

FIVE TOWNS COLLEGE

COMPREHENSIVE

EMERGENCY

MANAGEMENT PLAN

2018-2019

Prepared by:
The Compliance Office/Office of Public Safety

FIVE TOWNS COLLEGE
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EMERGENCY MANAGEMENT PLAN 2018-19
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A. Introduction: Principles Underlying the College's Emergency Management Plan

Five Towns College's Comprehensive Emergency Management Plan has been developed to clarify the actions, roles and responsibilities that are to be taken by individuals, divisions, and departments to best ensure the safety, security, and welfare of the members of its community in the event of a crisis or emergency situation. The members of the College community include any visitor, student, staff member, instructor, administrator, or Board of Trustees member to the Dix Hills Campus of 305 North Service Road, Dix Hills, New York.

Safety & Security: The personal safety and security of any person on the College campus is the first priority in the development and implementation of any plan.

Personal Property: The College must, as best it can, protect and ensure the safety of all individuals' personal property, whether in the classrooms, offices, Residence Halls, gymnasium, auditorium or parking lots.

Minimization of Risk: The Plan should ensure that any dangers are minimized, potential hazards are eliminated, safety procedures are followed, and possible health and safety issues are promptly reported.

Communication: All members of the College community should have access to the measures taken by the College personnel to ensure their safety and security, and these measures should be accessible to the community in a variety of formats, e.g. on the College website, in designated publications, and in annual presentations.

Back-up Personnel & Procedures: The Emergency Management Plan must ensure that if the primary official, his/her means of communication, his/her responsibilities and/or his/her usernames and passwords are, for any reason, not operational during an emergency, that there are at least two other officials with the means of communication and information necessary to carry out primary responsibilities.

Adherence to All Federal, State & Local Regulations: The policies and procedures in the Comprehensive Emergency Management Plan must meet, if not exceed the minimum standards identified with the regulations of the Commissioner of the New York State Department of Education, Section 155.13 that became effective on April 7, 1989. The College's Plan must also be in compliance with Sections 207, 215, 305, and 4403 of the Education Law and Article 2-B of the Executive Law. Moreover, the Plan must conform to all regulations and requirements of the U.S. Department of Homeland Security.

Coordination: The Plan should ensure the timely, effective and efficient coordination and cooperation of all personnel required to carry out the policies and procedures of this Comprehensive Emergency Management Plan.

Training: The Plan should ensure that all personnel who require training to discharge any duties identified in this Plan have received the appropriate training and can in fact discharge their duties appropriately.

Improvement: Any incident, emergency, or event covered by this Plan where issues were identified that required improvement will be revised by the Committee on Campus Security and any necessary resources, training or information to improve in the College's future ability to handle the incident, emergency or event will be implemented.

In any Emergency Management Plan, there must be general assumptions that support a realistic approach to problems that may arise. These assumptions include:

1. Emergencies or disasters may occur at any time of the day or night with little or no warning.
2. There must be flexibility in procedures to accommodate unpredictable events.
3. Local, state, and federal services may be necessary depending upon the event.
4. Key personnel may not be available and alternates must be trained to take their places.

This Plan is designed to coordinate the use of College and community services to protect lives and property during a major natural or accidental disaster or major disturbance at the College. The Plan takes into account some degree of flexibility to accommodate all potential situations. The Five Towns College Public Safety Office responds to all emergencies on campus.

B. Critical Definitions: What Constitutes an "*Emergency*?"

Emergencies are unforeseen, unplanned events, occurrences, or situations that pose a serious threat to persons or property, as well as significantly disrupt normal operations, cannot be managed by routine responses, and require a quick and coordinated response across multiple departments or divisions. These emergencies may be caused by human factors, nature, or unanticipated factors, any of which may have a negative impact upon the health, welfare, safety and security of the College's community.

A **Minor Emergency** is a potential or actual incident which will not seriously affect the overall operation of the College. Such emergencies may be of the following types:

Medical/Health
Mental Health
Behavioral/Disciplinary
Familial/Social

A **Major Emergency** is a potential or actual incident which affects the entire College campus, disrupting the overall operation. A Disaster is an event or occurrence which seriously impacts or halts the College's operations. Major emergencies or disasters may require the services of outside organizations. Such events may include any of the following:

- Snow or ice storms
- Floods or heavy downpours
- Hurricanes/Tornados/Earthquakes
- Fires
- Hazardous material spills
- Health epidemics
- Power outages
- Shootings/Bomb Threats
- Terrorist incidents

The magnitude of any of the above events may vary considerably. A snowstorm, for example, may result in only several inches of downfall that requires the College to either remain open, experience a delayed opening or early closing. The forecast of a blizzard, however, may result in the College having to announce an advanced closing and require the College to be closed for a number of days until access and all operations are returned to normal.

