



MEMO



TO: Albany Campus Community
FROM: Annette Jeffes – Campus President
SUBJECT: Albany Campus Emergency Action Plan 2021-2022
DATE: August 16, 2021

Emergency Action Plan Objective:

This plan outlines the actions and policies deemed necessary to provide a safe environment for the students, visitors, faculty and staff of the Empire Education Corporation, D.B.A. Mildred Elley Albany Campus located at 855 Central Avenue.

Corporate Philosophy

It is the policy of Empire Education Corporation, Mildred Elley College, “the School”, to provide for the safety and security of all members of its campus community. The School believes that pursuit of academic excellence can only flourish in a safe environment where everyone on campus is treated with respect and courtesy. To this end, the School is committed to maintaining a safe learning environment free from disruptive behavior or dangerous conditions. In as much as it is possible this action plan seeks to be proactive when dealing with emergency conditions on campus. The key elements set forth in this plan will ensure that adequate procedures are in place to respond effectively to emergency conditions.

The following areas will be addressed in this plan:

- Facility location and description
- Faculty, staff, student and visitor identification
- Visitor protocol while visiting the campus
- Parking policies, Safety and Regulations
- Fire safety, prevention, and emergency evacuation procedures
- Disaster preparedness and procedures
- Criminal activities reporting
- Emergency notification procedures
- Assignment of emergency duties
- Documenting and reporting procedures for accidents/incidents
- Notification of pending disasters or potential life-threatening incidents
- Hate crime, sexual harassment identification and reporting

School Location

The institution’s main campus is located at 855 Central Avenue in Albany New York in a 3-story office style building. Located in a commercial office park in a retail shopping district, the campus is

approximately one mile from the center of downtown Albany. The School does not provide student housing or sponsor any off-campus activities at any of its campuses, so no other property is included in this emergency management plan.

Campus Access / Parking

Free, off-street public parking is available for the Albany campus. The Albany parking lot is contiguous to the School building and most spaces are within 200 feet of the entrances to the Schools. A total of 300 are available for student/faculty/staff parking. The private parking lot that is available to the Albany campus is owned and maintained by the landlord or the landlord's agents. All parking is provided on a first come first served basis. The only parking that is reserved is the required handicapped parking spaces adjacent to the south side or Central Avenue side of the building on the Albany campus. The parking lot at the Albany campus are subject to video surveillance cameras 24 hours per day 7 days per week.

The Capital District Transportation Authority operates the public city bus system in Albany and makes stops at regular intervals throughout the day and evening hours. The bus stop is located on the Central Avenue side of the office park property located approximately 300 feet from the main entrance of the School.

Identification

A key component to campus security is the identification of all persons entering or utilizing the three separate campus facilities throughout the week. All students, faculty and staff accessing the building are required to display a photo identification badge which must be prominently worn on a lanyard or a lapel clip, so that it is plainly visible to any security personnel, faculty and staff or any other School official.

All visitors entering the facility are required to sign in and register at the front desk reception at the Albany campus. Upon leaving the facility, visitors must sign out at the reception desk.

Fire Prevention and Workplace Hazards

It is the responsibility of all faculty and staff to alert the safety manager or floor marshals of any and all conditions that could potentially pose a fire hazard or any other unsafe condition in or around the building. No smoking is permitted in the building and any potentially flammable materials are required to be confined and stored in an appropriate locked area. Good housekeeping practices will be the responsibility of all faculty, staff and students. Waste materials are to be discarded in their proper places and all aisles, doorways, hallways and exit doors are to be kept clear at all times.

Timely Warnings

A condition or incident that could compromise the safety and well-being of any member of the Empire Education campus community will result in an appropriate timely warning being issued. Depending on the nature of the condition or incident, the warning will be initiated through a variety of methods.

Fire Alarm or Emergencies Requiring Building Evacuation

The campus is equipped with fire detection and alarm systems consistent with the fire code requirements enforced in that city state or municipality. These systems are directly connected to the local fire departments responsible for that particular area. Though it is not expected or encouraged, fire extinguishers are provided throughout the building and are prominently marked so individuals may, at their discretion, use them when appropriate. Emergency phones are provided on the second and third floor landing or “area of rescue” at the Albany campus location adjacent to the elevator doors. These phones are a direct line out of the building and are to be used on an emergency basis only.

