



EMERGENCY RESPONSE MANUAL

Safety Committee

Susan Ain
Steffi Bobbin
Vera Broekhuysen
Dan Brosgol
Daniel Klein
Arthur McCann
Tanya McCann
Annmarie O'Rourke
Shira Persky
Shayna Rhodes
Leon Zaines

Updated 2012-13

Hebrew College Emergency Response Process

Table of Contents

1.00 General Information

- 1.01 Important Telephone Numbers
- 1.02 Fire Alarm Locations
- 1.03 First Responder
- 1.04 Administrative Chain of Authority
- 1.05 Command, Control and Communications
- 1.06 Cooperation with Law Enforcement Officials
- 1.07 Post-Incident Review

2.00 Emergency Evacuation

- 2.01 **Building Evacuation Procedure**
- 2.02 Evacuation Routes
- 2.03 Assistance for Disabled Individuals
- 2.04 Assignment of Roles for Emergency Evacuation
- 2.05 Special Event Emergency Procedures
- 2.06 Evacuation and Relocation of Students

3.00 Fire/Smoke/Burning Smell/Suspicious Odor

4.00 Suspicious Persons or Objects

5.00 Bomb Threat

6.00 Medical Emergency

- 6.01 Medical Equipment and Supplies
- 6.02 Basic Emergency First Aid

7.00 Other Emergencies

- 7.01 Assault/Fight/Violence
- 7.02 Demonstration or Disturbance
- 7.03 Terrorism
- 7.04 Building Explosion
- 7.05 Suicide Threat
- 7.06 Emergencies Off Campus

8.00 Safety Committee

- 8.01 Training
- 8.02 Evacuation and Disaster Drills
- 8.03 Continuous Improvement

1.00 General Information

The goal of this emergency response plan is to prepare the Hebrew College community for a range of common emergency scenarios. In coordination with security policies, this plan aims to promote campus safety through heightened awareness, preventive actions, training, and well coordinated emergency preparedness.

Security awareness need not and must not diminish the welcoming feel of the campus, or limit the pursuit of the College's academic and social mission. Each individual owns a stake in campus safety and can play an important role in the protection of life and property by practicing the following:

- ***Be watchful and report suspicious activity or suspicious objects.***
Dial "0" to report anything suspicious or potentially dangerous.
- ***Know your building. Become familiar with emergency evacuation routes and be prepared to direct students and visitors in the event of an emergency.***
Building evacuation plans are posted throughout the campus. Detailed evacuation procedures are provided in Section 3.00 of this manual. Know the location of safe areas of rescue and escort those requiring evacuation assistance to one of these areas.
- ***Cooperate actively with security policies, check-in procedures and ID policies***
Help create a culture that is both secure and welcoming; care about security -- and let others know that you care.

1.01 Important Telephone Numbers

EMERGENCY (Police, Fire, Medical)	9-911
Hebrew College Switchboard Operator	0
Administrator on call President's Office	8775
Maintenance Department Pager	0 (call front desk to page)
Newton-Wellesley Hospital	(617) 243-6000
Police (non-emergency)	617-796-2100
Fire Department (non-emergency)	617-796-2210
POISON CONTROL CENTER	1-800-222-1222
Red Cross	617-375-0700
Andover Newton Theological School	617-964-1100

1.02 Fire Alarm Locations

Fire alarm pull stations are located in all of the campus buildings. The pull stations provide an emergency means of initiating evacuation of campus buildings and summoning the Newton Fire Department. All should become familiar with the location of the fire alarm pull stations:

- Main Entrance Lobby (behind reception desk)
- All classrooms in the Academic Building, Lower Level
- Cafeteria (exit to terrace)
- Elovitz Board Room (at Stair 4)
- Academic Building, 2nd and 3rd Floor (across from rest rooms)
- Berenson Hall/Gallery (at Gallery fire exit)
- Corridor connecting Campus Center to Academic Building Lower Level
- Library, upper level (at Stair 4, Stair 6)
- Stair 4 (near restrooms, at fire door exiting the building)
- Conference Center (Stair 6, at fire door exiting building)
- Service Building (at entrance to Stair 7 and at fire door exiting building)

1.03 First Responder

Anyone who becomes aware of a potential life-threatening emergency on the Hebrew College campus should immediately call 9-911 to report the emergency. Examples of life-threatening emergencies are:

- Fire
- Bomb threat
- Terrorist activity
- Threatening person or behavior
- Medical emergency
- Civil disturbance

After placing the call for emergency personnel, the first responder should immediately contact a senior administrator.

Anyone who becomes aware of a non-life-threatening emergency should contact a senior administrator to report the problem. Examples of non-life-threatening emergencies are:

- Suspicious odor
- Theft
- Unclaimed object
- Suspicious person or behavior
- Lost child or confused person
- Vandalism
- Severe weather or similar circumstance
- Power outage

1.04 Administrative Chain of Authority

In the event of an emergency, the chain of authority for administrative decision making is as follows:

- 1) President
- 2) Vice President for Finance and Administration
- 3) Provost
- 4) Facilities Manager
- 5) Director of Human Resources
- 6) Information and Technology Manager

1.05 Command, Control and Communications

In any emergency, firm lines of command, control and communications are essential. When required, the Administrator-in-Charge will establish a **Command Center** to centralize the locus of decision-making and information flow. The administrators listed in the administrative chain of authority, or their designated alternates will staff the Command Center.

The Command Center will be equipped with multiple telephones and computers, a fax/copier, building plans, keys and access cards for all areas, important telephone numbers, records, and other information critical to emergency operations. The Command Center site may need to be up and running both during and after business hours.

The President's office will serve as the official contact point for the media, constituents and anyone else who needs information from the institution during an incident and post-incident. If it is necessary to have additional spokespersons, it is essential that they be carefully coordinated and under the supervision of the office of the President.

