



# EMERGENCY RESPONSE GUIDE

Medgar Evers College  
City University of New York  
**Department of Public Safety**

This Emergency Response Guide outlines essential information on what you should do and whom you should, and whom you should immediately contact in case of an emergency in the campus community, both natural and man-made. The information and recommendations conveyed in this guide do not usurp common reasoning and sound judgment.

Departments and individuals directly responsible for emergency response and critical support services are the Office of the President.

The guide is presented in a format that allows for easy review both online and as a printout. If you are reading it online, please note that the Table of Contents' headings is hyperlinked to take you to their relegated pages quickly. If you elect to make a color printout of the guide, you would note that the individual headings are color-coded to correspond to the color bars that run across the top and bottom of the related pages. Given that some emergencies could prevent access to the web, iwe strongly advise you make a printout of the guide and keep it where you may access it easily.

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# IDENTIFICATION CARD STATEMENT

For the added safety of our MEC community, all faculty, staff, and students are required to obtain a MEC Campus ID card; please go to the Office of Public Safety located in AB-1, Room C-17.

The regular hours of operation are:

Monday-Thursday: 9:30 AM – 4:30 PM

Friday: 9:30 AM – 2:00 PM

\*Extended evening and Saturday hours are also available during the start of each spring and fall semester.

\*Extended hours would be posted at the Office, on the Office of Public Safety webpage, or call 718-270-6069 for current information.

If additional ID card assistance is needed outside of the hours of operation, contact the Office at 718-270-6069 to schedule an individual appointment.

**Please display your ID card upon entering any MEC building; it is a requirement.** All lost or stolen ID card(s) must be replaced as soon as possible. The replacement fee is \$10.00.

\*If you forget your MEC ID card, Public Safety would ask for a city, state, or government ID to sign you in for the day.

# EMERGENCY CONTACT NUMBERS

PUBLIC SAFETY CENTRAL COMMAND CENTER...718-270-6003  
OFFICE NUMBER.....718-270-6069  
(Using on-campus phones, dial extension 6003/6069)

S-BLDG (1637 Bedford Avenue) .....718-270-5030  
AB-1 (1638 Bedford Avenue-Internal calls only) .....1900  
B-BLDG (1650 Bedford Avenue Front/Back) .....718-270-998/4999  
C-BLDG (1150 Carroll Street-Internal calls only).....1117

## OTHER CAMPUS EMERGENCY CONTACT NUMBERS

Environmental Health Safety.....718-270-6216  
Buildings and Grounds.....718-270-6123  
Health Service Center.....718-270-6075  
Psychological Counseling Center.....718-270-6939

## OFF-CAMPUS ASSISTANCE NUMBERS

NYC Police, Fire, Emergency Medical Services (EMS).....911  
71<sup>st</sup> Precinct (421 Empire Blvd, Brooklyn, NY 11225)  
.....718-735-0511  
Eng. 294, Lad. 113, 491 Rogers Avenue.....718-297-3718

NYC Poison Control Center.....212-POISONS or 212-764-7667  
NYC Government Information.....311

# REPORTING EN EMERGENCY / RECEIVING EMERGENCY INFORMATION

## NOTIFY PUBLIC SAFETY:

Campus phones: Ext. 6003

## TO REPORT AN EMERGENCY/NOTIFY PUBLIC SAFETY:

Call Public Safety and state: “This is an emergency.”

- Give nature and location of the emergency.
- Give the number you are calling from.
- Unless there is an immediate threat to you, do not hang up until instructed to do so.

If the situation warrants, Public Safety will summon the appropriate emergency responder and provide assistance until the responder arrives.

**NOTE:** This does not preclude you from calling 911, but emergency response personnel may be unfamiliar with the names and locations of our campus buildings. Public Safety officers are posted at the lobby entrances of our buildings and will direct the first responders to the emergency.

