Emergency Procedures Booklet

Prepared by:
Anastasia M. Koutsidis, Office of Public Safety
September 8, 2016
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INTRODUCTION

The Emergency Procedures Booklet for Stella and Charles Guttman Community College was prepared by the Office of Public Safety to assist members of the campus community to report and deal with on and off campus emergency situations appropriately. It combines current GCC policies and procedures along with recommended guidelines from various government agencies including the Federal Bureau of Investigation, U.S. Department of Homeland Security, U.S. Federal Emergency Management Agency, NYC Office of Emergency Management, NYC Fire Department, Bureau of Alcohol, Tobacco, Firearms and Explosives, U.S. Postal Service and the Centers for Disease Control. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies that have occurred in the past and those that may occur in the future.

The entire college community will play a critical role during any emergency response. Students and visitors may not be thoroughly familiar with the campus, the hazards presented, or the procedures that should be followed to ensure their health and safety in the event of an emergency. The safety and well-being of the entire campus community will depend on us for immediate direction and assistance.

Please review the booklet and its contents and become familiar with the procedures contained within it your knowledge will make a difference during an emergency and could save lives.

If you have any questions concerning any of the information presented in this guide, please e-mail anastasia.koutsidis@mail.cuny.edu

Thank you.
Anastasia M. Koutsidis
Department of Public Safety
NON-EMERGENCY PHONE NUMBER
3-1-1

EMERGENCY PHONE NUMBERS
NYPD/FDNY/EMS-Ambulance/HAZ-MAT Emergency 9-1-1

On Campus Emergency Numbers

Public Safety (24 Hours) 646-313-8101 or 212-221-4630
Director of Public Safety 646-313-8001
Director of Operations/Facilities 646-313-8033

Hotline / Help-Line Numbers

Poison Control 800-222-1222
Child Abuse Reporting Center 800-342-3720
Crisis Intervention Hotline 212-219-5599
Domestic Violence Hotline 800-621-HOPE
National Center for Missing & Exploited Children 800-843-5678
Safe Horizon Crisis (Crime Victims) Hotline 212-577-7777
Sex Crimes Report Line 646-610-7273

Midtown South Precinct - Non-Emergency Numbers

Midtown South Precinct Desk 212-239-9811
Midtown South Community Affairs 212-239-9846
Midtown South Crime Prevention 212-239-9846
Midtown South Domestic Violence 212-239-9863
Midtown South Youth Officer 212-239-9817
Midtown South Detective Squad 212-239-9856
EMERGENCY MANAGEMENT
Administrative Framework

DIRECTION & COORDINATION OF AN UNPREDICTED EMERGENCY

When an unpredicted emergency occurs or a condition exists, it will be reported immediately to Stella and Charles Guttman Community College Public Safety Office at 212-221-4630 or 646-313-8101.

The Public Safety Officer will follow a defined sequence of responses. The sequence, defined below, will be followed for nearly all emergency situations. Some situations might require a deviation from this sequence, but in all situations, full and complete communication with College officials is required. The usual sequence to be followed is:

1. Dispatch Peace Officers and make appropriate fire and/or medical rescue calls

2. Notify the Director of Public Safety or designee if unavailable, who will determine whether or not to initiate their emergency notification listing or selectively notify individuals (as established through policy set by the College President or designee)
Defined Roles

The following College offices are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties; taking into consideration their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carry out, then those personnel will automatically become part of a "pool" of reserve personnel to assist as assigned by those coordinating the specific emergency (i.e. the Center for Career Development, Admissions, and Financial Aid).

- **University Public Safety**
  In emergency situations that involve the City of New York or other surrounding municipalities, activities must be coordinated with the NYC Mayor’s Office of Emergency Management (OEM). Contact the Office of the University Public Safety Director for liaison assistance with City agencies such as OEM and NYPD if necessary.

- **Provost**
  Identify and resolve instructional issues (re-assign classrooms and instructors) and coordinate faculty resources (substitute instructors and subject experts).

- **Health and Wellness Staff**
  Assist employees and students in coping with trauma

- **Public Safety EMT**
  Provide medical support and back-up
  Assist in providing services to those with minor injuries
  Provide trauma support
  Coordinate with first aid services
  May be asked to assist/provide onsite medical triage

- **Campus Planning/Facilities/Registrar**
  Re-assign use of campus space (classrooms) as needed
  Re-schedule classes and public events to include off-campus accommodations

- **Mail Center/Facilities**
  Provide courier services to Policy and Operations Groups
  Post signs and notices
  Provide printed material as directed (letters to parents, posters, temporary procedures, etc.)
♦ **Building Operations/Facilities**  
  Provide building information  
  Mitigate facility and grounds damages - restore to functional level  
  Assist Public Safety with creating a safety perimeter at the emergency  
  Assist Public Safety with Evacuation

♦ **Public Safety**  
  Law enforcement  
  Crowd control  
  Evacuation  
  Site security  
  Mobile communications  
  Liaison with on-site police, fire and medical command personnel

♦ **Purchasing**  
  Obtain emergency goods and services, including pick-up/delivery to site of emergency

♦ **College Safety Officer/OSHA/Risk Management**  
  Support Emergency Responders concerning OSHA matters  
  Link with City and State Environmental Authorities when necessary

♦ **Student Support Services**  
  Coordinate student notification and response  
  Liaise with parents

♦ **Computer Services/Information Technology**  
  Coordinate temporary telephone, fax and computer hook-ups  
  Provide "broadcast" capability for phone mail and/or email  
  Arrange phone bank for necessary student call-outs to families  
  Coordinate pager/cell phone and radio support

♦ **College Media Relations**  
  Coordination of Media activities should be done through the Vice Chancellor for Media Relations. Provide a college media spokesperson (if necessary).
EMERGENCY OPERATIONS CENTER (EOC)

In cases of general widespread emergencies, the President or designee will direct the activation of the Emergency Operations Center (EOC) which will serve as the work space for the Command & Control center for the duration of the emergency.

The Emergency Operation Center will also:

- Assess type and scope of emergency. Determine threat to human life and structures.
- Implement Emergency Response Plans and specific emergency procedures.
- Develop and communicate action plans with objectives and a time frame to meet those objectives.
- Activate functions and assign personnel as needed.
- Continue to monitor and assess the emergency.
- Check with emergency teams for periodic updates.
- Reassign personnel as needed.
- Develop and communicate revised action plans as needed.
- Authorize release of information.
- Receive all notifications and updates relating to the emergency.
- Transmit instructions and information from the Operations Group to the campus community.
- Act as a liaison to all outside agencies.

