

BUFFALO SEMINARY

Emergency Response Plan

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Notification Procedures

In the event of a crisis/emergency/disaster, the SEM community will follow the SEM Crisis Response Plan. The SEM Head of School has been charged with managing emergency notification in the event of a crisis. SEM has defined a situation requiring emergency notification as any incident where the physical or mental health and safety of any campus constituent is, or could be, at risk.

This could include natural disasters (major snowstorms, flood, fire); a large-scale act of violence or terrorism; a death on campus; physical or sexual assault; environmental disasters (chemical spills, hazardous waste); widespread and/or long-term power, HVAC, water, or sewer failures; the death of campus constituents off campus (a serious bus accident carrying members of an athletic team, etc.); or any other incident that significantly affects the school.

Shelter-In-Place

Shelter students and staff inside the building because it is safer inside the building than outside.

Actions:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom. If free, report to Erg room.
- All other staff assist students as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take attendance.
- Listen for updates over the PA system and check email often.

Hold-In-Place

Restrict movement of students and staff within the building while dealing with short term emergencies.

Actions:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to their assigned classroom, if possible. If free, stay put.
- Classroom instruction continues as normal.
- All other staff assist students as needed.
- Listen for updates over the PA system and check email often.

Evacuation

Evacuate students and staff from the building.

Actions:

- Listen for instructions about the situation and your actions.
- If safe, close any windows and the door when you leave, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Lead students to Soldiers Place greenspace in front of SEM's residential homes.
- Class Advisors take attendance of each class via Reach. Dean of Teaching & Learning takes attendance of staff and faculty.
- Do not re-enter the building until you are notified to do so my Assistant Head of School.

A building occupant is required by law to evacuate when the fire alarm sounds.

Lockout

Students and staff remain inside the locked school building during incidents that pose an imminent concern outside of the school.

Actions:

- Listen for instructions regarding the situation and your actions.
- Lock all exterior doors and windows.
- Leave lights and doors as they are.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates over the PA system and check email often.

Lockdown

Secure students and staff inside locked classrooms during incidents that pose an immediate threat of violence in or around the school.

When you hear “lockdown now” announced, move quickly to execute the following actions:

- If safe, gather students from hallways and common areas near your classroom.
- Lock and/or barricade the door.
- Leave windows, blinds/lights as they are.
- Move students to a safe area in the classroom out of sight of the door.
- Shut off cell phones. Remain quiet.
- If you are in a hallway during a lockdown emergency, immediately seek shelter in a classroom or office.
- Do not communicate through the door or answer the phone.
- Do not respond to PA announcements or fire alarms.
- If you are outdoors, go to Larkin field immediately.
- Stay hidden until physically released by law enforcement personnel.

Campus Reunification Center

An essential component of SEM's emergency response is the reunification of students with their families as soon as possible following an emergency incident involving students either on or off campus (i.e. sports team/student transportation accident). It is crucial to reunite students with family as quickly as possible to help reduce traumatic stress.

SEM will inform students and families via personal phone call or robo call/text as to the location of the Reunification Center. The location will be determined by the number of students, and faculty and staff affected by the emergency, which will be discussed by our Emergency Response Team. The Reunification Center will either be Buffalo Seminary, Larkin Field or the Athletic Center at Buffalo State University. Each student, employee, staff and child will be accounted for upon arriving at the Reunification Center and upon departing. Mental health counselors will be made available to anyone who is in need of counseling.

Severe Weather

Weather in Western New York can vary greatly within just a few miles, there are times each winter when conditions at SEM are favorable for classes to be held as scheduled, but some students, faculty, and staff members may experience difficulty traveling to and from. In those situations, families must communicate with their teachers and the main office if they cannot travel to school safely.

During a Winter Storm

- Should conditions worsen during the day, the Head of School may decide to cancel classes or after school activities early. When such a determination is made, you will be notified via robo call and text.
- If roads leading to your home have been closed due to weather, do not attempt to travel home. Contact Assistant Head of School for housing accommodations.

Decision to Cancel Classes Due to Weather

- The Head of School will review road conditions and communication will then be sent out to families via robo call and text by 6:00 a.m.
- As always, it is a personal decision for students, faculty, and staff members as to whether or not they travel to campus.

Flood/Pipe Break

Flooding can occur from severe weather events such as heavy rainfall or melting snow and ice. Flooding can also result from a water main break, ruptured pipe, sump-pump failure, or chemical leaks. Flooded areas can be hazardous for reasons not immediately visible such as electrical shock, fast rushing under-current, holes, pits, and debris under the water. Mud and other contaminants can make a walking surface extremely slippery.

What To Do

- Evacuate the flooded area.
- Do Not enter the flooded area.
- Stop using all electrical equipment.
- A Hold-In-Place may be called.

Criminal or Violent Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons.

Be Aware of Your Surroundings at All Times.

Due to the location of SEM, it is possible for criminal or violent behavior to be perpetrated by someone who is not a member of the school community. If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify the main office or 911.

