



LIM College has recently completed a test of the emergency response and evacuation plans. The exercise was held on October 2, 2020 at 9am and was announced and scheduled for the Emergency Response Committee (ERC). The exercise consisted of a tabletop activity held virtually via Zoom and the scenario involved an explosion in a college building that tested various components of the College's Emergency Response Plan (ERP). The second component of the process was a test of the College's emergency notification system (ENS) and this was conducted campus-wide on October 7, 2020. All LIM College students and employees are automatically signed up to receive notifications from Everbridge, but employees and students may update their contact information, at any time, by accessing the Everbridge app with their LIM College credentials.

Summary of the Emergency Response Plan

This Emergency Response Plan (ERP) is designed as a guide for use in unusual and/or overwhelming circumstances that require actions beyond routine measures. These circumstances can include pre-planned events, as well as rapidly evolving incidents that overwhelm the scope of LIM College's response. It is flexible in design such that sections may be used without full implementation depending on the nature of the incident(s) but is designed to be effective in response to all hazards. This plan is not intended to replace existing procedures for preplanned events or current response procedures for departments with those already existing; it is designed to guide the overall Emergency Management process and enterprise wide response. The overall purpose is to maintain the safety and security of LIM College's people, property, and vital interests.

The Institution's policies and procedures herein are expected to be followed by all. Emergency response operations will be conducted within the established framework of LIM College and its interaction with NYPD and FDNY. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the LIM College Compliance Committee Chairpersons. The Compliance Committee is responsible for the review, revision, and administrative implementation of this plan and other critical incident response protocols on an annual basis.

The Institution's Emergency Response Committee (ERC) is responsible for organization-wide leadership and application of the Emergency Response Plan (ERP). This responsibility is to prepare the institution for any type of hazard or impact and to promulgate information prior to any type of incident, thereby facilitating a more effective response and recovery, if need be.

The ERP, and all the associated response policies and protocols, will be used to train appropriate individuals each year. Trainings may include tabletop exercises (TTX), field training exercises (FTX), exercises with other agencies and departments, and/or specialized training to supplement one or all aspects of the College's *All Hazard Plan*.

The Facilities Department and Information Technology Department will annually lead the testing of all equipment (e.g., radios, flashlights, first aid kits, campus warning systems, alarms, etc.) that may be utilized in an incident or emergency.

Summary of Emergency Evacuation Procedures

ERC members may be notified of an incident requiring a full activation. Decisions made on scene by the ERC members will dictate whether a full or partial ERC activation is necessary. Even with an ERC activation, the scope of the event may not require activation of the Emergency Operations Center. ERC members may support the response and recovery from the scene of the event or remotely, based on the needs of the response. Emergency Operations Center (EOC) activation should occur when there is a need for the committee to gather in one place in order to best support the response and recovery and to streamline the communication process.

The Emergency Operations Center may be a virtual or a physical workspace. The activation of members of the ERC to support response operations is not automatically considered an EOC activation, if the support is of a short duration. The activation of the EOC is to support complex or long-term incidents.

Upon notification of an EOC activation, the Emergency Response Committee members will:

- Immediately proceed to the Emergency Operations Center or contact the EOC through video or voice communication.
- Advise the President on major decisions and facilitate the overall response to the incident by utilizing resources in each team member's department.
- Support emergency response decisions as a deliberate corporate body to ensure proper coordination and effective use of resources. This does not include tactical level decisions that need to be made expediently on the scene of the situation; those decisions should be made by the Incident Commander (IC) in conjunction with other responders. The IC may seek counsel from the Emergency Response Committee for intermediate to long range planning and strategic level issues.
- Assemble the Expanded Emergency Response Committee as needed. EERC will provide services in the Emergency Operations Center or remotely if unavailable.

Shelter-in-Place Procedures:

What it Means to "Shelter-in-Place"

In general, shelter-in-place means to stay where you are or move to a nearby location and take measure to immediately protect yourself and others from an emergency incident. There are several types of emergencies that could require students, faculty, staff and visitors to shelter-in-place which include a small fire, hazardous material release, an emergency outside of the facility, armed assailant, and others.

Basic “Shelter-in-Place” Guidance

The primary action by all individuals who are not responding to the scene on campus should be to **Shelter in Place** for any type of emergency unless they are in the affected area. Sheltering in place is only taken if community members are not in the affected area and the length is based on their location relative to the site of the incident; it consists of remaining in the space where they are and assessing their next step. This prevents unnecessary evacuation and promotes decision making based on information as it develops. Most often, the safest place for those people not affected by the situation is to remain where they are; this provides for better accountability of people and allows responders a clear path to and clear picture of the affected area.

