INTRODUCTION

This document constitutes the Campus Emergency Protocol Handbook for Medgar Evers College. Departments and individuals directly responsible for emergency response and critical support services include the Office of the President, the Vice President for Enrollment Management and Student Services, the Dean of Students, the Vice President of Administration, Finance and Capitol Projects, and the Senior Vice President and Provost, Public Safety, and Public Relations Officer. These offices comprise the Emergency Management Team.

The best approach to handling unpredictable disasters and emergencies is to be knowledgeable and to be prepared. Preparation also facilitates the college’s ability to quickly return to normal operations after an emergency. As part of our effort to protect students, staff, faculty and visitors in case of an emergency, we ask that you familiarize yourself with the contents of this handbook. Share it with your colleagues, staff, and students and be sure that you keep a copy nearby.

KEY EMERGENCY CONTACT NUMBERS

MEC Office of Public Safety
718-270-6003

MEC Counseling Center
718-270-5170

MEC Women’s Center
718-270-5127

MEC Male Development Center
718-270-6111

Environmental Health & Safety
718-270-6216

Enrollment Management & Student Services
718-270-6046

Weapons Threat (anonymous tip line)
1-866-SPEAK UP

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EMERGENCY ASSEMBLY AREAS

Floor plans showing emergency exits are posted throughout all buildings.

BEDFORD BUILDING
(All Floors) Assemble in the Bedford Building parking lot and await for further instructions.

CARROLL STREET BUILDING
(C Level - 2nd Floor) Assemble in front of 1157 Carroll Street, Middle College High School, to await further instructions.

(3rd Floor – 4th Floor) Assemble in front of 250 Crown Street to await further instructions.

“S” BUILDING
(1st Floor – 3rd Floor) Assemble at the rear of 1650 Bedford Building parking lot and await for further instructions.
Introduction

This handbook presents protocols for responding to:
1. Fire
2. Laboratory fires
3. Hazardous materials accidents (toxic gas, spills, radioactive materials)
4. Natural disasters such as hurricanes, tornadoes, ice storms, etc.

Also, included are protocols which cover:
1. Shooting incidents on campus
2. Violence in the workplace or classroom
3. Domestic violence
4. Self-destructive behaviors
5. Overtly threatening or implied acts of violence either in the workplace or in the classroom.

In the event of an emergency, Medgar Evers College personnel and equipment will be utilized to address the following priorities:
• Protect Human Life
• Support Health and Safety Services
• Protect College Assets
• Maintenance of College Services
• Assess Damage
• Restore General Campus Operations

Since faculty must give directions to classroom students during any type of emergency, all faculty (including adjuncts) should be familiar with this handbook.

Faculty should review emergency procedures with students at the start of each semester so that you and your students will be prepared to act safely in the event of an emergency. At minimum, the following should always be identified before entering a classroom and reviewed during the first few sessions:
1. Location of the fire alarms & red security phones
2. Location of the fire extinguishing equipment
3. Exit routes
4. Refuge areas
5. Assembly area (s)

Make certain that everyone is familiar with the emergency exit paths. At the start of each semester, it is good practice to tell your students where the emergency exits are and review with them emergency evacuation procedures. Students should be instructed that when the fire alarm sounds, it could signal a dangerous situation and insist that they all calmly exit the building using the emergency exits.
Emergency Procedures Handbook
Fires

FIRE SAFETY PLAN
The potential loss of life or injury from a fire-related incident is one of the most serious risks on campuses. In addition, few occurrences represent a greater potential for property loss than a serious fire or explosion. A fire or emergency can strike quickly and without warning. When the evacuation alarm sounds, or at a Public Safety officer’s request, YOU MUST EXIT THE BUILDING IMMEDIATELY. Failure to evacuate could result in injury to yourself or others as well as institutional and/or criminal disciplinary action.

If there is a fire in your vicinity, feel doors with the back of your hand before you open them. If they are hot, find another way out. When exiting, stay as close to the floor as possible — smoke and heat rise and the air is clearer and cooler near the floor. Close doors behind you.

A. WHEN THE FIRE ALARM IS ACTIVATED  Fire alarms should never be taken lightly. Do not assume it is an alarm test unless a test has been announced. When the fire alarm sounds, you should leave the building immediately—even if someone else tells you it is a false alarm.

1. Do not stop to collect belongings.
2. Exit by using the previously designated exit stairs or areas.
3. Do not use the elevator. You may be trapped inside!
4. Re-enter the building only after personnel from the Fire Department or the Public Safety Department announce it is safe to re-enter.

“S” BLUE FLASHING ALARM CALL BOXES

1st Floor
Wall adjacent to main entrance (next to Security)
Wall adjacent to Room 102
Stairwell adjacent to back Emergency Exit

2nd Floor
Wall adjacent to Room 202
Wall adjacent to Exit door B (near Student Life)
Wall on Stairwell 2nd floor landing

3rd Floor
Wall adjacent to Room 302
Wall adjacent to Stairwell Exit door B (across from the Bursar office)

B. FIRE DRILLS
The Public Safety Department stands ready 24 hours a day to respond to any fire alarm or report of burning odors. Our duty is to assure the safety of everyone on campus. However, fire alarms alone do not ensure any person's safety unless that person knows how to safely exit a building when the fire alarm sounds.

