



# Emergency Guidelines

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## Introduction:

This Emergency Guidelines Policy is designed as a guide to maintain the safety and security of all employees, students and guests, and to protect Webb Institute property. This includes a guide for appropriate response in dealing with unusual and/or overwhelming circumstances that require actions beyond routine measures. Such circumstances can include situations involving an individual or group, as well as pre-planned events or other rapidly evolving incidents. Such protocol is flexible in design such that sections may be used without full implementation depending on the nature of the incident(s) but is designed to be effective in response to all hazards. Webb's policies and procedures herein developed by Webb's Assessment and Care and Emergency Response Teams are expected to be followed by all and will hopefully facilitate a more effective response and recovery, if need be.

## Defining an Emergency:

**Critical Emergency Situations** include any incident on or around the campus for which there is an imminent serious threat to life (self or other), limb, property, or environment. These can affect one student or the entire campus. These may include but are not limited to:

- Alarming Changes in Behavior
- Bias Acts
- Death of a Student
- Drug Overdose
- Drug Sales
- Extreme Alcohol Intoxication
- Extreme Weather Concerns / Events
- Fire/Gas Leak
- Harassment/Stalking Incidents
- Hazing Incidents
- Hospitalizations
- Mental Health Committals
- Missing Student
- Serious Injury
- Sexual Assaults
- Suicidal Ideation or Attempts
- Threatening/Disruptive Behavior
- Violent Behavior/Assault
- Weapon Possession or Brandishing  
(threat of or confirmed)

**Non-Critical Emergency Situations** are incidents that require prompt attention but do not represent an immediate threat to life, building, or security. Examples might include residents who are extremely depressed, disoriented, or confused, but are responsive to communication from others.

**Non-Emergency Situations** are situations that need attention but do not require immediate attention by professionals (Hospitals/Ambulance/Fire Department/Police). These situations can typically be handled by someone at Webb.

If any of these situations occurs, go directly to the proper section of this manual and follow the appropriate protocol.

## Webb's Emergency Management Teams (EMTs)

### Emergency Response Team (ERT):

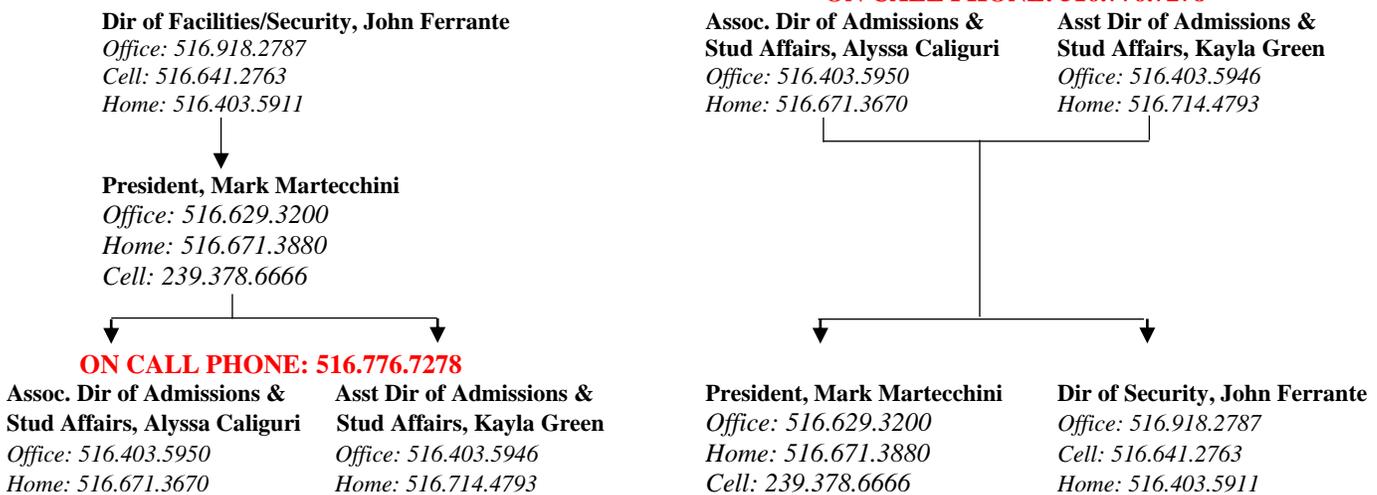
In case of a Security / Facility Emergency or a Student Health Emergency, please contact a member of Webb's Emergency Response Team (ERT), per the given phone charts. Everyone is encouraged to immediately contact emergency personnel any time there is an emergency and/or they believe they need assistance. These situations could include those listed on the previous page but are not limited to such situations. It is recommended that community members start at the top of these charts; however, they can always contact any ERT member they feel most comfortable reaching out to.

