



# EMERGENCY AND DISASTER PLAN

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# Iona College Emergency and Disaster Plan

## Main Campus

### Introduction

College Campuses are not immune to incidents such as violent crimes, weather related emergencies, hazardous materials incidents, and the like. In the event of such a situation, the College's Emergency Notification System (ENS) will alert the campus community of the incident. The Office of Campus Safety and Security, as part of the Emergency Response Team, has prepared this series of guidelines for students, faculty, and staff to follow in various emergency situations. It is recommended that you become familiar with this information and keep this guide conveniently located for quick reference. Although most disasters are caused by circumstances beyond anyone's control, proper planning, preparation and decision making will help to minimize the impact for all members of the Iona community.

Please report all on-campus emergencies, suspicious activities, or criminal offenses to the Office of Campus Safety and Security by dialing "2560" from any Iona College campus phone or dialing (914) 633-2560. Any of the exterior blue light emergency telephones or interior emergency telephones may also be used for direct contact with the Office of Campus Safety and Security.

### Definitions:

An *emergency* at Iona College is defined as: any occurrence or condition that requires prompt and immediate action to remedy any possible negative affects.

A *disaster* at Iona College is defined as: any occurrence, or series of occurrences, that would significantly disrupt the normal operations of the College, and possibly jeopardize the safety, health and well-being of Iona people. The following are classifications used in defining a disaster:

1. Accident – fire, explosion, medical, transportation, etc.
2. Environmental – earthquake, hurricane, power failure, etc.
3. Human Origin – riot, sabotage, arson, physical violence, etc.

### Action and Disaster Plan:

In responding to disasters, decisions to evacuate buildings or to take other actions are not always clear-cut. Rather important variables need to be considered when deciding on a course of action. These variables may include the amount of time available to prepare for the disaster, the time of day, and the degree of potential destruction.

The following procedures should be followed in the event of a potential or actual disaster:

1. The Vice Provost for Student Development will assume the position of Crisis Management Coordinator, and determine whether the College is experiencing a disaster, after consultation with the responsible College officials, as outlined in this document. In the absence of the Vice Provost for Student Development, the duties of the Crisis Management Coordinator will be the responsibility of the Director for Campus Safety and Security; in his/her absence, the Assistant Vice Provost for Student Development will assume responsibility.
2. a.) The Crisis Management Coordinator will notify and keep abreast of all pertinent changes the College officials in the following order:
  1. President
  2. Provost
  3. Vice Presidents as necessary
  4. Directors as necessary

b.) In an emergency situation, all members of the Crisis Management Team will be notified by the Crisis Management Coordinator to report immediately to campus. Members of the Crisis Management Team are as follows:

Vice Provost for Student Development  
Director and/or Associate Director for Campus Safety and Security  
Director and/or Associate Director of Facilities Management  
Assistant Vice Provost for Student Development  
Assistant Vice Provost for and/or Assistant Director of Residential Life  
Director of Counseling Center  
Director of Health Services  
Director of Public Relations  
Director of any area of the College involved in the disaster.

3. Notification will be made to the City of New Rochelle emergency services departments (e.g., Police Fire, Ambulance). The Director for Campus Safety and Security. Or in his/her absence the Associate Director for Campus Safety and Security, will be responsible to make the necessary notifications and coordinate efforts with local authorities. It is his/her responsibility to keep the City apprised of the status of the disaster.
4. The Crisis Management Coordinator will utilize the Iona College Emergency and Disaster Response Checklist during any emergency or disaster. This form is intended to ensure that proper notifications are performed and documented. This form will be available in the Campus Safety and Security Annex on the first floor of Spellman Hall.
5. The Command Center during a disaster will be located in the Campus Safety and Security Annex. This area will only be occupied by members of the Crisis Management Team and any additional personnel necessary to develop the appropriate course of action to be taken to alleviate the effects of the disaster on the College (e.g., evacuation decisions and procedure, school closings). College officials will designate a representative from their division to serve as a liaison with the Crisis Management Team during a disaster.
6. In the event the evacuation of a building or buildings, the appropriate members of Campus Safety and Security, Facilities Management and Residential Life will utilize the standard Fire Drill and Evacuation method detailed in the Fire and Safety Procedures.
7. Should it be necessary to evacuate a residence hall or residence halls, the following should be considered:
  - a. finding a suitable location site for the re-location of building occupants;
  - b. conducting a search of residence halls by Residential Life staff accompanied by Campus Safety and Security and Facilities Management personnel;
  - c. suspension or adjustment of food service schedule;
  - d. providing information in reference to queries from parents of students and students by rerouting incoming calls to the Office of Student Development or other designated location; and
  - e. Suspending or adjusting Health Services to meet the needs of the emergency.

During the weekend or evening hours, the Resident Director on duty, upon learning of a disaster or potential disaster, will immediately notify the Assistant Vice Provost for Residential Life and the Vice Provost for Student Development and the office of Campus Safety and Security. All Resident Assistants will be advised of the situation and requested to assemble in a central location or locations to await instructions from the Resident Director or Vice Provost for Student Development as to what action should be taken.

8. After all necessary evacuations have been completed, the Command Center will be utilized as the central location to evaluate and to decide upon further action to be taken on behalf of the College.
9. Every effort should be made to staff the following areas for the duration of a disaster:
  - a. Advancement – Media Release Information
  - b. Campus Safety & Security
  - c. Counseling Center
  - d. Facilities Management
  - e. Food Services
  - f. Health Services
  - g. Student Development
  - h. Telephone Services / Switchboard
10. In addition to routine emergency equipment, Facilities Management maintains an “emergency room” located in the garage opposite 82 President Street. This room contains generators and other equipment maintained specifically for use in emergency situations.
11. At the conclusion of the disaster, all buildings will be checked by Facilities management to ensure their soundness prior to re-entry.

## Disaster Policy: Practical Concerns and General Information

### Purpose:

To clarify responsibilities and roles of the College’s Crisis Management Team during a potential or actual disaster situation.

### Procedure:

In all emergency situations the following actions should be taken with the responsibility assigned as follows:

1. Assemble key personnel of the Crisis Management Team in the Command Center to evaluate the situation and develop an immediate plan of action.  
**Responsibility:** Crisis Management Coordinator and/or Director of Campus Safety and Security
2. Coordinate Iona College’s response efforts with the response efforts of the City of New Rochelle emergency services (i.e., Police, Fire, Ambulance).  
**Responsibility:** Director of Campus Safety and Security and/or Associate Director of Campus Safety and Security
3. Assign personnel to staff telephones in various areas of the College that must remain open.  
**Responsibility:** Vice Presidents and/or Directors
4. Maintain Food Services or provide an alternative service.  
**Responsibility:** Director of Business Services and Director of Food Services
5. Provide shelter at appropriate locations on campus (e.g., Hynes Athletics Center, Spellman Hall).  
**Responsibility:** Vice Provost for Residential Life and/or Assistant Director of Residential Life

6. Write a press release in reference to the disaster and the status of class sessions.  
**Responsibility:** Vice President for Advancement and/or Director of Public Relations
7. Direct incoming telephone calls from parents and others seeking information about students to the Office of Student Development, which will be staffed by College personnel and Graduate Assistants.  
**Responsibility:** Assistant Vice Provost for Student Development and/or Assistant Directors
8. Assign a College official to Sound Shore Medical Center to keep the Command Center advised as to the medical condition of any affected students and/or employees.  
**Responsibility:** Director of Health Services and/or Director of Counseling Center
9. Activate campus safety officers for the emergency and assign special duties as the situation may dictate (e.g., vehicular patrol, pedestrian control, building security and other related tasks).  
**Responsibility:** Director of Campus Safety and Security and/or Associate Director of Campus Safety and Security
10. Utilize the Voice Mail System, Email System, and Text Messaging System during a disaster to disseminate information to members of the community related to the emergency or critical incident.  
**Responsibility:** Director of Business Services – Voice Mail  
Vice Provost of Information Technology – Email  
Vice Provost for Student Development – Text Messaging

## Emergency Communications Plan

Clear and consistent communication is essential during any emergency situation. As decisions are made by the Crisis Management Team, in conjunction with senior College officials, appropriate communications must be developed and distributed immediately to all key audiences: students, faculty, staff, parents, and the general public.

College distribution channels include the official College e-mail system, the College Web Site ([www.iona.edu](http://www.iona.edu)), voicemail, and the College emergency text messaging system. Information is also communicated via the news media (television, radio, newspapers, web sites, etc.).

Internal communications are the joint responsibility of the Vice Provost for Student Development and Vice Provost for Information Technology while the Vice President for Advancement and External Affairs or his alternate/designee manages all external communications during an emergency.

# Emergency Telephone Numbers

**Campus Safety and Security..... Call Annex Dispatcher ..... Dial ext. 2560**

**Campus Safety and Security..... Call Annex.....(914) 636-1186**

For any emergency on campus, call Campus Safety and Security by dialing ext. 2560 from the nearest campus extension. Campus Safety and Security officers will be dispatched by radio and appropriate agencies will be notified if necessary (Police, Fire, Ambulance). Emergencies on campus grounds and parking lots may also be reported from the nearest RamTech emergency phone.

