

Important Contacts

Call 911 to report any
emergency

Safety & Security

- 718-505-1024

Environmental Health & Safety

- 917-419-1673

Facilities

- 917-419-1673

Emergency Preparedness and Response Plan

Vaughn College

FALL 2025

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Introduction and Purpose

Vaughn College is committed to the safety and well-being of its faculty, staff, students, and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the department or the College.

Goals

The goals of Vaughn College in responding to an emergency include:

- The safety of all faculty, staff, students, and guests.
- The physical and emotional well-being of staff, students and guests.
- The timely stabilization of an emergency situation.
- The protection of Vaughn College facility, property, and the belongings of staff, students and guests.

Applicability and Scope

This plan applies to all employees of Vaughn College and any person occupying the physical plant of Vaughn College; to include students, Vaughn College employees and guests. The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Vaughn College emergency plan is the responsibility of the director of security and facilities who will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to: Director of Security and Facilities, Martin Capunay, at Martin.Capunay@Vaughn.edu.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. Martin Capunay, Director, Security and Facilities
2. Sharon DeVivo, President
3. Brendan Leonard, Vice President, Finance and Business Services
4. Kelli Smith, Vice President, Student Affairs

Emergency Communications

During an emergency, Vaughn College will use the following means and methods of communication:

- Emergency Notification System (“Regroup”)
- Text (more reliable during an emergency)
- Landline telephones
- Cell phones (possible outages during emergency)
- Two-way radios
- Public announcement system
- Email

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by the associate vice president of marketing and communications. The marketing and communications office will be consulted to release any information to the media. To contact the office, please call 718-429-6600, ext. 113 or email marketing@vaughn.edu.

Test, Training, and Exercises

Training will be conducted annually and led by the director of security and facilities. Training will be conducted through means of various tabletop and real-life drills during the academic year. Evacuation routes from various departments are addressed in the College’s evacuation plan.

Emergency Contact Directory

Safety and Security, 718-505-1024 (or extension 130 from campus phones).
Director of Security and Facilities, Martin Capunay, 917-419-1673 (cell phone).

Emergency Protocols

Fire and Evacuation

In the event of a fire, the College has established fire warden's areas

Designated Area	Fire Warden1	Fire Warden2	Designated Area	Fire Warden 1	Fire Warden2
2 nd Floor Library	Kyle Mercadante	Security	Career Services	Erick Zupance	Chaundra Daniels
1 st Floor Library	Pamela Sookralli	Security	Admissions	Ruhullah Mehirdel	Mohamed Adnan
Administrative	Hector Carrasco	Lauren Cajade	Faculty Area	Luis Santana	Debbi. Barri
Designated Area	Fire Warden1	Fire Warden2	Designated Area	Fire Warden 1	Fire Warden2
Student Affairs	Andrea Alaba	Jared Martino	Cellar	Domenic Proscia	Edward
Financial Aid	Adrian Chutkham	Juan Martinez	Hangar	Fed Parham	Jaime Charqui
Advisement	Sarah Tang	cecilia Haralampopoulos	East Building	Security	Security
West Wing	Marlyn Goya	Security	Tower	Security	Security
			Residence Hall	Piotr Holda/Diones Adorno	Security /RA

In the event of a fire alarm, do the following things:

1. Immediately activate the building fire alarm system. This will sound the fire alarm bells or horns to evacuate the building and will automatically notify the Campus Security, Environmental Health and Safety, and the Fire Department.
2. Leave the building immediately; use the stairwells, not the elevator
3. If you are a mobility-impaired person on an upper floor, proceed to the stairwell landing on your floor and instruct someone to notify emergency response personnel of your location.
4. Assist any person in immediate danger of safety if it may be accomplished without risk to yourself.
5. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if these conditions exist:

- The fire is too large or out-of-control.
 - The atmosphere is toxic.
6. If the first attempts to put out the fire fail, evacuate the building immediately.
 7. Doors, and if possible, windows should be closed as the last person leaves a room or area.
 8. When they hear fire alarm sound, all personnel in the affected areas shall evacuate the building immediately.
 9. Upon evacuating the building, persons shall proceed to an area (at least 150 feet from the affected building) where supervisors are responsible for taking a head count and accounting for all personnel.
 10. No person will be allowed to re-enter the building without the permission of security staff or the fire department.
 11. You must report all fires to Vaughn College security (located in the main lobby) or reachable via phone at 718-505-1024 (ext. 130 from campus phones).

