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Adelphi University Emergency Operations Plan Severe Thunderstorms/ Tornadoes/ Hurricanes/ Winter Storms/ Earthquakes

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1. SEVERE THUNDERSTORM WATCH

Conditions are conducive to the development of severe thunderstorms in and close to the watch area. Take necessary precautions. One may continue normal activities but be aware of any rapid changes in weather conditions. Be prepared to move to a place of shelter if threatening weather approaches.

2. SEVERE THUNDERSTORM WARNING

A severe thunderstorm has actually been sighted by spotters or indicated on radar, and is occurring or imminent in the warning area. Move to a place of shelter before threatening weather approaches.

- A. Keep people indoors and away from windows until the severe storm passes.
- B. Report injuries and damage to the Adelphi University Department of Public Safety and Transportation Command Center by calling extension 3511 or by dialing #5 on any in-house campus telephone, any Red telephone, by way of any campus emergency blue light call box (if safe to do so) or by calling 516.877.3511. Notify your department administrative office.

3. TORNADO WATCH

Conditions are conducive to the development of tornados in and close to the watch area. Tornados and severe thunderstorms are possible—continue normal activities but assign someone to monitor the situation.

4. TORNADO WARNING

A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

- A. If in the warning area, seek shelter immediately.
- B. When in a structure, go to the lowest possible floor and to an interior room, interior hall, or a small room such as a closet or bathroom. Avoid upper floor rooms and areas with exterior windows. Basement interior hallways and small interior rooms offer the best shelter.
- C. If available, get under a sturdy object, such as a desk or staircase.
- D. Do not try to watch the storm from a window, sudden high winds can blow the window out.
- E. Avoid rooms with large, free-span roofs, such as a gymnasium or auditorium.
- F. If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, take cover and lie flat in a depression such as a ditch, ravine, culvert or excavation.
- G. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
- H. Report injuries and damage to the Adelphi University Department of Public Safety and Transportation Command Center by calling extension 3511 or by dialing #5, on any in-house campus telephone, any Red telephone, by way of any campus emergency blue light call box (if safe to do so) or by calling 516.877.3511.
- I. Notify your department administrative office.
- J. After the all clear, leave badly damaged buildings and do not attempt to return to the building unless directed to do so by Public Safety. Do not attempt to turn utilities or equipment on or off.



5. HURRICANES

Living with the threat of a serious hurricane is part of living in New York. It is imperative that students and their families develop a personal evacuation plan and be ready to implement that plan if a storm threatens the New York area.

The first concern of the University is for the safety of our students, visitors, and employees. Adelphi University has emergency plans and teams that are activated when a storm approaches the New York area. The team plans ahead in conjunction with county, village, and emergency officials. Students and their families should develop their own personal emergency plans in the event the area is threatened by a hurricane. These plans should include your destination and transportation arrangements.

When a hurricane or tropical storm threatens the New York area, the University will:

- A. Activate the University's Mass Notification System to provide faculty, staff, and students with up-to-date information of the storm's progress.
- B. Direct your attention to the Adelphi University website at adelphi.edu and the University Weather Advisory and Alert Numbers located on the back of your Adelphi Identification Card for updates and other relevant instructions.

Faculty, staff, and students should:

- A. Develop a personal emergency response plan and discuss it with your family well in advance of a weather emergency.
- B. Purchase insurance for and inventory your personal possessions. Take photographs of your possessions.
- C. Develop an emergency communication plan. Have an out-of-state relative or friend serve as a "family contact." After a disaster, it is often easier to call a long distance number. This way communication can be maintained through the third person.
- D. Put together a hurricane or disaster preparation kit. Useful items such as non-perishable food items, snacks, juices, soft drinks, bottled water, manual can opener, change of clothing, sturdy shoes, wind-up or battery operated portable radio, first aid kit, batteries, flashlight, eating utensils, and containers for holding water. Also, refill prescription medications. When you evacuate you will want to take these supplies with you along with a blanket, pillow or sleeping bag.
- E. Prepare your residence hall room or residence. Pick up all items from the floors and store in drawers or closets. Move upholstered furniture away from windows. Close and lock you windows.
- F. Turn refrigerator and freezer temperature gauges to the lowest (coldest) setting. Open only when absolutely necessary and close quickly.
- G. Unplug televisions, stereos and other electronic equipment.
- H. Backup computer data and take a copy with you. Cover all electronic equipment with plastic sheeting or large plastic garbage bags.
- I. Protect your important documents by placing them in waterproof containers and take them with you.
- J. Fill your vehicle with fuel. Check all fluids and tire pressures (including spare).
- K. ATMs may not be operating so have cash on hand.
- L. The University provides shuttle service to trains and buses for those who wish to evacuate. View schedules on the Department of Public Safety and Transportation campus website.

