The Cooper Union for the Advancement of Science and Art
EMERGENCY MANAGEMENT AND DISASTER PREPAREDNESS PLAN

This Plan is intended as a guide. The College reserves the right to modify its actions both prior to and during an emergency to ensure the proper functioning of the College. This plan refers to emergencies and disasters that occur on or near property owned and operated by The Cooper Union for the Advancement of Science and Art or that may affect the College.

STATEMENT OF PURPOSE
This plan and associated materials constitute the Emergency Management and Disaster Preparedness Plan (hereinafter referred to as the “Plan”) of The Cooper Union. This Plan is to be implemented in the event of a major emergency or disaster (as defined in the Emergency/Disaster Plan Activation section or as declared by the President.)

The purposes of this plan are:

- To protect the lives and property of The Cooper Union community during emergencies.

- To preserve the orderly functioning of the College community during emergencies.

- To establish clear lines of authority and communication among College departments and with external constituencies during an emergency.

- To coordinate decision-making and effective use of available human and other resources in the event of an emergency.

- To identify the College’s role in coordinating emergency operations with outside constituencies and agencies.
ACTIVATION OF THE PLAN

**Definition:**
This Emergency/Disaster Plan will be activated under the following circumstances:

a. When civil authorities declare a State of Emergency that affects the College, either local, citywide, regional, statewide or national.

b. When the President or his designee declares a College Emergency.

c. When an occurrence, potential or actual, seriously disrupts the overall operation of the College or threatens the health or safety of members of the College community.

*Note: Unless otherwise directed by the President of the College, operational management of minor emergencies, i.e., incidents, potential or actual, which do not seriously affect the overall functioning of the College, depending upon the nature of the incident, rests with the Building and Grounds Department or Security, in consultation with related department heads and in accordance with established protocols.*

**Types of Emergencies and Disasters Covered**
Types of emergencies and disasters covered by the Emergency/Disaster Plan include but are not limited to: bomb threats; significant breaks in heat, power or water services, contagious illnesses; contamination of air, water or food; violent crime; explosion; fires; natural disasters such as hurricanes and earthquakes; other disasters such as train or airline crashes, chemical spills, civil disturbances, or major telecommunications outages.

**Activation of the Plan**
In the case of an obvious College-level emergency, as defined above, the plan automatically becomes activated.

After appropriate emergency action is taken (e.g. informing fire department, police, bomb squad), Campus Security should be notified immediately. Campus Security will notify the President of the College or his successive designees in the order that appears below. The President or the designee reached will declare if a College-level state of emergency exists and activation of the Plan is in order.

If the College declares a state of emergency, the first designee reached activates the communication tree. The first designee reached is responsible for establishing a log of who on the Emergency Management Team has been reached and who has not been reached. All members of the Emergency Management Team, if reached, must report back to the designee within one half hour of activation of the tree.
Outline of Immediate Actions

- Contact proper authority (police, fire department, homeland security, etc.,)
- Emergency declared by President
- President or designee determines Command Center
- Emergency Management Team notification (President will assign staff member to keep track of communication tree)
- Emergency Management Team assembles at command center
- President’s designee to keep a log of actions taken
- Key areas/departments of the Cooper Union take action on (I) Unit Responsibilities
- Follow up/Post Mortem Meeting (END of Process)

When it is appropriate that information be immediately transmitted via the text messaging alert system or via the Fire alarm command stations, the Emergency Management Team will compose a concise message with explicit instructions/information and designate a member of the team who will have the responsibility to either:

A. Disseminate information via the text messaging system (twenty First Century Solutions
   - Tel: 800-644-2766 or 614-442-1215
   - Website log in: https://campusconnection.tfcci.com
   - Username: cuc_admin
   - Password: known by emergency management team

B. Disseminate information via the Fire Command Stations located in the lobby of the Foundation Building, Residence Hall and 30 Cooper Square. (NOTE: 51 Astor Place fire alarm system does not have announcement capability).
Emergency Management Team Contact List
In the case of a State of Emergency declared by civil authorities, all designated emergency personnel should attempt to report for duty and assume their defined roles if permitted by civil authorities, whether or not they have received official notification from the College.

