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Albert Einstein College of Medicine

Active Shooter Policy

I. Purpose

The purpose of this Policy is to instruct the Albert Einstein College of Medicine ("Einstein") community of action to take in the event of an active shooter.

II. Scope

This Policy applies to all employees, students, and visitors of Einstein.

III. Policy

If in the immediate area of the Active Shooter:

1. Protect your own life
2. Immediately warn others in the vicinity of the situation if you are able to safely do so.
3. If possible, immediately evacuate the area of the threat (run) and, if feasible, encourage others to evacuate as well
4. If evacuation is not possible, hide in a secure or locked area, using available materials to barricade yourself for further protection.
5. Dial 911 when safe to do so.
6. Provide the 911 operator with as much information as possible, including:
   - Exact location or last known location of individual(s) with weapon(s)
   - Description of individual(s) and type(s) of weapon(s).
   - Direction the individual(s) was/were heading.
   - Number of any victims and/or hostages.
7. Remain on the line with the 911 operator; if you are not able to speak, leave the line open so authorities can monitor the situation.
8. Dial X4111 when possible and advise the security department of "Active Shooter" and the location. This will also enable the college to activate the campus mass notification system and alert our Emergency Response Group.

If not in the immediate area of the Active Shooter:

I. Avoid the area of the incident
II. Remain at current location, hide in a secure or locked area that can shelter you from danger, and encourage others to do the same.
III. If possible, control entrances/exits to departments by closing and, where possible, locking all doors.
IV. Remain at location, until advised by security, law enforcement, or the "all clear" is given that it is safe to move around or to evacuate.

General guidelines to remember if you are in the immediate area of an active shooter:

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RUN IF YOU CAN - Evacuate the area when there is a safe path or route to exit.

1. Remain calm and have an escape plan in mind.
2. Do not confront an armed individual.
3. Do not stop to remove wounded individuals from the scene.
4. Assist others who are unsure of where to go if it is safe to do so.
5. Leave your belongings behind.
6. Exit the facility with your hands high in the air and your fingers spread.
7. Follow the directions of law enforcement, but do not engage them in conversation or ask questions about the situation.
8. Keep moving until you have reached a safe evacuation location.

HIDE - If you cannot safely evacuate, seek protection in a safe area, preferably where you have materials to provide additional cover.

1. Use rooms with locks, if possible.
2. Use furniture or heavy items to barricade doors.
3. Turn off lights and silence your cell phones/pagers.
4. Remain hidden and low to the ground until properly identified law enforcement gives you direction to move.

FIGHT - If you cannot run or hide AND your life is in imminent danger, then use any means possible to disrupt or incapacitate an assailant.

1. Confronting an assailant should only be a last resort
2. Act in unison with others to aggressively overtake an armed individual by any means available
3. Throw objects or utilize common items as weapons (chairs, fire extinguishers, etc.)

CALL 911 when safe to do so. Do not assume others have already made the call.

I.A. Training and Preparedness

We must all do our part in helping to prevent violence. We must remain alert to concerning behaviors and actions that may indicate a potential threat of violence. While a single concerning behavior may not necessarily indicate a threat, a pattern or combination of behaviors may be more significant and should be taken seriously. Early warning signs may include:

1. Indications of Violence or Supporting Acts of Violence
    a. Statements, actions, or materials that express a desire to commit violence, praise violent acts, or show support for violent individuals or groups.
    b. Sharing messages, images, or other content, including in a joking manner, that promotes or threatens violence or repeatedly discussing plans or intentions to commit violence whether in person or online.
2. Suspicious Behavior

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   a. Unusual or concerning actions that are out of character, such as repeatedly monitoring a location, attempting to access restricted areas, or showing an unusual interest in security procedures.
   b. A significant and noticeable withdrawal from coworkers, peers, or normal activities that represents a change from the individual's typical behavior, particularly when accompanied by other concerning behaviors.
3. Intimidation or aggressive conduct
   a. Intimidating others or displaying increasingly aggressive or hostile actions
4. Unprovoked Outbursts
   a. Sudden and extreme displays of anger, hostility, or aggression that appear disproportionate to the situation or occur without an apparent reason.
5. Threats of violence or harm
   a. Direct or indirect statements about harming another person, a group of people, or themselves. Threats should always be taken seriously and reported promptly.
6. Stalking or Harassment
   a. Repeated unwanted contact, following someone, monitoring their activities, or engaging in persistent harassment that causes concern or fear.