How You Will Know to “Shelter-in-Place”

When an incident occurs on campus, the institution will notify the campus based on the legal requirements in the Clery Act. This notification will include the type of incident, the location(s) on campus and instructions to the community based on the information available at the time, which includes areas to avoid until the incident has been stabilized. There will be follow-up communication as necessary with any additional instructions, especially as the incident evolves. The institution’s policy is that community members who are not in the affected area should shelter in place and wait for instructions via these communications. While it may be understood that buildings are in different parts of the city, it should still be expressed in the communications.

For example, instructions (one component of the Clery requirements) may say: “There is a report of shots fired in Building X. If you are in the adjacent building Y, remain in place until instructed by responders. If you are not in the affected area, avoid the area of Building X and Y until further instructions.”

How to “Shelter-in-Place”

Students will receive training during orientation or upon arrival as a transfer student on the Institution’s emergency procedures. While they will primarily be instructed to shelter-in-place for incidents, they will also be provided information on fire safety and building evacuation processes and routes.

Your role during a building emergency is as follows:

1. Remain calm
2. Evaluate the situation
3. Follow instructions – All LIM College facilities, except The Townhouse, have public address (PA) systems
 - If there is a fire alarm in The Townhouse, evacuate the building immediately
 - If there is a fire alarm in any other LIM College facility, await instructions which will be given over the PA system. Prepare to evacuate while awaiting instructions.
 - If you feel unsafe at any time, evacuate the area/building
4. Dial 911 or have someone dial 911 and follow the operator’s instructions
5. Dial or have someone dial the LIM College Emergency Line
 - 711 from a college phone
 - (212) 310-0660 from a cell phone or outside line
6. LIM College Emergency Response Building Team Members will respond
7. Assist others when evacuating

8. If there is a fire alarm, the elevators go to the lobby floor and open. You will not be able to be used the elevators when there is a fire alarm.
9. Notify the Emergency Response Building Team Members or First Responders of anyone injured or in need of assistance
10. Move to the predetermined muster / evacuation point
11. Assist with getting accountability of all students, faculty, staff and visitors
12. Do not talk to the media. Refer all media questions to the LIM College's Office of Marketing and Communications.

Appendix D – Information for Campus Community Regarding Specific Emergency Incidents

Natural Hazards	Man Made Hazards
Medical Emergency	Criminal Activity – Reporting a Crime
Fire	Active Shooter
Hurricane	Bomb Threat or Suspicious Package
Tornado	Power Outage
Earthquake	Mental Health Crisis / Emergency
Epidemic or Pandemic	

1. The information in this appendix is intended for non-emergency personnel. Faculty, staff, and students should review these suggested responses to become familiar with what emergency responders expect of them in an emergency. This information will also be useful to outline the responses by emergency personnel.

2. Dialing 911
 - a. You should dial 911 for any campus emergency.

Medical Emergency

Your role during a medical emergency is as follows:

1. Remain calm
2. Evaluate the situation – determine if medical assistance is necessary. When in doubt call 911.
3. Dial 911 or have someone dial 911 and follow the operator’s instructions
4. Dial or have someone dial the LIM College Emergency Line
 - 711 from a college phone
 - (212) 310-0660 from a cell phone or outside line
5. LIM College Emergency Response Building Team Members will respond

6. Gather pertinent information about the patient such as name, allergies, food consumed, medications, existing conditions, etc.
7. Gather picture ID and insurance card
8. Do not congregate – students should leave the immediate area
9. Do not allow photos to be taken
10. Anyone transported to the hospital will be accompanied by a member of the LIM College Staff

LIM College Building Addresses are as follows:

The Townhouse	12 E. 53 rd Street
Maxwell Hall	216 E. 45 th Street
5 th Avenue	545 5 th Avenue
The New Yorker	481 8 th Avenue

Fire, Explosion, or Smoke Emergencies

Each LIM College facility has a Fire Safety Plan and building personnel who are certified to manage fire emergencies within the building. Additionally, LIM College has volunteer staff and faculty members within each building who have received advanced emergency response training. Each LIM College facility has modern fire systems that consist of sprinkler systems, annunciators, strobes, emergency exit signage and fire pull-stations. The College also has strategically placed fire extinguishers on all floors of all facilities.

Despite all the resources available, fire and smoke are major causes of concern for all Colleges and Universities. Therefore, it is best that every member of the LIM Community is aware of basic fire prevention and response protocols.

Fire Prevention Tips

1. Never leave any items unattended in a microwave or oven while in use. Most cooking fires happen when food is left unattended.
2. Candles are not permitted within LIM College facilities.
3. Do not overload electrical outlets. Appliances such as refrigerators and microwaves should be plugged directly into wall sockets and not into extension cords.
4. Space heaters should be turned off when the area is not occupied, and no objects should be within three feet of the heater.

