

The King's College



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**Emergency Action Plan  
2019-2020**

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## Introduction

The King's College is dedicated to the safety of all the members of the College. For this reason, the Emergency Action Plan is designed to inform and prepare members of the College with procedures to be followed in the event of an emergency. The elements of this plan are designed to effectively protect your health and achieve your safety by establishing the structure, processes, and protocols for the College's response to major emergencies. The information contained herein coupled with calm and thoughtful action will ensure the maximum safety of all.

It is impossible to prepare for every kind of emergency. Therefore, eight specific types of emergencies have been identified as the most likely to occur. They are: fire, bomb threat, power outage, natural disaster, acts of terror, hazardous material, active shooter, and medical emergency.

## Chain of Command

The College has established the following chain of command in the event of an emergency



1. The President's Executive Cabinet provides oversight and direction to emergency management and approves policies.
2. The Incident Commander is responsible to manage the Emergency Operations Team. Depending on the nature of the emergency, the Incident Commander mobilizes the Emergency Operations Team. Team members are instructed to report to a designated emergency operations center. An emergency operation center is determined based on the type of emergency.

**3.** The Emergency Operations Team oversees operations, responses, and communication. The Incident Commander receives and disseminates pertinent information to the President, President’s Executive Cabinet, and the Emergency Operations Team. The President communicates with members of the Board. Communication with students is coordinated by the Vice President for Student Development. Communication with the public and the media and student parents is coordinated through the Director of Strategic Communication. Communication with emergency services (e.g. fire department, police department, building management, Office of Emergency Management – [NYC OEM](#), etc.) is coordinated by the Director of Facilities. Communication with faculty members is coordinated by the Associate Professor of Humanities. The Director of Information Technology supports the process. The Director of Human Resources coordinates communication with staff and staff spouses. The Academic Program Development Manager is responsible to communicate with students studying overseas.

## Communication Responsibility

Director of Strategic Communication	VP for Student Development	Director of Facilities	Asst. Prof of Communications & Humanities	AVP of Marketing and Communication	Director of Human Resources	Academic Program Development Manager
<ul style="list-style-type: none"> <li>• General Public</li> <li>• The Media</li> <li>• Student Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Residents</li> <li>• Apartment Officials</li> <li>• Deputies</li> <li>• Fire Wardens</li> <li>• Searchers</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Services</li> <li>• Bldg. Officials</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Faculty Spouses</li> </ul>	<ul style="list-style-type: none"> <li>• President (Board)</li> <li>• President’s Cabinet</li> <li>• Emergency Operations Team</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Staff Spouses</li> </ul>	<ul style="list-style-type: none"> <li>• Students Studying Overseas</li> <li>• Parents of Students Studying Overseas</li> </ul>

A steering committee, chaired by the Incident Commander, is comprised of select members of the Emergency Operations Team, meet at least once a semester to review the Emergency Action Plan and recommend necessary revisions to the President’s Executive Cabinet. The King’s College rehearses its emergency response plan each year by holding two Emergency Management exercises.

In the event of an emergency, the Incident Commander will convene the Emergency Operations Team in the Founder’s Room. If Building Management calls for the evacuation of all tenants, the Emergency Operations Team will convene at the evacuation site. Should notification of an emergency come from a King’s College employee, the Incident Commander will confirm that Building Management has been notified and determine whether to convene all or part of the Emergency Operations Team. In consultation with Building Management, the President, and appropriate Emergency Operations Team members, the Incident Commander may decide to evacuate all or part of the community.

When emergency conditions abate, the Incident Commander, in consultation with Building Management and senior leadership of the College, will determine the appropriate time to return to the building.

## Emergency Operations Team

The Emergency Operations Team includes:

- Assistant Vice President for Marketing and Communication
- Director of Facilities
- Director of Strategic Communication
- Director of Information Technology
- Vice President for Student Development
- Assistant Professor of Communications and Humanities
- Student Representatives
- Director of Human Resources
- Academic Program Development Manager

The Emergency Operations Team reports to the Founder's Room on the fifth floor to coordinate decisions and resources. The Emergency Operations Team coordinates the dissemination of information, as appropriate, to the media and the external community. A list of essential contacts and resources containing employee information, students, class locations, floor plans, area maps, apartment information and emergency contact information is updated once a month and updated on the "Emergency" team google drive.

