



# **SUMMARY EMERGENCY INFORMATION GUIDE**

# INTRODUCTION

This Summary Evacuation Plan describes the various means of egress from each of the buildings of The Jewish Theological Seminary. It explains the action plan that will go into place during an emergency. It covers both Shelter-in-Place and Building Evacuation procedures, and covers the plan set up for a long-term evacuation. This plan is designed to serve as a summary of the procedures that have been put in place in the event of an emergency. For further information, the Emergency Information Guide (EIG) should be reviewed. The updated EIG is available on Blackboard. It can be accessed at <http://jtsa.blackboard.com> All occupants of JTS should review both this summary plan and the EIG on a regular basis to make themselves familiar with the procedures.

## PERSONAL SAFETY

### **USEFUL INFORMATION**

It is always important to remain calm during any emergency. Try not to panic. For security, medical or fire emergencies 24 hours/ 7 days a week dial **extension 8888** for assistance. For non-emergency situations during business hours, dial **extension 8095** and someone in the Facilities Department will redirect your call to the appropriate person.

### **FIRST AID KIT AND LOCATIONS**

<b>Materials</b>	<b>Building/Room</b>	<b>Location</b>
<b>First Aid Kit</b>	Kripke Tower 101	3080 Security Main
	Unterberg 108	Human Resources
	Mathilde Schecter	Security
	Goldsmith Hall	Security
	Basement Schiff	Maintenance
<b>Eye Wash Station</b>	Basement Schiff	Workshop area
	Basement Schiff	Boiler room area
<b>Trauma Bag</b>	Beit Midrash	Stage Left
	Feinberg	Stage Right
	Kripke Tower 101	3080 Security
<b>Fire Blankets</b>	Kripke Tower 101	3080 Security

## ***SHELTER-IN-PLACE***

During a severe storm warning, senior administration will decide whether staff should remain in the building or evacuate. The safety of all staff, faculty, and students is of utmost concern. Members of the Emergency Response Team (ERT) will meet and determine which kind of evacuation is necessary.

Those sent home should take the most direct route possible, by subway rather than bus or car. Those staying in the building should stay away from windows and doors to the outside. If conditions are so severe that leaving the building is impossible, senior staff may decide to move the staff to rooms without windows or doors to the outside.

The following weather conditions could result in a building shelter-in-place: Tornado, Hurricane, Nor'easter, Tropical storm.

### ***SHELTER-IN-PLACE EVACUATION PLAN***

If a situation arose requiring an internal evacuation, the following areas should be used:

#### **3080 Broadway**

All occupants of 3080 should proceed to the Feinberg Auditorium and the Beit Midrash that will be used for overflow. These areas are protected from outside elements and do not have any exterior windows. They can be sealed off from the rest of the buildings and are located close to our emergency supplies. Emergency supplies consist of food, water, flashlights, first-aid kits, cots, and blankets. The bathrooms located outside the Duplicating Department will be utilized. If necessary, maintenance will board up the windows in the men's room. Members of the ERT will monitor the situation and adjust the plan as necessary.

#### **Residence Halls - MSRH & Goldsmith**

##### **MSRH**

Occupants should stay in their rooms unless high winds may cause a danger of broken glass from windows. In this case, the occupants should relocate to the hallways outside the rooms where there are no windows.

##### **Goldsmith**

Occupants should stay in their rooms unless high winds may cause a danger of broken glass from windows. In this case, students should relocate to the common area rooms away from any windows.

## BUILDING EVACUATION

In the event of emergency, the fire alarm will sound. It is important to remain calm and listen for instructions. Strobes will also signify evacuation as well as a verbal command from your floor warden.

Building evacuation may occur due to a number of reasons. If the evacuation is due to fire, attempt to shut (BUT DO NOT LOCK!) all windows and doors to keep fire from spreading. After exiting your room or workspace, proceed towards the nearest available exit and move down the staircase. If there is smoke in the landing nearest to you, close the door and try the next stairwell. If for any reason, there is smoke or fire in the line of egress, stay in your room. Call the security booth at **extension 8888** so that rescue personnel can provide assistance and give them:

1. Your Name
2. Location
3. Room Number
4. Extension or callback number.

### Evacuation from the Kripke Tower

There are two stairwells located on either side of the Kripke Tower building. Stairway “C” is located nearest the Schiff building and stairway “D” is located on the side nearest the Unterberg building.

