

NEW ENGLAND LAW  BOSTON

ALL HAZARDS PLAN
JUNE 2018

NEW ENGLAND LAW  BOSTON
ALL HAZARDS PLAN

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INTRODUCTION

Law School History

A living legacy of revolution, evolution, and excellence.

In 1908, two Boston women were determined to sit for the Massachusetts bar examination. A lawyer named Arthur Winfield MacLean agreed to tutor them, and other students followed over the next few years until finally a school was established. MacLean's wife dubbed it Portia Law School after the heroine of Shakespeare's "The Merchant of Venice." Arthur MacLean became the school's first dean as Portia became the first institution in the history of law schools devoted exclusively to the education of women.

Beginning in 1920, Portia graduates received the LLB degree. When the school moved into its first permanent building in Boston's Beacon Hill neighborhood, enrollment had reached 228, and the results from the December 1921 Massachusetts bar exam indicated that all the women who passed were graduates of the school.

In 1938, Portia Law School became coeducational, and in 1969, the school was renamed New England School of Law and granted accreditation by the American Bar Association. The school was relocated to Boston's Park Square area in the 1980s and was elected to the Association of American Law Schools in 1998. At the advent of the school's second century in 2008, the name evolved to New England Law | Boston, celebrating the incredible urban environment in which the school flourishes.

New England Law | Boston Mission Statement

New England Law | Boston dedicates itself (1) to preparing students to be successful lawyers and leaders in the public and private sectors through integrated practical, theoretical, and ethical education of the highest caliber and (2) to contributing to the improvement of American, foreign, and international legal systems through participation in the debate over the fairness and efficacy of those systems, research and publication, public service, and other work that furthers the interests of justice.

Core Values Underlying Pursuit of the Mission

New England Law | Boston is committed to:
Excellence in its educational and other institutional endeavors,
Fostering a community characterized by a high level of respect among all its members, expanding access to the legal profession and promoting diversity in the institution, with a particular focus on qualified members of groups that have suffered discrimination.

Facilities & Security

Miguel Alvarado, *Director of Facilities and Security*
Abdul Bradley, *Evening Security Supervisor*
Jorge Matos, *Maintenance*
Jose Quiles, *Security*

Contact Information

154 Stuart St. (front desk) 617-422-7287
46 Church St. (front desk) 617-422-7262

Buildings and Offices

154 Stuart St., Boston, MA

- Career Services Office (CSO)
- Center for Business Law (CBL)
- Center for International Law and Policy (CILP)
- Center for Law and Social Responsibility (CLSR)
- Classrooms
- Office of Facilities and Security
- Faculty and Office of Faculty Services
- Law Library
- Offices of the *Law Review* and *Journal on Criminal and Civil Confinement*
- Technology and Media Services (TMS)
- Office of Development and Alumni Relations
- Office of Information Technology (IT)

46 Church St., Boston, MA

- Office of Admissions
- Office of the Chief Financial Officer/Office of the Controller
- Clinical Law Office
- Office of the Dean
- Office of Human Resources
- Office of the Registrar
- Office of Student Services
- Office of Communications and Marketing

Academic Year Hours

Stuart Street Building

Monday – Friday	7:00 a.m. – 11:00 p.m.
Saturday	9:00 a.m. – 10:00 p.m.
Sunday	10:00 a.m. – 11:00 p.m.

Exceptions to the regular schedule during the academic year are as posted here. **Note:** The Stuart Street building opens one-half hour earlier than the library on all weekdays.

Church Street Building

Monday – Friday	7:30 a.m. – 6:00 p.m. (Open to 9:00 p.m. on request to Stuart Street Security)
Weekends	Closed (Open on request to Stuart Street Security)

EXTERNAL AGENCIES

- Boston Police (Area A): 617-343-4240 or 911
- Boston Fire Department 617-343-3550
- Boston Emergency Management 617-343-2400
- Boston Emergency Medical Service (EMS) 617-343-1400
- Boston Water and Sewer Commission 617-989-7000
- Massachusetts DEP Spill Hotline 888-304-1133
- Massachusetts DEP Northeast Region 617-932-7600
- Massachusetts State Police GHQ 508-820-2121 or Troop H: 617-740-7536 or 911
- Poison Control: 617-232-2120
- Eversource: 1-800-592-2000-electrical
- National Grid: 1-800-548-8000-gas
- On-Call personnel - Dean of Law School

DESCRIPTION OF ALL HAZARD PLAN

Within this educational framework, the NELB must have plans in place for the appropriate response to all types of emergencies and disasters. The All Hazards Plan (AHP) for the NELB is provided below. This plan is incorporated to provide for the safety of students, faculty, staff and visitors in the event of an emergency within the NELB or in close proximity.

This introduction establishes the premise, authority and structure of the All Hazards Plan for NELB. In terms of emergency preparedness, the mission of NELB is to prepare for and respond to all emergency situations in a safe, effective and timely manner. Appropriate NELB personnel and supporting resources are to be utilized to accomplish the following priorities:

- **Priority 1:** Protection of students, faculty, staff and visitors.
- **Priority 2:** Assessment of situation and damages, dispatch of Safety Personnel and equipment and maintenance of life support.
- **Priority 3:** Preservation of campus resources and restoration of general operations.

PURPOSE

Safety on NELB is viewed as essentially freedom from accidental harm. Security, on the other hand, is considered as freedom from intentional harm. This AHP addresses

evacuation guidelines and procedures for incidents generated by either safety or security incidents. Contingency Risk Management, outlines those incidents which would precipitate the activation of this Plan.

GOALS of AHP

The major goal of this AHP is to preserve life, property and the continuity of NELB operations. The overall objective is to ensure the effective management and coordination of NELB resources in preparing for and responding to situations requiring minor (e.g., building(s) and/or area(s)), or full-scale (entire campus) evacuation. This document is NELB's All Hazards Plan.

The AHP establishes an organizational structure for evacuation decision making, general evacuation priorities and guidelines, and specific building evacuation procedures for response to an emergency at NELB. Such responses may require some level of evacuation from an area, an individual NELB building or the entire campus. The AHP describes the roles and operational responsibilities of designated NELB personnel during an evacuation emergency and the responsibilities of both internal and external departments, including but not limited to Boston Police Department, Boston Fire Department, EMS and the Massachusetts State Police. The AHP is a campus-level plan designed to effectively coordinate NELB and campus community resources to protect life and property following a safety or security incident or emergency which may require an evacuation response within the confines of this Plan. Nothing in this Plan shall be constructed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements and procedures of this Plan or any appendices hereto.

This concept accepts that it is impossible, within the scope of emergency or disaster situations, to implement responses which are specifically tailored to each and every type of crisis which may arise, either on or off campus. Instead, this AHP is intended as a core NELB response plan that is generic for any type of evacuation incident or situation, and is used as a foundation for more specific evacuation plans layered on this Plan for each building on campus.

EVACUATION CRITERIA

Any emergency or incident which may require evacuation is a planned or unplanned event that can cause death or significant personal injury or threaten personal well-being, shut down or disrupt individual building, area or campus wide operations, or, cause physical or environmental damage on campus.

For evacuation planning purposes, the NELB has specifically categorized emergencies by type and magnitude as part of the Emergency Management Program on campus. At times, a response to an emergency situation may progress from campus to local, regional, to state, to federal involvement, for purposes of categorizing incidents which would precipitate evacuation on campus. NELB has established three levels of emergencies which would require some level of evacuation response:

LEVEL ONE

A minor to moderate incident where campus resources are thoroughly adequate to handle the situation where no evacuation is required or an evacuation is limited to a single building or area,

LEVEL TWO

A moderate to severe emergency wherein Public Safety resources require immediate outside agency emergency support, such as BPD, BFD, MSP, EMS and an emergency is declared per the College's Crisis Management Plan.

LEVEL THREE

A severe emergency where immediate additional support is required from outside agencies as stated above.

CRITICAL EVACUATION ACTIVITIES

In order to effectively meet the goals and objectives of this Plan, and to ensure the effective management of available resources, the following specific activities are to be considered critical prior to and during an evacuation procedure:

Ensure that evacuation decisions are made in a timely manner and are on the basis of current and accurate information.

- Involve Public Safety personal, to the extent practical, in all evacuation decisions.

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- Activate the Crisis Management Committee, to the extent practical, at the earliest possible point in the evacuation decision.
- Follow the Crisis Management Program and this Plan in all situations involving evacuations on campus.
- Ensure the on-scene incident management is tightly coordinated with primary overall management and coordination of the incident conducted by NELB Security Personnel or in conjunction with the BPD, BFD, and any other outside agencies.
- Ensure the immediate notification and liaison between NELB authorities and the appropriate local, state, federal, and/or private entities for external incident integration.
- Establish a seamless process for requesting, obtaining and allocating public safety resources.
- Manage not only the removal of campus personnel from the affected area but also plan for their reception at the designated relocation area.