1.06 Cooperation with Law Enforcement Officials

Whenever a threat or an attack has been made at or against the College, it is absolutely critical that every effort is made to cooperate with the Newton Police and other law enforcement officials to preserve evidence of a suspected crime. This includes the following instructions:

- Do not erase or paint over graffiti until the police say you may do so.
- Consistent with personal safety, take a picture of whatever is your cause of concern. Make a written record of every element of the event or incident that you can remember.
- Write down a description of every mark, note, word or item on a suspicious package or note the license, color, make, and model of a suspicious vehicle.
- Fill out the [Bomb Threat Call Checklist](#) (see Section 5.04) when a threat comes in, recording every detail, no matter how small.
 - Do not handle evidence (e.g., a rock thrown through a window). While sometimes it is advisable to place a suspicious mailed package into a ventilated room, in no other circumstances should you handle a device or other item of concern. (See 5.00 **Bomb**

Threat)**1.07 Post-Incident Review**

Once an incident is over, the Safety Committee will meet to review the events as soon as possible. The post-incident review will encompass the following:

- Review of the entire event, minute by minute, in an effort to determine what happened and when.
- An assessment of the response in terms of what worked and what did not work.
- Assessment, in light of the incident, of any new circumstances that may raise the risk of a repeat or copycat incident.
- If there is a threat of civil or criminal litigation, the need to consult with an attorney.
- Revision of the security plan or the emergency response as results of lessons learned.

2.00 Emergency Evacuation

In conformance with fire safety and insurance requirements, the Emergency Evacuation Procedure will be practiced regularly throughout the year. Drills will be conducted either with or without prior notification.

2.01 Building Evacuation Procedure

- 1) Whenever the fire alarms/strobes are activated, occupants **MUST** immediately evacuate all buildings. Occupants above or below the ground level must use stairwells, not elevators, to exit the building.
- 2) The doors leading out to the Campus Commons are not emergency exits and should not be used to evacuate the building. The Commons serves as the roof to the Campus Center and may be unsafe during an emergency.
- 3) After exiting the buildings, occupants will proceed promptly and safely to the designated evacuation areas at the far end of the rear parking lot. All will reassemble with their groups and remain in the rear parking lot until authorized to reoccupy the buildings.
- 4) Care must be taken not to block the fire lanes or, in any way, to interfere with emergency response vehicles and personnel.
- 5) For certain Emergencies (e.g. Bomb Threat, Natural Gas Leak), the fire alarms/strobes may not be used. Instead, authorized officials will move through the building and order the occupants to evacuate. Under certain circumstances, Evacuation Coordinators (see section 2.04) may be authorized to announce the evacuation in their assigned areas.
- 6) Emergency evacuation signage is posted in buildings to familiarize occupants with the evacuation routes for their area. Evacuation Coordinators will direct and assist building occupants in their assigned areas to the fire exit stairwell and will confirm that all occupants have evacuated their areas. Each Coordinator will report to the Evacuation Leader, the Facilities Coordinator, or other designated authority that their area is clear. Designated authorities will include uniformed police officers, members of the fire department or Hebrew College staff. In the event of an emergency, certain designated staff will be responsible for securing the Torah scrolls that are housed in various locations in the College, to remove them from the premises. The locations are: the Bet Midrash (2 scrolls) and the rare book room (7 scrolls), stored in locked cabinets). The current coordinators of the Bet Midrash from the Rabbinical School will be in charge of the Torahs in the Bet Midrash. Library and/or Bet Midrash staff will be responsible for the Torahs housed in the rare book room and will be supplied with keys to the cabinet. In the event of an announced drill, it will not be necessary to remove the Torahs.
- 7) Existing groups should remain together so that everyone can be accounted for. Department managers will account for their staff members after reaching the outdoor assembly area in the rear parking lot. Faculty members will ensure that students in their classes evacuate the building and proceed to the designated place of assembly in a prompt and orderly manner where each instructor will take attendance. Instructors and department

managers will immediately report anyone not accounted for to the Evacuation Leader, the Facilities Coordinator, or other designated authority.

8) During evacuation, it is essential to maintain calm. Once outside, all will remain in their designated area to facilitate efficient communications of emergency instructions.

9) Evacuation Coordinators will work with department heads, faculty, and staff to identify in advance any Hebrew College employees or students with a disability that would need consideration and assistance during an evacuation. One or two staff members or students should be assigned to assist each person identified with a disability, to ensure that the disabled person will be assisted during the evacuation. Should the disabled person not be ambulatory, he/she will be escorted to the exit stairwell landing serving as a safe area of rescue. The escort will remain with the disabled person at the landing to provide additional assistance. The Evacuation Coordinator or faculty member will inform a firefighter, police officer, or emergency medical technician that a disabled person is waiting for rescue on the specified floor within the exit stairwell. *(See section 2.30 for detailed instructions for evacuation of persons having specific disabilities)*

10) The Evacuation Leader will assess the circumstances of an incident to determine whether conditions dictate evacuation to the primary evacuation area (rear end of the parking lot), to a secondary evacuation area (Andover Newton Theological School), or to a more remote site in the community.

