

The College of Westchester

Emergency Notification and Evacuation Procedures

The College of Westchester provides emergency alert and campus safety notifications to our on-campus college community through several emergency notification systems, including a campus-wide public address system, the CW Everywhere mobile phone app and our building fire alarm system. These systems are tested and evaluated frequently, and regular technology upgrades are frequently evaluated. The College will immediately notify the campus community through these systems, as appropriate, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. All students, staff and faculty should download and log into the CW Everywhere mobile app in order to ensure their receipt of important or urgent campus safety information. In the case of an on-campus emergency, students, faculty and staff will receive an immediate notification unless such notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. The fire alarm signal may also be utilized to alert all students, faculty, staff and visitors to exit the building without delay. The Director of Security and Emergency Management Team are responsible for identifying and managing all emergency situations, including notification to the community, alerting local authorities, and overseeing evacuation and other emergency procedures. We maintain a close working relationship with the White Plains Department of Public Safety which provides police, fire and EMS protection to our campus. Our emergency notification systems are tested often under the supervision of the Director of Security & Safety.

Emergency Preparedness Training

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

Fire Drills

Each year the College conducts fire drills in all sessions, Day and Evening, to prepare faculty, staff and students with procedures for the quick and safe evacuation the building. Students should exit their classrooms with their valuables (e.g. purses) and proceed to the nearest stairwell in a quick but orderly fashion. The last occupant leaving a classroom, office or common area should close (but not lock) the door. No one should take the elevator. Once outside, building occupants should walk away from the building and leave a path open in the parking lot to allow emergency vehicles to enter, if necessary. Once everyone is safely outside, there will be an "all clear signal" communicated by Security or a College official for everyone to return to the building.

Fire Emergency Procedures

1. Fire Signal - Bells and strobes.

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

Lockdown Drills

Each year in the Day and Evening College, we discuss and practice procedures to follow during a lockdown situation. Students, staff and faculty view a video presentation that addresses the “Run Hide Fight” responses to a reported or observed act of violence.

We use lockdown drills to practice proper lockdown procedures. We “Lockdown” when there is danger *inside* the building. (We “Lockout” when we learn of danger *outside* the building)

If you are in a classroom or office and you hear a “Lockdown Drill” or “Lockdown Emergency” announcement and you do not know specifically where the danger is located, we follow the specified lockdown procedures “Locks, Lights, Out of Sight.”

Lockdown Emergency Procedures

1. Locks. We lock the classroom door (be sure the door is properly closed and “latched.” If it’s a double door (Library, Career Services, Student Center), be sure the secondary door is bolted/pinned into the floor and/or upper door jamb.
2. Lights. We turn off the classroom lights to make the classroom look unoccupied.
3. Out of Sight. We quickly move along a wall or beneath desks where we cannot be seen from the hallway.
4. Silence your phones. No talking unless quietly providing information thru “911”
5. During a Lockdown Drill or Lockdown Emergency, we never expose ourselves to anyone in the hallway answer a knock at the door.
6. During a Lockdown Emergency, we barricade the door with furniture.

7. A Lockdown Drill ends with a PA Announcement that “The emergency condition has ended - resume to normal.”
8. A Lockdown Emergency only ends when uniformed Police Officers come to the classroom or office door, enter with a key and provide instructions.