## Emergency Telephone Locations:

1. Northwest corner of Hagan Hall
2. Front of Rice Hall
3. Northeast entrance to parking garage
4. Northeast corner of second level of the parking garage
5. Northeast corner of third level of the parking garage
6. Montgomery parking lot
7. North side of Mazzella Field
8. East side of Spellman Hall
9. West side of Cornelia Hall
10. Pedestrian exit of the Summit Avenue parking lot
11. Northwest corner of Doorley Hall
12. Front of Hynes Athletics Center

# Specific Incidents

## Emergency Closing of Campus

It will be the policy of the College to close the campus only in the most serious of circumstances. The closing of the school because of weather emergencies will be determined before 6:00 am by the Provost after conferring with the Vice Provost for Student Development and the Deans. Notification will consist of the text messaging system, posting on homepage of website, voice messaging system and media in the morning indicating the status of the College as closing of “day classes only.” The Provost will decide if the College administrative and staff offices should be in full or partial operation. An option to begin classes and open offices at 10:00 am will be given serious consideration if conditions are questionable.

The President and Provost of the College will be notified immediately of any school closing. Also, Telephone Services will be notified to make the necessary Voice Mail changes, as well as Campus Safety and Security.

## High Wind Conditions

Appropriate action will be taken. All members of the Iona community will be advised to go to an area away from outside window glass.

## Lightning Conditions

Do not leave buildings during severe lightning. Bring inside any persons who are outside. Keep as far away as possible from windows, outside doors, metal fixtures, and plug-in electrical appliances. Refrain from using telephones. If already in a vehicle in a parking lot, stay there. When leaving a vehicle, or a building, avoid walking in puddles.

## Winter Storms

College officials will make the decision to close the campus. Information will be given on all appropriate radio stations. (See above - Emergency Closing of Campus.)

## Earthquakes

While inside a building, take cover in hallways, and stay clear of windows or glassed-in areas. Do not leave the building during an earthquake as there is extreme danger leaving or entering buildings.

While outside a building, remain outside, preferably in a vehicle. Stay clear of electrical wires, poles, trees, or anything that might fall.

After an earthquake, evacuate building in the safest way possible. Stay clear of windows or glassed-in areas due to possible loose debris. Do not allow people to re-enter the building until the building has been inspected for hazards or structural damage.

## Internal Gas Leaks

Notify Campus Safety and Security by dialing ext. 2560. Evacuate building if necessary. Campus Safety and Security and Facilities Management will determine if the fire department should be notified. If necessary, Campus Safety and Security will notify the proper College officials for a decision to cancel activities in a building or section of campus.

## Civil Disturbance

Notify Campus Safety and Security by dialing ext. 2560. Attempt to isolate the involved parties and contact Campus Safety and Security. If necessary, Campus Safety and Security will notify the New Rochelle Police.

## Shelter-in-Place

What “*Shelter-in-Place*” Means

One of the instructions you may be given in an emergency situation is to “Shelter-in-Place”. That is, to remain indoors due to a developing dangerous/hazardous situation outdoors. These guidelines are aimed at keeping you safe while remaining indoors. “Shelter-in-Place” means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building or barricading the room you are using for shelter. If you are told to “Shelter in-Place”, follow the guidelines provided.

## Why You Might Need to “Shelter-in-Place”

For any type of emergency where guidelines for “Shelter-in-Place” would be appropriate, information will be provided by College authorities through the Emergency Text Messaging System. The important thing is for you is to follow these guidelines and know what to do if you are advised to “Shelter-in-Place”.

## How to “Shelter-in-Place”

- Stop classes or work, or close business operations.
- If there are students, faculty, staff, or visitors in the building, provide for their safety by asking them to stay. When College authorities suggest to “Shelter-in-Place”, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes.
- It is ideal to have a hard-wired telephone in the room(s) you select. Have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room(s). Shut and lock the door(s).
- Be alert for ENS updates until you are told all is safe or you are told to evacuate. These updates may call for evacuation of specific areas.

## Supplies

For the workplace, where you might be confined for several hours, the following supplies are suggested to have available:

- Flashlight
- Battery-powered radio
- Food – high-energy foods like granola bars, energy bars, etc.
- Water
- Medications – If you use prescription medications, keep at least a small supply of these available.

## More Information

Additional information may be accessed at the American Red Cross web site: [www.redcross.org](http://www.redcross.org)

# Active Shooter

## Introduction

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases active shooters use firearms, and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. College campuses are not immune to serious or violent crime. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

## Guidance to Faculty, Staff, and Students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- If an active shooter is outside your building, you should immediately seek cover in an attempt to conceal and hide from the shooter. Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 2560 or 914-633-2560, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police give the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- If an active shooter is in the same building you are, you should immediately seek cover in an attempt to conceal and hide from the shooter. Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- If an active shooter enters your office, classroom, or residence, try to remain calm. Call 2350 or 914-633-2560 if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place, and do not touch anything that was in the vicinity of the shooter. No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are, and notify authorities of their location as soon as possible. Proceed to a safe location, and do not leave campus until advised it is safe to do so by police.

## What to Expect from Responding Police Officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams; they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying, and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under

control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

## **General Quick Response Guide**

- Secure immediate area.
- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Silence cell phones.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Place signs in exterior windows to identify the location of injured persons.

## **Contacting Authorities**

- Use 914-633-2560 to contact the Iona College Office of Campus Safety and Security
- Dialing 2560 from a campus phone will connect with Campus Safety and Security.
- Dialing 911 from a cell phone will connect you with New York State Police Emergency Enhanced 911. Be sure to give the call taker your exact location. It is advisable to program 914-654-2300 into your cell phone to call the New Rochelle Police Department directly.

## **What to Report**

- Your specific location — building name and office/room number
- Number of people at your specific location
- Injuries – number injured, types of injuries
- Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, separate explosions from gunfire, etc.

## **Un-Securing an Area**

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until he or she has been engaged by an outside force.
- Attempts to rescue people should only be considered if it can be accomplished without further endangering the persons inside the secured area.
- Always consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

# Hostage Situation

## If You Hear or See a Hostage Situation

- Immediately remove yourself from any danger.
- Immediately notify the Office of campus Safety and Security at 914-633-2560 (or 2560 from any campus phone).
- Be prepared to give the Office of Campus Safety and Security personnel the following information:
  - Location and room number of incident
  - Number of possible hostage takers
  - Physical description and names of hostage takers, if possible
  - Number of possible hostages
  - Any weapons the hostage takers may have
  - Your name
  - Your location and phone number

## If You are Taken Hostage

- Remain calm, polite, and cooperate with your captors.
- Do not attempt escape unless there is an extremely good chance for your survival. It is safer to be submissive, and obey your captors.
- Speak normally. Do not complain, avoid being belligerent, and comply with all orders.
- Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Be observant and attempt to memorize the physical traits, voice patterns, clothing or other details that can help provide later identification of your captors.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you and have established a relationship.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

## If a Rescue is Taking Place

- Do not run. Drop to the floor, and remain still with your hands clearly visible. Do not make any sudden movements as the police may not be able to clearly identify hostages from hostage takers.
- Wait for instructions from the police, and obey all instructions.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.
- You will be taken to a safe area, where proper identification will take place as well as an interview.

## Bomb Threats

If you receive a bomb threat by telephone, here are some helpful things to remember:

- Remain calm. When the bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
- Do not put the caller on hold.
- Do not attempt to transfer the call.
- The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.
- Pay attention to the caller and his/her words and speech:
  - Does the caller have any distinguishing voice characteristics such as an accent, stuttering or mispronunciation?

- Is the caller angry, excited, irrational or agitated?
  - Is the caller a man or woman, young, middle-aged, or old?
  - If you have caller ID, note the phone number of the caller.
- Listen for background noises (traffic, train whistle, music, radio, TV, children, airplanes, etc).
  - It is important to document all that you know and hear. This should include filling out the Bomb Threat Checklist.
  - Call the Office of Campus Safety and Security at 2560 from a campus phone or 914-633-2560 from a cell phone.
  - Do not evacuate the building until told to do so by the Office of campus Safety and Security.

## **Bomb Threat Checklists**

- Stay calm and collect all the information you can:
- Name of call taker
- Date and time received
- How was threat reported (telephone, e-mail, in-person, by mail)?
- Location threatened
- Exact words used to make threat

## **Questions to ask the person making the threat**

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Who placed the bomb?
- Why was the bomb placed?
- Where are you calling from?

## **Description of caller's voice**

- Young, old, middle-aged
- Accent
- Male, female
- Race
- Background noises
- Remarks, etc...
- Completed by: (your name)
- Phone: (your phone)

## **Severe Thunder Storms or Tornadoes**

- The College is prepared to notify the campus community via the Emergency Notification System (ENS) of severe weather emergencies. The following terms are utilized by the National Weather Service:
- Watch: Conditions are right for a severe thunder storm or tornado to develop. Continue with normal activities, but continue to monitor the weather.
- Warning: Radar or weather spotters have identified a severe thunder storm or tornado.

## **If you are indoors:**

- Know the location of the appropriate area(s) for your facility. This can be a basement or a ground floor hallway with no windows or a door frame.
- If you are unable to go to a room with no windows get under a desk or a table.

- Remain in a protected area until the threat has ceased or the danger has passed.
- Call the Office of Campus Safety and Security at 2560 from any campus phone or 914-633-2560 from a cell phone to report injuries.