Fire Drills are conducted twice a year in all buildings. The first drill is scheduled early in the fall semester. The second drill is conducted during the spring semester with no advance warning. If the building is not evacuated in a reasonable amount of time, the drill is repeated until Public Safety officials are satisfied with the evacuation time. All repeat drills are unannounced. Fire drills are also conducted on a regular basis for the Child Care Center in the Carroll Street building.

EMERGENCY INTERCOM LOCATIONS

1650 Bedford Avenue
3rd Floor
near exit, adjacent to female rest room
2nd Floor
Hallway near Room 2006
Hallway near Room 2048
Basement Room 108

1150 Carroll Street
4th floor Room 404 area
3rd Floor Room 311 area
2nd Floor Room 208 area
Portables- outside CP-11
Corridor outside CP-20

1637 Bedford Ave
Blue Flashing Alarm Box locations:

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**IF YOU DISCOVER A CLASSROOM FIRE**

**Remove any person in immediate danger, and evacuate the area.**

A. Do not use elevators!!

B. Activate the alarm by activating the manual pull station located near the facility exits as you leave the building.

C. If no fire alarm is available, immediately notify occupants of the room to evacuate the building.

D. Initiate the evacuation.

E. Locate the nearest safe telephone and call Public Safety 6003 or dial 911; report the exact location of the fire.

F. Attempt to extinguish the fire ONLY if the fire is small or contained, and you are trained in the use of a fire extinguisher.

**If you are not able to evacuate and are trapped on a floor or in a building, follow these procedures:**

A. Feel all doorknobs you encounter before opening any door. If it is hot, do not open the door. Stay in that room.

B. Seal the cracks around the door with any available material to block smoke and fumes.

C. Call 911 and let them know your location and that you are unable to exit.

D. Open the window a few inches for fresh air and hang an object out of the window to alert the fire department to your location.

E. Keep low to the floor and await evacuation by emergency personnel.

F. If the doorknob is not hot, brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in that room. Follow the procedures outlined in steps A - D above.

G. If you are able to move around within the building, but can't exit, find a safe room farthest from the fire and follow the procedures outlined in steps A - F above.

**WHEN YOU HEAR THE FIRE ALARM**

1. Stop activities.
2. Close windows/doors.
3. Evacuate via the nearest emergency exit.
4. DO NOT USE THE ELEVATOR!

Proceed to assembly area (Unless otherwise instructed.)

5. DO NOT RE-ENTER THE BUILDING UNLESS the “ALL CLEAR” signal has been given by The Fire Department or Public Safety Office.

**WHEN YOU DISCOVER A FIRE**

Evacuate via the nearest emergency exit.

**DO NOT USE THE ELEVATOR!**

Proceed to assembly areas.

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For Additional Information:

The NYC Fire Department's Office of Fire Safety Education has prepared several brochures to help learn about what steps to take to ensure that everyone's home or work area is fire-safe. For more information, log onto the following website or call 311.

LABORATORY FIRES

Faculty should periodically review specific procedures posted in each lab.

*If a fire breaks out in a laboratory:*
1. Pull the fire alarm and close all doors, windows, and other openings that would aid in the spread of fire or toxic fumes.
2. If time permits, shut off critical systems such as compressed gas bottles, etc. before exiting the lab.
3. If the accident is in your laboratory, try to rescue any personnel in immediate danger if it does not put you in imminent danger.
4. Instruct all students to evacuate the building.

*Laboratory or Chemical Fires*
Do not attempt to extinguish a fire in a laboratory or a chemical fire unless you know what chemicals are involved and have been trained in the correct procedures and types of extinguishers to be used for fighting such fires. "Safety of Life" remains the prime concern.
If the first attempts to put out the fire do not succeed, evacuate the building immediately.

*Hazardous Materials: Toxic Gas Release*
1. If possible, activate the exhaust system, fume hoods or other ventilation systems.
2. Evacuate the area/floor/building immediately by moving away from the source.
3. Close off the location of the release.
4. Sound the alarm for toxic gas release as identified in the Lab Safety Notice.

HAZARDOUS MATERIALS: CHEMICAL SPILLS

1. Evacuate the area—some liquid chemicals release toxic gases.
2. Wear the appropriate Personal Protective Equipment (PPE).
3. Know the characteristics of the chemical before you attempt to contain the spill.
4. Contain the spill with an absorbent material—prevent the chemical from reaching the municipal sewer system and the State waterways.
5. Sweep and collect the absorbent material (waste) and store in the proper container.
6. Dispose of the waste appropriately.

*Radioactive Material*
Close all windows and doors.
If possible, tape the cracks on the windows.
Shelter-in-Place—remain indoors until the all clear sign is announced.

