



Emergency Procedures Handbook

St Vladimir's Orthodox Theological Seminary

February 2022

About This Emergency Procedures Handbook

This guide serves as a quick reference regarding action to take in the event of an emergency at St Vladimir's Seminary. It is not intended to be a comprehensive crisis management plan.

Most of the year, St Vladimir's campus consists of residential faculty and staff and single and married students (some with children), as well as faculty and staff who are present during business hours. Even during the summer months, many of these groups reside on campus. The seminary Administration intends to keep our community of people safe, and recognizes that doing so requires not only clear institutional policies and procedures, but also the cooperation of all connected with the seminary community and operations.

This guide includes a number of important safety issues. The topics are arranged alphabetically, and do not indicate frequency or prediction of occurrence. Categories include: Active Shooter Incident, Crime in Progress, Emergency Supply Kit, Fire, Gas Leak, Hurricane, Power Outage, Serious Injury, and Tornado. The seminary will continue to update the guide as it becomes apparent and necessary.

Prior to these urgent categories, there are some general guidelines that we urge you to follow:

- **First**, take these emergency procedures seriously. Although our campus is located in an upper- middle-class residential area, we are not immune to dangers.
- **Second**, please keep your doors locked at night and when you leave your residence.
- **Third**, if you see something unusual, say something!
- **Fourth**, please keep your children safe by always keeping a watchful eye on them. There are both dangerous areas on campus and areas open to the public and to strangers. There is no better deterrence to danger than parental oversight.

We hope this booklet will be a valuable resource for you.

Safety Committee of St Vladimir's Seminary

safety@svots.edu

❖ Active Shooter Incident

If you are involved in a situation where someone has entered the area and started shooting, the following is a list of actions that are recommended. It should be noted that these types of incidents are unpredictable. The guidelines below are recommendations that are based on past experiences. You may have to alter some of these suggestions, depending on the situation.

- Exit the building immediately
- Notify anyone you may encounter to exit the building immediately.
- Call 911 (377-7777 from a cell phone)
- Give the dispatcher the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved
 - Your location
- Call SVOTS Urgent Phone 914-874-7835.

If you are directly involved and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Call 911 (377-7777 from a cell phone)
- Give the dispatcher the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved
 - Your location
- If possible, call SVOTS Urgent Phone – (914) 874-7835

❖ Crime in Progress

- Do not attempt to apprehend or interfere with the criminal.
- Call 911 (377-7777 from a cell phone)
 - Give your name and location.

- Advise them of the situation, and remain where you are until instructed to do otherwise.
- If safe to do so, get a good description of the criminal.
 - Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and name if known.
 - If the criminal is entering a vehicle, note the license number and state, make and model of vehicle, color and any other
- Call SVOTS Urgent Phone at 914-874-7835.
- In the event of civil disturbance, continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.
- While police are on their way, stay calm and write down an account of the situation before discussing the details with anyone.
- Do not interfere with those persons creating the disturbance or with the law enforcement authorities on the scene.

❖ Fire

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately:

- Call 911 (377-7777 from a cell phone)
- Leave the area at once.
- Pull the fire alarm.
- Alert other people in the area and instruct them to leave the building.
- Close, but do not lock, all doors and windows if you can safely do so to help contain the fire.
- Stay as low as possible to avoid smoke and heat.
- Evacuate the building calmly, but quickly, do not stop for personal belongings. Leave immediately, using exit stairways, not elevators.
- Evacuate to a safe distance from the building and out of the way of emergency personnel.
- Call SVOTS Urgent Phone 914-874-7835.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

If trapped:

- Alert emergency responders of your location by whistling, shouting, or using an object to beat on walls, floor in a rhythmic manner.
- If a telephone is available, call Yonkers Police at 914-377-7777 or SVOTS Urgent Phone 914-874-7835 to notify authorities of your location. You may want to place an article of clothing or other device to use as a signal in a window, if a window is available.

- Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke and contaminants may be less.

❖ Hurricane

Hurricanes are severe tropical storms that form in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico, and in the eastern Pacific Ocean. Scientists can now predict hurricanes, but people who live in coastal communities should plan what they will do if they are told to evacuate. The likelihood of an actual hurricane striking Westchester County is small, but one should consider an evacuation plan just in case.

A **hurricane watch** means a hurricane is possible. Monitor news and radio outlets for more information

A **hurricane warning** means a hurricane is expected in your area. If local authorities advise you to evacuate, leave immediately.