**Failure to notify Public Safety will result in delays in responding.**

## IN THE EVENT OF A CAMPUS-WIDE EMERGENCY:

You will be alerted and provided with additional information by one or more of the following:

- Telephone / voicemail / email / text
- CUNY Alert
- Campus Public Safety
- Emergency Response Team members
- College Website

# REPORTING AN EMERGENCY/RECEIVING EMERGENCY INFORMATION

**REMEMBER:**

In any type of emergency, always assist those with disabilities. (See page 19)

# MEDICAL EMERGENCY

## NOTIFY PUBLIC SAFETY:

Campus phones: Ext. 6003 / 6069

## NOTIFY NYC EMERGENCY MEDICAL SERVICES (EMS): Dial 911

## REPORTING A MEDICAL EMERGENCY ON CAMPUS:

- Call Public Safety and/or 911 and state:  
**“This is a medical emergency.”**
- It is important to notify Public Safety of medical emergencies who can expedite the arrival of EMS personnel to the emergency scene.
- Public Safety officers would render assistance until EMS arrives. They are trained and equipped to provide basic first aid and, if warranted, the application of CPR and a defibrillator. All campus buildings contain at least one AED (automatic external defibrillator) unit.

## BE PREPARED TO PROVIDE THE FOLLOWING TO THE RESPONDENT(S):

- Location of the emergency
- Type of medical emergency
- The number you are calling from
- Answers to the following questions:
  - Is the victim conscious?
  - Is the victim breathing?
  - Is the victim bleeding?
  - How many victims are involved?

## REMEMBER:

- Do not hang up until instructed to do so by Public Safety or 911 dispatchers.
- Do not move the victim unless they are in imminent danger.
- Move harmful objects away from someone having a seizure.



# MEDICAL EMERGENCY

Continued from previous page:

- Do not give the victim anything to eat or drink
- Assure the victim that help is on the way and stay calm.
- Comply with all instructions given by emergency response personnel.

# MEDICAL EMERGENCY

## NOTIFY PUBLIC SAFETY:

If trapped, use elevator's emergency phone, intercom, or personal cell phone

Campus phones: Ext. 6003 / 6069

## WHEN TRAPPED AND/OR REPORTING PERSON(S) TRAPPED IN AN ELEVATOR:

- Give the location of the elevator, i.e., building and floor.
- When known, give the number of people trapped.
- Report any noises or occurrences that happened before the event.
- **DO NOT** attempt to exit the elevator if doors should open between floors.

## BE PREPARED:

- In each elevator you use, locate the **STOP** button and the emergency telephone.

# MEDICAL EMERGENCY

**NOTIFY NY POLICE DEPARTMENT: Dial 911**

**NOTIFY PUBLIC SAFETY:**

**Campus phones: Ext. 6003 / 6069**

**IF INVOLVED IN AN ACCIDENT WITH A COLLEGE-OWNED VEHICLE:**

- Provide Police / Public Safety Dispatcher, location of accident.
- Provide your name and number you're calling from.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.
- Don't move victim(s) unless there is a threat of fire, explosion or other extreme risk to the victim.

**BE PREPARED TO:**

- Tell responding officers what occurred
- Present your driver's license, insurance, and registration cards to the police.
- Request copy of Police Accident Report for the college.
- File incident report with the Office of Public Safety.

# MEDICAL EMERGENCY

## NOTIFY PUBLIC SAFETY:

Campus phones: Ext. 6003 / 6069

## NOTIFY PSYCHOLOGICAL COUNSELING CENTER:

Campus phones: Ext. 6939

Other phones: 718-270-6939

## WHEN REPORTING A PSYCHOLOGICAL CRISIS OR SUICIDE ATTEMPT AND/OR THREAT:

- Provide your name, location, telephone number.
- Explain the situation to the Public Safety Dispatcher in detail.
- If you cannot leave the person unattended, send someone else to make the notification.
- Indicate if person is armed and, if so, describe the weapon.

## REMEMBER:

- **Take all suicidal comments very seriously.** Assuming the person is only seeking attention is a very serious and potentially disastrous error.
- If you believe that a student, employee or visitor is suicidal **immediately report the matter to the Office of Public Safety and/or the Psychological Counseling Center.**
- Do your best to make the person feel safe and/or keep them safe until trained personnel have been notified and/or have arrived.
- **Remain calm.** The person is already highly distressed, and if you act shocked by what is said, the person may become more distressed. Continue to talk to them as long as there is no imminent threat to you, but get help immediately.
- **Keep your own safety in mind.** The individual may not intend to harm you, but it can happen due to emotional distress.