The fire alarm systems are fully automatic and meet all building and fire code requirements. Emergency fire alarm controls are positioned throughout the building at all doors that exit the floor or exit the building. Individuals detecting fire can manually pull any of these alarms initiating the alarm and fire department response. In the event that the alarm system is activated all occupants are required to vacate the building in an orderly and expedient manner. When activated, the alarm will be a recognizable siren accompanied by powerful strobe lights. This call to evacuate the building is virtually impossible to ignore.

In the event that a fire alarm is sounded all occupants are required to evacuate the building immediately. Key staff have been designated at each campus location to act as emergency marshals. These marshals will be responsible for ensuring that all occupants of the floor and/or their section of the building vacate the premises in an orderly and expedient manner.

Marshals will be responsible for ensuring that all classrooms, offices and lavatories are vacated and that all occupants have vacated the building. Once it is verified that the building is vacated, all evacuees will be instructed to stand a minimum of 100 feet from the building, allowing fire or other emergency personnel access to the property. Yearly fire drills will be scheduled to ensure that all occupants of the building are familiar with evacuation procedures.

Reporting Criminal Activities / Emergencies

Any individual student, faculty or staff member witnessing a crime or criminal activity, or any potentially dangerous condition on campus, should immediately report the incident to the Campus Security Director, designated security and safety marshal or any other School official that is located on the floor they occupy. In the case of imminent danger, it is appropriate for any and all witnesses to contact 911 if it is in their best judgment that the situation warrants the call. In the event that a witness does contact 911 to report an emergency condition, that person must also contact a college or School official or safety marshal to allow the School to initiate any additional proper emergency actions. When contacting 911 it is essential that the caller be calm enough to provide accurate information so that the correct response can be initiated.

Campus Procedures for Reporting Dangerous Persons on Campus, Weapons or Shots Fired:

1. Contact the campus site coordinator, security leader or floor marshal on campus and identify yourself and the location of the dangerous person, weapon or shots fired.

2. The security teams will initiate action that will be appropriate and when feasible text messages and e-mail blasts will be initiated to alert the campus community through the student, faculty and staff data base response component of “Sonisweb.”
3. If imminent danger exists on campus and the general warning has been initiated an announcement will be made and call for the campus community to seek locked shelter. (i.e. classrooms, offices, clinics, library) all staff and faculty are instructed to gather all of the people in their general vicinity and move them to a locked room. All offices, classrooms and clinics are to lock the doors and turn the lights off and provide refuge from danger. While in lockdown people should be instructed to locate out of sight of doorways and windows (hallway wall, if possible). Cell phones are to be set to vibrate mode and all non-essential talking should cease.
4. All phones and e-mail addresses registered in the School data base will receive text messaging and/or email blasts to update conditions when available and appropriate.
5. All students, staff and faculty are to remain in locked rooms until released by the police department or designated campus safety/ security marshals. **UNDER NO CIRCUMSTANCES SHOULD ANYONE LEAVE** the relative safety of a locked room until conditions are resolved and occupants are advised to resume normal activity.
6. A campus emergency lockdown drill will be scheduled annually to ensure that all students, faculty and staff are familiar with this emergency procedure.

Procedures for Addressing a Bomb Threat if Received by Telephone:

1. Upon receiving the call, determine if the call was placed from within or outside the building.
2. Call the lead safety officer, front desk security or appropriate floor marshal immediately.
3. Try to determine the time frame associated with the threat. Make a written notation as to when the caller stated the bomb will go off. This information will assist in determining how fast the building must be evacuated.
4. The safety officer or staff or faculty member contacted will be responsible for making the determination to initiate the alarm to evacuate the building. The alarm will be the same alarm used in a fire emergency evacuation. Designated floor marshals will clear the building.
5. The person initiating the response will pull the fire alarm and notify emergency agencies, if possible, by calling 911.
6. Students, faculty and staff will evacuate the building following the same procedures as a fire alarm evacuation. All persons must leave the building. There are no exceptions!
7. Floor marshals will be responsible for evacuating everyone in their respective zones and will check all rooms before leaving the floor.