While an emergency situation may require immediate or spontaneous decisions, a set of three procedures provides a standard response to any emergency situation.

1. Administer First Aid: First aid is the treatment that will protect the life of the victim until appropriate medical help is secured.
2. Call Expert Help: In most emergency situations, the need for expert help is evident. Fires are fought by firefighters; bomb threats require police assistance; power failure requires electrical expertise; etc.
3. Follow Instructions: Once expert help has been contacted, follow their emergency procedures. In cases involving emergency government agencies, i.e., police, fire, their experts are in charge of the emergency operation. Cooperation between College staff and emergency responders ensures that the situation is handled in an efficient and timely manner.

C. Categories of Alerts

Because the magnitude of these College-wide emergencies may vary considerably, the College has established a triage of responses or alerts. This triage consists of:

Yellow Alert (Low Level/Minor Incident): Such emergencies, whether individual or College-wide, necessitate short-term, immediate, and non-life-threatening interventions. Such alerts may involve events such as a fire drill, a person with superficial cuts and bruises, or a thunder-and-lightning storm. In such cases, the Emergency Management Plan would not be activated.

Orange Alert (Intermediate Level/Emergency): Such emergencies, again whether individual or College-wide, may include longer, immediate, serious injuries, accidents or events that require, in many cases, outside agencies or professional assistance to ameliorate the emergency. Such alerts may involve an individual with a broken limb, a small, localized fire, or a moderately severe automobile accident in the parking lot. The Emergency Management Plan would be activated to the extent necessary.

Red Alert (High Level/Disaster): Such emergencies, whether individual or College-wide, necessitate immediate, major interventions because they are life-threatening or potentially life-threatening to one or more members of the Five Towns College community. Such alerts may involve a Force 2 hurricane, a bomb threat, or a serious fire. In these cases, the Emergency Management Plan would be fully activated.

Depending on the level of the alert, the following resources will be involved:

College Personnel, e.g., Public Safety, Maintenance, College Counselor Resources, e.g., medical equipment, snow plowing, referrals Internal and external communication resources Follow-up activities as required

An emergency or disaster may occur on the weekends or holidays when many areas in the College are not in full operation. The implementation of procedures may vary based on the immediate availability of personnel and/or resources on campus.

D. Essential Emergency Personnel & Operations

The Emergency Management Team consists of the following College administrators:

President of the College
Dean of the College/Provost
Director of Admissions
Dean of Students
V. P. Compliance
V. P. Finance & Administration
Director of Residence Life
Director of Facilities
Director of Food Services
Supervising Officer of Campus Security

However, in all crises situations, the President of the College makes decisions or appropriate actions upon the recommendations of the Emergency Management Team. In the event the President of the College is absent, the Dean of the College/Provost will assume that responsibility. Once a decision has been made, all other College Supervisors and Chairpersons will be contacted to relay the decision via the Blackboard Transact Emergency Notification system, e-mail, or public announcement.

E. Emergency Communications

The College utilizes multiple methods during emergencies to communicate with the members of its community, whether on campus or off. These multiple methods include the following principal means:

Blackboard Emergency Notification System: This system, when activated, can transmit a message authorized by College officials in a variety of forms to those enrolled in the Blackboard Emergency Notification System. The message may be transmitted to an enrollee's hardwired phone, cell phone, and/or e-mail. The system keeps a record of the person contacted, the date of the contact, the time of the contact, the form of the contact, and indicates if the recipient acknowledged receipt of the emergency notification.

College Website Emergency Banner: An orange emergency banner is also deployed across the top of the College's homepage (www.ftc.edu) with information about emergencies, e.g. "Because of the snowstorm, the College is closed and all classes are cancelled."

Emergency Email Blast: When the College's power is available from its e-mail server, a College official will transmit an emergency e-mail blast to all students, faculty and staff regarding a College emergency.