Members of the Emergency Operations Team represent their functional areas and must be able to address operational issues related to their area. The Incident commander activates all or part of the Emergency Management Operations Team at her discretion based on the emergency. When the Emergency Operations Team assembles, its responsibilities are to:

- Determine the scope and impact of the incident
- Prioritize emergency actions
- Deploy and coordinate resources and equipment
- Communicate information and instructions through the appropriate chain of command
- Monitor and re-evaluate conditions
- Supply on a routine basis updated information to the Incident Commander
- Coordinate with government agencies

## Emergency Notification

The King's College uses the Regroup emergency notification system to communicate with the various constituents of the College. The software enables members of the Emergency Operations Team to contact and communicate with every member the College almost instantly. With two-way communication abilities, the notification systems also allow recipients to respond, providing real-time updates to and from a variety of modalities, including mobile phone, landline, text messages (SMS) and other devices. The King's College will, without delay,

and consider the safety of the community, determine the content of the message and initiate the notification system.

The King's College also uses HelloBar, which allows the Incident Commander to immediately publish updates on every page of the website. A red bar located at the top of every page links visitors to important information in timely manner. Other means for communicating include, but are not limited to:

- Main Phone: 212-659-7200
- Email Accounts
- Website: [www.tkc.edu](http://www.tkc.edu)
- Facebook Account: The King's College
- Facebook Account: The King's College Parents
- Regroup Emergency Notification System
- Voicemail Broadcasts

## Evacuation

Regardless of the type of emergency there are three types of actions that will be initiated by the Emergency Operations Team to ensure the safety of the College community. Based on the nature of the incident, individuals may be instructed to shelter-in-place, relocate within the building, or evacuate. The Incident Commander may decide that the evacuation of a building or campus is not an appropriate course of action. Definitions for the various responses to an emergency are listed in the following segment: Responses to an Emergency.

If a fire alarm sounds, members of the College, through routine fire drills, are expected to follow the emergency responses outlined in this handbook. To enhance the College's evacuation procedures, individual members of the College have volunteered to be Deputies, Fire Wardens, and Searchers.

The fifth and sixth floor of each building and the Lower Lobby has both male and female Fire Wardens, Deputy Fire Wardens and Searchers. These individuals are trained by Building Management and are under the direction of the UFT Building Incident Commander. These individuals are not first responders. They assist in ushering people in their area to respond as directed, and they are expected to have situational awareness of their workplace and to report to appropriate personnel any hazardous or suspicious items and to participate in all emergency drills. Such employees must direct and account for building occupants in the appropriate evacuation assembly area. The Fire Wardens shall oversee their respective floor evacuations and search their surrounding areas as appropriate based on the nature of the emergency.

*\*Instructions for a full evacuation are listed below under FIRE.*

## Responses to an Emergency

### *Sheltering–In-Place*

The precaution of directing building occupants to remain inside the building at their work locations in response to an emergency. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there.

### *In-Building Relocation*

The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building during an emergency to assemble at a safe place for roll call.

### *Partial Evacuation*

The emptying of a building of some but not all occupants during an emergency to assemble at a safe place for roll call.

### *Evacuation*

The emptying of a building of all occupants during an emergency to assemble at a safe place for roll call.

## Emergency Scenarios

### *Fire*

When an alarm is generated, the Fire Command Station in the UFT Lobby is notified and an automatic alert is transmitted to the Central Alarm Service who then notifies the Fire Department. Minimally, the fire alarm sounds on the “fire floor” and the floor above.

The Fire Command Station gives instruction by use of the public-address speakers located throughout each floor and in each stairwell. You may communicate with the Fire Command Station by use of the red Fire Warden phone located on each floor.

#### **If you smell smoke:**

- Call Building Management Office at 212-520-6480. After hours, call Lobby Security Desk at 212-344-2920.
- Notify your **FIRE WARDEN:**
  - 56 Broadway (6<sup>th</sup> Floor) – Staff Offices
    - Fire Warden: Andrea Lopez
    - Deputy: Josh Hinen
  - 56 Broadway (5<sup>th</sup> Floor) – Executive Suite
    - Fire Warden: Jacob Wilson
    - Deputy: Megan Starnes

- 50 Broadway (5<sup>th</sup> Floor) – Faculty Offices
  - Fire Warden: Paul Middlekauff
  - Deputy: Mark Hijleh
- 56 Broadway (1<sup>st</sup> Floor) – Admissions Office and Student Union
  - Fire Warden: Anna Peters
  - Deputy: Tyler Cochran
- Await instructions from building personnel.

#### If you discover fire:

- Go to manual Pull Station and pull alarm.
- Call 911 – this transmits an alarm to the Fire Command Station in the Lobby and the NYC Fire Department.
- Notify Fire Warden who will activate the Fire Warden Phone to communicate with the Fire Command Station.