Proceed down either of these staircases until you reach the first floor lobby level. Exit the building through the main doors that open up to Broadway. After exiting the building, cross 122<sup>nd</sup> Street, proceed to the assembly point located on Broadway in between 121st Street and 122nd Street, and remain there until further instructions are issued.

### Evacuation from the Schiff Building

There are two stairwells located in the Schiff building. Stairway “C” is located between the Schiff and Tower buildings and Stairway “B” is located between the Schiff and Brush buildings.

Take stairwell “C” to the first floor and exit through the main entrance. After exiting the building, move across the street to the opposite corner of 122<sup>nd</sup> Street.

Take the “B” Stairwell to the basement and out the Broadway emergency exit door. After exiting, move across the street to 123<sup>rd</sup> Street, proceed to the assembly point located on Broadway in between 121st Street and 122nd Street, and remain there until further instructions are issued.

### Evacuation from the Unterberg Building

The Unterberg building has two stairwells. Stairwell “D” is located between Unterberg and Kripke Tower. Stairway “E” is located in Unterberg.

Take the “D” Stairway to the first floor and out the main exit doors. After exiting the building, move across the street to the opposite side of 122<sup>nd</sup> street.

Stairway “E” goes to the first floor. Take the “E” stairway to the 1<sup>st</sup> floor and exit through the side door on 122<sup>nd</sup> Street. After exiting move across the street to the opposite side of 122<sup>nd</sup> Street, proceed to the assembly point located on Broadway in between 121<sup>st</sup> Street and 122<sup>nd</sup> Street, and remain there until further instructions are issued.

### **Evacuation from the Brush Building**

Brush has two (2) staircases. Stairwell “A” leads to the second floor. When reaching the second floor, turn left and exit the double doors onto the second floor, and patio into the courtyard area.

Proceed down the steps and exit the courtyard through the main lobby or the Unterberg exit that exits onto 122<sup>nd</sup> Street. When reaching the main floor, exit and assemble across the street on 122<sup>nd</sup> Street and Broadway.

Take stairwell “B” to the basement and follow the signs to the double doors that exit onto Broadway. Turn right, cross the street, and proceed to the assembly point located on Broadway in between 121<sup>st</sup> Street and 122<sup>nd</sup> Street and remain there until further instructions are issued.

### **Evacuation from the Library Building**

The Library building has two stairwells, stairwell “I” and stairwell “G”. Take stairwell “I” to the first floor and exit through the metal door that leads to 123<sup>rd</sup> Street.

After exiting the building, cross the street, proceed to the assembly point located on Broadway in between 121<sup>st</sup> Street and 122<sup>nd</sup> Street, and remain there until further instructions are issued.

Take stairwell “G” to the first floor and exit through the metal door that leads to the parking lot. After exiting the building, turn right and walk towards 122<sup>nd</sup> Street exiting the parking lot through the main gate. Cross the street and proceed to the staging area on 122<sup>nd</sup> Street and Broadway. Remain there until further instructions are issued.

If you are on the second floor, you can exit through the main doors towards the Unterberg building to stairway “E”. Take Stairwell “E” to the first floor, turn right, go up the steps, and exit through the double egress doors.

Cross the street and assemble at the staging area on 122<sup>nd</sup> Street and Broadway. Remain there until further instructions are issued.

### **Evacuation from the Brush Residence Hall, 3080 Broadway**

Brush has two (2) staircases. Stairwell “A” leads to the second floor. When reaching the second floor, turn left and exit the double doors onto the second floor patio, and into the courtyard area. Proceed down the steps and exit the courtyard through the main lobby or the Unterberg exit that exits on 122<sup>nd</sup> Street. When reaching the main floor, exit and cross the street on 122<sup>nd</sup> Street and proceed to the assembly point located on Broadway in between 121<sup>st</sup> Street and 122<sup>nd</sup> Street and remain there until further instructions are issued.

Take stairwell “B” to the basement and follow the signs to the double doors that exit onto Broadway. Turn right, cross the street, and proceed to the assembly point located on Broadway in between 121<sup>st</sup> Street and 122<sup>nd</sup> Street and remain there until further instructions are issued.

