

Brooklyn Law School
**Emergency Response
Procedures**

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Brooklyn Law School
ESTABLISHED 1901



Emergency Response Procedures

The Brooklyn Law School Emergency Response Procedures is a procedural document for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. As with any document of this nature, the plan should be seen as a living text, subject to changes, update and revision as the environment of the Law School changes.

The most important element of any crisis plan is communications. Whether or not you understand the various procedures for any given crisis, you need to be able to access correct and timely information to keep yourself safe. In the event of a serious incident that poses an immediate threat to members of the BLS community, the Law School has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the BLS campus community. These methods of communication are part of the **MIR3 Notification System** which includes text messages, email, and voicemail. The MIR3 Notification System is the primary communication system used to disseminate information about emergencies or dangerous situations at the BLS campus.

Instructions on enrollment can be found on the [Public Safety page](#) on the BLS website where you'll find information on our campus alerts system and how we will notify you of any emergency.

Information for Campus Community Regarding Specific Emergency Incidents

Natural Hazards	Man Made Hazards
Medical Emergency	Criminal Behavior
Fire, Smoke, or Explosion	Active Shooter
Severe Weather	Behavioral Concerns or Potential Violence
Flooding	Suspicious Packages
Earthquakes	Bomb Threat

- This information is intended for non-emergency personnel. Faculty, staff, and students should review these suggested responses to become familiar with what emergency responders expect of them in an emergency. This information will also be useful to outline the responses by emergency personnel.
- **Dial 911 for any emergency: police, fire, or medical.**

Medical Emergency

For serious medical illnesses or injuries, call 911.

What to do when you call 911:

1. State that medical care is needed.
2. Provide your campus location, including the building and room number if known.
3. Provide the location of the injured or sick person (if different from your location).
4. Provide the person's present condition (e.g. bleeding, breathing erratically, unconscious).
5. Recount the nature of the injury or medical problem if the person has been able to tell you what is wrong.
6. Follow the directions of the dispatcher, who will tell you if an ambulance is required or if the injured individual may be brought in to the emergency room.
7. Remain calm as the emergency responder will arrive at the scene as soon as possible.

What to do while waiting for medical help to arrive on the scene:

1. Do not leave the scene or leave the injured person alone.
2. Do not move the injured person.
3. Give first aid only if you are qualified to do so.

Report all incidents to the Department of Public Safety at **718-780-7972**. Feil Hall residents should report incidents to Public Safety at **718-780-7991**. Illness and injuries to students will be reported to the Dean of Students at 718-780-0679. Injuries to employees will be reported to Human Resources at 718-780-0305 within 48 hours of the injury occurring.

Fire, Explosion or Smoke Emergencies

1. Upon discovering a fire, explosion or smoke in a building, activate the fire alarm system. Find a red pull station, located on the wall near stairwell, and pull down its lever.
2. After sounding the alarm, call 911.

Please provide the following information:

- Your location
 - Your name and phone number
 - Type of incident
 - Floor
 - Room number
3. If you are trained to do so, after sounding the alarm you may attempt to contain a small fire (smaller than 6 feet) by using available fire extinguishers. If the fire is beyond control or involves potentially explosive materials, evacuate the building.
 4. **When a fire alarm sounds, complete evacuation is required at 250 Joralemon Street.** Follow the direction of Public Safety personnel and staff who are directing the evacuation. It is important to evacuate away from the entrances to the building that responders will need to use to gain access.
 5. **Please note that Feil Hall and 111 Livingston Street buildings are non-combustible (fireproof) buildings.** In the event of a fire in **Feil Hall**, if the fire is not in your apartment, stay inside your apartment and listen for instructions from firefighters unless conditions become untenable. In **111 Livingston Street**, if the fire is **not** on your floor, listen for announcements made by the Building Fire Safety Director to determine **if** you need to evacuate your floor.
 6. If there is a disabled or injured person in your area, assist the individual to the nearest stairwell. Immediately contact 911 with the person's location.

7. Do not use the elevators during a fire, explosion or smoke emergency.
8. Public Safety or someone else familiar with the situation and who knows the building should meet the Fire and Police Departments and give specifics. Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.
9. Report potential hazards or address fire prevention questions to Facilities Management at 718-780-0677 or Public Safety at 718-780-7972.

Operating Fire Extinguishers:

1. Never enter a room that is smoke filled.
2. Before opening doors check to ensure it is not hot to the touch. If hot, do not open. If warm, open slowly to check room/hallway conditions.
3. Portable fire extinguishers can be used for small fires. However, this is at the employee's discretion and an immediate readiness to evacuate is essential.
4. Never use water on an electrical or flammable liquid fire.
5. When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
6. Start at the leading edge of the fire and use a side to side sweeping motion to extinguish the fire:

P.A.S.S.

