

EMERGENCY OPERATIONS PLAN

BE'ER YAAKOV TALMUDIC SEMINARY

Procedures in Case of Emergency

Emergency Procedures Guide 2018

Executive Staff

Name/ Position

Phone Number

Harav Yosef Yisroel Eisenberger

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Rosh Yeshiva/ Dayan

Mr. Jacob Ungar

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(845) 274 - 0381

Principal

Rabbi Nachman Lefkowitz

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Mashgiach

Rabbi Abba Gordon

(845) 362 - 1689

Principal

Rabbi Meir Pachtman

(845) 608 - 5175

Principal

Emergency Procedures Guide:

In the event of any sort of emergency occurring on Yeshiva grounds, it is the responsibility of the appropriate building manager to make certain that all effective and necessary measures are being taken, as far as possible, to ensure utmost safety. This includes notifying the students and staff of the emergency using the process outlined in the *Emergency Notifications Procedures* section, contacting the appropriate emergency services, and overseeing systematic and efficient evacuation when necessary. Emergency Services, otherwise known as *Ershte Hilf*, is the local organization of emergency responders who specialize in a wide range of possible emergency situations. In case of an emergency when necessary and appropriate, they should be contacted as soon as possible.

The Yeshiva locations, as well as the Building Managers and their contact information are listed below:

On Campus Properties:

91 Washington Avenue/ *Dormitory and Mesivta*

Chaim Dovid Biston (845) - 499 – 7923

12 Jefferson Avenue/ *Kollel*

Yisroel Kaufman (845) – 538 – 6491

1 Bentzion Dunner Drive/ *Heller Building; Yeshiva Gedola*

Mattes Hirschler (845) – 642 - 9139

64 Polynoya Drive/ *Lichter Building; Yeshiva Gedola*

Menachem Ungar (845) – 521 – 9653

Noncampus Building:

5321 12th Avenue, Brooklyn, NY 11219/

The building managers must report all crimes to Mrs. Fiddle at (845)362-3053 ext. 207 for recording purposes.

Reporting Emergency Conditions

If you observe any sort of emergency situation, call 911 or Emergency Services at (845) 354-0222. After calling emergency responders, contact the building manager of the appropriate Yeshiva location.

In case of medical emergency, call *Hatzolah* at (845) 425 - 1600.

Emergency Notifications Procedures

In the event that the Yeshiva finds it necessary to notify the students, staff, and/or general community of an emergency situation, it will utilize the resources provided by Emergency Services to caution the public. Posters, automated phone calls, and public announcements will be instituted as needed.

The Yeshiva administration and/or the executive staff will, without delay, and taking into account the safety of the community, assess the level of danger and determine how to proceed. They will decide whom to notify and, using professional judgement, balance the imperative to notify potential victims with the possibility of compromising efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Testing Emergency Response and Evacuation Procedures on an Annual Basis

Testing emergency response and evacuation procedures may be announced or unannounced. The Yeshiva will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year. Additionally, the Yeshiva will document, for each test, a description of the exercise, the date and time and whether it was announced or unannounced.

Evacuation Procedure

- If a fire alarm sounds, students and staff should follow evacuation plan posted in the main hallways in the Yeshiva buildings.
- Do not push or shove.
- In case of fire, do not use the elevator.
- Remain calm and silent. This will help ensure that instruction issued by the principals, emergency services, or building managers are clearly heard and followed.

The evacuation plan for each of the building locations are as follows:

91 Washington Avenue/ *Dormitory and Mesivta*

Students residing in the dormitory and those attending Mesivta evacuate the building and congregate outside the main entrance at the corner of Washington Ave and Jefferson. Students of the Yeshiva Ketaneh leave through the closer rear exit and meet in the parking lot behind the building.

12 Jefferson Avenue/ *Kollel*

All students and faculty members evacuate to the corner at Jefferson Avenue.

1 Bentzion Dunner Drive/ *Heller Building; Yeshiva Gedola*

All students and faculty members evacuate to the corner.

64 Polynoya Drive/ Lichter Building; Yeshiva Gedola

All students and faculty members evacuate to the corner.

Armed Attacker:

A. The following guidelines are intended to reduce your personal risk in the unlikely event that an Armed Attacker is present or suspected. An individual must use his/her own discretion during an event as to whether he chooses to run to safety or remain in place. However, best practices established by nationwide law enforcement departments are listed below.

If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting.

