

JOHN JAY COLLEGE

EMERGENCY

RESPONSE GUIDE

FACULTY & STAFF

**EMERGENCY
RESPONSE GUIDE**

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DEPARTMENT OF PUBLIC SAFETY

EMERGENCY PHONE NUMBERS / REPORTING EMERGENCIES

On Campus Dial **Ext. 8888**

Emergency phones in classrooms provide a direct line to security

Off Campus Dial **212.237.8524**

Fast Care Ambulance **212.247.8833**

To Report an Emergency:

- Call Security and state "This is an Emergency"
- State the nature of the emergency
- Number you are calling from
- Location of the emergency
- Do not hang up until instructed to do so unless there is an immediate threat to you

Remember!

You may be the College's first line of defense, be alert.

PERSONS TRAPPED IN ELEVATOR

NOTIFY: The Department of Public Safety at **Ext. 8888**

To report being trapped in elevator:

- Press alarm button and remain calm
- Use Elevator Emergency Intercom to speak to security
- Give location of the elevator, building, floor
- Number of people trapped
- Report any injuries/medical conditions
- Report any noises or occurrences that happened before the event
- Do not attempt to exit elevator if doors should open between floors

Be prepared

For each elevator you ride, locate the Elevator STOP button, and the Emergency telephone in case you must stop the elevator.

Be on the lookout for person(s) who Might push or pull the STOP button.

POWER OUTAGE / WATER LEAK

NOTIFY: The Department of Public Safety at **Ext. 8888**

To report a power outage/water leak:

- Provide location of the incident
- Report any noises or incidents that may have occurred before the incident

Be prepared

- Have a flashlight handy
- Know where the nearest exit is located
- If a leak threatens your work area, or a hazard exists, evacuation may be the next step
- A CUNY Alert message will be sent regarding any building closures
- Never touch fallen electrical lines or exposed electrical wiring

HURRICANE PREPAREDNESS

Up-to-date reports provided by the NYC Office of Emergency Management will be distributed by the Department of Public Safety

Before Leaving Campus:

- Turn off and unplug electrical equipment
- Move computers, fax machines, printers away from windows
- Back up essential data files and documents
- Clear desk surfaces
- Secure or remove personal items
- Cover your computer with plastic
- Close blinds
- If necessary, assist employees with disabilities
- Vacate offices, closing and locking all doors

For Campus Updates:

- Listen to local television and/or radio stations
- Call John Jay College main number **212.237.8000** and/or the Security Office **212.237.8524**
- Check for CUNY Alert Notification
- Check your e-mail account from home
- Check your voice mail from home
- Check College Website

If the campus is damaged, be prepared to work from auxiliary locations when notified by your supervisor.

MEDICAL EMERGENCY

NOTIFY: EMS at **911** and/or the Department of Public Safety at **Ext. 8888**

To report a Medical Emergency:

Call **911** and/or Security and state "This is a Medical Emergency"

Be prepared to provide the following:

- Location of the emergency
- The number you are calling from
- Type of medical emergency
- Answers to the following questions
 1. Is the victim conscious?
 2. Is the victim breathing?
 3. Is there severe bleeding?
 4. How many victims are involved?

Remember!

- Do not hang up until instructed to do so by the security officer
- Do not move the victim unless the victim is in imminent danger
- Assign someone to escort emergency personnel to the victim's location
- Do not give victim anything to eat/drink
- Try to keep victim calm and assure them that help is on the way
- Comply with all instructions given by emergency response personnel

FUMES / VAPORS / GAS LEAKS

NOTIFY: The Department of Public Safety at **Ext. 8888**

To report an unusual odor and/or fumes:

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

Remember!

- Any spark may cause an ignition leading to an explosion
- Do not pull fire alarms if you detect gas
- Do not use cell phones, two-way radios or open flames
- You may be overcome quickly by fumes, so a speedy evacuation is imperative
- Some dangerous gases do not have an odor, so 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

Seconds count, so the sooner information is passed on to the Department of Public Safety the sooner the situation can be assessed and communicated to the proper internal and/or external emergency response personnel.

FIRE / EXPLOSION

NOTIFY: FDNY at **911** and the Department of Public Safety at **Ext. 8888**

To report a Fire or Explosion:

- Provide name, location, telephone number
- Provide location of fire/explosion
- Be prepared to provide as much information as possible
- If you or someone else is on fire you should **Stop, Drop and Roll**
- Provide number of persons trapped
- Provide number of persons injured

Evacuate using the NEAREST EXIT.

DO NOT use elevator unless instructed to do so by Fire Department personnel.

Remember!

- Identify correct type of fire extinguisher for use on type of fire 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
- If you find yourself in a smoke-filled environment, you should **Stay Low and Go**

Be Prepared

- Locate and learn how to use fire pull boxes
- Learn evacuation routes which are listed on the Public Safety Web Site
- Practice exiting your area by imagining you are in a smoke-filled environment. Explore alternative exits.

