. Assembly area.
  
3. Emergency Response Group – wear vests
  - a. Establishing channels of communications
  - b. Ensuring that emergency services respond
  - c. Ensuring proper notifications to College staffing
  - d. Ensuring that evacuation plans are proceeding
  - e. Providing information on the status of the emergency
  - f. Starting cleanup, repair, or rebuilding process
  - g. Documenting the emergency and making recommendations.
  
4. Security
  - a. Evacuation procedures
  - b. Role of Security in evacuation
  - c. Keeping people moving out of the buildings or to safe areas
  - d. Ensuring Emergency services respond to the right location
  - e. Keeping people from re-entering the building.
  
5. Environmental Health and Safety
  - a. Assisting with evacuations
  - b. Responding, where possible, to hazardous situations
  - c. Helping to ensure security and evacuation from high hazard areas
  - d. Contacting hazardous materials response vendors to assist
  - e. Clearing areas for reentry
  - f. Reporting on the incident
  - g. Developing corrective measures.
  
6. Engineering
  - a. Stopping work and stabilizing their work area in an emergency
  - b. Reporting unusual events to the Emergency Response Group
  - c. Being available to assist during an emergency
  - d. Helping to restore buildings or areas to normal conditions.

**EMERGENCY PROCEDURES MANUAL**

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7. Housekeeping
  - a. Stopping work and stabilizing their work area in an emergency
  - b. Reporting unusual events to the Emergency Response Group
  - c. Being available to assist during an emergency
  - d. Helping to restore buildings or areas to normal conditions.
  
8. Disabled Worker
  - a. Two “buddies” must be assigned to each disabled worker.
  - b. Locate disabled worker during emergency.
  - c. Ensure safe transport to exit stairway.
  - d. If possible, wait for emergency responders, Fire Department, or Police to assist with disabled person’s evacuation.
  - e. Notify Emergency Response Commander and/or Security about safe evacuation of disabled person.

## **APPENDIX 9**

### **HOMELAND SECURITY ADVISORIES**

- Chemical Threats
- Explosions
- Nuclear Blast
- Biological Threat
- Radiation

EMERGENCY PROCEDURES MANUAL

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### Chemical Threats

Be Informed:

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

Possible signs of chemical threat:

- ❖ Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- ❖ Many sick or dead birds, fish or small animals are also cause for suspicion.

If you see signs of chemical attack: Find clean air quickly

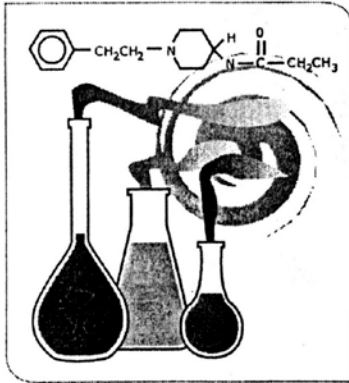
- ❖ Quickly try to define the impacted area or from where the chemical is coming, if possible.
- ❖ Take immediate action to get away.
- ❖ If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
- ❖ If you can't get out of the building or find clean air without passing through the area where you see signs of a chemical attack, it may be better to move as far away as possible and "shelter-in-place."
- ❖ If you are outside, quickly decide what is the fastest way to find clean air. Consider if you can get out of the area or if you should go inside the closest building and "shelter-in-place".

If you think you have been exposed to a chemical:

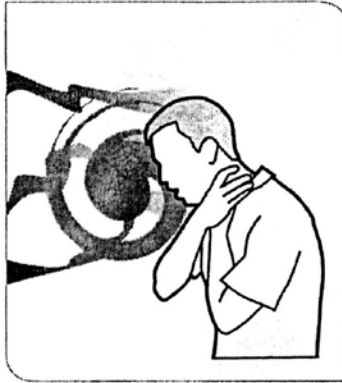
If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical.

- ❖ If you think you have been exposed to a chemical, strip immediately and wash.
- ❖ Look for a hose, fountain, or any source of water, and wash with soap if possible, being sure not to scrub the chemical into your skin.
- ❖ Seek emergency medical attention.

BE INFORMED  
**CHEMICAL THREAT**



1. A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.



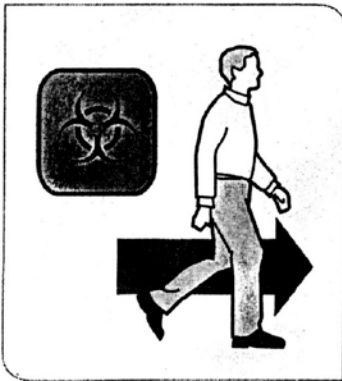
2. Watch for signs such as many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination:



3. Many sick or dead birds, fish or small animals are also cause for suspicion.



4. If you see signs of a chemical attack, quickly try to define the impacted area or where the chemical is coming from, if possible.



5. Take immediate action to get away from any sign of a chemical attack.



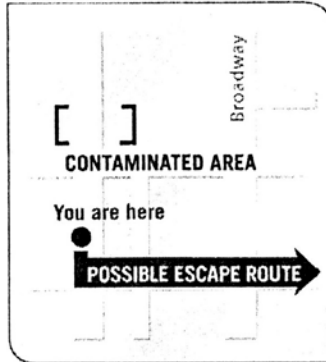
6. If the chemical is inside a building where you are, try to get out of the building without passing through the contaminated area, if possible.

EMERGENCY PROCEDURES MANUAL

BE INFORMED  
CHEMICAL THREAT



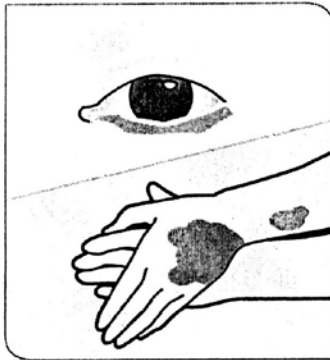
7. Otherwise, it may be better to move as far away from where you suspect the chemical release is and "shelter-in-place."



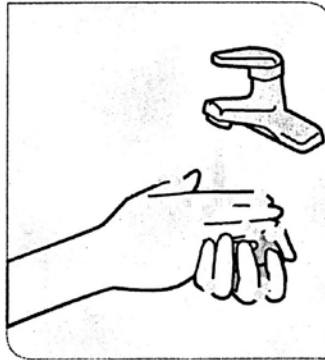
8. If you are outside when you see signs of a chemical attack, you must quickly decide the fastest way to get away from the chemical threat.



9. Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to "shelter-in-place."



10. If your eyes are watering, your skin is stinging, you are having trouble breathing or you simply think you may have been exposed to a chemical, immediately strip and wash. Look for a hose, fountain, or any source of water.



11. Wash with soap and water, if possible, but do not scrub the chemical into your skin.



12. Seek emergency medical attention.

EMERGENCY PROCEDURES MANUAL

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**Explosions**

Be Informed:

If there is an explosion:

- ❖ Take shelter against your desk or a sturdy table.
- ❖ Exit the building ASAP.
- ❖ Do not use elevators.
- ❖ Check for fire and other hazards.
- ❖ Take your emergency supply kit if time allows.

If there is a fire:

- ❖ Exit the building ASAP.
- ❖ Crawl low if there is smoke.
- ❖ Use a wet cloth, if possible, to cover your nose and mouth.
- ❖ Use the back of your hand to feel the upper, lower, and middle parts of closed doors.
- ❖ If the door is not hot, brace yourself against it and open slowly.
- ❖ If the door is hot, do not open it. Look for another way out.
- ❖ Do not use elevators.
- ❖ If you catch fire, do not run. Stop-Drop-and-Roll to put out the fire.
- ❖ If you are at home, go to a previously-designated meeting place.
- ❖ Account for your family members and carefully supervise small children.
- ❖ Never go back into a burning building.

If you are trapped in debris:

- ❖ If possible, use a flashlight to signal your location to rescuers.
- ❖ Avoid unnecessary movement so that you don't kick up dust.
- ❖ Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- ❖ Tap on a pipe or wall so that rescuers can hear where you are.
- ❖ If possible, use a whistle to signal rescuers.
- ❖ Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

BE INFORMED

# EXPLOSIONS

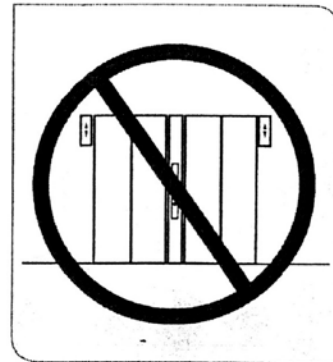
## If there is an explosion...



1. Take shelter against your desk or a sturdy table.



2. Exit the building as quickly as possible.



3. Do not use elevators.



4. Check for fire and other hazards.



5. Take your emergency kit if time allows.



BE INFORMED

# EXPLOSIONS If there is fire...



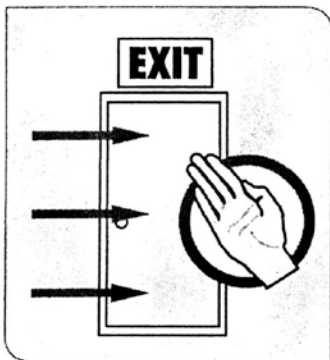
1. Exit the building as quickly as possible.



2. Crawl low in smoke.



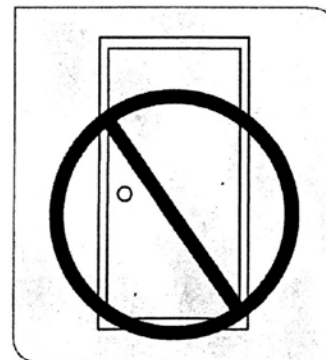
3. Use a wet cloth to cover your nose and mouth.