### **Evacuation from Mathilde Schechter Residence Hall**

Mathilde Schechter has three (3) staircases that lead to the main floor. When reaching the main floor, exit and assemble across the street opposite the building.

### **Evacuation from Goldsmith Residence Hall**

Goldsmith has one (1) staircase that leads to the main floor. The fire escapes can also be used as the second means of escape. When reaching the main floor, exit and assemble across the street from the building.

### **Extended Evacuation**

After evacuating the building all occupants will be assembled along the sidewalk on Broadway in between 121<sup>st</sup> Street and 122<sup>nd</sup> Street. If the situation warrants an extended evacuation then a member of the Emergency Response Team and a designated member of the security department will direct everyone to proceed to the residence halls as per the attached plan. This plan should be put into action during emergencies and could be utilized during situations where further investigation is needed before the Emergency Response Team or The Fire Department can make a decision to reopen the building. Some examples of this should be a small fire, foul odor, or a loss of power situation. This will allow the ERT to fully investigate the situation and determine whether the building should remain closed or be reopened, while providing an assembly area protected from the elements. After the decision has been made by the ERT, it will be communicated to the security guard at each location, who will then pass along the decision to the occupants.

## LONG-TERM EMERGENCY EVACUATION PLAN

### 3080 Broadway

If long-term evacuation were required, the residence halls should be used as Relocation Points. Both buildings have rooms that could be used as Holding Areas, but neither should be able to accommodate all the staff, faculty, and students. (See map page 25)

**Therefore, it is necessary to split up the Evacuation Points as follows:**

#### Goldsmith

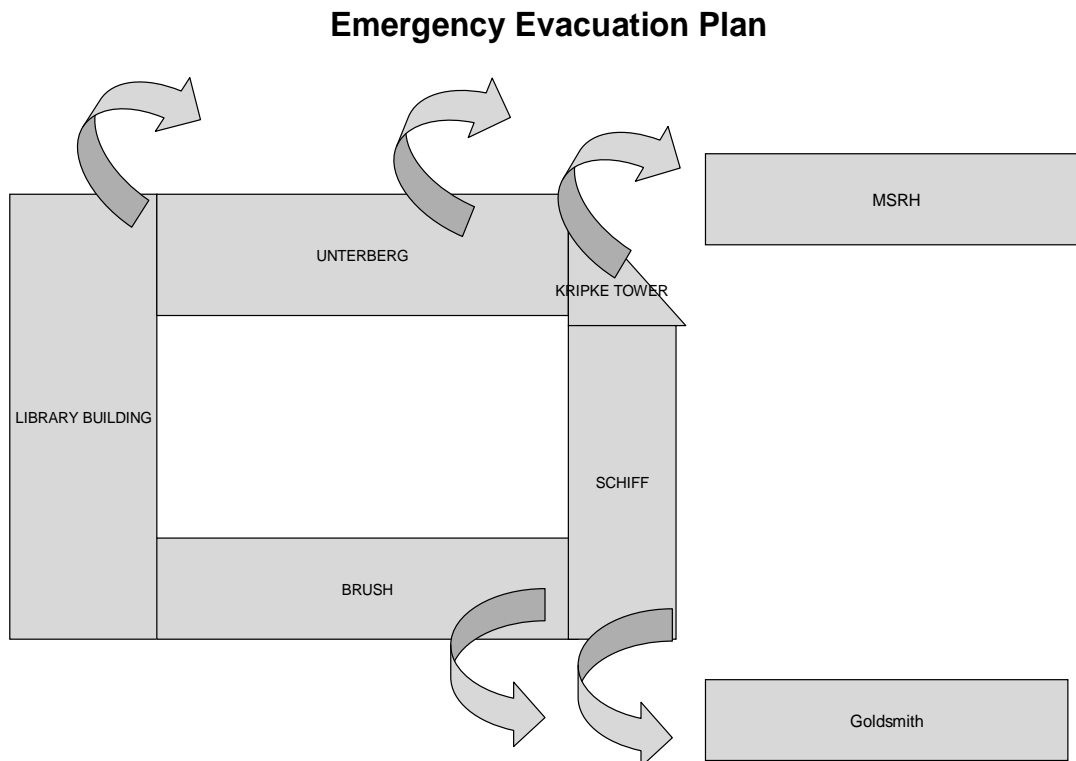
Occupants from either the Schiff or the Brush buildings should go to the Goldsmith building. The Moadon should be used. There is seating, bathrooms and a kitchen, if needed. A supply of water, food, cots, and blankets will be kept on hand.

