



LONG ISLAND
BUSINESS INSTITUTE

Long Island Business Institute

Safety and Emergency Handbook

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Preface

Dear LIBI Community:

The procedures outlined in this document apply to all Long Island Business Institute faculty, staff, students and campuses, including any situation requiring the closing of any campus or the suspension of classes.

Long Island Business Institute is committed to the safety and well being of our students, faculty, staff and visitors, and for this reason we have compiled this Emergency Management Planning Guide. While no plan can cover every possible situation or emergency, this plan describes basic actions necessary to protect personnel, property and enhance the capability of college response in coordination with local emergency response agencies.

The information contained in this document is intended to inform the college community about emergency procedures, fire detection and prevention, medical emergencies and other types of hazardous situations.

All employees and students should become familiar with the initial response to an emergency situation. Since every situation is different, the policies and procedures in this document are intended to serve as a guide. We strongly encourage all employees to regularly study and review the information contained in this handbook. Please keep this handbook in a place that will allow you to consult it with ease as the need arises.

Remember in case of an emergency; please don't wait to notify a senior administrator or to call 911.

Your Responsibility

Administrators, Supervisors, Managers, and Directors

Every administrator, supervisor, manager, director has the following responsibilities prior to and during any emergency:

- Be familiar with this guide concerning college emergency procedures and evacuation plans.
- Notify administration of an emergency situation; remain calm and provide as much information as possible.
- Call 911 to report a police, fire or medical emergency.
- Encourage staff to become familiar with the college's Emergency Response Guide. If you have staff who report to you, it is your responsibility to ensure that they are familiar with the contents of this guide.
- Facilitate on the job training or explanation as required.
- You should notify your staff of modifications to this plan as necessary.
- Report safety hazards to the Facilities department and appropriate members of the Administration.
- Maintain accurate emergency telephone numbers for members of your staff.
- Prepare and distribute a telephone contact list to your staff.
- Maintain emergency telephone communication with the Administration as necessary.
- Carry your college ID at all times and have it readily available to show in cases where you must prove your affiliation with LIBI.

Faculty and Staff

Each faculty and staff member has a responsibility to:

- Be familiar with this guide concerning college emergency procedures and evacuation plans.
- Notify security of any emergency situation; remain calm and provide as much information as possible.
- Call 911 to report a fire, police or medical emergency-then contact administration.
- Inform students and others in the event of an emergency.
- Initiate and follow the emergency and evacuation procedures outlined in this guide.
- Stay alert to the environment and report all safety and security hazards to the facilities department or administration.

- Follow the directives of college emergency personnel.
- Carry your College ID at all times and produce it when requested by college officials.

Students

Every student has a responsibility to:

- Carry your college ID at all times and produce it when requested by college officials.
- Be familiar with this guide concerning college emergency procedure and evacuation plans.
- Notify security of an emergency situation; remain calm and provide as much information as possible.
- Call 911 to report a fire, police or medical emergency-then contact administration.
- Follow directions of college emergency personnel.

Long Island Business Institute Communications

In the event of emergency members of the LIBI community can acquire information in several ways:

Weather emergency/information

A hotline number has been established to enable people calling the college to get updated information.

(718) 939-1986

Internet

Information will be placed on the college homepage and a community- wide email will be sent. For access to the home page go to:

www.libi.edu

Radio/ TV

Public radio stations will be contacted as necessary to disseminate information related to the opening or closing of college facilities throughout the emergency. The following radio/TV stations will be notified:

WALK-FM	97.5 FM
WINS-AM	1010 AM
WBLI-FM	106.1 FM
Channel 12 News (cable TV)	

In the event of a direct and imminent danger the college will utilize the LIBI Emergency Alert System.

What is the LIBI Alert System?

The LIBI Alert System is a set of tools that will be used to notify you in case the school has a serious emergency. The Alert System will send emails and text messages to the members of the LIBI community to inform you of any steps you will need to take in case there is a **serious emergency** occurring on campus.

In order to heighten safety awareness, the Alert System will also be used to give LIBI students, faculty, and staff timely notification of crimes that may represent an on-going threat to the campus community. If the President of the College feels that there is reasonable danger to the members of the LIBI community, the College may choose to use the email portion of LIBI's Alert System when violent crimes against persons or substantial crimes against property have been reported in or near the premises of the LIBI campuses. The President of the College will make the determination to notify the community using the Alert System if the information of the on-going threat comes from any of the law enforcement agencies. All the releases via the LIBI Alert System not originating from the law enforcement agencies will be subject to the availability of accurate facts concerning the incident(s).

The Alert messages will be sent to the community by the President of the College, the Dean of Administration or the Assistant Campus Director or his/her appropriately ranking designee with the assistance of the IT department.

The College's main website will also be changed to display any messages, procedures or instructions to follow in case of a serious, health or life threatening, situation occurring at the campus where you attend.

What would an Alert System message say?

Text Messages (SMS*) may be used for situations that pose immediate danger or the closing of an entire campus. **Messages about Campus Crime Alerts generally will not be sent unless it is decided there is an imminent threat of danger.**

An SMS Alert would be released if the college determines that it is dealing with a "crisis situation." A text message and a community email will be sent immediately upon verifying that the college community is in imminent danger (i.e., active shooter situation, a near fatal or fatal accident or incident on or near campus, an accidental release of hazardous material on campus, etc).

If the danger is not imminent and immediate, the Office of the President will prepare and send a message to the community via email. An email alert may be sent seeking information that may lead to arrest of the offender when violent crimes against persons or substantial crimes against property have been reported in or near campus grounds.

In such an instance, the email message will contain a brief and concise statement of the incidents posing the danger whether or not there is a suspected link to any other past incidents. If appropriate and available, a physical description of the suspect will be included. Directions and safety precaution suggestions will be provided in the email message.

All students, faculty and staff should sign up as this will help us alert you in case there is an emergency on campus that endangers your safety.