AUTHORITY

As outlined in this AHP, the Security Department, the Crisis Management Committee and the Dean of NELB are the principal functionaries in evacuation planning and execution. Essentially, members of the Security Department are the primary initiators of building evacuations on campus in conjunction with specific building evacuation resource personnel. While the primary decision to order evacuation rests with Dean of NELB, the overall responsibility for management of all types of emergencies and crises on campus rests with the Crisis Management Committee. The direction and coordination of all outside public safety resources in the event of an evacuation such as the Boston Fire or Police Department's, rests with the NELB. The direction and coordination of the NELB's various resources and the coordination of internal and external College response efforts will be handled through the Crisis Management Committee.

PLAN ORGANIZATION

The Evacuation Plan for NELB is organized around the core operational considerations associated with the management of emergencies as outlined, considerations associated with the management of emergencies as outlined by the Federal Emergency Management Agency (FEMA). This process requires step-by-step approach to planning, response and recovery that is tailored to the unique structure and responsibility that exists at NELB. The Plan is organized around the following operational considerations, which are outlined in more detail.

DIRECTION AND CONTROL - This function determines who is in charge of managing evacuation resources, analyzing information and making evacuating decisions.

COORDINATION OF RESPONSE - An evacuation may require the coordination of many response agencies and elements. The Crisis Management Committee will track these agencies and elements.

NOTIFICATION AND WARNINGS - Emergency and evacuation information must be disseminated to all students, faculty, staff, and others on campus in a timely and efficient manner.

COMMUNITY INTERFACE - An ongoing coordination between campus and community resources is essential to the success of the NELB's evacuation efforts. These include, but are not limited to, police, fire and public works departments in the City of Boston, utilities, hospitals, and local emergency planning committees.

RECOVERY AND RESTORATION - The protection of NELB facilities, equipment and vital records is critical to the restoration of normal operations once the emergency is contained. Resumption of normal operations in the least amount of time is important to retain continuity for both the student body and the NELB's faculty and staff. Plan organization in order to facilitate this objective include, arrangements for delivery of post-emergency services such as repairs, faculty relocation and records preservation.

ADMINISTRATION AND LOGISTICS - Complete and accurate record keeping is essential to efficient response and recovery from evacuation incidents. From a practical standpoint, insurance and potential liability concerns require accurate documentation. At a minimum this includes staff training, emergency drills and equipment inventory. Logistical considerations include repair parts inventory, back-up equipment/resource availability, facility floor plans and schematics for use by emergency response teams and back-up power and communications equipment.

ORGANIZATION, MANAGEMENT & STAFFING

CRISIS MANAGEMENT COMMITTEE

The Crisis Management Committee (CMC) plans for and manages evacuation responses situations at NELB. The committee is made up of representatives from the NELB's administration, faculty and staff. As part of the Crisis Management Program, there is personnel on-call schedule in place at all times.

Upon activation of the Committee, the Dean will take the lead in implementing procedures and communicating the emergency situation to the appropriate authorities.

Safety and Security Department will, as necessary, partner with internal and external agencies that are required to aid in managing the evacuation and restoring campus operations.

GENERAL RESPONSIBILITIES

CRISIS MANAGEMENT COMMITTEE

The CMC is made up of representatives of:

- Dean of NELB
- Director of Facilities and Security
- Associate Deans
- Human Resources
- Finance
- Public Relations
- Technology Center

Members of the CMC shall have the following planning responsibilities:

- Attend all Crisis Committee Planning meetings.
- Assist in the revision of the All Hazards Plan (AHP).
- Ensure the Director of Facilities and Security has a copy of the AHP and any revisions issued by the Committee.
- Ensure that all members understand the Plan and participate in all organized training.
- Hold briefings for all Crisis Committees members on any revisions or updates to the Plan.
- Ensure oversight of the entire evacuation planning process and establish control for all incident related actions. Be prepared to allocate resources, contact external response agencies and interface with the community, the media and any regulatory agencies that may be involved in an evacuation situation.
- Ensure the following are priority planning considerations:
 - Assessment of crisis condition/situation.
 - Ensure faculty, staff and students are in a safe location.
 - In case of an evacuation, ensure faculty, staff and students move to assembly points and remain there until informed otherwise.
 - Coordination with the external agencies such as Boston Fire, Police, Massachusetts State Police, Boston EMS as well as utility companies.
 - Identification and contact with local sources.
 - Coordination of incident status with the Emergency Operations Center.

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- Reporting of any personnel/student injuries to the Office of Dean.
- Review of procedures regarding to release and/or redirection of faculty and students.
- Authorize NELB closure or de-escalation procedures following a crisis.

COORDINATOR OF THE CRISIS MANAGEMENT COMMITTEE

The Coordinator of the CMC acts as the focal point for overall coordination and direction of any evacuation efforts and is the principal planner in anticipating and responding to crisis situations. The Coordinator will ensure the Committee planning meetings are held at least quarterly to assess and address the College’s readiness to respond to crisis situations.

EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) will be under the direct incident response command of the Dean of NELB. This centralized function will be located and maintained at the office or a location determined by the CMC. This location is dependent upon the extent of the emergency. The EOC must have the materials available to meet the functions to be performed. It should contain appropriate communications equipment (which is regularly tested), reference materials, activity logs, and sufficient space for fluid operations.

EMERGENCY OPERATIONS CENTER BASIC INVENTORY

Materials and resources, which must be available at the EOC, include but are not limited to:

RESOURCE

Communications Equipment

EQUIPMENT

Portable 2-way radios

Bullhorns

FAX

Landline Communications - Conference call “Number”

Cell Phones

Dial-Up modems, LANS/computers

White Board for timeline

FIRST AID EQUIPMENT

1ST Aid Kits

CPR Equipment

Stretchers

Defibrillators

CROWD CONTROL

Sawhorses

Bullhorn

Scene isolation tape

Signage/Sandwich boards

Safety flags and vests

INFORMATION/EDUCATION

TV

Computer network

On-Line Manual/Notebook Manuel

SAFETY EQUIPMENT

Spotlights, flashlights (rechargeable)

Chemical/foam/water fire extinguisher

Rescue tools, jacks and bolt cutters

Portable generator

COMMUNICATIONS STRATEGIES

FACILITIES AND SECURITY

As the lead agency in an emergency, the Director of Facilities and Security Department through the Dean of NELB shall:

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- Oversee the details of the evacuation as directed by this plan and in partnership with CMC.
- Coordinated periodic meetings of the CMC to revise and update the AHP and provide an updated status report of issues to be resolved and actions taken.
- Ensure that all Representatives understand their roles and responsibilities.
- Distribute updated copies of the AHP to all appropriate NELB personnel as they become available.

INCIDENT COMMAND

The Director Facilities and Security will handle incident command unless otherwise directed by the CMC or relieved by local public safety professionals. The Director or his/her appointee will be responsible for front line management of the evacuation. This front line focus includes tactical execution of the evacuation; determining the necessity and extent of outside assistance; evaluating requests for internal resources and allocation of these resources. The Director will report to the CMC when the emergency is brought under control and restoration actions can begin.

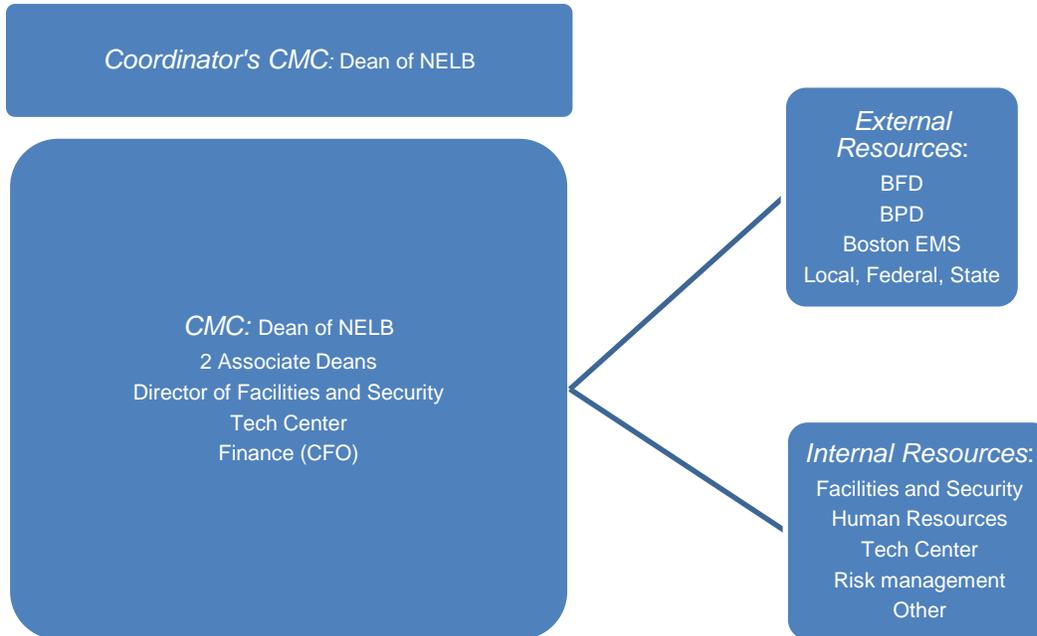
The Director coordinates all activities with the EOC and the CMC. In summary, the Director must be able to:

- Assume command
- Assess the situation
- Act as the liaison with external agencies
- Implement the evacuation
- Select and adjust strategies
- Activate and direct and oversee campus resources
- Advise in a timely manner information to the CMC

SENIOR ON-CALL PERSON

The senior On-Call person is available on a 24/7 basis and is the first responder to an emergency situation. This will include any possible evacuation scenarios. The Senior On-Call Person will be contacted by Security, based on a rotating schedule. The Senior On-Call Person will always be contacted prior to convening the CMC. The Senior On-Call Person will evaluate situation and resolve it in coordination with Direct and/or determine if the CMC is to be convened. If the Committee is called to manage the emergency, the Senior On-Call Person will commence to act as the coordinator with the media and other outside agencies.

