Lockdown Procedures

I. Purpose

The purpose of this Procedure is to instruct the Albert Einstein College of Medicine community of action to take in the event of a lockdown.

II. Scope

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

III. Procedures

A. Lockdown Procedures

In the event of an emergency on campus, you may be instructed that your building or location is under lock down. The information below can help you know what to expect and what to do (or not to do) in such a situation.

What is a “Lockdown”? 

A lockdown of a building or group of buildings on campus is implemented when an emergency condition exists that affects the immediate safety and well-being of our campus community. Depending on the location of the emergency, a lockdown it is intended to secure people inside of a location and others from entering a more dangerous area. This procedure allows the police and other first responders to manage the threat of and to minimize the chance of death and/or serious injury.

Notification of a Lockdown

You may be alerted to a campus lockdown via an emergency message through our campus-wide notification system, Everbridge.

Actions to take include:

1. Remain calm
2. Avoid/get away from open areas
3. If you are outside of a building, move away from the general area
4. If you are inside of a building:
   a. Move out of open corridors and hallways into rooms that can be locked or barricaded
   b. If in an office or classroom, lock and barricade the door
   c. Shut off the lights, silence your cell phone
   d. Close any opened windows and pull down the shades/close blinds
**FOR EVERYONE’S SAFETY, OBEY ALL COMMAND OF FIRST RESPONDERS.**

Do not:

1. Respond to any building fire alarms
2. Open any doors or windows until you are directed to do so through verified electronic messages and/or by law enforcement personnel
3. Hide in open corridors or in washrooms that cannot be locked
4. Assemble in large open areas
5. Make non-essential cell phone calls as they may overwhelm the phone network

Remember:

1. Once a lockdown has been issued, you must remain in place until an “all clear” message has been issued via electronic messaging or verified law enforcement personnel
2. Media reports may be unreliable and inaccurate
3. IGNORE ANY FIRE ALARM BELLS, SINCE THEY WOULD NOT BE ACTIVATED DURING A LOCKDOWN.
4. “Lockdown” is the “Hide” part of “Run, Hide, Fight,” the recommended approach to dealing with certain situations such as an active shooter in a building. Please view Einstein’s [Active Shooter Policy, SEC-POL-2019-014](#) and “Situational Awareness” videos to better understand your options in an emergency.

**B. Training and Preparedness**

We must all do our part in helping to prevent violence. We must remain alert to alarming behavior. Early warning signs may include:

1. Indications of Violence or Supporting Acts of Violence
2. Suspicious Behavior
3. Depression
4. Paranoia
5. Unprovoked Outbursts
6. Threats
7. Stalking or Harassment

We have a multidisciplinary reporting approach to avert such a threat. Report concerns to our Security Department by calling 718-430-2180, our Human Resources Department at 718-430-2542 or by calling our confidential 24-hour hotline at 1-800-662-8595.

As with all emergency preparedness, we must all have a plan that we share and practice with each other. Studies have shown that outcomes are better when plans have been shared and practiced.

On campus and elsewhere, be familiar with your surroundings, buildings that you occupy and nearby exits, even the building address and nearest street intersection would be helpful when calling 911. Remember, the way you enter a location may not the same route you might take in an emergency. On
campus, be familiar with the Campus mapping. Also ensure that you are registered in our emergency mass notification system.

Through our e-learning network students, faculty, and staff will be required to participate in a variety of training and preparedness seminars.

Supervisory personnel have a responsibility to become familiar with campus emergency procedures and ensure that their staff participate in drills and preparedness exercises. Supervisory personnel shall identify staff within their department that may have physical challenges that would prevent navigating of stairs or that require assistance with visual or audible instructions. As part of the training and preparedness, supervisory personnel shall communicate this information to human resources, environmental safety, and security.

Additionally, supervisory staff must understand, encourage and support our multidisciplinary reporting process should they become aware of suspicious or alarming behavior.

C. Building Evacuation and Staging Points

Southside of campus which includes the Belfer, Forchheimer, Ullmann, Golding, Lubin, and Channin buildings evacuate to Sacket Avenue and Herring Avenue.

Northside of campus which includes Price, Ullmann, Kennedy buildings, evacuation point will be Jacobi Hospital parking lot #3.

D. Response to an Emergency by College Leadership

An incident on or nearby our campus that impacts or potentially impacts the safety and or well-being to our community or has potential impact to our business operations will likely result in the activation of our college’s Emergency Response Group (ERG). Depending upon the threat level as identified in the campus emergency procedures manual the ERG may fully or partially mobilize.

Please see Einstein’s Emergency Procedures Manual.

E. Related Links/Resources

- Active Shooter Policy, SEC-POL-2019-014
- Campus Emergency Notification
- Situational Awareness - Preparedness
- Response to Active Shooter - Homeland Security Training Video
- In an Emergency
- Campus Map
- Maintenance of Public Order

IV. Definitions

None.
V. Effective Date

Effective as of: 2 March 2018

VI. Procedure Management and Responsibilities

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