*Transportation Incidents—Chemical Spills and Toxic Gas Release*
Remain indoors until asked to evacuate by First Responders and other emergency personnel.
When asked to evacuate, move upwind from the source of the spill or release.

*Recommendations to all faculty:*
1. Instruct students how to handle hazardous materials properly.
2. Review procedures that are specific to laboratories.
3. Identify location of protective gear, disposal containers, and other relevant procedures.

Notify the Floor Coordinator, Public Safety, and the Chemical Hygiene Officer/Environmental Health and Safety Officer

(Mr. Mohammed Bangura, x6216).
HURRICANES, TORNADOES, FLOODS AND ICE STORMS

Shelter-in-Place—remain indoors until the all clear sign is announced.
Stay away from windows; move into hallways and other locations without windows.
Move to higher ground/floors if flood water continues to rise.
When evacuating the building be alert for falling objects from the roof/edges of buildings. Look out for downed power lines.

FOR MORE INFORMATION visit the website of the New York City Office of Emergency Management
www.nyc.gov/html/oem/html/about/about.shtml

FOR ADDITIONAL INFORMATION visit the website of the NEW YORK STATE
OFFICE OF EMERGENCY MANAGEMENT
http://www.semo.state.ny.us

The mission of the New York State Emergency Management Office (SEMO) is to protect the lives and property of the citizens of New York State from threats posed by natural or man-made events. To fulfill this mission, SEMO coordinates emergency management services with other Federal and State agencies to support county and local governments. SEMO routinely assists local government, volunteer organizations, and private industry through a variety of emergency management programs. These programs involve hazard identification, loss prevention, planning, training, operational response to emergencies, technical support, and disaster recovery assistance.

UTILITY/POWER OUTAGE EMERGENCIES

Power Failure
The following actions are to be taken by members of the college community in the event of a power failure:

Report any power failure immediately to Public Safety, ext. 6003. Back-up emergency power should make it possible to use the college telephones for a while. However, if the office telephones are not working, locate a security officer who will relay the information via portable radio.

Remain where you are until the extent of the problem is determined. Public Safety officers will go from room to room informing occupants to remain where they are until notified otherwise. Keep a flashlight available in your office at all times. Never use candles during a power failure.

During the daytime hours you can attempt to add as much natural lighting as possible by raising blinds and opening draperies. Faculty with classes should remain where they are until notified otherwise.

During a power failure or possible power failure, never use an elevator. If you become trapped in an elevator during a power outage, use the emergency phone in the elevator to contact the Office of Public Safety (Ext. 6003). Wait for assistance. Try not to panic. Help will be on its way.

Once power is restored, Campus Safety officers will go from room to room and notify the occupants.

Plumbing Problem/Flooding
Cease using all electrical equipment. Notify the Department of Public Safety immediately. If necessary vacate the area and prevent anyone else from entering.

Gas Leaks
Cease all operations! Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion! Do not use a telephone in the vicinity of the leak. Immediately notify the Department of Public Safety (Ext. 6003). Wind direction should be monitored and all emergency vehicles and crews should be up wind from the gas fumes.

As a safety precaution, a window should be slightly open in classroom where gas is being used.
EXPLOSION ON CAMPUS

Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.

After the effects of the explosion and/or fire have subsided, notify the Department of Public Safety.

Give your name, location and the nature of the emergency.

If necessary, or when directed to do so, activate the building fire alarm. If the building fire alarm is sounded, or when told to leave by college officials, walk quickly to the nearest marked exit and ask others to do the same.

If possible and prudent, assist disabled persons in exiting the building. Do not use elevators in case of fire.

Once outside, move to your designated Emergency Assembly Area located on page 1. Keep streets and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary. Do not return to an evacuated building unless told to do so by a college official.

REMEMBER!

If a Shelter-in-Place occurs, it will probably be newsworthy so your family, friends, etc. will know that you are inside and okay.

The MEC Office of Communications will be in contact with news media and will keep campus personnel informed of the situation via E-mail, voicemail, or whatever medium available. No matter how physically or emotionally uncomfortable you may become, you must not open a door or window! To do so may jeopardize the lives of everyone.

BIOLOGICAL, CHEMICAL OR NUCLEAR DISASTERS/ATTACKS

Upon receiving confirmed information of an imminent or ongoing biological, chemical or nuclear disaster/attack that poses great risk to human life on the MEC Campus, the President or his designee shall declare a campus wide emergency at Medgar Evers College.

Campus Public Safety personnel, Building and Grounds staff, Building safety Coordinators, members of the College Emergency Response Team, college website, voicemail and e-mail will be utilized as a means of communication to notify individuals to evacuate or assemble in another area of the College.

This state of emergency may initiate a lockdown of the campus and/or its total evacuation. You are asked to cooperate with officials.

If a lockdown is declared, or should the outside environment not be safe to enter, the following will occur:

The air handler will turn off and buildings will be sealed as best as possible.

Building occupants will be notified of the lockdown via campus wide telephone broadcast, e-mail and by Public Safety officers.

If required, building occupants will be directed to spaces/rooms which are windowless and provide the best level of protection possible.