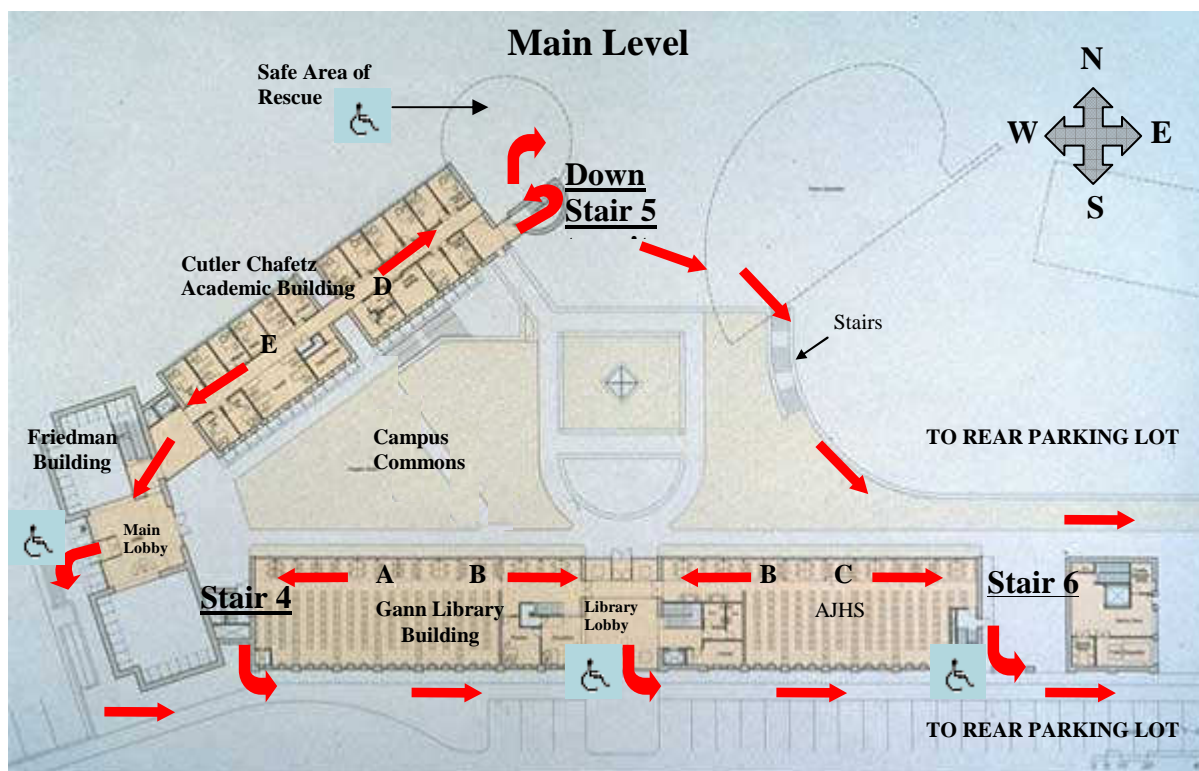
2.02 Evacuation Routes

A minimum of two evacuation routes exists from every campus building location. In an emergency, the closest and safest route always should be selected. The safety of all demands that everyone be familiar with the various evacuation routes. Toward this end, the following practices will be followed routinely:

- Managers and supervisors will review the evacuation routes serving departmental work areas with employees prior to announced evacuation drills. As part of the formal orientation given to new employees, managers and supervisors will provide training on emergency procedures and evacuation routes.
- On the first day of classes, all faculty will review with students the evacuation routes serving classrooms and lecture halls.
- Coordinators or moderators of public lectures and other special events will begin programs by announcing to attendees the location of emergency exits and posted evacuation plans.
- Outside groups using the premises for non-Hebrew College programming will receive training in evacuation plans prior to their first space rental.

2.02.1 Main Level Evacuation Routes

Evacuation routes are marked by letters in the diagram below:



From Gann Library Building, Main Level:

- A) Follow exit sign to Stair 4. Turn left and walk east along sidewalk to Rear Parking Lot.
- B) Proceed to Library Lobby. Exit to parking lot. Turn left and walk east along sidewalk to Rear Parking Lot.

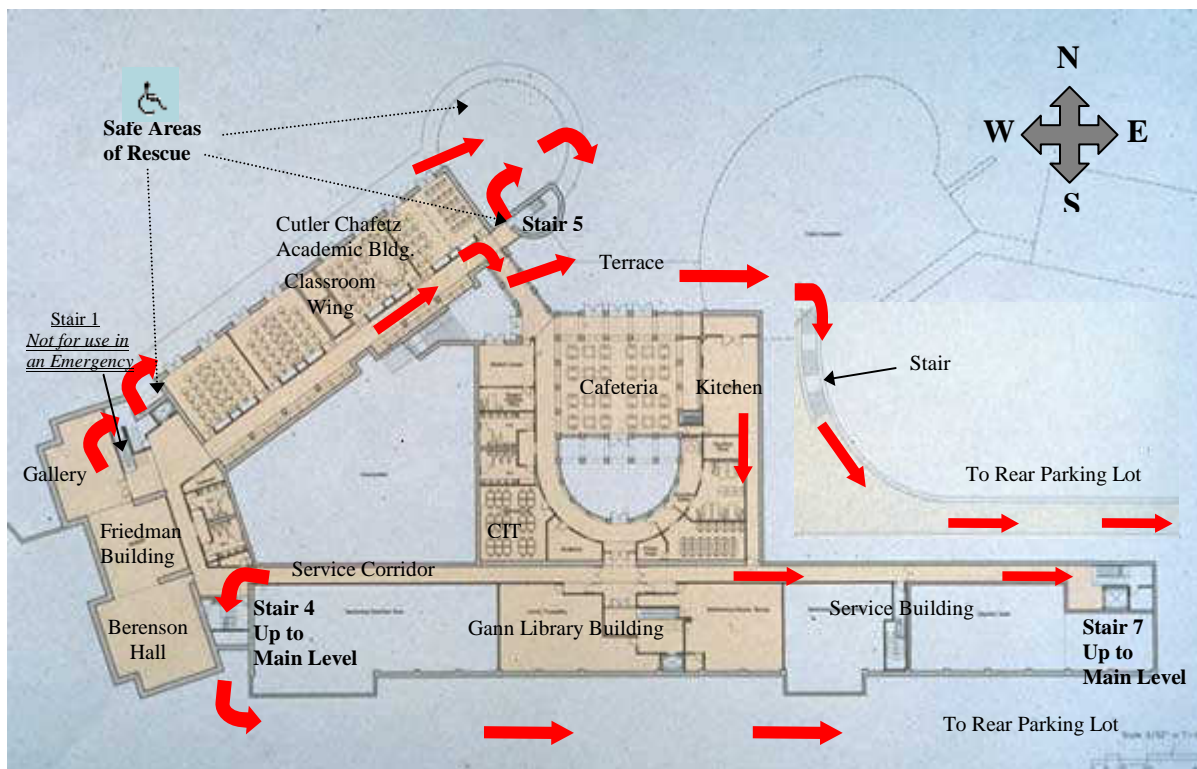
From Conference Center:

- B) Proceed to Library Lobby. Exit to parking lot. Turn left and walk east along sidewalk to Rear Parking Lot.
- C) Proceed to Stair 6. Exit to parking lot. Turn left and walk east along sidewalk to Rear Parking Lot.

From Cutler-Chafetz Academic Building, Main Level:

- D) Exit at Main Lobby. Turn left and walk toward parking lot. Turn left and proceed east along sidewalk to Rear Parking Lot.
- E) Descend Stair 5 to exit building at Lower Level. Follow walk way to Rear Parking Lot.

2.02.2 Lower Level Evacuation Routes



Evacuation routes are marked by letters in the diagram below.

From Berenson Hall and Gallery:

- F) Exit through Gallery fire exit to north side of building. Walk east to rear of building. Follow walkway to Rear Parking Lot.
- G) Follow exit signs to Stair 4. Go up Stair 4 to exit at south side of building. Turn left and walk east along sidewalk to Rear Parking Lot.