EVACUATION ORGANIZATION



SPECIFIC MANAGEMENT AND OPERATIONS ASSIGNMENTS

DEAN OF NELB (1) - Policy Executive

The Dean of NELB determines if a CAMPUS EMERGENCY is to be declared based on the recommendations of the CMC and the Director of Facilities and Security and local authorities. She/he authorizes any official requests for assistance or notification to appropriate local, state, and federal agencies and supports the management of emergency resources responding to evacuation situations.

DIRECTOR OF FACILITIES AND SECURITY (2) - Operations Director

The Director of Facilities and Security guides the actions of emergency personnel involved with the evacuation process. She/he enforces operational policies, as required, and resolves competing demands for service and support which occur during any emergency situation. The Director works with the EOC with a focus on controlling problems and prioritizing (life safety and property safety) responses. The Director also acts as the primary contact for instructions and assistance for outside agencies assisting with the evacuation.

EMERGENCY OPERATIONS CENTER (EOC) (3)

The EOC gathers and documents all information concerning casualties and damage and is the focal point during multi-building or full-scale evacuations. The EOC reviews all information coming in from various personnel and affected areas of the campus and both prioritize response activities and recommends course of action. There should be a designated room location in all 3 buildings that could be utilized as an EOC.

DIRECTOR OF PUBLIC RELATIONS (4) - Media Representative

The Director of Public Relations provides for the timely and accurate release of information regarding the evacuation as the requests arise. The Director should establish a central location to issue all crisis information and to deal with all information requests. The Director must deal with print and electronic media as well as status inquiries from friends and relatives of the NELB community. Information concerning the situation at the NELB and the welfare of employees and students must be continually updated through liaison with the CMC.

ALL MEDICAL and SAFETY PERSONNEL (5) - Health and Safety

The Safety Officer monitors and assesses hazard and safety situations during any emergency and develops measures to assure the safety of all personnel and students. The medical staff responds to immediate medical emergencies and provides a safe site for medical treatment. All requests for outside assistance with hazardous materials or additional medical resources are to be coordinated thorough the EOC.

COMMUNICATIONS (6) - Safety Dispatcher

The dispatcher coordinates and operates the emergency communications network, handles all radio traffic and prioritizes emergency notifications and communications. The dispatcher is in constant contact with the EOC.

EVACUATION PLAN

INTRODUCTION

This section addresses the overall Plan for evacuation of NELB facilities, either separately, or in certain buildings of the campus. This section is labeled the Evacuation Plan since it covers all of the steps to be taken by NELB officials, employees, and to effect an emergency evacuation. Appropriate emergency evacuation responses to all the contingency situations identified and should be conducted within the framework of this Plan. The Plan also is designed to effectively coordinate the use of NELB community resources to protect life and property immediately following a major natural or accidental occurrence.

This plan is placed into operation whenever an emergency affecting the campus cannot be controlled through normal channels or an emergency is declared such that the appropriate NELB response is to effect evacuation of the facilities in the area affected by the emergency. The primary emergencies envisioned by this Plan are fire, bomb threat, flood, severe weather, active shooter, medical epidemic and civil/campus disturbances and power outages. Incidents are generally considered “all-hazard” and consequent evacuation planning principles are applicable to other occurrences.

PLAN GOALS AND OBJECTIVES

The major goals of this Plan are the

- Preservation of life
- Protection of property and continuity of campus operations.

The overall objective is to ensure the effective coordination and management of both on-Campus and Off-Campus emergency resources involved in preparing for and responding to the situations associated with emergencies. Specifically, this includes:

- Overall management and coordination of emergency evacuation operations on campus.
- Coordinating or maintaining liaison with appropriate federal, state and other local government agencies and appropriate private sector organizations on emergency evacuation response.
- Requesting and allocating resources and other related support to accomplish emergency evacuation Plan objectives.
- Establishing priorities and adjudicating conflicting demands for support.

- Coordinating inter-city aid, particularly with respect evacuation response tasks and command structure between the Department of Facilities and Security and the Boston Police and Fire Departments as well as Boston EMS.

THE EVACUATION PLANNING PROCESS

The Dean of the NELB after consulting with the Director of Facilities and Security is the primary NELB official charged with the authority to order a building, area or campus evacuation. Facilities and Security is responsible for the implementation and coordination of all campus emergency operations, including emergency evacuations. The NELB crisis planning and response team is part of the overall CMP.

The Committee is informed of campus emergencies according to established protocols for the sharing of information in order to protect members of the NELB community. The Committee also ensures a smooth, coordinated response to emergencies and crises by the promulgation of this Plan and the activation of the Crisis Committee in the event of a campus emergency.

In the event of an emergency on campus, Facilities and Security in conjunction with local authorities in Boston are the first responders with the authority to order an evacuation from the building, area or campus. In any case where a building evacuation is deemed necessary, all associated activities will have coordinated via Department of Facilities and Security and any outside agency that may be involved, i.e., the fire or police department.

ACTIVATION OF THE EVACUATION PLAN

The Dean of NELB establishes the basic policies, which govern the Crisis Management Committee, declares a campus emergency when required, and acts as the highest level of authority during an emergency.

The Evacuation Plan is under the direct supervision of the Crisis Management Committee. The Department of Facilities and Security is the lead resource in implementing emergency evacuation procedures.

When an emergency arises, the Department of Facilities and Security and/or the CMC would activate the Evacuation Plan. The Department of Facilities and Security will retain control of Emergency Operations until augmented by the CMC or the appropriate external resource.

NELB personnel and equipment will be utilized to provide priority protection for:

- Life Safety

- Preservation of Property
- Restoration of the Academic Program and Daily Operations

The manner in which the NELB personnel and equipment will be used will be determined by the Operational Plan under the direction of the CMC.

Activation During Office Hours: When an incident requiring building, area or campus evacuation occurs during college hours the following should take place.

If Telephone Services Are Operational: The Department of Facilities and Security Department will immediately begin calling Building Evacuation Representatives, and advise them where to report.

If Telephone Services Are Not Operational: Security Officers will evacuate the buildings. Security should have cell phone and/or NEXTEL capabilities as a backup means of communications. Dispatch should have cell phone capabilities as well.

Activation During Non-Office Hours: There is a significant chance that the evacuation situations as envisioned by this Plan may occur before or after regular NELB office hours, or on a holiday or weekend when departments and offices may be closed.

While the structure of this Plan remains the same, its implementation may vary depending upon available resources and labor until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials, individuals of highest authority who are available at the time. These individuals should seek to follow as nearly as possible the guidelines and checklists in this plan, while simultaneously making an effort to notify superior officials of the situation so as to obtain verification or advice on their action.

PHASE ACTION STEPS

The following Phase System will be used to coordinate the securing of campus buildings and grounds during an emergency and prior to an evacuation. The Phase securing system will be activated with the CMC approval. Time frames for implementing each phase would be determined based on the available and current information, and discussed prior to the implementation of each phase.

Phase I Preparatory Phase

A warning is issued over the campus alert system or other college personnel alerting the NELB Community to the developing situation.

Phase II Campus Closure

Classes and all campus activities are canceled. Notification will be made by the campus alert system as to exactly what has happened. The need for campus closure will be clarified, along with detailed instruction as to how this evacuation is to be accomplished.

Phase III Evacuation/Campus Shutdown and Securing

Non-critical NELB offices are closed by the order of the CMC, Dean, or their designee. Students, faculty, staff and any conference attendees are evacuated and must leave campus. Remaining NELB personnel leave campus. Safety officers secure campus structures and buildings.

EVACUATION ASSEMBLY AREAS

General Campus Evacuation Areas

The primary evacuation area on campus is the State Transportation Building across the street from the institution, unless otherwise specified. NELB personnel should always evacuate at a minimum of 100 feet from the building being evacuated.

EVACUATION PRIORITIES-PRIMARY

- Life Safety Evacuation- Evacuate people from hazardous or high-risk areas to safe zones.
- Fire Suppression- Evaluate fires or fire hazards and use resources to control and evacuate.
- Medical Aid- Boston EMS will evaluate medical services available and advise rescue forces regarding the location of treatment facilities for the injured.
- Hazardous Substance Control- Survey critical area and secure or clean up as needed.
- Buildings- Evacuate, search and close damaged buildings.
- Communication Network- Establish a communications network using available staff and equipment.
- Utility Survey- Evaluate utilities. Implement partial or complete shutdown of utilities.

EVACUATION RESOURCES-SECONDARY

- Supplies and Equipment- Develop a system to renew flow of supplies and equipment from outside sources.

- Valuable Materials Survey- Identify, survey and secure valuable materials on campus.
- Record Survey - Identify, survey and secure all NELB records
- Academic Survey-Survey academic departments and determine requirements to being academic operations.