4. Use the back of your hand to feel the lower, middle, and upper parts of closed doors.



5. If the door is not hot, brace yourself against the door and open it slowly.

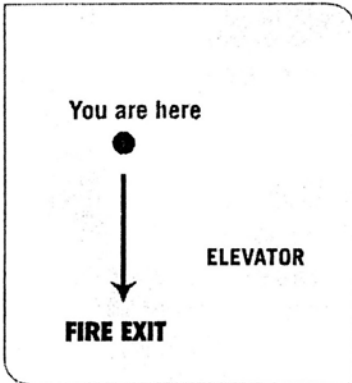


6. Do not open the door if it is hot. Look for another way out.

EMERGENCY PROCEDURES MANUAL

BE INFORMED

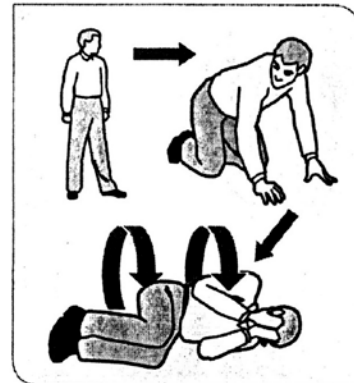
**EXPLOSIONS** If there is fire...



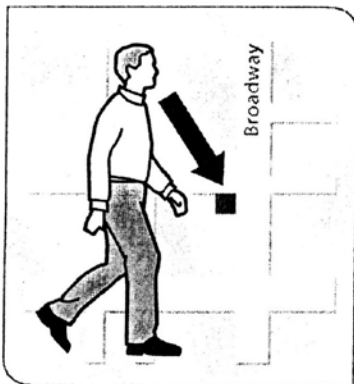
7. Use appropriate fire exits, not elevators.



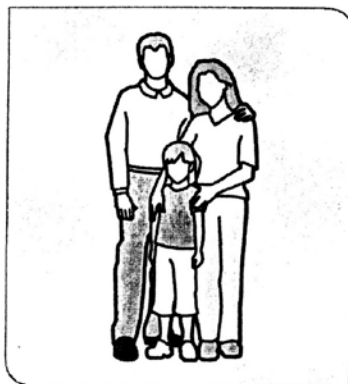
8. If you catch fire, do not run!



9. Stop, Drop and Roll.



10. If you are at home, go to previously designated meeting place.



11. Account for your family members.



12. Do not go back into a burning building and carefully supervise small children.

BE INFORMED

**EXPLOSIONS** If there is fire...

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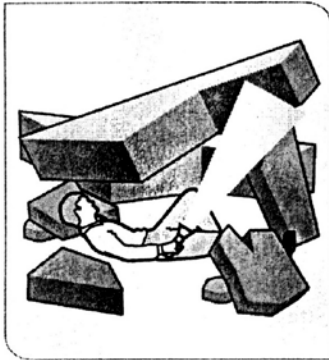


13. Call the fire department.

BE INFORMED

## EXPLOSIONS

## If you are trapped in debris...



1. If possible, use a flashlight to signal your location.



2. Avoid unnecessary movement so that you don't kick up dust.



3. Cover your mouth and nose with anything you have on hand. Dense weave cotton material can create a good filter. Try to breathe through the material.



4. Tap on a pipe or wall so that rescuers can hear where you are.



5. Use a whistle if one is available. Shout only as a last resort - shouting can cause a person to inhale dangerous amounts of dust.

EMERGENCY PROCEDURES MANUAL

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## Nuclear Blast

### Be Informed:

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around. During a nuclear incident, it is important to avoid radioactive material if possible. While experts may predict at this time that a nuclear attack is less likely than other types, terrorism by its nature is unpredictable.

### IF THERE IS A NUCLEAR BLAST

#### If there is advanced warning of an attack:

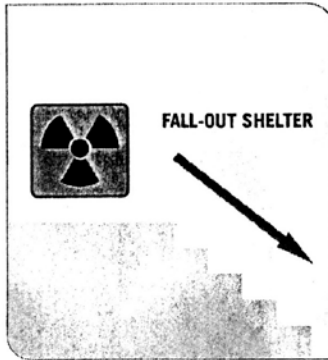
**Take cover** immediately, as far below ground as possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.

#### If there is no warning:

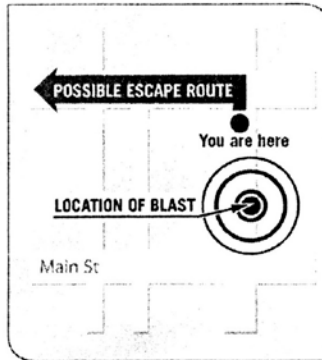
1. Quickly assess the situation.
2. Consider if you can get out of the area or if it would be better to go inside a building to limit the amount of radioactive material to which you are exposed.
3. If you take shelter, go as far below ground as possible; close windows and doors; turn off air conditioners, heaters or other ventilation systems. Stay where you are; watch TV; listen to the radio; or check the Internet for official news as it becomes available.
4. To limit the amount of radiation to which you are exposed, think about shielding, distance and time.
  - a. Shielding: If you have a thick shield between yourself and the radioactive materials, more of the radiation will be absorbed and you will be exposed to less.
  - b. Distance: The farther away you are to the blast and the fallout, the lower your exposure.
  - c. Time: Minimizing time spent exposed will also reduce your risk.

**Use available information to assess the situation.** If there is a significant radiation threat, health care authorities may or may not advise you to take **potassium iodide**. Potassium iodide is similar to table salt. Instead of sodium salt, it is a potassium salt. It may or may not protect your thyroid gland, which is particularly vulnerable from radioactive iodine exposure. Consider keeping potassium iodide in your emergency kit; learn what the appropriate doses are for each of your family members. Plan to speak with your health care provider in advance about what makes sense for your family.

BE INFORMED  
**NUCLEAR BLAST**



1. Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.



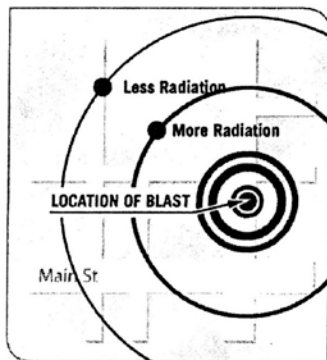
2. Consider if you can get out of the area;



3. Or if it would be better to go inside a building and follow your plan to "shelter-in-place".



4. **Shielding:** If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.



5. **Distance:** The farther away from the blast and the fallout the lower your exposure.



6. **Time:** Minimize time spent exposed will also reduce your risk.

## Biological Threat

### Be Informed:

A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like smallpox virus, can result in diseases you can catch from other people

### If there is a biological threat:

Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. You will probably learn of the danger through an emergency radio or TV broadcast, or some other signal used in your community. You might get a telephone call or emergency response workers may come to your door.

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. However, you should watch TV, listen to the radio, or check the Internet for official news including the following:

- ❖ Are you in the group or area that authorities consider in danger?
- ❖ What are the signs and symptoms of the disease?
- ❖ Are medications or vaccines being distributed?
- ❖ Where? Who should get them?
- ❖ Where should you seek emergency medical care if you become sick?

### During a declared biological emergency:

1. If a family member becomes sick, it is important to be suspicious.
2. Do not assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap.
3. Use common sense; practice good hygiene and cleanliness to avoid spreading germs and seek medical advice.
4. Consider if you are in the group or area authorities believe to be in danger.
5. If your symptoms match those described and you are in the group considered at risk, immediately seek emergency medical attention.

### If you are potentially exposed:

1. Follow instructions of doctors and other public health officials.
2. If the disease is contagious, expect to receive medical evaluation and treatment. You may be advised to stay away from others or even deliberately quarantined.
3. For non-contagious diseases, expect to receive medical evaluation and treatment.

**EMERGENCY PROCEDURES MANUAL**

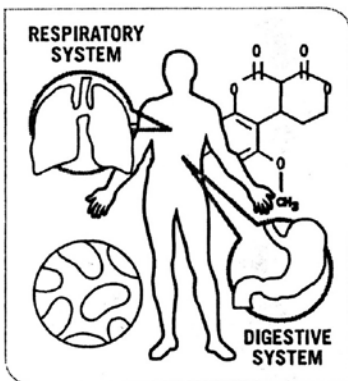
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If you become aware of an unusual and suspicious substance nearby:

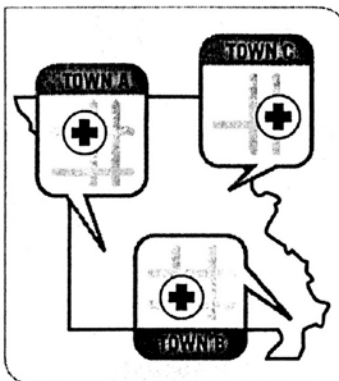
1. Quickly get away.
2. Protect yourself. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include: two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help.
3. Wash with soap and water.
4. Contact authorities.
5. Watch TV; listen to the radio; or check the Internet for official news and information including what the signs and symptoms of the disease are; if medications or vaccinations are being distributed and where you should seek medical attention if you become sick.
6. If you become sick, seek emergency medical attention.



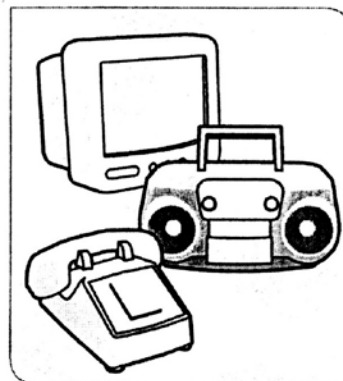
BE INFORMED  
**BIOLOGICAL THREAT**



1. A biological attack is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents can cause contagious diseases, others do not.