Schoology System Message: On the College's learning management system, Schoology, a system message is posted about any emergency so that every faculty, student and staff member with a Schoology account has an additional method to view information about emergencies.

Main College Phone Messaging System: During an emergency, the main message on the 631-424-7000 telephone line is changed to provide basic information about the emergency and how the emergency has affected the College's normal operations.

Radio and Television Stations: Local and regional radio and television stations are contacted during any emergency that is College-wide. The radio stations include: WBAB, WBLI, WFTU, WINS WCBS and WALK. The television stations contacted include: WLIW, WPIX, and WCBS, NEWS12.

Emergency Contact Chains: In the event that some, many, or all of the above emergency contact means are unavailable, the College has established an emergency means of person-to-person contacts. The individuals who are part of these chains have exchanged the following types of contact information: home phone numbers, cell phone numbers, College office phone numbers, personal e-mail addresses, College e-mail addresses, home address information and any other type of contact information that would be necessary in a major emergency. The person-to-person contacts were developed for the following categories of Five Towns College community members:

- Essential Emergency Personnel
- Residence Hall Supervisory Personnel
- Unit Supervisors to Staff
- Provost to Division Chairs
- Associate Dean of Students to SGA Representatives

The initial source of all emergency information and reporting is the Office of Public Safety. If, in fact, they may not be the first to note an emergency, then as soon as they are notified, they follow a specific protocol. First, the President of the College is informed. In his absence, the Dean of the College/Provost is the next highest ranking, senior level administrator and shall assume responsibility for activating any *Emergency Management Plans*. The goal is to provide protection for the health and safety of all students, employees, and visitors, the shelter and preservation of college property, and the restoration of normal services in an expeditious manner.

Decisions are made in a timely and efficient manner. There can be no delay in responding to an emergency.

F. Local Official Agencies

Local resources are essential for referrals. The following list is provided to all students, faculty, and staff in order to ensure that all personal needs are attended to:

1. Response of Suffolk County, Inc. - <http://responsehotline.org>(631) 751-7500
2. Suicide and Crisis
 - a. National Suicide Prevention Lifeline1 -800-273-TALK (8255)
 - b. L.I. Crisis Center (Nassau)(516) 679-1111
 - c. Sagamore Children's Center(631) 370-1700
 - d. Suffolk Mobile Crisis Team(631) 952-3333
3. Counseling and Support
 - a. Brookhaven Youth Bureau(631) 451-8011

- b. Catholic Charities Bay Shore(631) 665-6707
- c. Hampton(631)723-3362
- d. Commack(631) 543-6200
- e. Colonial Youth and Family Services(631) 281-4461
- f. Family Counseling Service(631) 399-9217
- g. Farmingville Mental Health Center(631) 854-2552
- h. F.E.G.S. Central Islip(631) 243-7807
- i. Hope House Ministries(631) 928-2377
- j. The Ministries(631) 736-4800
- k. Overeaters Anonymous Suffolk County(800) 931-2237
- l. Pederson-Krag West – Huntington(631) 920-8000
- m. Riverhead Mental Health Center -Patchogue and Shirley(631) 687-2976
 - 1. SUNY Psychological Center - Stony Brook..... (631) 632-7830
- n. Sunrise Psychiatric Clinic(631) 789-4325
- o. Yaphank Center(631) 924-4411
- o. YMCA - Bay Shore, Centereach, and Mastic(631) 665-1173

- 4. Victim's Services
 - a. Babylon Project Safe(631) 422-7653
 - b. Brighter Tomorrows (Victims' Shelter)(631) 395-1800
 - c. Brookhaven Sanctuary - Youth Bureau(631) 451-8011
 - d. Huntington Sanctuary(631) 271-2183
 - e. Huntington Sanctuary Hotline(631) 549-8700
 - f. Islip Runaway Service(631) 665-1173
 - g. Lifeline (Free transportation service that will provide rides for teens who are escaping a bad situation or a driver who is drunk.) (800) 273-8255
 - h. L.I. Women's Coalition (Victims' Shelter)(631) 666-8833
 - i. National Runaway Switchboard(800) 621 -4000
 - j. N.Y.S. Child Abuse Reporting Hotline(800) 342-3720
 - k. The Retreat(631) 329-2200
 - l. 1.SeaburyBarn(631) 331-8817
 - m. Smithtown Youth Bureau..... (631) 360-7595
 - n. VIBS Rape Hotline - Bilingual Service Available(631) 360-3607
 - o. Victims' Information Bureau (VIBS) Shelter for those ages 12-17(631) 360-3606