- Drop to the ground immediately, face down as flat as possible.
- If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from any gunfire, trying to utilize any obstructions between yourself and the gunfire.
- When you reach a place of relative safety, stay down and do not move.
- Wait and listen for directions from the building manager, Emergency Services, and/or police.

If you are inside a building when an event occurs, and the attacker is outside the office/classroom, you should secure the area as follows:

- Lock and barricade doors
- Close the blinds, turn off the lights, turn off radios, silence cell phones and/or other electronic devices, remain quiet and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If time and conditions allow, block windows, turn off computer monitors

- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets).
- Separate – do not huddle in groups.
- If possible and safe to do so, report the location of any assailant.

If the attacker is within close proximity:

- Lie motionless and pretend to be unconscious.
- Do not attempt to apprehend or interfere with the suspect except for self-protection. An individual must use his/her own discretion about when he or she must engage an attacker for survival.

Before un-securing an area:

- Consider risks before un-securing rooms.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.
- Consider the safety of masses vs. the safety of a few.

Only attempt to rescue people if it can be accomplished without further endangering the persons inside a secured area.

Know all alternate exits in your building.

Contacting Authorities:

- Contact Emergency Services at 354-0222, and/or
- Dial 911

What to report:

- Your specific location – building name and office/room name/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 (hand gun, bomb, etc.), backpack, identity, if known.

In case of an attack, students and staff will be notified via the methods listed below in the Emergency Notification Procedures section.

Explosion, Aircraft Down (Crash) on Campus:

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following actions:

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
2. Immediately after the effects of the explosion and/or fire have subsided, call Emergency Services and/or 911 and notify the campus manager of the appropriate area, as detailed above. Give your name and describe the location and nature of the emergency.
3. If necessary or when directed to do so, ACTIVATE the building alarm. PRECAUTION: You must ALSO report the emergency by telephone to ensure local emergency responders have pertinent and accurate information.
4. When the building evacuation alarm is sounded, or when you are told to leave by the campus manager and/ or Emergency Services, walk to the nearest marked exit and ask others to do the same.
5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE ELEVATORS IN CASE OF FIRE. Do not panic. Remain calm.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. If requested, assist emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. DO NOT RETURN TO AN EVACUATED BUILDING unless permitted to do so by the building manager and/or Emergency Services.

Civil Disturbances

A Civil Disorder is a planned or unplanned demonstration which may become large and uncontrollable. In some cases, participants could become violent, causing the destruction of property and injury or even death to themselves or observers.

If organized civil disorder occurs, the appropriate building manager will be responsible for contacting and informing the President/CEO and/or Rosh Yeshiva. The President/CEO will decide whether to call in Emergency Services, and the appropriate procedures to implement, depending on the nature of the demonstration/disorder.

Hostage Situation

If you see/hear/witness a hostage situation taking place:

- Remove yourself from immediate danger.
- Call 911 and then call the Emergency Services at (845) 354- 0222
- Provide as much information as possible; i.e., location of incident; number of hostage takers and hostages; physical description and names of the hostage takers (if known); any weapons the hostage takers may have; and your name, location and phone number.

In a direct hostage situation:

- Remain calm, be polite, do not complain, and comply with all orders and instructions.
- Avoid heroics.
- Do not try to be a negotiator.
- Do not attempt to escape unless there is an extremely good chance for survival. It is safer to be submissive and obey your captor(s).
- Do not draw attention to yourself with sudden body movements, comments or hostile looks.
- Carefully observe the captor(s) and try to memorize their physical traits, voice patterns, clothing, and other details that can help provide a description later.
- Avoid getting into political or ideological discussions with your captor(s).
- Try to establish a positive relationship with captor(s). Captors are generally less likely to harm those with whom they have a personal connection or respect for.
- If forced to present any type of demands to the authorities, either on tape or in writing, state clearly that the demands are from the captor(s).
- Try to stay low to the ground or behind cover from windows or doors, if possible.

In a rescue situation:

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, keep your hands out and visible, bow your head, and stand still. Make no sudden movements that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey instructions given

- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a hostage or a hostage taker.
- 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 and status will be determined.

Bomb Threat or Suspicious Package or Device

If you receive a threatening phone call,

- Do Not Hang Up.
- Remain calm.