Building occupants will be kept abreast of changes as they develop by college officials.
INTRUDER/SUSPICIOUS PERSON PROCEDURE

If an armed or threatening intruder comes on to Medgar Evers College property, it is very important that faculty, staff and students report it immediately and take protective action. In the unlikely event this occurs, Public Safety recommends the following procedures:

If you see an armed intruder and you are in an office or classroom:

1. Remain in the classroom or office and immediately lock all doors.

2. Call 911. Try to remain calm, so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.

3. If time permits, contact the Medgar Evers College Office of Public Safety and report the above information.

4. Lock the windows and close blinds or curtains.

5. Turn off lights and all audio equipment.

6. Stay out of the open areas and be as quiet as possible.

7. Move out of “eye shot” from windows (including the door).

8. Try to remain as calm as possible.

9. Keep classroom or office secure until Public Safety and/or emergency responders arrive and give directions.

Safety & Security Procedures

Once notified of a hostile intruder, the Office of Public Safety will ensure law enforcement has been contacted. Public Safety will then initiate the internal Emergency Management Plan.

The College President will be notified and the Emergency Management Team will establish a command center.

The Emergency Management Team, together with Public Safety, will coordinate the campus response with local/state/federal authorities.

If you are caught in an open or exposed area and you cannot get into a classroom or office or you must decide upon a course of action:

Hiding: Look for a safe and secure hiding area. Once in place, try to remain calm. Stay hidden until you can make contact with emergency personnel.

Running: If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.

Playing Dead: If the intruder is causing death or physical injury to others and you are unable to run or hide, you may choose to assume a prone position and lay as still as possible.

Fighting: Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous and not recommended; but, depending on your situation, this could be your last option.

If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all their directions. Your cooperation may save your life or the lives of others present.
**SHOOTING INCIDENTS ON CAMPUS**

No one within the university community, except Peace Officers, pursuant to authorization of the college president, shall have in their possession a rifle, shotgun, firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or grounds of a campus.

In the event there is an active shooting incident on campus, you can do the following depending on the situation.

**A. If someone enters the area you are in and starts shooting:**

Exit the building immediately only if it can be done quickly and safely.

While exiting, notify anyone you encounter to do the same.

Do not sound the fire alarm as it may cause unknowing persons to evacuate into the danger zone.

Call 911 and Public Safety at ext. 6003 or use the red security phones and give them the following information.

1. Your name, location of the incident
2. Number of shooters if known
3. Identification or description of shooter(s)
4. Direction of travel if known, number and location of victims

**B. If you are unable to safely leave the area:**

1. Go to the nearest classroom or office.
2. Close and lock the door if possible. Use rooms without windows.
3. Stay away from doors and windows, and stay low to the ground as possible.
4. DO NOT answer the door unless an “all clear announcement” has been made by Public Safety offices of emergency personnel.

**C. If you are caught in an open area:**

1. If you can run, do not run in a straight line. Try to keep objects between you and the shooter.
2. If you cannot run, take cover and try to hide in a well hidden space.
3. Fighting back is dangerous, but depending on your situation, this could be your last option.
4. If you are caught by the suspect and you are unable to fight back, obey all commands and do not look the intruder in the eye.
5. If you are taken hostage, remain calm and avoid drastic action. Follow the hostage taker’s instruction, speak only when spoken to and avoid arguments.
6. Know or be assured that help is being summoned by public safety personnel once the situation has been learned.
**BOMB INCIDENT PLAN**

It is the policy of the College that all bomb threats are to be taken seriously. Each threat will be thoroughly investigated and will be considered suspect until all avenues of investigation have been explored.

A suspicious looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area (far from the object) and call the Office of Public Safety immediately at ext. 6003, or use the red emergency phones. Do not operate any electronic devices, radios or light (power) switches.

**A. Bomb Threats by Phone**

Any person receiving a bomb threat by phone should do the following:

A. Remain calm and try to get the following information:

1. Where is the bomb located on campus? (which building, floor)
2. When is the bomb going to explode? (if known)
3. What does it look like?
4. The reason for placing the device.
5. The size of the bomb.
6. The type of explosive used in the device.
7. The name of the caller or organization taking responsibility.
8. Listen closely for any background noises.
9. Any additional information that might be available.

B. The person receiving a bomb threat by phone should record the following:

- Time of call.
- Emotional state of caller. (excited, nervous, calm, despondent, etc.)
- Estimate age and sex of caller. (adult or juvenile)
- Speech accent, slurred, etc.
- Background noises that may be present at the location of the caller.
- Any other peculiarities that may be helpful in identifying the source of the call or its purpose.

C. After receiving the information:

Notify the Public Safety office at ext. 6003 and report the incident immediately.

When the local building alarm sounds, or an emergency exists, do not panic. Walk quickly to the nearest marked exit. Do not use the elevator!

Public Safety personnel will alert other employees of the emergency and assist the handicapped with exiting the building.

Once outside, move to your designated assembly point. Keep roadways/streets, fire hydrants, and walkways clear for emergency vehicles and crews.