EMERGENCY EVACUATION FUNCTIONS

Any NELB emergency, particularly one involving evacuation procedures, requires certain core considerations be addressed by the CMC to ensure operational efficiency and effectiveness. These core functions are absolutely critical to the management of emergencies, particularly emergency evacuations. Each function must be considered not only in the planning process as conducted by the CMC and Security, but to the greatest extent practical as stated in this document. The core functions are as followed:

- **Direction and Control-** During any NELB emergency, including an evacuation, the Department of Facilities and Security is in direct control of the situation with the advice of the CMC at each step of response implementation. This includes not only directing people to safety, but also to the campus planning process itself. The Evacuation Plan cannot duplicate all other related plans and procedures on campus for the response to and management of emergencies. This Plan is about evacuations. Yet the success of this Plan is dependent upon the proper and timely execution of other campus emergency plans. These other plans, plus the analysis of emergency information, the dispatch of personnel and the management of available resources must have clear, designated points of authority. This includes mutual aid situations regarding fire, hazardous materials and emergency medical assistance. When these functions, and the authority for activating them, are to be consolidated and/or separated, it must be clearly understood by all emergency management staff.

In order to ensure effective direction and control of an evacuation, the following are the principal planning tasks of the **Department of Facilities and Security**:

- All evacuation resources, equipment and material needs must be monitored, inventories and updated regularly.
- Evacuation routes are to be pre-determined for all buildings and situations.
- Access to medical care is ensured.
- Access to communications sources and back-ups in place and tested regularly.
- Continually update faculty, staff and student training to ensure the ability to recognize and report an emergency, warn others, take security and safety measures and evacuate safely.

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- Security- Any emergency situation must be isolated and secured as soon as possible. As long as physical danger can be avoided, the following measures are basic:
 - Restrict access
 - Clear egress routes
 - Establish barriers to cleared routes
 - Contain leaks
 - Suppress fire
 - Turn over control to security/emergency personnel

GENERAL EVACUATION PROCEDURES

The following general evacuation procedures apply to all buildings on the NELB campus.

- Whenever the fire alarm/strobes are activated, occupants **MUST** evacuate the building and reassemble at the designated location(s). Occupants on floors above ground level must use Emergency Exit stairwells to leave the building. **DO NOT USE ELEVATORS!**
- For certain Emergencies such as Bomb Threat, Active Shooter or Natural Gas Leaks, the fire alarms/strobes may not be used to initiate evacuation. Instead, Public Safety Officers or authorized personnel will move through the building and order occupants to evacuate.
- Emergency Evacuation Signage is posted in the lobby and common areas of NELB buildings so that occupants can become familiar with the evacuation routes for their area.
- Authorized emergency responders are uniformed Security Officers, members of the BPD, BFD and MSP:
 - Remain calm, and give clear evacuation instructions. Keep existing groups together. Account for evacuees if possible, and keep everyone together while moving to or in the assembly area.
 - At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation.
Should the disabled person not be able use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Area of Rescue”.
 - The escort should remain with the disabled person at the landing to provide additional assistance.

- Faculty and instructors are responsible to identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Point of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

Specific Procedures for Assisting Disabled Individuals

Visually Impaired/Blind

Advise the person without sight the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and any obstacles in your path. When you reach safety, orient them to a safe location and ask if they need any further assistance.

Hearing Impaired/Deaf

Persons who are deaf or hearing impaired may not perceive an audible alarm. Use an alternative warning system. Two methods are:

1. Write a note to tell the person the situation, the nearest evacuation route and the assembly area.
2. Turn the light switch on and off to gain attention only if there is NOT a gas line leak. Then indicate in writing or through gestures what is happening and what to do. Sample script: “Fire- Go out the rear door to the right and down. NOW! Meet on across the street.”

Persons Using Crutches/Canes or Walkers

In emergency evacuations, these individual should be treated as if they were injured. Have the individual sit on a sturdy chair, preferable a chair with arms and follow the procedure for non-ambulatory persons listed in the next section. If available, evacuation chairs should be utilized.

Non-Ambulatory Persons

Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor. For floors above the ground level, the needs and preferences will vary. Always consult the person as to his/her preferences regarding:

- Ways of being removed from the wheel chair
- The number of people necessary for assistance
- Whether to move or extend extremities when lifting
- The need for a seat cushion or pad
- After-care, if removed from the wheelchair (is a stretcher, chair or paramedic attention necessary?)

Check the evacuation routes for obstructions before assisting the person to the exit. Delegate other volunteers to bring the wheelchair. Reunite the person with their wheelchair as soon as it is safe to retrieve it. Be aware that some people have minimal ability to move. Lifting or moving them to quickly may be dangerous to their well-being. It may be necessary for trained rescue responders to bring the person out of the building. If this is the situation, the person must be brought to a “Safe Area of Rescue” to wait for assistance.

Note that for certain Emergencies such as a Bomb Threat, Active Shooter, or a Gas Leak the fire alarms/strobes may not be or should not be used to initiate evacuation.

SPECIFIC BUILDING EVACUATION PROCEDURES

The pages of this section that follow contain building floor plan footprints for all buildings and interior floors of building and interior floors of buildings on the NELB campus:

- Building Name and Location
- Orientation of the Building
- Building Footprint – floor plans
- Evacuation Routes by Floor
- Fire Pull Box Locations
- Fire Extinguisher Locations
- Building Evacuation Assembly Areas
- General Building Evacuation Procedures

COORDINATION OF RESPONSE

When a campus emergency situation or prior agreements initiate operational turnover of a campus emergency to an outside agency, the CMC will document which agencies are

on site and how the emergency is being managed and evacuated is being coordinated. This increases accountability and prevents duplication of effort.

COMMUNICATIONS

Instant and continuing communications are vital in all emergency situations, particularly in the event of an evacuation of any campus building. The more accurately informed people are and the more inter-communications between authorities is effected, the safer and more effective the evacuation is implemented. Communications planning and execution for emergency evacuations is the core responsibility of the Department of Facilities and Security. Clear evacuation command and control must be executed in accordance with this Plan and maintained at all levels of campus evacuation authority.

The primary campus communications network in the event of evacuation consists of existing Department of Facilities and Security communications resources in the Emergency Operations Center which allows instant evaluation of situations and direction or resources between all parties. The CMC will use the communications resources of the Department of Facilities and Security in the event of a campus emergency dictating an evacuation order.

The CMC, and the Director of Facilities and Security will continually evaluate the adequacy of all communications resources on campus for emergency evacuations as follows:

- Assess NELB resources:
 - Plan for failure- Anticipate and plan for contingencies from temporary to total communications failure.
 - Prioritize all campus communications systems.
 - Establish procedures to restore each priority system.
 - Determine need for back-up systems.
 - Consider the adequacy of all systems which may be required for a local or campus-wide evacuation:
 - Telephone system configuration, computer, FAX, etc.
 - 2-Way radios
 - Nextel Phones
 - Web, Omnilert (formerly e2Campus), Emergency Notification line
 - Ensure a method for communicating with faculty, staff, students, and the community as needed.

NOTIFICATIONS AND WARNINGS

It is a priority that all emergency evacuation situations which impact safety on the NELB campus have the capability of being communicated in a timely fashion. To accomplish this, the following procedures should be implemented. Emergency telephone numbers and emergency reporting procedures are to be posted at all phones, bulletin boards, web portal, signage boards and other areas where students congregate, as well as the dispatch center.

- An up-to-date list of key emergency personnel is maintained (NELB and external to the campus) and includes phone, address, cell numbers, etc. (reviewed/updated regularly).
- Local and other government emergency notification requirements relative to public health and safety will be maintained.
- Notification of all appropriate insurance agencies should be accomplished as soon as possible for initial damage assessment and ensure continuity of coverage.
- Have scripted announcements available for emergency situations available both as electronic and hard copy form
 - Have an established up to date alert system which is:
 - Audible/visible
 - Distinct- has an emergency signal and is recognizable by the disabled
 - Has a back-up to the main power supply

HEALTH AND SAFETY

In order to maximize the health and safety of all individuals involved during an evacuation on campus, certain considerations should be addressed to ensure an orderly process:

- Designate and train Staff who can assist Security.
- Establish procedures for assisting the disabled.
- Ensure the designated emergency personnel are cable of shutting down critical operations and are aware of when to abandon the premises and evacuate themselves.
- Ensure that all primary and secondary evacuation routes are well-marked, lit and backed up with emergency lights.
- Ensure that all routes are clear of obstructions.
- Have all evacuation routes and safety procedures independently evaluated by a qualified outside resource, namely the Boston Fire Department.
- Designate and clearly mark post-evacuation assembly routes.

- Establish a head count of student, faculty, staff and others.
- Ensure there are clear evacuation routes or instructions from assembly areas to off-campus areas.
- Determine if there is any need for and provision of additional emergency supplies.

COMMUNITY INTERFACE

NELB should have has a close relationship with the City of Boston, in the event of an evacuation situation, either locally or regionally, it is important to have on-going dialogue with the local community which include but are not limited to:

- Fire, police, EMS
- Appointed and elected officials
- Public Works
- American Red Cross
- Telephone and utility companies
- Established mutual aid arrangements
- Neighbors surrounding the Institution

In the event of a community-wide emergency or evacuation situation, there is no way to predict demands for service or action that may be needed by or required of NELB.