2. A biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack it is perhaps more likely that local health care workers will report a pattern of unusual illness.



3. You will probably learn of the danger through an emergency radio or TV broadcast.



4. If you become aware of an unusual or suspicious release of an unknown substance nearby, it doesn't hurt to protect yourself.



5. Get away from the substance as quickly as possible.



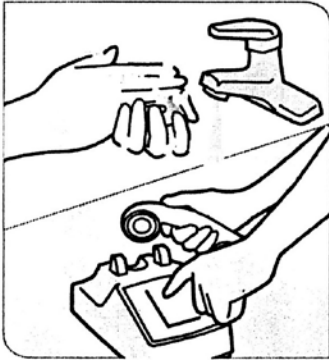
6. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.

EMERGENCY PROCEDURES MANUAL

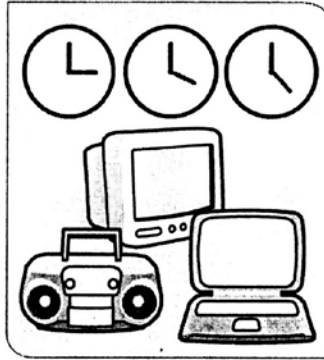
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BE INFORMED  
**BIOLOGICAL THREAT**

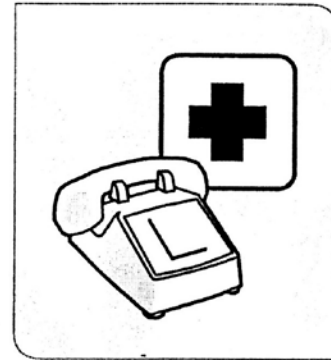
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7. Wash with soap and water and contact authorities.



8. In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. However, you should watch TV, listen to the radio, or check the Internet for official news as it becomes available.



9. At the time of a declared biological emergency be suspicious, but do not automatically assume that any illness is the result of the attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

## Radiation

### Be Informed:

A radiation threat, commonly referred to as a “dirty bomb” or radiological dispersion device (RDD) is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with any radiation, you want to try to limit exposure. It is important to avoid breathing radiological dust that may be released into the air.

### If there is a radiation threat or “dirty bomb”:

To limit the amount of radiation to which you are exposed, think about shielding, distance and time.

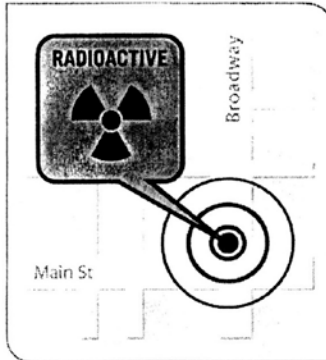
1. If you are outside and there is an explosion or authorities warn of a radiation release nearby, cover your nose and mouth and quickly go inside a building that has not been damaged. If you are already inside, check to see if your building has been damaged. If your building is stable, stay where you are. Close windows and doors; turn off air conditioners, heaters, or other ventilation systems.
2. If you are inside and there is an explosion near where you are or you are warned of a radiation release inside, cover your nose and mouth and go outside immediately. Look for a building or other shelter that has not been damaged and quickly get inside. Once you are inside, close windows and doors; turn off air conditioners, heaters or other ventilation.
3. If you think you have been exposed to radiation, take off your clothes and wash as soon as possible.
4. Stay where you are; watch TV; listen to the radio; or check the Internet for official news as it becomes available.
5. Remember: to limit the amount of radiation to which you are exposed, think about shielding, distance and time.
  - a. Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.
  - b. Distance: The farther away you are from the blast and the fallout, the lower your exposure.
  - c. Time: Minimizing time spent exposed will also reduce your risk.

As with any emergency, local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should watch TV; listen to the radio; or check the Internet often for official news and information as it becomes available.

BE INFORMED  
**RADIATION THREAT**



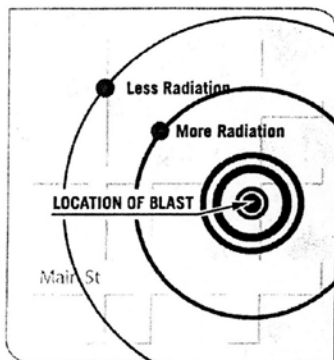
1. A radiation threat or "Dirty Bomb" is the use of common explosives to spread radioactive materials.



2. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.



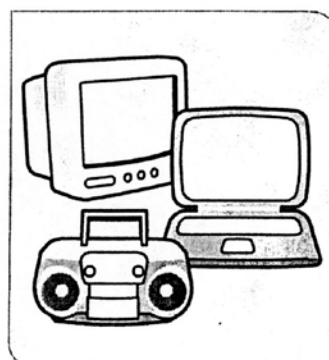
3. **Shielding:** If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed by the thick shield, and you will be exposed to less.



4. **Distance:** The farther away you are from the radiation the lower your exposure.



5. **Time:** Minimizing time spent exposed will also reduce your risk.



6. Local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.



**APPENDIX 10**

**SPECIFIC INCIDENT RESPONSE PLAN  
for SELECT AGENTS/TOXINS**

**SPECIFIC INCIDENT RESPONSE PLAN for Select Agents/Toxins**

EMERGENCY PROCEDURES MANUAL

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This Appendix for Select Agent/Toxin use has been developed to complement the overall Emergency Response Plan for Einstein. These emergency procedures are listed in the Biosafety Plan and have been distributed to all approved employees working with Select Agents/Toxins.

**EMERGENCIES and CONTACT INFORMATION**

1. In case of an emergency during working hours (9:00AM to 5:00PM) call:

|   |       |
|---|-------|
| Anthony Chibbaro (Responsible Official).....                        | X4150 |
| Delia Vieira-Cruz (Alternate Responsible Official).....             | X3560 |
| Dr. Arturo Casadevall (Principal investigator).....                 | X3665 |
| Johanna Rivera (Post Doc).....                                      | X3730 |
| Dr. Bettina Fries (Principal Investigator).....                     | X2365 |
| Dr. Lawrence Herbst (Director of Institute for Animal Studies)..... | X8553 |
| Salvatore Ciampo (Senior Director of Facilities Management).....    | X2805 |
| Fred Roche (Chief of Security).....                                 | X2180 |

**ALWAYS NOTIFY THE PI, RO/ARO OF AN EMERGENCY OR ACCIDENT!!**

2. In case of an emergency (off hours) .....Dial X4111

When X4111 is dialed, Security, located at the entrance of Forchheimer will answer the phone. This phone is monitored 24 hours a day, 7 days a week. They have a listing of all people who must be notified in the event of an incident with Select Agents/Toxins. A copy of the names and numbers will also be given to the head of security and remain in the main office.

The RO will decide if the emergency warrants notification to CDC and/or authorities. Once the emergency units are called and response to our facility, we will follow their lead as the situation may dictate to its successful conclusion. We will make all the required notifications.

You may find it useful to use the acronym “**CALL**” when faced with a sudden emergency while working with Select Agents or Toxins:

- C** – Cover
- A** – Abandon Work
- L** – Lock agent away
- L** – Leave the laboratory

1. INJURIES AND ILLNESSES

EMERGENCY PROCEDURES MANUAL

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- a. Serious Injury or Sudden Illness:  
When special first aid, resuscitation, transport, or rescue service is required, do not hesitate.
  - i. Dial 911 then X4111
  - ii. Clearly describe the situation and your location
  - iii. Notify the PI and RO/ARO
  - iv. Place all SA/T containing materials in secure storage, if possible. If not possible, have another approved individual secure SA/T.
  
- b. Minor Injuries:
  - i. Report incident to the PI and RO/ARO
  - ii. Place all SA/T containing materials in secure storage, if possible. If not possible, have another approved individual secure SA/T.
  - iii. Administer first aid to yourself or visit Occupational Health or the Emergency Room, if necessary.
  
- c. Injury involving Bacillus anthracis:
  - i. Wash the injured area
  - ii. Notify PI and RO/ARO
  - iii. Secure all SA/T containing materials in secure storage
  - iv. Seek medical attention for the employee, at the nearest hospital
  - v. Attending doctor will provide employee with a prescription of Ciprofloxacin or equivalent antibiotic for over a two week period.
  - vi. A report will be given to Occupational Health Services for medical follow up
  - vii. Employees will be counseled to closely monitor themselves for the appearance of exposure symptoms.
  
- d. Injury involving Staphylococcus Enterotoxin B:
  - i. Wash the injured area
  - ii. Notify PI and RO/ARO
  - iii. Secure all SA/T containing materials in secure storage
  - iv. Seek medical attention at the nearest hospital for the employee
  - v. A report will be given to Occupational Health Services for medical follow up
  - vi. Employee will be counseled.

## 2. EMERGENCY RESPONSE

Emergencies include, but are not limited to, a biohazardous or hazardous chemical spill, fire, BSC malfunction, natural disaster or a total power failure. The primary objective in an emergency is preservation of personal safety and health. Protecting the facility and the experiment are secondary to personal safety. The sequences of events that should be followed in an emergency are:

- a. Immediate personal safety overrides maintenance of containment. Evacuation takes priority. Get people out of the emergency area and close doors. Door will automatically lock securing the lab.
- b. Only if personal safety is not in jeopardy, secure all SA/Ts.
- c. The PI, RO/ARO must be informed as soon as possible of current state of the SA/T and will provide any corrective measures if necessary. Call X4111.