Do not return to an evacuated building until you are given an “All Clear” by Public Safety and/or emergency response personnel.

D. If there is an explosion:

a) Immediately take cover under sturdy furniture.

b) Stay away from the windows.

c) Do not light matches.

d) Move well away from the site of the explosion to a safe location.

e) Use stairs only. Do not use elevators.
EVACUATION OF DIFFERENTLY-ABLED

If you are disabled and in need of assistance during an evacuation, please make sure that you are listed with your Differently-Abled Coordinator so that Building Coordinators are aware of your location. Once you have arrived at the refuge area you may have to wait for Public Safety Officers or the Fire Department personnel to get you down the stairs. See Building Coordinator below:

BEDFORD BUILDING
Name Cheressa Perry
Room B-1011
Phone Ext. 5027

CARROLL BUILDING
Name Decarla Anderson
Room C-111
Phone Ext. 6401

“S” BUILDING
Name Gina Sargeant-Phifer
Room S-219
Phone Ext. 5110

DIFFERENTLY-ABLED PERSONS EVACUATION TECHNIQUES
If a life-threatening situation occurs, differently-abled persons may have to be transported to two floors below the fire via the stairwell. The techniques below are a few examples of transporting disabled persons down the stairs.

The Back Pack Lift
The rescuer kneels in front of the differently-abled person, facing away, and places the person’s arms up and over the rescuer’s shoulders and chest. The rescuer then leans forward and rises slowly until he reaches a fully standing position.

Two Rescuer Extremities Carry
The differently-abled person is placed on the stairwell landing. One rescuer lifts the person from the legs, under the knees. The other, while placing the arms underneath the shoulders with the fingers locked across the person’s chest, lifts from the upper body. Rising slowly to a fully standing position, they carry the disabled person down the stairs.
Medgar Evers College, as a unit of The City University of New York, has a long-standing commitment to promoting a safe and secure academic and work environment that promotes the achievement of its mission of teaching, research, scholarship and service. All members of the College community—faculty, students, staff, former employees, alumni, visitors, and others who do business with Medgar Evers College, whether at the college facility or off campus location where College business is conducted must abide by Medgar Evers College Policy on Violence in the Workplace.

In the event of workplace or classroom violence, call Public Safety at ext. 6003. Public Safety will immediately evaluate the matter and where necessary, call the local police. The Director of Public Safety is located in room C-109 and can be reached at (718) 270-6003. Public Safety is available to assist the College during operational hours seven days a week.

A. Policy

Medgar Evers College prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from the College and are subject to disciplinary and/or personnel action up to and including expulsion or termination, consistent with City University of New York policies, rules and collective bargaining agreements. In addition, any individual violating these policies may be referred to law enforcement authorities for criminal prosecution. When students have complaints about other students, they should contact the Office of Enrollment Management and Student Services at the campus.

B. Reporting Procedures

In all cases the first call is to Public Safety at ext. 6003. Public Safety will immediately evaluate the matter and where necessary, call the local police. The Director of Public Safety is located in room C-109 and can be reached at (718) 270-6003. Public Safety is available to assist the College during operational hours seven days a week.

Public Safety will also notify Emergency Management Team (Office of the President, Senior Vice President & Provost, VP for Enrollment Management and Student Services, Dean of Students, and the VP of Administration, Finance and Capital Projects, Senior VP & Provost and Public Relations Officer).

1. Extreme Emergencies: Where there is evidence of immediate menacing or threatening behavior i.e. possessing firearms, knives or other dangerous weapons, instruments or materials, all members of the institution are to adhere to the following:
   Call Public Safety at ext. 6003. Public Safety will immediately evaluate the matter and where necessary; call the local police.

2. Less Extreme Emergencies: Where there is no evidence of immediate danger, but there is the perception of violence, (i.e. disruptive behavior, verbal abuse, use of profanity, throwing of objects, acting aggressively and menacing). All members of the institution are to adhere to the following:
   Report the incident to their immediate supervisor.
   In the absence of their supervisor, please contact Public Safety. Public Safety will contact the respective administrator.
C. Disciplinary Procedures
Any behavior by any member of the College community that disrupts the integrity of the learning environment or college community will be subject to the following procedures.

1. Student Disciplinary Procedure:
Examples of disruptive behavior include any acts that interfere with classroom instruction and daily college functions, prevents other students from learning, and violates the College Code of Conduct. In most cases, student discipline is handled in accordance with the College’s disciplinary procedures.

In extreme emergencies, call Public Safety (first respondent) if there is evidence that a students’ behavior presents an immediate, severe and direct threat to him or herself or others, or is significantly disrupting the learning or working environment of others.

In less extreme situations, generate a written report describing the nature of the incident and send to Office of Enrollment Management and Student Services located in Room S-306;

2. The incident report should include the following information:

What exactly took place?

The impact the crisis occurrence had on the class and on other students.

