

# EMERGENCY RESPONSE GUIDE

## IN CASE OF EMERGENCY CALL

212- 237 -8888

x 8888 from an internal phone



Biological Spill	Chemical Spill	Emergency Notification	Evacuation	Fire
Hazardous Materials Exposure	Important Numbers & Other Information	Indoor Air Quality	Lockdown	Medical Emergency
Public Safety Security	Shelter-in-Place	Utility Interruption	CUNY ALERT	Hurricane Preparedness



## FIRE

**If you see fire or smoke:**

### RACE

**Rescue**

Remove any person in immediate danger

**Alarm**

Pull the fire alarm and alert people in your area

**Confine**

Close all doors to confine the fire

**Evacuate**

Evacuate the building using the nearest exit

- Call the campus **Public Safety Emergency Number, x8888** (9-1-1 if off campus) from a safe location to report the incident and provide any first-hand information.

**If you hear a fire alarm:**

- Evacuate using the nearest exit or stairwell, OR stand by and stay alert as instructed on the public address system.
- Wait outside in the designated assembly areas, at least 50 feet from the building.

## Fire Extinguishers

# PASS

- Pull** Pull the pin
- Aim** Aim at the base of the fire
- Squeeze** Squeeze the handle
- Sweep** Sweep slowly from side to side



*Never attempt to fight a large fire or one that blocks your escape route!*

### Site Specific Instructions

Location of nearest exits:

Location of nearest pull box stations:

Location of fire extinguishers:

## Top Fire Code Violations

The following fire safety hazards increase the potential for a fire related incident or will impede your means of escape:

- Use of extension cords as a substitute for permanent wiring
- Storage and clutter in the hallways
- Door stops, wedges, or other “hold open” devices with fire-rated doors (e.g., stairwells)
- Storage and clutter in stairwells
- Storage less than 24 inches from ceiling
- Poor housekeeping; large amounts of paper storage (*combustibles*) in offices
- Unsecured compressed gas cylinders
- Flammable liquids stored outside of flammable storage cabinets
- Storage of flammable liquids in standard refrigerators, freezers, or cold rooms



## CHEMICAL SPILL

### **Hazardous Material Spill (laboratory and other areas)**

**In the event of a hazardous chemical release, adhere to the following:**

- Alert others in the area about the spill and tell them to leave the area.

Press the Purge button when leaving, if possible.

- **Notify Public Safety Emergency at x8888 from a safe location**

- Give your name, location, and contact number
- Report if anyone is injured and needs medical assistance.
- Location of the spill
- Name of the chemical material and quantity

### **Incidental Spills**

**All of the criteria listed below must be met for Science Dept faculty or staff to clean up a chemical spill:**

- Public Safety x8524 has been notified and informed that a non-emergency

spill has occurred and is being handled by the laboratory.

- A Certificate of Fitness C-14 for Supervising Non-Production Chemical Laboratories holder is overseeing the cleanup.
- The spill is a small quantity of a known chemical. The hazards are understood and the spilled material is not toxic or reactive. Respiratory protection is not necessary due to toxicity or irritating properties.
- The appropriate sorbents to adsorb and /or neutralize the spill are available as well as other supplies (hazardous waste bags, spatula, broom, etc.) needed to clean up the spill.
- Gloves, lab coat, and eye protection are available for use.
- You feel comfortable cleaning up the spill.

If any of the criteria is not met, then post a "Do not enter - Chemical Spill" sign on the door. Notify Public Safety about the chemical spill at x8888, answer their questions, and wait in a safe place for a return phone call from Environmental Health and Safety (EHS). EHS will arrange for clean-up of the spill.





## BIOLOGICAL SPILL


### **BSL-2 agents, human blood, blood products, and body fluids**

#### **Laboratories**

- Restrict access to the spill area; evacuate the area if needed. Notify supervisors and post warnings.
- Laboratories should allow aerosols to settle for 30 minutes before re-entering.
- Wash exposed skin; if eyes are splashed, flush at eyewash station for 15 minutes.
- Remove and bag contaminated clothing.
- Use blood spill kits where available and don appropriate personal protective equipment (PPE).
- Use forceps or other mechanical means to remove any contaminated sharps to prevent direct contact with spilled materials.
- If spill kit is not available take the following actions:
  - Place paper towels over the entire spill and apply disinfectant.
  - Allow 20-minute contact time with the disinfectant.

- Wipe down spill area with appropriate disinfectant.
- Place contaminated sharps in a sharps container. Place other disposable materials and treat as regulated medical waste.
- Wash hands when gloves are removed.