EMERGENCY PROCEDURES MANUAL

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- d. The Investigator or RO/ARO is responsible for deciding whether to override containment procedures in case of serious injury or sudden illness.
- e. Security will secure the perimeter of the incident site to ensure that no one re-enters the incident site until the situation has been resolved and the area is cleaned.

3. PERSONNEL ROLES AND LINES OF COMMUNICATION IN AN EMERGENCY

If an unexpected event were to occur the following must be followed.

**Employee(s)** in the SA/T room must:

- a. Stop work immediately
- b. Secure SA/T, if possible
- c. If a spill occurs, wash affected area for at least 15 minutes with mild soap and water and follow spill response procedures below.
- d. If the incident is a medical emergency contact call 911 first and then X4111 to make them aware of the emergency
- e. Call or have someone call: Environmental Health and Safety Office (RO/ARO) and the Principal investigator. If after hours call X4111, state the emergency and have them contact the RO/ARO and PI. BE SURE TO STATE THAT THE INCIDENT IS A SELECT AGENT/TOXIN INCIDENT.

**Responsible Official:**

- ❖ Ensure all SA/Ts are secured
- ❖ Activate Emergency Response Group listed in the Emergency Procedures Manual and determine the level of response.
- ❖ Contact the Senior Director of Facilities (X2805)
- ❖ Contact Security (X2180) for extra security guards, if necessary
- ❖ Contact ARO (X4150) for assistance, if necessary
- ❖ Contact Director of Institute of Animal Studies (X8553), if necessary
- ❖ Contact the Executive Dean (X4106), if necessary
- ❖ Contact the Associate Dean for Finance and Administration (X3182) if necessary
- ❖ Contact Human Resources (X2541), if necessary
- ❖ Contact Public Affairs (X3101), if necessary
- ❖ Contact the CDC – (800) 311-3435
- ❖ Contact local (NYPD - 718-918-2000) and Federal law enforcement (NY – FBI - 212-384-1000), if necessary
- ❖ Ensure the area and/or person is decontaminated and provide safety advice to all in the area.

**Investigator:**

- ❖ Ensure that SA/T is secure and if not, secure the agent immediately if it is safe to do so.
- ❖ Be available to provide information to authorities and/or medical personnel
- ❖ Attend to the employee, if needed.

**Alternate Responsible Official:**

- ❖ Act as RO if RO is not available or assist with RO duties.

EMERGENCY PROCEDURES MANUAL

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- ❖ Record names and information on all people attending to the emergency that must enter the registered room.
- ❖ Assist RO in ensuring the area is secured, decontaminated and safe for personnel to enter.
- ❖ Remain nearby to aid emergency responders, RO or PI.

#### 4. EMPLOYEES PERFORMING RESCUE OR MEDICAL DUTIES

Employees willing to aid co-workers in the case of an emergency should follow some simple Red Cross rules:

##### Conscious Victim:

- ❖ Check the scene for safety; determine how the injury or exposure occurred and if it is safe to approach the victim.
- ❖ If the victim is conscious, obtain consent to care and find out what happened
- ❖ Ask co-workers, if available, to contact 911, 4111, EH&S and PI. If no one is available contact 911 and 4111 and have security contact PI and EH&S.
- ❖ Check victim visually for life-threatening conditions, don protective clothing and provide first aid. If person is contaminated, decontaminate as best you can and remove victim's PPE before beginning first aid.
- ❖ Have other workers secure SA/T and if it is safe to do so, move individual out of the SA/T lab into the hallway or another non-registered room.

##### Unconscious Victim:

- ❖ Check the scene for safety; determine how the injury or exposure occurred and if it is safe to approach the victim.
- ❖ If victim is unconscious consent is implied. Ask co-workers, if available to contact 911, X4111, EH&S and PI. If no one is available contact 911 and 4111 and have security contact PI and EH&S.
- ❖ Check victim visually for life-threatening conditions, don protective clothing and provide first aid. If person is contaminated, decontaminate as best you can and remove victim's PPE before beginning first aid.
- ❖ Have other workers secure SA/T. If no one is available to secure SA/T be sure to inform RO/ARO, PI or another approved person of the unsecured agent.
- ❖ Only an approved person will be allowed to secure the agent.

EH&S has a small first aid bag and an AED in Forchheimer 800. Security also has an AED by the front desk. In an Emergency where you suspect a heart attack, be sure to notify the X4111 that an AED is needed.

With Weiler Hospital and Jacobi Medical Center being adjacent to Albert Einstein College of Medicine, employees are able to walk over to the Emergency Room or if needed EMS can transport them there fairly quickly. Also being a medical school, many staff members are medical doctors, including Dr. Arturo Casadevall who specializes in infectious diseases.

#### 5. EMERGENCY MEDICAL TREATMENT

EMERGENCY PROCEDURES MANUAL

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Weiler Hospital and Jacobi Medical Center have been sent a letter of our proposed work. If an exposure were to occur, the exposed individual would be seen at Weiler Hospital and a two week course of Ciprofloxacin or other equivalent antibiotic would be prescribed along with information on monitoring for clinical signs and symptoms of Bacillus anthracis exposure. Treatment for SEB would be supportive care provided at the hospital.

#### 6. SECURITY AND CONTROL DURING AN EMERGENCY

During an emergency, SA/Ts will be locked away and the area will be evacuated and secured. If the emergency is in the SA/T room, the SA/T will be locked if possible. If not possible, the door will be locked and the employee will notify PI and RO/ARO of the status of the room. In the event the SA/T cannot be secured, the SA/T will be destroyed by chemical means or autoclaving. The responsibility of the employee working in the SA/T room is to secure the SA/T and make sure all items are decontaminated. The PI and RO/ARO will ensure that the SA/T is contained, secure and safe to abandon. They will make the decision to destroy all sample and/or animals in the case where the SA/T cannot be secured. RO/ARO will notify the CDC of the emergency as soon as possible.

#### 7. BACILLUS ANTHRACIS SPILL

In the event of a spill, a bottle of disinfectant must be available within the room. Wherever the spill occurs, the PI and RO/ARO must be notified.

- a. Spill in the open lab:
  - i. Don't breathe, evacuate all personnel and close the door making sure it is locked behind you.
  - ii. Remove contaminated clothing carefully, folding the contaminated area inward. Place clothing in a bag or directly into the autoclave. Thoroughly wash hands and face and any exposed area of the body.
  - iii. Notify the PI and RO/ARO.
  - iv. POST SIGNS WARNING OTHERS NOT TO ENTER CONTAMINATED AREA. NO ONE SHOULD ENTER THE ROOM FOR AT LEAST ONE HOUR. (This allows aerosols to be carried away and heavier particles to settle.) Time should be taken to formulate a plan to decontaminate. Once all personnel have been removed from the area, there is no need to rush into the contaminated area.
  - v. Decontamination will involve treatment of gross contamination by local application of disinfectant.
  
- b. Decontamination of a Spill:
  - i. Re-entry into the facility must be delayed for a period of at least one hour to allow reduction of the potential aerosol generated by the spill.
  - ii. Dress in protective clothing, including a Tyvek suit and double gloves if necessary. Respiratory protection is strongly recommended and care should be taken during decontamination not to disperse droplets.
  - iii. Place paper towels along the outside of the spill, working from the edges in. Pour the germicidal solution (10% solution of sodium hypochlorite – household bleach) around the spill and allow to flow into the spill. To prevent aerosols, avoid pouring the germicidal solution directly onto the

EMERGENCY PROCEDURES MANUAL

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- spill. Try covering the spill with an absorbent pad and apply the decontaminant to the absorbent pad.
- iv. Allow disinfectant to sit for 30 minutes; this will provide enough contact time for adequate disinfection.
  - v. Carefully remove the soaked pads, placing them into an autoclave bag. Working toward the center of the spill, use paper towels to wipe up the spill. Discard paper towels as they are used into an autoclave bag.
  - vi. Using paper towels soaked in disinfectant, wipe beyond the area of visible or suspected splashing, including the floor and vertical surfaces. Discard paper towels in the autoclave bag.
  - vii. Decontamination is complete when the whole area of suspected liquid contamination has been washed with a disinfectant and all excess decontaminant has been mopped up.
  - viii. Place all decontaminated materials into an autoclave bag, this includes gloves, shoe covers, and other protective clothing. Once material has been collected, place bag into a medical waste bin. Medical waste bin will then be closed, sealed and ready for treatment.

When the above procedure is followed, the spill area is considered to be decontaminated

- c. SA/T spill inside a biological safety cabinet (BSC).
  - i. A spill that is confined to the interior of the BSC should present minimal or no risk to personnel in the area. However, chemical disinfectant procedures should be initiated at once while the cabinet ventilation system continues to operate to prevent escape of contaminant from the cabinet.
  - ii. Keep BSC running
  - iii. Spray or wipe wall, work surfaces and equipment with a disinfectant. A 10% solution of sodium hypochlorite, household bleach is recommended. Household bleach can be corrosive to metal therefore; it is recommended that the decontaminated areas be rinsed with 70% ethanol.
  - iv. Flood the work surface of the BSC with sufficient disinfectant solution and allow the disinfectant to work for up to 30 minutes before it is cleaned up.
  - v. Make sure to wipe all surfaces including the front intake grill.
  - vi. Repeat above process with distilled water, mild soap and water or 70% ethanol.
  - vii. The disinfectant, gloves, wiping cloth and sponges should be discarded into a medical waste container.
  - viii. This process will not disinfect the filters, blower, air ducts, or other interior parts of the cabinet.
  - ix. Notify PI and RO/ARO of the spill
  - x. RO/ARO should be consulted to determine if gaseous decontamination of the BSC is necessary.