Your Role During a Fire:

1. Remain calm
2. Evaluate the situation
3. If the fire is small, use a fire extinguisher to put out the fire. Remember the acronym PASS.
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the trigger
 - Sweep back and forth until the fire is extinguished
4. If the fire alarm is not sounding, pull the nearest fire pull-station
5. Follow instructions – All LIM College facilities, except The Townhouse, have public address (PA) systems.
 - If there is a fire alarm in The Townhouse, evacuate the building immediately
 - If there is a fire alarm in any other LIM College facility, await instructions which will be given over the PA system. Prepare to evacuate while awaiting instructions.
 - If you feel unsafe at any time, evacuate the area/building
6. Close doors behind you when evacuating. This will help prevent the fire and smoke from spreading.
7. Dial 911 or have someone dial 911 and follow the operator's instructions
8. Dial or have someone dial the LIM College Emergency Line
 - 711 from a college phone
 - (212) 310-0660 from a cell phone or outside line
9. LIM College Emergency Response Building Team Members will respond
10. Assist others when evacuating
11. If there is a fire alarm, the elevators go to the lobby floor and open. You will not be able to use the elevators once the alarm sounds.
12. Notify the Building Team Members or First Responders of anyone injured or in need of assistance
13. Move to the predetermined muster / evacuation point
14. Assist with getting accountability of all students, faculty, staff and visitors
15. Do not talk to the media. Refer all media questions to the LIM College Marketing and Communications Department.

LIM College Building Addresses are as follows:

The Townhouse	12 E. 53 rd Street
Maxwell Hall	216 E. 45 th Street
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The New Yorker	481 8 th Avenue

Evacuation During a Fire

Shelter-in-place during Fire – Evacuation is Unsafe

1. Let others know that you cannot evacuate – this should be done verbally or via phone – preferably to 911
2. Call 711 from a LIM College phone or (212) 310-0660 from a cell phone
3. If there is a smoke condition, stay low to the floor and hold your breath as much as possible. Breathe through your nose and use a shirt or cloth as a filter.
4. Close as many doors as possible between your location and the fire
5. Wet and place cloth material around or under doors to prevent smoke from entering the room
6. If the room has a perimeter window, signal to someone outside and call for help
7. Keep the window closed unless breathing is not possible
8. Hang a towel or item from the window, this will indicate to firefighters that you need assistance

In-Building Relocation

1. In some minor emergency situations, you may be instructed to move to a safer location within the building. In-Building Relocation instructions include the following:
2. Remain calm and move to the location specified using the closest stairwell
3. Help others as necessary
4. If you cannot evacuate, go to the stairwell and notify others that you need assistance. Remain in the stairwell until help arrives.
5. Help with accountability of all students, faculty, staff and visitors
6. Stay in the location until the “all clear” is given
7. If you feel unsafe at any time, evacuate the facility and let others know you have done so by calling 711 from a LIM College phone or (212) 310-0660 from a cell phone.

Partial Building Evacuation

In some emergency situations you may be asked to evacuate parts of a building or certain floor of a building. If you are in an area that is being evacuated, please follow the instruction below for Full Evacuation.

Full Evacuation

Full Evacuation means that everyone in the building will be evacuated to the pre-designated muster point. If a Full Evacuation is ordered, follow the instructions below:

1. Remain Calm
2. Move to the closest stairway exit. Elevators are not to be used during emergency evacuations.
3. Notify the Emergency Response Building Team Members or First Responders of anyone injured or in need of assistance

4. Proceed to the pre-designated LIM College Muster Point. LIM College Emergency Response Building Team Members will guide you to the muster point location. The locations are as follows:

The Townhouse Corner of 53rd and Park (Lever Brothers Building)

- under overhang

Maxwell Hall North side of Grand Central Station on 45th Street

- under overhang

5th Avenue West side of Grand Central Station on Vanderbilt

- under overhang

The New Yorker 1 Penn Plaza on the south side of 34th Street between 7th and 8th Avenue

5. Stay with the group. Accountability of all personnel is essential during evacuation events.
6. Assist with getting accountability of all students, faculty, staff and visitors
7. Do not talk to the media. Refer all media questions to the LIM College Marketing and Communications Department.
8. Remain at the muster point until given the “all clear” or other instructions from a First Responder or a LIM College official representative.

Action if you are on fire:

- DO NOT run
- Stop, Drop and Roll

Actions if you are caught in smoke:

- Drop to hands and knees and crawl toward exit
- Stay low
- Hold your breath as much as possible
- Breathe shallowly through nose; use a shirt or towel as a filter

Actions if you must move through flames:

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

Hurricane

Hurricanes typically come with lots of warning and thus provide plenty of time to prepare. The following are definitions regarding hurricanes.