#### MSRH

Occupants from the Kripke Tower, Unterberg, and Library buildings should go to MSRH. The assembly room, music room, and conference room should be used. There is seating, bathrooms and a kitchen, if needed. As supply of cots, blankets, food and water, will be kept on hand. If an extended Evacuation is necessary and should last overnight, cots and blankets can be utilized for any staff or students overnight in the Goldsmith Moadon and the MSRH assembly room.

#### Brush Dormitory

Dorm relocations will be coordinated with Residence Life. The common areas of the Goldsmith, rooms could be utilized.



## **THE EMERGENCY RESPONSE TEAM**

The Emergency Response Team (ERT) will represent all campus constituencies but be small enough to make immediate, decisive decisions. Each member of the ERT will have specifically designated areas of responsibility.

The leader of the ERT will be the Vice Chancellor/COO or his designee. The ERT will include representatives from the Office of the Provost, Office of the Dean of Academic Affairs, Dining Services, Communications, Counseling Services, Facilities Management, Human Resources, Residence Life, Student Life, Computer Operations, and the Security department. The Vice Chancellor/COO will consult with the Chancellor.

Throughout the emergency regular updates will be issued to the JTS Community by the Emergency Response Team. JTS currently uses an emergency text messaging system. The ERT will issue an emergency message upon confirmation of a dangerous situation involving an imminent threat to the health or safety of our community.

**APPENDIX B –IMPORTANT PHONE NUMBERS**

Dial x8888 to report any fire, medical, or other emergency within JTS so that Security is able to direct the responding services appropriately.

<b>FIRE</b>			
Transmit alarm to FDNY from any red pull box in the building. Also, dial <b>x8888</b> to report fire to Security.			
<b>POLICE</b>		<b>MEDICAL</b>	
NYPD 26 <sup>th</sup> precinct..... <b>212-678-1311</b> Arson hotline..... <b>718-722-3600</b> Crime victims hotline..... <b>212-577-7777</b> Runaway hotline ..... <b>212-966-8000</b> Sex crimes reports..... <b>212-267-7273</b>  Also, dial <b>x8888</b> to report incident to Security.		Ambulance services by FDNY can be reached at <b>911</b> .  Columbia University EMS..... <b>212-854-5555</b> Columbia University Health Services.... <b>212-854-2284</b> Doctor on Call..... <b>212-415-0120</b> Hatzolah..... <b>212-387-1750</b>  Also, dial <b>x8888</b> to report emergency to Security.	
<b>HOSPITALS &amp; EMERGENCY ROOMS</b>			
Whenever possible, please call ahead before leaving for the emergency room.			
<b>Columbia Presbyterian Medical Center</b> 622 W. 168th St <b>212-305-2255</b>		<b>St. Luke's-Roosevelt Medical Center</b> 1111 Amsterdam Ave. (113th St.) <b>212-523-3335</b>	
<b>Drug Abuse</b>	NYS Office of Alcoholism & Substance Abuse Services hotline <b>1-800-522-5353</b> Rape/sexual assault hotline <b>212-227-3000</b>	<b>Animal Bites</b>	To make reports 9am - 5pm, Monday through Friday: <b>Veterinary Public Health Services</b> Animal Bite Unit <b>212-676-2483</b>  To make reports after hours or weekends: <b>Poison Control Department</b> <b>212-764-7667</b>
<b>Rape Sexual Assault</b>	Columbia University Rape Crisis Anti-Violence Support Center <b>212-854-9255</b>	<b>Poisonings</b>	NYC Poison Control hotline <b>1-800-222-1222</b>
<b>MENTAL HEALTH</b>		<b>DOMESTIC VIOLENCE &amp; OTHER FAMILY CRISES</b>	
JTS Counseling Services (Daytime only) Dr. David Davar, Director of Student Counseling <b>212-280-6161</b>  <b>IN THE EVENT OF AN AFTER-HOUR CRISIS CALL 911</b>		Child abuse & maltreatment hotline <b>1-800-342-3720</b> Domestic violence hotline. <b>1-800-621-4673</b>  Columbia University Rape Crisis/ Anti-Violence Support Center <b>212-854-9255</b>	