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, fully cooperate with College security or emergency personnel and:

- Take only keys, wallets, and essential belongings with you.
- If possible, wear appropriate clothing.
- If you are the last one to exit your room, close and lock doors.
- Leave the building immediately.
- Do not investigate the source of the emergency.
- Walk, do not run to the nearest exit.
- Use stairs, not elevators.
- Assist people with special needs.
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call College security at 718-505-1024 (or extension 130 from campus phones) to report location and number of people needing assistance.
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building).
- If you are unable to evacuate, call the security staff at 718-505-1024 (or extension 130 from campus phones) and report your location.
- As you make your way out, encourage those you encounter to exit as well.
- Follow instructions from the Department of Safety and Security or other identified emergency personnel.
- Wait for instructions before returning to your building after an evacuation.

Medical Emergency

If someone is injured or becomes ill:

- Stay calm.
- Dial 911 and explain the type of emergency, the location, condition, and number of victims.
- Call Safety and Security at 718-505-1024 (or extension 130 from campus phones). Let them know that 911 has been called.
- Let the dispatcher know of any safety hazards – chemical spills, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if s/he is not moved.
- Render first aid or CPR only if you have been trained.
- Do not leave the injured person except to summon help. Comfort the victim until emergency medical services arrive.
- Have someone stand outside the building to flag down the ambulance and/or safety personnel reach the vicinity.

Bomb Threat

If you receive a bomb threat, remain calm and:

1. Obtain as much information as possible:
 - Write down the number from where the call is coming.
 - Write down the exact time of the call.
 - Write down as accurately as possible the statements made.
 - Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature.)
 - Listen to background noises.
 - Try to signal a for someone else to also listen on the telephone line, if possible.
 - Do not hang up and stay on the line as long as possible; wait for the caller to hang up.
2. Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
 - When will the bomb go off? How much time remains?
 - Where is the bomb located?
 - What does it look like?
 - What kind of bomb is it?
 - How do you know about this bomb?
 - Why was it placed here?
 - Who are you?
 - What is your name?

3. Call **911** immediately and then the Department of Safety and Security at 718-505-1024 (or extension 130 from campus phones)
4. Complete a **Bomb Threat Checklist** (https://www.cisa.gov/sites/default/files/2025-08/Bomb_Threat_Checklist_082025_508.pdf)
 - a. The **Bomb Threat Checklist** form is also available in the lobby at the Department of Safety and Security.

Hostile Intruder/Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

(You must quickly determine the most reasonable way to protect your own life.)

RUN – HIDE – FIGHT

1. Run

- Have an escape route and plan in mind.
- If you can safely exit the building, do so and run to a secure location.
- Leave your belongings behind.
- Keep your hands visible as you exit the building.
- Once at a safe location, call 911 (9-911, if using a campus phone) and report what you know.

2. Hide

- If you cannot exit the building safely, you should be sheltered in-place.
- Move into your room, classroom, or office and lock the door.
- Barricade the door by placing desk/chairs in front of the door.
- Cover any windows or openings that have a direct line of sight into the room.
- Turn off lights and seek shelter behind/under chairs or desks.
- Remain calm and quiet as possible.
- When it is SAFE to do so, call 911 (9-911, if using a campus phone) and report what you see/hear.
- Keep the classroom secure until police arrive.

3. Fight

- As a last resort and only when your life is in imminent danger, fight the intruder.
- Spread out using desks and chairs for protection.
- Attempt to incapacitate the shooter as a group.
- Act with aggression by throwing items at the shooter and rush the shooter as a group to disarm him/her.

INFORMATION YOU SHOULD PROVIDE WHEN CALLING 911

- Location of the active shooter (building, floor and room).

- Number of shooters (if more than one).
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

- Remain calm and follow officers' instructions.
- Immediately raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Avoid making quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Follow all commands while you are removed from the scene.