EMERGENCY PROCEDURES MANUAL

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- d. Centrifuge Spill:
  - i. If you notice a spill inside a centrifuge, don't breathe and close the lid.
  - ii. Allow the centrifuge lid to remain closed for one hour to allow the aerosols to settle. If using a high speed centrifuge, evacuate laboratory, locking doors behind you.
  - iii. Wash hands and any exposed skin surfaces with soap and water.
  - iv. Notify the PI and RO/ARO.
  - v. Post warning signs on the centrifuge.
  - vi. Commence decontaminating using 10% bleach solution.
  - vii. Wet and wipe the inside of the centrifuge with paper towels soaked with the disinfectant. Allow to sit for up to 30 minutes.
  - viii. Wipe all surfaces again with distilled water, mild soap or 70% ethanol to remove bleach residue.
  - ix. Place all clean up materials into a medical waste container which is then closed, sealed and sent out for treatment.

8. BIOLOGICAL SAFETY CABINET MALFUNCTION

The following sequence of events must take place if a BSC malfunctions:

- i. Terminate work.
- ii. Cover, secure and lock away all vessels containing SA/T. Turn off all electrical equipment and services, i.e., gas and vacuum.
- iii. Notify others in the laboratory and leave the room.
- iv. Post signs warning others of the malfunction.
- v. Notify PI and RO/ARO of the problem.
- vi. Remain available to provide assistance to the RO/ARO and support personnel.

9. FIRE

Practices to be followed in the event of a fire are as follows:

- a. Fire inside the SA/T Laboratory:

Immediately alert other personnel in the facility to the danger. If possible, without endangering yourself, secure all SA/T, turn off any burners and laboratory equipment and leave the facility immediately, making sure the door locks behind you. Exit using stairwells or horizontal building exits after notifying other personnel.

**DO NOT USE ANY ELEVATORS**

- b. Transmit the alarm. The nearest pull boxes are located near the stairwell.
- c. Follow up with a phone call to X4111 and PI and RO/ARO.
- d. If the fire appears containable (e.g., waste basket or on a bench top), use the fire extinguishers located in the laboratory or if in the animal room, fire extinguishers are located in the hallway. These fire extinguishers may be used on any type of fire. Be familiar with the operation of the extinguisher before you have to use it.

**TO OPERATE A FIRE EXTINGUISHER**

- Remove the unit from the wall and carry or drag it to the fire area.
- Pull pin.

EMERGENCY PROCEDURES MANUAL

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- Aim nozzle at base of fire.
- Squeeze handle.
- Sweep nozzle from side to side and gradually progress forward as the flames are extinguished.

Once in a position of reasonable safety, notify PI and RO/ARO.

Fire Department or other personnel will wear self-contained breathing apparatus when entrance into any laboratory is necessary under emergency conditions. Fire Department and Police are considered unrestricted personnel and may enter a restricted area. Upon resolution of the emergency, the PI, RO/ARO will determine if decontamination procedures are required for Fire Department protective clothing and equipment.

Fire in another Part of the Building:

If an alarm sounds indicating fire in another part of the building, personnel should immediately secure all SA/T materials and, if possible, turn off any burners and laboratory-type equipment. Exit and lock the laboratory or animal room and go to the fire code chart located by the stairwell to determine the location of the fire. If required, the employee is to leave the area by the most direct route. Evacuation is necessary if a fire is reported in your building.

If the mandatory evacuation alarm sounds 4-4-4, everyone must evacuate.

**DO NOT USE ANY ELEVATORS**

Emergency Evacuation:

Building evacuation may be necessary in certain emergency situations. The 4-4-4 alarm sequence will activate only in extreme emergencies indicating that the building must be evacuated immediately by emergency stairwells or horizontal exits.

10. ELECTRICAL FAILURE

In the event of power failure, all electrical power will be lost for 10 to 15 seconds until the emergency generator is activated. At this time, only those lights and receptacles on the emergency electrical power supply will be reactivated. Power will be lost to all pieces of equipment not connected to the emergency supply. Once a power failure has occurred, individuals should stop work, secure SA/Ts, decontaminate surfaces and leave the area, making sure all doors are locked.

11. RELOCATION

In cases where the laboratory or animal room containing SA/Ts has to be moved to another room for safe keeping, the locks will be changed and the key will be provided to PI and RO/ARO. Approved person(s) will be able to obtain a key from the RO/ARO. If the room is not temporary, the application for registration will be amended and the information will be submitted to the CDC.

EMERGENCY PROCEDURES MANUAL

12. LIST OF PPE, EMERGENCY EQUIPMENT LOCATION

When using a biological safety cabinet, protective clothing, including gloves and a laboratory coat or similar garment should be worn so that hands and arms are completely covered. Lab coats are initially ordered via auxiliary services and are laundered by an outside vendor. Clean lab coats can be obtained from individual lockers provided to all employees by auxiliary services.

PPE equipment such as safety glasses, gloves, and so forth must be purchased by the PI for the Forchheimer 732. Eye protection must be worn when working with SA/T on the open bench. Gloves must also be worn at all times when working with SA/T. Eye protection and gloves will be located in Forchheimer 732. PPE is provided by the Institute for Animal Studies at the doorway of each animal room including Chanin 675.

Emergency equipment include bleach, paper towel or another suitable absorbent, biohazard/autoclave bags, sharps container, PPE and means to pick up broken glass. These items will be found in Forchheimer 732, Chanin 675 and are also available from Forchheimer 800. When working in Forchheimer 413A, emergency supplies will be brought down on a cart with the SA/T transport container.

| <b>Emergency Equipment for SA/T areas</b> | <b>Forchheimer 732</b>        | <b>Chanin 675</b>             | <b>Forchheimer 413A</b>       |
|---|-------------------------------|-------------------------------|-------------------------------|
| <b>Fire Extinguisher</b>                  | In lab by door                | 6 <sup>th</sup> floor hallway | In adjoining lab F-411        |
| <b>Eye wash stations</b>                  | In lab by sink                | 6 <sup>th</sup> floor hallway | In adjoining lab by sink      |
| <b>Safety shower</b>                      | 7 <sup>th</sup> floor hallway | 6 <sup>th</sup> floor hallway | 4 <sup>th</sup> floor hallway |

13. INVENTORY DISCREPANCY, SECURITY BREACH, INFORMATION SYSTEMS BREACH

In the case where inventory has been changed or manipulated or accessed, the employee will immediately notify the PI, RO/ARO and Security. The RO/ARO will notify local law enforcement as well as the CDC. Form 3 will then be completed within 7 days.

14. TESTING PLAN

Appendix 10 of this plan will be re-evaluated, tested and revised as necessary. Drills will be conducted at least annually.

**APPENDIX 11**

**READY NEW YORK - HURRICANES AND NEW YORK CITY.**



EMERGENCY PROCEDURES MANUAL

**COASTAL STORM TERMS**

**Hurricane Season**

June 1 to November 30\*

**Tropical Cyclone**

An organized rotating weather system that develops in the tropics and has a warm center of low barometric pressure

**Tropical Storm**

A tropical cyclone with sustained winds of 39-73 mph

**Hurricane**

A tropical cyclone with sustained winds of 74 mph or greater

**Hurricane Watch**

Issued for a coastal area when there is a threat of hurricane conditions within 24-36 hours

**Hurricane Warning**

Issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 mph or higher and/or dangerously high tides or waves.

\*Historically, the greatest potential for hurricanes in New York City occurs from August to October.

**HOW IS HURRICANE STRENGTH MEASURED?**

Hurricanes are categorized according to wind strength using the Saffir-Simpson Hurricane Scale.

| Type of Tropical Cyclone | Category | Potential for Damage (in MPH) | Wind Speed |
|--------------------------|----------|-------------------------------|------------|
| Hurricane                | 1        | Minor                         | 74-95      |
| Hurricane                | 2        | Major                         | 96-110     |
| Hurricane                | 3        | Extensive                     | 111-130    |
| Hurricane                | 4        | Extreme                       | 131-155    |
| Hurricane                | 5        | Catastrophic                  | 156+       |

**RESOURCES**

**NYC Office of Emergency Management**  
www.nyc.gov/oem

**NY State Emergency Management Office**  
www.state.ny.us

**Federal Emergency Management Agency**  
www.fema.gov, www.floodsmart.com

**Department of Homeland Security**  
www.ready.gov

**American Red Cross in Greater New York**  
www.nyredcross.org

**National Hurricane Center/Tropical Prediction Center**  
www.nhc.noaa.gov

**National Weather Service**  
www.weather.gov

**NOAA All Hazards Radio** broadcasts National Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day.

Many people believe that hurricanes only affect areas far south of New York. But coastal storms, including hurricanes, can and do impact the city. In fact, New York's history is peppered with highly developed coastline makes the city among the areas most vulnerable to hurricane-related damage.

Due to its coastal proximity, hurricanes in New York City – though infrequent – can do more damage than hurricanes of similar strength in the southern United States. In a major hurricane, storm surge could eat some parts of New York City under more than 30 feet of water. The New York City Office of Emergency Management works to assure the city is prepared for coastal storms and hurricanes. Read on to learn more about how you can prepare.

**READY NEW YORK  
AND  
HURRICANES  
NEW YORK CITY**



New York City  
Office of Emergency Management  
Michael R. Bloomberg, Mayor  
Joseph F. Bruno, Commissioner



**NYC OFFICE OF EMERGENCY MANAGEMENT  
165 CADMAN PLAZA EAST  
BROOKLYN, NY 11201**

Llamate al 311 (TTY: 212-504-4115) o visite NYC.gov/oem para obtener acceso a este folleto en español.

Per ottenere una copia di questa pubblicazione in lingua italiana, chiamate il 311 (TTY: 212-504-4115) o recarati all'indirizzo web NYC.gov/oem.