From Classroom Wing:

- H) Exit classroom door to corridor. Turn right toward front of building. Turn left at end of corridor. Follow exit signs to Stair 4. Go up Stair 4 to exit at south side of building. Turn left and walk east along sidewalk to Rear Parking Lot.
- I) Exit classroom door to corridor. Turn left toward rear of building. Turn right and exit through glass door to cafeteria terrace. Follow walkway to Rear Parking Lot.

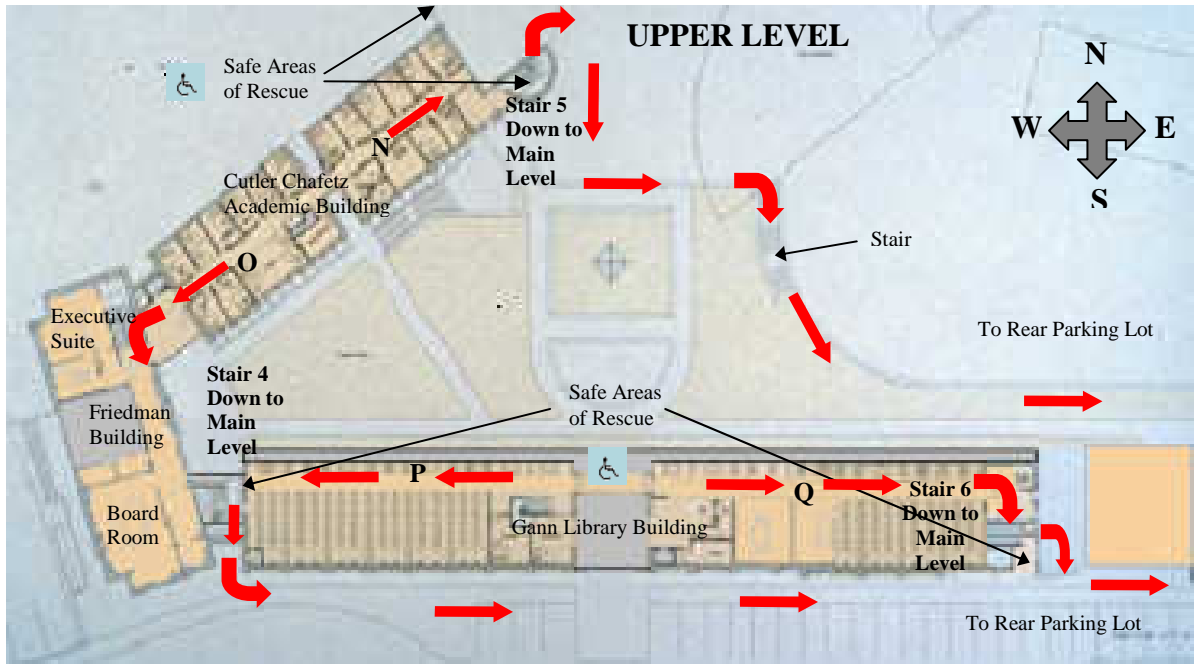
From Campus Center Building (Cafeteria/Kitchen, Student Lounge etc.):

- J) Exit through glass doors to cafeteria terrace. Follow walkway to Rear Parking Lot.
- K) Exit to service corridor. Turn left and walk through Service Building to Stair 7. Walk up Stair 7 to exit. Proceed to Rear Parking Lot.

From Service Building and Corridor, including SJM Offices, Stone Seminar Room and Compact Shelving:

- L) Walk east through Service Building to Stair 7. Walk up Stair 7 to exit. Proceed to Rear Parking Lot.

- M) Walk west through service corridor to Stair 4. Go up Stair 4 to exit at Main Level. Turn left and walk east along sidewalk to Rear Parking Lot.



2.02.3 Upper Level

Evacuation routes are marked by letters in the diagram below:

From Executive Suite and Academic Building, Upper Level:

- N) Descend Stair 5 to exit at Lower Level. Follow walk way to Rear Parking Lot.
 O) Exit to Stair 4. Go down Stair 4 to exit building at Main Level. Turn left and walk east along sidewalk to Rear Parking Lot.

Note: Stair 1, while not a fire stairwell, may be used in an emergency if it is clear of any danger. Exit building at Main Entrance. Go left and follow sidewalk to rear parking lot.

From Gann Library, Upper Level:

- P) Descend Stair 4 one flight to exit building at Main Level. Turn left and walk east along sidewalk to Rear Parking Lot.
 Q) Descend Stair 6 one flight to exit building at Main Level. Turn left and walk east along sidewalk to Rear Parking Lot.

2.03 Assistance for Disabled Individuals

A. Non-ambulatory Persons

Main Level

From the Main Level, non-ambulatory persons (including persons using wheelchairs, crutches, canes, or walkers) will exit through one of the following three barrier-free exits and proceed to the rear parking lot:

- the Main Entrance in the Friedman (E) Building
- the Gann Library (L) Building Entrance, or
- Stair 6 in the Conference Center area

Upper Level

From the Upper Level, persons unable to descend the stairs to the Main Level will be escorted to one of the “Safe Areas of Rescue” located in stairwells 4, 5, or 6, as follows:

- Friedman Building (E Bldg.) - Stair 4
- Academic Building (F Bldg.) - Stair 5
- Gann Library (L Bldg.) - Stair 6, Stair 4

Lower Level

From the Lower Level, barrier-free egress from the building is available at multiple locations (Gallery, Classrooms, Stair 5, and Cafeteria). Due to a difference in grade, an exterior stair leading from behind the Kitchen up to the level of the parking lot may present a barrier for some non-ambulatory persons, preventing them from reaching the evacuation area in the rear parking lot. These persons will be directed to one of the Safe Areas of Rescue located in designated fire stairwells and at locations outside the building. Listed below are the locations of Safe Areas most accessible from specific areas on the Lower Level:

Berenson Hall & Gallery	Outdoor space to the left of Gallery exit or circular space behind Academic Building (Back up: Stair 5)
Classrooms	Circular space behind Academic Building, or Stair 5
Campus Center (C Bldg.)	Circular space behind Academic Building, (Back up: Stair 7)
Service Corridor (L Bldg.)	Circular space behind Academic Building, (Back up: Stair 7)
Service Building (S Bldg.)	Circular space behind Academic Building, (Back up: Stair 7)

The escort should remain with the disabled person at the safe area to provide additional assistance until the arrival of trained rescue responders.