In order for you to receive our alerts, you must keep your cell phone number current with us. Updating your contact information for the purposes of receiving Timely Warning Alerts is the responsibility of the individual members of the LIBI community. The college will not be responsible for verifying the accuracy of the telephone numbers of the parties participating in the Alert notification program.

You will only get emergency Alert text messages if you sign up. We will still email you the alert; however, we feel that the best, most expedient way to reach the community is by text message. LIBI will not be responsible for any harm you may suffer as a result of not signing up for the Safety Alerts.

*SMS – short message service (cellular phone text messaging).

Emergency and Crisis Management

The following are the different levels of emergency which will help define the magnitude of the emergency and response that may be required.

Level 1 Minor Emergency: Can be handled in the context of normal college operations and resources.

- Any incident, potential or actual that has minimal impact on the college operations.
- College staff and maintenance personnel will handle all minor emergencies.
- May require assistance from outside agencies. (Fire, Police, EMS)

Examples of a Level 1 emergency include: Events of limited and containable nature, fire alarm activations, burglaries, assault, vehicular and pedestrian accidents.

Level 2 Major Emergency: Requires the administration of the college to convene to ensure a coordinated institutional response.

- Any incident, potential or actual, which affects an entire building or buildings and will disrupt college operations.
- Will require assistance from outside agencies.
- Significant damage occurs.
- Requires policy considerations and decisions from college administration.
- May require the implementation of the Emergency response plan.

Examples of a Level 2 emergency include: A power outage, steam leak, flooding or a water main break affecting a limited portion of the campus.

Level 3 Disaster: The highest level of emergency which impacts the entire college or a significant portion of the LIBI community. Level 3 emergencies require a coordinated operational response.

- Any event or occurrence that has taken place and has seriously impaired or halted the operation of the college.
- There may be multiple people injured, mass casualties or extensive property damage.
- A coordinated effort of all campus-wide resources is required to effectively control the situation.
- Assistance from outside agencies will be essential
- In all cases of disaster, the Emergency management team will be activated and the appropriate support and operational plans will be executed.

Examples of a Level 3 emergency include: A fire, an active shooter incident, a terrorist attack or an accidental release of a hazardous material (chemical, biological, nuclear etc.) not confined to a single or limited location.

Definition of a Crisis Situation:

Any activity or situation that directly disrupts LIBI’s ability to conduct normal operations of the college, and will require immediate response from the Crisis Management Team.

A campus “crisis” situation would include:

- A death of a member of the LIBI community on campus.
- Any near fatal accident or incident on campus.
- A serious suicide attempt on campus.
- Arson.
- Any serious natural disaster.
- Any situation in which the media is involved with or will become involved in.

Disturbances on Campus

In the event of a demonstration or disorder on campus, the Dean of Administration, Assistant Campus Director or the Deputy Director to the President should be notified immediately. The individuals receiving notification will inform the President of the College of the situation and appropriate action will be taken. **Release of any information to the press will be handled by the President of the College** or a specifically appointed designee.

Members of the LIBI community who intentionally disregard the College’s media policy will be subject to disciplinary actions.

Phases of College Emergencies

Mitigation/Preparedness Phase

Through training and awareness, the College will take aggressive action to prevent emergencies from occurring. The College will take all actions necessary to maximize preparation for emergency situations.

Response Phase

The College will ensure that there are sufficient resources available to handle routine emergencies on campus and will coordinate with local emergency response agencies for emergencies requiring additional assistance.

Recovery Phase

The College will take all necessary actions to facilitate a rapid and thorough recovery from any emergency situation in order that normal College functions can be resumed expeditiously.

Command and Control

The President will direct all emergency response operations and preparations on campus, including suspending and reconvening classes, as outlined in this plan. In the event the President is unavailable, this responsibility shall be assigned to the Dean for Administration. If the emergency is occurring at the Commack Campus, the Assistant Campus Director will assume the responsibility of directing all emergency response operations.

Emergency Action Plan

Shelter in Place – occupants of the building will remain in their work areas until instructed otherwise.

In Building Relocation – occupants will be in controlled area of the building.

Partial Evacuation – partial occupants will be evacuated and / or evacuation will take place in groups.

Full Evacuation – everyone will be evacuated and should go to the designated areas.

You will be directed at the time of the emergency by the LIBI deputy and wardens.

Areas Designated for Evacuation:

For the Flushing Campus:

- Southeast section of parking lot, 37th Avenue and Union.
- Southeast section of parking lot, 39th Avenue and Union.

For the Commack Campus:

- Parking lot in the back of the building unless otherwise instructed.

Emergency Closing Policy – *For Employees*

Although LIBI will make every effort to remain open for business on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to: severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. In all cases employee safety will be the primary consideration. The following procedures will establish guidelines regarding reporting to work, use of leave and pay issues when circumstances impact LIBI's ability to be open.

1. The Long Island Business Institute will follow the guidance, as reported on local news stations, relating severe weather conditions.
2. If the New York City Public Schools are open, employees are expected to report to work on time as scheduled.
3. If the New York City Public Schools are closed, the Flushing campus will be closed. Commack campus will follow the local community colleges such as Suffolk County Community College and Dowling College.
4. If there is a declared state of emergency that prevents employees from being able to travel to work on a particular day, then LIBI will make the determination whether to close the campuses based on the information provided by the local government.
5. LIBI reserves the right to make decisions regarding emergency closings that are believed to be in the best interests of the safety of all employees and the students.

Emergency Closing Policy – For Students

Official closing of the college for unscheduled reasons will be ordered only by the President's office. Confirmation of the existence of emergency conditions and decisions about evacuation and related precautions will be made by the President of the College or an appropriately ranking designee.

LIBI normally will NOT close for inclement weather. The college will only close in cases of severe weather or other emergencies that require the closing of most businesses, industries, schools, and colleges in the immediate area. Other emergencies that might require a closing, delayed opening, suspension, or interruption of regular college hours include, but are not limited to: declared state of emergency, fire, loss of electrical power or impairment of the heating and cooling systems, natural disasters and terrorist actions. The President of the College will consult with the building management and the members of the executive management team to determine the circumstances of college closings or other modifications to normal college hours.