**FOR CRITICAL EMERGENCIES, CALL 911** (or other Emergency Service Provider) FROM LANDLINE\* FIRST

*\*If calling from cell phone, call the Glen Cove Police Department directly at 516-676-1000. Calling 911 from Webb's campus by cell phone often connects to Larchmont and delays response time.*

#### +For Security/Facility Emergencies:

#### +For Student Health/Other Emergencies:



Other members of the ERT who are available by phone in case of an emergency (but who do not reside on campus) include:

Dean Matthew Werner (Cell: 516.776.3038 / Home: 631.207.9400) &  
Director of Admissions & Student Affairs (DASA) Lauren Carballo (Cell: 201.779.4358)

During the semester, a security guard is on duty from 10 pm until 7 am. They can usually be located at the OD Desk, but make rounds of campus every hour. During these hours, it is advertised that the security guard be notified first in case of an emergency. A member of the Webb ERT should be notified at that time as well.

### Assessment and Care Team (ACT):

Campus emergency prevention depends on each campus community member noticing and referring potentially worrisome behaviors or situations before they result in harm. A person or situation that receives prompt attention will help mitigate potential harm or damage later on. Therefore, campus community members who have concerns, big or small, are encouraged to speak to any member of the Assessment and Care team or submit [Webb's Anonymous Report Form](#).

Dean, Matthew Werner	Dir of Admissions & Student Affairs (DASA), Lauren Carballo	Assoc Dir of Adm & Student Affairs (ADASA) Alyssa Caliguri
Director of Facilities & Security, John Ferrante	Webb Psychologist, Michelle Stein, Ph.D.	Asst Dir of Adm & Student Affairs (ADASA), Kayla Green

For more information about Webb's Assessment and Care Team, see "Campus Emergency Prevention & Assessment and Care Team"

## Steps to Follow in Critical Emergency Situations:

1. Call 911, 988 (for mental health emergencies), or other Emergency Service Provider.
2. Assess the situation immediately and make a mental note of the following:
  - a. Who is involved (name)? If you do not know who is involved, get a detailed description (gender, height, weight, hair color, clothing, glasses, facial hair, scars or tattoos, piercing, or other distinguishing characteristics).
  - b. What has happened or what do you suspect will happen? What action or steps have you or other campus community members taken thus far?
  - c. When did the incident(s) occur?
  - d. What were the precipitating events?
  - e. Were there any other witnesses? If so, collect all essential information from each, including their name and phone number, the identity/description of parties involved, timeframe, location, etc.
3. Use the Emergency Response Team charts to contact appropriate on-campus ERT personnel. This is an important step, even if 911 has already been called.
4. If needed, submit proper documentation of incident to a member of the Emergency Response Team (Police - Witness Statement, Webb - Incident Report Form found in “Forms”)