Note: It is strongly recommended that students develop personal evacuation plans that do not rely on bus or rail transportation.



Responding to the Storm:

- A. When a hurricane threatens New York, the Adelphi University campus may close and an evacuation order may be issued. It is critical that you monitor the University's Mass Notification System and the Adelphi University website and follow all instructions issued by the University administration.
- B. When responding to an evacuation order one should seek shelter outside of the county.
- C. Students will not be permitted to use University campus buildings if an evacuation order is given. No students will be permitted to remain on campus in the event of a University evacuation.
- D. Use your prearranged emergency plan. You are urged to make every effort to leave the area since the university cannot assure your safety at the university under hurricane emergency conditions.
- E. Consider sheltering outside of Nassau County preferably inland and north of Interstate 287.
- F. Consider making hotel reservations outside of the storm area.
- G. Go to a Red Cross Shelter. Locations are announced by the news media as storms approach the area and evacuation orders are issued.

Evacuating the area:

- A. Notify a family member or friend where you are relocating too. If you live on campus and are evacuating, register with your Residence Hall Director to inform them where you are relocating too.
- B. If possible, offer assistance to other students needing transportation or sheltering.
- C. If advised, plan to leave as soon as possible and avoid flooded roads.
- D. Bring your preassembled hurricane kit and protective clothing.
- E. When the University orders an evacuation, you must do everything possible to comply. The University will provide as much notice as possible in assisting students to make arrangements so they can provide for their own safety and welfare.

After the storm:

- A. Consult the Adelphi University website for official information regarding conditions and advice on a daily basis.
- B. Listen to local news media for additional information.
- C. Stay where you are if safe until authorities give the "all clear".
- D. Use the telephone only for emergencies. Save your battery. Be prepared to have cell phones and telephones become inoperative.
- E. DO NOT ATTEMPT TO RETURN TO CAMPUS UNTIL INSTRUCTED TO DO SO VIA THE UNIVERSITY'S MASS NOTIFICATION SYSTEM AND UNIVERSITY WEBSITE.**
- F. Contact relatives or friends as soon as possible to let them know where you are and how you are proceeding.
- G. When returning drive carefully and avoid flooded areas and areas where trees may be down, etc.



The Saffir-Simpson scale

The Saffir-Simpson scale shows the wind speed, severity, height of the storm and the category.

Scale Number (Category)	Sustained Winds (MPH)	Damage	Storm Surge
1	74-95	Minimal: Unanchored mobile homes, vegetation, & signs.	4-5 feet
2	96-110	Moderate: All mobile homes, roofs, small crafts, flooding.	6-8 feet
3	111-130	Extensive: Small buildings, low-lying roads cut off.	9-12 feet
4	131-155	Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed, Beach homes flooded.	13-18 feet
5	More than 155	Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes Flooded.	Greater than 18 feet

6. WINTER STORMS AND BLIZZARDS

Approximately seventy percent of winter deaths occur in automobiles due to driving in ice and snow. The following information is being provided to inform and assist the University faculty, staff and students in how to monitor, prepare and react if caught in a snowstorm or blizzard.

- A. Avoid unnecessary travel.
- B. Monitor NOAA Weather radio or television for updated information about the storm and its impact. The device should have a battery backup in the event of a power failure.
- C. If you are caught out in your vehicle when a storm hits, stay in your vehicle. You can quickly become disoriented in wind-driven snow and cold.
- D. Run the motor about ten (10) minutes each hour for heat. Open the window a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- E. Turn on the dome light at night when running the engine as this will make the vehicle more visible to rescuers.
- F. After the snow has stopped, raise the hood to indicate you need assistance.
- G. If caught outside when the storm arrives find shelter where you can stay warm and dry.
- H. If no shelter is available, build a lean-to shelter or windbreak or snow cave for protection from the wind.