In extreme circumstances when evacuation of the building must occur prior to the arrival of firefighters, police, or other emergency personnel, the following procedure will apply for the evacuation of individuals with limited mobility:

1. For floors above the ground level, the needs and preferences will vary. Always consult the person as to his/her preferences regarding:
 - ways of being removed from the wheel chair
 - the number of people necessary for assistance
 - whether to move or extend extremities when lifting
 - the need for a seat cushion or pad
 - after-care, if removed from the wheelchair (is a stretcher, chair or paramedic attention necessary?)
2. Check the evacuation routes for obstructions before assisting the person to the exit.
3. Delegate other volunteers to bring the wheelchair.
4. Reunite the person with their wheelchair as soon as it is safe to retrieve it. Be aware that some people have minimal ability to move. Lifting or moving them too quickly may be dangerous to their well being. It may be necessary for trained rescue responders to bring the person out of the building. If this is the situation, the person must be brought to a “Safe Area of Rescue” to wait for assistance.
5. Persons using crutches/canes or walkers will be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure described above.

B. Visually Impaired / Blind

Advise the person without sight the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and any obstacles in your path. When you reach safety, orient them to a safe location and ask if they need any further assistance.

C. Hearing Impaired / Deaf

Persons who are deaf or hearing impaired may not perceive an audible fire alarm. Use an alternate warning system. Two methods are: (1) write a note to tell the person of the situation, the nearest evacuation route, and the assembly area. or (2) turn the light switch on and off to gain attention only if there is NOT a gas line leak. Then indicate in writing or through gestures what is happening and what to do.

Sample Script: **“FIRE – Follow the exit sign to Stair 4. Go up one flight to exit. NOW.**

Meet at the Rear Parking Lot.”

2.04 Assignment of Roles for Emergency Evacuation

To insure an orderly and safe evacuation of the buildings, coordination and supervisory roles will be assigned to designated personnel. The designated personnel will be equipped with a reflective vest, radio, and bullhorn.

2.04.1 Description of Roles

Evacuation Leader (VP for Finance and Administration and alternate)

- Oversight of evacuation of building occupants
- Coordination of communications with Evacuation Coordinators
- Communications with Police, Fire, and EMT services re public safety issues
- Give signal to re-occupy building
- Maintain file of fire drill documentation

Facilities Coordinator (Director of Facilities and alternate)

- Overall responsibility for buildings, grounds, and equipment issues during emergency
- Communications with Police, Fire, and EMT services re facilities issues
- Coordination and deployment of Maintenance Personnel
- Storage and maintenance of emergency kit and supplies

Evacuation Coordinators (9, plus alternates)

- Monitoring of evacuation of assigned area
- Check for full evacuation and close doors to rooms once empty
- Facilitation of timely evacuation by encouraging rapid movement, lending assistance as needed, and identifying persons needing evacuation assistance
- Establish post at designated points to insure smooth traffic flow
- Report to Evacuation Leader when assigned area is completely evacuated

Main Lobby Receptionist

- Monitor building entrances from a safe outdoor location to maintain building security

2.04.2 Assigned Areas for Evacuation Coordinators

1. Library Main Level (Library Staff)
2. Library Upper Level (Bet Midrash Staff)
3. Conference Center (Library Staff)
4. Kitchen & Service Building (Maintenance Staff)
5. Campus Center/Cafeteria (SJM Staff)
6. Classroom wing (Prozdor Staff)
7. Berenson & Gallery – (Event Organizer and Facilities Staff)
8. Academic Bldg. 2 – (Academic Staff)
9. Academic Bldg. 3 and Executive Suite – (Admin Staff)

2.04.3 Posts to Be Monitored During Evacuation Process

1. Academic Building, Lower Level, Door to Stair 5
2. Friedman Building, Lower Level, foot of Stair 1
3. Outside Gallery Exit
4. Outside Stair 5 Exit
5. Outdoor Stairs at rear of building
6. Outside Stair 4 Exit
7. Academic Bldg., Main Level, at door to Campus Common adjacent to Stair 5
8. Main Lobby, at door to Campus Common
9. Library Lobby, at door to Campus Common
10. Circular island outside Main Entrance (Main Lobby Receptionist)
11. Stairway to Andover Newton Theological School (Library Staff)

2.05 Special Event Emergency Procedures

Emergency preparedness is of particular importance during special events that typically take place in the evening and on weekends. The presence of a very small number of regular staff together with the large number of participants who may be unfamiliar with the campus layout and evacuation procedures demands a heightened level of safety preparedness and security awareness by all staff that plan and oversee special events.

Use of the checklist below or one similar will help insure that appropriate steps are taken prior to and during a special event to promote safety and security:

Prior to the day of the event, the following steps should be taken:

1. Pre-registration
 - Encourage advance registration by participants
 - Prepare and distribute with registration materials a campus map showing information about parking, wayfinding, and emergency evacuation routes
 - Prepare list of pre-registered attendees and provide receptionists with a copy
 - Incorporate emergency evacuation procedure information on program handout
2. Staff assignment and training
 - Program managers will review emergency procedures and, as necessary, provide training to staff assigned to be on site during the event.
3. Coordinate with Facilities Department
 - Review event plan with facilities department
 - Determine which member of the facilities staff will be on duty during the event and establish communications link (pager number, radio, etc.)
4. Prepare emergency kit
 - Obtain emergency supply kit (bull horn, flashlights, reflective vests, first aid kit, emergency manual, spare batteries), check operation of equipment, and replenish supplies as necessary.

On the day of the event, the following steps should be taken:

1. Set Up
 - Review staff emergency role assignments.
 - Check evacuation routes and move/remove any items blocking egress paths.
 - Check if telephone and/or radio are operating properly
 - Place emergency kit in easily accessible location
 - Place movable sign in front of Stair 1 at Gallery level to discourage use of that stair as emergency egress route
 - Place emergency evacuation information handouts at registration table
2. During the Event
 - At the start of each program, the convenor will provide a very brief message alerting all to the emergency evacuation procedures.
 - Overview will include:
 - Location of exit doors

- Location of safe areas of refuge for persons needing evacuation assistance
 - Location of outdoor assembly area in the far end of back parking lot, and
 - The need for all to move steadily and to not stop until reaching the assembly area so as to permit a swift and safe evacuation of all.
3. In Berenson Hall, staff should try to position themselves within reasonable proximity of the two exit locations to facilitate the supervision of an evacuation. In the event of an emergency, a staff member will be needed in front of Stair 1 to discourage its use as an evacuation path and to direct participants to appropriate exits. After all have vacated the building, the staff member will exit the building through the Gallery exit door and will follow at the rear of the crowd as it moves toward the rear parking lot. Staff positioned near the front of Berenson Hall will issue emergency instructions as needed, will insure that all have exited the hall safely, and will then exit the building at Stair 5 to monitor the evacuation from that location.
 4. Staff will take note of any participants likely to require evacuation assistance in the event of an emergency. The route to safe areas of refuge shall be reviewed with such participants and arrangements made for someone to provide assistance in the event of an emergency (accompanying person, off duty staff, etc.)