Utility Failure and Natural Disaster

Utility Failures

Utility failures may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. Vaughn's facilities department has procedures and personnel to deal with utility failures and resumption of service. For your personal safety and in the event of a utility failure:

- Remain calm.
- Immediately notify Safety and Security at 718-505-1024 (ext. 130 from Campus phones).
- If the building must be evacuated, follow the instructions on Building Evacuation located above.
- Unplug all electrical equipment (including computers) and turn off the light switches.
- Use a flashlight: Do not light candles or use other kinds of flames for lighting.
- Laboratory personnel:
 - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating.
 - Close all fume hoods and chemical containers.
- Elevators:
 - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help.
 - If it is safe for you to stay in the building, stay near the passengers until assistance arrives.
 - If you are trapped in an elevator, help will be there soon:
 - Remain calm
 - Use the call button to call for help
 - Do not try to climb out or exit the elevator without assistance

Floods

Minor or area flooding on campus could occur due to a water main break, loss of power to sump pumps, or major multiple rainstorms. The institution monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert-related conditions and will

provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records and other important papers.
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Safety and Security at 718-505-1024 (or extension 130 from campus phones) or to Environmental Health and Safety at 917-419-1673.
- Move to higher, safer ground.
- Shut off all electrical equipment.
- If in a lab, secure all laboratory experiments.
- Do not attempt to drive or walk through flooded areas.
- Wait for further instructions on immediate action from Safety and Security.
- If the building must be evacuated, follow the instructions on Building Evacuation located above.
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by college personnel.
- If you are assisting with flood cleanup, report immediately to facilities any oil, chemical, or radioactive materials suspected of mixing with flood waters (also see Chemical Spills for further information).

Tornadoes

A **Tornado Watch** means that tornadoes could potentially develop.

Tornado **Warning** means a tornado has been sighted.

If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building).
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available.
- Listen for reports and siren/public address announcements.
- Avoid top floors of buildings, areas with glass windows or doors, such as the cafeteria.
- Residence hall occupants should retreat to the main floor and move away from any window.
- If out in the open:
 - Do not wait for the storm in a car; cars are not safe in tornadoes.
 - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape.

Earthquakes

Earthquakes are more common in the western United States, but they do occur in the tri-state area as well.

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions.

- Get under a desk, table, door arch, or stairwell.
- If none of these is available, move against an interior wall and cover your head with your arms.
- Remain under cover until the movement subsides.
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.).
- If damage has occurred in your area, inform Safety and Security immediately at 718- 505-1024 (ext. 130 from Campus phones).
- If it is safe to do so, remain at your location and await further instructions from college personnel.
- Do not evacuate until instructed by emergency personnel.
- Laboratory personnel:
 - Exit the lab to the corridor.
 - Duck and cover near an interior wall.
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees, or roadways.
 - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged.
- After an earthquake:
 - Put enclosed shoes to protect against broken glass.
 - If the power is out, use a flashlight. Do not light a match or candle.
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Check on others. If there are injuries or other urgent problems, report them to Safety and Security at 718-505-1024 (ext. 130 from campus phones).
 - Give or seek first aid. Assist any disabled persons in finding a safe place for them.
 - Evacuate if the building seems unsafe or if instructed to do so:
 - Use stairs, not elevators.
 - Unplug small electrical appliances.
 - Bring keys, purses, wallets, and warm clothing.
 - Be prepared for aftershocks.
 - Cooperate with emergency personnel, keep informed, and remain calm.

Shelter in Place/Safe Shelter

Shelter-in-place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter-in-place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter-in-place may also be necessary in the event of a hostile intruder on campus.

Shelter in place of procedures will be initiated through the various notification systems used by Vaughn College.

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not

leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.

- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off the heating or cooling system.
- Select the interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choosing room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- Remain calm and await further instructions.

DO NOT leave the room until directed to do so by a public safety official.

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT open it**. Call Safety and Security immediately at 718-505-1024 (or extension 130 from campus phones).

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.

Flight Incidents at LaGuardia Airport

Due to Vaughn College's proximity to a major airport, there is an increased likelihood that someone at the College may view a flight incident or a plane crash. If you witness a plane crash, immediately call 911 and Public Safety at 718-505-1024 (ext. 130 from campus phones) and report the location of the crash.

Flight School Incident Response Plan

The [Vaughn College Flight Emergency Plan](#) is available through link provided and on the Campus Safety Information page on Vaughn's website.

Chemical Spills in a College workplace

In a college workplace, respond to chemical spills by first protecting yourself and others, then calling campus safety or 911 for major incidents. For smaller spills, wear appropriate personal protective equipment (PPE) such as goggles and gloves, contain the spill with absorbent materials, collect the waste in a labeled hazardous waste container, and dispose of it according to college procedures. Always consult the chemical's Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) for specific cleanup and disposal information.