RECOVERY AND RESTORATION

The return to normal building, area or campus operations following an evacuation order will be almost automatic in the case of minor incidents controlled by NELB official's in conjunction with responding local authorities. However, in the event of a major disruption to campus operations following an evacuation order, the NELB administration must attend to the following concerns:

- Contractual arrangements with offsite vendor for data storage.
- Review and validate the adequacy and specificity of insurance coverage relative to the incident.
- Plans for bringing major systems on line as soon as possible.
- Ensure legal continuity of management in order that time sensitive decisions can be implemented contractually if key personnel are away or unavailable. Ensure the chain of command.
- Ensure there are adequate employees and student support services.
- Establish an evacuation recovery team which will have the responsibility for:
 - Recovering/photographing damage.

- Keeping detailed records. Secure damaged areas and buildings and make provisions to protect undamaged property. Conduct investigations, inventory damage and supervise operations to minimize further damage as directed by the Department Facilities and Security and the CMC.
- Supervise salvage operations as required.
- Provide coordination between recovery efforts of on-site NELB personnel with responding local government agencies, contractors, and insurance agents.
- Convene a Post-Incident Debriefing to assess all aspects of the evacuation to determine exactly what went right and what went wrong during the crisis response. As a result, equipment and procedural adjustments will be addressed.

ADMINISTRATION AND LOGISTICS

In any campus emergency situation which requires an evacuation order and associated procedures to be put in effect, it is necessary to maintain accurate records. This facilitates efficient recovery operations but also may be required for insurance purposes and for documentation in the event of any subsequent legal actions.

Logistics relative to a potential evacuation are involved with both the need to be adequately prepared for an emergency and the ability to respond effectively to keep the situation under control.

Before such an event, logistics are concerned with:

- Acquiring and stockpiling adequate supplies and equipment to meet emergency situations.
- Ensuring the operational effectiveness of emergency campus facilities and training resources.
- Preparing and updating equipment and resource inventories.
- Maintaining local government mutual aid contacts and procedures.

After an evacuation event on campus, logistics are concerned with:

- Providing repair parts and equipment to emergency personnel.
- Providing back-up power and communications.
- Arranging for medical support as required.
- Providing schematics, site specific data (floor plans), maps and evacuation routes to emergency personnel.
- Arranging for any needed food, water or transportation.

FIRE-SMOKE-BURNING SMELL

Upon detection or suspicion of a fire in a NELB building, the first requirement is for the person on-site to assess the situation and to alert the appropriate response activity. All NELB buildings are equipped with fire alarms, fire pull boxes and emergency strobe lights and lighting. When activated these warnings should direct those occupants and any other people within the building to evacuate the building immediately. Elevators are NOT to be used. If heavy smoke is present, persons should be instructed to stay close to the floor and, if possible, breathe through a damp cloth as they attempt to evacuate the building.

Once out of the building, persons should proceed to the designated assembly area which is no closer than 100 feet or otherwise told by Safety Officials. When the Fire Alarm sounds “all occupants must exit the building”.

Once Security is alerted via fire alarm, 911, or alarm system they should upon arrival identify the people who reported or triggered the alarm, if possible and determine the cause of the alarm activation if it is not evident. The Security dispatcher will confirm with Boston dispatch that emergency services (BFD) are enroute the scene.

When the BFD arrives on the scene, they shall automatically assume management of the emergency and the direction of evacuation priorities and operations. An assessment will be performed to make sure the building is safe for occupation by Boston Authorities. Once the situation is deemed under control by the BFD, they will turn the site control over to the institution. No persons shall re-enter the building until given the ALL CLEAR by the BFD.

GAS LEAK

Natural Gas Leaks should immediately be reported in accordance with the following campus reporting procedures. Building occupants should be instructed that when any smell of a suspected gas leak source is encountered there is the possibility of fire or explosion and it should be immediately reported. The Department of Facilities and Security should be alerted immediately. Boston Fire Department will be contacted immediately as well and will determine the seriousness of the incident. The local gas company will be notified and Security Officers take control of the scene, and secure the building, establish a perimeter and ensure evacuation according to procedures contained in this Plan.

In the event of a gas leak, Security shall:

- Assess the scene.

- Determine if medical assistance is necessary.
- Secure utilities, as necessary.
- Provide ventilation support, as necessary.
- Evacuate the building.
- Redirect occupants to the designated assembly area.
- Establish a safe perimeter as directed by BFD.
- Provide assistant to BFD as directed.
- Security will alert the appropriate administrators. Building re-entry will be determined by, BFD, and the local gas company.

BOMB THREAT - SEE MASSACHUSETTS BOMB THREAT RESPONSE GUIDANCE HANDOUT (ATTACHED) - A copy of this guide should be kept at dispatch

Bomb threats are ALWAYS treated seriously on campus. A separate Security procedure exists for handling bomb threats. Security should be IMMEDIATELY contacted by 617-422-7287 or however, all efforts should be made to keep the caller on the phone line and obtain as much information as possible.

Evacuation of buildings and areas will be accomplished by Security Officers as order by the Dean of NELB or designee and BPD after a thorough assessment of the threat by all involved.

Imminent Threat- Device Found-Immediate Action:

- Identify caller reporting the device and the exact location.
- Dispatch Security to site, alert BPD, BFD, EMS and MSP, if necessary. 911.
- Officers at site to assess situation, evacuate and secure building, establish perimeter, initiate crowd control.
- Direct responders to site, keeping all other traffic away.
- Direct evacuees to the Assembly Point.

Non-Imminent Threat- Device Not Found- Immediate Action:

Security Officers to search suspected site, inform supervisors and clear and isolated that area if possible. If device is found refer to Massachusetts Bomb Threat Response Guidance Handout, a copy should be kept a dispatch.

SEE HANDOUT BELOW

If a Threat is Received

- Conduct a Threat Assessment.
- Execute appropriate actions outlined in your Bomb Threat Response Plan.

Planning and Preparation

Planning Considerations

- Coordinate with local law enforcement and first responders to ensure smooth handling of a bomb threat.
- Every school should have an All Hazard Plan. The Bomb Threat Response Plan should be part of the All Hazard Plan.
- Fire, police, and school officials are required by law to meet before school starts each year to review and revise this plan.
- Update primary and secondary contact names and info every year, or when personnel change.

Preparation Considerations

- Control building access.
- Implement strict master key control.
- Inspect incoming parcels.
- Safeguard confidential material.
- Keep exits unobstructed.
- Ensure adequate internal and external emergency lighting.
- Utilize electronic surveillance.
- Have building floor plans for first responders to help with searches.

Threat Assessment

Threat assessment is the **most important** step when responding to a bomb threat. It will determine what other actions to take including the level of public safety response, the scope of the search, whether or not to evacuate the building(s), or to dismiss school.

Each incident is unique and all circumstances must be evaluated by the police/fire/school assessment team. All threats must be carefully evaluated.

Low Risk Threats

Low risk threats lack realism and pose a minimum risk to the victim and/or public safety. The probable motive is to cause disruption.

- The threat is vague and indirect.
- Information in the threat is inconsistent, implausible, or lacks detail.
- The caller is definitely known and has called numerous times.
- The threat was discovered instead of delivered (e.g., a threat written on a wall).

Medium Risk Threats

A medium risk threat has an increased level of realism and could be carried out, although it may not appear entirely realistic.

- The threat is direct and feasible.
- Wording in the threat suggests that the perpetrator has given some thought to how the act will be carried out.
- Threat may include indications of a possible place and time.
- No strong indication that the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility.
- Indication that the perpetrator has details regarding the availability of components needed to construct a bomb.
- Increased specificity to the threat (e.g. "I'm serious!" or "I really mean this!").

High Risk Threats

A high risk threat is specific and realistic and appears to pose an immediate and serious danger.

- The threat is direct, specific, and realistic and may include names of possible victims, specific time, or location of the device.
- The perpetrator provides his/her identity.
- Threat suggests concrete steps have been taken toward carrying out the threat.
- Perpetrator makes statements indicating they have practiced with a weapon or have had the intended victim(s) under surveillance.

Site Decision Maker(s)

- Immediately contact local law enforcement and fire to initiate the threat assessment team and to request response.
- Mobilize the building emergency response team(s).
- Communicate with school personnel about bomb threat.
- Limit access to building.
- Decide, with threat assessment team, on appropriate action or combination of actions:
 - Search: The scope of the search is dependent on the threat assessment.
 - Shelter-in-place: partial or full
 - Evacuation: partial or full

Public Safety Response

- Police and fire must respond to the school as part of the threat assessment team.
- Notify regional response team (if one exists) and State Police or local Bomb Squad if needed, based on threat assessment.
- The State Police Bomb Squad is always available to provide guidance.
- Explosive detection canines may be used for low, medium and high risk threats at the discretion of the threat assessment team and the EK-9 handler.

Searching the Building

All Risk Levels:

- Always conduct a search.
- Search common areas first (hallways, cafeteria, gym, bathrooms, library).
- Search exterior areas second.
- Search team should include police/fire/school officials.

SEARCH FOR A LOW RISK THREAT.