REPORTING EMERGENCIES:

Weekday Day Division: To report incidents or emergencies or to find out about conditions on campus contact any one of the following Safety Marshals listed below:

For **first floor** incidents or emergencies, contact:

- George Chakmakas, Building Manager... 518-786-0855, ext. 1444 or
- Annette Jeffes, Campus President...x1351

For **second floor** incidents or emergencies, contact:

- Kerry Cirillo, Dean of Academics...518-786-0855, ext. 1327 or
- Annette Jeffes, Campus President...518-786-0855 ext. 1351

For **third floor** incidents and emergencies, or **any other location on campus**, contact:

- George Chakmakas, Building Manager... 518-786-0855, ext. 1444
- Annette Jeffes, Campus President....518-786-0855, ext. 1351

Weekday Evening Division: A security guard is on campus after 5:00 p.m. when there are classes and labs scheduled on campus. The security guard may be reached at 518-810-5311.

Weekend Division: In the event of an emergency during the Weekend Division, faculty, staff and students may contact the following:

Friday Evenings: Security is on campus if there are classes scheduled. The security guard may be reached at 518-810-5311.

Saturday Day and Sunday: If classes are in session, a security guard is on campus and may be reached at 518-810-5311.

Electronic Messaging

With the sophistication of cell phone technology and the nature of today's communication trends, cell phones and computers have become an important means of rapid communication. In the event that the School finds it necessary to initiate a campus-wide alert e-mail and /or text message "blasts" will be sent to all cell phones or e-mail addresses registered with the School. It is for this reason that all faculty, staff and students are strongly encouraged to provide an electronic means of contact ensuring the largest possible number of contacts to spread critical information. New students will be asked to provide this information during orientation before classes begin and new faculty and staff will be asked to provide information through the Human Resources department. Periodic questionnaires will be distributed to enrolled students to update information throughout the length of their program. The electronic messaging system will perform routine tests to determine the effectiveness of the messaging systems.

Local Television and Radio News

In the event that the School has important information to convey to the campus community regarding weather emergencies, School closings or other circumstance that effect the operation of the campus, information will be broadcast on all major local television and radio news channels. For a listing of these stations, individuals can access the Mildred Elley website or company intranet to obtain the information.

School Standards of Conduct

The School attempts to provide a safe, comfortable academic and social environment, and our academic community has a long and cherished tradition of expecting its members to conduct themselves in accordance with the highest standards of ethics and personal behavior. The School does not attempt to define all "student conduct." It relies on students to assume the responsibility

and obligation of conducting themselves in a manner compatible with the purpose of the School as an educational institution and the community as a place of residence. In addition to School rules and regulations, all students are subject to the same local, state, and federal laws as non-students and are beneficiaries of the same safeguards and rights as non-students.

The School relies on its faculty and staff to set high standards of conduct as examples for the student body to follow. Committed to the fundamental belief that all people should be treated with dignity and respect; the School has **zero tolerance** for harassment in any context. All members of the college community have the basic right to work and learn in a comfortable environment, free from derogatory remarks, unwelcomed sexual advances, hate speech, racist or sexist comments or any other verbal or physical conduct deemed inappropriate by the School or its administration. Any and all of this inappropriate behavior is condemned by the School and swift and immediate action will be taken to investigate any credible complaint. If it is determined through proper investigation that disciplinary action is warranted, the School reserves the right to remove the person or persons from campus through expulsion from School or termination of employment.

Should additional legal action be sought by the victim, the School and its officials will assist in any way possible to see that justice is served.

Campus Security

In compliance with the Crime Awareness and Campus Security Act of 1990, information about Mildred Elley's security policies and procedures and annual crime statistics reports are made available to students. At orientation and through this catalog, students are provided with Campus Security information, and all students and employees are updated annually on the previous year's crime statistics. These records are housed in the Office of the President. The college has a standing Advisory Committee on Campus Safety and Security, comprised of representatives from the faculty, administration, and students. The Advisory Committee on Campus Safety and Security will provide, upon request, all campus crime statistics as reported to the United States Department of Education. These statistics are also available through the United States Department of Education's website:

<http://ope.ed.gov/security/search.asp>

Pursuant to New York State Education Law Section 6431, the institution's Advisory Committee on Campus Safety and Security consists of a minimum of six members, at least half of whom are female; one third appointed from students; one third appointed from faculty; and one third selected by the President and/or Vice President for Campus Operations.