In all cases student and employee safety will be the primary consideration in determining whether the college will close in response to an incident or occurrence.

Emergency Management Operations

Who to notify in case of an Emergency

The following personnel should be notified immediately (in this order) in the event of an emergency during school operating hours:

CAMPUS	PERSONNEL TO NOTIFY	LOCATION OF PERSONNEL
DAYTIME OPERATING HOURS		
FLUSHING	President	Executive Office, 5 th floor
	Dean of Administration	
	Deputy Director to the President	
COMMACK	Assistant Campus Director	Executive Office
	Career Services Coordinator	Front Desk/Annex/Office 1-A
EVENING OPERATING HOURS		
FLUSHING	Evening Administrator	Annex, Room A105
COMMACK	Receptionist	Front Desk

Note: 911 should be called if no administrators can be immediately contacted and/or if the emergency is urgent.

During regular school hours if a false alarm is activated, administrators will be instructed to immediately inform students, faculty, and staff.

Emergency Procedures Overview

What to Do in an Emergency

In case of an emergency, such as a fire or accident, your first priority should be your own safety. **In the event of an emergency causing serious injury, IMMEDIATELY DIAL 911 to alert police and rescue workers of the situation.**

All instructors are responsible for the immediate evacuation of their students from their classrooms, if the emergency calls for an evacuation. Evacuation may not be the best course of action in all emergencies -- please listen carefully for instructions. The highest ranking employee in each office area will assume the responsibility for evacuating and securing their respective areas.

WHEN THE EVACUATION ALARM SOUNDS - YOU MUST LEAVE THE BUILDING!

It is a violation of **New York State Law** to fail to leave a building when the fire alarm is sounding. **Always** assume it is a real emergency and leave the building.

It is unlawful for any person to prevent or order another person from leaving the building when the alarm is sounding.

Once you hear a fire alarm, or in case of an emergency that requires evacuation, please proceed quickly and calmly to the emergency exits closest to your work area or classroom. LIBI holds periodic fire drills to familiarize everyone with the routes they should take. Remember that in a crisis situation every second may count - don't return to your workplace or classroom to retrieve personal belongings or work-related items. Assist in alerting others in the vicinity, but do not jeopardize your safety or the safety of others.

Assist disabled persons to evacuate the area. Be particularly aware of persons with sight or hearing disabilities.

- If there is smoke, stay low, it will be easier to breathe. The safest air is generally 1-2 feet above the floor.
- If you need to open any door while evacuating, touch the door with the back of your hand. **Do not open a door that is warm or hot.**
- Close doors behind you to prevent the fire from spreading, but make sure that you can reopen them if you need to retreat.

REMEMBER: Remain calm. DO NOT panic. The nearest exit may not be the one you use to enter the building. Never use an elevator to evacuate unless directed to do so by the NYC Fire Department; once outside the building, report to the designated meeting area.

In order to ensure all persons are accounted for students, faculty and staff are advised not to leave the designated meeting area without being acknowledged by the LIBI administrator leading the evacuation.

Emergency Procedures Overview

Do not re-enter the buildings under any circumstance until informed that is safe to do so.

Students with Disability

Techniques for evacuating disabled persons vary with the nature of the disability. LIBI students with disabilities that may require assistance evacuating the building in case of an emergency are required to meet with the Chief Academic and Student Services Officer prior to the beginning their course work at LIBI. The student and the Chief Academic and Student Services Officer will then draft a personal emergency plan that the College will follow in case an emergency evacuation needs to take place.

Students who are unable to evacuate the building due to a temporary physical condition are required to alert the Registrar who will work with the Chief Academic and Student Services Officer to put a temporary emergency evacuation plan in place for the student. Faculty employees should notify registrar if they become aware of anyone with a disability.

Evacuating Safely

- Evacuate when the fire alarm sounds or when directed by College faculty or staff. Students should respond to the sound of megaphones or the directives of Fire Wardens. Failure to evacuate is dangerous and a serious violation of College policy.
- Vacate building from the nearest safe exit and notify others to do the same. The route should be prominently posted in each classroom and office.
- Close doors and windows behind you while exiting (if possible) Grab your coat, purse, keys and roll books (for instructors) on the way out.
- If smoke is present –stay low. The best quality of air is near the floor.
- Assist individuals with disabilities or other persons that may need help in exiting the building. If they are unable to use the stairs and you cannot assist them, escort them to a stairwell and notify the safety officers or Emergency Response Personnel on the scene.
- Once outside proceed to a clear area that is at least 300 feet away from the building- report to your assembly area. (see below) Congregation in front of the building will interfere with the emergency vehicles and personnel keep building access, streets and sidewalks clear.
- Do not return until you are instructed to do so by a College Administrator or Security Officer.
- **NEVER** use the elevators in a building evacuation. Use the stairs and proceed calmly and safely.

Under what circumstances will the Administration of the College instruct students, faculty and staff not to evacuate during an emergency?

- Evacuation is **NOT** always the best response to an emergency situation. The President of the College, or an appropriately ranking designee, may determine that the best response to a particular emergency is "shelter-in-place" or "Lock Down." "Lock Down" will be announced either by college personnel or over the building's loud speaker system and will remain in effect until terminated by law enforcement agents.

- The procedures described below are known as “Lock Down” procedures.
- Lock Down is the use of any classroom, office or building for the purpose of providing temporary shelter. The College would resort to shelter-in-place procedures for any of the following reasons: a chemical truck overturning within close proximity to the campus, terrorist attack, release of biological agents, release of chemical agents, hazardous materials release, or in the event of a radiological release – all occurring outside of the campus.