- 5. Substance Abuse
 - a. Alcoholics Anonymous(631) 224-5330
 - b. Eastern L. I. Hospital (Detox)(631) 477-1000 x 234
 - c. Mather Hospital(631) 473-1320
 - d. St. Catherine of Sienna Hospital(631) 862-3000
 - e. Talbot House Chemical Dependency Crisis Center(631) 589-4144

6. Support Groups
 - a. Alanon/Alateen – Farmingville(631) 669-1124
 - b. Alcoholics Anonymous -Nassau(516) 292-3040
 - c. Suffolk.....(631) 669-1124
 - c. Emotions Anonymous..... (631) 321-1980
 - d. Overeaters Anonymous..... (631) 475-5965

7. Other Important Services
 - a. Planned Parenthood – Suffolk(631) -7526
 - b. L.I. Association for Aids Care Hotline(631) 385-2437
 - c. Long Island Gay and Lesbian Youth (LIGALY)(631) 665-2300
 - d. National Runaway Switchboard1-800-786-2929
..... (RUNAWAY)
 - e. Aids Dept. of Social Services NYC(718) 557-1399
 Nassau.....(516) 571-4444
 Suffolk.....(631) 854-9700
 - f. Mental Health Assoc. Support Group.....(631) 226-3900
 - g. Nassau/Suffolk Law Services(631) 232-2400
 - h. Behavioral Health College Partnership N./S.Zucker/
 Hillside Hospital..... (718) 470-8049

8. Transportation
 - a. Long Island Railroad(516) 931-9213
 - b. Suffolk County Transit Information Services(516) 852-5200

9. Utilities
 - a. Long Island Power Authority(800) 490-0075
 - b. National Grid(800) 867-2222
 - c. Suffolk County Water Authority..... (631) 665-0663

10. Poison and Drug Center
 - a. Poison Control..... (800) 222-1221

11. Suffolk County
 - a. Suffolk County Health Department(631) 853-3036
 - b. Suffolk County Public Works(631) 852-4010

12. New York State
 - a. NYS Department of Insurance(800) 342-3736
 - b. NYS Department of Transportation(518) 457-6195

G. Campus Incidents & Reporting

At the conclusion of any incident, a detailed "Public Safety Incident Report" must be completed and forwarded to the Emergency Management Team and the Campus Security Committee. The Report will be examined to determine how to prevent, avoid, and to reduce damages if a similar incident should occur. In the event of personal injury, the designated family member or guardian will be notified as soon as possible. Follow-up is conducted by the College Counselor and/or the Dean of Students to ascertain the status of the injured party.

All entries of incidents will be logged in the Public Safety Office to be examined for reporting mandates of Clery crime statistics. Letters from the Disciplinary Committee delineating sanctions and/or decisions from further appeals also supports any incidents referred for disciplinary action.

The Clery Act regulations require that campuses provide a timely warning to the campus community concerning the occurrence of a crime that is believed to represent a continuing threat to the campus community. It is decided on a case-by-case basis including factors such as the nature of the crime and the continuing danger to the campus community. Communication of the warning will be via e-mail, Blackboard emergency notification, Schoology, flyers, signage.

H. Campus Security Committee

The Campus Security Committee meets regularly each semester to determine what issues, policies, and/or procedures may need modification and/or improvement. The Committee consists of an equal number of male and female staff and faculty members, and two students, in order to comply with federal regulations. Minutes of the meetings are kept on file in the Dean of Academic Affairs Office/Provost and Compliance Office.

I. Location of Campus Emergency Resources

The main campus is located on a 35-acre site in Dix Hills in the Town of Huntington, New York. Levels in the main building are connected by stairways and house the classrooms, the Performing Arts Center, the Upbeat Cafe, library, gymnasium, administrative offices, and audio/video and theater studios. The campus also includes a central courtyard and athletic fields. Students are housed in four gated, Residence Hall buildings accessible by passing through a Public Safety Booth, which is staffed 24/7.

Public Safety Officers are in constant contact with each other and the Public Safety Desk via radios and cellular phones. Many building entrances are equipped with proximity devices and motors to open doors. In an emergency, doors are manually opened to the full width of a doorway by Public Safety Officers.