Tropical storm watch - Issued by the National Weather Service when winds of 39 to 73 mph are possible in the area within 48 hours

Tropical storm warning - Issued by the National Weather Service when winds of 39 to 73 mph are expected in the area within 36 hours

Hurricane watch - Issued by the National Weather Service when winds of 74 mph or greater are possible within 48 hours

Hurricane warning - Issued by the National Weather Service when winds of 74 mph or greater are expected in the area within 36 hours

In the event of a Tropical Storm Warning or Hurricane Warning

1. Follow instructions given by the College
2. Monitor local media and the College website, www.limcollege.edu, for closings/delays

Actions to take leading up to and during a hurricane

1. Locate or create an emergency kit to include:
 - Bottled water (have enough to last you several days)
 - Flashlights
 - Battery-operated radio or television
 - Extra batteries
 - Canned food and can opener
 - Dry food (bread, peanut butter, crackers, etc.)
 - Blankets and pillows
 - Cash
 - Battery and car charger for cell phone
2. Secure your area by closing all windows, window shades, blinds, or curtains
3. Close all interior doors and close and secure/brace all exterior doors
4. Find shelter in a small interior room, closet or hallway on the lowest level
5. Stay away from all windows and glass doors
6. Lie on the floor under a table or some other sturdy object
7. Turn off ALL utilities when instructed to do so, otherwise turn the refrigerator thermostat to its coolest setting and shut the door
8. Keep a supply of water for sanitary purposes

Evacuate during the following conditions

1. Directed by local or College authorities to do so
2. If you live off campus in a mobile home or unsafe temporary structure
3. If you live off campus on the coast, floodplain, inland waterway or near a river
4. If you feel you are in danger

Office Preparations

- Unplug, cover, and secure vulnerable equipment with plastic
- When possible, move equipment and other valuable items to the interior areas of the building and away from windows
- Tag moved equipment with department contact information for easy identification and retrieval
- Remove or secure equipment from outdoor and rooftop locations
- Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in
- Place important records and files in cabinets and cover with plastic
- Close and latch (or secure with tape if necessary) filing cabinets and cupboards
- Back up electronic data and store in multiple locations
- Clear desktops, tables, and exposed horizontal surfaces of materials that could be damaged
- Take home personal possessions
- Secure windows and close blinds
- Close and lock all doors, including interior office doors, before leaving

Tornado

Unlike hurricanes, tornadoes typically come with little to no warning and thus provide very little time to prepare. The following are definitions regarding tornadoes:

Tornado watch - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area

Tornado warning - Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area

Actions to take leading up to and during a tornado

1. Take tornado watches very seriously and monitor the weather closely during the warning period
2. Cancel outdoor activities and move indoors
3. During a tornado, immediately move to an interior hallway on a lower level in the middle of the building
4. Stay away from all windows and glass doors
5. DO NOT use the elevators
6. Close and lock all windows and exterior doors

7. Close all window shades, blinds, or curtains

Actions to take if you are in a vehicle during a tornado

1. Immediately get out of your car and find the nearest, low-level room of a building or storm shelter
2. Never try to outrun a tornado, especially in a congested or urban area

Actions to take if you are outside during a tornado

1. Find shelter immediately
2. If no shelter is available, find the nearest low-level ditch and lie flat with your hands covering your head
3. Do not seek shelter under a bridge or overpass
4. Beware of flying debris

Earthquake

Although the possibility of a severe earthquake in New York City is remote, they have happened in the recent past and it is best to be prepared.

Actions to take if you are indoors during an earthquake

1. DROP to the ground
2. TAKE COVER by moving under a sturdy table or other piece of furniture
3. HOLD ON until shaking stops
4. If you cannot take cover under a piece of furniture, tuck your head into your knees and cover your head with your arms
5. Evacuate only after shaking has stopped and it is safe to do so
6. DO NOT USE ELEVATORS

Actions to take if you are outdoors during an earthquake

1. Remain outdoors; do not enter a building
2. Move away from buildings, trees, streetlights, and utility wires
3. Drop to your knees and into fetal position, close your eyes, and cross your arms over the back of your neck for protection
4. Remain in this position until shaking stops
5. Stay in an open area; the greatest danger exists directly outside buildings, at building exits, and alongside exterior walls

Actions to take if you are in a vehicle during an earthquake

1. Stop as quickly as safety permits and stay in the vehicle
2. Avoid stopping near or under buildings, trees, overpasses, and utility wires
3. Proceed cautiously once shaking has stopped
4. Avoid roads, bridges, or ramps that might have been damaged by the earthquake

Actions after an earthquake

1. Do not use matches, lighters or other sources of ignition
2. Power outages may occur; fire alarms and sprinkler systems may be activated
3. If possible, help persons with disabilities who may need it or alert emergency responders to their location
4. Do not enter any building that appears to be unsafe
5. Leave the area if you smell gas or chemical fumes
6. Be prepared for aftershocks
7. If you are properly trained and able, provide first aid to victims
8. Do not move the seriously injured unless they are in immediate danger of further injury
9. Open doors carefully
10. Watch for falling objects
11. Avoid using telephones unless reporting an emergency