This report will enable the Office of Enrollment Management and Student Services to coordinate a flow of information to the designated responsible agents of the College and to enact a quick, effective, and sensitive responsive plan of action that will provide:

- A central monitor and maintain tracking and documentation of incidents.
- Facts for referrals and treatment.
- Evidence for disciplinary actions which may include volunteer separation or temporary suspension.

3. Staff/ Faculty Disciplinary Procedure:
In most cases, Staff/Faculty disciplinary matters are handled in accordance with the respective University Bylaws and Union contracts and the College’s Human Resource procedures.

Examples of a disruptive behavior includes any behavior that interferes with classroom instruction and daily college functions, and prevents other members of the college from learning or exercising their rights is to be reported as follows:

“Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter "supervisor") is responsible within his or her area of jurisdiction for the implementation of this policy. Supervisors must report to their respective Campus Public Safety Office any complaint of workplace violence made to him or her and any other incidents of workplace violence of which he or she becomes aware or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to the Campus Public Safety Director and immediate supervisor, the supervisor should keep it confidential and not disclose it further, except as necessary during the investigation process and/or subsequent proceedings.”

Supervisors are required to contact the Campus Public Safety Office immediately in the event of imminent or actual violence involving weapons or potential physical injuries.
6.7.5.4 Faculty and Staff

“Faculty and staff must report workplace violence, as defined above, to their supervisor. Faculty and staff who are advised by a student that a workplace violence incident has occurred or has been observed must report this to the Campus Public Safety Director immediately. Recurring or persistent workplace violence that an employee reasonably believes is not being addressed satisfactorily, or violence that is, or has been, engaged in by the employee's supervisor should be brought to the attention of the Campus Public Safety Director.

Employees who have obtained orders of protection are expected to notify their supervisors and the Campus Public Safety Office of any orders that list University locations as protected areas.

Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor, or the Campus Public Safety Office. Confidentiality will be maintained to the extent possible.

Upon hiring, and annually thereafter, faculty and staff will receive copies of this policy. Additionally, the policy will be posted throughout the campus and be placed on the University website and on the college's website, as appropriate.”

(excerpted from The City University Manual of General Policy, § 6.7 Workplace Violence, accessed on the web at http://policy.cuny.edu/toc/mgp)
MEDICAL HEALTH EMERGENCY

A mental/medical health crisis is interpreted to be, but is not limited to, exhibiting asthma seizures, heart attacks, suicidal ideation, bereavement, trauma, acute stress disorder, as well as emotional problems resulting from possible drug-related or active psychosis, homicidal intent, and sudden life changes that pose or have the potential to pose harm to their well-being or to others and/or cause significant disruption of the normal functioning of the college community.

A. Reporting Procedure

1. Life Threatening Emergencies:
   Students, staff and faculty members requiring immediate medical emergency care for a life threatening condition or physical assault must be sent immediately to a local hospital for evaluation and treatment. For assistance the procedure below must be followed:
   Call security at ext. 6003 and alert them to call 911 for medical assistance immediately.
   Do not call the Health Office first; this will only delay medical assistance. The Health Director should be notified after a request via Public Safety has been made for medical assistance.
   The Health Director can provide immediate medical first aid if applicable, while waiting for medical transportation.
   Upon the individual returning to campus, refer to Counseling (student) or Human Resources (staff or faculty).

2. Non-life threatening situations:
   Students, staff or faculty members who pose a “health risk” to the college community should be referred to the Health Center for assistance or evaluation.

MENTAL HEALTH EMERGENCY

Individuals suspected of having a communicable disease such as Measles, Mumps, Rubella, Tuberculosis, Hepatitis A, B, C or Meningococcal Meningitis etc. can pose health risks to others and should be reported immediately to the Health Office.

Public Safety should be called when the Health Office is closed.

The Health Office is located in Room S-217 and can be reached at ext. 6075
Whenever an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance is needed.

If the situation poses an imminent physical danger, call ext. 6003 to reach the Public Safety Office.

If imminent physical danger is not posed then call the Counseling Center ext. 5170 and/or the Dean of Students office at ext. 6046. If a response from either of these two areas is unavailable contact Public Safety at ext. 6003.

If the matter is resolved without security intervention, provide the individual with a referral to the Counseling Center (ext. 5170), the Women’s Center (ext. 5155 or 5127) or the Male Development Center (ext. 6131).

If you feel comfortable, you may consider walking with the individual to one of the three centers, or to someone with whom they feel safe.
DOMESTIC VIOLENCE RELATED EMERGENCY

Domestic violence is a pattern; therefore, the emergency domestic violence incident that occurs on campus represents one incident in that pattern. Persons may experience domestic violence at home or in their intimate partner relationships in which the abuser may never physically visit the campus. For the person experiencing this form of d.v., the effort to successfully pursue the academic degree or to work in a safe environment is negatively impacted by the d.v. situation. State of New York, Office of Prevention of Domestic Violence (OPDV)

Generally, these persons are seen in the Center for Women’s Development (Ext. 5155) and/or the Counseling Center (Ext. 5170) for counseling and advocacy assistance, which will vary with the level of violence, e.g. if there is a life-threatening d.v. situation at home.