Based on the safety protocols outlined for Professor M. Goya's CHE231 course as of 2026, all chemistry students must adhere to the following mandatory procedures:

1. Laboratory Orientation and Equipment

Students must complete a physical tour of the laboratory to locate and understand the operation of:

- **Emergency Infrastructure:** Exits, fire extinguishers, safety eyewash stations, safety showers, and medical emergency kits.
- **Operational Equipment:** Laboratory hoods, laboratory-use-only ice machine, and Bunsen burners (including a demonstration of all components).
- **Waste Management:** Specific protocols for broken glass disposal and labeled containers for chemical disposal (separating metals from aqueous solutions).
- **Regulatory Postings:** GHS/OSHA safety protocols displayed on laboratory walls.

2. Instruction and Certification

- **Safety Briefing:** A comprehensive introduction by the professor followed by a mandatory American Chemical Society (ACS) Safety Video.
- **Safety Consent Form:** Students must sign a formal commitment to follow all protocols. This document includes:

_____ ○ Emergency contact information.

- Student 4-digit ID and Course/Semester details.
- The form is kept on file in the laboratory for the duration of the semester.

3. Personal Protective Equipment (PPE) and Conduct

- **Eye Protection:** Safety goggles are mandatory at all times while working in the lab.
- **Attire:** Proper clothing is required; laboratory coats are optional but encouraged.
- **Maintenance:** Students are responsible for continuous cleaning of glassware during experimentation.

Keys/access to lab chemical storage

Main set of keys are managed by the in-charge personnel of the Chemical lab, and the second set of keys are oversight by Facilities/ Security Director, Martin Capunay

Hangar chemical spill protocol

In 2025, the management of hazardous materials within an aviation hangar remains governed by the "Three Cs" of emergency response: **Control, Contain, and Clean.**

Adhering to these classic protocols ensures the safety of the airframe, the facility, and the personnel.

I. Control the Situation

The primary objective is to stop the hazard at its source and prevent injury.

- **Identify the Agent:** Consult the Safety Data Sheet (SDS) to determine if the substance is flammable (e.g., Jet A), corrosive (e.g., Skydrol), or toxic.
- **Secure the Source:** Close valves, upright containers, or apply temporary plugs.
- **Eliminate Ignition:** In the presence of fuel vapors, immediately de-energize electrical systems and cease all "hot work."
- **Personnel Protection:** Responders must use Personal Protective Equipment (PPE), including gloves and eye protection, before intervention.

II. Contain the Release

Once the source is managed, the spill must be "confined" to the smallest possible footprint.

- **Protect the Drainage:** Use absorbent "socks" or dikes to prevent chemicals from entering hangar floor drains or expansion joints.
- **Divert from Aircraft:** Ensure the spill does not flow toward aircraft tires or sensitive composite structures, as certain fluids may degrade aviation materials.
- **Establish a Perimeter:** Cordon off the area to prevent personnel or tugs from tracking the chemical across the hangar floor.

III. Clean and Remediate

The final phase involves the systematic removal of the hazard.

- **Absorption:** Use specialized Aviation Spill Kits containing pads or loose sorbents to soak up the liquid.
- **Neutralization:** If dealing with battery acids, apply a neutralizing agent until the chemical reaction ceases.
- **Proper Disposal:** Place all contaminated materials into sealed, labeled hazardous waste drums. Do not dispose of these in standard refuse bins.

IV. Documentation and Reporting

Post-incident procedures are critical for regulatory compliance.

- **Internal Notification:** Notify the Hangar Manager or Safety Officer.
- **Regulatory Authorities:** If the spill reaches a certain volume or enters a waterway, federal law requires notification to the National Response Center (NRC).
- **Restock:** Ensure the Spill Kit is replenished immediately to maintain hangar readiness.

Emergency Aid

- **Eyes/Skin:** Flush with water for 15 minutes at an emergency station.
- **Inhalation:** Remove the victim to fresh air and seek medical attention.

Security and Cleaning chemical spill protocol

Official Protocol: Chemical Spill Response for Cleaning and Security Personnel

This protocol establishes mandatory response procedures for managing chemical spills. All personnel must strictly adhere to their designated roles to ensure life safety, environmental protection, and facility security.

I. Immediate Emergency Actions (Initial Response)

1. **Cease Operations:** Immediately stop all work in the affected area.
2. **Alert and Evacuate:** Orally warn all occupants to evacuate the immediate vicinity.
3. **Isolation:** Close all doors leading to the spill site to contain vapors and prevent unauthorized access.
4. **Identification:** If safe to do so, identify the spilled substance by checking the container label or consulting the Safety Data Sheet (SDS).