Actions if trapped in a building after an earthquake

1. Call 911 immediately
2. Call or have someone call 711 from a LIM College Phone or (212) 310-0660
3. Do not use matches, lighters or other sources of ignition
4. Cover your nose and mouth with cloth to protect against dust
5. If you are properly trained, provide first aid to victims
6. Do not move about or kick up dust
7. Signal for help by whistling or tapping on the building
8. Shout only as a last resort

Actions to take prior to an earthquake

1. Fasten shelves securely to walls
2. Place large or heavy objects on lower shelves
3. Store breakable items such as bottled foods and glass in low, closed cabinets with latches
4. Hang heavy items such as picture

Epidemic or Pandemic

New viruses and diseases are encountered every few years. Recent outbreaks have included the Zika Virus, Ebola, SARS, Influenza, H5N1 (Avian Flu), COVID-19 (Coronavirus) and others.

What You Can Do to Help Prevent Getting Sick

1. Wash your hands often with soap and warm water or alcohol-based hand cleansers for at least 20 seconds, multiple times per day
2. Avoid contact with people you think might be ill
3. Cough or sneeze into a tissue or the bend in your arm
4. Keep six feet from others if possible while in crowds or public spaces
5. Clean common areas/equipment, computers, phones, office equipment more often
6. In severe pandemic environments, avoid travel in taxis, buses, trains, and airplanes
7. Stay current on health news
8. If you are sick with flu-like symptoms, seek medical attention and do not return to school or work unless you are fever free for 24 hours without use of fever reducing medicine
9. Receive annual vaccines such as the influenza vaccine

What LIM College Is Doing

If any epidemic were to reach New York City in the future, LIM College is committed to implementing proper protocols and playing an integral role in protecting the health and safety of students, faculty, staff and visitors. The following areas highlight measures that LIM College has in place for preparing for and responding to pandemic events:

A Pandemic Coordinator and Response Team – The President will appoint a member of LIM College to head up a response team with defined roles and responsibilities for preparedness, response, and recovery planning. This group will be responsible for planning and coordinating LIM College’s decisions in the case of a local pandemic. This group readily plans for different outbreak scenarios, including variations in severity of illness, modes of transmission, and rates of infection in the community. Periodic updates from the team are sent to the LIM College community, are posted on the College’s website, and are shown on the announcement screens located throughout the College.

Following State and Federal Recommendations – In the event of a pandemic outbreak, LIM College is committed to following directives by the Centers for Disease Control and Prevention (CDC) and the New York City Department of Health and Mental Hygiene (NYC DOHMH). Scheduled classes, college events, and student activities may be held virtually, postponed or cancelled. Recommendations for closure of the residence hall and/or the College will also be considered. Under “normal” pandemic circumstances, and upon the recommendation of the CDC and/or NYC DOHMH, if LIM College closes, it will remain closed for a minimum of 5-7 days.

In the case of a needed evacuation of the College, residents with extenuating circumstances who cannot vacate will be allowed residence. Student, faculty, and staff travel will be restricted upon the recommendation of the CDC, or other global health organizations, or International SOS.

Study abroad students returning will be required to stay out of school until they are fever free for 24 hours without medicine if they have traveled to a country that has reported an outbreak and/or for any period of time deemed appropriate by LIM College.

Care and Isolation/Quarantine of Sick Students – In the event of an outbreak, ill students living within a 400-mile radius of LIM College will be required to return home to receive care by their primary care givers. For recovering students, not under hospitalization and who live outside of the radius, Educational Housing Services (EHS) allows students to be safely isolated within the New Yorker Residence Hall. A roommate, if one exists, will be moved to another room within LIM College’s inventory or at another EHS facility or room. In the event of a serious, wide-spreading pandemic, students who may also need to be isolated will be isolated in the Townhouse (Fashionopolis). Food, living, and visiting medical services for students will also be arranged by the College.

Counseling and Accessibility Services - Counseling and Accessibility Services will provide counseling services to students in need. Faculty or staff in need of counseling services will have access to the College’s EAP program. Services will focus on critical incident debriefing to help the campus community recover from the effects of the pandemic. If the emotional needs of the campus community are greater than the resources available through the Office of Counseling and Accessibility Services, the Senior Director will retain services from other response organizations and/or provide community referrals. Due to the personal nature of counseling services (face-to-face discussion in a small enclosed space), in-person services would be limited to members of the college community who are not symptomatic in order to minimize the potential spread of the illness. Individuals who are symptomatic or who have been exposed to those who are symptomatic would be offered services via telephone. Staff and full-time faculty will be able to use the resources of the College’s Employee Assistance Plan to speak with counseling and accessibility professionals.

Stockpiling Non-Perishable Food and Supplies - If New York City mandates a closure of all higher education facilities, the College will follow CDC and/or NYC DOHMH guidelines for possible equipment and supply needs as they pertain to the epidemic. The College has also decided with Fresh Direct (a New York City food service contractor) for food deliverables to the residence hall.