HAZARDOUS MATERIAL INCIDENT

NOTIFY: The Department of Public Safety at **Ext. 8888**

To report a Hazardous Material Incident:

- Provide name, location, telephone number
- Provide location of hazardous material
- Should you feel the need to evacuate do not hesitate and use the **NEAREST EXIT**
- Do not attempt to clean up a spill
- If you are the victim of a hazardous material incident, seek medical attention **immediately!**

Remember!

- Close all doors in order to isolate area
- Evacuate/clear area
- You and those around you may be contaminated
- If so, decontamination may be necessary to protect yourself and the lives of friends and family
- If you suspect contamination, don't leave the site until you are cleared by Emergency Response personnel
- Do not hesitate to contact the Department of Public Safety in the event that you come across any type of suspicious material or substance. Contact the Environmental Officer **212.237.8990.**

BOMB THREAT

NOTIFY: The Department of Public Safety at **Ext. 8888**

When reporting a Bomb Threat:

- Provide name, location, telephone number
- Tell the security officer exactly what the caller said

If you receive a Bomb Threat do the following:

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

Check List:

- Ask when is the bomb going to explode
- Ask where is the bomb located
- Ask what does it look like
- Ask what will cause it to explode
- Ask if he/she placed the bomb
- Ask how many bombs were placed
- Ask why was the bomb placed
- Ask what is your name
- Ask what is your address

Be perceptive. Listen for and try to detect:

- Age of caller
- Gender of caller
- Race of caller
- Background noises
- Exact wording of threat
- Language ability of the caller
- Any unusual voice characteristics

Listen to the College PA System for instructions. If an **EVACUATION** is ordered, follow the directions of the police. **BE ALERT!** Some bombers will leave explosive devices in the evacuation path/zone. Report any unusual items.

MENTAL HEALTH EMERGENCY/ IMMINENT THREAT TO SELF OR OTHERS

NOTIFY: The Department of Public Safety at **Ext. 8888**

To report a Mental Health Emergency / Suicide Attempt and / or Extreme Threat:

- Provide name, location, telephone number
- Provide name of person in emergency need
- Explain the situation to the Security Officer in detail or the trained personnel if deemed appropriate
- If you cannot leave the person unattended, send someone else to make the notification
- Indicate if the person is armed with a weapon

Remember!

- Take all mental distress/suicide comments very seriously. Assuming that the person is only seeking attention is a very serious and potentially dangerous error.
- Remain calm. The person is already highly distressed, and if you are shocked by what is said, the person may become more distressed. ***Continue to talk to the person as long as there is no imminent threat to yourself or others but get help immediately.***
- Do your best to make the person feel safe and/or keep the person safe until trained personnel have arrived.
- Keep your own safety in mind. A student may not intend to harm you, but it can happen due to their emotional distress.
- The College has a Behavioral Intervention Team (BIT) established to identify, assess, and monitor students displaying moderate to elevated levels of distress or disruption, and/or behavioral dysregulation, including homicidal, suicidal, assaultive or self-injurious threats, and to implement timely interventions that protect the welfare of the student and the safety of the College Community before a crisis.

Non-Emergency Mental and Behavioral Health Concerns

To report concerns call:

Behavioral Intervention Team (BIT)/Dean of Students, Chairperson **212.237.8100**

To request crisis consultation call:

Counseling Department **212.237.8111**

VIOLENT INCIDENTS

NOTIFY: The Department of Public Safety at **Ext. 8888**

To report any incident involving a physical confrontation or violent act:

- Provide name, location, telephone number
- Explain the situation to the Security Officer in detail
- Provide information on any injuries if known

Pay close attention to:

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

Describe the participants by noting:

- Gender
- Height, weight
- Hair color
- Complexion
- General build
- Facial hair
- Markings: tattoos, piercing, scars
- Clothing

If the subject is fleeing the scene:

- In what direction?
- Into what vehicle?
 - Color
 - Make/Model
 - License Plate Number
 - Any Passengers?
 - In which Direction?
- Help clear bystanders from danger
- Do not attempt to separate and/or mediate with fighting participants

Remember that weapons may be involved!

GUNFIRE

NOTIFY: NYPD at **911** and the Department of Public Safety at **Ext. 8888**

To report an incident involving a firearm or shots fired:

- Immediately call **911** (NYPD) and The Department of Public Safety **Ext. 8888**
- Provide name, location, telephone number
- Explain the situation in detail including known injuries
- Describe shooter(s) to respondent
- Provide last known location of shooter

If shooter is inside and you cannot escape:

- Shelter others, then lock your door
- Do not hide near large window panes
- Get out of view
- Find cover under a desk or other large piece of furniture
- Be very quiet, listen, play dead if there are multiple victims
- If able to do so, call **911**
- If you decide to escape, do not run in a straight line; run in a zig zag fashion

Consider Cover: A solid masonry wall and large office furniture, etc. Outside: trees, mailboxes, engine blocks, a solid masonry wall, a thick tree and engine block.

