

Active Shooter or Armed Assailant

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is not a pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

In the case of an active shooter or armed assailant call 911 immediately!

How to Respond When an Active Shooter or Armed Assailant is in Your Vicinity.

If a dangerous situation develops that poses a serious threat to the Cooper community, you need to know what to do and how to respond safely. You must protect yourself as best you can by either fleeing the immediate area (Avoid), locking down (Barricade), and as a last resort confronting the threat (Confront). This can be remembered by utilizing the acronym A, B, C.

Avoid - means to get out of the building and away from the threat.

Barricade - means to lock and barricade yourself in a secure area that will help protect you from the threat.

Confront - means to use whatever is at your disposal to prevent imminent loss of life.

The above recommendations are dependent on your specific situation. In any emergency, staying calm and thinking clearly will help you react in the best possible manner.

The Cooper Union utilizes "Send Word Now", an emergency notification system, to warn the community of an incident.

AVOID

1. Evacuate the building if it is safe to do so.
2. Visualize your escape route before beginning to move. Get out as quickly as possible.
3. Avoid using elevators; the car may stop on an unsafe floor.
4. Leave your belongings. Do not pick anything up and do not go back for anything.

BARRICADE

1. If evacuating the building safely is not possible, hide in a secure area.
2. Seek shelter in the nearest classroom or other similarly protected area. If you work in an open common area or non-locking room, seek shelter in a locked office, classroom, closet, or restroom. If possible, do not seek shelter in any room with glass doors or walls.

3. Lock or barricade doors from the inside if possible. Use all available room furnishings to help barricade the door. If applicable, wrap a belt around the hydraulic door closure mechanism to prevent opening.
4. Turn off lights and silence all electronic devices.
5. STAY OUT OF SIGHT. Take a seated position on the floor next to an interior solid wall and out of view from the door window (if applicable).
6. If you have a cell phone keep it on silent or vibrate. Monitor it for updated information from Cooper Union's emergency alert system.
7. Do not respond to a fire alarm during a lockdown unless imminent signs of fire are observed.
8. Do not respond to directives to open the door or exit the room. You will only be released from the room by uniformed Campus Safety & Security personnel or the New York City Police Department.

CONFRONT

1. As a last resort, if you cannot safely avoid or barricade yourself, it may be necessary to confront the threat by utilizing physical force.
2. Look for anything that you can utilize as a weapon to defend yourself.
3. Consider any objects that can be used to strike or be thrown at the assailant.
4. If possible, attempt to have the element of surprise on your side.

Contact Authorities

- CALL 911 IMMEDIATELY.
- Contact Campus Safety & Security Department at (212) 353-4270.

What to Report (if known)

- Your specific location- including building name, address and office/room number.
- Number of people with you.
- Location, number and description of assailant(s).
- Number of people injured and types of injuries.
- Type of weapons used.
- If you can do so safely and quietly – stay on the line with the 911 operator.

Faculty / Staff

- Clear students from hallways and open areas immediately.
- Tell students to get down on the floor and up against an interior solid wall. Remain silent.
- If possible, account for all students. Document any non-class students sheltered in the room and any missing students.

Police Response

When the police respond to a report of an active shooter or armed assailant they do not initially know who these individuals are. When the police arrive, they will consider everyone as a potential threat. Therefore, when law enforcement arrives on scene:

- Listen to and follow all commands by police – stay calm.
- Don't run towards police – move calmly and slowly.
- Keep your hands up, empty and visible – follow police instructions.
- Do not make any sudden or alarming movements.

When You Are Safe

Once you are out of the building and safe, follow the directives of first responders or Cooper Union Safety and Security officials. Let a family member or friend know you are safe.



Video is courtesy of Rock Valley Community College, Rockford, IL.

<https://www.youtube.com/watch?v=pplrzuYlvDk&t=8s>

BOMB THREAT

Bomb threats can pose a serious danger to the Cooper Union Community. Any such threat is a serious criminal offense which will be thoroughly investigated by the NYPD. Although most bomb threats are communicated by telephone, email and other forms of communication may be utilized.

If you ever receive a bomb threat **report it immediately** to Campus Safety & Security at (212) 353-4270.

Directives for the Cooper Union Community

1. If you receive a bomb threat by telephone, remain calm.
2. Gather as much information as possible from the caller. If a threat is sent via email or left on your voicemail, do NOT erase it.
3. Record the time and caller ID number, if available.
4. Write down any information the caller provides. If possible, ask the caller:
 - Where is the bomb?
 - When will it explode?
 - What will cause it to explode?
 - What does it look like?
 - Did you place the bomb?
 - What is your name?
 - Where are you calling from?
5. Note any characteristics of the caller's voice such as gender, age and/or accent.
6. Note any background noises and/or distinctive sounds such as traffic, other voices, television, music, etc.
7. **Immediately** after the call has ended contact Campus Safety & Security at (212) 353-4270. If you are not able to notify Campus Safety and Security, call 911.
8. If at any time a decision is made to evacuate the building the Cooper community will be advised to follow standard evacuation procedures and exit in a calm and orderly fashion. All will report to the designated building assembly areas.
9. Do not re-enter the building until you are instructed to do so by first responders or Campus Safety & Security personnel.