- Assist the Police when they arrive by supplying them with any additional information/details.
- Ask others to do the same.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, sexual assault/sexual violence, etc., do not take any unnecessary risk. Contact a member of the Health & Wellness Team as soon as possible and give them the following information:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved

Mental Health Emergency/Crisis

Mental Health Emergency

A mental health emergency is a life-threatening situation in which an individual is imminently threatening harm to self or others, severely disorientated or out of touch with reality, has a severe inability to function, or is otherwise distraught and out of control.

Examples:

- Acting on a suicide threat
- Homicidal or threatening behavior
- Self-injury needing immediate medical attention
- Severely impaired by drugs or alcohol
- Highly erratic or unusual behavior that indicates very unpredictable behavior and/or an inability to care for themselves

In case of a Mental Health or Medical Emergency: Call 911 and any member of the Health & Wellness Team.

Mental Health Crisis

A mental health crisis is a non-life threatening (no-evidence of imminent threat of harm to self or others, no evidence of a medical emergency) situation in which an individual is exhibiting extreme emotional disturbance or behavioral distress, considering harm to self or others, disoriented or out of touch with reality, has a compromised ability to function, or is otherwise agitated and unable to be calmed.

Examples:

- Making statements that indicate thoughts of death/suicide with no statement of plan or intent to take action
- Self- injury, but not needing immediate medical attention
- Alcohol or substance abuse
- Highly erratic or unusual behavior
- Eating disorders
- Not taking their prescribed psychiatric medications
- Emotionally distraught, very depressed, angry, or anxious

In case of a Mental Health Crisis:

See any member of SEM's Health and Wellness Team for immediate help. Students may also walk directly to the Counseling Office which is located on the third floor, next to the Art room.

To refer students for counseling (if not in crisis), encourage them to make an appointment on the portal. Students may also walk into the office to schedule an appointment.

Office hours are M & Th 8:00am - 12:00pm and T, W, F 9:00am-1:00pm.

Outside of regular school hours the following numbers are available 24/7.

- Erie County Crisis Services 24-Hour Hotline: 716-834-3131
- Erie County 24-Hour Addiction Hotline: 831-7007
- National Suicide Prevention Lifeline: 1-800-273-8255

Fire/Smoke

Never cover a smoke detector in any room, for any reason

Although the potential for fire always exists, training and awareness are effective elements in reducing the risk of injury, loss of life, and damage to property. When a fire alarm sounds, please follow the instructions detailed below.

Remember: Always treat every fire alarm like it is a real fire.

Every student, faculty member and staff member should familiarize themselves with at least 2 exits in each building.

If a fire alarm rings, Get Up and Get Out immediately.

Fire/Smoke Evacuation Procedures

- Learn at least two escape routes, and emergency exits from your area.
- Never use an elevator as part of your escape route.
- When the fire alarm sounds move to the greenspace in front of our residential homes on Soldiers Place. Line up alphabetically by grade for attendance. Do not re-enter the building until told to do so.

If you see Fire or Smoke

- Activate the nearest fire alarm pull station. DO NOT hesitate to pull a fire alarm upon noticing fire and/or smoke.
- When the alarm sounds, immediately evacuate the building by the nearest stairwell or exit; DO NOT use elevators.
- If safe to do so, close all doors in the fire area to confine fire and smoke.
- If individuals with special needs/mobility issues are in the area, help them evacuate the building ONLY IF you feel your life is not in immediate danger. If you are unable to help them, seek professional firefighting personnel and inform them of the location of the person(s).
- Once outside, call 911. Give your location, the nature of the fire, and your name.

Fire Safety Tips

- If you are caught in smoke, stay as close to the ground as possible (crawl). Use the wall as a guide. Take short breaths through your nose.
- Feel any closed door before you open it. If the door or door handle is hot, DO NOT open it.
- Go to the nearest exit or stairwell.

If you are trapped and cannot escape

- Keep the doors closed and seal any cracks to prevent smoke from entering.
- Signal for help by hanging a towel, sheet, jacket etc. from the window. Contact 911 and tell them your exact location.
- Try to remain calm.

If you are on fire

- Stop, Drop and Roll. Rolling smothers the fire. If your clothes catch on fire; stop, drop, and roll, wherever you are. Cover your face with your hands to protect yourself from additional burns.

Participate in Fire Drills

SEM holds eight (8) Fire Drills per calendar year. Fire Drills are held to familiarize students, faculty, and staff with the sound of a building's fire alarm, the emergency exits which you may not normally use, and the location of the rally point for the building. It is important, before the emergency occurs; to know where additional exits are in case your primary exit is blocked. Everyone should know at least 2 ways out of each building that they are in throughout the day.

Cyber Incident/Technological Failure

A cyber incident/attack is an attempt to disable computers, steal data, or use a breached computer system to launch additional attacks. Cybercriminals use different methods to launch a cyber attack that includes malware, phishing, ransomware, man-in-the-middle attack, or other methods.

Cyber incidents/attacks are unwelcome attempts to steal, expose, alter, disable or destroy information through unauthorized access to computer systems.

Being online exposes users to cyber criminals and others who commit identity theft, fraud, and harassment. Every time a person connects to the Internet—at home, at school, at work, or on a mobile devices—they make decisions that affect our cybersecurity. Emerging cyber threats require engagement from the entire SEM community to create a safer cyber environment. SEM is committed to protecting and securing information associated with faculty, staff, students, and alumnae.