### **If you are outside:**

- Try to seek shelter indoors.
- If you cannot, try to get to a protected or safe area away from buildings, windows and glass, telephone or light poles or any place where there could be falling debris.
- A low area such as a ditch or ravine or a depression works well.
- Lie face down and cover your head and face.
- Avoid any downed power lines.
- Call the Office of Campus Safety and Security at 2560 from any campus phone or (914) 633-2560 from any cell phone to report injuries and damage.

## **Fire and Hazardous Material Incidents**

In the event of a fire or hazardous materials emergency within a campus building, it is necessary and safest for occupants to evacuate. College policy is total evacuation.

### **A fire or hazardous materials emergency exists whenever**

- A building fire evacuation alarm is sounding
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus
- There is the presence of smoke, or the odor of burning
- There is an uncontrolled release of combustible or toxic gas or other hazardous material, or a flammable liquid spill

### **To Survive a Building Fire**

Activate the building fire alarm if it is not already sounding.

- Pull a fire alarm station on the way out.
- If the building is not equipped with a fire alarm, knock on doors and shout on your way out. Leave the building by the nearest exit.
- Crawl if there is smoke.
- If you get caught in smoke, get down close to the floor and crawl. Cleaner, cooler air will be near the floor.

### **Feel doors before opening**

- Before opening any doors, feel the metal knob.
- If it is hot, do not open the door.
- If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.

### **Go to the nearest exit or stairway**

- If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
- Always use an exit stair, NEVER an elevator.
- Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside.
- Close as many doors as possible as you leave. This helps to confine the fire.
- Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you have received training. Do not delay calling emergency responders or activating the building fire alarm. If you

cannot put out the fire, leave immediately. Make sure Campus safety and the fire department are called - even if you think the fire is out.

### **If you get trapped, keep the doors closed**

- Place cloth material (wet if possible) around and under door to prevent smoke from entering.
- Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, this may cause outside smoke to be drawn inside your location.

### **Signal for help**

- Hang an object at the window (jacket, shirt) to attract the fire department's attention. If there is a phone in the room call either 2560 or 914-633-2560 from a cellular phone and report that you are trapped in your room and provide a room number and location.
- If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, and attempt to notify others of your location by waving something out the window, shouting or using a phone for help.

### **Stop, Drop and Roll**

- If your clothes catch on fire, stop, drop, and roll, wherever you are.
- Rolling smothers the fire.

### **Obstacles**

- Storage of any items in the corridors ex: bicycles, chairs, desks, and other items are strictly prohibited in all hallways and stairwells.
- Blocked exits and obstacles impede evacuation, especially during dark and smoke conditions.

### **Notify emergency responders from a safe distance away from the building**

- Call 2560 from any campus phone.
- Call 914-633-2560 from a cellular phone.

## **Chemical Spills, Hazardous Materials**

Whenever there is an imminent or actual emergency situation related to chemical spills or hazardous materials, the College should refer to the Spill Prevention, Control and Counter Measure (SPCC) Plan which was prepared by Dvirka and Bartilucci in conjunction with the Department of Facilities Management.

### **Functions/Activities during an Emergency**

#### **Facilities Management Responsibilities**

The following individuals have been designated as Emergency Contacts for oil spills occurring at Iona College:

**Primary: Mr. Pete Heslin .....office .....(914) 633-2452**

**Alternate: Mr. Mark Murphy .....office .....(914) 633-2458**

Any individual discovering a spill, or a condition that could eventually lead to a spill, shall immediately notify Mr. Pete Heslin or, in his absence, the next alternate. If the next alternate is not available, Campus Safety and Security should be contacted at (914) 633-2560.

**The following information must be obtained:**

- Individual's name
- Location of spill
- Time of the spill
- Description and magnitude of the spill
- Whether personnel have been injured
- The portion of the facility involved in the spill.

The Emergency Contact or alternate will immediately inspect the affected area to identify the character, exact source, amount and areal extent (if applicable) of any materials released. The Emergency Contact will then notify all necessary facility personnel and initiate control, containment and clean up activities. The Emergency Contact response duties include the activation of emergency alarms, as necessary.

The Emergency Contact will assess possible hazards to human health or the environment that may result from the spill. The Emergency Contact shall determine appropriate personal protection equipment for essential personnel. The Emergency Contact shall ensure that those employees responding to a medical emergency are trained in CPR/first aid and blood borne pathogens.

**Outside Emergency Assistance** – If the Emergency Contact or alternate determines that additional assistance is required to control, contain and clean up the spill, he or his designated agent shall contact the appropriate authorities. The telephone numbers of the outside emergency assistance (i.e. local fire department, local police department and hospital) are listed in Table 1. Emergency response contractors will be mobilized to assist with spill control and clean up or in the event there is a potential for the release to reach a navigable waterway.

Table 1 lists emergency response contractor presently contracted with Iona College. The Emergency Contact must be informed if any outside emergency assistance is required. The Emergency Contact will meet the contractor and bring them to the scene.

**The Emergency Contact shall collect the following information related to the spill:**

- The exact address, location and phone number where the discharge occurred
- The date and time of the discharge
- The type of material discharged
- The estimated quantity of material discharged
- The source of the discharge
- Description of all affected media
- The cause of the discharge
- Any damage or injuries caused by the discharge
- Actions used to stop, remove and mitigate the effects of the discharge
- Whether an evacuation may be/was necessary
- The names of individuals and/or organizations who were contacted.

The Emergency Contact shall notify all appropriate organizations and federal, state and local agencies, so that necessary measures can be implemented to reduce and/or contain releases in order to minimize any threat to human health or the environment. A list of the appropriate organizations and federal, state, and local agencies is provided in Table 1.

The Emergency Contact or his/her designate agent shall keep a chronological record of the times of visits (if any) by the fire, police departments, governmental regulatory agencies and Iona College personnel. Names, titles and organizations represented by these personnel.

## Spill Response Procedure

In the event of a spill occurring at Iona College, the Emergency Contact shall take all reasonable actions necessary to stop, remove and mitigate the effects of the discharge. The Emergency Contact shall direct properly trained on-site personnel to stop/prevent further discharge and clean up all released material. In the event that the discharge exceeds the capabilities of on-site personnel, the Emergency Contact shall request immediate assistance from the Iona College emergency response contractor.

Oil recovered by the facility following a discharge will be disposed of in accordance with applicable legal requirements. The facility will make a hazardous waste determination for used absorbent material, i.e., determine whether the used absorbent material is hazardous or non-hazardous waste (6NYCRR 317.2[a][2]). Absorbent material that does not contain any substance which is either a listed hazardous waste or exhibits the characteristics of hazardous waste may be managed and disposed of as a non-hazardous waste. This would include absorbent that contains only oil, such as hydraulic or fuel oil. The facility recognizes that if any hazardous waste is present in the oil absorbed, the used absorbent will be managed as hazardous waste collection contractor. The cleanup contractor will be required to dispose of recovered materials in accordance with applicable legal requirement.

## Evacuation

In the event that the Emergency Contact determines that evacuation of the facility is necessary, the Emergency Contact will direct the appropriate trained personnel to assist in evacuation and provide guidance in evacuating the premises safely.

## Spill Control Equipment

Potential discharges resulting from accidental leaks and spills will be controlled by secondary containment systems at the facility, which include vaulting, curbing and diking.

Spill control equipment is maintained in all areas prone to a potential spill or leak event. This spill control material will be appropriate for the amount of oil stored and the likelihood of a spill or leak. Spill kits will be clearly identified, and contents and location will be part of the training. Oil spill control kits will be located near each oil storage tank and locations of truck deliveries throughout the facility. Spill control kits will be used by trained personnel who are familiar with the hazards posed by the spilled material and are knowledgeable of how to manage the spill cleanup residue. Spill control supplies will be periodically inspected by the Environmental Compliance Officer or his/her designee to ensure that they are fully stocked and ready for use in the event of a spill. If during an inspection, items are noted missing or substantially depleted, contents will be reordered and order placed as soon as reasonably possible. The Environmental Compliance Officer will maintain an inventory of the spill kits and their locations.

## Spill kits may contain the following items, according to the site:

- Personal Protective Equipment, including overalls, goggles and non-sparking shovels and brooms or equivalents.
- Containment materials such as dikes and spill stopper mats, broom or equivalents
- Absorbents in the form of pillows, blankets, mats, socks, pads and bags of polypropylene or diatomaceous earth (kitty litter)
- All 275 gallon ASTs will have a plastic container of diatomaceous earth (kitty litter) stored in the basement where the tank is located
- All carrier trucks must have diatomaceous earth on hand to absorb small spills

In addition, the fuel oil trucks that deliver oil to Iona College are all equipped with spill kits. Used spill control equipment and recovered materials generated during the cleanup of a spill or leak will be disposed of off-site in accordance with all applicable federal, state and local regulations.

## 60-Day Report

Subsection 112-4(a) of the regulations require facilities which have experienced a single event of greater than 1,000 gallons, or two discharge events of greater than 42 gallons each within a 12 month period, to prepare a written description of each such spill, the corrective action taken and plans for preventing recurrence of the incident. The report must be submitted to the Regional Administrator (RA) within 60- days of the discharge. According to the regulations, a “discharge event” includes, but is not necessarily limited to, any spilling, leaking, pumping, pouring, emitting emptying or dumping of oil into or upon navigable waters of the United States or adjoining shoreline. Procedures for preparing and submitting a 60-day report are described in Section 14.0 of this SPCC Plan.