If you are concerned about an individual's behavior, report the concern through the appropriate channel based on the nature and urgency of the situation. Concerns involving a potential threat to the safety of others, including behaviors that may indicate a risk of violence, should be reported to Security promptly. Concerns primarily involving an individual's mental health or well-being should be referred to the Einstein Student Mental Health Center for appropriate support and assessment.

If there is an immediate or imminent threat to safety, follow emergency response procedures and contact emergency services as appropriate.

We have a multidisciplinary reporting approach to avert such a threat. Report concerns to our Security Department by calling 718-430-2180, our Human Resources Department at 718-430-2542 or by calling our confidential 24-hour hotline at 1-800-662-8595.

As with all emergency preparedness, we must all have a plan that we share and practice with each other. Studies have shown that outcomes are better when plans have been shared and practiced.

On campus and elsewhere, be familiar with your surroundings, buildings that you occupy and nearby exits, even the building address and nearest street intersection would be helpful when calling 911. Remember, the way you enter a location may not be the same route you might take in an emergency. On campus, be familiar with the Campus mapping Also ensure that you are registered in our emergency mass notification system.

Through our e-learning network, students, faculty, and staff will be required to participate in a variety of training and preparedness seminars.

Supervisory personnel have a responsibility to become familiar with campus emergency procedures and ensure that their staff participate in drills and preparedness exercises. Supervisory personnel shall identify staff within their department that may have physical challenges that would prevent navigating of stairs or

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that require assistance with visual or audible instructions. As part of the training and preparedness, supervisory personnel shall communicate this information to human resources, environmental safety and security.

Additionally, supervisory staff must understand, encourage and support our multidisciplinary reporting process should they become aware of suspicious or alarming behavior.

Building Evacuation and Staging Points

Southside of campus which includes the Belfer, Forchheimer, Ullmann, Golding, Lubin, and Channin buildings, evacuate to Sacket Avenue and Herring Avenue.

Northside of campus which includes Price, Van Etten, Kennedy buildings, and the evacuation point will be Jacobi Hospital parking lot #3.

Response to an Emergency by Einstein Leadership

An incident on or nearby our campus that impacts or potentially impacts the safety and or well-being to our community or has potential impact to our business operations will likely result in the activation of Einstein's Emergency Response Group (ERG). Depending upon the threat level as identified in the campus emergency procedures manual, the ERG may fully or partially mobilize.

Please see the Einstein Emergency Procedures Manual section on Roles and Responsibilities of the Emergency Response Group.

I.B. Related Links/Resources

- Lockdown Procedure, SEC-SOP-2018-002
- Campus Emergency Notification
- Situational Awareness - Preparedness
- Response to Active Shooter- Homeland Security Training Video
- In an Emergency
- Campus Map
- Maintenance of Public Order

IV. Definitions

None.

V. Effective Date

Effective as of: 29 December 2019

History:

20 Oct 2026: Updated to include more specifics.
15 Jan 2026: Updated the responsibilities paragraph.
29 Dec 2019: Initial publication.

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VI. Procedure Management and Responsibilities

Einstein's Security Department is the Responsible Office under this procedure. Einstein's chief of security and transportation is the responsible officer for the management of this Policy. Einstein's senior associate dean for finance and operations is the responsible executive for this Policy.

VII. Approved (or Revised)

DocuSigned by:
Jennifer Garner
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Responsible Executive

10/27/2026
Date

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