

HIGHER EDUCATION INSTITUTION IN NEW YORK

Emergency Action Guide

COMPLIANCE AND INDUSTRY STANDARDS

This Emergency Preparedness and Response Guide is developed to ensure the safety of all personnel and visitors of the [ORGANISATION], while simultaneously providing the protection of the institution's cultural assets. The protocols are structured to meet federal mandates and professional museum industry standards.

This guide aligns with the:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

These procedures also adhere to museum industry best practices, for the dual protection of public occupants, and the long-term preservation of the permanent collection against security threats, biological incursions, and structural damage.

TABLE OF CONTENTS

COMPLIANCE AND INDUSTRY STANDARDS	2
I. IMMEDIATE LIFE SAFETY	4
1. Emergency Contact Information	5
2. Medical Emergencies	6
3. Fire, Smoke, Explosion	8
4. Evacuation and Egress	10
5. Threat and Active Shooter Response	16
6. Hazardous Material Emergencies	18
II. FACILITY SAFETY & SECURITY	20
7. Workplace Violence Prevention and Response	21
8. Crime Reporting	24
9. Elevator Emergencies	26
10. Severe Weather Protocols	28
12. Earthquake Response	33
III. COLLECTIONS PROTECTION	35
1. Collections Care in Emergencies	36
2. Theft Prevention, Detection, and Response	39
3. Movement of Artwork	42
4. Emergency Supply Kits	44
IV. OPERATIONAL CONTINUITY	46
17. Facility/Utility Problems	47
18. Outdoor Air Quality	49
19. Suspicious Mail and Package Management	51
20. Bomb Threats and Suspicious Objects	53
21. Animal Incidents	55
22. Recovery & Business Continuity Procedures	57
APPENDIX 1: EMERGENCY QUICK REFERENCE	59

I. IMMEDIATE LIFE SAFETY

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1. Emergency Contact Information

This guide provides essential procedures for responding to emergencies at the [ORGANISATION]. All staff should review these guidelines regularly to ensure preparedness.

KEY EMERGENCY CONTACTS

[redacted]

UNIVERSITY OPERATING STATUS

[redacted]

When calling to report an emergency, provide:

[redacted]

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2. Medical Emergencies

PROTOCOL

This protocol establishes standard procedures for responding to acute medical crises, mental health emergencies, and life-threatening cardiac events. The [ORGANISATION] calls for an immediate response to all medical emergencies, prioritizing ... [redacted]

IMMEDIATE RESPONSE PROTOCOLS

Call 911 immediately for any situation involving trauma, overdose, unconsciousness, or severe psychological distress. Provide first aid only if you are currently certified to do so.

[redacted]

CARDIAC ARREST AND AED USE

In the event of a suspected heart attack or cardiac arrest, call 911 and immediately deploy the Automated External Defibrillator (AED). The nearest AED is located in the main lobby at ground level.

[redacted]

MENTAL HEALTH CONSULTATION AND SUPPORT RESOURCES

Specialized consultation is available via phone for students, faculty, and staff experiencing non-imminent mental health concerns.

[redacted]

POST-INCIDENT REPORTING

Once medical intervention is complete and the immediate crisis has stabilized, documentation must be prioritized to ensure accurate institutional record-keeping. Staff are required to:

[redacted]

Upon the arrival of emergency medical services, staff will yield control of the scene and provide necessary support for clear access and transport. Once the individual has been safely transferred to professional care, all personnel must immediately resume standard security and safety protocols. The conclusion of a medical event does not authorize any further deviation from normal operational procedures.

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3. Fire, Smoke, Explosion

PROTOCOL

The primary and overriding objective of this protocol is the rapid, total evacuation of all staff and visitors during fire, smoke, or explosion events.

Under this protocol, staff are explicitly authorized to ... *[redacted]*

IMMEDIATE EMERGENCY ACTIONS

These actions prioritize the immediate evacuation of all occupants.

Upon discovery:

[redacted]

NOTIFICATION AND REPORTING

Once you have reached a safe location, call 911 or (607) 255-1111 (Campus Police).

[redacted]

SURVIVAL PROTOCOLS (IF TRAPPED)

If evacuation is impossible, staff must transition immediately to survival-based defensive measures. These protocols are designed to isolate the threat, prevent smoke inhalation, and signal your position to emergency responders while awaiting rescue.

[redacted]

PERSONAL SAFETY

In the event of direct physical contact with fire, staff shall focus exclusively on immediate injury mitigation and the suppression of flames to ensure personal survival.

If clothing catches fire, follow the Stop-Drop-Roll-Drench sequence of action:

[redacted]

EXTINGUISHING THE FIRE

Staff should only attempt to extinguish a fire if the following conditions are met:

[redacted]

If you are untrained, evacuate immediately. Do not attempt to fight the fire.

POST-INCIDENT COLLECTION PROTOCOL

Once the "ALL CLEAR" is given by the Fire Department:

[redacted]

This protocol remains in effect until a formal "ALL CLEAR" is issued. No staff member shall be held liable or face disciplinary action for prioritizing the immediate evacuation of themselves or others over the security of the collection or the facility. The protection of human life is the absolute priority of this institution during any fire, smoke, or explosion event.

4. Evacuation and Egress

PROTOCOL

When an alarm activates or a life-threatening hazard is identified, the [ORGANISATION] requires immediate evacuation of all facilities; moving people out of the building safely is the absolute priority. All other actions, including securing galleries or protecting collections, are secondary and must not delay evacuation.

[redacted]

EVACUATION PROTOCOL

An evacuation order is non-negotiable and must be initiated immediately under the following condition:

[redacted]

STANDARD EVACUATION PROTOCOL

[redacted]

ACCESSIBILITY AND ASSISTED EVACUATION

If you are unable to exit the building due to a physical disability or injury:

[redacted]

FACILITY EGRESS MATRIX

Identify your current floor and familiarize yourself with the primary and secondary escape routes.

[redacted]

**For a visual map of museum floor plans, see Appendix 2*

POST-EVACUATION AND ASSEMBLY

[redacted]

Adherence to these egress protocols is mandatory for all personnel. Once the evacuation is initiated, staff remains at the designated assembly point until a formal "ALL CLEAR" is issued. No individual is permitted to re-enter the facility for any reason until the building is declared safe.

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Thank you,
The Write Direction Team

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