Catastrophic Emergency (Explosion / Earthquake)

In the event of a catastrophic emergency, the following action should be taken immediately:

1. Insure self-protection, such as taking cover under tables, desks, and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the local authorities by dialing 911. Give your name and describe the location and nature of the emergency. After notifying 911, call Campus Safety and Security.
3. Remain inside the building until it is safe to exit. **DO NOT USE ELEVATORS.**
4. If necessary, or when directed to do so, activate the building alarm.
5. When the building evacuation alarm is sounded or when directed to do so by officials, walk quickly to the nearest marked exit and ask others to do the same. **DO NOT USE THE ELEVATORS.**
6. Take emergency supplies, keys and other personal items, if it is safe to do so.
7. Once outside, move to a clear area that is at least 500 feet away from the affected building and/or area. Keep streets and sidewalks clear for emergency vehicles and crews. **KNOW YOUR ASSEMBLY POINTS.**
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by emergency responders.

Fire Safety and Building Evacuations

A building evacuation goes into effect in case of fire or other emergency that requires some or all occupants to immediately leave a building to ensure their safety.

How to prepare for a building evacuation:

- Familiarize yourself with emergency stairwells, exit routes, and assembly areas for your primary location, as well as buildings that you frequent.
- Know at least two (2) exits near your primary location.
- Know where your fire alarm pull stations are located.
- Know where fire extinguishers are located on your floor.
- Know your evacuation meeting locations.
- If you have a pre-existing or new disability or injury, let Campus Safety and Security or a colleague in your office location know that you will require assistance in an evacuation.

In the Event the Fire Alarm is Activated

1. Remember the acronym – RACE
 - R - Rescue - Rescue people in immediate danger.
 - A - Alert - Pull the fire alarm and call 911 from a safe location.
 - C - Contain - Close all doors and windows.
 - E - Evacuate/Extinguish - Evacuate building and extinguish small fires, if it is safe to do so.
2. Always evacuate to the nearest accessible stairwell (or alternate if nearest exit is blocked or congested).
3. DO NOT use elevators during an evacuation! Stay calm. Do not rush or panic. If safe to do so, take personal items (phone, keys, etc.).
4. Check conditions of stairwells before evacuating. Use alternative stairwell if there is a dangerous condition. When going down the stairs, stay to the right as first responders will be coming from the left.
5. Do not congregate in the lobby, in front of the building, or the side of building.
6. Notify Campus Safety and Security if you are unable to evacuate the building.
7. Do not re-enter the building until instructed to do so by emergency responders or the Fire Safety Director.

Hazardous Material Spills

A hazardous material (HAZMAT) spill is a situation in which harmful substances are released into the environment.

1. If a Hazardous Material spill occurs:
 - Call Campus Safety and Security to notify them of the spill, and provide the exact location & nature/extent of the spill.
 - Call 911 & notify Campus Safety and Security to notify them of any injuries sustained from the spill.
2. Actions to take during a Hazardous Material spill:
 - Isolate the affected area immediately, and evacuate the contaminated area to a safe location.
 - Alert others to stay clear of the area, & post a warning sign (if possible).
 - If skin is exposed to chemicals, remove contaminated clothing & use safety shower.
 - If chemical touches your eyes, immediately rinse your eyes and inner surface of eyelid with water.
3. If a Hazardous Material spill occurs, an emergency alert will be sent to provide information regarding the location and scope of the incident, as well as actions to take (if any).

Medical Emergencies

Everyone at The Cooper Union needs to know how to respond to a medical emergency. A medical emergency occurs when a person needs assistance because he or she is ill or injured. If you become aware of a person who needs medical assistance contact Campus Safety and Security immediately at (212) 353-4270 or call 911 depending on the severity of the illness or injury.

1. Provide the following information when calling:
 - Your location
 - What happened
 - How many people are sick or injured?
2. Stay with the person(s) if possible. Keep them still and comfortable until help arrives.
3. Have a co-worker meet first responders and direct them to the location of the injured.
4. Do not move the person unless he or she is at risk of further serious injury.
5. Familiarize yourself with the location of Automated External Defibrillators and First Aid kits.
6. If conscious and oriented, an individual can make decisions for their own health care needs. If unconscious, these decisions will be made by the professional medical service personnel on the scene.

Severe Weather Procedures

Weather events are closely monitored by the Cooper Union. In the event of a campus-wide weather related emergency, an emergency alert will be sent. The alert will be sent to provide information regarding preparedness, response activities, and campus or building closures and/or class cancellations.