Surveillance for approximately forty critical locations is recorded by the security camera system. As a result, playbacks of incidents can be viewed through the IT Department. The DETEX hand-held RFID system records the location of Officers on patrols and is used to download the tour schedule into a designated computer system for recording. Areas patrolled with DETEX support include the main building and specific areas of the Residence Life Halls. The DETEX wand is always located in the Public Safety Office or with an Officer on patrol.

Parking Permits are a means to guarantee that vehicles on campus belong to identifiable students, staff, and faculty. A Parking Permit is issued by the Public Safety office and must be prominently displayed in all registered vehicles. Visitors to the campus are directed to the Public Safety Office for temporary parking permits.

Fire extinguishers are located in all hallways and many offices in the main building and in the four Residence Halls. First aid kits are prominently displayed and accessible in offices throughout the College facilities and are regularly inspected by an outside agency.

J. Emergency Closings

Emergency closings will be determined based upon the threat of inclement weather, or other situations that may occur. Students, faculty, and staff will be notified via the Blackboard emergency system, broadcasts, Schoology, e-mail, and any other method that would expedite notification. The Dean of the College/Provost, in conjunction with recommendations from the Dean of Students, V. P. Finance & Administration, V. P. Compliance, College President and Director of IT and/or Public Safety, makes the decision to close the College.

K. Fire Drill Procedures

The Department of Public Safety and the Director of Maintenance coordinate the Five Towns College Fire Safety Program. They are responsible for reviewing fire safety policy and procedures, updating them as necessary, inspecting and maintaining fire suppression and detection/alarm systems, providing fire safety education, and conducting drills. The goal of this program is to ensure the safety of students, faculty, staff, and visitors.

Anyone that discovers a fire and/or smells smoke immediately notifies the Public Safety Office, who will contact 911 and activate the fire alarms to evacuate the buildings immediately. When the fire alarm sounds, the building(s) must be evacuated immediately. All occupants exit at the designated doors and are directed to safe assembly areas. Re-entry can only be made after an all-clear signal is given by the Fire Department and the fire alarm is reset. Special attention is given to any persons with disabilities and/or visitors who may be unfamiliar with the building.

Fire extinguishers are strategically located throughout the building and are in place for use by the Fire Department and trained College personnel. Public Safety and the Maintenance are responsible for inspecting and maintaining all fire extinguishers on campus.

Fire drills in the main building (one each semester) and the Residence Halls (two each semester) are scheduled and conducted in accordance with the federal, state, and local regulations.

Public Safety and Maintenance maintain a record of all drills.

Fire prevention is an ongoing activity at the College. The Fire Marshall conducts regular, required inspections every semester and may make recommendations for improving possible violations.

The *Residence Life Handbook* delineates a specific policy for Fire Safety violations as follows:

1. Intentionally or unintentionally causing smoke or fire including burning candles or incense.
2. Failure to evacuate when a fire alarm sounds.
3. Obstructing a door so as to prohibit entrance and/or exit from a room.
4. Tapestries, mobiles and other room decorations affixed to or suspended from the ceiling, sprinkler heads, light fixtures, or placed in doorways are prohibited.
5. Accidental or intentional misuse of fire safety equipment including but not limited to fire hoses, fire extinguishers, sprinkles, pull-stations, fire alarm bell and smoke detectors.
6. Use or possession of microwave ovens.
7. Use of extension cords or multi-receptacle outlets with the exception of UL listed power strips with surge protectors.
8. Presence of live pine trees in room.
9. Use or possession of open element appliances, including toasters, hot plates, and hotpots in Residence Hall rooms or other unauthorized areas.
10. Presence of highly combustible materials and/or liquids.

(Residence Life Handbook, p. 18)

At specific times during the year, the Public Safety Office and Maintenance may conduct fire alarm tests. The Fire Department is contacted and notified of the test. During a test, occupants are not required to exit the building.

When an event is taking place in the Performing Arts Center, the audience is directed at the start of the event to be aware of the Exits for an orderly evacuation in the event of a fire emergency.

L. Medical Emergency Procedures

For any urgent medical situation, Public Safety should be contacted immediately so that 911 can be called and EMS services notified to respond. Any available support staff, i.e., the College Counselor, the Dean of Students, faculty or staff member, or students should remain with the person until emergency services arrives. The person should not be moved unless he/she is in danger. Public Safety secures the personal effects of the person.

