

THE COLLEGE OF WESTCHESTER EMERGENCY PROCEDURES

Emergency Notification and Evacuation Procedures

The College of Westchester provides emergency alert notifications through the CW Teams mobile phone app. The College will immediately notify the campus community through the app upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. All students should download and log into the CW Teams mobile app in order to be able to receive these notifications.

In the case of an emergency, students, faculty, and staff will receive an immediate notification through the CW Teams app. Unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, this notification will be sent. The College also has a campus public address system through which emergency announcements will be made as appropriate in the event of an emergency.

In addition to notification through CW Teams, CW uses Tap App, an emergency communication system designed to keep the campus community informed and connected during any crisis. Tap App helps CW communicate quickly and effectively with students, faculty, staff, and even local emergency responders. It works across multiple platforms (iOS, Android, Windows) and integrates with other security systems for a comprehensive response. Tap App is installed on all classroom computers, and all campus community members should have Tap App installed on their mobile device to ensure timely notifications. Tap App is accessible for download at <https://tapappsecurity.com/get-app/>.

The President, Director of Security, and Emergency Management Team are responsible for identifying and managing all emergency situations, including: notification to the community, alerting local authorities, and overseeing evacuation and other emergency procedures. The fire signal will also be utilized to alert all students, faculty, staff and visitors to exit the building without delay. The emergency notification system will be tested on an annual basis under the supervision of the Facilities Manager.

Emergency Preparedness Training

All students will receive emergency preparedness training during their first term in their Transformative Learning Course. This training will go over The College's Lockdown, Lock Out, Shelter In Place and Evacuation procedures. In addition, Lockdown and Fire Drills are conducted annually.

Fire Drills

Each year the College runs fire drills in all sessions, Day and Evening, to prepare staff and students with the procedures for evacuating the building. Students should exit their classrooms with their valuables (e.g. purses) and proceed to the nearest stairwell in a

quick but orderly fashion. The faculty should turn off the lights in the classroom, and staff should close their office doors and proceed to the nearest exit. No one should take the elevator. Once outside, there should be a path left open in the parking lot to allow emergency vehicles to enter, if necessary. Once everyone is safely outside, there will be an “all clear signal” for everyone to return to the building.

Fire Emergency Procedures

1. Fire Signal - Bells and strobes.
2. When the Fire Signal is heard, all students, instructors, office personnel and visitors will leave the building without delay. Move rapidly, but do not run. A fire exit floor plan is posted in each classroom.
3. Instructors will be responsible for directing students to their designated fire exits.
4. Students nearest the windows will make sure certain windows are closed upon leaving the room.
5. The last person to leave a room will close the door.
6. Do not stop to take coats or books, but do not leave purses or personal items of value behind.
7. Move as rapidly as possible to your designated fire exit.
8. The first person to reach the fire exit door will open and hold the door open.
9. Do not stop directly outside the fire exit. Move outside and away from the fire exit.
10. If any exit is blocked or jammed, move in an orderly manner to next available exit without delay.
11. If disabled and unable to evacuate, stay calm and take necessary steps to protect yourself from any harm. If there is a working telephone, dial 911 and advise operator of current location or where you will be moving. It is recommended that you move to the closest stairwell and wait for emergency personnel, request persons exiting by way of stairway to notify the Fire Department of your location.
12. Once outside, move away from the building.
13. A member of the college faculty or administrative staff will give the order to return to class.

Lockdown Drills

Each year The College runs lockdown drills in all sessions, Day and Evening, to prepare staff and students with the procedures to follow in a lockdown situation. Students should lock classroom or office doors, turn out the lights, close blinds or cover any windows if possible, stay out of sights of doors and windows, out of sight and remain silent. If a student is in an open area during the drill, they should try to move quickly to an office or classroom where they can close the door, or stay in place and take cover, if available, to do your best to remain unseen. All students and employees should remain in lockdown until the “all-clear” is called and lockdown is lifted.

Snow Closings or Delayed Openings

While The College building may close due to inclement weather, or other non-weather related cause, classes will not be cancelled. Weather information will be announced on

D2L Brightspace and CW Teams. Students must log onto D2L Brightspace and submit posted assignments in order to receive attendance credit. Students must download and log into the CW Teams mobile app, so they can receive notifications regarding inclement weather.

When a report of an urgent situation is received, the Director of Campus Security will, if appropriate, contact Westchester County Fire, Emergency Medical, or Police personnel. If a reported situation is less severe, the Director of Campus Security will dispatch a designated employee or employees to lend assistance and conduct the necessary follow-up. This procedure has been established in accordance with the Student Right-to-Know and Campus Security Act of 1992.