Providing Awareness to the Community - Standard LIM College email and social media will be the primary sources of communication, unless otherwise indicated by an emergent situation. The College has a Crisis Communications Plan in place which includes specific messaging for health-related issues. The College maintains an emergency notification system that includes email, text, and phone (inbound and outbound) messages. Registration is mandatory for all faculty, staff and students. The College’s website also has an emergency response section and emergency banner alert feature. These will be deployed at the appropriate levels of response.

Useful Sources of Information

- New York City Department of Health and Mental Hygiene – www.nyc.gov/health
Phone: 1-866-692-3641
- NYSDOH – New York State Department of Health – www.health.state.ny.us
Phone: 1-800-543-3638
- CDC – Centers for Disease Control and Prevention – www.cdc.gov
Phone: 1-800-232-4635
- WHO – World Health Organization – www.who.int/csr/disease/swineflu/en/index -
Phone: +41 22 791 2222
- LIM College Office of Counseling and Accessibility -
<http://www.limcollege.edu/student-life/2073.aspx> - (Open Monday through Friday 9
a.m.-5 p.m.) - Maxwell Hall – 216 45th Street, 14th Floor
Phone: (212) 752-1530 Ext. 315

Criminal Activity

Reporting a Crime

Community members, students, faculty, staff, and visitors are encouraged to report all crimes and emergencies, in an accurate and prompt manner, directly to the NYPD by dialing 911.

Crimes at Academic Buildings

During normal business hours, we encourage people reporting a crime or emergency to the NYPD, to also report the incident, as soon as practicable, to the College's Facilities Department, through the College's emergency phone number at 212-310-0660 or from an internal college phone by dialing 711 for all LIM facilities except the New Yorker. This information can be found in both the employee handbook and student handbook.

Crimes at the Residence Hall

For crimes or emergencies that occur at the New Yorker, report the incident to the Educational Housing Services Student Life Office, located on the 15th floor (1545) in the New Yorker. You can access them via phone at (212) 994-8815, Monday - Friday: 9:00am to 10:00pm, Saturday: 10:00am to 8:00pm, Sunday: 11:00am to 6:00pm

You may also contact the New Yorker security staff located in the lobby of the building (212) 971-0101 ext. 5107 or call the Emergency RA on duty (917) 697-9610.

Expected Response

In response to a call, the NYPD will take the action it deems appropriate, generally either dispatching an officer to the caller's location or asking the caller to report to the nearest NYPD precinct to file a report.

Internal reports involving a student, which are made to LIM College officials, as listed above, will also be forwarded to the Office of Student Affairs. The Dean of Student Affairs or a designee, or the Assistant Dean of Student Affairs/Director of Housing and Residence Life or a designee for cases that occur in the residence hall, is responsible for reviewing all reports and determining if the case will be referred for adjudication through LIM College's Disciplinary Hearing Board.

The NYPD is responsible for the investigation of any reported crimes and other public safety emergencies. If assistance is required from the New York City Fire Department, they will be sent by the 911 dispatchers upon receiving an emergency call.

Active Shooter

The probability of an active shooter situation occurring at LIM College is extremely low. In fact, the chances of you being involved with any type of active shooter event throughout your entire lifetime is very remote. However, the consequences of an active shooter event are extremely high and could result in loss of life and severe injuries to numerous individuals. Therefore, it is prudent to be prepared and know what steps to take if you are ever in the presence of an active shooter.

There are three things you need to remember to do in an active shooter situation:

RUN – HIDE – FIGHT

The safest course of action is to run. If you can't run because the shooter is in your vicinity, the second-best course of action is to hide or take shelter in a safe area. The last course of action is to fight. You would fight if confronted by the shooter and there was little chance of escape possible. You would consider this your "last stand" tactics.

For greater insight regarding an active shooter on campus please see the video that was prepared by a group of colleges in Alberta, Canada.

https://www.youtube.com/watch?time_continue=9&v=gHNApS-MC18&feature=emb_title

Run

If you hear shots fired, you should move to the nearest exit away from the direction of the shooting. Using a stairway is typically a good option; you won't have to wait for the elevator and the exits typically lead you quickly out of the building. Exit signs point you to the stairway in all LIM College Buildings. It's a good idea to familiarize yourself with these exits. Although windows are

not suitable for egress in LIM College buildings, if in other facilities, windows may be a preferable escape option.

Once in a safe area, call 911.

Keep these things in mind while you run:

1. The police are on their way – keep your hands visible and follow police commands
2. Don't worry about your personal items – leave them behind and recover them later
3. Use your judgment – there may be some debate on what to do. If you believe that that you can run, then you should run!
4. Help others if safe to do so – if you can't help, notify responders that others need help

Hide

If running is not possible, then the next best course of action is hiding or sheltering-in-place. Here are things to do when sheltering-in-place during an active shooter event.