The student, faculty member, or staff member should be informed that the College will be contacting the designated parent or guardian, spouse or family member of what is transpiring. All Public Safety Officers are trained in basic emergency medical procedures and should the necessity arise, they can provide life-saving techniques.

An "Incident Report" with all pertinent details must be filed immediately following an emergency. Follow-up on the status of the student, faculty, or staff member is conducted by the College Counselor and/or the Dean of Students.

M. Weather-Related Emergency Procedures

Inclement weather, especially ice and snow, is one of the most frequent causes of interruption of college operations. Travel and weather advisories are continuously monitored by staff and shared with the administrative staff who make the decision to close the College, delay openings, or close the College early. When there is a forecast of a potentially threatening weather disaster, residential students who can return home are recommended to do so. Those students and staff who remain on campus are carefully identified and monitored for safety. The cafeteria is prepared with food and water for several days to accommodate possible power outages. Maintenance staff is prepared with flashlights and battery operated radios, and cell phones. Public Safety Officers are trained to address all weather emergencies.

N. Violence and Crime Procedures/Active Shooter

All campus occupants should be alert to suspicious situations or persons but should not take any unnecessary chances. Every situation is unique, and sometimes good judgment must be relied upon. However, if a dangerous situation is taking place, the following guidelines should be followed:

Dial Public Safety at (631) 656-2196 or 911 and/or activate the RAVE App immediately and provide the following information:

1. The nature of the incident
2. The location of the incident
3. A description of the person(s) involved
4. A description of the property involved

Assist any Public Safety Officers by providing them with any information to help clarify the situation. Ask others in the area to do the same.

An active shooter on campus is probably the most difficult situation to predict and unfortunately, the events may happen very quickly. Faced with an active shooter, the College may have to activate any one of possible scenarios, such as lockdown, shelter, and evacuation. The following steps will help:

1. In a classroom, close and lock the door and all windows. Turn off all lights. Get down on the floor in a place that may not be visible from outside the room. If possible, barricade the doors with heavy furniture. If safe conditions exist, exit the building through the emergency windows.
2. Call 911 and apprise the dispatcher of the events, your location, and where the shooter may be. Keep calling even if the line is busy since others may be doing likewise.
3. Stay in the location until the authorities give the clearance that the situation is contained.

A suspicious person on campus is frequently the precursor to determining an immediate action for emergency planning. It is advisable to inform Public Safety immediately so that they may investigate the person, rather than risking that someone might get hurt.

O. Sexual Assault Protection

All Five Towns College students, faculty, and staff are reminded to make their personal safety a top priority in collegiate life. Should it be suspected that a crime of a sexual nature has occurred, it is important that it be reported to the Office of Public Safety immediately. All complaints will be reviewed and processed appropriately and expediently. Further, Five Towns College follows the mandates of the NYS Education law, Article 129-B, *Enough is Enough*, and all policies and procedures should be followed and are provided here: <https://www.ftc.edu/five-towns-college-enough-enough/>.

Sexual offenses fall into four broad categories; they are rape, sexual assault, sexual harassment, and sexual exploitation.

1. Rape is defined as penetration of a bodily orifice (genital and anal areas, and the mouth) by any object (ex. penis, finger, bottle, etc.) without consent.
2. Sexual Assault is any sexual contact without consent where penetration has not occurred. It includes the touching of an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching (through physical contact whether accomplished directly, or through the clothing of the person

committing the offense, or through the clothing of the victim) is against the will of the person touched and is for the purpose of sexual arousal, gratification, or abuse.

3. Sexual Harassment is a pattern of unwanted and unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical contact of a sexual nature, if it creates an intimidating, hostile, or offensive work, educational or student living environment. It includes the unwelcome touching, patting, pinching, or brushing against a person's body, harassment against a person because of his/her gender or sexual orientation. It may also include any attempt to coerce an unwilling person to unwanted sexual attention or to punish a refusal to comply. It may exist in power situations where one's submission to or rejection of another's behavior is the basis for decisions affecting that person. Five Towns College adheres to the NYS Sexual Harassment Prevention Policy found here: <https://www.ftc.edu/nys-sexual-harassment-prevention-policy/>.
4. Sexual Exploitation occurs when a student takes non-consensual sexual advantage of another individual or individuals for the purpose of his/her own or someone else's benefit, and the behavior does not fall under the previous definitions of sexual offenses. It may include the potential transmission of HIV or STD when the condition is known but undisclosed, the induced incapacitation with the intent to rape or sexually assault through alcohol, date rape drugs, etc., the videotaping and photography for the purpose of sexual arousal, sexual gratification, or sexual abuse without the knowledge and effective consent of all involved parties, and voyeurism.