## Steps to Follow in Non-Critical Emergency Situations:

1. Assess the situation immediately and make a mental note of the following:
  - a. Who is involved (name)? If you don't know who is involved, get a detailed description (gender, height, weight, hair color, clothing, glasses, facial hair, scars or tattoos, piercing, or other distinguishing characteristics).
  - b. What has happened or what do you suspect will happen? What action or steps have you or other campus community members taken thus far?
  - c. When did the incident(s) occur?
  - d. What were the precipitating events?
  - e. Were there any other witnesses? If so, collect all essential information from each, including their name and phone number, the identity/description of parties involved, timeframe, location, etc.
2. Use the Emergency Response Team charts to contact appropriate on-campus ERT personnel. If at any point, this becomes a Critical Emergency Situation, call 911 or other Emergency Service Provider.
3. If needed, submit proper documentation of incident to the Emergency Response Team (Police - Witness Statement, Webb - Incident Report Form found in “Forms”)

## Steps to Follow in Non-Emergency Situations:

1. Assess the situation and make a mental note of the following:
  - a. Who is involved (name)? If you don't know who is involved, get a detailed description (gender, height, weight, hair color, clothing, glasses, facial hair, scars or tattoos, piercing, or other distinguishing characteristics).
  - b. What has happened or what do you suspect will happen? What action or steps have you or other staff members taken thus far?
  - c. When did the incident(s) occur?
  - d. What were the precipitating events?
  - e. Were there any other witnesses? If so, collect all essential information from each, including their name and phone number, the identity/description of parties involved, timeframe, location, etc.
2. Contact a member of Webb's Assessment and Care Team or submit an [Anonymous Report](#). (If at any point, this because a Non-Critical or Critical Emergency Situation, contact Webb's Emergency Response Team and/or call 911 or other Emergency Service Provider.

## Campus-Wide Safety Procedures for Emergency Situations:

### Emergency Notification Response (ENR)

In the event it becomes necessary to provide a campus-wide alert of a significant emergency or dangerous situation that may pose an immediate threat to the safety of students, faculty, and staff, Emergency Notification Response (ENR) procedures enable the Emergency Response Team to notify the entire campus quickly, efficiently, and effectively. Students, faculty, and staff are entered into RAVE, Webb's ENR system upon joining the Webb Community and the system is tested biannually. In the event of an emergency, the following response procedures will be utilized to contact and provide information to faculty, staff, and students:

- A member of the ERT or ACT will be responsible for relaying information and appropriate response procedures to faculty, staff and students via Webb's ENR system, which comes in the form of a text message and email as available. Some of the messages may include procedures referenced in the next section.
- The ERT staff will be responsible for emergency procedures and assisting students, visitors, and all other persons on campus.
- Campus vehicles may be used to cross the grounds to alert members of the community, direct vehicle and pedestrian traffic, and support emergency personnel.

### Possible Notifications Issued via Webb's Emergency Notification Response (ENR) System:

#### Lockout

A Lockout may be issued if the perceived danger is off campus, or outside the building(s).

1. A notification will be sent to students via Webb's ENR system stating that Webb is issuing a Lockout and to stay inside the building they are currently in or to enter the closest building if they are outside. The ERT will also survey the campus for any students who are outside and make them aware of the situation.
2. The Director of Facilities & Security and the Facilities Team will lock all doors and close windows in all buildings. During a Lockout, community members are not to open any doors to the outside.
3. Proceed with classes/normal daily activities, but community members are not to exit the building they are in.
4. Wait for notification through our ENR system that the Lockout has ended

#### Lockdown

A Lockdown may be issued if the perceived danger is inside the building.

1. A notification will be sent to students via our ENR system stating that Webb is issuing a Lockdown, and to enter the closest secure location and keep the hallways cleared. If safe, the ERT will also survey the campus for any students who are outside and make them aware of the situation.
2. Once in a secure location, community members should lock the door, place any furniture in front of the door, close all windows and blinds, turn off the lights, and hide quietly away from the door.
3. Stay quiet and in the secure location until the Lockout has ended or until a member of the ERT or law enforcement comes to the area and gives the community member additional instructions.

## Evacuation

An evacuation may be issued if the perceived danger is inside the building or on campus and students must leave the area.