Note: The College has the right to expect employees to make themselves available for work in the event of an emergency, to report promptly, and to remain as long as is deemed necessary. If the emergency occurs during non-working hours, administrative heads of departments should be prepared to report to the campus unless otherwise directed by a member of the Emergency Management Team. Other administrators and faculty should await notice from their department directors, unless supplementary plans indicate otherwise.

Successive Designees for Determination of College Emergency:
- President
- Vice President for Business Affairs
- Vice President for External Affairs
- Director of Facilities Management
- Deans of the College
- Security Personnel

IMPLEMENTATION OF THE EMERGENCY RESPONSE PLAN
The President or his designee has the responsibility to decide if the emergency response plan is to be activated, including the establishment of the Emergency Command Center, the recall of College officials or their designees to campus during non-work hours, and the identification and recall of other College administrators who could assist in the emergency response effort.
EMERGENCY MANAGEMENT TEAM
In the event that a campus emergency is declared, the President or his designee will initiate the notification of the Emergency Management Team. At the earliest possible time, all available members of the Emergency Management Team are to assemble at the Emergency Command Center, which will be determined at that time. Once assembled, a person designated by the President will assume the responsibility of keeping an accurate log of all actions taken by the Team.

The Emergency Management Team consists of:

- President
- Director of Operations, Office of the President
- Vice President for Business Affairs
- Vice President for External Affairs
- Dean of Art
- Dean of Architecture
- Dean of Engineering
- Dean of Humanities and Social Sciences
- Dean of Student Services
- Dean of Admissions and Records
- Director of Facilities Management
- Director of the Computer Center
- Director of Public Affairs

FIRST ADMINISTRATOR ON THE SCENE
If the emergency occurs during non-office hours, the individual(s) assuming primary responsibility will be the following:

1. The President or his designee
2. A Vice President
3. A Dean of the College
4. The highest ranking administrator present from Student Services
5. The highest ranking administrator present from the Buildings and Grounds Department

The first member of the Emergency Management Team to arrive on the campus assumes responsibility for directing activities and ensuring implementation of The Plan until the President, his designee or a senior officer arrives. Alternates or staff of other senior officers will report to the Team member and/or senior officer on the scene. Once notification of the President or his designee has occurred, full responsibility for directing College efforts rests with the President or his designee.
EMERGENCY COMMAND CENTERS

Primary Emergency Command Center:
Office of the President
Foundation Building
7 East 7th Street
7th Floor

If upper floors of Foundation Building are unsafe: Art School Dean’s Office or Lobby Security Desk

Secondary Emergency Command Center (in the event that the primary site is inaccessible)
Office of the Vice President for Business Affairs
30 Cooper Square
7th Floor

In the event that the campus is not accessible, Emergency Management Team members should report to the President’s Residence at 21 Stuyvesant Street or another designated site if that is not available.

The Emergency Command Centers will include:
- 15 Copies of the Emergency Management Plan
- Four or more phones
- A computer with email and internet access
- Cooper Union Office of the President and press release stationery
- Photocopying equipment
- Radio and television
- Fax Machine
- Flashlights
- Master keys to campus facilities
- Battery operated lighting
- Bullhorn
- First aid kit
- Sign-making materials

10 Copies of each of the following:
- Contact Information for all Emergency Management Team Members (Attachment A)
- Directors/Department Heads Contact List (Attachment B)
- Contact information for local agencies/groups (Attachment C)
• Cooper Union Faculty/Staff/Administrative Contact list (Attachment D)
• Pertinent information on all campus buildings (Attachment E)
• List of Faculty and Staff within a 20 and 50 block radius (Attachment F)
• Current Manhattan phone directory
• Current New York City “Green Book” directory

INFORMATION MANAGEMENT
No single communication vehicle is sure to reach all students, faculty, staff, and visitors. A network of notification channels is used during an emergency.