2.06 Evacuation and Relocation of Students

Emergency circumstances requiring the rapid relocation of students to home or to another secure off site location may arise. In such circumstances, the Evacuation Leader or Administrator-in-Charge will decide whether to implement one of the established emergency students relocation plans:

1. **Emergency Plan to Secure All Students At School For Parental Pick up;**
2. **Emergency Plan to Relocate All Students (Faculty, and Others) to Off Site Location**

3.00 Fire/Smoke/Burning Smell/Suspicious Odor

All rooms and corridors in the complex are equipped with smoke alarms designed to activate the fire alarm upon sensing smoke or intense heat. Nevertheless, any appearance of smoke, any burning or electrical (ozone) smell, or unusual fumes of any kind should be reported immediately.

How to report:

- *Fire/Smoke:*
 1. Activate nearest fire alarm and evacuate building immediately

OR

 - Dial 9-911 to notify fire department
 2. Report location of fire and smoke to firefighters.
- *Burning Smell/Suspicious Odor:*
 - Weekdays, 7:30 AM to 5:00 PM: Call the Maintenance Department (8745) or dial the switchboard operator (0) to page the custodian.

OR

 - All other times: Dial 0 to page the custodian.

4.00 Suspicious Persons or Objects

It is incumbent upon all to be vigilant and to take appropriate action upon the sighting of a suspicious activity or item. When in doubt, it is always best to err on the side of caution in such situations and to observe the following steps:

4.01 Suspicious Activity

- 1) **Trust your instincts.** If someone's manner makes you feel uncomfortable, do not ignore it.
- 2) **Report to Supervisor.** As soon as possible, and with calm and discretion, report your observations and concerns to a supervisor or designated authority.
- 3) **Page the Custodian,** calmly put out a call for help. Call the main lobby receptionist (0) and ask to page "Mr. Ezra" to your location. The custodian on duty will come at once to the requested location.
- 4) **Panic Button.** If you believe you or another person is in immediate danger, dial 9-911 to reach the Newton Police, or call the Main Receptionist. The panic button at the main reception desk lobby sends an immediate distress call to the security monitoring company who will contact the police. The police department will automatically dispatch an officer.

4.02 Suspicious Object

1. **Leave it alone.** Do not move it or touch it.
2. **Establish Ownership.** Ask people in the immediate vicinity if they own it.
3. **Report to Supervisor.**
How to report:
 - Weekdays, 8:00 AM to 4:00 PM: Call Receptionist (0) who will contact Facilities Manager or custodian via radio.
 - All other times: consult the emergency contact information list at the lobby desk or in the maintenance office. The Facilities member on duty will be able to contact the Facilities director at all times; follow steps 4 and 5 below.
4. **Call Police.** Dial 9-911 to report immediately - do not use a cell phone or other electronic device (bombs may be triggered by radio signals)
5. **Evacuate.** If you decide it may be an explosive device, evacuate the vicinity (*rule of thumb*: after you have evacuated, if you can see the device, you are too close).

5.00 Bomb Threat

5.01 Receipt of Phoned-in Threats

Telephone switchboard personnel (or all personnel who receive direct calls from outside the institution) should observe the following procedure:

- ***Remain calm.*** A calm response may help in getting important information from the caller and it may provide the person making the threat with a human face to the situation.
- ***Do not irritate or insult the caller.*** Keep the caller on the line for as long as possible. Consider asking the caller to repeat information
- ***Ask the caller WHEN the explosive will go off and WHERE the explosive is located.*** Inform the caller that the building is occupied and that the detonation of an explosive could result in death or serious injury to many innocent people.
- ***Pay particular attention to background noises.*** Listen for the sound of a motor running, music playing, and any other noise that may provide information about a caller's location.
- ***Record every word spoken by the caller.*** Use the checklists provided below, but also try to take detailed notes.
- ***If possible, do not hang up after the call.*** One suggestion: put the line on hold, and use another line to initiate emergency procedures.
- ***Try to have a second person listen in on the call.*** A covert signaling system should be implemented or a recording device installed.
- ***Report the information immediately.*** Remain available for questioning by law enforcement.

5.02 Evaluation and Decision

There are two choices available to the Administrator-in-Charge after an explosive threat is received:

- A) Evacuate immediately; or
- B) Search and evacuate as needed

To ignore a threat is unacceptable under all circumstances. With a potential risk to human life and safety, all threats must be treated as serious until safety is assured.

Option 1. Evacuate Immediately. All things considered, immediate evacuation is usually the safest choice. While immediate evacuation may result in a loss of time and/or subject the College to the use of copycat threats as a means to interrupt business and other harassment, because of the potential risk to human life and safety immediate evacuation is, by far, the dominant consideration. While the statistical probability is that any threat is false, some threats have led to explosives being discovered. At minimum, evacuation of the areas closest to the alleged location of an explosive device should still be undertaken as soon as possible.

Option 2. Search and evacuate as needed. Certain unique circumstances may lead the Administrator-in-Charge to delay the order to evacuate pending some degree of investigation. For example, the caller of the threat may provide clear and precise information regarding the time of detonation and the location of an explosive device. If the validity of the threat is easily verifiable within a safe interval, the decision might be made to undertake a search to verify the threat prior to ordering an evacuation.

Evacuation

Whether to order a partial or complete evacuation of campus buildings and how best to communicate the need to evacuate involves a number of considerations:

1. *How much is known about the location of the suspected explosive device*
Evacuation of the floor where the suspected bomb is located, as well as the floor immediately above and below, is an appropriate option when: (a) an item suspected of being an explosive device has been found or (b) information obtained from a bomb threat caller is specific as to the location of an explosive device. In such a situation, it may be necessary to monitor the evacuation closely so as to direct the evacuation away from any area considered potentially dangerous.
2. *Options available for communication of clear evacuation instructions to all those at risk*
Sounding the fire alarm is by far the most expedient way of giving a signal to evacuate the building that will be heard by all. In most cases, this will require manual activation of the alarm at one of the fire alarm pull stations.