The following steps will be taken in the event of a hazardous material release outside of the campus:

- You will receive a shelter-in-place/Lock Down announcement either from one of the administrators of the College, from the building security, or from law enforcement agents.
- Stay in indoors and follow instructions given to you through the loud speaker. Attempting to leave the building during lock down can endanger the rest of the individuals in the building.
- **If you are in a classroom** when the Lock Down announcement is made, close and lock the classroom door, move away from the door and close the windows and blinds, if applicable. Keep low to the floor and out of line of sight with the door.
- It is important to close all windows and doors to shelter and seal any hazardous materials from leaking in. Try to seal off any openings as best as you can -- use clothes, paper, or plastic. Turn off all air-conditioning units and seal any vents.
- If there appears to be air contamination within the shelter, place a wet handkerchief or wet paper towel over your nose and mouth for temporary respiratory protection. Do not panic and listen carefully to the instructions given by the response authorities.
- Each classroom is equipped with a letter sized laminated red and green "placard." If anyone in the room is injured, or if immediate assistance is needed, slide the placard, RED side up, under the door. If immediate assistance is not needed, slide the placard under the door GREEN side up. Do not let anyone out of the classroom if the classroom is safely secured until law enforcement agents instruct you to do otherwise, or until the "ALL CLEAR" is sounded over the loud speaker system.
- Although difficult to execute on a large scale, a chemical attack could come without warning. “Signs of a chemical release include people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat, and lungs. Also,

the presence of many dead insects or birds may indicate a chemical agent release.”

- Please visit <http://www.fema.gov/hazard/terrorism/chem/index.shtm> for a full description of chemical terrorism.

Assembly Areas

In the event of a building evacuation, assembly areas have been established to insure the safe evacuation of students and personnel. Upon evacuation of a building or campus evacuation proceed as soon as possible to the following areas.

Keep 300 ft. away from buildings and stay clear of roadways.

These are initial locations and are subject to change dependent upon conditions. Follow the directives of security personnel and emergency responders.

Campus

Assembly Area

Flushing

Main Building
Annex

The municipal parking lot across the street
The municipal parking lot across the street

Commack

Parking lot back of the building

College Rallies / Demonstrations

Gatherings must be peaceful, non-obstructive and non-violent. Such activity must be conducted within the limits of the democratic processes of freedom of speech. Gatherings will be cancelled when one or more of the following conditions exist:

- Interference occurs with the normal operation of the college.
- Access is prevented to college offices, buildings or facilities.
- Threats of physical harm to persons or damage to college facilities exist.
- Non-conformance to guidelines agreed upon.

Procedure

- Permission for any gatherings must be obtained in writing from the Chief Academic and Student Services Officer. The College always reserves the right to deny requests for picketing on college property.
- Individuals organizing the event are responsible and accountable to ensure that the event is conducted in an appropriate manner.
- The location, time and duration of the event will be clearly defined and access to college facilities will not be obstructed.
- Failure to discontinue the specified actions within a determined period of time will result in the disciplinary action (not excluding suspension or expulsion from the college) and possible intervention by local law enforcement.
- If you observe any type of disturbance on campus, notify Administration with location and number of people involved.

Violent / Criminal Behavior

The LIBI Community shares the responsibility of making our campuses safe and secure by being alert to criminal or suspicious behavior. It is imperative that this information is reported promptly.

Procedure

If you are a victim of a crime or see a crime being committed:

- Be observant to the physical and clothing description of the person.
- Do not resist in an attempt to retain your property- your safety is paramount in any encounter.
- Run and scream if possible to attract attention and get help.
- Notify the police as soon as possible.
- If you are a victim of a crime, observe a criminal act or a suspicious person on campus, immediately notify administration.
- If disruptive or disorderly conduct is committed in a classroom setting, faculty members should document the incident and refer the matter to the Chief Academic and Student Services Officer.
- If an individual's behavior is threatening or menacing in any manner, contact Administration immediately.

Hazing

Hazing is strictly forbidden. Hazing is defined by LIBI as acts that cause or permit an individual, with or without consent, to engage in activities that subject that student or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature, in connection with recruitment, initiation, or continued membership in a society, fraternity or sorority, club, or similar organized group whether or not recognized by LIBI. **See Clery Act Section for further details.**

Sexual Assault

For a full discussion of how to deal with sexual assault, please see the Clery Act Section of the Campus Safety Report.

Procedure:

If you are a victim of a sexual attack:

- Get to a safe place as soon as you can.
- Notify the police and administration as soon as possible.
- Try to preserve all physical evidence.
- Contact a friend who can be with you.
- Assist the police when they arrive by providing them with all the information.
Try to provide the following information:
 - Details of the incident.
 - Date, location and time of the incident.
 - Description (or name) of the person(s) involved.
 - Try to recall as much detail as possible about your attacker.

Sexual Misconduct:

For deliberate sexual invasion of another member of the LIBI community, the *minimum* sanction shall be suspension.

- However, based on the severity of the infraction, students found guilty of sexual misconduct can face dismissal, dismissal without recourse, and where appropriate, prosecution as defined by the state and federal law.

Rape Crisis Hotline
New York City 212-267-7273

Victims Information Bureau (VIBS) – 24 hour hotline
Suffolk County
631-360-3606

Harassing / Obscene Communication

Phone Calls:

If you receive a harassing phone call, hang up the phone quickly. Do not respond to the caller.

When receiving threatening phone calls, or persistent harassing calls, report the situation to the Deputy Director to the President as soon as possible.

If you are receiving harassing messages on voice mail, **save the message(s) for evidence** and immediately report the incident to the Assistant Campus Director or the Deputy Director to the President.

Emails:

Harassing emails should be reported to the Deputy Director to the President as soon as possible and to the IT Manager at the campus where you are stationed. *This does not include spam mail.

Save all harassing emails for evidence.

For more information on stopping harassing emails, contact the IT Manager at the campus where you are permanently assigned to.

Personal Safety

Throughout the academic year, LIBI sponsors crime prevention and safety awareness programs for the college community. Some of the programs offered are personal safety and awareness, sexual assault awareness, theft prevention, and substance abuse awareness. The following list includes tips for personal safety and protection of property:

- Report strangers who behave suspiciously to building security or college personnel.
- Don't hesitate to call the police when you're confronted by a stranger you are not comfortable with.
- Walk in groups of two or more at night.
- When parking, remove valuables from view and lock your vehicle.
- Do not leave personal property unattended.
- Make copies of credit cards and other valuables in your wallet and store them in a safe place.
- Report all losses to the Deputy Director to the President or the police immediately.
- Stay in control. Substance abuse puts you at risk.