Pandemic/Infectious Disease

A pandemic or epidemic event involves the widespread outbreak of an infectious disease and has the potential to disrupt global social and economic relations, school and business operations as well as travel. Examples of a pandemic/epidemic include, but are not limited to, Covid-19, influenza, Monkeypox, measles, and meningitis. These viruses spread easily from person-to-person, may cause serious illness or death, and can sweep across the entire country or round the world in a very short time. No one can predict when the next pandemic/endemic will occur.

SEM will implement health measures recommended by the county or state public health departments or by the Governor of New York State. SEM has supplies (i.e. gloves, masks, N95 respirators, hand sanitizer, name badges, etc.) to be issued to essential personnel to effectively perform various duties.

- SEM currently uses appropriate cleaning products that are said to kill various infectious disease viruses.
- Any SEM staff required to clean or disinfect a room, equipment, etc. will wear proper personal protective equipment (PPE).

SEM has designated buildings to house any on-campus students who are required to quarantine due to contracting an infectious disease virus.

The decision to close the campus is made by the Governor of New York state. The decision to cancel classes is made by the SEM Head of School.

Explosive Incident/Bomb Threat

A suspicious-looking box, package, backpack, or container in or near your work area may be a bomb or explosive material. DO NOT handle, touch, or look inside the object. Move to a safe area and immediately call 911. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If an Explosion Occurs (Mechanical, Accidental, or Man-made Device)

- Take cover under sturdy furniture or evacuate the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 911. Follow the Evacuation Procedures.

Bomb Threat Received via Telephone

If you receive a threatening call (bomb, or other physical harm, etc.) do not hang up. Have someone else call 911 from another phone if possible. Attempt to engage the caller in conversation and obtain as much information as possible.

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Try to get as much information as possible. Ask questions, such as:
 - What exactly is the threat?
 - When will it explode/detonate?
 - What's the location of the bomb?
 - What does it look like?
 - What kind of bomb/device is it?
 - Who placed it?
 - Why was it placed?
 - Who is the target?
 - What's your address?
 - What's your name?
- Observe the caller's speech:
 - Is the voice familiar in any way?
 - Male or female?
 - Young or old?
 - Speech patterns? Accent? Stutter?
 - Emotional state? Angry? Agitated? Calm?
 - Background noise? Traffic? Other people talking? Music?
- Turn your notes from the phone call over to the Police.
- Follow instructions from the Police.

Bomb Threat received via Email, Letter or Note

- If you receive a bomb threat via e-mail, letter or note, immediately contact 911.
- Turn the e-mail, letter or note over to the Police as evidence.

In Any Bomb Threat Situation

- Check your area for unfamiliar items. Do not touch suspicious items; report them immediately to the Police.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from law enforcement personnel.

Active Attacker/Active Shooter

Active Attacker OUTSIDE the building

- Immediately proceed to a room that can be locked/barricaded. Do Not panic. Remain calm.
- Close and lock all windows and doors.
- Stay as quiet as possible.
- Crouch down in an area out of sight from the door or windows and conceal yourself as much as possible.
- Call 911 and advise them of what is happening, your location, and any description of the shooter you might have (i.e. what shooter is wearing).
- An unfamiliar voice may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- Remain in your location until the police or campus administrator instructs otherwise.

Active Attacker INSIDE the building

- If the room you are in can be locked, do so immediately. Lock/barricade the door.
- Crouch down in an area out of sight from the door or windows and conceal yourself as much as possible.
- If your room cannot be locked, determine if there is a nearby location that can be reached safely, or if you can safely exit the building.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

Active Attacker IN your classroom or office

- Call 911, if possible.
- If you get through to the Police but are unable to speak, leave the line open so the dispatcher can hear what is going on.
- If you are unable to escape or hide, it may be possible to negotiate with the shooter.
- As a last resort, FIGHT. Try to overpower/disarm shooter. Use whatever you can as a weapon.

Three basic Active Attacker Response Actions:

1. **RUN/Escape**
 - Have an escape route in mind - run to Larkin Field
 - Evacuate quickly (even if others don't agree to follow)
 - Leave your belongings
 - Help other escape if possible
 - Keep your hands visible
 - Follow any instructions from police

2. **HIDE**

- Lock/barricade your door
- Stay down out of the shooter's line of sight
- Use Cover and/or Concealment

3. **FIGHT**

- As a last resort, if your life is in imminent danger, attempt to overpower/disarm the shooter
- Try to grab/take control of the firearm
- Be as aggressive as possible in engaging the shooter. Yell, scream
- Use anything as a weapon that you can
- Commit to your actions
- Don't give up

Note: When law enforcement first arrives on scene, they will not immediately render aid and will bypass any wounded victims. They make their way to the shooter in order to neutralize the threat.

Remain calm and follow the instructions from law enforcement

- Drop any items in your hands.
- Keep your hands open and visible at all times.
- Avoid quick movements towards the officers.
- Do not ask questions when evacuating.