#### Evacuation:

Due to the fire-resistant qualities of the building, immediate evacuation is only necessary on the floor where the fire is burning, the floors immediately above and below the fire floor, and when ordered to leave by the Fire Safety Director, Police, or Fire department personnel.

- Do not evacuate unless a life-threatening condition exists or you are ordered to do so.
- Do not use elevators.
- The public-address system will be activated. The “fire floor” and the floor above will hear an alarm signal. All other floors will hear a different tone alerting the building that an emergency exists. The signal will be followed by instructions.
- Fire Warden dispatches **SEARCHERS**:
  - 56 Broadway (6<sup>th</sup> Floor) – Staff Offices
    - Megan Lassiter
    - Jonathan Sheaffer
  - 56 Broadway (5<sup>th</sup> Floor) – Executive Suite
    - Rebecca Au
    - Cameron Strittmatter
  - 50 Broadway (5<sup>th</sup> Floor) – Faculty Offices
    - Samantha Ryan
    - Chris Josselyn
  - 56 Broadway (1<sup>st</sup> Floor) – Admissions Office and Student Union
    - Joleinn Vasquez
    - Dustin Pope
- After receiving instructions over the Fire Warden Phone or Public-Address system, the Fire Warden directs employees to the appropriate stairwell – furthest away from the fire. Proceed Down the stairwell to nearest re-entry floor (3<sup>rd</sup> floor or Lobby).
- After employees have been evacuated and assembled on the re-entry floor, the Fire Warden should call the Fire Warden Phone on the re-entry floor to communicate with

the Fire Safety Director. Await further instructions. Members of the Fire Brigade, trained building personnel, will assist with evacuation and communication.

The following evacuation procedures should be observed:

- Take purses, wallets, valuables, etc. as soon as the order to evacuate is given. You will not be allowed back into the space until the fire Department or Building Management say it's safe to return.
- Before opening any door to the corridor, check the door and doorknob for heat using the back of your hand. If it is warm, stay in your office and seal around the door seams. Do not open the door – find another exit if possible.
- If both your door and doorknob are cold, leave your space and:
  - Check for smoke in the corridor.
  - When smoke is present, stay low by crawling.
  - Proceed to the directed stairwell. Stairwells are constructed of fire-resistant materials.
  - Do not panic.
  - Never use Elevators.
  - Check stairwells for smoke. Should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell.
  - Evacuate to the Lobby level or the 3<sup>rd</sup> floor or area designated by the Fire Safety Director or NYC Fire Department.
  - Go to the Bowling Green Street Park at Broadway and Beaver Street.
- Fire Wardens should walk the suite to assist people and to make sure everyone is aware of the evacuation order.
- Close doors without locking them as you leave an area. This helps to confine the fire.
- Form a single-file line at the stairwell door and proceed down the stairs on the right-hand side of the stairwell to the floor designated in the evacuation instructions.
- Keep conversation to a minimum.
- Do not re-enter the evacuated area until it is declared safe by the Fire Department or Building Management.
- Searchers or Fire Wardens should take a headcount and provide that information to the building's Fire Safety Team or the College's Emergency Operations Team.

If evacuation is not possible because routes are blocked by fire or smoke:

- Move as far away from the fire floor as possible. Close all doors as you go.
- Call 911, if possible, Building Management Office at 212-510-6480, or after hours call Lobby Security Desk at 212-344-2920.
- Use Clothing or other materials to fill areas around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating.
- Hang a cloth or other signal outside to attract the attention of fire personnel.
- Do not break the glass. Under certain conditions, an open window may draw smoke.

Assemble at an entrance to a fire stairway and listen to the fire safety director over the Public-Address system, or through your floor warden. Once the fire department arrives, they will give further instructions through the safety director.

**EVACUATION FROM 56 BROADWAY: go to the fountain at Bowling Green Street Park.**



*Broadway and Beaver Street – 500 feet from building*

**If the Bowling Green Street Park is not accessible, go to the Sculpture in Zuccotti Park.**



*Located between Broadway, Trinity Place, Liberty Street and Cedar Street.*

**EVACUATION FROM CITY POINT: go to the fountain at Columbus Park.**



*Located at Adam St., Court St., Cadman Plaza West between Johnson St. and Fulton St.*