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10/14

Stephen D. Coan • State Fire Marshal

CIVIL DISTURBANCE (on-campus)

The Department of Facilities and Security will respond when building or area evacuation procedures may be required due to an on-campus civil disturbance situation. Any such emergency will be reported to the Coordinator of the CMC and will result in an immediate establishment of the EOC and direct coordination by the senior on-call staff. Security Officers assistance will be directed immediately to locations required to ensure the safety of NELB personnel and facilities. The Dean of NELB will assign personnel to evaluate the source and extent of the incident. The CMC will issue an immediate statement acknowledging that the administration is aware of the incident/situation and is dispatching a response. Information will be released to the news media and the public as it becomes available through the Office of Public Relations in coordination with the CMC.

- When a civil disturbance commences, alert Security a 617-422-7287.
- Security will dispatch officers to the disturbance and complete an assessment of the seriousness of the situation and attempt to restore order or establish control of the scene.
- Security will alert off-campus responders; BPD, BFD, MSP, and EMS's that their assistance is/may be required.
- Direct all news and public information requests to the CMC and the Public Relations Department.
- Direct traffic and crowds away from the site of the disturbance to the greatest extent possible.
- The Director of Facilities and Security will review situation assessments and updates as they become available.
- The CMC will authorize the relocation or cancellation of classes and/or closing of staff offices, if necessary.
- Restore order; ensure the orderly dispersal of crowds and clear building's area(s) for re-entry.

SEVERE WEATHER

A partial or complete evacuation of buildings or the campus is not a likely event at NELB but it is always a possibility. Severe weather in New England is far more likely to cause delays, disruptions and class/administration cancellations. Security, however must be prepared to respond to a wide variety of conditions up to and including evacuation.

Winter storms can cause campus closure. These decisions are made through are a campus weather committee and are independent of this Plan.

Weather events of greater magnitude such as flood including rain, hurricanes, tornados, and earthquakes may require a more coordinated response such as buildings closings, routing traffic and evacuation of students and personnel.

The severe weather is projected for the area by the local weather reports, the Department Facilities and Security should immediate monitoring of the local radio and TV stations for updates and report to the Coordinator of the CMC that severe weather is expected and measures requiring their direction may be imminent.

The CMC should ensure that a telephonic and electronic notification plan is implemented to expedite the distribution of weather advisories and warnings throughout the campus community.

News and information dissemination become vital to Security planning during weather events. All appropriate administrators and department heads must be advised on status and updates.

The CMC and the Director of Facilities and Security must obtain real-time information on the weather event. They must be able to review situation assessments as they become available, in order not only to efficiently supervise the response to the event, but also to proactively ensure the continuing availability of adequate personnel and resources.

These assessments and reviews will provide the information for the CMC and the Dean of NELB determine the appropriate course of action, such as,

1. The relocation or cancellation of classes/activities/office hours;
2. The relocation or closing of staff/faculty offices or;
3. Campus closure and/or evacuation.
4. Students are also encouraged to check the school's website or call the main phone line (617-451-0010) for complete details on closings or late openings. We also post notices on television channels 4, 5, and 7.
5. Special attention should be notes of all Public Transportation closures as well through the MBTA website.

NELB - Severe Weather Information

**TORNADOES, THUNDERSTORMS, HURRICANES, WINTER STORMS, FLOODS,
POWER OUTAGE**

IMMEDIATE EMERGENCY ACTIONS-RECOMMENDED BY F.E.M.A.

ALL HAZARDS PLAN

If you see or hear threatening weather (i.e.: tornado, high winds, lightning, thunder, etc.) or hear that a Warning has been issued for your area...

- Seek shelter and get inside immediately to an interior room or hallway.
- Shut all doors and windows.
- Stay away from exterior windows and doors.
- Seek information: check the www.NESL.edu Website.
- **DO NOT** go outside until the storm has passed.
- After the storm has ended be aware of downed wires and falling objects.

**Evacuation and Shelter
Do I STAY OR Do I Go?**

When an emergency occurs there are typically two immediate strategies that are used to protect people. One is called Shelter in Place and the other is Evacuation.

Shelter in Place means to go and stay indoors when a situation occurs outdoors that may be a hazard to health or is life-threatening. Generally, you are instructed to go indoors, lock doors/windows, shut off fans and air conditioners and stay away from doors and windows. Remain in place until told it is safe to leave. Evacuation means to immediately leave a hazard location (i.e.: building, area of campus, etc.) due to an immediate health or life-threatening hazard.

Most emergencies that require an evacuation or shelter in place strategy are generally short in duration. If an emergency is going to continue for an extended period of time; arrangements will be made to move or provide support to people sheltering in place.

In an extended evacuation situation, people will be directed to other buildings/areas on campus for support (information, food, shelter, medical attention, etc.). Specific details will be provided at the time of the emergency.

Shelter-In-Place

In emergency situations where the risk is outside (e.g., severe weather or airborne toxin), it will be important to minimize exposure to the risk and to deliver information to the College Community quickly and efficiently. In these circumstances, Shelter-in-Place

may be required.

Shelter-In-Place will be signaled by emergency alerts to the campus community.

- Upon the Shelter-in-Place alert, students, faculty and staff who are not already indoors should immediately enter the nearest building.
- If already indoors, remain in place until directed by Security.
- Faculty members who are conducting class should remain in their classroom.
- Close all doors and windows, turn off air conditioning or heating units where possible, and wait for further instruction. Stay away from windows and doors.
- Faculty and supervisors should assist in keeping order. Stay inside until informed by emergency personnel it is safe to go outside.

NELB will disseminate information -- include the all-clear to exit a building -- as soon as it is available through campus alerts, broadcast e-mail, voice mail.

Evacuation

Exit signs are posted showing a means of egress are to be found on the exit doors leading from each floor and hallways of buildings. **You should become familiar with these exit routes for any building you frequent.**

In case of a fire or other emergency that requires all occupants to immediately leave a building or area, **evacuation will be signaled by the internal building alarm or by the direction of emergency personnel.** Please follow the directions below:

- Leave the building or area immediately through the nearest exit. **Evacuation is REQUIRED when the alarm is sounding, for every individual in the building, whether student, faculty, staff or visitor.**
- Do not use elevators during an evacuation.
- Exit in an orderly fashion. Do not run or push. Running can lead to falls and injuries.
- Gather at a designated meeting place or at a safe distance from the building or area, taking care not to block entrances and exits. Emergency personnel will need a clear path into and out of the building or area. Stay together. Assess who is present. Faculty members who were leading classes should gather names of students if possible.

ALL HAZARDS PLAN

- Report the condition and location of any persons unable to leave the building or area or who need assistance to emergency personnel.
- Wait for the all-clear from emergency personnel before attempting to re-enter the building or area. If a fire or other incident makes a building or area unsafe to enter for a significant period of time, students, faculty, staff and/or visitors will be directed to a temporary location.

Persons with Disabilities:

During an evacuation, follow the same protocol outlined above. If you need assistance leaving a building or area, notify a staff member. Again, do not use an elevator during an evacuation. If you need assistance call Security at 617-422-7287 from your cell phone and let the Security dispatcher know of your exact location. Stay calm until help arrives.

LISTEN TO THE MEDIA OR THE LATEST EMERGENCY INFORMATION

POWER OUTAGE

Power outages can occur either in isolation building circumstances or community wide. These events can lead to situations of minor inconvenience or to life threatening consequences which would require an evacuation response. The Director of Facilities and Security will respond initially and assess the level and extent of the outage and the level of effort and amount of time required for a timely repair. In the event of a power outage, the proper utility company will be contacted. The Director of Facilities and Security will report the conditions and likely cause of failure along with an estimate of time to repair the outage after speaking with the appropriated utility company and return the building to normal operations. Security will initiate any building/area evacuation, in junction with the CMC representative, and execute the building evacuation in accordance with this Plan.

The Security dispatcher will notify any outside agency that needs to assist with the restoration of power to the campus.

Power Outage

IMMEDIATE EMERGENCY ACTIONS—RECOMMENDED BY F.E.M.A.

If the power suddenly goes off in the building you are in...

- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- To report localized outages, contact Security at 617-422-7287.
- For information about a prolonged outage, check the NESL.edu website.

FOR MORE INFORMATION ON POWER OUTAGES AND PREPAREDNESS

[American Red Cross Power Outage Checklist](#)

[Massachusetts Emergency Management Agency](#)

[U.S. Department of Homeland Security Power Outage Preparedness](#)

[NStar Electric Power Outage Safety Page](#)

Students, Faculty and Staff should always make sure that their contact information is up to date with NELB.

All students, faculty and staff should be vigilant in emergency situations and act in a calm and common sense manner that will tend to improve the effectiveness of response efforts. Begin to evacuate the premises immediately and follow the direction of Senior on-call staff personnel, Security.

SUSPICIOUS PACKAGE OR LETTER PROTOCOL

Opening the mail used to be a mundane task. Now it can have deadly consequences. The receptionist and/or mail room staff should be briefed on the types of hazards posed by suspicious packages or letters. In particular, there should be a set of protocols put into place to deal with any letters or packages that appear suspicious. The most important protocol is to notify authorities immediately. Do not attempt to open or move the package. Evacuating the building may be a prudent measure, depending on the location of the mailroom and the package. Restrict mailroom access to authorized persons.