# MEDICAL EMERGENCY

## **NOTIFY PUBLIC SAFETY:**

**Campus phones: Ext. 6003 / 6069**

## **WHEN REPORTING ANY INCIDENT INVOLVING A PHYSICAL CONFRONTATION OR VIOLENT ACT:**

- Provide name, location, telephone number.
- Explain the situation to the Public Safety Dispatcher in detail.
- Report any injuries.

## **PAY CLOSE ATTENTION TO:**

- How many people are involved?
- Do you see any weapons?
- Do you know any of the participants?

## **DESCRIBE PARTICIPANTS BY NOTING:**

- Gender
- Complexion
- Height, weight
- Hair color
- General build
- Facial hair
- Markings (tattoos, piercings, scars)
- Clothing type, color
- Footwear type, color

## **SOMEONE IS FLEEING THE SCENE, NOTE:**

- What direction?
- If in a vehicle, what make, model, color, license plate number?
- Are there any passengers?

Continued from previous page:

# MEDICAL EMERGENCY

## **REMEMBER THAT WEAPONS MAY BE INVOLVED!**

- If possible, help keep bystanders away from possible danger, but do not attempt to separate fighting participants or mediate the situation by yourself if it poses a threat to you or others.

# MEDICAL EMERGENCY

## NOTIFY PUBLIC SAFETY:

Campus phones: Ext. 6003 / 6069

## WHEN REPORTING A POWER OUTAGE / WATER LEAK:

- Provide location of incident
- Report any noises or occurrences that happened before the incident to Public Safety.

## BE PREPARED:

- Keep a flashlight handy.
- Know how to locate the nearest exits.
- If a leak threatens your work area, if possible, sagely move items off the floor.
- **NEVER** touch fallen electrical lines or exposed electrical wiring.
- If a hazard exists, evacuation may be the next step and announcements regarding building closures will be made as deemed necessary by campus officials.

# MEDICAL EMERGENCY

## NOTIFY PUBLIC SAFETY:

Campus phones: Ext. 6003 / 6069

## WHEN REPORTING AN UNUSUAL ODOR OR FUMES:

- Provide your name, location, telephone number.
- Provide location of suspected source of odor/fumes.
- Should you feel the need to evacuate, do not hesitate and use the **NEAREST EXIT**.
- If possible, avoid using elevators.

## REMEMBER:

- Any spark may cause an ignition leading to an explosion.
- Do not pull fire alarms if you detect gas.
- Do not use light switches on electrical devices.
- Do not use cell phones or two-way radios.
- Do not use lighters or burners of any kind.
- You may be quickly overcome by fumes, so prompt evacuation is imperative.
- Some dangerous gases have no odor. Don't let your safety be controlled by your sense of smell.
- Under no circumstances should you enter a room or area from which a strong odor or vapor is being emitted.

**The faster information is passed on to the Public Safety Dispatcher, the sooner the situation can be accessed and communicated to the proper emergency response personnel.**



# MEDICAL EMERGENCY

## NOTIFY PUBLIC SAFETY:

Campus phones: Ext. 6003 / 6069

## NOTIFY ENVIRONMENTAL HEALTH & SAFETY:

Campus phones: Ext. 6216

Other phones: 718-270-6216

## WHEN REPORTING A HAZARDOUS MATERIAL INCIDENT:

- Provide your name, location, telephone number.
- Provide exact location (building, room number) of hazardous material.
- Give the exact name of the hazardous material and spell it out, since many chemical names sound similar.
- Indicate whether you need medical attention.

## PROTECT YOURSELF AND OTHERS:

- Evacuate/clear area using the **NEAREST EXIT**.
- Do not attempt to clean up the spill.
- Close all doors in order to isolate the area.
- Do not use an elevator unless instructed to do so by emergency response personnel.
- If a hazardous material has spilled on you, immediately wash it off using large amounts of water, only! (MEC labs are equipped with emergency showers and eyewashes, as well as spill containment materials.)
- You and those around you may be contaminated. If so, decontamination may be necessary to protect yourself and the safety of friends and family.
- If you suspect contamination, do not leave the site until you are cleared by emergency response personnel.

## REMEMBER:

- Know the location(s) of the emergency shower(s) before working with hazardous materials.

# MEDICAL EMERGENCY

Continued from previous page:

- Do not hesitate to contact the Public Safety Dispatcher in the event that you come across any type of suspicious material or substance.