1. Move to a room, preferably one that is lockable from the inside
2. Lock the door and cover any windows if possible
3. If the door does not have a lock, then do your best to barricade the door
4. Hide behind large heavy objects that may be able to absorb shots
5. Stay out of the line of site of the shooter
6. Place phones on silent
7. Shut off lights
8. Stay quiet and call or have someone call 911
9. Call or have someone call the LIM College Emergency Line which is 711 from and LIM College phone or (212) 310-0660 from a cell phone
10. Begin developing a plan of attack if the shooter enters the room which should include planning your escape
11. Arm yourself with something you can throw at the shooter or use to attack the shooter

A note about locked doors: Locked doors are very hard to breach and often require specialized equipment that active shooters do not typically possess.

Fight

If it is not possible to run or hide, then you are faced with only a few bad options. You can continue to hide, play dead or fight. Fighting is the best of the bad options. If you are in a locked room, you have some tactical advantages! You know the likely point of entry the shooter will take, and you know when the shooter is preparing to enter. It is best to attack in a large group throwing items, hitting the shooter with heavy items and then getting the shooter to the ground. For the attacker, it is very difficult to shoot and fight once on the ground and engaged in a struggle with several people. Attacks should be meant to swarm, knock down and immobilize the shooter. Once safe to do so, call 911.

Things to consider when fighting:

- Doors are hard to breach – lock or barricade if possible
- Develop a simple plan as a group and attack as one team
- For the attacker, it is hard to fight from the ground. Place trip hazards in the line of the shooter and/or make the floor slippery if possible. Swarm, knock down and immobilize the shooter.

Law Enforcement Response

All Law Enforcement Officers are trained to respond to active shooters. They typically respond in a team of three to four officers with the intent of killing the active shooter. They may have specialized weapons such as shotguns, rifles or handguns. Remember that they are human and are likely scared and filled with adrenaline. Help make their decisions easy by keeping your hands visible, following their commands and avoiding yelling or screaming. Once the scene is secure, emergency medical services will be provided, and the building will be evacuated in an orderly manner.

Recognizing Signs of Potential School/Workplace Violence

Active shooters rarely react on impulse. Attacks are typically planned over long periods of time and behavioral warning signs typically are present prior to an attack. Many shootings have been prevented by individuals who recognize and report potentially troubling behavior. If you suspect that someone may be a harm to themselves or others, report it immediately to someone at LIM College such as your RA, professor, Dean, facilities staff or an administrator.

Signs might include the following:

- Noticeably unstable or emotional responses with discussion of violence
- Explosive outbursts of anger or rage without provocation causing concern of violence
- Discussion of becoming an active shooter or committing violent acts
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

Additional Resources

DHS Website

<http://www.dhs.gov/active-shooter-preparedness>

Houston Active Shooter Video

<http://www.bing.com/videos/search?q=houston+active+shooter+video&FORM=VIRE1#view=detail&mid=64B0895550E33A3CAFD364B0895550E33A3CAFD3>

Bomb Threat or Suspicious Package

The most popular method of making bomb threats is by telephone. It is important that as much information as possible be received from a caller. All bomb threats should be taken seriously. However, experience has shown that most anonymous threat calls are a hoax, intended to create an atmosphere of anxiety and panic in order to interrupt normal operations. The LIM College procedure is to evacuate immediately should there ever be a bomb threat.

Threats by Phone

All persons who could receive a telephone bomb threat should be taught how to handle the situation effectively. In the event a call is received, the following procedure should be followed:

- Stay calm, be courteous, and do not display fear
- Listen carefully. During or immediately after the conversation, take notes of the exact time the call was received, the exact words of the caller, and all details such as sex of caller, accent, attitude, background noises, and motive. Use a bomb threat checklist to record the details of the call
- Advise the caller that the building may be occupied, and the explosion could result in death or serious injury to innocent people
- Keep the caller talking; the more he or she says, the more helpful the information. If the caller does not indicate the location of the bomb or the time of detonation, ask him or her what time it is to go off and where it is located
- After the phone call, notify 911 and 711 from a LIM College phone or (212) 310-0660 from a cell phone
- Do not discuss the call with anyone else unless authorized to do so or required to by law

Threats by Mail

The following are the instructions on how to handle bomb threats received by mail. The most likely recipients are those who regularly receive mail for each department or facility.