- Pull the pin
- Aim at the base of the fire
- Squeeze the discharge handle
- Sweep from side to side

Severe Weather (Thunderstorms, Winter Storms, Tornado, Hurricane)

1. Students, Faculty, and Staff members will either receive information via email or information will be available on the BLS web site regarding any impending severe weather events that could affect the operation of the Law School.
2. Essential personnel may be required to remain on campus overnight during severe weather events.
3. As a general rule, classes will be held whenever possible.
 - a. If necessary, classes may be moved to alternate classrooms.
 - b. If a faculty member is unable to meet for class, the faculty member must notify his or her students via email or post to their class site as soon as possible.
4. Any decision to close the Law School will be approved by the Dean and President. This message will be communicated through the MIR3 Emergency Notification System and other communication means, depending on the scope of the impact.

Severe Weather Watch - This means that conditions may result in severe weather.

1. If you are in the watch area, seek shelter immediately and take precautions before leaving shelter.
2. If you are in a vehicle, get to your destination and seek shelter in a sturdy building expediently.
3. Monitor news sources for updates on weather conditions and effects on the New York City area.

Severe Weather Warning - This means spotters and/or radar have identified the weather emergency in the area.

1. If you are in the warning area, seek shelter immediately.
2. If you are in a vehicle, get out and seek shelter in a sturdy building.
3. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
4. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
5. Do not attempt to turn utilities on or off.
6. Report injuries and damage to 911.
7. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by a Public Safety Officer or BLS Administrator.

With certain types of severe weather, evacuations prior to the arrival of the weather may be declared by state or local authorities. All BLS community members will abide by these types of evacuations and follow the directions of the declaring authorities.

Flooding

Flooding may be caused by a number of hazards, from severe weather and its impact to a building leak or sprinkler activation. The effects of flooding on a building will be similar; it is the scope of the incident that will vary from localized to building wide.

1. In case of flooding, evacuate the area and contact Public Safety immediately at the following numbers: For 250 Joralemon Street, call 718-780-7972; for 111 Livingston Street, call 718-780-7518; for Feil Hall, call 718-780-7991.

Please provide the following information:

- Your location
- Your name and phone number

- Type of incident
 - Floor and room number
2. Leave badly damaged buildings and do not attempt to return unless directed to do so by a BLS Public Safety Officer or a BLS Administrator.
 3. Do not attempt to turn utilities on or off.
 4. Report significant injuries to 911 and Public Safety.

Earthquakes

An earthquake is a sudden, rapid shaking of the earth caused by the shifting of rock beneath the earth's surface. They strike without warning at any time of the year, day or night. Forty-five U.S. states and territories are at moderate to very high risk of earthquakes. To keep safe:

1. **Drop, Cover and Hold On:**
 - a. Drop to the floor.
 - b. Cover your head and neck with your arms. Take additional cover under a solid piece of furniture or next to an interior wall away from windows, bookcases or tall furniture that could fall on you. Do not get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.
 - c. Hold on to a sturdy piece of furniture and be prepared to move with it. Stay where you are until the shaking stops – most injuries occur because of people moving around, falling and suffering sprains, fractures and head injuries.
2. If you use a wheelchair, try to get into an inside corner, lock the wheels and cover your head with your arms. Remove any items that are not securely attached to the wheelchair.
3. If you are unable to move from a bed or chair, protect yourself from falling objects by covering up with blankets and pillows.
4. **Do not run outside unless your building is believed to be in imminent danger of collapse.** Stay indoors until the shaking stops and you are sure it is safe to exit. If you must leave a building after the shaking stops, use stairs rather than an elevator in case of aftershocks, power outages or other damage.
5. If you are outside, go to an open area away from trees, telephone poles and buildings and stay there until the shaking stops.

What to Do After an Earthquake

1. Move carefully after the quake, watching for items that may have fallen or broken. Put on sturdy shoes before investigating further to prevent potential injuries from broken glass.

2. Be prepared for aftershocks, which often follow an earthquake.
3. Do not use candles or open flame as a source of light. If power is out, use a flashlight and turn on a battery-operated radio for more information.
4. If you are trapped by debris, tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.
5. If you smell gas, leave immediately and call 911.
6. Clean up spills of hazardous or flammable liquids immediately.
7. Open closet and cabinet doors carefully, as items may have shifted inside.

Criminal Behavior

If you witness a crime in progress, do not attempt to intervene. A situation that might appear safe may escalate beyond your control very quickly. You should take the following actions:

- Call 911 and Public Safety at 718-780-7972 immediately indicating your location.
- Be observant and try to make the following mental notes:
 - Type of event taking place
 - Number of individuals present
 - Physical characteristics such as race, gender, height, weight, clothing worn, hair, or other distinguishing characteristics
 - Description of any weapons used
 - Mode of transportation of the individuals

Active Shooter

An Active Shooter is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good preparatory practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit

If you are alerted to an Active Shooter on Campus, but not in the building that you are in, SHELTER IN PLACE. Do not leave until notified that it is safe to do so by campus authorities.

Evacuating may place you in the range of the shooter, especially if the shooter is moving. If you are not in a building, seek cover in the closest one to you that is not being affected by the incident.

CALL 911 WHEN IT IS SAFE TO DO SO!

Please provide the following information to law enforcement or 911 operators:

- Your location
- Location of the active shooter
- 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
- Whether you saw them use explosive devices or plant any explosive devices

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR BUILDING: Quickly determine the most reasonable way to protect your own life. Remember that others are likely to follow the lead of faculty and staff during an active shooter situation.