## Table 1

### Iona College Emergency Notification Telephone Numbers

#### Primary Emergency Contact:

Mr. Pete Heslin ..... (914) 633-2452 (office)

#### Alternate:

Mr. Mark Murphy..... (914) 633-2458 (office)

#### New York State Department of Environmental Conservation

Spill Notification (report within 2 hours) ..... (800) 457-7362

#### New York State Department of Environmental Conservation

Region 2..... (718) 482-4933

National Response Center ..... (800) 424-8802

24 hour Security..... (914) 633-2560

New Rochelle Police..... 911 or (914) 654-2300

New Rochelle Fire Department ..... 911 or (914) 654-2211

Westchester County DOH..... (914) 813-5000

Castle Oil Corp. (Oil Supplier) ..... (914) 381-6600

#### Oil and Chemical Spill: Emergency Response Vendor

State Environmental Services, Inc..... (914) 592-3385

# Guidelines for Suspicious Letters and Packages

## How to Identify Suspicious Packages and Letters

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Visual distractions
- Ticking sound
- Excessive security material such as masking tape, string, etc.
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

## Actions to Take Once a Potential Suspicious Package Has Been Identified.

- Stay calm – do not panic.
- Do not move or handle a suspicious package.
- Call the Office of Campus Safety and Security at 911 from any campus phone or 914-633-2560 from a cell phone.
- If there is reason to suspect that a package may contain an explosive device based on characteristics described above, do not handle the package. Leave the immediate area and contact the Office of Campus Safety and Security.
- If the suspicious letter or package is marked with a threatening message (such as “anthrax”) or if a suspicious powder or substance spills out of the package or envelope, follow these guidelines:
  - Do not clean up a suspicious powder.
  - Turn off local fans or ventilation units in the area if you suspect that a device has been activated and the fan/ventilation switches if they are quickly and easily accessible.
  - Leave the room and close the door, or section off the area to prevent others from entering. Call for assistance and keep others away from the area.
  - Wash your hands with soap and water to prevent spreading any powder to your face.
  - Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. Give clothing bag to emergency responders.
  - Shower with soap and water as soon as possible if contaminated. Do not use bleach or other disinfectant on your skin.
  - It is important to note all people who were present in the area when the suspicious package was discovered.
  - Provide this information to campus Safety and Security to facilitate their follow-up investigation and to obtain advice from local health authorities and outside law enforcement officials as to the best standards of care for those affected.

## Emergency Preparedness and Response

Emergency responders from the Office of Campus Safety and Security will assess the situation. If the suspicious letter or package is marked with a threatening message, such as “anthrax” or if a suspicious powder or substance has spilled, they will follow certain guidelines and immediately notify the New Rochelle Police Department.

### Additional Resources:

- Federal Bureau of Investigation Advisory <http://www.fbi.gov/pressrel/pressrel01/mail3.pdf>
- Centers for Disease Control Anthrax Information <http://www.bt.cdc.gov/agent/anthrax>
- United States Postal Service Anthrax Information at [http://www.usps.com/news/2001/press/pr01\\_1010tips.htm](http://www.usps.com/news/2001/press/pr01_1010tips.htm)

## Missing Student Mandatory Reporting Policy

Iona College has instituted the following policy related to missing student reporting:

All students, employees, or other individuals with knowledge that a student has been missing for 24 hours should report this information to:

- The Vice Provost for Student Development
- The Assistant Vice Provost for Residential Life
- The Director for Campus Safety and Security

Any official missing student report must be referred immediately to Campus Safety and Security for an initial investigation to verify basic facts. The New Rochelle Police Department will be immediately notified to conduct a Missing Student Investigation.

Each student residing in on-campus student housing must identify to the Office of Residential Life a contact person or persons whom the institution shall notify if the student is determined to be missing by the Department of Campus Safety and Security, or the New Rochelle Police Department;

- All student contact information will be maintained in a confidential manner in the Office of Residential Life and this information will only be accessible to authorized campus officials;

If a student is under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian when the student is missing, in addition to any additional contact person that may have been designated by the student; and Iona College, regardless of whether a student named a contact person, unless the New Rochelle Police Department made the determination that a student is missing, the College will notify the New Rochelle Police Department that the student is missing.

The above procedures must be followed when a student who resides in an on-campus student housing is determined to have been missing for 24 hours. The notifications are as follows:

- If the student has designated a contact person, notifying that contact person within 24 hours;
- If the student is under 18 years of age and is not emancipated, the student’s custodial parent or guardian and any other designated contact person within 24 hours; and
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the New Rochelle Police Department that the student is missing within 24 hours.

# Death on Campus

When a student dies, the Vice Provost for Student Development shall act as the Coordinator of all related activities. In the absence of the Vice Provost, the Provost should immediately appoint a Coordinator from the Student Development staff.

The primary responsibility of the Coordinator is to centralize the process for the family, for the students, and for the college community.

The Coordinator should utilize all college databases to obtain the appropriate and accurate biographic and demographic information. It is vitally important that all information be correct before it is publicized. The Coordinator should contact the family of the deceased student and/or the various emergency services to obtain all related information (i.e., details regarding the wake/funeral). He/she should also extend the services of Campus Ministries, the Counseling Center and the Christian Brothers to the family, classmates and to other survivors.

When a student dies, it is most important for the Coordinator to recognize the impact of the loss on the survivors and to do everything possible to meet their emotional needs. This is especially true if the death was a suicide or took place in a residence hall. In such cases, the Coordinator should utilize all the resources available at the College.

The Coordinator should send the “Notice of a Student Death” form to the appropriate offices as soon as the information is completed. This form can be obtained from the Office of Student Development or found in Appendix A at the back of this book.

The various offices that send mailings to students and/or parents should take the necessary steps to end such mailings to a deceased student or his/her family. These offices will receive a copy of the form from the Coordinator. The office of the school in which the deceased student was enrolled should notify his/her professors.

The Office of Student Financial Services should refund all tuition and fees from the semester during which the student died and pro rate room and board if the student lived in housing facilities owned by the College. It would also be appropriate to waive library and/or parking fines. The decision to grant degrees or awards posthumously should be made by the Dean of the Academic School and the Provost.

If the media needs information regarding the death of a student, the Vice President for Advancement and/or the Coordinator of Public Relations should manage this process.

# City of New Rochelle Emergency Telephone Numbers

Emergency for Police or Fire.....	911
New Rochelle Police.....	654-2300
• Detectives.....	654-2263
• Special Operations.....	654-2221
• PACT.....	654-2321
New Rochelle Fire .....	654-2211
New Rochelle Building.....	654-2036
New Rochelle City Manager.....	654-2140
New Rochelle Mayor.....	654-2151
New Rochelle Public Works .....	654-2135
New Rochelle Streets & Highways .....	235-3536
New Rochelle Sewers & Drains.....	235-3567
Sound Shore Medical Center.....	632-5000

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# Study Abroad Crisis Crisis Management Plan

## Policy

It will be the policy of the Iona College Office of Study Abroad, Office of Student Development, and Office of the Provost to respond to and investigate any report of situations that may be harmful or injurious to Iona faculty, students, and staff participating in an Iona College Study Abroad Program.

## Definitions

A study abroad crisis may include, but is not limited to, situations such as:

- Family emergency
- Harassment
- Sexual Assault or relationship violence
- Serious injury or illness
- Student death
- Serious misconduct or criminal behavior
- Threat of high risk in travel due to terrorism
- Other disasters (e.g., air or rail crashes, earthquakes)

## Procedure

### Contact Information

The offices of Study Abroad and the Provost shall keep on file all contact information for each Study Abroad program that is in progress. Such contact information will include: airline/travel itinerary; program coordinator's residence address, telephone number, and email address; students' cell phone numbers where available; foreign institute's address and telephone number if applicable; home contact information (including parent/guardian) for each student/participant, and any other relevant contact information.

In the event of a crisis situation that requires prompt and immediate attention, the Vice Provost for Student Development will assume the position of Crisis Management Coordinator, as consistent with the Iona College Emergency and Disaster Plan. (See page 1 of this manual.) The Crisis Management Coordinator will notify and keep abreast of all pertinent changes the College officials (President, Provost, Vice Presidents, Deans and Directors as necessary). In a crisis/emergency situation, the Vice Provost shall notify the Crisis Management Team for Study Abroad to report immediately to campus.

Members of the Crisis Management Team for Study Abroad shall include:

- Vice Provost for Student Development
- Director of Study Abroad
- Assistant to the Provost
- Director of Campus Safety and Security
- Director of Residential Life
- Director of Counseling
- Director of Health Services
- Director of Public Relations

The Crisis Management Coordinator will utilize the Iona College Emergency and Disaster Response Checklist during any crisis or emergency.

In the event of threat of high risk in travel, the Crisis Management Coordinator will be guided by the US State Department which issues travel warnings and public announcements ([www.travel.state.gov](http://www.travel.state.gov)) and by the Iona College Study Abroad Program Cancellation Policy (on file in the offices of Study Abroad and the Provost). The US State Department also provides information on emergency services to US citizens abroad (financial assistance, arrest/incarceration, locating US citizens in the event of an emergency, medical information and lists of hospitals abroad, help in a disaster/evacuation, matters regarding death of US citizens, and general emergency information).

## **Definitions**

Travel Warnings are issued when the State Department recommends that Americans avoid a certain country. Public Announcements are issued to disseminate information quickly about terrorist threats and other relatively short-term conditions that pose significant risks or disruptions to Americans.