Alarms
All Cooper Union buildings, 30 Cooper Square and the Long Island City studio spaces are equipped with fire alarms that will sound in the event of a fire or other emergency.

The Fire Alarm systems located in the Residence Hall and in the Foundation building are equipped to make announcements via the Fire Command stations located in the lobby of each building. The Director of Facilities Management and security personnel are trained to use the announcement feature of the fire alarm system and members of the Emergency Management Team will be trained to use the system by the end of January 2008.

Emergency Notification
Effective January 2, 2008 emergency notification via text messaging, phone and email will be active with Twenty First Century Communications. Members of the Cooper Union community can stay informed about critical campus safety information by registering to receive text messages. In order that the college is best prepared to communicate vital information, each member of the Emergency Management team is authorized to send messages in the event of an emergency.

Access to Twenty First Century Solutions (Cooper Union log in and password) will be held confidentially by each member of the Emergency Management Team.

Radio
Security staff and members of the maintenance staff carry radios that can receive emergency messages.

Phones
The Cooper Union emergency information hotline (212-353-7918) will contain up to date information pertaining to a campus emergency.

Other Methods
In some cases, e-mail, the internet (www.cooper.edu), word-of-mouth, or even the media will be used to alert the campus or broader community of events on campus.
A member of the President’s Office staff will ensure that the college offices designated below shall maintain the following current information, which can be made readily available to the Committee in the event of a campus emergency:

**Business Office**
- College Insurers
- College Bank affiliates
- College Insurance Agents
- Telephone Company
- Con Edison Liaison
- College Attorneys
- Mayor’s Office of Emergency Management
- Storage or existence of Hazardous Materials
- Emergency Services: Fire, Police, EMS
- All Faculty, Staff and Administrators
- List of faculty and staff within a 20 block radius
- List of faculty and staff within a 50 block radius

**Office of Public Affairs**
- Local Media Contacts
- Mayor’s Office
- City Council Representatives
- Borough President’s Office
- City Resource Agencies

**Office of Admissions & Records**
- Reasonably up-to-date lists with home address, telephone and emergency contact information for all Students by Resident/Commuter *(Attachment G)*

**Buildings and Grounds**
Available information on all campus buildings including:
- Number of rooms
- Average number of daily occupants
- Number of rooms and average number of residents in the residence hall
- Access/Egress (who has keys for what)
- Locations of boilers, electrical closets, valves, gas lines, computer lines, telephone hubs
- Fire and Smoke Alarms
- Functions performed in the building
- Particularly valuable items or data
- Special resources available (e.g. food supplies, evacuation space)
Office of the President
- Emergency Management Team
- Board of Trustees

PRIORITIES AND OBJECTIVES DURING EMERGENCIES

Management Team Objectives
The Emergency Management Team will, upon assembly
1. Assess the situation
2. Determine resources needed to address the emergency
3. Determine resources available to address the emergency
4. Issue staff assignments
5. Establish necessary communication with outside agencies and civil authorities
6. Monitor progress and continue assessment
7. When appropriate, declare end of emergency status
8. Designate one of its members as keeper of a Log of Events/Actions.

Priority Goals
1. Preservation of human life and welfare
   - Establish emergency communications
   - Assess damage, injuries, and location of major problems
   - Evacuate affected locations pending additional assessment
   - Isolate dangerous areas until judged safe for reentry
   - Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary
   - Repair utilities and lifelines to prevent further life/safety hazards
   - Identify and Rescue persons trapped in damaged facilities
   - Control secondary hazards

2. Preservation of human health and safety
   - Communicate critical information and instructions to students and their families, faculty, staff and the public
   - Track status of all injured and missing College students and personnel
   - Provide emergency food and shelter as needed
   - Shore up damaged facilities that pose safety hazards
   - Conduct rapid structural engineering assessment of campus facilities
   - Assess transportation conditions and advise campus regarding viable routes