The committee meets at least on an annual basis, and periodically reviews current policies and procedures for:

- Educating the campus community, including security personnel and persons who advise or supervise students about sexual assault per New York State Education Law Section 6432;
- Educating the campus community about personal safety and crime prevention;
- Reporting sexual assaults and dealing with victims during investigations;

- Referring complaints to appropriate authorities;
- Counseling victims; and
- Responding to inquiries from appropriate persons.

The Advisory Committee on Campus Safety and Security reports in writing to the President of the institution, at least on an annual basis.

Sexual Assault Prevention Policy

Mildred Elley has a strong commitment to the issue of respect, including respect for each person's personal and sexual boundaries. Sexual harassment may include: the use of one's authority or power to coerce another person into unwanted sexual relations or to punish another person for his/her refusal; or, the creation by a member of the college community of an intimidating, hostile, or offensive working/educational environment through repetitive verbal/physical conduct of a sexual nature. Such conduct is a violation Mildred Elley policy and will not be tolerated.

To make the college as safe as possible, all suspected violations of this policy should be reported directly to the Campus President. When a suspected violation is reported, the following actions may be considered, as appropriate. These options include, in no particular order, but are not limited to: directly confronting the alleged offender; having the Campus President talk to the alleged offender; having appropriate mediation with the alleged offender; filing a formal complaint; filing an anonymous or confidential complaint; or, filing a police report (if the alleged offense is against the law). The college encourages members of the campus community to report suspected violations as soon as reasonable after an alleged violation has occurred.

Pursuant to the New York State Education Law Section 6432, the institution informs all incoming students about sexual assault prevention measures through discussion of this issue at the new student orientation, and includes information about:

- The applicable laws, ordinances, and regulations on sex offenses;
- The penalties for commission of sex offenses;
- The procedures in effect at the institution for dealing with sex offenses;
- The availability of counseling and other support services for the victims of sex offenses;
- The nature of and common circumstances relating to sex offenses on college campuses; and
- The methods the institution employs to advise and update students about security procedures.

Additionally, the institution maintains a permanent exhibit providing this information on one of its prominently displayed information boards.

The Mildred Elley Annual New York State Notification of Sexual Misconduct policy is located in full in the NYC Metro Catalog starting on page 101.

Referrals

Any person may refer a person suspected of being a victim of sexual assault to any campus security marshal or any other School official for assistance in contacting the proper authorities and/or

summoning medical assistance. For incidents involving sexual harassment victims are encouraged to notify School officials immediately and fill out an incident report. All incidences will be investigated by the appropriate professionals or community-based organizations or agencies.

Law Enforcement

Legal options for victims of sexual assault are varied and may include filing a criminal complaint with the Police Department associated with his or her particular campus. The process of filing a sexual assault complaint is highly stressful and seeking legal remedies are complicated. School officials will provide as much assistance and guidance as possible to ensure that the victim is provided the best options to pursue positive remedies or secure the information necessary to pursue whatever action is determined by the victim to be necessary and appropriate.

Emergency Contact Service on Campus

In the event that the School is notified about a student's personal emergency (life threatening or other serious condition requiring immediate attention) unrelated to School operations that notification will be handled by the campus president or department chair for the individual in question.

It is important to note that we cannot guarantee contact with any student at any given time due to the highly mobile nature of the campus environment. However, a good faith effort will be made to contact students to deliver emergency messages.

The School will not become a messaging service for non-emergency situations. Depending on the type of emergency, a message will be delivered to the faculty member or work supervisor asking for the student to be dismissed and to:

1. Immediately contact the source of the message; or
2. Immediately proceed to the Campus President or Director or department chair for additional information.

Alcohol and Drug Policy

Alcohol is strictly prohibited on campus. Individuals who are in possession of alcoholic beverages on campus are subject to immediate dismissal from School. Post-secondary students found in possession of illegal drugs on campus will be subject to immediate removal from the program. Empire Education has a **zero-tolerance** policy for possession (including drug paraphernalia), use, distribution or sale of illegal drugs. Those students convicted of illegal drug possession of any kind will be immediately dismissed from the program.