# FIRE / EXPLOSION

**NOTIFY NYC FIRE DEPARTMENT: Dial 911**

**NOTIFY PUBLIC SAFETY:**

**Campus phones: Ext. 6003 /6069**

## **WHEN REPORTING A FIRE OR EXPLOSION:**

- Provide your name, location, telephone number.
- Provide location of fire/explosion.
- Provide number of people trapped.
- Provide number of people injured.

## **PROTECT YOURSELF AND OTHERS:**

- If you are on fire:  
**Stop, drop, and roll!**
- If someone else is on fire:  
**Make them drop and roll! Cover them with a fire blanket, if one is available!**
- If you or others are in a smoke-filled environment:  
**Stay low and go!**
- Evacuate using the nearest exit.
- Do not use an elevator unless instructed to do so by emergency response personnel.

## **REMEMBER:**

- If using a fire extinguisher, be sure it is the correct type for the kind of fire you are attempting to extinguish.
- Never attempt to put out a fire with your back to a wall. Always leave a way out for yourself.
- A fire can double in size every thirty seconds. Speed is essential.

## **BE PREPARED:**

- Locate and learn how to use fire extinguishers and fire blankets.

# FIRE / EXPLOSION

Continued from previous page:

- Learn evacuation routes.
- Practice exiting your area by imagining you are in a smoke-filled environment.

# ACTIVE SHOOTER / GUNFIRE

## NOTIFY NY POLICE DEPARTMENT:

Dial 911

## NOTIFY PUBLIC SAFETY:

Campus phones: Ext. 6003 / 6069

## WHEN REPORTING ANY INCIDENT INVOLVING FIREARMS AND SHOTS FIRED:

- Immediately call 911 (NYPD) and MEC Public Safety.
- Provide your name, location, telephone number.
- Explain situation in detail, including any known injuries.
- Describe shooter(s)\* and weapon(s)\*\* to dispatcher.
- Provide last known location of shooter.

## IF SHOOTER IS INSIDE AND YOU CANNOT ESCAPE:

- Shelter yourself and others: Lock the door.
- Get out of view: Find cover under a desk or other large piece of furniture. Do not hide near windows.
- Be very quiet, listen. If possible, silence cellphones. Play dead if there are multiple victims.
- Call 911, if able to safely do so.

## IF SHOOTER IS OUTSIDE:

- Seek cover behind a solid barrier such as a stonewall, thick tree, or car engine compartment.
- If you decide to escape, do not run in a straight line, run in a zig/zag fashion.

## \*If possible, try to provide a description of the shooter(s) including:

- Hair color
- Complexion
- Height, weight Gender/General build

# ACTIVE SHOOTER / GUNFIRE

Continued from previous page:

- Facial Hair
- Markings (tattoos, piercings, scars)
- Shirt color
- Pants color
- Footwear, hat

**\*\*If possible, try to provide a description of the weapon(s):**

- How weapons do you see?
- What type of weapons do you see?
- How many shots did you hear?
- Is the shooter carrying ammunition?
- Has the shooter made any statements?

# SHELTER IN PLACE / LOCKDOWN

**A shelter-in-place / lockdown condition occurs when the outside environment is not safe to enter due to eminent danger.**

All people on campus must remain inside and be prepared to stay inside until the outside area is determined to be safe.

If a toxic environment exists outside, the HVAC system will be turned off and buildings will be sealed.

**No matter how physically or emotionally uncomfortable you may become, you must not open a door or window. This may jeopardize the safety of everyone!**

**YOU WILL BE ALERTED AND RECEIVE INFORMATION VIA ONE OR MORE OF THE FOLLOWING:**

- Telephone / voicemail / email / text
- CUNY alert
- Campus Safety
- Emergency Response Personnel
- College website

**REMEMBER:**

Family and friends may learn of the situation from news reports. Advise them how to reach the college for information.

- Main MEC number: 718-270-4900
- Department of Public Safety (24 hours): 718-270-6003
- College website

Campus officials may be in contact with news media and will keep campus personnel informed.

**BE PREPARED:**

- If possible, keep non-perishable food and water in your Office or workspace.
- Have additional prescription medications available.
- Keep a battery-powered radio on hand.
- Keep a flashlight with fresh batteries near your desk.
- Keep a cellphone charger at work.
- Consult with your family to develop an Emergency Response Plan so everyone knows what to do in the event of a major crisis. This applies to students as well.