Charges, which involve sexual offenses, should be filed immediately with the Public Safety Office or with local law enforcement officials and/or the Title IX Coordinator or Team and appropriate College personnel will assist all victims with information about criminal prosecution, College disciplinary procedures, and possible changes in academic or living arrangements. Members of the Five Towns College community found guilty of violating policies on any sexual offenses may be subject to penalties up to and including expulsion for students and termination for employees. As stated, provisions of NYS Education law, Article 129-B, will be followed.

Five Towns College provides ongoing educational programs for students, faculty, and staff in order to promote awareness about rape, sexual harassment, and other sexual offenses in order to heightened community awareness and prevent sexual offenses from occurring.

The Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386 enacted on October 28, 2002) amends the Jeanne Clery Disclosure Campus Security Policy and Campus Crime Statistics Act and requires institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained.

P. Bomb Threats

All bomb threats must be taken seriously. Bomb threats can be delivered in a variety of ways: in-person, via telephone, or in writing.

1. In the event of a telephone bomb threat, it is important to remain calm, but try to keep the caller talking as long as possible. Signal a co-worker to contact Public Safety and call 911. If an evacuation of the building is required, Public Safety will facilitate it.
2. When there is an in-person bomb threat, remaining calm is again the priority. Keep a distance from the threatening person so as not to become a hostage. Try to talk to the person, while signaling others to alert Public Safety. Keep the conversation as calm as possible, putting the threatening person at ease. Once Public Safety or Law Enforcement arrives, relay any information to them that will help them address the situation.
3. If there is any concern that a package or object is suspicious, do not touch or tamper with the item. Notify others in the area to evacuate, and notify Public Safety or 911 immediately. Do not use a cell phone because it could potentially set off a device. Remember to stay calm.

Call Public Safety immediately or 911.

Q. Evacuation Procedures

Certain emergencies will require the immediate or timely evacuation of the main building and Residence Halls. The focus of this situation is to protect lives and clear non-essential persons from the campus as expeditiously as possible.

The following steps should be taken:

1. When notified by college administrators or by fire drill alarm, the buildings are evacuated immediately. All occupants gather their personal belongings, i.e. coats, keys, and walk to the nearest exit and assemble in the designated evacuation area. Once the occupants are outside the building, they are notified as to the nature of the emergency. There is a count of all occupants leaving and returning to the buildings. Public Safety must be informed of anyone unaccounted for.
2. Any disabled individuals/wheel chair occupants are moved to the nearest exit and may request assistance from others in the area.
3. Elevators in the Residence Halls are not to be used in the event of a fire.
4. Occupants return to the building when directed to do so by Public Safety Officers.

Evacuation is not only a result of fire drills, but may be used in the event of a suspicious package, bomb threat, or active shooter. The purpose of evacuation is to avoid contact with a potential threat.

R. Your Role and Responsibilities

It is important to remember that the Five Towns College community is comprised of students, faculty, staff, and visitors, but most significantly that all resources and information must be shared during a crisis. Following instructions and working together are preemptive measures for maintaining a safe and secure environment. Thus, everyone must be aware of the steps to ensure this:

1. Know how to access the Office of Public Safety (631-656-2196). Public Safety will immediately go to the scene of the situation and notify emergency services as necessary.
2. Be aware of evacuation routes, and do so in an orderly manner when instructed to do so.
3. Assess situations quickly and thoroughly and use common sense in determining a course of action.
4. Carry and display College identification cards at all times.
5. Whether or not you are the victim, report any crime that you suspect immediately to Public Safety. Provide the location of the incident you are reporting, a description of the scene and the suspects, and a description of any vehicles including the license plate number.

The Emergency Management Team is trained, prepared, and able to communicate in a timely fashion to address all emergencies.

1. The Office of Public Safety is responsible for assessing the severity of the emergency and for coordinating College services and any outside agencies.
2. The President and/or Dean of the College/Provost is apprised immediately of an emergency and notify the appropriate services should the emergency affect the continuity or scheduling of classes or other aspects of the College's operation. They also sanction the use of the Blackboard emergency system for emergency notification of closings, delayed openings, early closings.
3. The Dean of Students and/or Director of Residence Life is notified in all emergencies affecting student life and activities.