Normally the EOC will be located at the Public Safety Office but under certain conditions (including power outage) it will be relocated to another location TBD depending on the circumstances.
Stella and Charles Guttman Community College
SHELTER PLAN

GCC is equipped with emergency generator power and in an extreme emergency, has the ability to shelter the campus community for a short period of time. An example of this type of emergency would be a “Power Outage” or a sudden “Shutdown of the Transportation System”. This type of emergency might prevent a member of the campus community from leaving the college when it is closed and going home.

A decision to activate the GCC Shelter Plan will be made by the Office of the President or his/her designee.

If the GCC Shelter Plan is activated and you are a member of the campus community (student, faculty, staff) and you are in need of emergency shelter.

♦ Call the Office of Public Safety at 212-221-4630 or 646-313-8101 or report to the Emergency Operation Center (EOC)
♦ Meet with a member of the EOC or Shelter Plan Designee to determine your individual needs.
♦ When emergency shelter is no longer needed, call or report to the EOC prior leaving the campus.

PERSONAL WORKPLACE DISASTER SUPPLIES KIT

For the workplace, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended.

Flashlight with extra batteries
Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

Battery-powered radio
News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

Food
Enough non-perishable food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:
• Ready-to-eat canned meals, meats, fruits, etc.
• Canned juices.
• High-energy foods (granola bars, energy bars, etc.).
**Water**
Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as soft drink bottles.

**Medications**
Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least a three-day supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.

**Tools and Supplies**
- Emergency "space" blanket (mylar).
- Paper plates and cups, plastic utensils
- Non-electric can opener.
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies and feminine supplies.
- Plastic garbage bags, ties (for personal sanitation uses).
- Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots.
- If you wear glasses, keep an extra pair with your workplace disaster supplies.

**NYC OEM RECEPTION CENTER & EVACUATION SHELTER PLAN**

The NYC Office of Emergency Management has not designated GCC as a Reception Center & Evacuation Shelter in the event of a hurricane evacuation.

The OEM sheltering concept is comprised of Reception Centers and Evacuation Shelters. This concept requires a coordinated effort of multiple agencies. Authorities will direct those seeking public shelter to the Reception Centers. Reception Centers are large evacuee staging areas chosen due to their parking facilities or proximity to public transportation. Some Reception Centers may have different parts of their facilities designated as shelters. Some Reception Centers will have a designated Auxiliary Parking Site, which may be located adjacent to or remote from the Reception Center that it serves.

From the Reception Centers, evacuees will be shuttled to shelters where they will ride out the storm. Each Reception Center has its own system of Evacuation Shelters.
OEM has assigned a specific Reception Center to each neighborhood dependent upon the chosen method of evacuation—i.e. subway, bus, rail, or private vehicle. The shelters within a given Reception Center system will receive evacuees only from the Reception Center to which it is connected. If weather conditions rapidly deteriorate, The GCC facility will be designated a “Shelter of Last Resort” and provide shelter for a limited number of evacuees.

**The closest Evacuation Center to GCC is located at**

HS OF GRAPHIC COMM
439 W. 49TH ST.

Other information regarding Hurricane evacuations in the NYC area are available at www.NYC.gov/hurricanezones, calling 311 (TTY: 212-504-4115) or call 311 for more information.

**REPORTING AN EMERGENCY**

You can report an emergency in the following ways:

- **Call 212-221-4630** or 646-313-8101 to contact Public Safety, 24 hours a day, 365 days a year.

**For smoke or fire, pull the Fire Alarm Pull Boxes, which are bright red in color, located adjacent to all fire exits.** Lifting the cover and pulling down the handle activates the alarm. A signal is sent to the fire command station in the main lobby and to a central dispatch station that notifies the FDNY. When pulled, this device will also activate an audible fire alarm on the floor where pulled and the floor above.

**FIRE EVACUATION PROCEDURES**

Know your *Emergency Evacuation Route* in advance your *Evacuation Assembly Point* in advance. Also be prepared to use an alternate exit in case your primary route is obstructed. Plan how you would escape in case of a fire. Know your escape routes well enough to be able to make your way in the dark or in dense smoke.

**WHEN THE EVACUATION ALARM SOUNDS - YOU MUST LEAVE THE BUILDING!!!!!!**

It is a violation of New York State Law to fail to leave a building when the fire alarm is sounding. Always assume it is a real emergency and leave the building. It is unlawful for any person to prevent, or order another person from leaving the building when the alarm is sounding.
Be aware that whenever the fire alarm sounds it may signal a very real emergency situation.
- Remain calm and proceed to evacuate the area in an orderly manner. Do not rush, push or panic. Rely on planning and knowledge.
- Assist disabled persons to evacuate the area. Be particularly aware of persons with sight or hearing disabilities.
- If there is smoke, stay low, it will be easier to breathe.
- Before opening any door, touch the door with the back of your hand. Do not open a door that is warm or hot.
- Close doors behind you to prevent fire spread, but make sure that you can reopen them if you need to retreat.

Listen for instructions from:
- Building & Floor Coordinators
- Fire Wardens
- Security & Public Safety Officers
- Building & Grounds Personnel
- Other Faculty & Staff
- Never use an elevator to evacuate unless directed to do so by the NYC Fire Department.

**EVACUATING DISABLED PERSONS**

Techniques for evacuating disabled persons vary with the nature of the disability. If a person with a disability cannot evacuate, they should be moved to a designated enclosed fire stairwell that is a good distance away from the hazard.

Designated disabled emergency evacuation areas have been established and are clearly marked “Disabled Staging Area” in the following locations.

**GCC 50 W 40th Street:**
- Lower Level Stairwell “C”
- First Floor Public Safety Desk
- Mezzanine Stairwell “B”
- 3rd Floor HUB Stairwell “C”
- 4th Floor Stairwell “C”
- 5th Floor Stairwell “C”
- 6th Floor Stairwell “C”
- 7th Floor Stairwell “C”

Public Safety maintains class schedules and office locations of all disabled students who may require assistance when evacuating. Public Safety Officers will check these locations along with the “Disabled Staging Area” during evacuations.

Always ask a disabled person how you can help before giving emergency
evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.

