



Albert Einstein College of Medicine

# Emergency Response Policy

## I. Purpose

As required by federal law, and to address emergency situations requiring immediate notification to the campus community Albert Einstein College of Medicine (Einstein) has established the policy and procedures outlined in this document.

## II. Scope

This policy applies to all employees, students, and visitors of Einstein.

Einstein employs separate procedures that govern timely warnings of campus crimes that are sent to the campus community. This policy applies only in situations where the Emergency Response Group (as defined below) determines that there is an immediate threat of danger to the campus community.

## III. Policy

### A. Immediate Notification

Immediate notification will be used in only those situations (e.g., severe weather, major fires, and serious crimes) that occur on campus and involve an imminent threat to the health or safety of students or staff.

In the event of a significant emergency or dangerous event requiring immediate notification, Einstein will employ an alert system that includes any or all of the following: text-message, voicemail, email, Einstein's website, Einstein's hotline, and other available communication channels (which may include the campus flat screen).

Einstein will generally provide follow-up information to the larger community as appropriate via Einstein's website.

The alert system is provided in addition to existing emergency notification procedures and does not replace or eliminate any other emergency notification system (e.g., fire alarms or intrusion alarm systems). If Einstein follows its immediate notification procedures in the case of an immediate threat, Einstein is not obligated to issue a timely warning based on the same circumstances.

### B. Emergency Response

The members of the Emergency Response Group are responsible for determining whether there is a significant emergency or dangerous situation on campus. If a member of the Emergency Response Group becomes aware of a significant on-campus emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, he/she will take appropriate action to confirm the

existence of the situation and (in conjunction with the other members of the Emergency Response Group) will determine the appropriate segment or segments of the campus community to receive the alert message.

The Emergency Response Group will immediately notify the Office for Communications and Public Affairs of any emergency or dangerous situation, and all public inquiries will be directed to such office.

The Emergency Response Group will, without delay, and taking into account the safety of the community, determine the content of the immediate notification and initiate the alert system, unless issuing an alert will, in the professional judgment of the Emergency Response Group or other responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation.

The Office of the Dean as well as the Associate Dean for Finance and Administration, the Associate Dean for Student Affairs, Senior Associate Dean for Medical Education, Associate Dean for Graduate Program and Bio-medical Studies, Chief of Security and Transportation, Senior Director and Associate Vice-President for Facilities Management and Engineering, Senior Director for Environmental Health and Safety, Vice-President for Human Resources, Associate Dean for the Office of Communications and Public Affairs form the Emergency Response Group and will also be immediately notified of any emergency or dangerous situation and, as appropriate, be consulted in making any such determination.

The police and other emergency personnel will be contacted as appropriate.

### C. Alert System

Einstein maintains multiple systems for alerting students and staff about campus emergencies. Einstein provides alert messages to the campus community, via the ALERT system (aka Everbridge). On the Einstein Campus, an emergency notification through Everbridge (which may include instructions to be followed for safety purposes) may be sent via one or more e-mail, voice, and text/SMS messages. Each message format includes a receipt confirmation component. Providing multiple options helps ensure communication to all of the campus community. To receive these notifications, students and staff are strongly encouraged to register their cell phones, text devices, PDAs, and land-line phones by contacting the Einstein Security Department office (Forchheimer G-9).

Additional information and web-links as it relates to emergency preparedness at the Einstein Campus can be found at: <http://einsteinmed.edu/administration/auxiliary-services/security/campus-emergency-notification/> and <https://www.einsteinmed.edu/administration/environmental-health-safety/emergency/>.

### D. Annual Testing

The Security Department, in conjunction with the Department of Environmental Health and Safety (as applicable), is responsible for testing Einstein's emergency response and evacuation procedures at least once per year. These tests may be announced or unannounced. The Security Department and/or the Department of Environmental Health and Safety (as applicable) is responsible for maintaining documentation for each test, including a description of the exercise, the date and time of the exercise, and whether the drill was announced or unannounced. Einstein will publicize (generally via e-mail but at

times it also may use other forms of communication) its emergency response policy and emergency response procedures to all current students and staff in conjunction with at least one test per year.

E. Albert Einstein College of Medicine (Einstein) Emergency Response Group\*

- Chief of Security
- Senior Director of Environmental Health and Safety
- Senior Director of Facilities
- Fire Safety Officer
- Business Office
  - Executive Dean
  - Associate Dean for Finance and Administration

\* The Emergency Response Notification Group will be notified and consulted as provided above. In the event of a vacancy in any of the positions referred to herein, the person performing the duties of such vacant position shall be substituted herein.

**IV. Definitions**

None.

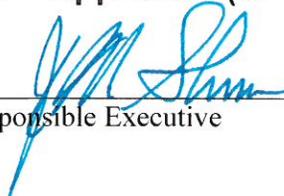
**V. Effective Date**

Effective as of: February 23, 2018

**VI. Policy Management and Responsibilities**

Einstein’s Security Department is the Responsible Office under this Policy. Einstein’s Associate Dean for Finance and Administration is the Responsible Executive for this policy. Einstein’s Chief of Security and Transportation is the Responsible Officer for the management of this policy.

**VII. Approved (or Revised)**

  
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Responsible Executive

*24 Feb '18*  
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Date