### **Clinical Area (Student Health)**

- Report spill to your supervisor. It is not necessary to report the spill to the Public Safety Emergency Number or Environmental Health & Safety (EHS).
  - Obtain blood spill kit from the designated area.
  - Wear gloves, gown, and eye protection.
  - Use forceps or other mechanical means to remove any contaminated sharps to prevent direct contact with blood/body fluid.
  - Place debris in a biohazard bag and sharps in an approved sharps container. Dispose in a regulated medical waste container.
  - Decontaminate spill area with 1:10 bleach solution.
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# HAZARDOUS MATERIALS EXPOSURE

## Chemical Exposure


Examples of hazardous materials are acids, bases, and solvents.

A co-worker or instructor should assist the exposed individual with the following:

- Remove contaminated clothing.
- Flood exposed area with running water for at least 10 minutes.
- If chemical has splashed in eye, immediately flush eyeball and inner surface of eyelid with water for at least 15 minutes. Hold eye open to ensure effective flushing behind lid.
- If you inhaled chemical vapors, move to an area where fresh air is available.
- Contact Public Safety Emergency, x8888, and seek medical attention immediately.



## **Blood/Body Fluid Exposure**

- Remove contaminated clothing.
  - Vigorously wash exposed area with germicidal soap and water for one minute.
  - If blood/body fluid has splashed in eye, immediately flush eyeball and inner surface of eyelid with water for at least 15 minutes. Hold eye open to ensure effective flushing behind lid.
  - Notify your supervisor to test the blood of the source patient, if known, before she/he leaves. If applicable, information about the sharp which caused the injury should be obtained and documented.
  - Seek medical attention immediately by notifying the Public Safety Emergency number, x8888 or 212-237-8888.
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## MEDICAL EMERGENCY

### To Obtain Emergency Medical Care:

- Contact the **Public Safety Emergency Number**, 212-237-8888 or x8888 and also notify 911 for emergency medical services and transportation to the hospital Emergency Room.
- Provide information to Public Safety to be able to complete an incident report.


### Falls and Other Impact Injuries

- If injury occurs, minimize movement.
- Obtain medical attention, if necessary.

## Minor Cuts and Wounds

- Vigorously wash injury with soap and water for several minutes.
- Apply pressure to stop bleeding.
- Obtain medical attention, if necessary.

## Fire/Burns

- **Use Safety Shower, or if not available, STOP, DROP, and ROLL** if clothing is on fire.
  - Remove burned clothing (except if clothing adheres to the skin, cut or tear around adherent area to preserve good skin tissue) jewelry, belts, etc.
  - Run cool water over the burned area for at least 5 to 10 minutes. Do not pack the burned area in ice!
  - Cover burns with soft, clean, dry dressing, bandage, or sheet. Keep victim warm.
  - Obtain medical attention.
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## PUBLIC SAFETY - SECURITY

### When you Call to Report an Emergency...

- Your call will be answered by a Public Safety dispatcher.
- The dispatcher will ask for and you should provide the following information:
  - Your name
  - Your telephone or pager number in a safe location
  - Where you can be reached (building and room number)
  - Where the emergency occurred
  - Nature of the emergency
- Listen for instructions ... get clarification.
- Do not hang up until you are told to do so. You may be put on hold while the dispatcher alerts the supervisor or sergeant on duty; please stay on the line. Follow the dispatcher's instructions. Ask questions if anything is unclear.
- Once you have placed the call to Public Safety or 9-1-1: Please remain available by phone in a safe location to speak with the appropriate emergency responders).

## Important Information

### Violent/Aggressive Individuals - What to Do

- Take threats seriously.
  - If possible, leave the area to notify, or to have your co-workers notify, the **Public Safety Emergency Number** , 212-237-8888 or x8888.
  - If you cannot leave the area, call for help from your co-workers.
  - Do not attempt to subdue the person yourself.
  - Keep other people away from the incident.
  - Stay out of range of a violent person's hands and feet.
  - Maintain at least 2-3 arm's length distance.
  - Don't get backed into a corner - leave room for escape.
  - Report the incident to your supervisor and Public Safety
  - Provide information to Public Safety for an Incident Report
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## INDOOR AIR QUALITY



**A smell of chemicals, gas, or smoke should be immediately reported to the Public Safety Emergency Number, 212-237-8888 or x8888.**


### **Air Quality**

- Notify EHS and/or Facilities if you begin to experience health symptoms that you believe are related to poor indoor air quality, so that your concerns can be investigated.
- Notify Facilities if you begin to experience health symptoms you believe to be related to temperature, humidity, and/or insufficient or stagnant air.