1. Emergency Notification Response Evacuation: For some evacuations, a notification will be sent to students via Webb's ENR system stating that Webb is issuing an Evacuation, and to evacuate the building per the given evacuation route(s). If safe, the ERT will also survey the hallways for any remaining students. In this case, students should evacuate to the indicated location which will often include: (1) the front of the White House or (2) the opening of the fence that separates the Webb Institute Campus from Welwyn Preserve (near the eastern end of Thorpe Field). In some emergency situations, students may be asked to evacuate off campus to the YMCA. In any of these instances, campus community members are to stay away from the building, or stay off campus if needed, until the threat has been handled, and campus community members are permitted to re-enter the building/premises.
2. Fire Alarm Evacuation: A fire alarm signifies an automatic evacuation. In this case, students are asked to evacuate to the front lawn, where they may receive further instructions if needed.

## Media Policy

General media inquiries in relation to Webb should be directed to the Director of Communications & Marketing. In the case of an emergency, however, the President is designated the spokesperson and is charged with either delivering information to the media or approving of the information delivered by the Director of Communications & Marketing or another member of the Emergency Response Team. During Emergency Situations, students are not to share any information with the media, including but not limited to news outlets and social media.

## Off Campus Emergency Service Providers:

### For Critical Emergencies:

ORGANIZATION	PHONE NUMBER	ADDRESS
<b>Police/Ambulance:</b>		
Glen Cove Police Department	911 / 516-676-1000	1 Bridge St., Glen Cove, NY
Nassau County Police Department	516-573-8800	1490 Franklin Ave., Mineola, NY
New York State Police	631-756-3300	7140 Republic Airport, Farmingdale, NY
<b>Fire:</b>		
Glen Cove Fire Department	911/516-671-3437 / 516-671-3730	10 Glen Cove Ave., Glen Cove, NY
<b>Hospital:</b>		
Glen Cove Hospital	516-674-7300	101 St. Andrews Ln, Glen Cove, NY
<b>Urgent Care Facilities:</b>		
Northwell-GoHealth Urgent Care (until 8 pm & Sundays)	347-493-2941	71 Forest Avenue, Glen Cove, NY / <a href="#">virtual</a>
Med Station (until 7 pm)	516-759-5406	480 Forest Avenue, Locust Valley, NY
ProHealth Urgent Care (until 9 pm & Sundays)	516-597-5070	555 N Broadway, Jericho, NY
<b>Mental Health Emergencies:</b>		
988 Suicide & Crisis Lifeline	988	
Northwell Health's Behavioral College Partnership *include referral form if transported	516-442-6208 (for transport) 718-470-8060	75-59 263 <sup>rd</sup> Street, Glen Oaks, NY
Long Island Crisis Center (Suicide)	516-679-1111 (24/7 Hotline)	2740 Martin Ave, Bellmore, NY
National Suicide Prevention Hotline	800-273-8255	
<b>Sexual Assault/Rape/Abuse Emergencies:</b>		
Glen Cove Police Department	911 / 516-676-1000	1 Bridge St., Glen Cove, NY
Title IX Coordinator	516-403-5900 / 201-779-4358	Webb Institute
The Safe Center – Long Island	516-542-0404 (24/7 Hotline)	15 Grumman Rd W (Suite 1000), Bethpage, NY
NY State Police Sexual Assault Hotline	1-844-845-7269	
NY State Domestic and Sexual Violence Hotline	1-800-942-6906	
Nassau County Rape/Dating, Domestic Violence Hotline	516-542-0404	
<b>Water Emergencies (in Long Island Sound):</b>		
Nassau County Marine Bureau	516-573-4450	First Avenue, East Rockaway, NY
Coast Guard Unit @ Kings Point	516-445-7135, VHF Channel 16	
Glen Cove Harbor Patrol	516-671-4263	76A Shore Rd., Glen Cove, NY