- For persons with mobility impairments, it may be necessary to help clear the exit route of debris, if possible.
- For persons with a visual disability, give verbal instructions while assisting in an evacuation. Do not grasp a visually impaired person's arm. Ask if he or she would like to hold your arm as you exit, especially in crowds or debris covered areas.
- For persons with auditory disabilities, get the attention of the person by touch or eye contact. Gestures and pointing are helpful, but be prepared to write a brief statement if that person does not seem to understand.
- Do not use elevators unless authorized by FDNY personnel.
- Do not attempt a rescue evacuation unless you had rescue training or the person is in immediate danger and cannot wait for professional assistance.

**EVACUATION ROUTES**

The following is a listing of proposed *EMERGENCY EVACUATION ROUTES* from various locations in each building. Once you have evacuated you should proceed away from the building and towards your designated Evacuation Assembly Point in order to provide easy access to the Fire Department and to other emergency personnel.

**GCC 50 W 40th Street**
Evacuation Assembly Point – New York Public Library 40th Street and 5th Avenue
Exits from the GCC Building are located on 40th Street as well as 39th Street.

**FIRE**

**IF YOU DISCOVER A FIRE**

Pull the nearest fire alarm box on the floor; call 911 and Public Safety at 212-221-4630 or 646-313-8101 and be prepared to give the following information:

- Specific conditions (smoke, fire, etc.)
- Specific location (floor, room)
- Your name and location
- Notify those in the immediate area of the danger.
 Assist in removing any disabled person from the immediate area.
 Follow the directions of Building & Floor Coordinators, Fire Wardens, Public Safety Officers and Building & Grounds personnel.

**IF YOU HEAR THE FIRE ALARM**

- Be aware that whenever the fire alarm sounds it may signal a very real emergency situation.
- Remain calm and proceed to evacuate the area in an orderly manner. Do not rush, push or panic. Rely on planning and knowledge.
- Assist disabled persons to evacuate the area. Be particularly aware of persons with sight or hearing disabilities.
- Do not go back to retrieve belongings.
- If there is smoke, stay low; it will be easier to breathe.
- Use the stairways indicated by emergency personnel. **NEVER USE AN ELEVATOR TO EVACUATE UNLESS DIRECTED TO DO SO BY THE FIRE DEPARTMENT.**
- Before opening any door, touch the door with the back of your hand. Do not open a door that is warm or hot.
- Close doors behind you to prevent fire spread, but make sure that you can reopen them if you need to retreat.
- If trapped in a building with operable windows, open windows at the top to let heat and smoke out, open at the bottom to breathe.

**LISTEN FOR INSTRUCTIONS FROM:**

- Building & Floor Coordinators
- Fire Wardens
- Security & Public Safety Officers
- Facilities Personnel
- Other Faculty & Staff

**USING A FIRE EXTINGUISHER**

Fire extinguishers are located on every floor. They should be used to extinguish **small fires only**. Insure that you have a clear escape route before using an extinguisher. An easy way to remember how to use a fire extinguisher is to remember the acronym **PASS**, which stands for **Pull, Aim, Squeeze and Sweep**.
- **PULL** the pin. This will allow you to discharge the extinguisher.
- **AIM** at the base of the fire. If you aim at the flames, the extinguishing agent will fly right through. You want to hit the fuel.
- **SQUEEZE** the top handle lever. This depresses a button that releases the pressurized extinguishing agent.
- **Sweep** from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

### BUILDING COORDINATORS & FLOOR COORDINATORS

**Building Coordinators** are designated by the College President as the primary point of contact with occupants in a particular building. Some of the duties of the Building Coordinator are:

- Assist in the orderly evacuation of the building as a Fire Warden (Pursuant to NYFD Fire Code and NYS Education Law Section 807 - Fire Drills).
- Assist in identifying hazards and communicating repair needs to the appropriate campus authority.
- Conduct building specific training and drills in conjunction with campus authorities.

**Floor Coordinators** are designated by the College President as the primary point of contact with floor occupants in a particular building. Some of the duties of the Floor Coordinator are to assist the Building Coordinator with:

- Orderly evacuation of the floor if required
- Assist in identifying hazards and communicating repair needs to the appropriate campus authority
- Assist in coordinating training and drills as required.

The following is a listing of GCC staff members who are assigned to various locations in each building. **Building & Floor Coordinators** will assist in evacuating their designated section and then assist other coordinators until the entire building is evacuated.

### 50 W 40th Street Building

Building Coordinator -
Anastasia M. Koutsidis, Office of Public Safety 646-313-8101
(Deputy) Shirley Law, Director of Campus Operations/Building Services 646-313-8033
<table>
<thead>
<tr>
<th>Floor Coordinator</th>
<th>First Name</th>
<th>Last Name</th>
<th>EXT.</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Level</td>
<td>Melissa</td>
<td>Arias</td>
<td>3-8108</td>
<td>Facilities</td>
</tr>
<tr>
<td>Lower Level</td>
<td>Deborah</td>
<td>Stone</td>
<td>3-8108</td>
<td>Facilities</td>
</tr>
<tr>
<td>1st Floor</td>
<td>Daniel</td>
<td>Ambrose</td>
<td>3-8085</td>
<td>Peer Mentors</td>
</tr>
<tr>
<td>1st Floor</td>
<td>Amy</td>
<td>Beth</td>
<td>3-8091</td>
<td>Information Commons</td>
</tr>
<tr>
<td>Mezzanine</td>
<td>Elisa</td>
<td>Hertz</td>
<td>3-8016</td>
<td>Office of College Effectiveness</td>
</tr>
<tr>
<td>Mezzanine</td>
<td>Danielle</td>
<td>Insalaco-Egan</td>
<td>3-8067</td>
<td>Office of Student Engagement</td>
</tr>
<tr>
<td>3rd Floor HUB</td>
<td>Sophea</td>
<td>So</td>
<td>3-8062</td>
<td>Admissions</td>
</tr>
<tr>
<td>3rd Floor HUB</td>
<td>Thomas</td>
<td>Hiotakis</td>
<td>3-8851</td>
<td>Information Technology</td>
</tr>
<tr>
<td>4th Floor</td>
<td>Tiffany</td>
<td>Bailey</td>
<td>3-8115</td>
<td>Partnerships</td>
</tr>
<tr>
<td>4th Floor</td>
<td>Valora</td>
<td>Blackson</td>
<td>3-8066</td>
<td>Partnerships</td>
</tr>
<tr>
<td>5th Floor</td>
<td>Courtney</td>
<td>Stevenson</td>
<td>3-8165</td>
<td>Office of Wellness</td>
</tr>
<tr>
<td>5th Floor</td>
<td>Crystal</td>
<td>Vasquez</td>
<td>3-8812</td>
<td>Office of Accessibility</td>
</tr>
<tr>
<td>6th Floor</td>
<td>Victoria</td>
<td>Romero</td>
<td>3-8843</td>
<td>Office of Student Engagement</td>
</tr>
<tr>
<td>6th Floor</td>
<td>Shirley</td>
<td>Jean-Pierre</td>
<td>3-8026</td>
<td>Office of Academic Affairs</td>
</tr>
<tr>
<td>7th Floor</td>
<td>Bruce</td>
<td>Lyons</td>
<td>3-8015</td>
<td>President’s Office</td>
</tr>
<tr>
<td>7th Floor</td>
<td>Omarlys</td>
<td>Rodriguez</td>
<td>3-8139</td>
<td>President’s Office</td>
</tr>
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**EMERGENCY CLOSING PROCEDURES**

The following procedures will be in effect should the University declare an **EMERGENCY CLOSING**. An “Emergency Closing” has been defined as a cancellation of classes due to weather, transportation, power outage or other major emergency.