- I. Build a fire for warmth and to attract attention. If possible, place rocks around the fire to absorb and reflect heat.
- J. Melt snow for drinking water. Eating snow will lower your body temperature.
- K. If one must go outside dress in many layers of thin clothing. Wear a hat and gloves or mittens. Mittens are considered warmer than gloves.
- L. Cover the mouth with a scarf to protect the lungs from the cold air.
- M. Exercise from time to time by moving arms, legs, fingers and toes to keep blood circulating and to keep warm.
- N. Avoid overexertion and use caution when engaging in activities such as shoveling heavy snow, pushing a car, or walking in deep snow. The strain from the cold and hard labor could cause a heart attack.
- O. If indoors, wear layers of loose-fitting lightweight warm clothing and remember to remove layers to avoid overheating, perspiration and subsequent chills.

Department of Public Safety and Transportation Preparations for Storms and Hurricanes

72 Hours Prior to ETA of Storm

- A. Monitor weather reports and determine storm's location, speed and direction of travel.
- B. Review storm procedures with staff and Executive Emergency Management Team.
- C. Begin making preliminary plans for emergency equipment (i.e. radios, flashlights, vehicles).
- D. Review and update emergency recall list with University departments.
- E. Continue to coordinate fire and safety issues.
- F. Coordinate with Nassau County Office of Emergency Management and update Executive Emergency Management Team.

48 Hours Prior to ETA of Storm

- A. Review radio status to ensure as many radios as possible are available and operational.
- B. Review flashlight battery status. In the event the rechargeable flashlights cannot be recharged, plan for the use of regular battery powered flashlights.
- C. Arrange sleeping quarters for Public Safety personnel. Remind officers to start making plans for their families and properties.
- D. When the campus is under a voluntary or mandatory evacuation order, only essential personnel will be authorized to be on campus property. If the Department of Public Safety becomes aware of others who are on campus, they will notify those parties that they are not permitted on campus and advise them to leave the property.
- E. Schedule and coordinate for a department recall.
- F. Coordinate with the Director of Residential Life regarding support required for student evacuation.
- G. Move vehicles to staging locations. Fuel and equip all vehicles as needed.
- H. Coordinate with Nassau County Office of Emergency Management and update Executive Emergency Management Team.
- I. Review with Financial Operations, vendor preparation and availability for business continuity.
- J. Have informational e-mail sent to the community if needed.



24 Hours Prior to ETA of Storm

- A. Place all personnel on telephone standby and be prepared for recall.
- B. Recheck all equipment to include vehicles, radios, flashlights, and batteries. Correct any problems.
- C. Release non-essential personnel.
- D. Survey general campus area for loose objects: trash cans, construction equipment, or any object that could become a missile in high wind. Notify the Assistant Vice President for Facilities Management for assistance.
- E. Brief all personnel and make assignments as necessary.

12 Hours Prior to ETA of Storm

- A. When University is declared closed, appropriate shift secures all buildings with exception of the Situation Room, Emergency Operations Center, residence halls and the cafeteria.
- B. Recall all necessary personnel.
- C. Check and refuel all vehicles. Final check of equipment (rain gear, food, flashlights, batteries, radios, etc.).
- D. When winds reach a sustained 40+ mph, terminate vehicle patrols as necessary. Direct all personnel to remain indoors except in an emergency.
- E. Activate the Situation Room or Emergency Operations Center if needed.

All Clear

- A. In consultation with the Executive Vice President of Finance & Administration, issue the all clear.
- B. Upon receipt of all clear, order and assign officers to campus foot/vehicle patrol.
- C. Maintain maximum uniformed presence on the campus until notified otherwise.

Note: Essential Personnel

When the campus is under a voluntary or mandatory evacuation order, only essential personnel will be authorized to be on campus property. If the Department of Public Safety becomes aware of others who are on campus, the officers will notify those parties that they are not permitted to be on campus and advise them to leave the property.