II. Role-Specific Responsibilities

A. Security Personnel (Access and Communication)

- **Perimeter Control:** Establish a "hot zone" perimeter. Use physical barriers or personnel to prevent any individual from entering the contaminated area.
- **Emergency Notification:** Immediately contact the National Response Center (NRC) if required by facility policy, or local emergency services.
- **Liaison Duties:** Meet arriving emergency responders at the facility entrance. Provide them with the SDS, site maps, and the exact location of the spill.
- **Documentation:** Maintain a log of the timeline, personnel involved, and any injuries reported.

B. Cleaning/Custodial Personnel (Containment and Remediation)

- **Risk Assessment:** Determine if the spill is **Incidental** (manageable with standard equipment) or **Hazardous** (requires specialized Hazmat intervention).
- **Incidental Cleanup:** Only proceed with cleanup if the spill is small, known, and non-volatile. Personnel must wear appropriate Personal Protective Equipment (PPE), including chemical-resistant gloves and eye protection.
- **Hazardous Spills:** If the spill is large, unknown, or poses a respiratory threat, **do not attempt to clean up**. Retreat to a safe distance and wait for specialized teams.
- **Drain Protection:** If safe, block floor drains using absorbent mats or dikes to prevent environmental contamination.

III. Standard Cleanup Procedures (Trained Personnel Only)

1. **Neutralization:** Apply the appropriate neutralizing agent (e.g., citric acid for bases or sodium bicarbonate for acids) as specified in the SDS.
2. **Absorption:** Use inert absorbents (vermiculite or specialized spill pillows) starting from the outer edge and working inward to the center of the spill.
3. **Waste Management:** Place all contaminated materials into heavy-duty, leak-proof bags or containers. Label the waste clearly as "Hazardous Waste" and include the chemical name.
4. **Decontamination:** Thoroughly wash the spill surface with a compatible cleaning solution to remove residual traces.

IV. Post-Incident Requirements

- **Reporting:** A formal Incident Report must be submitted to the Occupational Safety and Health Administration (OSHA) or the facility's Environmental Health and Safety (EHS) department within 24 hours.
- **Restocking:** All utilized spill kits and PPE must be replenished immediately to maintain facility readiness for future incidents.
- **Medical Evaluation:** Any personnel exposed to vapors or skin contact must undergo a medical

evaluation.

Standard Operating Procedure: Chemical Spill Response

1. Immediate Response Actions

- **Alert Personnel:** Immediately warn all individuals in the vicinity of the spill.
- **Personal Protection:** Don appropriate Personal Protective Equipment (PPE)—including safety goggles, chemical-resistant gloves, and lab coats—before approaching the site.
- **Vapor Control:** If safe, activate fume hoods or increase ventilation to minimize inhalation hazards.
- **Containment:** Use absorbent dikes to prevent the material from spreading, prioritizing the protection of drains and waterways.
- **Source Control:** If it may be done without risk of exposure, secure leaking containers or upright fallen vessels to stop the flow.

2. Emergency Procedures (Major Spills)

A major spill involves large quantities, unknown materials, or immediate fire/health risks.

- **Evacuate:** Exit the area immediately and secure all doors to isolate the hazard.
- **Emergency Notification:** Contact Campus Safety or emergency services. Clearly communicate the chemical name, estimated quantity, exact location, and hazards identified in the Safety Data Sheet (SDS).
- **On-Site Liaison:** Remain available in a safe location to provide technical information to emergency responders.

3. Remediation of Minor Spills

Minor spills are managed by trained personnel using onsite spill kits.

1. **Preparation:** Retrieve the designated spill kit and verify that PPE is appropriate for the specific chemical.
2. **Neutralization/Absorption:** Apply compatible absorbents (e.g., vermiculite, sand, or specialized neutralizers).
3. **Collection:** Carefully transfer contaminated materials into a sealable, leak-proof hazardous waste container.
4. **Regulatory Labeling:** Affix a label to the container indicating the chemical name, date, and the words "**Hazardous Waste.**"
5. **Decontamination:** Clean the affected surface with soap and water or specific agents as mandated by the SDS.
6. **Disposal:** Coordinate with the Environmental Health and Safety (EHS) Department for hazardous waste pickup.