In the event that prevailing emergency conditions cause serious disruption to the public transportation system or make other means of traveling hazardous, GCC may be closed until conditions improve. If there is a threat of a snow emergency (Monday through Friday) when the college is scheduled to be in session, information concerning the college’s status can be heard on the following radio stations, web or by calling the telephone numbers listed below:
Radio Stations Broadcasting CUNY Message

- WADO 1280 AM
- WBLS 107.5 FM
- WCBS 880 AM/ www.wcbs880.com
- WFAS 1230 AM/ 103.9 FM 106.3 FM/ www.wfasfm.com
- WINS 1010 AM
- WLIB 1190 AM
- WOR 710 AM / www.wor710.com

Telephone Numbers

- (718) 330-1234 - NYC announcements, up to the minute transportation conditions and emergency bulletins.

Web Sites

- www.ncc.cuny.edu
- www.cuny.edu

If you are on campus during an "Emergency Closing" declaration, please follow the directions of Public Safety Officers to depart the campus safely. Please use stairs, do not use elevators.

If you are stranded on campus during an “Emergency Closing” please assemble in the following locations and await instructions from Public Safety:

50 W 40th Street:
Atrium on the 1st floor near the lobby

Persons with Disabilities:
Designated disabled emergency evacuation areas have been established and are clearly marked “Disabled Staging Area” in the following locations.

50 W 40th Street:
- Lower Level Stairwell “C”
- First Floor Public Safety Desk
- Mezzanine Stairwell “B”
- 3rd Floor HUB Stairwell “C”
- 4th Floor Stairwell “C”
- 5th Floor Stairwell “C”
- 6th Floor Stairwell “C”
- 7th Floor Stairwell “C”

Public Safety maintains class schedules and office locations of all disabled
students who may require assistance when evacuating. Public Safety Officers will check these locations along with the “Disabled Staging Area” during evacuations.

**Emergency Preparations:**
Please inform either the Office of Public Safety at 616-313-8001 or Mr. Andrew Thompson Director of Building Operations 646-313-8033 immediately if you know of equipment or other furnishings that must be secured or otherwise removed in order to minimize the risk of personal injury or property damage.

**Emergency Response:**
In the event of a related emergency such as flooding, broken glass or unsecured equipment, please call Public Safety (212-221-4630 or 646-313-8101)

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**SEVERE WEATHER**

**Hurricanes** – Hurricanes are destructive storms with sustained winds of more than 74 miles per hour can flatten homes, topple trees and turn loose objects into deadly projectiles. The storm’s driving winds and torrential rains can cause massive and dangerous flooding in low-lying and poor-drainage areas. Hurricane season lasts from June to November and New York City is most at risk between August and October.

- When a Hurricane Watch is announced, it means a hurricane may affect New York City within 36 hours he announcement. The City of New York would activate its Emergency Operations Center on a 24-hour basis at the Office of Emergency Management.

- Listen to local media (television and radio) for instructions.

- Find out if you live in one of New York City's hurricane evacuation zones. Residents of an evacuation zone would have to follow special procedures if a hurricane seems likely to make landfall near New York City. Evacuees would need to seek shelter farther inland, with friends or family outside of the storm surge area. During a Hurricane Watch, residents should think carefully about where they would go if evacuation instructions were issued.

Prepare to be self-sufficient for at least three days without help or emergency services. Assume that many of the streets and stores in your neighborhood will be closed. Disruptions to electricity, gas and water or telephone service may also occur.

- Cease all operations and notify Public Safety at 212-221-4630 or 646-313-8101. Public Safety will contact outside emergency response agencies if necessary.

- Exit the area immediately.
To avoid sparks, leave all electrical equipment, i.e. lights, computers, appliances, etc., as is.

**Tornadoes** - Though infrequent, tornadoes have occurred in New York City. In October 1985, an F1 tornado touched down in Queens, injuring six people. In August 1990, an F1 tornado struck Staten Island, injuring three people. And in October 1995, a more intense F1 tornado struck Staten Island again, causing some property damage, but no injuries.

- Go to the basement or the lowest point in a building. If an underground shelter is not available, move to a small interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Put as many walls as possible between you and the outside.
- Stay away from windows.
- Get out of automobiles.
- Do not try to outrun a tornado in your car; leave it immediately for safe shelter.
- If you cannot find shelter, take cover in a ditch or other recessed area and cover your head with your arms. Do NOT take cover under an overpass or bridge.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, large hallways or shopping malls.
- Watch out for fallen power lines and stay away from damaged areas.
- Listen to the radio for information and instructions.

**EXPLOSION/DOWNED AIRCRAFT**

GCC is not geographically situated near any commercial airports, however commercial aircrafts do fly over parts of NYC and there are documented situations of airplane crashes in and around the city.

In the event such a disaster occurs, such as an explosion or a downed aircraft (crash) in the area, take the following actions:

- Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
- Immediately after the effects of the explosion and/or fire have subsided, notify Public Safety at 212-221-4630 or 646-313-8101. Give your name and describe the location and nature of the emergency.
- If the building evacuation alarm is sounded, or when you are told to leave by emergency response personnel, walk to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building. **DO NOT USE ELEVATORS IN CASE OF FIRE.** Do not panic. Remain calm.
- Once outside, move to a clear area away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency
vehicles and crews.

♦ If requested, assist emergency crews as necessary.

**SHELTERING IN PLACE**

If a campus emergency ever involves an outdoor, environmental release of a hazardous material (chemical, biological or radiological/"Dirty Bomb"), you should be prepared to remain inside the building. You will be directed to move to an interior room, away from as many windows as possible. In the event of a suspected chemical release, lower floor occupants will be directed to upper floors. The HVAC system will be shut down as a precaution. You will be asked to remain in the building until it is determined that it is safe to leave.