# CAMPUS EVACUATION / CLOSURE

**In the event of a college-wide evacuation and closure, the campus will be evacuated systematically following standard mass evacuation procedures and all official guidelines and protocols.**

**You must evacuate an area when ordered to do so. This may be in response to the activation of an audible / visible fire alarm and/or verbal orders from campus Public Safety and/or other emergency response personnel.**

## **EVACUATION PROCEDURES:**

- Organize the people in your room or work area.
- Count the number of people present.
- If not directed to a specific location, designate a gathering point in case members of your group get separated during evacuation.
- Leave the building using the nearest safe exit.
- Do not use elevators unless told to do so by emergency response personnel.
- When you reach your designated gathering point, again count the number of people in your group.
- Keep all people together while waiting outside.
- If someone is missing, report your room number and names of missing individuals to emergency response personnel.
- Re-enter the building only when advised to do so by police or emergency response team members.

## **REMEMBER:**

- Follow directions carefully: Evacuation techniques are carefully selected keeping safety in mind. Hazards may exist that you are not aware of.
- If you are given a specific evacuation route, carefully follow it to avoid walking or driving into a toxic spill, fire, or other life-threatening situation.
- Do not use personal vehicles to exit campus unless ordered to do so by police or other emergency response personnel.
- If a person insists on leaving campus without authorization, notify police or emergency response team members at the scene.



# BOMB THREAT

## NOTIFY PUBLIC SAFETY:

Campus phones: Ext. 6003 / 6069

## WHEN REPORTING A BOMB THREAT PHONE CALL:

- Provide your name, location, telephone number.
- Tell Public Safety Dispatcher exactly what the caller said.

## IF YOU RECEIVE A BOMB THREAT PHONE CALL:

- Keep caller on the phone as long as possible.
- Write down as much information as possible.
- Do not rely on memory.

### ASK CALLER:

- When is the bomb going off?
- Where is it located?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- How many bombs were placed?
- Why were the bombs placed at the given location(s)?
- What is your name?
- What is your address?

## LISTEN FOR AND TRY TO DETECT:

- Age of caller
- Gender of caller
- Ethnicity of caller
- Any unusual voice or speech characteristics
- Exact wording of threat
- Background noises
- Language ability of caller

# BOMB THREAT

Continued from previous page:

**If ordered to evacuate, carefully follow directions (page 16). BE ALERT: Report any unusual items you see, as bombers may leave explosive devices along the evacuation path.**

# HURRICANE PREPAREDNESS

**Public Safety would distribute up-to-date reports from the NYC Office of Emergency Management.**

## **BEFORE LEAVING CAMPUS-If possible:**

- Turn off and unplug all electrical equipment.
- Where possible, move computers, fax machines, printers, and other equipment away from windows.
- Backup essential data files and documents.
- Clear desk surfaces.
- Secure or remove personal items.
- Cover your computer with plastic.
- Close window blinds or shades.
- Close and lock all doors.

## **REMEMBER:**

In any type of emergency, always assist those with disabilities.

(See page 19)

## **FOR UPDATES ONCE YOU HAVE LEFT CAMPUS:**

- Check local television, radio, and online news sources.
- Call Medgar Evers College main number 718-270-4900 and/or Public Safety 718-270-6003/6069.
- Check your email.
- Check your office voicemail.
- CUNY Alert
- Check the Medgar Evers College and/or CUNY website.  
[www.mec.cuny.edu](http://www.mec.cuny.edu);  
[www.cuny.edu](http://www.cuny.edu)

# DISABLED PERSONS EVACUATION PROCEDURES

In the event that your work area sustains significant damage, be prepared to be temporarily relocated.

Each semester, the Office of Public Safety is advised of the schedules of those individuals who use wheelchairs or have other mobility constraints in order to be prepared to offer timely assistance in the event of evacuation of an area or building.

During an emergency evacuation, assistance from other members of the college community may be needed to assist disabled individuals.

## REMEMBER:

- Leave the building via the **NEAREST SAFE** exit possible.
- Never use an elevator in a building involved in a fire unless specifically directed by emergency response personnel.
- Seek assistance, if needed, in accompanying the disabled individual(s) to a safe location.