Step 1 – Campus Point of Contact
The faculty/staff member who receives information about a domestic violence incident may – with the person’s consent - refer/escort the person to the Center for Women’s Development or the Counseling Center.

Anyone who witnesses what appears to be a domestic violence/intimate partner abuse incident should immediately notify Public Safety to ensure the immediate safety of all concerned.

Step 2 – Assessment - General Guidelines
It is important to ascertain the level of violence and to protect the rights of each person involved in the incident. The campus d.v. specialist in consultation with Public Safety should assess whether there is imminent risk of suicide or homicide, if there are children involved and, most importantly, the person’s immediate goals.

Step 3 – Counseling/Advocacy
Each student should receive counseling and information.

If desired, a safety plan could be developed to prepare the student victim for possible escalation of violence. Safety planning can be either long term, where step-by-step goals are completed over a long period of time, or it can be short term. The overall goal is safety. If there is a resulting arrest, each student should be supported through the legal process.

Step 4 – Referrals to Off-Campus Victim Resources
The Counselor should also be prepared to assist student victim with linkages to appropriate services. (One problem with most d.v. shelters is their requirement that the student withdraw from college to ensure that they’re not followed.)

Step 5 – Follow-up Assessment
The Counselor should follow-up with student victim and accused student to ensure that they are receiving appropriate services and if educational needs are being met.
A. Assessing and Responding To Danger
(Adapted from Dangerous Clients: Assessment and Work www.psychpage.com)

1. Placing Violent Behavior In A Context:
Some points to remember:

Most anyone, under the right circumstances, can become violent. Most of the time, violence is the response of a person who feels that all other options are exhausted, and there is nothing to gain by restraining themselves and nothing to lose by becoming violent.

The reasoning and self-control that hinder the person from choosing this "last response" are likely to be weakened by substance use, mental illness (ranging from severe depression to delusional thinking), and severe stress.

This "last response" is often accompanied by a strong feeling of helplessness and powerlessness, and violence is seen as a way to increase control and influence in the situation.

When helplessness is not the predominant emotion, fear of harm or exploitation is the next most likely one.

2. Signs Of Agitation And Losing Control:
A short mnemonic to remember is TMAPP:
T Thoughts of harming another
M Means to harm another
A Access to means to harm another
P Pervasive thoughts of causing harm to another
P Plans to harm another

General Body Language
Look for restlessness and shifting around (or pacing around the room), muscle tension or tremors, jerky and abrupt movements, general puffing of the chest (as if to look larger and more threatening), non-directly aggressive gestures (like pounding the table with a fist), and directly aggressive gestures (shaking a fist at someone); one technique involves watching the client breathe, breathing at the same rate they do, and observing whether you feel "keyed up" as a result.

Facial Cues
Look for muscle tension in the face, lowering the eyebrows (as if to make the forehead look bigger), flared nostrils (as if to take in more oxygen for quick response), flushed color (perhaps indicating the sense of embarrassment and shame), and raised lower eyelids (as if decreasing the eye's exposure - if you don't what know what this means, Gottman suggests thinking of Clint Eastwood's face just before he is about to shoot someone).

Paraverbal Speech Cues
Listen for unusual stuttering, changes in the normal octave (a higher or lower pitch than normal), pressured speech, and more "filler" speech (the ah... oh..., uhm..., well... speech that fills in between thoughts).

Verbal Speech Cues
Listen for sarcasm, challenging and angry statements, cursing, direct threats as well as expressing disorganized, grandiose, or tangential thoughts.

Intoxication
Look for abrupt changes in emotions, disorientation, persecutory ideas and suspicions, perseverance on negative events and angry thoughts, feelings of hopelessness and "being at the end of the rope," and uncooperative behavior.

Other signs include uncoordinated movements and gait, slurred speech, tremors, smell of alcohol, dilated pupils, flushed face, apparent loss of visual focus, changes in alertness.
3. Assessing The Situation
Are there possible weapons around, like objects that can be thrown (pictures, ashtrays, books...)?
Are you dressed in ways that can lead to harm, such as wearing a tie, dangling earrings, or necklace?
Can the individual remain between you and the door, and block your exit?
Is the environment "warm" and inviting, or "cold" and intimidating?

4. Preventing A Physical Attack
Remain calm at all times. That may be hard to do, but make the effort to speak in a soft and gentle voice.
Validate their feelings as much as you can in short and succinct statements. This may require raising and/or validating their experiences of prejudice or unfairness. Mirroring their body posture, empathic nods, and attentiveness as they talk may be all that's needed.
Avoid power struggles; this may mean that you refuse to discuss certain topics, or that you bring others in to discuss these topics with you.
Pay attention to your own feelings and try to remain as relaxed as possible. Move slowly, and breathe slowly and deeply to keep your cool.
Do not turn your back to the person, and do not stand in their "personal space"; remember, when they are angry, their definition of "personal space" may be more than they normally need. Try to stand at a 45 degree angle to them.
Ask all non-essential people to move away, and have someone standby for help. (This move keeps arousing stimuli from reaching the individual and protects others).
Allow the individual to simply "vent" their anger verbally; do not interrupt, challenge, or confront.