♦ Stay inside the building.
♦ Close all doors and windows.
♦ Seal off openings to your room if possible.
♦ Do not use elevators as they may pump air through the building.
♦ Remain in place until you are told that it is safe to leave.

**GAS LEAK**

♦ Cease all operations and notify Public Safety at 212-221-4630 or 646-313-8101. Public safety will contact outside emergency agencies if necessary.

♦ Exit the area immediately

To avoid sparks, leave all electrical equipment, i.e. lights, computers, appliances etc., as is. Electrical arcing can trigger and explosion.

**VENTILATION PROBLEMS**

If smoke or odors come from the ventilation system, immediately notify Public Safety Public Safety at 212-221-4630 or 646-313-8101. Public Safety will contact Building & Grounds. If necessary, cease all operations and vacate the area.

**POWER FAILURE**

♦ If you are in an area where power has failed, call Public Safety at 212-221-4630 or 646-313-8101, providing the officer with your name, location and department. Describe the nature of the problem and any additional locations that are without power.

♦ If the power failure occurs during daylight hours, open blinds and doors to maximize available outside light.
- GCC is equipped with emergency lighting. If the lights are out, proceed cautiously to an area that has emergency lights.
- If you are trapped in an elevator, remain calm and use the emergency telephone or call button.
- Should an electrical or mechanical systems failure occur in the building, it might become necessary to evacuate the facility. Public Safety will seek input from Building & Grounds prior to making a decision.
- Public Safety personnel will advise you when to evacuate the building. If requested, evacuate the building immediately. After evacuating from the building move away from the building's entrance.
- Stop all use of electric equipment.
- Call Public Safety at 212-221-4630 or 646-313-8101 for further directions

**CHEMICAL SPILL**

In addition to use in student laboratories, GCC uses chemical and chemical products throughout the campus for maintenance, housekeeping, and reprographic and other purposes. The following should be done if a hazardous chemical is spilled in the building:

- Immediately report any spillage of hazardous chemicals to Public Safety at 212-221-4630 or 646-313-8101
- When reporting the incident, be specific about the nature of the involved material and the exact location. Public Safety will contact Building Services and outside emergency response agencies if necessary.
- The affected area should be evacuated immediately and sealed off to prevent further contamination of other areas until the arrival of Public Safety, Building Services or other emergency service personnel.
- Anyone who may be contaminated by the spill should avoid contact with others as much as possible. Remain in the vicinity and give your name to Public Safety, so any required first aid and clean up can be performed by the appropriate emergency service personnel.
- If an emergency exists that requires a building evacuation, activate the nearest fire alarm (as a precaution also report the emergency by telephone).

**FLOODING OR PLUMBING FAILURE**

- Stop all use of electric equipment
- Call Public Safety at 212-221-4630 or 646-313-8101 Evacuate the area if necessary
**ELEVATOR FAILURE**

- Elevators have mechanical safety brakes that will operate even during power failures.
- Use the emergency alarm button to call the elevator company. Answer all questions they have to the best of your knowledge.
- If possible call Public Safety at 212-221-4630 or 646-313-8101 and report the condition and your location.

**CRIMES IN PROGRESS**

GCC’s goal is to provide a safe learning environment with a low incidence of serious crime occurring while on campus grounds. If you observe a crime in progress or are a victim of a crime please be guided by the following:

- Do not attempt to apprehend or interfere with the criminal except in case of self-protection
- In the event of a robbery, do not resist
- If safe to do so, attempt to get a good description of the criminal. If the criminal is entering a vehicle, note the license plate number, make, model, color and any outstanding characteristics about the vehicle.

If you observe a crime or are a victim, call Public Safety at 212-221-4630 or 646-313-8101, advise them and give the following information:

- Your name
- Location of incident
- Description of the suspects involved (clothing and physical features)
- Injuries that have occurred
- Description of any weapons involved
- Description of property involved
- The suspect’s direction of travel and vehicle description (if applicable)
- Make sure that the officer understands that the incident is in progress

If possible, stay on the line with the officer until help arrives. Keep the officer updated on any changes in the situation so responding personnel can be updated. Even if you cannot communicate, keep the line open so the officer listening in can learn more about what is happening.

Meet with Public Safety personnel when they arrive.
HOSTILE INTRUDER GUIDELINES

In the event that a person threatens the personal safety of members of our college community, the Department of Public Safety would like you to be aware of the guidelines for hostile intruder situations. This guide cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or deaths if put into action as soon as an intruder situation develops. This is the most important factor in the optimal management if these types of situations.

Hostile Intruder on Campus

When a hostile person is actively causing death or serious physical injury or the threat of imminent death or serious bodily injury to a person within a building, we recommend the following procedures be implemented.

You have three (3) basic options:

1) LOCK YOURSELF IN. If you are near an office, lab or other room that locks from the inside this will be your best option. All Classrooms and offices can be locked from the inside.
   a) Remain as quiet and calm as possible
   b) Public Safety at 212-221-4630 or 646-313-8101
   c) Turn off lights and all audio equipment. Place cell phones on vibrate.
   d) Lock all windows, cover yourself and stay away from all openings that have direct line of sight into the hallway as well as windows.

2) Evacuate the building or move to an area that can be locked.
   a) Look and listen to where the threat is. If you see members of the campus community fleeing from a particular area, this is a clear indication that the threat is in that area and may be coming toward you.

   b) Move away from the threat, away from the noise and commotion.

3) Hide or Run.
   a) Hide- If for some reason you are caught in an open area such as a hallway or lounge, you should try and hide, but be sure it is a well hidden space. Remain as quiet and calm as possible.

   b) Run- if you think you can safely make it out of the building by running, and then do so. If you decide to run, do not run a straight line, attempt to keep objects such as desk, cabinets, fixtures, etc…between you and the hostile person.
THINGS NOT TO DO:

- Do not run in a straight line.
- Do not sound the fire alarm.
- Do not scream

Obey all Public Safety and or Police commands.

PERIMETER LOCKDOWN PLAN

GCC is surrounded by and intersected by city streets. If a large scale criminal incident or disturbance is occurring on the city streets and in the immediate vicinity of the college, the PERIMILTER LOCKDOWN PLAN will be implemented. The Perimeter Lockdown Plan is designed to prevent the criminal incident from spilling over onto the campus and endangering members of the campus community.