# **Iona College at Blue Hill Crisis Management Plan**

## **Location**

Iona College at Blue Hill  
2 Blue Hill Plaza  
Concourse Level  
P.O. Box 1522  
Pearl River, NY 10965-8522

## **Policy**

It will be the policy to have the staff of the Iona College at Blue Hill campus report all incidents of a criminal nature that occur at this facility to the local police department for immediate response and investigation. The Department of Campus Safety and Security will also be advised of all incidents involving members of the Iona Community or College property. All serious incidents will be investigated in conjunction with local police.

## **Definitions**

An incident that should be reported and investigated may include, but is not limited to, situations such as:

- Sexual Assault or relationship violence
- Serious injury or illness
- Student death
- Serious misconduct or criminal behavior
- Threat of high risk due to terrorism

## **Procedure**

The facilities of Iona College at Blue Hill are located at 2 Blue Hill Plaza and the entire complex is covered by a contract security company, U.S. Security Associates, which is employed by Mack-Cali Realty Corporation. It shall be the policy of the College to require the staff of Iona College at Blue Hill report every serious incident of a criminal nature to the Town of Orangetown Police Department. In a non-emergency situation, this information should be initially provided to the Iona College Campus Safety and Security Department (914-633-2245) to evaluate. In an emergency situation the staff should immediately call 911. In a non-emergency situation or to report a past incident call 845-359-3700 (Orangetown Police Dept).

In the event of a crisis situation that requires prompt and immediate attention, the Orangetown Police Department should be immediately notified. There should be a concurrent notification made to Iona College Campus Safety

and Security, and the on site security provided by Mack-Cali Realty Corporation at 845-735-2400. The Vice Provost for Student Development will be notified by Campus Safety and Security and assume the position of Crisis Management Coordinator, consistent with the policies stated in the Iona College Emergency and Disaster Plan. The Crisis Management Coordinator will notify and keep abreast the College officials (President, Provost, Vice Presidents, Deans and Directors as required) of all pertinent changes in status of the emergency situation. At the initial phase of a crisis/emergency situation, the Vice Provost shall activate and advise the Crisis Management Team to immediately report to campus.

### **Members of the Crisis Management shall include**

- Vice Provost for Student Development
- Campus Dean of Iona College Blue Hill
- Director of Campus Safety and Security
- Director of Facilities Management
- Director of Residential Life
- Director of Counseling
- Director of Health Services
- Director of Public Relations
- Other Directors as needed
- The Crisis Management Coordinator will utilize the Iona College Emergency and Disaster Response Checklist during any crisis or emergency.

### **Initial Reporting Process**

The staff at the Iona College at Blue Hill campus will be responsible to immediately notify the following agencies and individuals in case of any reported emergency:

- The Dean of Iona College at Blue Hill
- The Director of Campus Safety and Security
- The Vice Provost for Student Development
- The Orangetown Police Department
- The on site security officers provided by Mack-Cali Realty Corporation

### **Outside Agencies contact information**

Mack-Cali Realty Corporation - Blue Hill Complex

- (845) 735-2400
- Jim Rizzi, Security Director for complex
  - 2 information desks are manned 24 hours
  - Patrol provided for complex from 7am until 1am

### **Orangetown Police Department - 26 W. Orangeburg Road, Orangeburg, NY 10902**

- Emergency number..... 911
- Non emergency number... (845) 359-3700

### **U.S. Security Associates - 199 Main Street, White Plains, NY**

- Security vendor for Blue Hill complex
- (914) 761-7077
- Juan Isales –Regional Manager

# Emergency Preparedness Plan - Terrorism

## Purpose

Iona College is committed to continuous planning in an attempt to minimize the risk of personal injury and property loss from critical incidents. Iona will cooperate with public agencies charged with disaster control; and shall take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or a disaster.

Iona College is committed to supporting the welfare of its students, faculty, staff and visitors. Preparing a campus critical incident management plan and allocating resources to respond to possible emergencies is one way in which the College offers this support. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area.

The Bio-Terrorism Management Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communications with the College, surrounding neighborhoods and the City of New Rochelle. This Plan is being established to respond to potential acts of terrorism reported in the New York Metropolitan area in consideration that the incident would have an affect on the College or reaches proportions that cannot be handled by established measures. A terrorist incident is usually sudden and unforeseen, or there may be varying periods of warning related to intelligence provided by the local, state and federal governments. This Plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

## Procedure

It is important that we establish a coordinated response to possible terrorist incidents in the metropolitan region. We feel that this plan will provide the following outcomes:

- A more rapid response to critical incidents,
- A more systematic and routine approach to critical incidents,
- A venue for promptly identifying and supporting College decision makers,
- A system for evaluating all critical incidents with the goal of providing improved plans to protect lives and property as well as reduce exposure to vicarious liability, and
- Improved management of public information.

Dissemination of all relevant information is vital to gaining voluntary compliance from all members of the community. This is especially true prior to an incident and remains true during an incident. We want to ensure that our students, faculty, staff and administrators are as informed as possible, to reduce their level of anxiety and reinforce the importance of remaining calm.

### **To accomplish the dissemination of information, we plan on doing all of the following:**

- Distribution of a campus wide memo providing information to alleviate anxiety prior to an actual incident. This could be used when the level of terrorism alert reaches a high level.
- Advise students and staff in detail, what they are expected to do in case of a terrorist incident.
- Utilize fire alarms to clear buildings – A telephone tree will be established with a representative in each campus building. Campus Safety and Security will be responsible for notifying each representative to activate the warning system.
- Establish a system-wide telephone message alert to ensure that all faculty members in outlying campus buildings are notified
- Members of campus safety and security and other Student Development departments will direct all students and other employees of the College to Hynes Athletics Center or other designated area.

**In the event of a reported terrorist incident in the region, related to either a bio-hazardous or poisonous material, we will initiate the following response:**

- All members of the Iona Community will be advised to proceed in a safe and prompt manner to Hynes Athletics Center.
- All persons will enter Hynes Athletics Center through the pool area lower entrance on the West side of the building and then be directed to the gym on the main level.
- This entrance will be staffed with a campus safety officer and a Resident Director.
- A temporary command post will be established in the men's basketball locker room with Facilities Management running a temporary telephone line. A wireless laptop computer will also be secured for the room and portable battery operated radio.
- Establish an information table in the gym staffed by Advancement/Public Relations and a member of Student Development to advise students and staff of the status of the event.
- Establish a table for the Counseling Center to be identifiable and available to address specific psychological needs of student and staff. The remaining staffs of Counseling Center, Campus Ministries and Residential Life will be assigned to the gym for the purpose of maintaining order and disseminating current information.
- TV and portable radios will be available for use in gym in an attempt to keep everyone as informed as possible.
- Limited quantity of bottle water (20 cases) will be available for use in Hynes Athletics Center (Food Service Vendor)
- Facilities Management or athletics will open the general admission bleachers to be used by students and staff.
- The primary means of communicating with all students and staff inside of the gym will be the PA system or CSS bullhorn.
- Health Services will be positioned in Trainer's Room to provide First Aid Station.
- Bathrooms on main level in locker rooms will be utilized by all occupants of the building.
- Disposable TYVEK suits will be available to be utilized by anyone possibly contaminated prior to entering the building. The individual will shower with warm water and soap to remove any possible contamination.

The above procedure will be in effect on a twenty-four hour per day basis to respond to any reported act of terrorism in the region that will have a potential effect on our campus. Events that occur during non-traditional business hours will result in the activation of our established procedures as detailed in the Iona College Emergency and Disaster Plan and appropriate College employees will be notified to respond.

## **Supplies**

Campus Safety and Security and Facilities Management Departments will ensure the availability of all necessary appropriate supplies to meet the potential need to respond to a terrorist incident affecting our campus to safeguard members of our community.

Revised 12/05

# Concerns and Response (CARE) Team

## Overview and Objectives

Iona College is committed to using its best efforts to provide faculty, staff, and students with an environment that is safe, secure and free from threats, intimidation and violence. These efforts include: a continuous review and revision of the Emergency and Disaster Plan and the Emergency Response Guide; enhancing the relationship between the New Rochelle Police Department and Iona College; incorporating nationally-recognized critical scene incident management protocols; and the development of the Concerns and Response (CARE) Team protocol for identifying and assisting distressed and distressing students.

In the aftermath of the tragedy at Virginia Tech, a review panel recommended that, “Incidents of aberrant, dangerous or threatening behavior must be documented and reported to a college’s threat assessment group and must be acted upon in a prompt and effective manner to protect the safety of the campus community” (Report of the Virginia Tech Review Panel, p. 53, 2007). To that end, the primary role of the CARE Team is to review concerns related to behavioral issues raised by members of the Iona Community and to consider coordinated, thoughtful, and appropriate responses. The CARE Team will also be responsible for the dissemination of information to the campus community regarding the identification of and the response to students in distress. Concerns about members of the Iona community other than students should be directed to the Director of Human Resources, rather than to the CARE Team.