Active Shooter

An active shooter is defined as an individual or individuals who are actively discharging a firearm on campus, regardless of the intended target(s). This individual may possess a firearm, knife, bomb or any other dangerous instrument capable of causing serious physical injury or death. The following guidelines can help reduce your personal risk in the unlikely event that an “active shooter” incident should occur on any of our campuses. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter.

It is difficult to set forth the exact procedure to follow in every emergency situation since each emergency will present a different scenario. It is, however, possible to provide guidelines to best contend with certain threats. If you are outside a building (if an event should occur), you should take immediate cover, preferably inside a building. If you are in a building when an event occurs, you should:

Secure immediate area

- Lock and barricade doors.
- Do not stand by doors or windows.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep yourself out of sight and take adequate cover/protection.
- Silence cell phones.

Contact Authorities

If you find yourself involved in an active shooter situation, try to remain calm and CALL 911 as soon as possible.

What to Report

- If you are able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s) location last seen, direction of travel and identity if known.
- Your specific location-building name, address and office/room number.
- Number of people at your specific location.
- Injuries and types of injuries.

What to Do

- Try to control your emotions and think clearly.
- Do not scream. It tells suspects where you are.
- Evacuate or shelters in place- in the absence of official direction decide where it is safest to be and remain there.
- Quickly and quietly clear everyone you can from the hallways.
- Close and lock all windows and doors if you can, cover windows as best as you can.
- If the door cannot be locked from the inside, begin stacking and interlocking all available tables and chairs in the doorway to create an obstacle.
- Turn off lights, computers and monitors, anything that makes the room look occupied, and hide.
- Tell everyone to get down on the floor up against an interior solid wall and remain quiet.
- If you cannot speak, try to open a 9-1-1 phone line anyway. This will give the police a location and they will surmise there is a problem and send an officer anyway.
- Faculty, staff and students will remain in lockdown until an “All Clear” is given by the law enforcement on the scene.
- Do not take unnecessary risks and do not panic.

Police Response

- Remember, the objective of police is to immediately engage the assailant and stop them.
- Next they will initiate evacuations.
- Victims will be identified and medical care and transportation will be facilitated.
- Scene will be preserved for investigation.

Remember

Your primary objective is to protect yourself as best you can, and this can be accomplished by evacuating or sheltering in place. We should try to be as prepared as we can to survive.

Mentality of an “Active Shooter”

- Desire is to kill and seriously injure others without concern for his/her safety or threat of capture.

- Normally has intended victims and will search them out.
- Will continue to move throughout the building/area until stopped by law enforcement, suicide, or other intervention.

If “Active Shooter” is Outside the Building

Secure the immediate area/room:

- Turn off all the lights.
- If possible, close and lock all windows and doors.
- If possible, close the blinds or cover the windows.
- Do not stand by doors or windows.
- Barricade the doors.
- Turn off computer monitors and any other equipment that emits noise.
- Silence all cell phones.
- If you can do so safely, get down on the floor up against an interior solid wall and remain quiet.
- Keep yourself out of sight and take adequate cover/protection if possible, i.e., thick desks, filing cabinets can provide coverage.
- Stay calm. (absolutely no crying, shouting, panicking, or cellular phone use)

Do not leave until given instructions to do so by police via personal or phone contact. Remember – unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or a college official.

If “Active Shooter” is Inside the Building

If it is possible to flee the area safely and avoid danger, do so. Get as far away from the shooting scene as possible and then contact the police. If flight is impossible, secure the immediate area/room as stated above.

- Stay calm and quiet.
- Get down on the floor or under a desk and out of the line of fire.
- Remain there until the “all clear” instruction is given by an authorized, known voice.

If “Active Shooter” Enters Your Class/Office

There is no one procedure authorities can recommend in this situation.

- Stay calm. Don’t let fear paralyze you and don’t make it easy for the armed subject to injure or kill you.
- Try not to do anything that will provoke the active shooter.

- Hide or flee if possible.
- If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).

Call 911, if possible, and provide the information listed in the previous guideline.

If the active shooter(s) leaves the area, barricade the room or go to a safer location.

Un-securing an Area

Attempts to rescue people should not be attempted unless the attempt can be accomplished without additional risk to the persons inside a secured area. Consider the safety of the many vs. the safety of a few.

Consider risks all the risks. If you are in a secured room, do not put yourself and those with you at risk by trying to help others outside of your secured area. Remember, an active shooter will usually not stop until he is engaged by an outside force or commits suicide.

General Law Enforcement Response

Law enforcement's initial concern is to locate, contain and stop the shooter. Initial responding officers will not begin evacuation or treatment of the injured until the threat is neutralized. Once the shooter is contained, officers will begin treatment and evacuation.

Evacuation Involving an Active Shooter

Safety corridors will be established. This may be time consuming. Be patient. Remain in secure areas until instructed otherwise. The entire area will be treated as a crime scene. After evacuation, you may be taken to a holding area for medical care, interviewing, counseling, etc.

Remember, although it will be natural for you to panic and react emotionally, remaining calm and thinking clearly will help you make better decisions regarding your safety.

Disruptive Individual

A disruptive individual is someone who:

- Makes threats of physical harm to you, others or themselves.
- Has a weapon.
- Exhibits unstable behavior patterns.
- Appears to be intoxicated or under the influence of a controlled substance.

If you come in contact with a disruptive individual

- Do not stand too close to the individual.
- Do not touch the person.
- Do not slouch (shows lack of confidence or fear), glare, or sigh at the individual.