If you observe a large scale criminal incident which is occurring in the vicinity of GCC, call Public Safety at 212-221-4630 or 646-313-8101, advise them of the incident and give them the following information:

- Location of incident
- Description and number of persons involved (clothing and physical features, height, weight, skin color, male/female, hair color, glasses, etc…)
- Injuries that may have occurred
- Descriptions of any weapons involved
- The suspect’s direction of travel and vehicle description (if applicable)

Make sure that the officer understands that the incident is in progress and in the vicinity of the campus.

GCC Public Safety Officers will secure the perimeter of the campus including closing the doors and restricting access to the inside.

You will be asked to remain in the building until it is determined that it is safe to leave.
Sexual Assault

Should you become a sex crime victim on or near the campus, the college recommends a prompt report to Public Safety at 212-221-4630 or 646-313-8101 so that the public interest can be served. Reporting an incident helps:

- Identify and apprehend the assailant
- Maintains future options regarding criminal and civil action against the assailant
- Protects the victim and others from future assaults from the same assailant
- Reporting an incident is a separate step from choosing to prosecute. Our first concern is the victim’s welfare and ensuring that proper treatment and support is provided. When a person files a report, they are not obligated to continue with legal proceedings.
- Emergency Medical Services will be summoned for anyone apparently requiring or requesting medical attention.
- The preservation of evidence including biological, chemical, and environmental substances may be essential to successful prosecution; victims are urged to obtain emergency medical treatment before washing, laundering apparel, or discarding wipes.
- Local telephone service and assistance will be provided to facilitate notifications, victim services, and transportation arrangements. In addition, GCC professionals will do all they can to assist a victim of sexual assault including help in changing academic and life situations, if requested by the victim and if these changes are reasonably available.

Hostage Situations

A hostage situation is said to exist when a person(s) is held or confined against his or her will by one or more individuals. This can occur with or without force or the threat of force and with or without a weapon. Usually, certain demands are made in return for the release of the hostage(s). Hostage takers can be terrorists, fleeing felons, emotionally disturbed persons, and past or present disgruntled employees. It should be noted that the Stella and Charles Community College Public Safety’s personnel are unarmed and will require the assistance of the NYPD in all hostage situations.

If you are a witness to a hostage situation:
Notify Public Safety at 212-221-4630 or 646-313-8101 immediately and be
prepared to tell the officer the following:

- Location of the incident
- Description of the hostage taker(s)
- Type(s) of weapons used (handgun, shotgun, knife, explosive, etc.)
- Alert others in the immediate area of the situation.
- Evacuate from the area.
- If you are unable to evacuate safely, lock and close your door until notified by Public Safety or other Police agency that it is safe to leave.

If you are taken hostage:

- Remain calm, be patient and avoid drastic action.
- Follow the hostage taker’s instructions. Do not speak unless spoken to avoid arguments.
- Stay alert and be observant. You may be released or escape the personal safety of others may depend on your memory.
- Be prepared to answer the police on the telephone.

**ALCOHOL AND DRUG ABUSE CRISIS**

An Alcohol and Drug Abuse Crisis can result from ingesting substances haphazardly or beyond an individual’s normal ability to cope with the ingested amount or the consequence.

An alcohol or drug overdose can be rapidly fatal. Call Public Safety at 212-221-4630 or 646-313-8101 to request an ambulance if a person is:

- Poorly responding to stimuli
- Unconscious (no response to stimuli)
- Having difficulty breathing
- Out of control and a potential danger to self or others
- If you aren’t sure about the physical well-being of the person

Before approaching or touching the person having an alcohol or drug abuse crisis, identify yourself to the individual and explain what you intend to do. Talk calmly in a non-challenging manner and orient individual to time, place, and condition if needed. Try to find out what the individual has consumed and how much, including whether alcohol was mixed with other drugs (prescription medication or illegal drugs) so responding emergency personnel can be informed.
Make certain someone stays with individual. If the individual wishes to lie down, have lie on/her side to avoid asphyxiation. If the person is convulsing, do not attempt to put any object in the mouth and do not restrain.

People who are under the influence of alcohol/drugs can be irrational and/or dangerous. NEVER PUT YOURSELF AT PHYSICAL RISK.

**PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to a severe drug reaction or a psychotic break. Hallucinations, uncontrollable behavior, or complete withdrawal may manifest a psychotic break.

To report a psychological crisis call Public Safety at 212-221-4630 or 646-313-8101 and tell the officer the following:

- Your name and location
- The nature and location of the incident
- Clearly state that you need immediate assistance
- If it is safe to do so, stay on the line until an officer arrives.
- Never try to deal with a potentially dangerous situation by yourself
- Report any suicide attempt to Public Safety

**CIVIL DISTURBANCE**

Most demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive. However, demonstrations can become disruptive if one or more of the following conditions exist:

- Interference with the normal operations of the college
- Prevention of access to an office, building or other college facility
- Threat of physical harm to persons or damage to college facilities
- Disorderly conduct which disturbs the campus or community

If any of these conditions exist, contact Public Safety at 212-221-4630 or 646-313-8101 and report the location, nature, size of the disturbance.

Continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.

Avoid provoking or obstructing demonstrators. Do not interfere with those persons creating the disturbance or law enforcement authorities on the scene.
**BOMB THREATS**

Bombings or threats of bombing are now harsh realities in today's world. While most bomb threats turn out to be hoaxes and most suspicious packages are harmless, it is important that all threats and suspicious objects be treated seriously. Time is of the essence when a bomb threat is received and we must be ready to react quickly and efficiently to minimize the risk of injury to students, staff, faculty and visitors. These guidelines are designed to help the GCC community prepare for the potential threat of explosive-related violence. These guidelines and a **Bomb Threat Checklist** should be kept next to every college telephone.

See **Addendum “A” - Bomb Threat Checklist**

**Telephone Threat Response** - A calm response to a bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb’s location, components, or method of initiation. When a bomb threat is called in:

- Keep the caller on the line as long as possible. Do not interrupt except to ask the caller to speak louder, slower or to repeat the message.
- Record pertinent information on a **Bomb Threat Checklist**. Do not hang up until the caller hangs up.
- If the caller does not indicate the location of the bomb or time of possible detonation, ask him/her for that information.
- Inform the caller that the building is occupied and the detonation of a bomb can result in death or serious physical injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, vehicle traffic and any other noises you may recognize which may give a clue as to the caller’s location.
- Listen closely to the voice (male or female), the mood of the caller (calm, excited, despondent, etc…) accents or speech impediments.
- Report the threat to Public Safety 212-221-4630 or 646-313-8101 immediately after the caller hangs up. Public Safety will then implement its bomb threat response procedure.
- Remain available in the event that Law Enforcement personnel want to interview you.