***IN CASE OF AN EMERGENCY THAT REQUIRES IMMEDIATE ATTENTION, CONTACT CAMPUS SAFETY AND SECURITY AT 914-633-2560 AND/OR THE NEW ROCHELLE POLICE DEPARTMENT AT 911.***

Research has shown that there is no “profile” that accurately determines who may be capable of violence (Keeney, 2008). Most students who display multiple risk factors never become violent offenders, and some who pose a real threat will not demonstrate a prescribed level of risk. With this limitation as a given, this program, nevertheless, is intended to educate the Iona community about relevant risk factors and to establish specific, well-articulated procedures for exploring allegations of actual or potential violence to self or others. The CARE Team will respond in a prompt, discrete, and responsible manner by providing appropriate intervention in order to keep Iona as safe as possible and to assist a student who may be in distress.

The CARE Team considers exceptional “Red Flag” cases involving undergraduate and graduate students who present concerns that are best addressed by the combined expertise of individuals from a variety of disciplines (Sokolow, Wolf & Hughes, 2008). Therefore, multiple offices and areas of the College will be represented on the CARE Team.

“Red Flag” cases include the following general categories:

- Students who may be threats to themselves
- Students who may be threats to the campus community
- Students whose behavior and/or emotional state raise significant concerns

Recognizing that violence prevention is the responsibility of all College constituencies, all members of the Iona community are asked to:

- Be aware that the CARE Team serves as the official threat assessment forum at Iona College regarding students of concern
- Familiarize themselves with specific warning signs and risk factors that merit referral to CARE, how to make referrals to the CARE Team, how the process works and who is involved.
- Be assured that all information will be handled in a manner that protects the privacy rights both of the reporter and of the student of concern, within the limits of ethical and legal standards and guidelines (e.g., FERPA, ADA Amendments Act)
- Understand that the purpose of the implementation of the CARE Team is to protect both potential victim(s) and perpetrator(s) from harm

- Refer concerns about non-students to the Director of Human Resources
- Report an emergency requiring immediate attention to Campus Safety and Security at (914) 633-2560 or the New Rochelle Police Department at 911.

## I. Definitions

- “**FERPA**” is the Family Educational Rights and Privacy Act, as it is interpreted in the Iona College FERPA Policy.
- “**Community Standards of Behavior**” are clearly outlined in the College Code of Conduct and the College Mission Statement related to the expectations of Iona College students as members of the College community, both on and off campus. Students are expected to conduct themselves in a manner that is consistent with the values embraced by the Iona community and reflected in its various policies, rules and regulations. The Code of Conduct rests on the principles of individual development, community involvement, diversity and fairness.
- “**Student**” means any person admitted, registered, enrolled, or attending any College course or program; any person admitted to the College who is on College property or on College related premises for any purpose pertaining to his or her registration or enrollment.
- “**Red Flag Cases**” are defined as situations involving students whose behavior rises to the level of distress and/or disruption that merits a report to the CARE Team. It should be noted that some of these behaviors in isolation do not necessarily mean that a student will become a danger to self or others; however, a cluster of these behaviors do merit concern. Examples include:
  - Behavior that can cause harm to the student or to others
  - Expressions of hopelessness, rage, intent to harm self or others
  - Behavior that disrupts and impedes the conduct of normal and customary classroom and/or co-curricular activities
  - Behavior that makes others feel threatened or unsafe, such as stalking or making threatening or belligerent comments
  - Students who in emails, text messages, assignments, or in other writings express intent to harm self or others
  - A marked preoccupation with death, violence and/or having access to firearms
  - Difficulty containing anger or accepting limits
  - A diminished capacity to think logically or coherently, or to “make sense”
  - A diminished capacity to care for oneself and/or one’s safety
  - Significant and indiscriminate abuse of alcohol, illegal substances or over-the-counter supplements, diet pills, or performance enhancers; exhibiting signs and symptoms of a severe eating disorder
  - Marked isolation and extremely poor peer relationships
  - A history of violence
  - Non-compliance with treatment and/or medication for a mental illness (e.g. bi-polar disorder, major depression, personality disorder) or a medical illness (e.g. seizure disorder) that causes disruption and/or potential harm
- “**Concerns And Response (CARE) Team**” is the officially designated assessment and response forum at the College. It is comprised of representatives from various areas of the College, including but not limited to: Campus Safety and Security; Counseling Center; Student Development; Residential Life; Student Health Services; and the Faculty.
- “**College**” is Iona College.
- “**College Official**” means any person employed by Iona College to perform administrative, instructional, or professional duties.
- A **threat** is an expression of intent to do harm or act out violently against someone (including self) or something. A threat can be spoken, written, or symbolic -- for example, motioning with one’s hands as though shooting at another person.

## II. Protocol

- i. The CARE Team is comprised of six permanent members, and it conducts regular monthly meetings during the academic year, to be arranged each semester. Additional emergency meetings may be convened, as needed.
- ii. The CARE Team is comprised of the Vice Provost for Student Development (Chair); Director of the Counseling Center; Director of Campus Safety and Security; Assistant Vice Provost for Student Development; Assistant Vice Provost for Residential Life; and a member of the faculty. Consultation may be sought from other members of the Iona community, who may then become ad hoc members of the CARE Team for a prescribed period of time. The Iona College attorney serves as legal consultant to the CARE Team.
- iii. The Vice Provost for Student Development serves as the Chair of the CARE Team. In his/her absence, the Vice Provost will designate a team member to assume the role of Chair. This member will then consult with other team members in determining an appropriate response to any issues that may arise. The duties of the Chair are as follows:
  - The Chair has the authority, as Crisis Management Coordinator for the College in the Emergency and Disaster Plan, to activate the campus warning system. This activation will be in accordance with policies established in the Emergency and Disaster Plan.
  - The Chair has the authority, as Vice Provost for Student Development, to impose an interim suspension for an Iona student. The suspension will be in accordance with the provisions of the College Code of Conduct which states: "An accused student shall be free from disciplinary sanctions pending the conclusion of his/her meeting except when the Vice Provost determines that the well-being of the community, or of the accused student, is endangered by that student's presence on campus. In these cases, the Vice Provost may take appropriate interim measures, including the interim suspension of the accused student" (Student Handbook 2008-09, p. 75). In his/her absence, the Assistant Vice Provost for Student Development will assume that role related to non-resident students, and the Assistant Vice Provost for Residential Life will assume that role related to resident students.
  - The Chair, as Vice Provost for Student Development, has the authority to issue a campus based no-contact order and a ban from campus order when appropriate. In his/her absence, the Assistant Vice Provost for Student Development will assume that role related to non-resident students, and the Assistant Vice Provost for Residential Life will assume that role related to resident students.
  - The Chair will be immediately notified of any situation that involves a high level of risk related to reported student behavior, and during his/her absence the convener of the CARE Team will notify the Chair regarding high risk situations.
  - The Chair has the responsibility to create and to maintain a database that includes all directory information for red-flag reports and that functions in conjunction with the College's judicial software, in order to ensure that all relevant information can be accessed.
- iv. When a CARE Team member obtains information about a student whose behavior may pose a risk to self, other community members or College property, he or she should:
  - i. Gather information - Identify possible warning signs and risk factors either through direct observation or disclosure of information related to the following:
    1. Psychological - i.e. abnormal behavior
    2. Physical - i.e. causing damage to property or self
    3. Academic – i.e. disruptive in class
  - ii. Notify the Chair and forward all information.

- v. The Chair will determine whether the situation is a “Red Flag” case that warrants an emergency CARE Team meeting or whether the case can be presented at the next regularly scheduled meeting.
- vi. The CARE Team discusses possible responses to the student’s behavior, if any.
  - i. A CARE member may choose to respond to or follow up on the student’s behavior, after consultation with the CARE Team.
  - ii. When appropriate, a CARE Team member will provide status update on student to Chair and other members.
- vii. There are three levels of risk established for “red flag” behavior, as defined in *The School Shooter: A Threat Assessment Perspective* by the FBI (2000). They are as follows:
  - i. Low Level of Risk
    - Poses a minimal risk to the victim and public safety
    - Is vague and indirect
    - Information is inconsistent, implausible or lacks detail
    - Lacks realism
    - Content suggests person is unlikely to carry out the threat
  - ii. Medium Level of Risk
    - Could be carried out, although it may not appear entirely realistic
    - More direct and more concrete than a low level threat
    - Wording suggests the individual has given some thought to how the act will be carried out
    - Includes a general indication of place and time but signs still fall well short of a detailed plan
    - No strong indication that the individual has taken preparatory steps
    - Statements that convey that the threat is not empty, but it is also not imminent, for example, “I have really thought about this, but I don’t think I could really do it!”
  - iii. High Level of Risk
    - Direct, specific, and plausible
    - Appears to pose imminent and serious danger to safety of others
    - Suggests concrete steps have been taken, i.e., stalking or acquisition of a weapon
    - Almost always requires bringing in law enforcement
- viii. The National Center for Higher Education Risk Management in its seminar, *Identifying and Responding to Student “Red Flag” Behaviors* (Sokolow, Wolf, & Hughes, 2008), has determined that appropriate response techniques should include the following escalating rubric:
  - Confrontation – may include a conversation with a student of concern regarding his or her problematic behavior and possible remedies
  - Referral – may include a referral to the Counseling Center, to AOD Services, or to any other campus resource on a voluntary basis; referral to off-campus mental health resources on a voluntary basis
  - Intervention – may include suspension, mandatory assessment, voluntary withdrawal, notification of parents, notification of police, mandatory treatment
- ix. Examples of possible responses to disruptive student behavior include, but are not limited to, the following:
  - i. ***Team information sharing.*** CARE Team member shares information about student behavior with other members, as deemed necessary and appropriate, pursuant to the relevant confidentiality laws.