Notifying department/program representatives or class instructors in advance of sounding the alarm is always preferable if this can be done quickly and safely. This can be done either by telephone calls, a page through the telephone speakers, or by instructions delivered in person by messenger.

3. *Availability of regular staff to assist with evacuation*
As with any emergency situation, the number of trained staff available will limit the ability to monitor the evacuation. People are needed to check areas of the building to insure that all have evacuated safely and to secure the entrances to prevent access by intruders as well as those who might be walking unknowingly into harm's way.
4. *Judgment of how best to avoid panic*
Panic must always be avoided in emergency situations. Leaders should always exercise judgment in deciding upon how to conduct the evacuation in a safe and orderly fashion.

Search

After a threat, buildings must be searched thoroughly for explosive devices before they can be declared safe. As discussed previously, circumstances may dictate whether the search is conducted prior to evacuation of buildings. The search for should be conducted with the help of the Newton Police and Fire Department, at whose discretion a special explosive squad will be called in.

It is absolutely critical that personnel involved in explosive searching must understand that they are only to look for and report suspicious objects. **THEY MUST NOT TOUCH, MOVE OR JAR ANY OBJECTS OF CONCERN!**

The following should be kept in mind when conducting a search:

- If it is safe to do so, everyone should check over his/her own workspace to ensure nothing has been hidden in the work area.
- More than one person should be used to search each space. Ideally, several teams of two should serve as primary searchers. Teams can be made up of supervisory personnel, area occupants or specially trained search teams. While the first two lead to the quickest search, the latter is ultimately more safe and thorough.
- All rooms must be searched. Unoccupied rooms should be checked carefully if found unlocked.
- When searching a room with two people:
 - a. Carefully move to various parts of the room and listen quietly for the sound of a timing device.
 - b. Divide the room into four heights: floor to hip level, hip to chin, chin to overhead and finally, ceilings and fixtures.
 - c. Starting at a single point and standing back to back, begin to walk the circumference of the room looking for devices in the first height range. Examine everything, including carpeting, ducts, heaters, etc. Next, proceed to the center of the room and search objects and furniture there.
 - d. Repeat these steps for each of the next two levels.
 - e. Finally, check for devices that may be hidden in false or suspended ceilings, and check for lights, building framing members (e.g., rafters, studs), etc.
- Once a room or area is searched, mark the wall with tape or hang a “search complete” sign.
- Search the outside of the building, in particular
 - a. Along walls, looking behind and into bushes.
 - b. Inside any enclosure, including planters, sheds, etc.
 - c. Under and into every vehicle parked close by. Look for a vehicle that sits heavy on its springs, etc. Identify and examine vehicles that do not belong.

5.03 Discovery

When any object of concern is found:

1. ***DO NOT ATTEMPT TO TOUCH OR MOVE IT!***
2. Evacuate the building.
3. Be prepared to:
 - a. Report the location of the device.
 - b. Give accurate instructions as to how to locate the device.
 - c. Describe the device.
4. Be available to emergency responder units.

6.00 Medical Emergency

Always dial 9-911 in the event of an urgent medical incident. While waiting for the arrival of emergency response personnel, administer emergency first aid to the victim(s).

6.01 Medical Equipment and Supplies

The following items, stored in the locations indicated, will be available for use during a medical emergency:

Item	First Aid Kit (staff lounge, bathroom next to Elovitz board room, maintenance office)
	Defibrillator (near Receptionist desk, main lobby)
	Wheelchair (call facilities if needed)

Periodic inspection and replenishment of medical equipment and supplies will take place twice yearly. A log of medical equipment and supplies maintenance will be kept and reviewed periodically by the Safety Committee.

6.02 Basic Emergency First Aid

IN CASE OF A SERIOUS ACCIDENT:

- RESCUE: Do not move victim unless further danger is imminent.
- CHECK BREATHING: If not breathing, give artificial respiration.
- CONTROL SEVERE BLEEDING: Use direct pressure and elevate
- DILUTE POISONS: With milk or water
- TREAT FOR SHOCK
- CALL FOR HELP
- GIVE THIS INFORMATION:

L - Location of emergency
(address and phone number)
I - Injury (number and type)

F - First aid given
E - Equipment needed or available

WOUNDS

Control bleeding.

- a) Apply direct pressure on wound with a sterile dressing (if available).
- b) Elevate injured area above the heart if possible.
- c) Apply pressure to supplying blood vessel if direct pressure is not successful.
- d) Secure dry, sterile dressings with bandages.

Cleanse minor injuries thoroughly with plain soap and water (clean your hands first).
If evidence of infection appears, see a doctor.

FRACTURES

- Do not move the victim.
- Keep the broken bone ends and adjacent joints from moving.
- If an open wound is present, control the bleeding (see wounds).
- Apply splints.

SHOCK

- Keep victim lying down.
- Cover him only enough to keep him from losing body heat.
- Obtain medical help as soon as possible.

POISONING

- Dilute with milk or water (except for an unconscious person)
- Call poison information center
- If breathing stops, use artificial respiration
- Save label of poison container and/or save sample of vomitus if victim regurgitates
- Transport to hospital emergency room

BURNS

To relieve pain and prevent contamination

- a. Submerge small minor burns in cold water (do not use ice)
- b. Apply sterile dressings to large extensive burns (do not apply grease or ointment)
- c. Treat for shock
- d. Seek medical assistance

STOPPAGE OF BREATHING

Give artificial respiration - Mouth to mouth method

- a) Tip victim's head back, chin pointing up
- b) Look, listen and feel for breathing
- c) If not breathing, close victim's nostrils by pinching shut
- d) Make a tight seal over victim's mouth with your mouth
- e) Inflate victim's lungs with 2 full slow breaths
- f) Watch victim's chest fall while listening for air return between breaths
- g) Check for the pulse at the side of the neck for 5 seconds. If there is no pulse and there is no breathing, begin CPR if you have been trained
- h) If victim has a pulse, but is not breathing, give artificial respiration

- i) Breathe for adults once every 5 seconds; for children, once every 4 seconds; for infants, once every 3 seconds
- j) Recheck for spontaneous breathing every few minutes
- k) Call an ambulance

HEART ATTACK

- Symptoms: Chest pains, difficulty breathing, nausea, sweating, weak rapid pulse. If you suspect a person has suffered a heart attack, search for an identification card or bracelet for additional steps or doctor's telephone number. Question eyewitnesses about what has occurred.
- First Aid
 - a) Place the victim in a comfortable position
 - b) Raise his head and chest if breathing is difficult
 - c) If breathing stops, apply artificial respiration
 - d) Get medical aid fast -- physician or person trained in CPR
 - e) If pulse becomes absent, give CPR if trained.
 1. Tip head to open airway. Look, listen, feel for breathing
 2. Restore breathing. Give mouth-to-mouth artificial respiration
 Restore circulation. Check carotid pulse. If absent, apply external cardiac compression on the victim's breastbone.