**Written Threat Response**- While written threats are usually associated with generalized threats and extortion attempts, a written warning of a specific device
may occasionally be received.

- Save all materials including the envelope.
- Once the message is recognized as a threat, further unnecessary handling should be avoided in order to preserve evidence.
- Report the threat to Public Safety at 212-221-4630 or 646-313-8101. Public Safety will then implement its bomb threat response procedure.
- Remain available in the event that Law Enforcement personnel want to interview you.

**BOMB THREAT EVACUATIONS**

If it is determined that an evacuation is necessary, bomb threat evacuations at GCC will follow a procedure similar to the ones used for fire evacuations.

- Take personal belongings such as purses, briefcases, knapsacks and shopping bags with you so they are not confused with suspicious packages by those conducting a bomb search.
- Know your escape route in advance; also be prepared to use an alternate exit in case your primary route is obstructed. Pay close attention to all alarms and public address system announcements.
- Follow instructions given by Building & Floor coordinators, Fire Wardens, Searchers, Public Safety, NYPD and FDNY personnel.
- Never use an elevator to evacuate unless directed to do so by the Fire Department.
- Once outside, move well away from the building, especially windows. Proceed to your Evacuation Assembly Location or alternate location if directed to do so by emergency personnel.

**LETTER & PACKAGE BOMBS**

While the likelihood of receiving a bomb through the mail is remote, letter or package bombs represent an alternate delivery method if the motive of the attack is to inflict injury on a specific individual. Bombs can be constructed to look like almost anything and can be placed or delivered in a number of ways. Its appearance is limited only by the imagination of the sender. However, the
following characteristics may help you in identifying a suspicious letter or package:

- **Feel & Balance** - Letters feel rigid, appear uneven or lopsided or are bulkier or heavier than normal. Sponginess or undue pressure can be felt through the package. Contents of the parcel may make a "sloshing" sound.
- **Place of Origin** - Check the delivery postmark to see if the place of origin is familiar. Check to see if letter shows a city or state in the postmark that does not match the return address.
- **Foreign Packages** - If the item is from another country ask yourself if it is expected. Look for foreign writing, addresses and postage.
- **Unusual Addressing or Delivery Instructions** - There are unusually restrictive endorsements such as "Personal," "Private" and "Confidential" or has no return address.
- **Packaging** - Packaging wrapped in string are automatically suspicious, as modern packaging materials have eliminated the need for twine or string.
- **Postage** - Excess postage on small packages or letters indicate that the Post Office did not weigh the object. No postage or non-cancelled postage should also be a warning.
- **Writing** - Handwritten notes such as "Fragile," "Rush" or "Prize Enclosed," a foreign style of writing (not normally received), misspelling of common names, places or titles and mail addressed to generic or incorrect titles should be treated with caution.
- **Odor** - The mail or package emits the smell of marzipan or almonds or any other peculiar odor.
- **Appearance** - Leaks, stains, protruding wires, string, tape or tinfoil are present.
- **Sound** - Any package that emits a buzzing, ticking or other unusual noise should be treated with caution.
- **Telephone Calls** - Any packages or letters arriving before or after a phone call from an unknown person asking if the item was received is suspect.

If a Suspected Letter or Package Bomb is found.

- Under no circumstances should anyone move, jar, touch, tamper or interfere with the object or anything attached to it.
- Report the location and an accurate description of the object to Public Safety at 212-221-4630 or 646-313-8101.
- Public Safety and Building Services personnel should not use portable radios to report a suspicious object as they can sometimes cause the premature detonation of an explosive device.
- If possible, open all doors and windows in the area where the object is found to minimize primary damage caused by the blast and secondary damage caused by fragmentation.
SUSPICIOUS MAIL (Anthrax)

Recommendations of the FBI, U.S. Postal Service, and the Centers for Disease Control for identifying and handling suspicious mail and dealing with powder spills from letters and packages are on the following pages. Although any threatened use of a biological agent must be treated seriously, experience has demonstrated that most threats are likely to be hoaxes. Disease can be prevented after exposure to anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not contagious and cannot be spread from person to person.

How to Identify Suspicious Packages and Letters - Notify Public Safety at 212-221-4630 or 646-313-8101 if you receive a suspicious letter or package. Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
  Shows a city or state in the postmark that does not match the return address

How to Handle Suspicious Unopened Letters or Packages

- Notify Public Safety at 212-221-4630 or 646-313-8101.
- Do not shake or empty the contents of any suspicious envelope or package.
- Do not pass the letter or package to others to look at.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage contents.
- If you do not have any container, cover the envelope or package with anything (e.g., clothing, trashcan, etc.) and do not remove the cover.
- Notify co-workers and students in the immediate area. If possible, try to avoid contact with others.
- Leave the room and close the door, or section off the area to prevent
others from entering (i.e., keep others away).

What to Do if Powder Spills Out of an Envelope

- Immediately notify Public Safety at 212-221-4630 or 646-313-8101 so they can notify Building Services to turn off local fans or ventilation units in the area.
- Do not try to clean up the powder. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Advise co-workers and students in the immediate area. If possible, try to avoid contact with others.
- Leave the room and close the door, or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any powder to your face. Do Not Use Disinfectant on Your Skin.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Shower with soap and water as soon as possible. Do Not Use Bleach or Other Disinfectant on Your Skin.

TERRORISM

Title 22 of the US Code, Section 2656f(d) defines terrorism as the premeditated, politically motivated violence perpetrated against noncombatant targets by sub national groups or clandestine agents, usually intended to influence an audience. Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, computer based cyber-attacks, to the use of chemical, biological and nuclear weapons. High-risk targets include military and civilian government facilities, international airports, large cities and high-profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers.

In the immediate area of a terrorist event, you would need to rely on police, fire and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events.

Preparing for Terrorism

Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.

- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage
unattended. Unusual behavior, suspicious packages and strange devices should be promptly reported to the police or security personnel.

- Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.
- Learn where emergency exits are located in buildings you frequent. Notice where exits are when you are in unfamiliar buildings. Plan how to get out of a building, subway or congested public area or traffic. Note where staircases are located. Notice heavy or breakable objects that can move or fall in an explosion.
- Assemble a disaster supply kit at home and learn first aid. Separate the supplies you would take if you had to evacuate quickly and put them in a backpack or container, ready to go.
- Be familiar with different types of fire extinguishers and how to locate them.