Try to:

- Speak clearly and distinctly.
- Maintain a constant voice volume that is not too loud.
- Make eye contact.
- Get the person's attention: use their name and ask them to sit down.
- Acknowledge their feelings: paraphrase what they say so they will know you are listening.
- Get them moving: offer a chair, move them to a private area if possible.
- Offer assistance: use the word "we" to include them in the solution process.
- Tell them exactly what you can do for them and when.
- Offer an alternative if appropriate.
- Advise appropriate staff members of the potential problem, if possible.
- Call for assistance immediately if you sense the situation is getting out of hand.

Psychological Distress

The LIBI Community shares a responsibility to respond to a person in a psychological emergency and to protect that individual from harming themselves or others.

Procedure

Contact administration or the police when:

- An individual expresses suicidal thoughts or behavior.
- An individual is acting irrationally or becomes a danger to himself, others or is destructive to property.
- An individual's behavior is bizarre or unsettling.
- An individual displays a severe loss of emotional control or gross impairment of thinking ability.
- Never attempt to handle a situation on your own.
- Avoid unnecessary conversation with the individual if they become agitated or upset.
- Never put yourself in a dangerous situation. If a person is threatening to harm themselves or others protect yourself and call for assistance.

Medical Emergency and First Aid Materials

Call 911 and administration if the person has lost consciousness, cannot breath, has chest pains or if the person has a severe injury.

If conscious and oriented, the victim has the right and responsibility for their own health care needs and should participate in decisions regarding care. If the person is unconscious, these decisions will be made by the professional medical service personnel on the scene. **Non-certified individuals should not provide medical care.**

If an individual incurs a minor injury, first aid kits are available for self-treatment in various locations throughout the campus. First aid kits are located at the front reception desk and by the guards on each floor.

In the case of a serious illness or accident on campus, employees will immediately call 911. If a medical emergency that requires immediate attention occurs and an administrator cannot be easily located, **call 911.**

CHECK AND ENSURE AREA IS SAFE TO OCCUPY

DO NOT MOVE VICTIM UNLESS DIRECTED TO DO SO BY EMT

Determining when to get medical assistance

Some universal indicators to help decide when to get medical assistance for an ill person are:

- Problems breathing or signs of heart problems.
- Sudden severe pain in any part of the body.
- Sudden changes in vision, headache or dizziness.
- Severe or persistent diarrhea or vomiting.
- Persistent high temperature.
- Changes in level of consciousness.
- Skin rash of unknown origin.
- Repeated fainting.
- Obvious depression, suicide threats or attempts.

Incidents involving students should always be reported to the administrator on duty. During regular business hours, 10 AM - 7 PM, all incidents involving students or guests should be reported to the Dean of Administration, during evening class session the Evening Administrator should be notified.

Except for very minor injuries, all work related injuries/illnesses sustained by LIBI employees should be reported to the President of the College within 24 hours of the injury occurring.

Procedure:

Contact administration immediately.

- Stay on the phone with 911 and provide the following information: your location, what has happened, how many people are ill or injured and what first aid if any, is being provided and by whom.
- Stay with the person and keep them still and comfortable until help arrives.
- NEVER attempt to move an injured person (unless the person is at risk of further serious injury).
- Ask someone to meet the emergency responders and direct them to the victim.
- In the event of a medical emergency good communication is as critical as the first aid rendered. The information passed from the caller to the EMT is vital to the well being of the victim. When calling 911, be prepared to give this information about the victim:
 - Any unusual signs.
 - Age and sex.
 - Your name.
 - Location and telephone number where you are calling from.

First Aid kits are checked periodically.

Fire Safety Directors

Flushing – Main Building

Fire Safety Director	William Chong	Enrollment Manager
Deputy Fire Safety Director	Jose Santana	Evening Administrator
	Fire Wardens	
3 rd Floor	Jerilyn Marinan	Director of Career Services
	Ashley Guo	Career Service Assistant
	Cristian Marcu	Learning Center Coordinator
4 th Floor	Anna Venturino	Student Success Advisor
	Furney Canteen	Associate Director of Student Services
4 th Floor (West Tower)	Adrianna Arguelles	Librarian
	Linda Dukette	Test Administrator
	Carlos Arguelles	Librarian
5 th Floor	Eugenio Chong	Registrar
	Karen Saggio	Deputy Director to the President
	Byron Jimenez	Registrar
Saturdays	Rocco Cappello	Faculty

Flushing - Annex Building

Stacey Johnson	Chief Academic Officer
Amy Cheung	Receptionist

Commack

Fire Safety Director	Kim Dellecamelie	Career Services Coordinator
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Fire / Explosions

All fire alarms must be taken seriously.

The signal to evacuate a building for an actual fire or a drill is an audible/visible signal on the buildings fire system. Upon hearing or seeing the alarm, each responsible member of the faculty or administration must instruct others in the area to exit the building and account for the occupants evacuated. Evacuation of the facility is mandatory by all occupants until the signal to re-enter has been given by the appropriate administrator of fire department personnel.

False alarms are dangerous and a serious criminal offense. Violators will be prosecuted and face college sanctions. The following procedures will be followed any time a fire alarm sounds:

- All members of the college community **MUST** evacuate the building calmly and safely using the nearest possible exit. Close doors and windows on the way out.
- Once outside, stay at least 300 feet away and remain clear of all roadways.
- Assist those who may require help in evacuating. Disabled persons, such as wheelchair bound, will be guided in the event of evacuation. When a disabled person reaches a stairway they should request help from others exiting. The fire department and safety personnel should be immediately informed as to the location of a disabled person.

***Additional note:** Information from disabled student regarding their preference for method of evacuation. The instructor will identify a primary and alternate student/employee to assist the disabled person during an emergency. Instructors should designate these primary and alternate students during the first class period. Additionally, instructors should assign students with disabilities to seats nearest to the door to expedite their evacuation, if this does not interfere with their academic programs.

- Go to your assigned assembly area (see page 13).
- If you have to escape through smoke, crawl and stay close to the ground as you exit, keeping your head one to two feet above the floor. This is where the air quality will be the best.
- Test door knobs and spaces around the door with the back of your hand. If the door is warm, try another escape route.
- **Do not** use elevators.
- No one should re-enter the building until advised to do so.