Single Rescuer: 15 chest compressions at 80-100 per minute, alternate with 2 slow full lung inflations, then repeat 15 compressions.

Two Rescuers: 5 compressions at 90-100 per minute. Give 1 breath every 5th compression. Repeat at 5:1 ratio.

SIMPLE FAINTING

- Keep victim lying down with feet elevated until recovery is complete.
- Bathe face down gently with cool water. Do not pour water over victim.
- Loosen tight clothing.
- Keep crowds away.

HEAT EXHAUSTION

- Provide rest, with feet elevated 8-12 inches.
- Apply cool, wet cloths or rubbing alcohol to the victim.
- Give sips of cool water, 1/2 glass every 15 minutes for 1 hour.
- Loosen clothing.
- Fan victim.
- Victim should do no work for several days.

FROSTBITE

- Protect the frozen area from further injury.
- Cover the frozen area with clothing or blankets.
- Do not rub frozen part since this may cause tissue death.
- Immerse chilled part in warm water (102 - 108 degrees) as soon as possible.
- If thawed and refrozen, immerse chilled part in room temperature water (70-74 degrees).
- Do not use heat lamp, hot water bottle, or stove to warm the frostbitten area.
- Discontinue warming the victim as soon as the affected part becomes flush.
- If fingers or toes are involved, place dry sterile gauze between them to keep them separated.
- If medical help is not available for 1 hour or more, give victim (conscious victims only) a weak solution of salt and soda at home or on route: 1 level teaspoon of salt and 1/2 level teaspoon of baking soda to each quart of water, neither hot or cold. Give about 4 ounces of 1/2 glass every 15 minutes (adults).

7.00 **Other Emergencies**

7.01 **Assault/Fight/Violence**

If you or another person is in immediate danger, dial 9-911 to reach the Newton Police, or call the Main Receptionist (0). The panic button at the main reception desk lobby sends an immediate distress call to the Police.

7.02 **Demonstration or Disturbance**

Follow the procedure in section 4.00 for Suspicious Activity.

7.03 **Terrorism**

Terrorists look for visible targets where they can avoid detection before or after an attack. Preparing to deal with a terrorist incident involves adapting many of the same techniques used to prepare for other crises:

- Be alert and aware of the surrounding area. The very nature of terrorism suggests that there may be little or no warning.
- Be aware of conspicuous or unusual behavior and suspicious objects.
- Know where emergency exits are located. Think ahead about how to evacuate a building, or congested public area in a hurry.

7.04 **Building Explosion**

In a building explosion, get out of the building as quickly and as calmly as possible. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk. If there is a fire:

- Stay low to the floor and exit the building as quickly as possible.
- Cover nose and mouth with a wet cloth.
- When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door--seek an alternate escape route.
- Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

If you are trapped in debris:

- Use a flashlight to signal to the rescue team
- Stay in your area so that you don't kick up dust. Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort--shouting can cause a person to inhale dangerous amounts of dust.

Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

7.05 **Suicide Threat**

Call for help immediately. Dial 9-911 and provide details to the emergency dispatcher.

7.06 **Emergencies Off Campus**

Hebrew College may become affected by an emergency that occurs outside of its campus, either in the Herrick Road vicinity, the Newton Centre area, or a more remote location. When the existence of such a circumstance becomes known, the highest ranking person in the Administrative Chain of Authority (see Section 1.04) or senior person on campus at the time will convene an emergency meeting of key personnel to assess the risk to Hebrew College and to determine the safest course of action. If not on site at the time, the President of the College should be contacted and briefed at the earliest possible opportunity. A command center will be staffed and activated for as long as may be needed to insure reliable and expeditious information flow.

8.00 Safety Committee

Under the direction of the Vice President for Finance and Administration, the Safety Committee is a permanent standing committee of Hebrew College, responsible for monitoring the development and implementation of emergency procedures. The Committee's members represent staff, faculty and students, and are responsible for:

- Planning and implementation of fire drills and other practical exercises to improve emergency preparedness at Hebrew College
- Ongoing review and revision of the Safety Manual
- Development and oversight of safety training programs and communications
- Review and evaluation of fire drill reports, incident reports, and consultant recommendations
- Proposal of revisions to emergency procedures and security policy

8.01 Training

Safety at Hebrew College depends upon widespread awareness of emergency procedures, proactive safety and security consciousness, and ongoing practice and improvement of evacuation and other emergency policies and procedures. The Safety Committee has identified the following ongoing training needs:

1. General training for all staff
2. Training for new employees
3. Intensive training for staff who lead programs during the evening and on Sundays (i.e. Library, Prozdor)
4. Training for representatives of non-College users of the facility (e.g. Newton Centre Minyan)

5. Training of staff as volunteer experts in CPR and emergency first aid
6. Communications to inform students and frequent visitors about security policies and safety procedures

8.02 Evacuation and Disaster Drills

The Safety Committee, upon the advice of the Newton Fire Department, has established the goal of holding fire drills at least four times per year. The drills will be planned to occur under different conditions (season, time of day, day of week, announced/unannounced etc.). It is also the goal of the Safety Committee to undertake at least one “tabletop” disaster drill per year.

8.03 Continuous Improvement

The Safety Committee will regularly review and analyze fire drill evacuation performance, incident reports, consultant recommendations, advisories from the Anti-Defamation League, safety manuals and other sources of information pertaining to emergency preparedness, safety, and security at Hebrew College. The Committee will propose any revisions to safety procedures and campus security policies.