4. The Maintenance Department is involved in ensuring that facilities and the routine operation of the College will be uninterrupted, if possible, or maintained in the least intrusive manner.
5. The Counseling Office is notified in preparation for supporting the community in response to any emergency and referring to outside agencies if necessary.
6. The Technology Department is responsible for all non-interrupted communication of emergency awareness via telephone, e-mail, Blackboard and Schoology.

Preventing campus crime is a shared responsibility between the College and all members of the College community. A collaborative effort to ensure that there is immediate support to the College community, personal and academic support to the victims, investigation of the emergency, and proactive planning to avoid potential emergencies and the repercussions whenever possible in the future is the key.

S. Safety Tips

In general:

1. Be aware of what is going on around you.
2. Become familiar with the buildings on campus.
3. Locate emergency exits.
4. Never prop open any locked or exterior building doors.
5. Follow the buddy system when walking outside after dark.
6. Lock your car at all times.
7. Refrain from leaving property in a vehicle where it can be seen.
8. Watch your books at all times, especially in the Upbeat and Downbeat.
9. Avoid providing personal information on electronic devices.
10. Report immediately any suspicious persons or situation to Public Safety.

In the Residence Halls, make sure that you:

1. Lock your door when you are in your room or leave your room.
2. Make certain that first floor windows to your room are locked.
3. Keep valuables locked or out of sight.
4. Avoid keeping large sums of cash in your room.
5. Be aware of visitors to your room and never permit strangers to stay overnight in your room.

6. Report loss of keys immediately, and arrange for a lock change.
7. Never loan your keys or College ID to anyone.
8. Report any stranger in your Residence Hall immediately to a staff member.
9. Adhere to Residence Hall policies regarding guests.
10. Become familiar with fire evacuation procedures.
11. Report your concern about the physical or emotional well-being of a fellow student to the Dean of Students or your Residence Life staff member.

Being careful will help to deter campus emergencies that threaten the safety and security of the community

T. SUMMARY

A comprehensive review of campus safety procedures is a direct result of recent violent crimes, natural disasters, and other crises that take place in schools. Higher education institutions must have a plan in place to ensure the safety and security of the college environment. At Five Towns College, an emergency management team has been formed to insure that prevention-mitigation, preparedness, response, and recovery phases that build on each other for planning and implementation are in place.

Primarily, prevention is the first step to decreasing the likelihood that an incident will take place. The College regularly takes measures to mitigate the loss of life or property related to a crisis, especially one that cannot be prevented. Specifically, education and definition of different scenarios is on-going at the College, and communicated to all constituents. The ability to identify possible threats preempts their occurrences.

Preparedness refers to the procedures the College has in place in the event of an emergency. It includes the knowledge of the particular types of emergencies that may occur and the protocols that are involved in reacting to them. In most situations, the Office of Public Safety is the first contact to assess a situation and determine what resources need to be allocated.

Response to an emergency involves the activation of an Emergency Management Plan. The responses are based upon the severity, duration, and intensity of the crisis and involve informed decision making by clearly defined lines of authority. For example, using communication resources to inform the College community of a school closing due to inclement weather constitutes a specific response.

Recovery involves the necessary steps to recover from an emergency situation. The primary goal of this phase is to restore the College environment to its normal functioning as quickly

as possible. This phase also affects the assessment of the events to improve future responses to crisis situations.

In summary, a comprehensive emergency management plan is based upon the organization of key participants, the identification of the potentially threatening situations, the establishment of a realistic plan of action, and the continuous assessment and modification to successfully streamline processes and procedures. Five Towns College strives to do that in order to ensure a safe and secure environment for all of its community.

U. APPENDICES -located as pdfs on Public Safety webpage:

<https://www.ftc.edu/student-life/public-safety/>

1. Campus Map
2. Location of Emergency Exits
3. Location of Fire Extinguishers
4. Location of Medical Emergency Kits
5. Location of Defibrillators
6. Blackboard Emergency Notification System
7. Sign-up Form for the Blackboard Emergency Notification System
8. Decision-Making Flow Chart for Alerts and Responses
9. Standard Messages for Communications
10. Committee Meeting Schedule