### **Temperature**

- Contact Facilities if office building temperatures fall outside the desired range of 68 to 79 degrees Fahrenheit for an extended period of time.
- You will be notified of what to do if temperatures reach extremes of heat or cold, such that staff must be relocated.

## Renovation and Construction

- An announcement will be sent out at least 24 hours in advance, (or promptly in emergency situations), of work to be performed on a building that may introduce air contaminants into the employees' work area.
  - Employees who have medical conditions (e.g., they are pregnant, asthmatic, immuno-compromised, etc.) and special concerns about potential exposures should alert their supervisor and request to be relocated while the work is being conducted.
  - Employees who are experiencing symptoms are encouraged to notify Public Safety, complete an incident report and seek medical attention.
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# UTILITY INTERRUPTION

## Communication Outages

- **Telephone Outages:**
  - Notify the Department of IT Help Desk via 212-237-8200 by cell phone or email: [HelpDesk@jjay.cuny.edu](mailto:HelpDesk@jjay.cuny.edu)
- **Internet/Data Loss:**
  - Notify Department of IT at 212-237-8200.

## Power Outage

- If there is a threat to life, safety, or property, notify the **Public Safety Emergency Number** immediately (or 911 if off campus).
- Disconnect all equipment that could be damaged by a power surge when electricity is restored.
- Turn off lights, appliances, window air conditioners, and other energy users to reduce power requirements for restoration.
- Notify department head or designee and call Facilities at 212-237-8541 or x8541.

## Water Failure

- Notify Facilities at 212-237-8541 or x8541.
- Discontinue any work with hazardous materials in areas where the emergency shower and/or eye wash stations are disabled due to water failure.



## **Gas Leak**

- Evacuate the area immediately.
- If there is a threat to life, safety, or property, call the **Public Safety Emergency Number** (or 9-1-1 if off campus) immediately.
- DO NOT turn electrical devices on or off, and DO NOT plug or unplug any device, as this may create a spark.
- Notify the department head or designee and call Facilities

## **Sewage/Drainage Failure**

- Notify department head or designee and call Facilities.
- If there is a threat to life, safety, or property, call the **Public Safety Emergency Number** (or 9-1-1 if off campus) immediately.
- If backup is large, evacuate the area.

## **Problems with Ventilation/HVAC, Hoods, and Temperature**

- Notify Science Director or designee and call Facilities at 212-237-8541 or x8541.

## **For all other Utility Failures**

- Notify department head or designee and call Facilities; During non-business hours contact Public Safety Emergency Number, 212-237-8888 or x8888.

## **New Yorker Hotel (dorm rooms)**

- Any disruption of utilities should be reported to Public Safety Command Center, 212-237-8524.



# EVACUATION

- In the event an evacuation is necessary, use the nearest possible exit immediately.
  - Report to the department's designated meeting place.
  - If the primary meeting place is deemed not safe, department personnel should report to the alternate meeting place.
- **Any missing employees, visitors and/or students must be reported to the Department of Public Safety immediately.**

## **Evacuation of Persons with Disabilities (PWDs)**

- Persons with disabilities will be assigned two volunteers as “Response Buddies”:
  - Guide or assist in positioning the PWD in a designated safe waiting area, preferably near the stairwell or elevator lobby.
  - Do not carry or lift the PWD! Exercise caution to avoid falls and trips while assisting the PWD.
  - Take position on one side of the hallway near the stair door and wait. Enter the stairwell only if the designated safe waiting area is in the stair landing, or if there is immediate danger in the hallway.
  - Share any phone numbers for emergency communication, if necessary.

- **Response Buddy #1:** Report exact location and number of PWDs waiting in the building to the responding fire department. Be available to provide any relevant information.
- **Response Buddy #2:** Accompany the PWD, assist in safe relocation and communication, as necessary.

***IMPORTANT: If your personal safety is at risk, position the PWD inside the stairwell landing and evacuate to report this information.***

- Do not evacuate the PWD vertically unless the person is able to ambulate.
- Do not use the elevators unless helped by the fire department.
- You may also call the **Public Safety Emergency Number** to report any PWDs in the building.
- Stay in touch with the PWD and your other Response Buddy periodically, if phone contact is available.