4. Critical Safety Mandates

- **Consult the SDS:** Always review the SDS prior to handling any substance to understand reactivity and specific cleanup protocols.
- **Mandatory Reporting:** Report all incidents, regardless of magnitude, to your supervisor and the Safety Office to ensure proper documentation.
- **Water Reactivity: Strictly prohibited:** Never use water on water-reactive chemicals or wash chemical waste down any drain.
- **Final Review:** Read the label and safety instructions on all chemical packaging before use.

Technology Emergency Response

Operational Framework: Technology-Integrated Emergency Response

Policy Overview

The objective of this framework is to establish a robust safety ecosystem by integrating advanced communication technologies with localized response tools. This strategy prioritizes rapid notification, precise incident location, and institutional resilience through continuous professional development and system redundancy.

1. Crisis Communication and Notification Protocols

- **Omni-Channel Alerting:** To ensure maximum reach, the institution utilizes an integrated system that broadcasts alerts simultaneously across SMS, mobile applications, email, digital signage, and localized PA systems.
- **Resilient Cloud Infrastructure:** By leveraging cloud-based platforms, the institution ensures communication continuity even during local network outages or high-traffic cellular congestion.
- **Targeted Geo-Fencing:** Critical alerts are distributed based on geographic relevance, providing specific instructions to high-risk zones while maintaining normal operations in unaffected areas.

2. Specialized Response and Monitoring Tools

- **Wearable Alert Technology:** Faculty and staff are equipped with IoT-enabled panic buttons that provide an instantaneous, silent link to security personnel, including precise room and floor-level coordinates.
- **Safety Mapping and Resource Visualization:** Real-time digital mapping provides responders with a "Safety Blueprint," identifying the exact location of the incident alongside critical assets such as AEDs and trauma kits.
- **Automated Visitor Oversight:** Visitor Management Systems (VMS) are utilized to screen all non-institutional personnel against security databases, ensuring real-time visibility and control over campus access.

3. Strategic Integration and Personnel Readiness

- **Infrastructure Redundancy:** A tiered approach combines fixed physical hardware (e.g., sirens) with agile digital tools to eliminate single points of failure.
- **Professional Development:** Standardized training is mandatory to build the necessary "muscle memory," ensuring that staff may execute safety protocols instinctively during high-pressure scenarios.
- **IT Governance:** The Information Technology department oversees the technical integrity of all surveillance and communication assets, adhering to CISA-aligned cloud security standards to protect sensitive data.

4. Quality Assurance and Plan Maintenance

- **Annual Performance Testing:** The Emergency Response Plan is validated through annual "table-top" simulations and full-scale drills to identify gaps in the IT Incident Response Team (IRT) capabilities.
- **Iterative Plan Updates:** Protocols are formally reviewed and updated following any significant change in campus technology, staffing, or federal safety regulations.

Emergency Virus Procedure

Policy Protocol: Infectious Disease Emergency Response

I. Purpose and Scope

The purpose of this protocol is to establish a standardized framework for the mitigation of infectious disease threats within the campus environment. This policy ensures institutional compliance with current public health standards and facilitates the maintenance of campus safety and operational continuity.

II. Strategic Preparedness

The College shall maintain a comprehensive Emergency Operations Plan (EOP) that incorporates evidence-based strategies for pandemic and viral outbreak scenarios. This plan is subject to periodic review to ensure alignment with contemporary guidelines from the Centers for Disease Control and Prevention (CDC).

III. Situational Assessment and Resource Management

Upon the identification of a biological hazard, a designated response team—under the direction of Facilities Management—will conduct a formal assessment. This evaluation determines the severity of the incident and dictates the allocation of resources, including the deployment of internal staff or the engagement of specialized external remediation contractors.

IV. Containment and Sanitization Standards

- **Occupational Protection:** All personnel engaged in containment efforts must adhere to strict safety regulations, including the mandatory use of appropriate Personal Protective

Equipment (PPE) such as biohazard-grade suits, gloves, and facial protection.

- **Pathogen Neutralization:** Affected areas will undergo rigorous decontamination procedures utilizing EPA-registered, hospital-grade disinfectants to ensure the complete elimination of viral agents.

V. Administrative Oversight and Re-occupancy

The Facilities Services Manager is responsible for providing strategic updates to the Executive Leadership team. The transition toward normal operations and the reopening of affected spaces is strictly contingent upon a post-incident evaluation and formal safety verification.

VI. Institutional Objectives

This protocol serves two primary functions: the preservation of public health within the campus community and the safeguarding of the College's academic mission through the minimization of operational disruption.