If possible try to get a description of the shooter:

Gender
Hair color
Height, weight
Complexion
General build
Facial hair
Markings: tattoos, piercing, scars
Clothing

If possible, try to get a description of the weapon(s):

- How many weapons do/did you see?
- What type of weapons do you see?
- How many shots did you hear?
- Is the shooter carrying ammunition?

SHELTER IN PLACE

A Shelter in Place/Lock Down Condition occurs when the outside environment is not safe to enter. All people on campus must remain inside and be prepared to stay inside until the area is cleared. The HVAC system will be turned off and buildings must be sealed if a toxic environment exists outside.

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

You will be alerted and provided with additional information by one or more of these methods:

- Telephone / Voicemail / E-mail messages
- The College PA System
- CUNY ALERT
- Emergency Response Team
- Fire Warden

Remember!

- Pre-advise your family and friends how to reach the College Operator **212.237.8000** and The Department of Public Safety **212.237.8524**
- The College Department Of Public Safety will be in contact with the NYC Office of Emergency Management and will keep the campus community informed of the situation via CUNY Alert and the College intercom systems

Be Prepared

Keep the following items on hand:

- Water
- Additional prescription medications
- A battery operated radio
- Flashlight with fresh batteries
- Charger for your cell phone
- Family Emergency Response — Plan so everyone in your family knows what to do when a major crisis occurs

CAMPUS EVACUATION / CLOSURE

In case of a Campus-wide Evacuation and/or Closure, the campus will be evacuated systematically by following standard mass evacuation procedures. You MUST evacuate when directed to do so. This includes both the activation of an audible/visible fire alarm and/or verbal orders from Public Safety and/or other emergency response personnel.

Evacuation Procedures:

- Organize the people in your room/work area
- Count the number of people present
- Designate a gathering point in case your group gets separated during evacuation
- Evacuate using the nearest safe exit
- Do not use elevators unless instructed to do so by Emergency Personnel
- When you reach your designated gathering point, count the number of people in your group
- Keep together while waiting outside
- Report your room number and any missing people to the Emergency Response Team
- Re-enter the building only when advised to do so by police, fire or Emergency Response Team personnel
- Evacuation techniques are carefully selected keeping safety in mind. Hazards may exist that you are not aware of, so please follow directions carefully
- If you are given a specific route to take while evacuating, take that route in order to avoid walking into a toxic spill, fire or other life threatening situation
- Report any physically challenged persons and their exact location to Security, Fire Wardens or any Emergency Personnel present

IMPORTANT COLLEGE NUMBERS

Department of Public Safety	212.237.8524
DOIT Help Desk	212.237.8200
Counseling Department	212.237.8111
Behavioral Intervention Team/ Dean of Students	212.237.8100
Women's Center	212.237.8110
Facilities Management	212.237.8611
Environment Health & Safety	212.237.8990

COMMUNITY BASED NON-EMERGENCY NUMBERS

Suicide Hotline	800.SUICIDE
NYC Rape Hotline	212.267.7273
NYPD	
Midtown North Precinct	212.767.8400
20th Precinct	212.580.6411
St. Luke's/Roosevelt Hospital	212.523.4000
Poison Control	212.POISONS
Crime Victims Hotline	212.577.7777
NYC Services	311

SECURITY DESK

Haaren Hall	212.237.8266
North Hall	212.237.8740
Westport	212.484.1120
BMW	212.237.8700
54th St. Annex	646.557.4772

Locations of Automated External Defibrillators (AED)

Haaren Hall:	Security Desk Pool Office Rm 304T Gym Rm 530T Rm 601T
North Hall:	Security Desk Rm 2308N
BMW:	Security Desk
Westport:	Security Desk
Annex:	Security Desk

CUNY ALERT

CUNY EMERGENCY NOTIFICATION SYSTEM

The CUNY Alert System enables faculty and staff to receive alerts and timely information regarding all campus emergencies, such as severe-weather situations, closings, and threats to personal safety.

By signing online at www.cuny.edu/alert, you can choose how you wish to receive voice or text notifications: cell phone, home phone, e-mail or IM, or any combination of these. The Web page provides step-by-step instructions for signing up, and the process takes less than two minutes to complete. If you have difficulty, contact the DOIT Help Desk at **Ext. 8200**.

During any crisis, messages will be transmitted to all members of the College Community who have signed on. Please take advantage of this valuable tool. Communication is critical during any type of emergency.

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