Relle 311 (TTY: 212-504-4115) oswa vizite NYC.gov/oem pou jwenn tiiv sa a an Kreyòl.

Telefonować pod nr 311 (telefaksz dia osób z upośledzonym słuchem: 212-504-4115) lub wejść na stronę NYC.gov/oem, aby przeczytać broszurę w jęz. polskim.

Звоніце 311 (TTY: 212-504-4115) или посетите NYC.gov/oem чтобы получить эту брошюру на русском языке.

한국어권 외 부로서 인수를 원하시면 311 (TTY: 212-504-4115) 로 전화하시거나 또는 NYC.gov/oem 을 방문하십시오.

請致電 311 (TTY: 212-504-4115) 或訪問 NYC.gov/oem 索取中文版的冊子。

نگر رہائی کے لیے 311 (TTY: 212-504-4115) پر کال کریں یا اردو نسخہ اس کتابچہ  
میں دریافت کریں۔ NYC.gov/oem

طلب کتابچہ رقم 311 (TTY: 212-504-4115) کو کرنا یا اردو نسخہ  
میں دریافت کریں۔ NYC.gov/oem

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311 (TTY: 212-504-4115) 311  
www.nyc.gov/oem

2007 edition

EMERGENCY PROCEDURES MANUAL

**HOW CAN I PREPARE MYSELF?**

The best way to prepare for a hurricane evacuation is to know your evacuation zone and develop a plan ahead of time.

**DETERMINE IF YOU LIVE IN AN EVACUATION ZONE**

Use the Hurricane Evacuation Zone Finder at [www.nyc.gov/hurricanezones](http://www.nyc.gov/hurricanezones), call 311 (TTY: 212-504-4115), or consult the map provided in this brochure to find out if your address is located in an evacuation zone.

Areas of the city subject to storm surge flooding are divided into three zones based on how storms of different strengths will affect them. Residents in how zones may need to evacuate depending on the strength of the approaching storm.

**IF YOU LIVE IN AN EVACUATION ZONE**

**Prepare a Disaster Plan**

Develop a plan with your household members that outlines what to do, how to find each other, and how to communicate if a hurricane strikes New York. If you rent your home, renter's insurance will insure the items inside your apartment. If you are a homeowner, your homeowner's insurance will cover items and wind damage are not covered in a basic homeowner's policy.

**Know Where You Will Go**

The City strongly recommends evacuees stay with friends or family members who have no other shelter. The City will open hurricane shelters throughout the five boroughs.

To ensure efficient use of resources, the City will ask all evacuees to report to a designated shelter. Once at the evacuation center, evacuees will either be assigned to a hurricane shelter in the same facility or transported to an associated hurricane shelter by bus.

To find the location of your evacuation center, use the Hurricane Evacuation Zone Finder at [www.nyc.gov/hurricanezones](http://www.nyc.gov/hurricanezones), call 311 (TTY: 212-504-4115), or consult the map provided in this brochure.

**Keep a Go Bag Ready**

Every household member should have a small Go Bag – a collection of items you may need during an evacuation packed in an easy-to-carry container such as a backpack. A Go Bag should be easily accessible if you have to leave your home in a hurry. (See Go Bag list on the right)

**Assemble an Emergency Supply Kit**

You may be instructed to shelter in place (stay at home) during a hurricane. Keep enough supplies in your home to survive for at least three days. (See Supply list on the right)

**IF YOU DO NOT LIVE IN AN EVACUATION ZONE**

**Assemble an Emergency Supply Kit**

All areas of the city could face hurricane-related hazards such as high winds, flooding, tornadoes, and loss of utilities. You may be instructed to shelter in place (stay at home) for several days until the hurricane passes. (See Supply list on the right)

**IF YOU LIVE IN A HIGH-RISE APARTMENT BUILDING**

Residents of high-rise apartment buildings may face special risks from hurricanes even if they live outside evacuation zone boundaries.

If you live in a high-rise building outside an evacuation zone, be prepared to take shelter on or below the 10th floor. If you live in a high-rise building located in an evacuation zone, heed evacuation orders.



**A GO BAG SHOULD INCLUDE**

Copies of your important documents in a waterproof and portable container (insurance cards, photo IDs, proof of address, etc.)

Extra set of car and house keys

Copies of credit/ATM cards and \$50-\$100 cash in small denominations

Bottled water and nonperishable food such as energy or granola bars

Flashlight

Battery-operated AM/FM radio and extra batteries

Up-to-date medication information and other essential personal items. Keep a list of the medications each member of your household takes, why they take them, and their dosages. Also include all doctors' names and phone numbers

First aid kit

Contact and meeting place information for your household and a small regional map

Child care supplies or other special care items

**AN EMERGENCY SUPPLY KIT SHOULD INCLUDE**

One gallon of drinking water per person per day

Nonperishable, ready-to-eat canned foods and manual can opener

First-aid kit

Flashlight

Battery-operated AM/FM radio and extra batteries

Whistle

Iodine tablets or one quart of unscented bleach (for disinfecting water ONLY if directed to do so by health officials) and eyedropper (for adding bleach to water)

Personal hygiene items: soap, feminine hygiene products, toothbrush, toothpaste, etc.

Phone that does not rely on electricity

Child care supplies or other special care items

**BEFORE THE STORM**

**Stay Informed**

For the latest information about an approaching storm or to find out if you should evacuate, stay tuned to TV and radio broadcasts, access [www.nyc.gov](http://www.nyc.gov), or call 311 (TTY: 212-504-4115).

**Secure Your Home**

If a tropical storm or hurricane watch is issued:

- Bring inside loose, lightweight objects, such as lawn furniture, garbage cans, garden tools, and toys.
- Anchor objects that will be unsafe to bring inside, like gas grills or propane tanks. Turn off propane tanks.
- Shutter windows securely and brace outside doors.
- Place valuables in waterproof containers or plastic bags.

**Help Others Prepare**

Check on friends, relatives, and neighbors, especially those with disabilities or special needs, and assist them with their preparation and evacuation.

If you live outside an evacuation zone, offer to shelter family and friends who may need to evacuate.

**If Asked to Evacuate, Do So Immediately**

The City will communicate specific instructions about which areas of the city should evacuate through local media.

**If the City Issues an Evacuation Order for Your Area:**

- Evacuate immediately. Use public transportation if possible, and bring:
  - Your Go Bag
  - Sleeping bag or bedding
  - Required medical supplies or equipment
- Let friends or relatives know where you are going.

**WHAT ABOUT MY PETS?**

Make sure your disaster plan addresses what you will do with your pet if a hurricane requires you to leave your home. Plan to shelter your pet at a kennel or with friends or relatives outside the evacuation area.

Be sure you have supplies ready for your pet in the event of an evacuation, including food, a leash, a muzzle, proof of shots, and a cage or carrier.

**ACCOUNT FOR YOUR SPECIAL NEEDS**

Consider your capabilities and make sure your preparedness plan addresses how your special needs affect your ability to evacuate.

- Determine if you will need assistance and arrange help from friends, family, or neighbors.
- Consider additional supplies and equipment that you may need to bring with you, such as medicine, fecobags, medical devices, and backup equipment. Bring food for your dietary needs.
- Include additional time and evaluate your transportation options.



Search



## Hurricane Evacuation Zone Finder

**Home**

**About OEM**

**Get Prepared. Get Involved.**

**NYC Hazards**

**For Businesses**

**News & Events**

**Contact OEM**

Enter your address and click the "submit" button to find out whether you live in one of New York City's hurricane evacuation zones.

**Enter a street address.**

BUILDING/HOUSE NUMBER

1300

STREET NAME

Morris Park Avenue

BOROUGH

Bronx

**Helpful hints on entering a street address or street intersection:**

- Include the street type in the street address. Common street types are Avenue, Street, Road and Place.
- Numbered streets should be formatted like "5th Street" instead of "Fifth Street."
- Include geographic identifiers (North, South, East, or West) when they are part of the street name. For example, include the "West" in "West 52nd Street."



Search



## Hurricane Evacuation Zone Finder

Home

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Get Prepared. Get Involved.

NYC Hazards

For Businesses

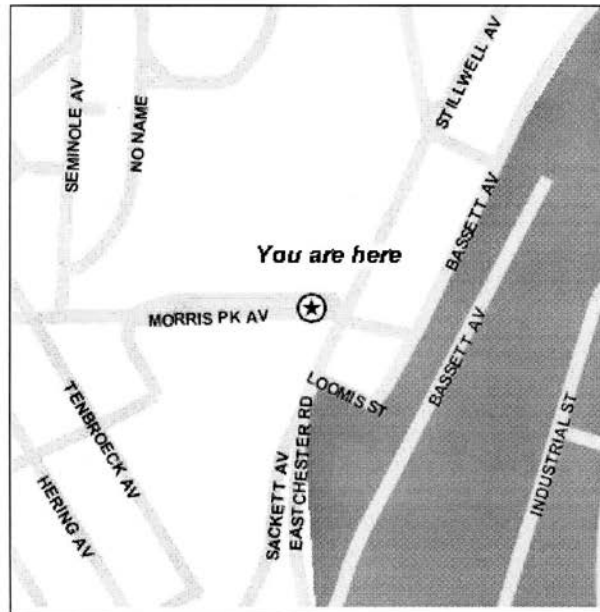
News & Events

Contact OEM

**You are not in a Zone.**  
There is NO Evacuation Order in Effect.

ADDRESS SEARCHED:

★ 1300 MORRIS PARK AVENUE, Bronx



Residents who do not live in a hurricane evacuation zone face no risk of storm surge flooding from a hurricane.