If possible, obtain the following information:

- If you have caller ID display, copy the numbers and/or letters.
- Immediately: have someone call 911 or Emergency Services from another phone. Give the name, phone number, and room name/number where the bomb threat is received so we can reach you.
- Listen, be calm and courteous. Do not interrupt the caller. Obtain as much information as you can.
- Take notes on exact phrases or statements. Note the time the call is received; the gender of the caller, if the caller has an accent, his or her attitude, if there is any background noises that can help identify where the caller may be located (bells, traffic, etc.). Try to keep the caller on the line as long as possible.
- If you receive a bomb threat, the most crucial information to be obtained from the caller: a. When is the bomb going to explode? b. Where is it right now? c. What does it look like? d. What kind of bomb is it? e. What will cause it to explode? f. Did you place the bomb? Why? g. Are there additional devices? What is your name, your address?
- When possible, it is preferable to use a landline. Cell phones or two-way radios have radio signals which can detonate a bomb.
- Follow instructions of Security/Police on the scene.

Suspicious Package/Item

- In any instance in which a suspicious package or item is observed (e.g., a package, suitcase, knapsack, etc., whose appearance and/or location appears implausible), notify the building manager and contact Emergency Services.
- Do not touch or move a suspicious package.
- Common characteristics of suspicious packages are an unexpected delivery, the lack of a return address, excessive postage, stains, and strange odors or sounds.

- Leave the threatened facility or area of the suspicious device and go to a place that is out of the line of sight to the threat location and provides shielding (for example, place another building between you and the threat location).
- Go to an assembly area as directed by Emergency Services personnel.

Threatening Messages: Email, Written, or Verbal

Please be vigilant of possible threats. If you are concerned about an individual or a dangerous situation, it is better to err on the side of caution by notifying the appropriate authorities than to remain silent. The Yeshiva has resources with which to assess these situations and any individuals of concern. In the event that you would like to submit a report during non-business hours, Emergency Services is available every day, 24 hours a day. If you have any questions, please contact the campus manager of your building.

Threatening messages received via e-mail, text or print mail should not be destroyed, altered, or deleted. If you receive a suspicious email or email threat remain calm, call 911 or Emergency Services.

If the threat is received in writing, the letter or note should be turned over to your manager and/or Emergency Services who will relay the information to the proper authorities. The letter or note should be handled as little as possible as it may be useful in the investigation.

Threatening print mail should be reported to the Rosh Yeshiva.

Communicable Disease and Pandemic Occurrence

Serious communicable diseases (i.e. measles, meningitis, etc.) can erupt and spread rapidly. All students must comply with NY State immunization regulations. NY State immunization regulations for students have helped to limit, but not eradicate such illnesses. Enclosed is a Quick Reference list of diseases, all of which would be considered communicable diseases and will require the following procedures.

A student who suspects that he may have a communicable disease should see a doctor immediately. The local medical facility, Refuah Health Center, is available to service our students and can be called for an appointment at (845) 354 - 9300. You may also choose any other local doctor if you prefer. If you've received a diagnosis that you have a communicable disease, immediately let your mashgiach know.

Students diagnosed with a communicable disease must immediately quarantine from other students. They may not enter any classroom, study halls, dining or dormitory facilities on campus. Students will be offered the necessary medical assistance, and, if necessary, will be transferred temporarily to an infirmary facility, or be given the option of going home until they recover. Food and other supplies will be brought to the student, as necessary. Students need to follow physicians' guidelines for recuperation of the illness, and should remain home or in quarantine until pronounced recovered by their doctor.

If a student is permitted by his doctor to stay in the dormitory, he should still make sure to keep his distance from his roommates. He should not share items such as food, cutlery, etc., and make sure to wash his hands with soap, so as not to further spread the illness/disease.

Food-Borne Illness

Nausea, vomiting, cramps, and diarrhea often characterize food-borne illnesses. These symptoms are also sometimes accompanied by fever. A food-borne illness is suspected when more than one complaint is received from persons having similar symptoms. Any suspected food-borne illness that is believed to have occurred as a result of eating should be reported to the Rosh Kollel immediately.

Fire

In the event of fire, or the smell of smoke or gas, evacuate the building quickly and calmly.