- ii. ***Gathering additional information:*** A CARE Team member may gather information from multiple sources (e.g. faculty, disciplinary records, incidents reports), in order to form a more complete understanding of whether a student poses an actual threat to self or others. The CARE Team member should consult with the Chair prior to gathering additional information from multiple sources.
- iii. ***Invoking the Student Code of Conduct:*** Students who engage in disruptive behavior or other behavior prohibited by the College Code of Conduct will be referred to the established judicial process. For information about the Student Code of Conduct, please refer to The Iona College Student Handbook.
- iv. ***Contacting other college officials:*** If a CARE Team member believes that the student's behavior poses a risk to the student, the community and/or College property, the CARE Team member may contact and inform other College officials who have a legitimate interest in this information. These may include, but are not limited to, Campus Safety and Security, the Provost, the Deans, and/or other employees of the College. The CARE Team member should consult with the Chair prior to informing other College officials whenever possible.
- v. ***Contacting parents, family, or guardian:*** A CARE Team member and/or College official may contact parents, other family members or guardians with or without the consent of the student, if the CARE Team determines in its best professional judgment that such notification is necessary to protect the health or safety of the student or other individuals. The decision to contact parents, family, or guardian will be consistent with regulations set out by FERPA. A contact will not be made if there are documented reasons not to do so or, if it would not be in the best interest of the community.
- vi. ***Making referrals to the Iona College Counseling Center and/or to off-campus health care providers, when appropriate, as follows:***
  - a. Students who are referred for a mandated assessment at the Counseling Center, who have been initially determined to be at a low level of risk by the CARE Team, are scheduled for an assessment with a senior staff member on the same or next business day.
  - b. Students who have initially been determined to be at a medium or high level of risk by the CARE Team, may be referred for a mandated assessment at the Counseling Center, or at an off campus facility. Students referred for a mandated assessment to the Counseling Center will be seen as soon as possible by a senior staff member during regular business hours. After hours or on weekends, the student will be evaluated at a local hospital emergency room.
  - c. Students who choose to be evaluated by off-campus mental health providers will be given a time frame for completion by the CARE Team.
  - d. The mandatory assessment will be of the student's current danger to self or others and recommendations for treatment will be made, if appropriate.
  - e. Students will be suspended from the College pending the completion of their mandatory assessment.
  - f. Students who receive a mandatory assessment at the Counseling Center will be given and asked to sign an informed consent document that is specific to this situation and is different from the customary informed consent document used for clients. (The Iona College Counseling Center Statement of Informed Consent for Mandated Evaluation/Assessment is attached to this document.)
  - g. Those students who have been assessed by the Counseling Center or another mental health care provider to be at low risk for danger to self or others, but for whom treatment is recommended, may be seen at the Counseling Center for voluntary treatment.
  - h. Students who have been assessed at medium or high risk for danger to self or others may be mandated by the CARE Team to receive treatment. Mandatory treatment will be provided by off-campus mental health providers. (A list of possible off-campus mental health service providers, as well as agencies that will assist qualified students in accessing Medicaid, are attached to this document).

### III. Reporting Procedures

- a. Members of the Iona Community are strongly encouraged to report any observed behavior that can be classified as low, medium or high risk behavior.
- b. The report should be made to any member of the CARE Team as soon as possible by either telephone or email.
  - A list of CARE Team members with on-campus telephone numbers and email addresses will be distributed on campus to all members of the College community and posted on the Iona College website. During non-business hours, emergencies should be reported to the Campus Safety and Security 24 hour telephone number (914-633-2560).
- c. The CARE Team member who is contacted will initially evaluate the reported information and immediately notify the Chair of any “Red Flag” report that has an initial determination as possibly being medium to high risk.
  - The Chair will then issue an immediate notification to the CARE Team to convene in reference to the reported information in order to make a determination about an appropriate course of action.
  - All reports made by members of the community to a CARE Team member will be forwarded to the Chair by the completion of the next business day.
- d. “Red Flag” incidents should be reported to the CARE Team for the following general reasons:
  - Knowledge of questionable or suspicious behavior
  - Knowledge of information or acts that could cause harm to self or others
  - Knowledge of information or acts that could threaten college internal intelligence, information, reputation or property.
  - Knowledge of illegal actions, assaults, and/or drug or alcohol sale or significant and potentially dangerous usage
  - Expressions by others of feelings of rage, hopelessness and/or despair
- e. Reports in reference to students involved in “Red Flag” cases will:
  - will not be considered a judicial record
  - not be a part of any permanent College record for the student
  - be an opportunity to track services and referrals that have been recommended to the student

### IV. Additional Standards

- i. Documents created during or as a result of these meetings that directly identify a student will be considered “education records” as defined by FERPA and thus, subject to the review of the student to whom they pertain.
- ii. The CARE Team will engage in semiannual reviews of this protocol to ensure that it continues to meet the stated objectives of the CARE Team; appropriately balances student rights with the welfare of the Iona community; is in compliance with state and federal laws, and is being consistently followed by all members of the CARE Team.

Approval Date: December 16, 2008

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# Addendum A

## The Secret Service and Department of Education recommend the following 11 key questions to be asked during the threat inquiry process.

- What are the student's motives and goals?
- Has the student shown inappropriate interest in school attacks, attackers, weapons, incidents of violence, etc.?
- Have there been any communications suggesting ideas or intent to attack?
- Has the student engaged in attack-related behaviors, such as developing a plan or making efforts to acquire weapons?
- Is the student's conversation and "story" consistent with his or her actions?
- Does the student have the capacity to carry out an act of targeted violence?
- Is the student experiencing hopelessness, desperation, or despair?
- Does the student have a trusting relationship with at least one responsible adult?
- Are other people concerned about the student's potential for violence?
- What circumstances might affect the likelihood of an attack?
- Does the student see violence as an acceptable, desirable solo or way to solve problems?

## School Dynamics to Consider

It is important to consider school factors and dynamics that may impact antisocial behaviors among students, including:

- Tolerance for disrespectful behavior
- Approach to discipline (equitable/arbitrary)
- Flexibility/inclusiveness of culture
- Pecking order among students
- Code of silence
- Supervision of computer access
- Student's engagement in school

## Peer and Social Dynamics to Consider

It is important to consider peer relationships and social dynamics that may increase the risk of antisocial behaviors among students, including:

- Peer group relationships and culture
- Use of drugs and alcohol
- Media, entertainment, technology
- Level and focus of outside interests
- Potential copycat effect of past incident

## Family Factors and Dynamics to Consider

It is important to consider family factors and dynamics that may increase the risk of antisocial behaviors among students, including:

- Parent-child relationship
- Attitudes toward pathological behavior
- Access to weapons
- Sense of connectedness/intimacy
- Attitude toward / enforcement of parental authority
- Monitoring of TV, video games, or Internet

## **Behavioral and Personality Characteristics to Consider**

It is important to consider student behavioral and personal characteristics that may increase the risk of antisocial behaviors among students, including:

- Capacity to cope with stress and conflicts
- Ways of dealing with anger, humiliation or sadness, disappointments
- Level of resiliency related to failure, criticism or other negative experiences
- Response to rules and authority
- Need for control
- Capacity for emotional empathy or respect for others
- Sense of self-importance compared to others (superiority/inferiority)
- Tolerance for frustration
- Coping skills
- Focus on perceived injustices
- Signs of depression or other mental illness
- Self - perception (narcissism/ insecurity)
- Need for attention
- Focus of blame (internalizes/ externalizes)

*Source: Derived from M.E. O'Toole, PhD; School Shooter: A threat assessment perspectives. VA: National Center for the Analysis of Violent Crime. Federal Bureau of Investigation.*

# Addendum B

## Mental Health Referral Resources and Insurance Information

### A. Community Mental Health Clinics/Hospitals-accepting many different insurance plans

1. Westchester Jewish Community Services  
466 Main Street  
New Rochelle, NY 10801  
(914) 632-6433  
-Accepting many different insurance plans  
-Sliding-scale fees
  
2. Sound Shore Outpatient Psychotherapy Clinic  
16 Guion Place  
New Rochelle, NY 10801  
(914) 637-1420  
-Accepting many different insurance plans  
-Sliding-scale fees
  
3. St. Vincent's Hospital-Evaluation and Referral  
275 North Street  
Harrison, NY  
(914) 925-5320  
-Accepting many different kinds of insurance plans  
-Will assist students with payment plans
  
4. Behavioral Health Center - Westchester Medical Center  
East Maple Street  
Valhalla, New York 10595  
(914) 493-7282  
-Accepting many different kinds of insurance plans  
-Will assist students with payment plans
  
5. NewYork-Presbyterian Hospital/Westchester Division  
21 Bloomingdale Road  
White Plains, NY 10605  
Tel: (888) 694-5700  
-Accepting many different kinds of insurance plans  
-Will assist students with payment plans

### B. Private Practice Clinicians (fee-for-service)

1. Dr. Judith Merion-psychiatrist  
(914) 725-9089
  
2. Dr. Hollar-psychiatrist  
(914) 576-7735

3. Dr. Daniel Sabbeth-psychiatrist  
(914) 636-2745
4. Dr. Kessler-psychiatrist  
(914) 235-9515
5. Dr. Sharon Farber-psychologist  
(914) 478-1924
6. Dr. Barbara Sabbeth-psychologist  
(914) 636-2745

### C. Applying for Medicaid in Westchester County

Individuals with very limited income might qualify for Medicaid and/or other government assistance/benefits. To apply for Medicaid in Westchester County, call Mt. Vernon Medicaid Services (914-813-6164) or the Westchester County Department of Social Services in White Plains (914-995-5000).