### **Site Specific Instructions**

Primary Exit Route:

Designated Meeting Place:

Secondary Exit Route:

Alternate Designated Meeting Place:



## SHELTER-IN-PLACE

A shelter-in-place procedure may be implemented for severe weather, hazardous materials spills, or other dangerous situations that may be or are affecting the building. This type of procedure is generally required if/when the building/facility you occupy is considered safe, however it is not safe to venture outside.

- Follow directions given by police, fire department, and other emergency responders.
- Report to the designated location or find an interior room to shelter in. If possible, it should be above ground level and have the fewest number of windows.
- Secure all doors, windows, and any other openings to the outside.
- Turn off all air conditioners, heaters, and fans. Facilities staff may turn off the HVAC systems if there is a need to prevent spread of hazardous materials.
- Account for your staff, faculty, patients, students, volunteers, and visitors, and make a list of anyone else sheltering in your area; call the **Public Safety Emergency Number** to report your location and the persons present.
- Await further instructions that may be provided by email, CUNY Alert, twitter, Facebook or on the college's website.
- Make yourself comfortable , gather esseential supplies and look after one another.
- All faculty, staff, students, day care occupants and visitors are expected to remain in shelter until informed that it is safe to resume normal activities.

## Resuming Normal Operations

When it has been determined that normal operations may be resumed take the following steps:

- Continue to monitor the safety and security of faculty, staff, students, volunteers, day care occupants and visitors.
- Activate the Continuity of Operations (COOP) Procedures, if appropriate.
- File incident reports with Public Safety for any injuries or property damage sustained.
- Notify families regarding the status of their family member, if necessary.
- Notify employees not present of the department's status.
- Keep detailed records, including photographs and video of the damage.

### Site Specific Instructions

Location of Shelter:

Location of Supplies:

Alternate Location:




## LOCKDOWN

- Lockdown is a procedure that is implemented when there is an imminent threat of violence or personal harm.
- A lockdown is used when it is more dangerous to evacuate or move to a shelter-in-place area.
- A lockdown may be initiated for an external threat such as a gunman seen in the area, or an internal threat such as an active shooter in the building.



**If you become aware of a threat of violence, immediately notify the Public Safety Emergency Number , 212-237-8888 (or 9-1-1 if off campus).**

- Notify others in your department of the situation and immediately secure yourself in the nearest office, classroom, or space that has a door that can be closed.
- If possible, lock or barricade the door to the room you are in.
- Close windows, pull shades, and close blinds, if possible.

- If practical, turn off all lights and remain quiet to give the appearance of an unoccupied space.
  - Crouch down near the floor, away from windows and doors.
  - **DO NOT ATTEMPT TO EVACUATE THE BUILDING!**
  - Be prepared to ignore the fire alarm if it is activated - this could be a ploy to get people out into the open. If the fire alarm is activated, do not evacuate unless:
    - You have first-hand knowledge that there is a fire in the building,
    - You are in imminent danger, or
    - You have been advised to evacuate in person by Public Safety or another person in authority (e.g., Local Police Officer).
  - Remain in your lockdown position until a law enforcement officer or other first responder arrives in person to release you.
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## **EMERGENCY NOTIFICATION**

CUNY Alert uses a variety of mechanisms to notify students, faculty, and staff when there is an emergency situation. **If there is a condition which threatens the health and safety of persons on campus, University officials will warn the campus community using one or more of the following methods:**

- **Register for CUNY Alert:** [www.cuny.edu/news/alert](http://www.cuny.edu/news/alert)
- **John Jay College Website:** [www.jjay.cuny.edu](http://www.jjay.cuny.edu)
- **Text or Email from CUNY Alert:** [CUNYALERT@nyalert.gov](mailto:CUNYALERT@nyalert.gov)
- **John Jay College Main Phone Number:** 212-237-8000
- **Computer Network Pop-up Messages and Voice mail**
- **Radio and Television Stations**





## IMPORTANT TELEPHONE NUMBERS

Department	Phone Number
<b>Public Safety – EMERGENCY</b>	<b>212-237-8888</b>
<b>Off-Campus – EMERGENCY</b>	<b>911</b>
Public Safety Non-Emergency	212-237-8524
Main Number – John Jay College of Criminal Justice	212-237-8000
Department of Information Technology (DoIT) Help Desk	212-237-8200
Environmental Health & Safety (EHS) Director	212-621-4117
Environmental Health & Safety (EHS) Coordinator	646-557-4625
Facilities Management	212-237-8541
Science Director of Laboratory Operations	212-237-8893
Student Health Center	212-237-8052