How to prepare for severe weather:

1. Stay informed - listen to the news & learn how this event may affect you.
2. Have a go-bag in your place of work & home, including a working flashlight.
3. Stock up on non-perishable food and water.

Actions to take during severe weather emergency:

1. Report any injury to 911 or Cooper Union Security.
2. Report any campus building/property damage or hazard to Facilities.
3. Avoid unnecessary travel & remain indoors, if possible.
4. Remove loose items, objects, or supplies from windows and window sills.
5. Do not use unnecessary electronic devices, which may cause a power outage.

Suspicious Package

Recognizing a Suspicious Package:

1. Unexpected packages from someone unfamiliar to you.
2. Missing or incorrect destination or return address.
3. Restrictive markings (e.g. "personal" or "confidential").
4. Excessive postage, no postage, or non-cancelled postage.
5. Threatening/inappropriate language on exterior.
6. Oily stains, discolorations, or crystallization on exterior.
7. Rigid, bulky, lopsided, or uneven.
8. Strange odors or unusual noise from within.
9. Protruding wires, aluminum foil, or metallic contents.

Handling a Suspicious Package:

1. DO NOT touch/handle/shake suspicious letter/package.
2. Ask people in the immediate area if they own it.
3. Take essential belongings, leave, & gently close the door.
4. Move at least 100 ft. from the object BEFORE you call Campus Safety and Security or 911, and be prepared to evacuate.
5. Do not change the environment (e.g. turn off the lights).
6. Make sure letter/package is isolated & the immediate area is closed-off; keep others away from area.
7. Isolate person(s) who've been exposed to any substance.
8. Wash your hands if you came in contact with package.

Utility Failure

In the event of a major utility failure occurring:

1. Immediately notify Campus Safety and Security and/or the Facilities Management Office. In the event of an emergency, notify 911.
2. An immediate assessment will be made to determine if all life safety systems are operational and that no hazardous conditions are present. The senior facilities management/security person on site will make the final determination if any building is safe to occupy or if there should be an evacuation or relocation to another building.
3. If evacuation is necessary, follow the institution's evacuation procedures.

Additional Information and Procedures during Utility Failures

1. Electrical/Light Failure in labs:
 - Keep lab refrigerators/freezers closed during outage.
 - Secure all vital equipment, records, experiments and hazardous materials if safe to do so.
 - Store all chemicals in their original or marked containers and fully open all fume hoods if the emergency generator does not work.
 - If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
2. Elevator Failure.
 - If you are trapped in the elevator, use the emergency telephone to notify help. If the elevator's emergency telephone is not operating, turn on the emergency alarm (located on the front panel), which will signal for help, or if in possession of a mobile phone, notify Campus Safety and Security.
 - Do not try to force the doors open or attempt to get out of the elevator on your own.
3. Plumbing Failure/Flooding.
 - Cease using all electrical equipment. Notify Campus Safety and Security and/or the Facilities Management Office.
4. Gas Leak.
 - Cease all operations and DO NOT SWITCH ON/OFF LIGHTS, OR ANY ELECTRICAL EQUIPMENT. Remember that electrical arcing can trigger an explosion! Once clear of the area, notify Campus Safety and Security and/or the Facilities Management Office.
5. Ventilation Problem
 - If smoke odors come from the ventilation system, immediately notify Campus Safety and Security / Facilities Management. If necessary, cease all operations, pull the fire alarm and evacuate from the building.

Violent, Disruptive or Criminal Behavior

Incidents of violence can occur on campus, in our workplace or in the residential building with little or no warning. The entire Cooper Union shares the responsibility of keeping our campus safe by being alert to criminal or suspicious behavior. Any form of violent, destructive or criminal behavior must be immediately reported to 911 and Campus Safety and Security.

1. If you become aware of any act of violence or criminal behavior, or if an individual is acting in a suspicious or threatening manner on campus, contact Campus Safety and Security immediately at (212) 353-4270 and call 911.
2. If an individual is acting in a disruptive or disorderly manner in a classroom setting, faculty members are advised to document the incident and report the matter to the Director of Campus Safety and Security, Dean of Students and faculty leadership. If a faculty member feels uneasy or if an individual's behavior is threatening or menacing in any manner, contact Campus Safety and Security immediately.
3. The Cooper Union strongly condemns any acts of violence on campus or in the workplace. Employees have a responsibility to promptly report any threats or incidents of workplace violence.
4. If You are the Victim of a Crime
 - Immediately call Campus Safety and Security at (212) 353-4270 and 911.
 - Be observant to the physical description of the person.
 - Do not resist in an attempt to retain your property – your safety is paramount in any encounter.
 - Run and scream if possible to attract attention and get help.
 - Never put yourself or another in a dangerous situation. Know where it is safe to be and where you can go to get help.