### For Non-Critical Emergencies / Non-Emergencies

ORGANIZATION	PHONE NUMBER	ADDRESS
<b>Police (Non-Emergency)</b>		
Glen Cove Police Department	516-676-1000	1 Bridge St., Glen Cove, NY
<b>Medical (Non-Emergency)</b>		
Webb Physician: Dr. Brenda Gomez	516-674-7900	101 St. Andrews Ln., Glen Cove, NY
Northwell-GoHealth Urgent Care (until 8 pm & Sundays)	347-493-2941	71 Forest Avenue, Glen Cove, NY
Med Station (until 7 pm)	516-759-5406	480 Forest Avenue, Locust Valley, NY
Z Medical Center (until 6 pm)	516-802-5562	128 A Glen Street, Glen Cove, NY
ProHealth Urgent Care (until 9 pm & Sundays)	516-597-5070	555 N Broadway, Jericho, NY
<b>Mental Health/Stress/Anxiety (Non-Emergency)</b>		
Webb Psychologist: Dr. Michelle Stein	<a href="mailto:mstein@webb.edu">mstein@webb.edu</a>	
Minister Dave Collins '73	<a href="mailto:dhcollins1@yahoo.com">dhcollins1@yahoo.com</a>	
	516-759-2840 or 516-509-2535	
<b>Sexual Assault/Rape/Abuse Emergencies:</b>		
The Safe Center – Long Island	516-465-4700	15 Grumman Rd W (Suite 1000), Bethpage, NY
<b>Alcohol/Drug Dependence (Non-Emergency)</b>		
LICADD	631-979-1700 (24/7 Hotline)	1025 Old Country Rd (221), Westbury, NY
Steven Chassman	516-747-2602	
<b>Transportation: (*Uber and Lyft are also now available on Long Island)</b>		
LIRR Travel Info.	516-822-LIRR or <a href="http://www.lirr.org">www.lirr.org</a>	Glen Street: Glen St & Elm Ave Glen Cove: Duck Pond Rd & Pearsall Ave
DeLux Transportation	516-883-1900 or 1-800-232-3358	
Arena Taxi	516-671-1848 or 516-676-1016	

\*the Office of Admissions & Student Affairs will drive a student to any emergency service provider if requested

**Extension Directory - Spring 2023**

Boyd	1115	Hamilton	1101	Ritter	1122
Caliguri	1117	Harris	1106	Royce	1120
Carballo	1104	Kitchen: Up	1165	Stein	1175
Carp. Shop	1253	Kitchen: Down	1166	Student Garage	1256
Cascio	1126	Kitchen Office	1136	Sujecki	1100
Casey	1123	Koleda	1171	Swan	1121
Chem. Lab	1159	Lightcap	1116	Tank	1139
Couch Lab	1135	Lin	1103	Tea Room	1164
Dohery	1128	Machine Shop	1255	Werner	1110
Drivas	1311	Martecchini	1102	Wilson	1108
Ferrante	1129	Martin	1174	Yacht Club	1287
Gallagher	1127	Miller, L.	1170	Zic	1105
Golden	1119	O.D. Desk	1138		
Goloubeva	1111	Onas	1131		
Green	1109	Physics Lab	1160		
Gymnasium	1157	Prescott	1118		
Haeberle Lab	1254	Pub	1125		
<i>Freshman</i>	<i>1260</i>	<i>Junior</i>	<i>1262</i>		
<i>Sophomore</i>	<i>1261</i>	<i>Senior</i>	<i>1263</i>		

Webb's Fax Number: 516-674-9838

Finance Department Fax Number: 516-671-9446

IT Department Fax Number: 516-403-5916

Carpenter Shop: Ext. #1253

Alumni Gymnasium: Ext. #1157

Yacht Club: Ext. #1287

Chemistry Lab: Ext. #1159

Physics Lab: Ext. #1160

Tea Room: Ext. #1164

CAC Innovation Lab: Ext. #1185

Couch Computer Lab: Ext. #1135

Brocket Arms Pub: Ext. #1125

Robinson Model Basin: Ext. #1139

Haeberle Lab: Ext. #1254

Marine Engineering Lab: Ext. #1255

Student Garage: Ext. #1256

O.D. Desk: Ext. #1138

Advanced Learning Ctr.: Ext. #1144

Auditorium: Ext. #1169