[New Search](#) ▶

**Please Read:**

1. In the event of a hurricane, you will NOT need to evacuate from this address.

2. Be prepared to weather a storm at home. Even if you live outside an evacuation zone, you may still face hurricane-related hazards including high winds, rainfall flooding, tornadoes, and loss of power or water.

3. Be prepared to shelter in place for several days. Keep your Emergency Supply Kit stocked.

4. If you live in a high-rise building above the 10th floor, be prepared to take shelter below the 10th floor.

5. Learn more about hurricanes and New York City

EMERGENCY PROCEDURES MANUAL

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## NYC Hazards: Hurricane Evacuation

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### NYC Hazards: Hurricane Evacuation

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Under New York State law, the Mayor has the power to declare a local state of emergency. This might include issuing evacuation instructions for one or more hurricane evacuation zones if it were determined that clear and present danger to the public exists.

Deciding to issue evacuation instructions requires in-depth analysis of storm forecasts and local conditions, which is coordinated by the Mayor, OEM, State and Federal agencies, the National Weather Service and National Hurricane Center, and jurisdictions throughout New Jersey, Long Island and upstate New York.

#### Evacuation Instructions

The Mayor can issue two different kinds of evacuation instructions:

**EVACUATION RECOMMENDATION:** The Mayor may recommend certain residents take steps to evacuate voluntarily. A recommendation might be issued to cover residents of certain zones, communities or building types. An evacuation recommendation could also be issued for the benefit of people with mobility challenges who need extra time to evacuate.

**EVACUATION ORDER:** The Mayor may order residents of specified zones or communities to leave their homes for the protection of their health and welfare in the event of an approaching storm.

#### How to Evacuate

Since flooding and high winds can occur many hours before a hurricane makes landfall, it is critical evacuees leave their homes immediately if instructed to do so by emergency officials. Evacuees are encouraged to seek shelter with friends or family or outside evacuation zones when possible.

To avoid being trapped by flooded roads, washed-out bridges or disruptions to mass transportation, evacuees should plan their mode of transportation with special care.

- **Plan to use mass transit as much as possible**, as it offers the fastest way to reach your destination. Using mass transit reduces the volume of evacuees on the roadways, reducing the risk of dangerous and time-consuming traffic delays.
- **Listen carefully to your local news media**, which will broadcast reports about weather and transportation conditions.
- **Evacuations from at-risk zones will be phased** to encourage residents in coastal areas to leave their homes before inland residents and to help ensure an orderly evacuation process.
- **Leave early.** Evacuations will need to be completed before winds and flooding become a threat, because wind and heavy rain could force the early closure of key transportation routes, like bridges and tunnels.

The City advises against car travel during an evacuation. The City will be working hard to keep roads clear, but traffic is unavoidable in any evacuation. Driving will increase your risk of becoming stranded on a roadway during an evacuation.

**IF YOU MUST TAKE A CAR:**

- Be ready for a long, slow trip. Be aware the City will deploy public safety personnel along major transportation routes to help vehicular traffic flow as smoothly as possible. Have a full gas tank before you go.
- Stay tuned to local media for information about road and bridge closures.
- Evacuation Centers are the ONLY places where people may park vehicles. Many evacuation centers do NOT have parking available. Tune in to local media for instructions.
- Large vehicles may be prohibited in windy conditions. This could apply to trailers, trucks, boats and other vehicles with a higher wind profile than a car or SUV.
- In any significant rainstorm, **avoid driving through standing water** if you cannot tell how deep it is.

If you must go to an evacuation center, it is important to carefully select what you take with you. Do not bring more than you can carry, but be sure to bring your Go Bag with you.

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**PREPARING FOR EMERGENCIES IN NEW YORK CITY**

[http://home2.nyc.gov/html/oem/downloads/pdf/household\\_guide.pdf](http://home2.nyc.gov/html/oem/downloads/pdf/household_guide.pdf)

(This is the website for READY NEW YORK – Preparing for Emergencies in New York City)



**APPENDIX 12**

**DISASTER PLAN for EINSTEIN's  
ANIMAL CARE and USE PROGRAM**

## DISASTER PLAN for EINSTEIN's ANIMAL CARE and USE PROGRAM

**Purpose:** This document addresses the requirement that animal facilities have a written disaster plan that defines the actions necessary to prevent animal pain, distress, and deaths due to unexpected conditions that result in failure of critical systems or significant personnel absenteeism, or other unexpected events that severely compromise ongoing animal care and well-being (*Guide for the Care and Use of Laboratory Animals, 8<sup>th</sup> Ed., p. 35*). This document was prepared by the Director (Attending Veterinarian) and staff of the Institute for Animal Studies (IAS) for use by the IAS as a guide for immediate response to animal-related emergencies. It has been incorporated into the Institution's comprehensive "Emergency Procedure Manual" (Revised - October 2012).

**Overview:** The IAS Director (Attending Veterinarian) is a member of EINSTEIN's Emergency Response Group (ERG) and can thus directly communicate with and advise the Emergency Response Commander, the Institutional Official, and other senior administrators regarding animal program related emergencies as well as possible impacts of non-animal related emergencies on the animal care & use program and the research programs that depend on animals.

All IAS personnel report to the IAS Director, either directly or indirectly through the Operations Manager and various Facility Supervisors.

**General Contingency Plan:** In the event that any disaster is anticipated to cause or actually results in significant damage to specific animal rooms or animal facilities, IAS Management (Operations Manager and Director) will develop a plan to relocate animals to safer housing locations, such as another IAS animal facility on campus. If appropriate alternate housing within the IAS facilities cannot be identified or if a large part of the IAS facilities will be or have been impacted, IAS Management will contact the Emergency Response Commander and work with the Emergency Response Group to develop a plan for moving animals to temporary shelter elsewhere on campus or off-site (if possible). In the worst case scenario where animals cannot be rescued from conditions that are a significant risk to their well-being, health, and survival as determined by the IAS Director (Attending Veterinarian), those animals would be euthanized (provided that conditions are safe enough for humans to carry this out).

**Problems not covered in this Plan:**

All minor deviations in conditions in the animal facilities shall be reported directly to EINSTEIN Engineering. This shall include deviations from normal temperature/humidity ranges, local losses of electricity, loss of water, loss/variations in HVAC (ventilation), machinery malfunctions, leaks, broken windows and minor floods.

Collective Bargaining Unit labor actions, such as strike. A separate **Strike Plan** exists for the IAS operations. The Strike Plan is confidential and is reviewed and updated approximately 9 months prior to expiration of the contract with the Health Services Union (SEIU Local 1199).

EMERGENCY PROCEDURES MANUAL

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**Specific Emergencies covered in this Plan:**

This plan outlines responses to the disasters listed below, which were selected based on a risk assessment as having a relatively high possibility of occurrence.

- A. Electrical Power Outage**
- B. Emergency Weather Conditions (snow, ice, hurricane)**
- C. Fire**
- D. Health Emergency (sudden illness, injury or psychological breakdown)**
- E. Suspicious Persons or Break-in Attempts in the Animal Facility**
- F. Escape of Potentially Dangerous Animals**

**A. Electrical Power Outage**

Background: Electrical power outages are rare in our location, due to our location in a major metropolitan area and because major electrical supply lines run underground. Emergency corridor and exit lights are present in all Animal Facilities. All animal room and service room doors have glass view panels that would admit some light and allow persons to exit animal rooms. Animal facility HVAC ventilation is on emergency power. In most facilities, animal room lights are also on emergency power.

Actions:

1. Power outages occurring on weekdays during business hours:  
Caretakers shall exit animal rooms and to report to their Supervisors, or the Lead Caretaker for further instructions. If for any reason Supervisors are unavailable, the IAS Office should be contacted. The Operations Manager and Supervisors shall determine what critical husbandry work remains to be accomplished in each facility. Minimally, daily rounds (observations) will be completed in each animal room in each facility using flashlights, if necessary. If the power outage continues for more than 1 hour, the IAS Operations Manager will determine what tasks must be accomplished to provide humane conditions for animals until the next day and will assign pairs of caretakers to work by flashlight, if necessary. Flashlights and spare batteries are stored by the IAS Operations Manager and Supervisors in each animal facility and in the main office for use in event of power outage.
2. Power outages occurring on weekends/holidays:  
Routine weekend procedure requires caretakers on duty to contact the on-call supervisor at the beginning and at the end of shift. If a power outage occurs the caretakers on weekend duty shall immediately contact on-call management to report the situation and receive further instructions. They should also contact the Engineering Operations Center (X-3000), which is staffed 24/7 by Engineering. The on-call IAS supervisor will report to campus and provide flashlights and coordinate completion of daily rounds for all animals in each of the IAS locations. Outages that occur at any time when IAS staff are not on campus will be detected by the Engineering Operations Center staff and IAS Management (IAS Operations Manager and IAS Director) will be contacted.

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3. Should the power outage continue for more than 24 hours, and continues into subsequent days, workers will be expected to report to work each day, and tasks will be assigned by the IAS Operations Manager. In the case of a regional blackout that affects public transportation (subways, trains) the Director and Manager will coordinate carpooling and car pick-up services for those who depend on public transportation.

The IAS Director and Operations Manager in consultation with EINSTEIN Engineering will make additional plans to ensure that all animals continue to be housed under humane conditions. The IAS will also attempt to maintain the integrity of the Specific Pathogen-Free (SPF) rodent barrier. During a prolonged power outage, the following actions will be taken to protect animal health and well-being:

All animals on automatic water will be provided with water bottles.

HVAC ventilation to animal facilities is on emergency power. This includes air inflow for Trexler-type flexible film isolators and exhaust for the Biohazard Facilities.