Essential personnel are those individuals who are needed immediately before, during, and following the storm. They may need to remain on scene for a period of several days in order to maintain safety and security, prepare the campus for re-opening, and provide an assessment needed for the recovery stage.

The individuals who are designated as essential personnel include the members of the Executive Emergency Management Team & Emergency Response Team.

Their respective department heads have notified additional staff members who are designated as essential personnel.

The incident commander has the final say in determining who is considered "essential personnel".



7. Excessive Heat

Excessive heat events do not elicit the same immediate response as floods, fires, earthquakes, and typical disaster scenarios. They destroy less property but have claimed more lives over the past fifteen years than all other declared disaster events combined. Heat emergencies can be slow to develop. It may take a number of days of oppressive heat for a heat wave to have a significant or quantifiable impact. Heat waves do not strike victims immediately, but rather their cumulative effects slowly take the lives of vulnerable populations.

Heat Index Chart

80–90°F	Caution — fatigue is possible with prolonged exposure and activity. Continuing activity could result in heat cramps
90–105°F	Extreme caution — heat cramps, and heat exhaustion are possible. Continuing activity could result in heat stroke
105–130°F	Danger — heat cramps, and heat exhaustion are likely; heat stroke is probable with continued activity
>130°F	Extreme danger — heat stroke is imminent

8. EARTHQUAKES

An earthquake usually occurs without any type of warning. Due to the suddenness, all faculty, staff and students should:

- A. If indoors, stay indoors.
- B. Attempt to get under a table or desk or any place one feels safe.
- C. Kneel down in the corner of a room.
- D. Hold your hands or books over your head.
- E. Stay away from windows, glass, outside doors and walls and anything that can fall, such as lighting fixtures or furniture.
- F. Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when falling objects, when entering or exiting a building, hit people.
- G. If outdoors, stay there but move away from buildings, streetlights and utility wires.
- H. Wait until the earthquake is over.

When the earthquake has stopped, initiate the following:

- A. Be prepared for aftershocks.
- B. Stay calm and await instructions from a designated official.
- C. Keep away from overturned fixtures, windows, filing cabinets, and electrical power.
- D. Check for injuries and provide assistance as needed.
- E. If trapped cover your mouth with a handkerchief or clothing.
- F. Try not to move about in that the movement will kick-up dust.
- G. Do not light a match.
- H. Tap on a pipe or wall for assistance.
- I. Call Department of Public Safety by dialing 5 from any in-house telephone or call 516.877.3511 giving them your location and condition.



- J. Facilities will check utilities to control gas or water leaks.
- K. All buildings must be inspected by Facilities Management for damage before re-entry.
- L. Notify proper authorities if assistance is needed (fire and police departments).
- M. Evacuate if necessary. Do not use elevators for evacuation. Use stairways.
- N. Wait for instructions from Department of Public Safety or the police or fire departments.

9. HOW TO SHELTER IN PLACE

What it means to “Shelter-in-Place”

If severe weather or an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close and lock your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification will come from the Department of Public Safety via the RAVE University mass notification system and/or Emergency Public Address System announcement.

10. NOTIFICATIONS

You may receive warning through commercial radio, television, weather channels, by the Adelphi University Mass Notification System or by the University exterior public address system.

To access the University Mass Notification System go to ecampus.adelphi.edu and click on services.

Related websites

- Nassaucounty.gov
- Redcross.org





Report an Emergency

Dial 911 Off Campus *
Dial "5" From Any University Telephone

Non-Emergency

Dial (516) 877-3511

Campus Information

Dial (516) 877-3000

Weather Advisory Alert Numbers

Garden City Campus	(516) 877-6870
Suffolk Centers	(516) 877-6871
Manhattan Center	(516) 877-6872
Hudson Valley Center	(845) 471-3348

Emergency Notification System

Log on to eCampus (ecampus.adelphi.edu) and click on University's Mass Notification System.

This ID card must be carried at all times while on campus. It must be presented to any authorized Adelphi representative upon request. The card remains the property of ADELPHI UNIVERSITY. If card is lost, stolen or damaged, report it immediately to the ID office located in Public Safety. The card holder is responsible for card replacement cost.

If found return to: Public Safety, Adelphi University, PO Box 701, Garden City, NY 11530