- Place all papers and envelopes associated with the threat in a bag or large envelope (clear plastic bag if possible). Clear plastic bags are in all emergency response bags. Pick up any bomb threat note **ONLY** by the edge
- Do not handle written threats any more than necessary
- Do not allow anyone else to touch the package or note
- Evacuate the immediate area and alert the authorities
- Call 911 and 711 from a LIM College Phone or (212) 310-0660 from a cell phone

Re-entry Search Plans

When the Law Enforcement Agency provides an “all clear” and the building can be reoccupied, a search should be conducted. It is not effective to delegate the search to the police alone because they are unfamiliar with the area and do not know which objects in the facility would look unusual or out of place. The most effective search is possible when all employees are calmly told that the building has been cleared and that it is prudent to check their areas for suspicious objects upon return. Emergency Response Building Team Members should be organized to search common areas. A search team leader should be designated, and a notification protocol developed to report search results to the LIM College Executive Team.

The objective of the search activity is to identify and report suspicious objects. There are several points to be stressed within search plans:

- The search should be systematic (divide the facility into search areas), it should be thorough, and it should be done calmly. Identify the areas that are most accessible to outsiders and the areas that are most vulnerable; search those areas first.
- When searching a room, the room should first be searched from floor to waist height, then from waist height to eye-level, and finally from eye-level to ceiling. If the room has a false ceiling, the false ceiling should also be inspected and searched.
- **Nobody should move, touch, or jar any suspicious object or anything attached to it. The removal or disarming of a bomb must be left to law enforcement professionals.**

No Bomb Found

If no bomb (or suspicious object) is found, the Building Team Captain should inform the Executive Team.

Suspicious Object Found

If a suspicious object is found, the Building Team Captains should do the following:

- Stress again to personnel not to touch or move the object
- Evacuate personnel from the surrounding area
- Prevent re-entering of the evacuated area
- If police are on site, inform them of the situation
- If police are not on site, call or have someone call 911 and call or have someone call 711 from a LIM College line or (212) 310-0660 from a cell phone
- Notify the LIM College Executive Team

Bomb Explosion

If there is a bomb explosion, the facilities or security staff should take these steps:

- Call or have someone call 911
- Call or have someone call 711 from a LIM College line or (212) 310-0660 from a cell phone
- Determine if there are any injuries to treat immediately
- Evacuate the building
- Ensure no one goes near the scene of the explosion except to remove the injured
- Control access to the area as other bombs may have been set to detonate at intervals

Power Outage

Power outages could possibly occur at LIM College. All LIM College buildings have back up power that allow emergency systems such as exit signs and stairway lighting to continue to function.

If you are in a LIM College building that experiences a power outage:

1. Remain calm, and stay where you are
2. Evacuate only if instructed to do so by emergency personnel or College officials
3. Turn off all electrical devices such as computers. Damage can occur once power is restored
4. All chemicals should be returned to their proper storage place
5. Provide appropriate ventilation by opening all windows and doors

Elevator Entrapment

1. Remain calm
2. Do not attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel
3. Notify the building personnel using the phone in the elevator or by calling 911
4. Call 711 from a LIM College phone or (212) 310-0660 from a cell phone.
5. Emergency responders and building personnel will respond

Mental Health Crisis / Emergency

Mental Health issues are a serious concern for all Colleges and Universities including LIM College. Information regarding the LIM College Office of Counseling and Accessibility can be found at <https://www.limcollege.edu/life-at-lim/student-resources/counseling-accessibility>.

Campus Location: Maxwell Hall

216 East 45th St., 14th Floor

(212) 752-1530 ext. 315

Fax: (212) 750-3466

Hours: Monday thru Friday 9 a.m.– 5 p.m.

Mental Health Emergencies may include attempted suicide, homicidal or threatening behavior, self-injury needing immediate medical attention, severely impaired by drugs or alcohol, highly erratic or unusual behavior that indicates very unpredictable behavior and/or an inability to care for oneself. **The LIM College Office of Counseling and Accessibility does not provide emergency mental health services.** In the event of a mental health emergency please do the following:

1. Call or have someone call 911
2. Call or have someone call 711 from a LIM College phone or (212) 310-0660 from a cell phone
3. Stay with the patient until emergency responders arrive
4. A member of the LIM College Emergency Response Building Team will respond

Mental Health Crisis is a non-life threatening situation in which an individual is exhibiting extreme emotional disturbance or behavioral distress, considering harm to self or others, disoriented or out of touch with reality, has a compromised ability to function or is otherwise agitated and unable to be calmed. Examples include talking about suicidal feelings, taking about threatening behavior, self-injury not requiring medical attention, alcohol or substance abuse, highly erratic or unusual behavior, eating disorders, not taking prescribed psychiatric medications, emotionally distraught, and/or very depressed, angry or anxious.

Below are actions to take if you are or know someone suffering a mental crisis:

1. Refer the person in crisis to the LIM College Office of Counseling and Accessibility
2. Call the LIM College Office of Counseling and Accessibility
3. Inform a RA, staff member, professor, Emergency Response Building Team Member or other LIM College Official about the crisis

Additional Resources can be found at the LIM College Office of Counseling and Accessibility webpage: <https://www.limcollege.edu/life-at-lim/student-resources/counseling-accessibility>.