What to Do In Case of Chemical or Biological Attack

Protection of breathing airways is the single most important thing a person can do in the event of a chemical or biological incident or attack. In most cases, absent a handy gas mask, the only sure way to protect an airway is to put distance between you and the source of the agent, evacuating the area, cover your mouth and nose with a handkerchief, coat sleeve or any piece of cloth to provide some moderate means of protection. Basic steps one can take to avoid or mitigate exposure to chemical or biological agents include:

- Stay alert for attack warning signs early detection enhances survival.

Biological Attack

Biological warfare agents are organisms or toxins that can kill people. Three basic groups of biological agents that would likely be used as weapons are bacteria, viruses, and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax are very long lived. Some biological, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people.

Spraying biological agents in the air, or infecting animals that carry the disease to humans as well as through food and water contamination can disperse them. General indicators of possible biological agent usage include:

- Unusual number of dead or dying animals/fish.
- Unusual illness for the region/area.
- Unusual liquids, sprays or vapors.

Chemical Attack

Chemical warfare agents are poisonous vapors, aerosols, liquids or solids that have toxic effects. They can be released by bombs, sprayed from airplanes, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect
(several hours to several days). General indicators of possible chemical agent usage include:

- Unusual number of dead or dying animals (lack of insects).
- Unexplained casualties (multiple victims, serious illness, nausea, disorientation, difficulty breathing, convulsions, etc.).
- Unusual liquid, spray or vapor (droplets, oily film, unexplained odors, low clouds/fog that is not weather related).
- Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.
- Learn where emergency exits are located in buildings you frequent. Notice where exits are when you enter unfamiliar buildings. Plan how to get out of a building, subway or congested public area or traffic. Note where staircases are located. Notice heavy or breakable objects that could move or fall in an explosion.
- Assemble a disaster supply kit at home and learn first aid. Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to go.
- Be familiar with different types of fire extinguishers and how to locate them.

Radiation Attack

A radiation threat or “Dirty Bomb” is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and the radioactive contamination will be more localized. While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with any radiation, you want to try to limit exposure. To limit the amount of radiation you are exposed to, think about shielding, distance and time:

- **Shielding**: If you have a thick shield between yourself and the radioactive material more of the radiation will be absorbed, and you will be exposed to less.
- **Distance**: The farther away you are from the blast and the fallout the lower your exposure.
- **Time**: Minimizing time spent exposed will also reduce your risk.

What to do in case of a Chemical or Biological Attack

As with any emergency, local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.

- Stay alert for attack warning signs. Early detection enhances survival.
Move upwind from the source of the attack.

If evacuation from the immediate area is impossible, move indoors (if outside) and upward to a room on a higher floor. Agents are heavier than air and will tend to stay close to the ground.

Once indoors, close all windows and exterior doors and shut down air conditioning or heating systems to prevent circulation of air.

Cover your mouth and nose. Gas masks are not available; use a surgical mask or a handkerchief. Improvised mask can be made by soaking a clean cloth in a solution of 1 tablespoon of baking soda in a cup of water. This is not highly effective, it may provide some protection.

Cover bear arms and legs and make sure any cuts or abrasions are covered or bandaged.

If splashed with an agent, immediately wash it off using copious amounts of warm soapy water.

If in a car, shut off outside air intake vents and roll up windows if no gas has entered the vehicle. Model cars may provide some protection from toxic agents.

In any case of suspected exposure to chemical or biological agents, no matter what the origin, medical assistance should be sought as soon as possible, even if no symptoms are immediately evident.
Appendix A (Bomb Threat Check List)

Exact time of call: ___________ Date: ___________ Length of call: ___________ Sex of caller: ___________
Race: ___________ Age: ___________ Sex of caller: ___________ Exact words of caller: _______________________

QUESTIONS TO ASK:
1) What is your name? _________________________________
2) Where are you calling from? _________________________________
3) What is your address? _________________________________
4) When is the bomb going to explode? _________________________________
5) Where is the bomb right now? _________________________________
6) What does it look like? _________________________________
7) What kind of bomb is it? _________________________________
8) What will cause it to explode? _________________________________
9) Did you place the bomb? _________________________________
10) Why was the bomb placed? _________________________________

CALLER'S VOICE:
(CHECK ALL THAT APPLY)
[ ] Calm [ ] Angry [ ] Disguised [ ] Nasal [ ] Broken [ ] Stutter
[ ] Slow [ ] Sincere [ ] Rapid [ ] Giggling [ ] Deep
[ ] Crying [ ] Squeaky [ ] Excited [ ] Stressed [ ] Accent
[ ] Slurred [ ] Normal [ ] Laughter [ ] Distinct [ ] Raspy [ ] Ragged
[ ] Clearing throat [ ] Whispering [ ] Cracking voice [ ] Deep breathing
[ ] Familiar (whom did it sound like?) _________________________________

BACKGROUND NOISES:
(CHECK ALL THAT APPLY)
[ ] Street noises [ ] Office machinery [ ] Voices [ ] PA system [ ] Music [ ] House noises
[ ] Motor vehicles [ ] Animal noises [ ] Clear [ ] Static [ ] Crockery [ ] Local
[ ] Long distances [ ] Telephone booth [ ] Factory machinery
[ ] Other _________________________________

THREAT LANGUAGE:
(CHECK ALL THAT APPLY)
[ ] Foul [ ] Irrational [ ] Message read by threat maker [ ] Taped [ ] Incoherent [ ] Well-spoken

REMARKS:
Person receiving call: ___________________ Rank/shield number: ___________________
Telephone number call received at: ___________ Date/tour: ___________________
Reported call immediately to: ___________ At telephone number: ___________________
CUNY Alert

The City University has established an alert system designed to allow the campus community to become aware of emergencies that may be occurring on campus at any given time. The Alert system is designed to notify the campus community in the event of:

- Weather emergencies
- Building Evacuations
- Bomb Threats
- Civil Disturbances
- Crimes in Progress
- Fire
- Hazardous Materials
- Explosion
- Utility Failure
- Elevator Failures
- Hostile Intruders/Active Shooters
- Perimeter/Building Lockdowns

The Alert System will notify you at your discretion via:

- E-mail
- Text
- Telephone

You can register for CUNY Alert by visiting [www.cuny.edu/alert](http://www.cuny.edu/alert) and following the directions on the site.

For assistance with registering please contact the IT Helpdesk at 616-313-8008.

The CUNY Alert is a crucial tool in transmitting vital information to the campus community during an emergency.