**EVACUATION FROM DEVOS HALL, WASHINGTON, AND WEST: go to Elizabeth Berger Plaza.**



*2 Edgar St, New York, NY 10006 (east of the parking garage)*

## Bomb Threat

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

### Suspicious Items:

- Unusually bulky or weighty letters
- Envelopes with chemical or oily stains
- Envelopes without a return address
- Excessive postage
- Envelopes that do not look or feel ordinary

### If you receive a suspicious package:

- DO NOT...
  - handle the item
  - attempt to open parcel
  - place parcel in water
  - remove any binding material
  - pull or cut any material that protrudes

### If you receive a bomb threat:

- Call the Building Management Office at 212-510-6480. Building Management will call the police. If possible, have a second employee call the Lobby Security Desk at 212-344-2920 while the caller is on the phone.
- Be alert for unfamiliar people or objects to point out to the police or building staff upon their arrival. Do not touch or handle suspicious objects.

Emergency personnel will search suspected areas, identify suspicious items or packages. If suspicious items are identified, the police will investigate.

**Evacuation:** Building Management will make a recommendation whether a tenant space should be evacuated. If the Incident Commander at King's decides to evacuate, follow these steps:

- All employees will be notified.
- Proceed quickly, but calmly, to the nearest stairwell.
- Fire Warden or Alternate should walk the suite as a double check to assist people and make sure everyone is aware of the evacuation order.
- Evacuation, depending upon the size and type of explosive device, is normally one floor below and two floors above the suspected area. Once the evacuation has begun, employees will not be allowed to re-enter the area until it's declared safe by emergency personnel.
- Upon arrival at the Lobby or re-entry floor, everyone should remain in the area. No one should wander about or leave unless directed to do so.

- The Searcher should proceed to take a headcount to determine if anyone is missing. This information should be relayed to emergency personnel immediately.

## ***Power Outage***

Should a power outage occur, it will affect whether an isolated area of the building or some larger portion of the Downtown area. In the event of an electrical failure, follow these guidelines:

- Call the Building Management Office at 212-510-6480.
- Open draperies and raise blinds to let in outside light or locate emergency flashlights (each Fire Warden and Searcher has a go-bag in their office).
- If the incident is localized, wait in the corridors of some other lighted area until building maintenance determines how quickly repairs can be made.
- If the incident is major, an evacuation may be ordered. If so, use the same procedures as you would during a fire.
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. Some elevators may cease operation but will not fall. Do not force open the doors or try to escape. Use the emergency communications system in the elevator.
- Building Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

## ***Natural Disasters***

There are three types of disasters which may occur in this area and for which extraordinary precautions should be taken:

- Hurricanes: Local weather forecasts will issue advisories predicting areas of probable activity and the estimated duration and severity of such activity.
- Tornadoes: Although rare in this area, a tornado warning could be issued by the National Weather Service. The announcement will consist of the approximate time of the detection and direction of movement. Winds will be 75 mph or greater.
- Earthquake: When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Generally, earthquakes last from a few seconds to a few moments.

### **Safety Guidelines for Hurricanes/Tornadoes:**

- Move away from the exterior of the building to a corridor or elevator lobby.
- Close doors of rooms that have windows. Be sure the door to your suite is closed but not locked.
- Go to the center corridor and protect yourself by either putting your head closely to your lap or by kneeling and protecting your head.
- Stairwells are safe. If crowded, move down to a lower floor for shelter. Do not use the elevators.

- Do not go to the Lobby or outside the Building.
- Do not use the telephone to get information or advice.
- If you are trapped in an outside office, seek protection under a desk.

### **Safety Guidelines for Earthquakes:**

- If indoors, move to a safe place. Get under a desk, table or workbench if possible. Stand in an interior doorway or in the corner of a room. Watch for falling debris or tall furniture. Stay away from windows and heavy objects that may topple or slide across the floor.
- Do not dash for exits since stairways may be broken or jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
- Do not be surprised if the electricity fails, or if elevator, fire or theft alarms start ringing, or if sprinkler systems leak. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- If you're outdoors, try to get into an open area away from power lines.
- Don't be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. Aftershocks can cause damage or collapse of structures already weakened by the main quake.
- If a building evacuation is ordered, follow the same procedures that you would if there were a fire.

### **Acts of Terror**

- If you receive word of terrorist activity, stay calm.
- Call 911.
- Report what you know to the Building Management Office at 212-510-6480.
- If possible, evacuate. If safe, head to the evacuation locations proscribed above.
- Follow instructions (e.g. Fire Wardens, Police Officers, Public Address System, etc.).