Animal room temperatures will be monitored. In warm weather, if animal room temperatures rise over 75° F, this will be reported to Engineering and caretakers will ensure that all animals are fully supplied with water. If temperatures in particular animal rooms exceed 80° F and the animals cannot be moved to a different location, animal caretakers will be instructed to open animal room doors to equilibrate with corridor temperatures. If possible, portable air conditioners and fans will be set up on emergency outlets to bring temperatures down. If this is not sufficient, microisolator filter tops will be removed from rodent cages to allow better cage ventilation. In cool weather, if room temperatures fall below 64° F, portable heaters will be installed on emergency power. Cold sensitive animal species (primates, zebrafish, etc.) will be given priority. Under prolonged cold conditions, rodents will be provided with extra nesting material.

IAS Management will assess the need for additional measures to reduce thermal stress in animals on a room-by-room basis.

## **B. Emergency Weather Conditions (snow, ice, hurricane)**

Background: Most IAS animal caretakers live locally, within the Bronx. However, many take public transportation to work, and public transportation may cease to operate under extreme weather conditions. In extreme weather, bridges, tunnels, and roads may also close preventing staff that live further away from coming to campus.

Most extreme weather conditions are predicted in advance, permitting some preparation, such as the provision of extra food and water and accelerating the cage service schedule. Almost all experimental animals are provided with enough water and food for more than 24 hours. However, animals which are limit-fed on a daily basis would be without food and animals with diabetes would run out of water if animal care staff could not reach the facility.

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Actions:

1. Extreme weather conditions occurring during business hours on weekdays:  
If EINSTEIN is expected to close early due to weather conditions, animal caretakers will be directed by the IAS Operations Manager to complete rounds in all rooms and to “top up” food and water for animals (e.g. diabetic mice) that might run low and to provide extra food for primates in case caretakers cannot get to work the following day.

In the event that we anticipated the majority of IAS staff being unable to report to work the following day, management would assemble a crew of caretakers that either lived close enough to walk to work and or could stay on campus overnight. The IAS Operations Manager maintains a list of employees (Supervisors and Caretakers) who live close to work and can walk to work if possible despite bad weather.

2. Extreme weather conditions occurring overnight:  
If weather conditions have caused roads to be closed by NY State and have caused Metro NY public transportation to cease service, the IAS Operations Manager, Facility Supervisors, and the Director will communicate by telephone and call employees to determine how many employees have gotten to work. Caretakers will be directed to perform minimal daily rounds - check and service animals (as if it was a weekend day). In the event that an overnight crew had not been assembled and no animal caretakers have gotten to work, the IAS Manager and/or Director would contact the Emergency Response Group and the Emergency Response Commander for assistance. Einstein is staffed 24/7 by both Security and Engineering personnel. They could report on animal facility and specific animal room conditions if necessary. In the worst case, a few animals may have to withstand a brief fast until they can be reached.

**C. Fire**

Background: EINSTEIN buildings are largely constructed from concrete block with concrete ceilings and floors. Fires that may occur are likely to be either electrical or limited to the contents of individual rooms and laboratories. Aside from the direct effects of fire, the largest risk to animal colonies will be through smoke that may enter rooms through doorways or through the ventilation system. Employees are instructed to exit buildings when fire alarms ring and when either smoke is seen or fire is visible. Animals will not be evacuated in the event of fire. Animals will be checked only after the Fire Department has determined that it is safe to re-enter the building.

Actions:

Small fires (wastebasket sized or smaller) - If a fire is small and appears to be readily extinguishable (paper in a contained area), employees should call EINSTEIN Security Emergency number X4111 and give their exact location. After calling Security, if they are comfortable they may attempt to extinguish small, contained fires using a fire extinguisher or they may leave the room, shutting the door as they exit. If a small electrical appliance is smoking and the plug can safely be removed from the electrical outlet, employees may remove the plug.

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Large Fires (Evacuation). Employees should not attempt to extinguish chemical fires or electrical fires, or any fire that is not small and contained. Employees should evacuate if there is smoke or if fire is visible, shutting the door as they exit and pulling the nearest fire alarm. Employees should then call EINSTEIN Security Emergency number X4111, and should give their location and describe the problem. Security and Fire personnel will determine if employees on adjacent floors need to be evacuated. In the event of fire or other situation requiring evacuation, IAS employees will congregate at a predetermined outside location and await instructions from Supervisory staff.

Animals will be checked only after the Fire Department has determined that it is safe to re-enter the building. Animals exposed to fire or smoke will be examined by the veterinary staff and either placed under observation, treated, or euthanized at the discretion of the veterinarian. Animals at risk for smoke inhalation or extreme environmental conditions due to HVAC shutoff, will be relocated to another unaffected floor or facility.

**D. Health Emergency (sudden illness, injury or psychological breakdown)**

Record keeping. All injuries related to animals or animal equipment shall be reported to and recorded by the Supervisor to permit IAS management to plan safety strategies. An injury report must also be made to Human Resources.

Any injury resulting from direct or indirect contact with Non-Human Primates (monkey bite, scratch, fluid exposure, or scratches cuts caused by contact with primate cage or equipment must be handled according to the Primate Injury Protocol available in Primate Injury Kits ( i.e. “monkey bite kits”) located outside each primate room.

Non-life-threatening injuries (injured party can stand and walk). Minor injuries may be given first aid by IAS management, a veterinarian or a veterinary technician to stop bleeding, remove visible dirt, or to apply ice as indicated. After first aid has been completed, the injured employee may walk to the Weiler Hospital Assessment Area, which is located 2-6 blocks from the animal facilities. If necessary, a wheelchair is stored at EINSTEIN Security and the injured person can have the wheelchair brought to them, then they can be wheeled the short distance to the Weiler Assessment Area.

Loss of consciousness, injury to back or neck, suspected coronary arrest other severe illness or injury (injured party unable to stand unassisted). Accompanying persons shall call both 911 and EINSTEIN Security X4111. Security will meet the EMS workers and will help them find the ill person. If persons are not able to stand unassisted, they should be moved only by health care workers to avoid the possibility of further injury.

Psychological breakdown and aggressive actions potentially leading to bodily injury. Accompanying persons shall immediately call EINSTEIN Security X 4111 if employees appear dangerous or threaten the physical welfare of themselves or others.

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**E. Suspicious Persons or Break-in Attempts in the Animal Facility**

Weekdays: Animal Caretakers or other IAS employees should report the presence of unauthorized or suspicious persons in the animal facility to the Supervisor, the Manager, or the Director. The Supervisor, Manager, or Director shall then politely ask the unauthorized person if they need assistance. If the person does not give a reasonable answer and/or remains in the animal facility, the presence of a suspicious person shall be reported to EINSTEIN Security.

Weekends: Animal Caretakers or other employees should report the presence of suspicious persons in the animal facility directly to EINSTEIN Security. They should then report the incident to their on-call Supervisor.

Apparent Break-in attempts. If weekend caretakers detect evidence of break-in attempts at the entrances to animal facilities or doors to animal rooms, they shall report it to IAS Management and to EINSTEIN security.

Apparent successful break-in attempts. If weekend caretakers detect evidence of successful break-in attempts at the entrance to an animal facility (i.e. broken animal facility door standing open), they shall immediately report the problem to EINSTEIN security and then report to their on-call Supervisor. The Animal Caretaker should wait to be accompanied by a Security Officer before entering the facility to inspect for further damage. Security Officer will contact his/her Captain. If the break-in appears to be significant, resulting in loss of property, research animals, damage to equipment, or is accompanied by evidence of animal rights activity (graffiti), Security will contact the NYC Police and the IAS Director will contact the Emergency Response Group which includes senior administration and the Institutional Official.

**F. Escape of Potentially Dangerous Animals**

Background: A few animals, such as non-human primates are dangerous by nature and could injure persons if they escaped and could transmit disease if people are bitten.

Action. If an escape from a cage occurs, the Animal Caretaker should immediately leave the room and secure the door closed. The IAS Supervisor or Veterinarian should be notified immediately. Animals will almost always be contained within an animal room, where they can be recaptured by the veterinary staff. If a primate escapes from the animal room, and is loose in the corridor, the Caretaker will direct other personnel to leave the corridor, secure the entrance to the corridor and contact IAS management/veterinarian. In the unlikely event that a primate or other potentially dangerous animal escapes beyond the extent of the animal facility, IAS management will contact EINSTEIN Security and will solicit their assistance in recapturing the animal and preventing human injury.

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**Emergency Telephone Numbers**

EINSTEIN Security (24 hours) 430-2019 or 430-4111  
EINSTEIN Engineering (24 hours) 430-3000  
EINSTEIN ENVIRONMENTAL HEALTH & SAFETY 430-4111 - to have the  
Safety Officers called (Cell Phone Numbers on file with Security)  
Fire ----- call EINSTEIN Security 430-4111  
Police ----- call EINSTEIN  
Security 430-4111  
Ambulance ----- call 911 and then call EINSTEIN Security (X-4111)  
Systems failures (HVAC) ----- call Engineering (X-3000)

EINSTEIN Institute for Animal Studies (718) 839-7100  
Director (Attending Veterinarian) (718) 839-7135  
Operations Manager (718) 839-7136

**Note:** Security maintains a list of the home and cell phone numbers of the IAS Director, Operations Manager, on-call Veterinarians, and on-call Supervisors should they need to be contacted at any time.

(3/1/99, updated, 3/1/11, revised draft 11/8/12)



**ALL COMMENTS REGARDING THIS MANUAL SHOULD BE REFERRED TO**

**EH&S AT: (718) 430-4150**