Basic Survival Information:

1. Activate the nearest alarm pull station as you leave the building.
2. If you see the fire or smoke condition, immediately call Emergency Services, and the appropriate building manager. Give clear and exact information concerning the fire's location.
3. Employees, students and guests should not try to fight fires on their own and should evacuate the building immediately at the sound of an alarm. Evacuation should be made via the nearest safe exit. Employees and students should not alter their course of exit in order to search for or notify other occupants. Notification may only be made on the way to the closest exit.
4. If a fire alarm sounds in one of Yeshiva's buildings, remain calm. Leave immediately by the nearest escape route leading to a fire exit, closing all doors behind you. Do not run. Use the stairs. Never use an elevator during a fire. Follow the directions of the building manager of your building. Respond to every alarm as if it were a real fire.
5. Do not enter an area where there is evidence of smoke or fire. If you have to exit through smoke, crawl low to your exit keeping your head one or two feet above the floor, where the air will be cleanest. Heat and smoke will rise. Hot air can scorch your lungs, and smoke may contain toxic fumes. Take short breaths, and if possible, cover your face with a cloth (preferably damp), and breathe through your nose.
6. Test doorknobs and spaces around the door with the back of your hand. If the door or doorknob is warm, try another escape route. If it is cool, open it carefully, keeping your head to one side to avoid a blast of hot air. Slam it shut if smoke pours through.
7. If clothing catches fire: "Stop, Drop, and Roll" until the flames are extinguished.
8. Once you have exited the building, stay out. Under no circumstance are you allowed to re-enter a building that is in alarm. Re-entry can only be made after an "all-clear" signal is given by the Fire Department and the fire alarm system is re-set.

9. If you are trapped, call 911, if possible, and tell them your location. Seal doors with rags and signal from your window. Open windows slightly at the top and bottom, but close them if smoke comes in.

Each campus building has a designated evacuation area listed on page # 4. After you have left the building, go to the pre-designated evacuation area and remain there. If you are not aware of where the evacuation area is, stand at least 150 feet from the building. At the evacuation area, when possible, managers should account for their students/personnel and immediately report to the Fire Department any unaccounted students/personnel.

Special attention by other building occupants should be given to any persons with disabilities, visitors or those unfamiliar with the building.

Explosion

Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage. If you suspect that an explosion has occurred:

- Immediately evacuate the building as quickly and calmly as possible.
- Activate the nearest alarm pull station as you exit.
- In the event of fire or smoke, refer to the Fire Evacuation procedures.

Loss of Essential Utility

Whether an emergency condition exists alone or in conjunction with another emergency situation, one or more campus utilities may cease to function. These include water, heat/air conditioning, electricity, sewage removal, telephone service, gas, etc. The loss of an essential utility should be reported immediately to the appropriate building manager.

Generally, the loss of one or more such utilities for a brief period of time can be tolerated. The campus will continue to function, perhaps at a reduced level of effectiveness and efficiency. Longer delays in service restoration, either locally on the campus or in the broader community surrounding Yeshiva, may result in a decision to temporarily close the affected buildings. You will be notified via one of the available methods listed above in the Emergency Notification Procedures section. It may also be that a particular utility (especially gas or electricity) could experience a condition that leads to immediate threats to life or safety. In those instances, a quick evacuation of affected areas will take place supervised by the manager of each building or Incident Commander. There will also be a sign on the door notifying students and/or staff that the building is closed.

Hazardous Materials (Hazmat) Release (Nuclear, Biological or Chemical Hazard)

An incident involving the release of hazardous nuclear, biological or chemical agents can occur as the result of accidents or attacks. It may affect only a single building, a portion of campus, the entire campus or the entire region.

Outdoor Hazmat Release

- Report any HAZ-MAT release to 911 and/or Emergency Services.
- Distance yourself from the location of the incident and seek shelter indoors as soon as possible. An aboveground, interior room with the fewest doors and windows is best.
- Close all doors and windows, and seal preferably with plastic and tape or with towels, clothing, etc.
- Shut off air conditioners, fans and heating systems.
- Stay inside and do not leave until advised that it is safe to do so or you are instructed to evacuate.
- If exposed to a chemical agent or if you have trouble breathing, use a simple filter by covering your face and breathing through your clothing, a towel, etc.
- Do not eat or drink anything uncovered.
- If exposed to a chemical, biological, or radioactive agent, change out of any contaminated clothing, shower, put on clean clothing, and seek medical attention as soon as possible. Seal contaminated clothing in a plastic bag for disposal.
- Seek medical attention as soon as possible for any injuries, if you have trouble breathing, or if you believe you were exposed to a contaminating agent.