3. Protection of College property and, where possible, personal property
   - Identify and secure valuable College materials
4. Maintenance of College programs and operations  
   • Restore College telecommunications systems as soon as possible  
   • Secure closed facilities  
   • Data Recovery  
   • Normalize flow of supplies and equipment from off campus  
   • Begin documentation of damages  
   • Re-allocate residential, academic and administrative operating space

5. Respond to external community needs.  
   • Provide space to external agencies, if necessary and possible

Priority Locations
The campus buildings and areas that will receive priority attention with regard to normal operation (restoration of services, maintenance, and use), in order, are:  
1. Emergency Command Center  
2. Residence Halls  
3. Academic Facilities  
4. Administrative Facilities (30 Cooper Square)

The Emergency Management Committee will prioritize locations within these categories and among all remaining locations.

UNIT RESPONSIBILITIES

General
Under a declared emergency, the Emergency Management Team will assign responsibilities to operating departments and offices. Departments and offices may be directed to suspend day-to-day operations that do not contribute directly to emergency management. Individuals not in specified emergency areas, may be temporarily reassigned to assist in emergency operations. Responsibilities of college departments and offices are outlined below:

Buildings and Grounds and Security
1. Maintain liaison with fire protection services to assist in their operations.  
2. Request initial fire protection services, rescue operations and emergency medical services and provide assistance to them in obtaining access to emergency sites.  
3. Coordinate crowd and traffic control.  
4. Provide and/or coordinate protection for life and property at emergency and related sites.  
5. Provide emergency access to buildings and offices for College administrative staff.  
6. Provide general safety advisories.  
7. Collect, inventory, and secure personal property left at the emergency site and return such property to the rightful owners, unless needed as evidence.
8. Maintain liaison with utility providers to coordinate continuation of services.
9. Maintain and provide as needed information on building infrastructures, maps, construction descriptions, etc.
10. Coordinate any surveys of utilities or buildings for damage and/or securing of buildings and areas.
11. Direct services restorations, cleanup operations.
12. Provide emergency repairs and fuel supplies for College apparatus and equipment in use during an emergency.
13. Act as site liaison with regulatory agencies as necessary during hazardous materials incidents.
14. Provide for additional security if necessary.

**Computer Center / School of Engineering**

1. Insure that the Emergency Information Hotline (Tel: 212-353-7918) is functioning. In the event that service is not available on that line, the Assistant Director of Telecommunication must secure a functioning line and inform the President’s office of the telephone number.
2. Assure the integrity of the telecommunications infrastructure and data systems and implement data disaster recovery plan.
3. Provide Emergency Management Team with evaluation and assessment of communications and data retrieval capabilities.
4. Act as site liaison with regulatory agencies as necessary during hazardous materials incidents.
5. Compile and submit reports required by federal or state law, regarding hazardous materials, etc.

**Office of Student Services**

1. Manage student services
2. Provide information and communication to students and their families in coordination with the Office of Public Affairs
3. Direct and manage housing and food service programs for both emergency and non-emergency related students and personnel
4. Provide and/or direct counseling and psychological support and services to students and other members of the College community dealing with immediate and longer-term emergency generated trauma
5. Assist other College units wherever the Emergency Management Team identifies need
6. Coordinate with the Business Office to obtain emergency cash if needed
Public Affairs

1. Internal Communications
   Once the situation is understood and The Cooper Union has contacted and received instructions from government and municipal emergency services personnel, the Public Affairs Director, in cooperation with the President’s office and the emergency management team, will prepare immediately a message to Cooper Union personnel, faculty, students and visitors, which will provide information about where to assemble, where and how to get the latest information, instructions on whether or not the school is suspending classes and operations. It should also include immediate transportation information: governmental restrictions or closings of public transportation, bridges and tunnels.