### **Hazardous Material**

- Spills:
  - Call the Building Management Office at 212-510-6480.
  - Warn personnel and other tenants in the vicinity.
  - Coordinate your actions with the Building Maintenance and Security personnel.
- Release of Vapors:
  - If vapors are flammable don't use fans or other devices which may cause a spark. Opening windows may be all that is needed.
  - Warn personnel and other tenants in the vicinity.

## **Biochemical Attack**

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment. Watch for signs such as people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination. If you see signs of a chemical attack, define the impacted area and take immediate action to get away.

General guidelines:

- Stay upwind.
- Seek medical attention as soon as possible, if necessary.
- If there's an event indoors, try to get out of the building without passing through the contaminated area. Otherwise, it may be better to move as far away from the event as possible and shelter-in-place.
- If exposed, remove outer layer of clothes, separate yourself from them, and wash thoroughly.
- In some circumstances, it may be necessary to be "decontaminated." Specially trained emergency personnel will perform decontamination procedures.

## **Active Shooter**

If there is a report of a shooting in the building you have [three options](#):

### **Avoid**

- Evacuate the building immediately if it can be done in a safe manner
- Do NOT carry any personal belongings with you and avoid elevators and escalators if possible
- If you are in a high-rise building and the shooter is below, ascend as many floors as possible. Once a safe area is reached, secure the location and move away from the entranceway to a more secure location. If the shooter is above you, move down and out of the building.
- When evacuating in the stairwell, stay pressed to the wall to allow responding officers room to ascend

### **Barricade**

- Move to a central and secure area of the building
- Locate an area with ballistic cover, not just visual concealment. Cover stops/slows bullets, Concealment does not. Think big—Soda machines, Copy machines, etc.
- Block the door with large heavy objects to make entry as difficult as possible (desks, tables, file cabinets, furniture, books, etc.)
- If the only means available to barricade the door is with your body, attempt to stay lower than average waist level to avoid any shot fired through the door by the shooter

### **Confront**

- If hiding or flight is impossible, remain quiet or "play dead" to avoid detection.

- Remember, the attacker will continue to shoot victims unless he is stopped. Last resort options if you come face to face with the assailant are twofold:
  - Attempt to quickly overpower the individual with force in the most violent manner possible.
  - If you are with other people you should work as a collective group to overcome the shooter.

Once you evacuate from the building follow the instructions of the police or first responders. Exit the building with your hands up in the air and your fingers spread. If you are injured notify the first responders immediately.

Read the New York Police Department brochure on how to protect yourself in the event of an active shooter [HERE](#).

## ***Medical Emergency on Campus***

- Call 911. Be prepared to provide the following information:
  - Address of the building and cross streets (56 Broadway and Exchange Place).
  - The floor and suite number.
- Call Student Services at 212-659-7200, who then will contact Building Management Office at 212-510-6480. Upon notification, building personnel will:
  - Have an employee meet the ambulance at the entrance to the Building.
  - Bring an elevator to the lobby level and hold it for the sole use of emergency medical technicians.
  - Meet the emergency medical personnel and bring them to the appropriate location.
  - Hold the elevator at the location for the exit of emergency personnel.

## ***Medical Emergency in Student Housing***

- Call 911. Be prepared to provide the following information:
  - Address of the building and cross streets
  - The floor and apartment number.
- Call the Emergency Phone.

## **Evacuating Manhattan**

When access to bridges and tunnels is restricted, here is where you should go to evacuate Manhattan:

From Lower Manhattan to New Jersey:

- World Financial Center Pier – Foot of Vessey Street, Battery Park City
- Pier 11 – Wall Street and Gouverneur Lane

From Midtown to New Jersey:

- Port Authority Bus Terminal – West 42<sup>nd</sup> St. and 8<sup>th</sup> Ave.
- Midtown – West 39<sup>th</sup> St. Pier 79

When you arrive in New Jersey, buses will take you to designated transportation centers. At each center, more transportation options will be available to get you closer to your home town, family, and friends. Make sure to let someone in Student Development know where you are and what your plans are.

## Ambulance Services

The NYC Fire Department Ambulance Service (911) will automatically take the patient to the nearest medical facility. If another hospital is desired in non-emergency situations, have the phone number for alternate ambulance services available beforehand.

## Security Desk

Lobby Security Desk is located on ground level (Lobby) near the entrance. Notify Security of any emergency condition so they can take the appropriate action.

## Phone Numbers

Students Update Emergency Contact Information:	<a href="#">Student Portal</a>
Student Services	212-659-7200
Police Department	911
Building Management Office	212-510-6480
Lobby Security Desk	212-344-2920
24/7 Student Emergency Number	646-242-4411