Evacuation Plan:

- Plan how you will leave and where you will go if you are advised to evacuate.
- If you do not have a car, plan alternate means of evacuating.
- Plan places where your family will meet, both within and outside of your immediate neighborhood.
- Identify several places you could go in an emergency, a friend's home in another town, a motel or public shelter.
- Become familiar with alternate routes and other means of transportation out of your area.
- Take your emergency supply kit (see below).
- Lock the door behind you.
- Take your pets with you, but understand that only service animals may be permitted in public shelters. Plan how you will care for your pets in an emergency.

If time allows:

- Call or email an out of state friend or family member, and inform them of your evacuation plan.
- Leave a note telling others when you left and where you are going.
- Check with neighbors who may need a ride.

If you are unable to evacuate:

- Stay indoors away from all windows.
- Take shelter in an interior room with no windows if possible.
- Close all interior doors, and secure and brace external doors.
- Turn off all lights and equipment.
- Keep curtains and blinds closed.

- Lie on the floor under a table or another sturdy object.
- Be aware that there may be a sudden lull in the storm as the eye of the hurricane moves over. Stay in your shelter until local authorities say it is safe.

❖ Power Outage

In the event of a sudden loss of electricity to your home or building, follow the steps below.

- Call the SVOTS Urgent Phone 914-874-7835 to report the outage.
- Give your name, location, and extent of the loss (whole or partial room, floor or building).
- Turn off computers, stereos, televisions and appliances you were using when the power went off. Leave one light on so you know when power is restored.
- Avoid opening the refrigerator and freezer doors. Food will remain fresh for up to four hours after the power goes off.
- To minimize risk of fire, use flashlights from your emergency kit* rather than matches and candles.
- During prolonged outages, monitor the situation by radio, and check with your building's RA for campus updates.

If you live in married student housing:

- Following your call to the SVOTS Urgent phone, you may call ConEd Emergency at 800-752-6633 to notify them of the outage.
 - Our address is 575 Scarsdale Road, Yonkers, NY 10707. You will need to know your building number.

❖ Tornado

A **tornado/severe thunderstorm *watch*** means that tornadoes and severe thunderstorms are possible.

A **tornado/severe thunderstorm *warning*** means that a tornado or severe thunderstorm has actually been sighted somewhere in the warning area, take shelter immediately.

If a tornado is approaching campus:

- Stay in the building you are in and go to the designated basement or interior hallway on the lowest floor if time permits. Otherwise, go to an inside wall of your classroom or office, as far away from doors and windows as possible.
- Stay away from corners as they attract debris.
- Turn off all lights and equipment.
- Take shelter underneath your desk or any heavy furniture available. Assume a curled

position to protect your head and eyes.

- If you are outside, immediately proceed to the nearest shelter area and follow the procedure above.

Designated Campus Tornado Shelter Areas

If you are here,

Rangos Building

Germack Building

Seminary Chapel

Meyendorff Hall

Education Building

Erickson House

Schmemann Residence

Lakeside Apartments

then go to:

Ground floor inner administrative offices

Basement rooms

Kunnett Auditorium

Basement

Ground floor near men's restroom

Married Student common room

Basement inner hallway near laundry room

Basement hallway

❖ Serious Injury

- Do not move a seriously injured person unless there is a life-threatening situation.
- Call 911 (377-7777 from a cell phone)
 - Give your name, location, and telephone number.
 - Give as much information as possible regarding the nature of the illness or injury.
- Call SVOTS Urgent Phone 914-874-7835.
- Return to the victim. Keep the victim as calm and comfortable as possible until help arrives.

❖ Emergency Supply Kit

Having an emergency supply kit ready to take with you at a moment's notice ensures that you will have necessary supplies in an emergency situation. Pack supplies in a duffel bag or backpack and keep them in a designated place. Your kit will also come in handy if you must take shelter in your home. This list will help ensure that your kit includes the basic essentials.

- **Water**
 - Pack at least one gallon of water per person per day for at least three days. Store water in unsealed, unbreakable plastic bottles.
 - Change water every six months.
- **Food**
 - Store at least a three-day supply of non-perishable food.

- Select foods that require no refrigeration or cooking: Canned fruits, vegetables and juices, peanut butter, crackers, etc.
- Pack a manual can opener or buy food in self-opening cans. Replace food every six months.
- **Tools and Supplies**
 - Battery powered radio Flashlight(s)
 - Extra batteries First aid kit
 - Washcloths, towels, blankets
 - Paper cups, plates and plastic utensils Personal hygiene items
 - Plastic Bags
 - Formula, diapers, bottles, medications for baby
- **Personal Items**
 - Copies of birth and marriage certificates and other important documents
Inventory of household goods
 - Maps
 - Prescription medications Cash in small denominations.

❖ EMERGENCY PHONE NUMBERS

Police, Fire, or Medical Emergencies	911 or 377-7777 (cell)
SVOTS Urgent Phone	(914) 874-7835
Con Edison (Gas or Electric)	(800) 752-6633