Fire Evacuation / Drills

A minimum of three drills per year should take place during both day and evening sessions.

Suggested Schedule:

- Early June – Include new students April and May starts.
- Early November – Includes new students August and October starts.
- Late February – includes new students December and February starts.

In the event of a fire in your immediate area:

- Immediately sound the alarm and/or evacuate the area/building.
- Notify the fire department by calling 911.
- Notify the administrator in charge.
- Do not attempt to extinguish the fire unless it is safe to do so.

Do not risk personal harm.

- When evacuating, it may be necessary to crawl on your hands and knees to avoid smoke. The safest air is generally 1-2 feet above the floor.
- If trapped inside, call for help, open a window and notify those outside. Seal off the door and air vents if possible.
- Once outside, do not reenter the building until cleared to do so by fire department. Assemble at the designated area. Account for all persons known to have been inside your area.

To use a fire extinguisher – only if you do not risk personal harm: this should be performed by the administrator in charge of the area.

- Pull the pin from the handle.
- Aim at the base of the fire.
- Squeeze the handle.
- Sweep from side to side at the base of the fire.

Specific Fire Prevention Related Policies

LIBI does not allow smoking in any campus building. Smoking is only permitted outside buildings and away from any exterior doors.

LIBI strives to provide faculty, staff, students and our visitors with the safest possible environment, free from potential fire hazards. Periodic fire inspections of all campus buildings are conducted by campus facilities and the local fire department.

Use of space heaters, except when issued by campus facilities, is strictly forbidden on all LIBI campuses.

Fire drills take place during both day and evening sessions at least three times a year.

Generally, drills occur:

- Early June
- Early November
- Late February

Contraband / Possession Found Property

The Long Island Business Institute is committed to providing safe, comfortable, and productive environment that is free of alcohol, illegal drugs and weapons. The use, possession, distribution, and sale of alcohol, illegal drugs and or/ weapons on campus is prohibited.

Contraband includes, but is not limited to: illegal drugs, drug paraphernalia, alcohol, and weapons. The college will take disciplinary action when this policy has been violated. The college will also cooperate with the local, state and federal authorities in the detection and prosecution of persons in violation of laws relating to alcohol and illegal drugs.

Procedure

- Authorized officials may enter any college property for normal inspections and maintenance purposes.
- Contraband items will be confiscated and used as evidence in college disciplinary proceedings.

Possession

For illegally possessing, manufacturing, selling, or delivering a controlled substance as defined by state or federal law, sanctions can include drug probation, suspension, or expulsion, depending upon the gravity of the offense and prior history of misconduct.

Found Property

All found property should be taken to main building reception desk. Inquiries about lost property can be made there.

Hazardous Materials / Exposure to Bodily Fluids

Below is initial guidance for actions regarding incidents involving hazardous materials, chemical spills or blood borne pathogens.

Procedure:

- If you become aware of or are involved in the spillage of any hazardous or chemical materials, notify administration immediately.
- Evacuate the area.
- Be as specific as possible about the nature of the involved material and the exact location of occurrence.
- If a chemical contaminates you, wash the affected area under running water for 15 minutes. Contact administration.
- Attempt to seal off the area to prevent further contamination or injury -- this can be as simple as closing a door.
- Do not allow any persons to enter a contaminated area.
- Do not step in or touch spilled material - do not attempt to clean up any spills.
- Avoid inhaling fumes, gases, or vapors.

Blood or Bodily Fluid Exposure

- Obtain medical assistance as soon as possible in the event of contact with broken skin.
- If contact is made with skin, wash with soap and warm water for at least 10 minutes.
- If fluids get in your eyes, flush with warm water for at least 10 minutes.
- Do not touch contaminated materials.

Bomb Threat / Suspicious Package

If you observe a suspicious package or object on campus, **DO NOT TOUCH IT**. (This applies to suspicious packages, suspected explosive devices and concerns about suspicious letters, such as anthrax).

Do not use a portable radio or cell phone within 150 feet of the object.

Isolate the suspicious package by evacuating the room and locking the door, if possible. Leave the immediate area and call administration.

If a decision is made to evacuate a building, follow standard evacuation procedures and exit the building in a **calm and orderly fashion**.

All individuals should remain at least 1000 feet from the building. Do not re-enter the building until advised by the police.

Bomb Threat Received Via Telephone

No bomb threat should be dismissed as a hoax without notifying the proper campus administrators. At the Flushing campus at least one of the following administrators should be notified: the College President, Dean of Administration, Deputy Director to the President, Enrollment Manager or Evening Coordinator. At the Commack campus please notify the Assistant Campus Director or the Deputy Director to the President immediately upon ending the phone call.

Rule Number One - Be Calm

- The first rule is to be calm and courteous. Just listen, do not interrupt the caller.
- Note the exact time of the call.
- Write down the caller's exact words. Do not interrupt the caller.
- If your telephone has caller ID, write down the caller's phone number and any other information displayed.

The objective is to keep the caller on the line as long as possible to gather as much information as you can. Try not to anger the caller at any time.

What to Ask the Caller

- When will the bomb explode?
- Where is the bomb?
- What will cause the bomb to explode?
- What does the bomb look like?
- What kind of bomb is it?
- Did you place the bomb?
- Why did you place the bomb?
- What is your name and address?

While you are speaking with the caller, write down descriptive details and impressions.

- Was the caller male or female?
- What is the caller's age range?
- Did the caller have an accent or distinctive speech pattern?
- What was the caller's tone of voice and attitude (nervous, calm, and angry)?
- Did the call seem to be a recording?

Look for the following in the caller's voice

Male	Female	Adult	Juvenile
Accent	Well Spoken	Irrational	Incoherent
Foul	Calm	Angry	Excited
Slow	Rapid	Soft	Loud
Laughter	Crying	Normal	Slurred
Nasal	Speech Impediment	Unusual Breathing	Raspy
Clearing Throat	Deep	High	Disguised
Cracking Voice	Familiar	Taped	Message Read

If the voice was familiar, who did it sound like?