General Suspicious Mail Indicators

Be suspicious of any letter or package that:

- Has any powdery substance on the outside. Is unexpected or from someone unfamiliar to you.
- Has excessive postage, is handwritten or contains a poorly typed address, incorrect title or just a title with no name, or misspells common words. Is addressed to someone no longer with your organization or is otherwise outdated. Has no return address or one that can't be verified as legitimate. Is of unusual weight, given its size, or is lopsided or oddly shaped. Has an unusual amount of tape on it. Is marked with restrictive endorsements, such as "Personal" or "Confidential." Has strange odors or stains, or protruding wires.

Recommendations

Don't open any parcel until verified as safe. If you receive a suspicious letter or package:

- Handle with care. Don't shake or bump.
- Don't open, smell, touch or taste it.
- Isolate it immediately.
- Ensure that all persons who have touched the mail wash their hands with soap and water. Treat it as a suspect. Call local law enforcement authorities.

Resources: [U.S. Postal Service](#)

MEDICAL EMERGENCIES

In case of a medical emergency dial 911 or Security at 617-422-7287, the responding external agency would be Boston Emergency Medical Service (EMS) 617-343-1400. Be prepared to give your exact location, a brief description of the emergency. Be prepared to give the dispatch the condition of the patient, if they are experiencing breathing difficulties, bleeding of any kind and answer any questions they may ask when you call. If the individual is pulseless and/or not breathing Security will respond with the Automated External Defibrillator (AED) and begin to perform CPR if so trained.

BLOOD BORNE OR BODILY FLUID SPILLS

- Isolate the area.
- Call Security at 617-422-7286.
- Contact proper department for cleanup.
- Tend to injured persons, if properly trained. Use proper equipment, (gloves, mask).

EXPOSED INCIDENT

Anyone having an exposure to biological, blood borne or body fluid should vigorously wash the exposed area with soap and water for several minutes.

Anyone involved in an exposure incident should seek medical treatment if they have a concern that the exposure may affect their health. They can also contact Security.

REPORTING A CRIME AND SAFETY CONCERNS

In case of emergency in any law school building or the immediate surrounding area, including crime or fire, call 911 immediately.

Any other safety concerns should be reported to New England Law security personnel. New England Law security personnel are at the security desk, in the lobby of 154 Stuart Street, at all times when that building is open. A security guard will also be at the security desk immediately inside the front door of 46 Church Street, at all times when that building is open. All security personnel are under the supervision of the director of facilities and security (Miguel Alvarado 617-422-7286; e-mail: malvarado@nesl.edu).

Security is currently comprised of the director and eleven additional personnel. Staff are non-sworn security officers and are unarmed. They are certified as first responders as well as certified in the administration of CPR. Our staff works hand in hand with Boston Police Department for any crimes committed on campus.

New England Law security personnel are authorized to respond to criminal actions or emergencies and may issue warnings to alleged offenders, eject alleged offenders from the building, call for assistance from the Boston Police and Massachusetts State Police, and detain alleged offenders until the arrival of police officers. Our Security staff are non-sworn Security officers. New England Law-Boston security personnel have a good working relationship with the Boston Police Department and with the Massachusetts State Police.

Security personnel report all crimes occurring on property controlled by New England Law to the Boston Police Department. In addition, such crimes and other incidents are reported to the director of facilities and security, who maintains the school's crime log.

TIMELY WARNINGS

A campus wide "timely warning" will be issued in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990.

Timely warnings may be issued for the following crime classifications: aggravated assault, major incidents of arson, burglary, criminal homicide, terrorist threats, motor

vehicle theft, robbery, and sex offense, when the crime is deemed to pose an ongoing threat to the NELB community.

The Director of Security reports all crimes to the Office of the Dean as soon as possible. In the event that a situation arises, on or off campus, that, in the judgment of the Director of Security and the Dean of NELB, or their designees, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued to students, faculty and staff via email.

Depending on the particular circumstances of the crime, the School may utilize multiple communication channels to notify the campus community, i.e., Omnilert (formerly e2Campus) system. Of note: all New England Law students are automatically enrolled in the Omnilert system when they matriculate.

Anyone with information warranting a timely warning should report the circumstances to the Dean of NELB, the Director of Security at 617-422-7287, or in person at the Security dispatch at Stuart Street.

If the Office of the Dean determines that the nature of the crime warrants a warning to members of the New England Law community, the Office of the Dean will issue that warning.

SAFETY TIPS AND PRECAUTIONS FOR THE NELB COMMUNITY WHILE WALKING IN BOSTON:

1. Never leave your laptop or cell phone unattended.
2. Be aware of your surroundings, who is near you, and what they are doing.
3. When walking, especially alone, please keep to well-lit areas.
4. Never expose expensive jewelry.
5. Avoid all shortcuts and isolated areas.
6. Keep to commonly traveled routes and walk with a purpose.
7. Be cautious of strangers who approach you and ask for the time or directions.
8. When walking to your motor vehicle, have your keys in your hand.
9. When approaching a T Station have your T pass or money in an accessible place.
10. When possible travel with a companion.
11. If you are the only passenger in a subway car or a bus, sit as close to the operator as possible.
12. While walking or commuting on the T have your purse closed or zippered and clutched close to your body.
13. In a deserted subway station, stand near the attendant’s booth and remain alert while talking on your cell phone.
14. Avoid using your iPod, MP3 device or any headphones when walking. If you must, keep one ear bud free from your ear.

15. Always use caution while carrying a backpack, leaving a backpack on your shoulders can give criminals the opportunity to steal your belongings.
16. Keep your valuables under your control, especially in public spaces.
17. Watch for suspicious persons or activities.
18. Avoid talking to strangers, especially in isolated areas.
19. If you feel threatened, cross the street, enter a business establishment, or otherwise seek the safety of having other persons around you.
20. If you feel threatened, do anything you can to bring attention to your situation to the best of your ability.
21. Most importantly trust your instincts and use common sense. If something feels wrong more times than not your instincts will be correct.
22. If you feel unsafe walking to your destination from any law school building, you may request that a member of our security staff walk with you to a parked car, garage, or T-stop, during hours when the staff is on duty. Call 617-422-7287 during building hours.

Emergency Notification System

New England Law | Boston has a state-of-the-art notification network to send emergency notifications instantly and simultaneously to all registered mobile phones, wireless PDAs, pagers, smartphones, satellite phones, and e-mail addresses. The first communication about inclement weather or school closings will be sent from this emergency alert system, called Omnilert (formerly e2Campus). We will not use this system for routine announcements. Of note: all New England Law students are automatically enrolled in the Omnilert system when they matriculate.

OMNILERT MESSAGE

Here are some examples of when the text messaging service would be used:

- Severe weather requiring closing or delay of classes.
- Major facility emergencies or evacuations. This might include a large-scale gas leak, fire, failure of electrical service, or hazardous material spill, occurring either on campus or near campus.
- Ongoing safety threats in which an armed or dangerous person is at large on or near campus.

Sexual Assault

NELB is committed to our students' safety and wellbeing and sexual violence will not be tolerated on this campus or in this community. NELB strictly forbids sexual violence and

all other forms of sexual misconduct. Sexual misconduct is defined by the institution as any sexual contact or activity that occurs without the effective consent of any individual involved. It is the obligation of every individual to obtain effective consent from the other person prior to sexual contact. Consent cannot be given by minors, those who are incapacitated as a result of alcohol or other drug consumption, or those who are unconscious, unaware or otherwise physically helpless.

If you have experienced a sexual assault or are not sure if you have been assaulted, you can contact confidential resources on and off campus to discuss your options. Help and support is available for students who want to talk in detail about their assault, but are not sure if they are ready to report it to the institution or local Police. You can always contact Boston PD at 911. By contacting Boston PD does not mean that you have to go forward with criminal prosecution. Boston PD can inform you of all your options and you and only you will make the decision to go forward. The institution can also be advised of any Restraining Orders in effect that have been issued for the protection of the victim. All such information will remain confidential.

CAMPUS SEX CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education at which the offender is employed, carries on a vocation, or is a student. The NELB community may access information regarding sexual offenders by contacting the Boston Police Department at 617-343-4965, or by contacting the Executive Office of Public Safety and Security's Department of the Sexual Offender Registry Board, <http://www.mass.gov/eopss/agencies/sorb/>.

Title IX

Title IX of the Education Amendments of 1972 prohibits sex and gender based discrimination, including harassment and violence, in education programs and activities. Federal law (Title IX, Title IV, VAWA, Clery Act) requires institutions to be responsive to any incident of sex and gender based discrimination, harassment or violence that comes to their attention and take steps to address any potential effects and prevent future harm.

Individuals may also report a sex offense to the institution's Title IX coordinator who is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator is Jacqui Pilgrim. She can be reached at 617-422-7401 or jpilgrim@nesl.edu. The office is located at 46 Church St. The institution's sexual harassment policy can be found in the employee handbook as well as the student handbook.