### D. Applying for Medicaid in New York City

#### MEDICAID OFFICE LOCATIONS

<b>BRONX</b>		
<b>Bronx Lebanon Hospital Medicaid Office</b> 1269 Fulton Avenue Bronx, NY 10456 (718) 588-2997	<b>Morris Heights Medicaid Office</b> 80 East 181st Street (basement) Bronx, NY 10453 (718) 220-6724	<b>Bronx Municipal Hospital Medicaid Office</b> Pelham Parkway & Eastchester Road Staff House (Room 100) Bronx, NY 10461 (718) 597-4109
<b>North Central Bronx Hospital Medicaid Office</b> 3424 Kossuth Avenue 1st Floor, Room 1A 05 Bronx, NY 10467 (718) 920-1070	<b>Linclon Hospital Medicaid Office</b> 234 East 149th Street (basement) Room B-75 Bronx, NY 10451 (718) 585-3224	<b>Tremont Medicade Office</b> 555 East Tremont Avenue 6th Floor Bronx, NY 10457 (718) 9001-4479/4451
<b>BROOKLYN</b>		
<b>Bushwick Medicade Office</b> 122 Bushwick Avenue Ground Floor Brooklyn, NY 11206 (718) 963-7435	<b>Livingston Medicade Office</b> 350 Livingston Street 6th Floor Brooklyn, NY 11217 (718) 237-6617	<b>Coney Island Medicade Office</b> 2865 West 8th Street Main Floor Brooklyn, NY 11224 (718) 265-5604

<b>ST. MARY'S HOSPITAL Medicaid Office</b> 1260 St. Marks Avenue Shevlin Hall Brooklyn, NY 11213 (718) 771-9868	<b>KINGS COUNTY HOSPITAL Medicaid Office</b> 441 Clarkson Avenue “T” Building (Nurses’ Residence - 1st Floor) Brooklyn, NY 11203 (718) 221-2300/01	
<b>MANHATTAN</b>		
<b>Bellevue Hospital Medicaid Office</b> 466 First Avenue & 27th Street Administrative Building “G” Link (1st floor) New York, NY 10016 (212) 679-7153	<b>Metropolitan Hospital Medicaid Office</b> 1901 First Avenue (1st floor, room 1D18) New York, NY 10029 (212) 230-6583	<b>Gouverneur Hospital Medicaid Office</b> 227 Madison Street (7th floor) New York, NY 10002 (212) 238-7794/95
<b>Presbyterian Hospital Medicaid Office</b> 622 West 168th Street (1st floor) New York, NY 10032 (212) 927-2433	<b>Harlem Hospital Medicaid Office</b> 6-20 West 137th Street Old Pediatrics Building (room 130) New York, NY 10037 (212) 281-1240	
<b>QUEENS</b>		
<b>Elmhurst Hospital Medicaid Office</b> 79-01 Broadway (room C4-5) Elmhurst, NY 11373 (718) 476-5904	<b>Far Rockaway Medicaid Office</b> 220 Beach 87th Street (Street Level) Far Rockaway, NY 11693 (718) 318-6580/01	<b>Jamaica Medicaid Office</b> 90-75 Sutphin Boulevard (6th floor) Jamaica, NY 11435 (718) 523-6289/6268
<b>Queens General Hospital Medicaid Office</b> 82-68 164th Street “C” Building (3rd floor) Jamaica, NY 11432 (718) 591-3006		
<b>STATEN ISLAND</b>		
<b>Baley Seton Hospital Medicaid Office</b> QUARTERS #7 Vanderbilt Avenue (1st floor) Staten Island, NY 10304 (718) 727-5935/36		

**Iona College Counseling Center**  
**Statement of Informed Consent for Mandated Evaluation/Assessment**

Because you are at the Iona College Counseling Center for an evaluation/assessment at the request of an administrator at the College, the counselor or psychologist with whom you will be meeting will be seeing you under circumstances that are different from that of the usual counselor-client relationship. We want you to know that:

1. The counselor or psychologist’s role in this situation is that of consultant to Iona College for the purpose of possibly assessing and recommending a course of action. As a consultant, the primary responsibility is to the office and/or to the administrator that has referred you. While the consultant is certainly concerned about your wellbeing, she or he will be primarily responsible for conducting an evaluation in the best interest of the Iona College community.
2. What you tell the consultant will not be confidential. Rather, the consultant will use the information that you share and whatever impressions she or he develops from the interview with you to provide a useful evaluation.
3. As in other meetings with a mental health professional, if you disclose information that indicates that you are a danger to yourself or to others, the consultant is legally bound to protect you and others from harm.

**Additional Information**

- If you are not sure about whether to agree to an evaluation/assessment, you may meet with the consultant briefly to discuss your concerns.
- If you decide that you do not wish to be evaluated here at the Counseling Center, you can ask the consultant for a referral to a facility outside of Iona College.
- If you decide that you do not wish to be evaluated here at the Counseling Center, the office or administrator that referred you will be notified.
- After your evaluation/assessment, should you and the consultant come to the conclusion that you can benefit from engaging in counseling here at the Iona College Counseling Center, you will be assigned a counselor other than the consultant. You will then have the opportunity to sign our standard Informed Consent document and be accorded the privilege of confidentiality as a client of the Center. At that point, the information that you share will be held in strictest confidence within the limits of the law, that is, unless you pose a danger to yourself or others, report child or elder abuse, or you sign a written release of information, or as otherwise required by a court or law.

**Declining to give informed consent for evaluation/assessment**

If after reading the information contained above, you decide that you do not want to meet with a consultant for the purpose of evaluation/assessment, please sign below:

I decline to be evaluated at the Iona College Counseling Center

---

(your signature here) (print name here) (date)

**Giving informed consent for evaluation/assessment**

If after reading the information contained above, you agree to meet with a consultant for the purpose of evaluation/assessment, please sign below:

I agree to an evaluation at the Iona College Counseling Center

---

(your signature here) (print name here) (date)



**Initial Assessment (please check one):**

- low level                       medium level                       high level

**Course of Action Taken (please check all that apply):**

- notified Chair of CARE Team
- notified Office of Campus Safety and Security
- gathered additional information
- convened emergency CARE Team meeting
- discussed at next scheduled CARE Team meeting
- implemented campus warning system
- implemented campus lock down
- implemented other provisions in the Emergency and Disaster Plan
- suspended student
- confrontation/discussion with student by person making referral
- confrontation/discussion with student by VP for Student Development
- referral for mandated assessment
- referral for counseling
- referral for mandated counseling
- informed other College officials
- other; please describe \_\_\_\_\_

**Please discuss outcomes of the course of action(attach documents if applicable):** \_\_\_\_\_

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**Please describe follow up plans:** \_\_\_\_\_

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**Other individuals involved in this incident:** \_\_\_\_\_

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**Report filed by:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Appendix A

## Iona College Emergency Response Checklist: Death of a Student

Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Residence: \_\_\_\_\_

Cause of Death: \_\_\_\_\_

**Note: All action steps need not apply in every situation** (updated 4/07)

### Possible Action Steps:

- Notify relevant College officials/personnel (see Emergency notification checklist)
- Send a "Notification of a Student Death" form to appropriate offices
- Activate the crisis management team
- Set up crisis command center(s)
- Determine a preliminary course of action/intervention plan
- Designate a College spokesperson
- Schedule subsequent crisis management team meetings
- Advise College personnel and students to direct all inquiries from the press to designated spokesperson/ Public Relations Coordinator
- Notify a priest in reference to Anointment of the Sick
- Designate a person or persons who will serve as liaison with family members
- Notify family members
- Notify Student Development Employees, Resident Advisors and Campus Ministers
- Send a team to the residence halls
- Send a team to the hospital
- Send a team to the Police Station
- Restrict Access to incident location to only those required
- Create a memorial service within the first few hours and publicize it
- Order food for residence halls, command center(s) and relevant campus events
- Arrange for notification of all faculty, administrators and staff
- Arrange for notification of student's professors individually (Dean's Office)
- Arrange for class visits by Counseling Center/Campus Ministries staff
- Set up memorial spaces for students
- Set up debriefing events for students; designate specific facilitators
- Set up debriefing events for staff; designate specific facilitators
- Provide information regarding wakes and funerals to the Iona community
- Designate a College official to attend the wake
- Designate a College official to attend the funeral
- Provide transportation to wakes and funerals
- Designate a reception area after the funeral, if appropriate; publicize, order food
- Terminate all mailings from the College to the student and his/her parents
- Contact Student Financial Services to refund tuition and pro-rate room and board
- Continue to monitor and support students in the network of the deceased
- Provide information on grief, loss and trauma to appropriate populations
- Plan a memorial service for the Iona community and for the family of the deceased
- Convene the Critical Incident Review process
- Disseminate Critical Incident Review recommendations to appropriate offices
- File the Critical Incident Review Report in the Counseling Center
- Formally thank all participants involved in the crisis management process
- Explore the appropriateness of a permanent memorial site