1. RUN - If there is an accessible escape path, attempt to evacuate the premises. You should have an escape route and plan in mind and follow these guidelines:

- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door

- Blockade the door with heavy furniture if the active shooter is nearby:
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Committing to your actions
- Throwing items and improvising weapons
- Acting as aggressively as possible against him/her
- Yelling

Law Enforcement Response: Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of two to four
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns and/or handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow the officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Behavioral Concerns or Potential Violence

There are any number of reasons that a person may instill concern in those around them. If someone is in acute crisis, notify the Department of Public Safety and 911 and describe the behaviors and actions of that person so the appropriate resources may be dispatched. The following observable behaviors have been indicators of individuals who have engaged in self harm, workplace violence, sexual violence, and criminal violence towards others. It is important when reporting behaviors to relate them in context of the situation and as a total picture of the individual's actions, not as a single factor.

Potentially violent behaviors by a student, staff member or faculty member may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of School policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about "putting things in order"
- Behavior which is suspect of paranoia, ("everybody is against me")
- Increasingly talks of problems at home or School
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

If you are concerned because someone is exhibiting these behaviors, contact the Department of Public Safety and/or the Dean of Students or 911 for assistance.

Suspicious Packages

No one characteristic makes a package suspicious; include all known factors when evaluating the suspiciousness of any mail or package. Some typical characteristics Postal Inspectors have detected over the years, which ought to raise suspicion include the following:

- Rigid or bulky
- Lopsided or uneven
- Wrapped in string
- Badly written or misspelled labels
- Generic or incorrect titles
- Excessive postage
- No postage
- No return address
- Foreign writing, or unknown return address
- Leaks, stains, powders, or protruding materials
- Ticking, vibration, or other sound
- Unexpected delivery
- Restrictive Notes

Should you receive or come upon a suspicious package:

- Do not touch the package.
- Do not open it.
- Isolate the package and evacuate yourself and others from the area.
- Do not put the package in water or make any attempt to render it harmless.
- Use a telephone in another area (not a mobile phone) and report it immediately to 911 and Public Safety.

Information for the 911 Operator includes the following:

- Your name
- Your location
- Your telephone number
- A description of the package and why it is suspicious:
 - Explosive devices tend to have oily stains, protruding wires, excessive tape or wrapping, excessive postage, or are very lopsided.
 - Chemical or Biological agents may have powder on the outside or when opened, or may cause symptomatic responses to people in the area

- Whether the package contains threats or hate based writings that may be criminal violations
- A description of how the package arrived, if known

Bomb Threats

Motivation and goals for making a bomb threat usually comes from one of two goals:

- The Hoax Caller: The most frequent goal is to create an atmosphere of panic and anxiety, the idea being to disrupt normal activities or operations at the location where the explosive device is alleged to be placed or for the entire school.
- The Credible Caller: The caller has a definite knowledge or believes that an explosive device has been or will be placed, and he or she wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

Bomb Threats may also be transmitted by letter or email. Regardless of the medium used to deliver the message, the receiver of that message should immediately call 911 and provide all available information.

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

The following information is from the U.S. Department of Homeland Security Bomb Threat Checklist for telephoned bomb threats. If a telephoned threat is received, do not disconnect the call. Keep the caller on the line as long as possible and try to ascertain as much of the following information. If it is possible to transfer the call to 911, do so.

You should note:

1. The time and date you received the call.
2. The telephone number at which the call was received.
3. The caller's exact wording of the threat?

Questions to Ask the Caller:

1. When is the bomb going to explode?
2. Where is it right now?

3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Information about the caller:

- Where is the caller located? (Background and level of noise)
- Estimated age
- Is voice familiar? If so, who does it sound like?
- Other observations

Description of the Caller's Voice:

Female, Male, Accent, Angry, Calm, Clearing Throat, Coughing, Cracking Voice, Crying, Deep Breathing, Disguised, Distinct, Excited, Laughter, Lisp, Loud, Nasal, Normal, Ragged, Rapid, Raspy, Slow, Slurred, Soft, Stutter

Threat Language

Incoherent, Message read, Typed message, Irrational, Profane, Well-spoken

Background Sounds:

Street noises, Factory machinery, Aircraft noise, Animal noises, Public address system, Music, Clear, Static, House noises, Television, Office equipment, Other language heard

Your most important role in a crisis is to share information and resources with your colleagues, friends, and fellow students during a crisis. Make sure you work together, listen for and follow official instructions, get the information you need to be safe, and stay safe.

In addition, you should understand the following:

- All members of the BLS community should be familiar with the MIR3 Notification System and update their contact information when needed.
- BLS community members should familiarize themselves with the emergency procedures and evacuation routes posted in the buildings that you live in or use frequently.
- Community members must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

- Community members should evacuate buildings (except when otherwise instructed) in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.
- Community members should report fires and other emergencies immediately to Public Safety and the proper authorities.
- The Department of Public Safety provides training and information to help the BLS community know what to do in emergencies and how they can be prepared ahead of time.
- All members of the BLS community should carry their BLS identification card with them at all times.

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