There are a number of resources in the greater Boston area, including:

- **The Beth Israel Deaconess Medical Center** (www.bidmc.org) is equipped to help individuals who have been sexually assaulted. Call 911 for transport if you are off campus.
- **Boston Area Rape Crisis Center** (www.barcc.org) has a 24-hour hotline at 1-617-492-RAPE or 1-800-841-8371.
- **The Gay Men's Domestic Violence Project** (www.gmdvp.org) can be reached by calling 1-800-832-1901. This organization is a resource for gay men who are survivors of intimate partner violence.

SUSPICIOUS INDIVIDUALS

Report suspicious persons or activity to the Security Department at 617-422-7287. Give your location, name and reason for calling. Give Security a physical description of the individual: approximate age, weight, hair color and length, clothing, facial hair and any other distinguishing features. Describe the suspicious activity the individual is involved in. Do not approach the individual. If the individual is armed or a weapon is observed call Security or 911.

DISRUPTIVE INDIVIDUAL

If you encounter a disruptive person, react in a calm but firm manner. Use lower volume of voice to help the person calm down. Actively listen to the individual, do not tolerate abusive behavior. Make command statements in a firm but non-challenging tone, saying what you want or do not want. "I understand that you are upset." It sounds like you really are angry about this, "I do not want to argue with you." I want you to leave.

Think over the situations that occur and how you would react. Go through the movements you would need to make to get out of the situation. One strategy might be to keep a desk or a chair or other object between you and the individual to keep distance. If you anticipate problems with an individual co-worker, student or guest, let Security know in advance. If you observe a hostile confrontation in progress, do not get involved, calmly move away from the area and call Security.

MISSING PERSON

Concerns regarding a student being unreachable or missing should be referred to the Dean of NELB. Upon receipt of such a concern, the Dean will determine an appropriate course of action on a case by case basis, balancing the privacy of our student with legitimate concern for safety and well-being. The Dean may attempt to contact the student directly, or by the emergency contact provided by the student, or take other appropriate action which may include contacting local Law Enforcement.

ACTIVE SHOOTER

(See Community Response Checklist)

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. When an Active Shooter incident takes place, local and state law enforcement are always the first on the scene. The average Active Shooter incident lasts 12 minutes, while 37% last less than 5 minutes. Always be aware of your location. Where are the exits? What floor am I on? Is there window for escape? Can I lock or secure the door to the room I am in?

There are 5 responses to an Active Shooter Situation:

1. **Figure Out** what's going on. Where is the incident taking place? How many shooters, description of the shooter, type of weapons if known.
2. **Call Out**, dial 911, give your exact location, describe what is happening, state if there are any injuries.
3. **Get Out** safely if possible, have an escape route and plan in mind. Run to a safe location, alert others, call 911, leave your belongings behind, keep your hands visible and follow instructions of Law Enforcement.
4. **Hide Out** – if you cannot get out, lock down stay in place. Go to nearest room or office, call 911, if you cannot speak leave the line open and allow the dispatcher to listen. Close the door, lock if possible. Barricade the door, cover the windows. Silence cell phone, shut off all lights and computers. Spread out in the room if more than just you. Keep quiet, hide behind cabinets, thick desks, concrete walls. Waite for Law Enforcement before you exit room.
5. **Take Out** the shooter. If the shooter enters the room you are in and there is no way to escape you must take out the shooter. Spread out in the room, throw items and improvising weapons at the shooter, yell, distract him/her. Do what it takes to survive. Act as aggressively as possible against him/her. Every Active Shooter situation is different. You must decide what action to undertake to survive.

Security and Safety Policies

Consumption of alcoholic beverages

The consumption of alcoholic beverages in moderation is considered by many to be an acceptable social custom. Drinking to excess, however, is not only detrimental to academic endeavor but is potentially dangerous to health, frequently produces

destructive behavior, is likely to cause irresponsible use of motor vehicles or other equipment, and often impairs interpersonal interaction.

For these reasons, New England Law does not condone any but moderate use of alcohol by any member of the law school community, including alumni, faculty, staff, and students. New England Law does not allow the possession, use, or sale of alcoholic beverages in areas under its control without the written permission of the Office of the Dean. That permission is given only in rare circumstances, such as a reception following a major school event.

As part of its compliance with the federal Drug-Free School in Communities Act, New England Law has developed a policy that applies to both students and employees regarding the use of alcohol, illicit drugs, and other controlled substances. The policy is in effect on the institution's property and at all law school activities. A copy of the full policy (*New England Law| Boston Drug and Alcohol Policy Handbook*) is available in the Office of the Registrar.

Possession and use of illicit drugs and other controlled substances

Possession and use of illicit drugs and other controlled substances is contrary to New England Law's standards of conduct and is a violation of federal and Massachusetts law. The law school does not condone the use, manufacture, distribution, or sale of illegal drugs. New England Law students or employees using or otherwise involved with illegal drugs will be subject to appropriate law school action in addition to any action taken by local, state, or federal authorities.

As part of its compliance with the federal Drug-Free School in Communities Act, New England Law has developed a policy that applies to both students and employees regarding the use of alcohol, illicit drugs, and other controlled substances. The policy is in effect on the institution's property and at all law school activities. A copy of the full policy (*New England Law| Boston Drug and Alcohol Policy Handbook*) is available in the Office of the Registrar.

Sexual Harassment

It is the policy of New England Law | Boston that no member of the New England Law community (students, faculty, staff, and others visiting or conducting business with the law school or participating in its activities) may sexually harass any other member of the community. Such conduct is unlawful and will not be tolerated. The law school's sexual harassment policy forbids sexual harassment of law school students in school, of law

school employees in the workplace, and of students, employees, or third persons in any school-related or work-related activity. The school's full sexual harassment policy can be found in the *Student Handbook: Rules and Regulations*, in the *Faculty Rules*, and in the *New England Law | Boston Employee Manual for Non-Teaching Personnel*.

Hazing

Massachusetts state law makes it a crime to organize, to participate in, or to fail to report any incident of hazing. (See Massachusetts General Laws, Chapter 269, sections 17 through 19.) Hazing is defined as: "Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation."

Consent is not available as a defense to any prosecution for hazing. Any student who organizes or participates in hazing shall be subject to the disciplinary procedures set forth in these rules.

Stalking

Under Massachusetts law, M.G.L., c. 265, §43, an individual engages in stalking if she/he:

1. Willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and;
2. Makes a threat with the intent to place the person in imminent fear of death or bodily injury.

Tobacco Policy

New England Law | Boston is committed to maintaining a healthy and safe environment for all students, faculty, staff, and visitors. Secondhand smoke is a serious health hazard and a human carcinogen with no known safe level of exposure. Even brief

exposure to secondhand smoke can have adverse health effects, especially for those with asthma or other lung-related conditions. No student, employee, or visitor to the law school should have to risk his or her health in order to enter, exit, or stand outside of any law school building. In addition, state and local laws specifically prohibit smoking within the law school's buildings and require that employers provide a smoke-free environment for all employees.

Accordingly, the smoking of any tobacco product on the sidewalk in front of the Stuart Street building is prohibited. Persons who wish to smoke outside the Stuart Street building may do so only on the Warrenton Street side of the building. Smoking materials must be extinguished and properly disposed of before exiting that area. Littering of smoking materials or smokeless tobacco on any sidewalk adjoining any law school building is a violation of this policy.

Security is responsible for assuring compliance with this policy, and problems regarding compliance should be referred to them. Persons who repeatedly disregard instructions from Security to comply with this policy may be referred for discipline in accordance with the law school's disciplinary procedures.

Weapons Policy

New England Law | Boston recognizes the need to provide a safe and secure environment for all members of our community and therefore prohibits all students, employees, and visitors from bringing weapons of any type into any law school building. This includes pistols, revolvers, rifles, other types of guns, switchblades, pepper spray, or other instruments intended to cause bodily harm to others or damage to their belongings.

This policy is in accordance with Massachusetts law. Possession of a weapon on school property will result in serious disciplinary action by the law school.

Annual Security Report

The Federal Crime Awareness and Campus Security Act of 1990 (known as the "Clery Act") mandates that educational institutions collect and report statistics for the three most recent calendar years on the occurrence of specific crimes on campus or in non-campus buildings or property or on public property adjacent to the campus, provided that the crimes have been reported to local police agencies or to a campus security authority. These statistics are compiled by the Office of the Dean from the incident reports entered in the New England Law crime log (maintained by the school's Office of Facilities and Security) and from information provided by the Boston Police Department.

The Campus Crime and Security Survey required by the Clery Act only includes a limited geographical area adjacent to the law school. Boston Police Department

statistics include a larger area around the school. If you wish to look at the statistics provided by the Boston Police Department for the surrounding areas, please contact Jacqui Pilgrim, director of student services, at 617-422-7401 or jpilgrim@nesl.edu.

Contact numbers

- New England Law Office of Facilities and Security/Stuart Street – 617-422-7287
- New England Law Security Desk/Church Street – 617-422-7262
- Office of Student Services – 617-422-7401
- Sex Offenders Registry Unit – 617-343-4965

PLAN UPDATE

Changes to the AHP itself and any training activities associated with the AHP procedures outlines herein shall be cleared and documented by and through the Coordinator of the CMC and the Dean of New England Law | Boston.

The CMC will be convened by the CMC Coordinator to review all recommended changes prior to their being included in this Plan or implemented.