Indoor Hazmat Release

- If you become aware of the release of a hazardous or possibly hazardous substance within a building, report the release to 911, or contact Emergency Services.
- Exit the building. Avoid passing through the contaminated portion of the building while exiting. Inform others along your escape route of the hazard and need to evacuate.
- Meet responding public safety personnel and/or campus security coordinator. Provide details such as location of the release, effects of the substance, etc.
- once outside the affected building report exposure to the emergency responders so that you can receive medical attention and/or be decontaminated.

Flood and Water Damage

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather.

- If a water leak occurs call the building manager.
- Advise the dispatcher of the location and severity of the leak. Indicate whether any valuables, personal property, archival materials, or books are involved, or are in imminent danger.
- If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger from electricity, evacuate the area.
- When moving through wet or flooded areas use caution to avoid slipping.

Medical Emergencies

Do NOT attempt to move a seriously injured person unless there is a life threatening situation.

- Call 911 and/ or Hatzala immediately and let them know the specific location of the victim (building and room name/number).
- If you are calling from a cell phone give your name, location, and phone number.
- Provide as much information as you can about the nature of the illness or injury, whether or not the victim is conscious, etc.
- Do not hang up until instructed to do so by the emergency operator.
- Return to the victim, administer first aid whenever possible, and remain there until emergency personnel arrive.
- Have someone wait outside to direct the emergency personnel where to go.
- Please contact the building manager to assist with directing the ambulance when it arrives on campus.

A student with a medical condition should advise the Rosh Kollel of his condition. All such information will be held in strict confidence in accordance with FERPA rules and regulations.

It may be helpful to clear the area of spectators. If medical transport to an area hospital is not deemed necessary by medical personnel, assist the victim in securing a safe means of transportation home if she/he is unable to drive. Phoning friends or relatives of the individual, whom she/he has given you permission to contact, may accomplish this.

Mental Health Crisis

A mental health crisis is defined as a sudden, severe emotional disturbance, which may be characterized by the following symptoms or warning signs: risk or threat of harm to self, others or property; bizarre

behavior; extreme confusion; nervousness or sadness; uncontrollable behavior; and/or drug or alcohol overdose.

Concern for the physical well-being of the individual and others is the top priority in addressing this type of emergency. Should you witness a mental health emergency, clear the area of spectators and contact Hatzolah immediately, followed by the Rosh Kollel.

Serious Crime

If you observe a crime being committed against persons or property, do not try to personally intervene. Call 911, or call Emergency Services.

- If possible, immediately obtain a detailed description of the criminal.
- Isolate the threatening individual if it is safe to do so.
- If unsafe, disengage and evacuate the area
- If involving an employee - notify his or her supervisor.
- Do whatever is responsible to keep other students/employees from potential harm.

Trapped in Elevator

Use the emergency phone located within the elevator which will call out to service the elevator and call emergency responders when necessary.

Weather Emergency

The most likely weather emergencies that affect our region are snow, ice, tornadoes, hurricanes or blizzards. In each case, adequate warning is likely to be available in advance. Yeshiva's closing procedure will be invoked when it appears health and safety could be compromised. Weather emergencies will be communicated through Yeshiva's information line (845) 362 - 6666. Necessity is determined by Yeshiva's Administration.

If high winds occur while you are on campus, you should move away from the windows, taking refuge in interior areas. In all instances, everyone should use care and good judgment in making a decision about traveling to/from campus.

Tornado, Hurricane

A tornado or hurricane watch means conditions are right for the development of such a storm. A tornado or hurricane warning means that a storm is likely.

- Stay informed. If the storm should affect the campus, information will be broadcast to the Community via Yeshiva's weather information line and notifications posted around the neighborhood.
- Secure the area. At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down. Close windows.
- Shelter or evacuate. Depending on the nature of the weather incident, an order will be issued to either shelter in place or evacuate the campus. Stay informed and follow the directions issued by public safety and Yeshiva officials.

Continuity of Operations

The Yeshiva has established operations continuity plans:

- Yeshiva has a supply of food on campus. All buildings are equipped with Shelter-in Place supplies including water, food, first aid supplies, and flashlights or battery powered lights.
- Information Technology has an established plan for preserving computer data. Yeshiva maintains a backup of all data. In case of network outage or destruction, Yeshiva will restore hardware and software at an alternate location for continuity of operations.

After Action Reports

The Yeshiva will conduct after-action debriefings of major incidents as appropriate with members of the Campus Security Team and Yeshiva officials. Reporting of the debriefing will be documented and used for future training and future improvements.