Did you hear background voices or noises that could identify the caller's location?

Street Noises	Dishes	Voices	Aircraft
Music	House Noises	Motor	Long Distance
Quiet	Office Machinery	Animal Noises	Children
Static	Factory Machinery	PA System	Other

Suspicious Item:

- **If you find a suspicious item, DO NOT TOUCH IT.**
- Remain calm.
- Clear the area.
- Immediately notify the front desk reception.

Phone / Bomb Threat Checklist – this should be kept by your phone

Date: _____

Time of call: _____

Your name: _____

Your location: _____

Try to keep the caller on the phone and talking by asking the following questions:

When is the bomb going to explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why are you doing this? _____

What is your name? _____

Where are you calling from? _____

Time call completed: _____

Observations to make: Circle all that apply

Callers voice: Male Female Young Old age range _____ Calm Disguised Nasally
Angry Broken

If the voice familiar, whom did it sound like? _____

Speech: Fast Slow Slurred Lisp Stutter Accent describe _____

Language/Behavior: Well spoken Foul slang Rational Irrational Angry Nervous Calm

Background Noises: Street Music Office Children Television _____

Nuclear, Chemical, Biological, Radiation Threat

LIBI will act in accordance with any directions given by public officials in the event of a Nuclear Emergency. Members of the college community will follow the instructions of the Emergency Broadcast System. LIBI will do its best to keep everyone informed of the emergency.

Procedure:

In the event of a nuclear emergency, the gathering of information is critical. Turn on a radio or TV to any local news station. An Emergency Broadcast System station will have the most current and accurate instructions concerning the emergency.

If advised by an Emergency Broadcast System to stay inside:

- Close all doors and windows.
- Turn off air conditioners and other ventilation systems.
- Stay off the roads- unless instructed to vacate the area.
- Stay tuned to an Emergency Broadcast Station.
- If instructed by an Emergency Broadcast Station to evacuate.
- Remain calm-you will have ample time to evacuate.
- Ignore rumors.
- Stay tuned to an Emergency Broadcast Station for official instructions.

Offer a ride to a neighbor, friend or co-worker who may not have a car. Close the windows and air vents of your car and do not operate the air conditioner until you have left the emergency area.

Leave by the routes designated on the emergency broadcast systems. You may be advised to go directly to the home of a friend or relative or to stop at a public reception center. Reception centers will provide assistance with temporary shelter. These shelters will offer food, medical care, and communications ability.

Emergency Alert System News stations include:

WFAN-AM 660	WRRV-FM 92.7
WABC-AM 770	WQXR-FM 96.3
WCBS-AM 880	WHUD-FM 100.7
WRKL-AM 910	WGNY-FM 103.1
WGNY-AM 1200	<u>Television Stations</u>
WFAS-AM 1230	WCBS-TV CH.2
WALL-AM 1340	WNBC-TV CH.4
WLNA-AM 1430	WABC-TV CH.7

Nuclear, Biological or Chemical Threat

Depending on your circumstances and the nature of the threat, the first important decision is whether to stay put or get away. Use common sense and available information to determine if there is immediate danger.

Staying Put or Shelter in Place

Whether you are at home or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside. There are circumstances when staying put and creating a barrier between yourself and potentially survival are best. Use available information to assess conditions.

Getting Away

There may be conditions under which you will decide to get away or are ordered to leave. Plan how you will assemble your family and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency. Make sure family members have emergency contact phone numbers readily available.

LIBI will provide all available information to its community to assist in the decision-making process in the event of a disaster.

Utility Emergency

The Long Island Business Institute Facilities Department and Administration will work to restore services in the event of any disruption of normal building services within the shortest possible time. Facilities and Administration will make the final determination if any building is safe to occupy.

Procedure:

- In the event of a utility failure, notify the Facilities Manager and Administration.
- In certain instances the phone system will not function due to loss of power. Use a cell phone to call for assistance.
- Use flashlights and emergency lighting. While a power outage may not be destructive in itself, the use of open flame devices or candles is strictly prohibited (at any time).
- If you are trapped in an elevator, turn on the emergency alarm located on the control panel (if available). Remain calm and wait for assistance. Do not attempt to force open the elevator door. Call or yell for assistance.
- Turn off electrical appliances that were on when the power went off. This will prevent a power surge and possible damage to them when power is restored.
- Remain where you are unless directed by authorities to relocate or evacuate.
- If instructed to evacuate, proceed cautiously to the nearest exit and report to your assembly area (see pg. 13).
- Flooding or plumbing failure
- If there is a flood, STOP using all electrical equipment immediately
- If necessary, evacuate area and direct Facilities to the problem.
- Gas leak and noxious odors.
- If you smell gas or it is determined there is a gas leak, evacuate the building immediately.
- Notify Facilities and Administration immediately
- STOP what you are DOING. Do not switch lights or electrical appliances on or off or use CELL PHONES
- Do not use elevators

Ventilation Problem

If smoke or other odors come from the ventilation system, immediately notify Facilities and Administration. If there is a fire, follow the directives on page 37 of this guide.

Stop what you are doing and evacuate the area.

In the event of a major utility failure where there is a concern for personal safety, the Facilities manager and Administration will coordinate their efforts to safeguard life and property.

Weather Closing

In the event of inclement or severe weather (or other emergency situation), the college may choose to close or delay its operations in whole or in part. Weather conditions may not affect all campuses directly; this decision may be made on a campus by campus basis.

The decision to close or delay day classes will be made by 6:00 AM and evening classes by 2:00 PM. The decision to cease operations may be made at any time during the day depending on conditions.

Procedure

Students, faculty and staff can obtain information about closure and delay via:

The LIBI weather line (718) 939-1986.

WALK-FM	97.5 FM
WINS-AM	1010 AM
WBLI-FM	106.1 FM
Channel 12 News	(cable TV)