2. The Message
   a. Whether communicated over a speaker system, in person, in writing or on the website – should include information on access to urgent health care, shelter and other assistance available. The message should include the central point of contact for further information and when that will be available: half-hourly, hourly. This should be in a location separate from the media briefing area.
   b. Team manager should contact central switchboard and building security officers to refer all calls regarding students to designated Dean or management team member; and to refer all calls from media to Public Affairs Director and/or media briefing area.
   c. Alert all faculty and staff of these arrangements.
   d. The Board Secretary will phone/email Trustees.

3. External Communications
   If there is a need to immediately communicate the nature of the situation and steps being taken to the media, the Management Team and Public Affairs Director should agree on content and the Director will alert media via the quickest available communications vehicle: e-mail, fax, telephone, cell phone. Should the communications at the college be rendered unusable, an alternate location(s) should have been determined prior to the event. If it is evident that media will come to the college, a restricted area will be designated and, if possible, wired for extra telephones and computer access. This area will be off-limits to other than designated spokespersons, public affairs and media.
     • First choice: Wollman Lounge, Engineering Building
     • Second choice: Great Hall Lobby or Green Room at the back stage of The Great Hall to facilitate phone and computer hookups.

   Access to both of these areas is monitored/governed by security personnel who have clear view of entrances.
4. Community Relations
   a. Community Relations personnel will contact the 9th Precinct to establish permitted parking areas for satellite trucks and vehicles.
   b. The Office of Public Affairs should inform media representatives immediately what areas of the school’s properties are open to them, if any.
   c. Building personnel should be alerted to turn away media and direct them to briefing area if the area is off-limits, regardless of whether or not media reps have police ID.

5. Statements
   a. An initial contextual statement will be prepared and given to the media by the President or his designated emergency team leader.
   b. Other spokespersons will be introduced and their areas of responsibility or expertise announced.
   c. If the situation warrants, briefings will be scheduled for the media on whatever timetable seems appropriate.

6. Website Follow-up and Continuing Communications
   a. The Public Affairs Manager responsible for website maintenance will report to the office or the Computer Center, and if the system is up and running, do the following immediately:
   b. Post a message from the President putting the situation in context and detailing actions taken to secure facilities and ensure safety of students and Cooper community.
   c. Create a link for media into this page, so that off-site media can receive up-to-date information; update same information to Alumni website.
      - E-mail URL to area elected officials and key neighbors to reach this site.
      - E-mail Trustees

7. Via phone/mail
   Trustees & Major Donors
   Alumni Council leadership
   Elected Officials relevant to nature of emergency
8. Follow-up Communications
When the crisis has been addressed and is under control, in the day or days following a summary or series of summaries of events, consequences and actions taken should be communicated to:
- Faculty, Staff, Students
- Parents
- Alumni
- Trustees
- Key donors
- Neighbors
- via printed bulletin, CU website, alumni website.

Business Office
1. Review and clear all public relations and student affairs statements or reports concerning the possible cause of accidents or emergencies, potential liability for accidents or injuries, and all other legal concerns or problems.
2. Process all personal and property insurance claims arising from the emergency.
3. Coordinate the College investigation and reporting on the probable cause or nature of the emergency and the College’s response to it.
4. Have cash ($2500.00) available to disburse if necessary.

PROTOCOL AND POLICIES
Existing protocols, policies and procedures that address safety, campus access, campus disturbances, notification of parents, students in distress, and the like, remain in force unless otherwise specified as “suspended due to emergency” by the President, his designee, or the Emergency Management Team.

DEVELOPMENT AND IMPLEMENTATION OF SUPPLEMENTARY EMERGENCY PROCEDURES
Whenever necessary, departments shall develop supplementary emergency procedures based upon the priorities and responsibilities outlined in this document.

PROVISION FOR REVISION
This Plan will be reviewed and edited by members of the Emergency Management Team or their designees every three years or more often if deemed necessary beginning in the year 2005.