You may need to make the individual aware of their escalating behavior. Tell them you see them becoming distressed and are concerned about them, and reiterate the limits in place, with assurance and firmness (e.g., "Mr. Smith, I understand that you are upset and I am here to help. However, we cannot allow physical violence"). You might ask them what they need to help them control their temper; they might need a "time out" to collect their thoughts, to write down their thoughts, time to walk around the block, to know specific information, to contact a person they trust to "talk them down."

Do not tell the person that you are going to do something that you cannot do. Set firm and consistent limits that you can enforce.

Do not attempt physical restraint. Remember that it is likely that you will be harmed in the process.

5. Does The Client Want Help?
If the individual recognizes their anger is a problem, this makes it easier to intervene and easier to refer them to a help professional.

Remember to that having thoughts of harming someone and having the intention and motivation are two different issues. Thoughts of harm occur to all of us, but intention refers to the desire to act on those thoughts and motivation refers to some payoff expected by acting on those thoughts.

If the matter is resolved without security intervention, provide the individual with a referral to the Counseling Center (Ext. 5170), the Center for Women’s Development (Ext. 5155 or 5127) or the Male Development & Empowerment Center (Ext. 6111). If you feel comfortable, you may consider walking with the individual to one of the three centers, or to someone with whom they feel safe. Whether resolved or not, the incident should be reported in writing.
BUILDING SAFETY COORDINATORS

Certain individuals have been assigned and have received training to assist the College community during emergencies. The following lists their key responsibilities:

1. Assist with the orderly evacuation of the building as a fire warden (Pursuant to NYFD Fire Code and NYS Education Law section 807 – fire drills)
2. Assist in identifying hazardous conditions and communicating repair needs to the appropriate campus authority.
3. Conduct building specific training and drills in conjunction with campus authorities.
4. Provide for updates of the building emergency procedures manual as required (in conjunction with authorities)
5. Initiate evacuation procedures, as necessary.
6. Conduct a sweep of his/her assigned area to ensure that everyone has evacuated. Close doors once everyone has evacuated the area.
7. Close doors as areas are evacuated.
8. Assist (or pre-designate someone to assist) differently-abled personnel during emergency procedures. If necessary, record the location of any individuals who require emergency personnel to assist with the emergency procedures, including evacuating the building.
9. Maintain an orderly evacuation.
10. Record inappropriate actions (panic, use of elevators, etc.).
11. Assemble personnel at a designated safe location and account for personnel.
12. Record any missing personnel and their last known location.
14. Be the last one out.

FLOOR COORDINATOR ROSTER

1637 Bedford Avenue

1st Floor
Amado Calderon Jr. Financial Aid 270-6133
Linda St. Fleur Wilder School of Business 270-5118

2nd Floor
Francis Tate School of Business 270-5100

3rd Floor
Sharon Clinkscales Bursar 270-6085
Robin Mock Registrar 270-6042
Jemma St. Lawrence Career Services 270-6056
All Officers on Duty Public Safety 270-5030

1650 Bedford Avenue

1st Floor
Keisha Graham English 270-4940

2nd Floor
Lisa Young Office of the President 270-5000
Evelyn Wise Office of VP, Administration 270-6103
Fayette Jackson Academic Affairs 270-5013

All Officers on Duty Public Safety 270-4998
270-4999

1150 Carroll Street

2nd Floor
Khadiya Smith Nursing 270-6222
Marsha Stanley Youth Programs 270-6153

3rd Floor
Fola Vann College Now 270-6413

C level
Sowonee Duworko Facilities Management 270-6005
Anele Cannon Central Storeroom 270-6014

CP Trailers
Lateefah R Carter CLSJ 270-6293
Teshone Bishaw Beta Academy 270-6476
All Officers On Duty Public Safety 270-6003
Mr. Fontaine D. Davis, Chairperson
Vice President of Operations & Chief of Staff

Mr. Elvert Miller
Chief of Security

Mr. Arthur A. Taylor
Vice President of Finance, Administration & Capital Projects

Mr. Vincent Banrey
Vice President of Enrollment Management & Student Services

Mr. Richard Jones
Executive Dean of Accreditation & Quality Assurance

Dr. Hector Ortiz
Dean of Students

Dr. Patricia Canson
Psychology

Dr. Eda Harris-Hastick
Social & Behavioral Sciences

Dr. Juollie Carroll
Counseling

Prof. Safiya Bandele
Center for Women’s Development

Prof. Earlean Smiley
Center for Women’s Development

Ms. Sharon E. Davis
Security

Ms. Doreen Williams
CUNY Office Assistant

Ms. Fulvia Jordan
Centers for Youth

Ms. Yvette D. Wall
Evening & Weekend Programs

Mr. Mohamed Bangura
O.S.H.A. Officer

Mr. Anthony Phifer
Differently-Abled Services