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WEATHER EMERGENCIES

All locations of the CUNY School of Professional Studies, including the Joseph S. Murphy Institute for Worker Education, are part of the CUNY Graduate School and University Center. During weather emergencies, decisions to close the School of Professional Studies are governed by the closing of the Graduate School and University Center. This decision is made by the President of the Graduate School and University Center, in consultation with the CUNY Executive Vice Chancellor and Chief Operating Officer.

No CUNY SPS dean, program director, academic director, or other supervisor may announce to CUNY SPS employees or students that the CUNY School of Professional Studies is closed, or that any program or institute within the CUNY School of Professional Studies is closed, unless the President of the Graduate School and University Center has announced that the Graduate School and University Center has closed.

In such instances, the Associate Dean of Student and Community Affairs will receive notification from the President of the Graduate School and University Center. In the instance of a Non-CUNY closure (i.e., a building-specific closure), the building landlord will communicate this imminent closure to the CUNY SPS Director of Campus Operations, who will alert the Public Safety Sergeant, the Associate Dean of Administration and Finance, and the Associate Dean of Student and Community Affairs.

CUNY SPS faculty and staff notification will occur as follows:

1. CUNY SPS Associate Dean for Student and Community Affairs and the Associate Dean for Administration and Finance will notify the CUNY SPS Closure Action Group.

2. Associate Dean for Student and Community Affairs and the Associate Dean for Administration & Finance then notifies the Deans and Directors and the CUNY SPS ListServ.

3. CUNY SPS Directors notify members of their staffs, including any specific information for their offices or departments.

4. Research Foundation project employees will follow the closures of their project agency or organization. Project Directors are to notify the Associate Dean for Student and Community Affairs of each project’s closure status via email.

- **OCFS IT Auxiliary staff** located on Lenox Avenue report to work in accordance with NYS Office of Temporary and Disability Assistance (OTDA) instructions.

- **HRA OCSE project employees** located on Washington St., report to work in response to announcements by the NYC Human Resources Administration.

- **OCFS Distance Education, Media Production, and Training Management Systems Development** staff located in Rensselaer, NY, report to work in response to announcements by the Director of the OCFS Bureau of Training. These announcements will be relayed to staff by Dave McGann, Distance Education Manager, and Jeff Liebig, IT Systems Manager.
5. The Associate Dean for Finance and Administration, the Associate Dean for Student and Community Affairs, Public Safety, and Campus Operations will coordinate announcements on the CUNY SPS website, CUNY Alert, and main telephone line (212-652-2869).

6. The Office of Information Technology will coordinate announcements from the CUNY SPS Help Desk line.

7. Public Safety and Campus Operations will revert these outgoing messages to the usual greeting at 9:00pm on the day of closing, unless otherwise instructed by the Associate Dean of Administration and Finance, the Associate Dean for Student and Community Affairs, or the Director of Campus Operations.

8. Likewise, the Office of Information Technology will revert announcements from the CUNY SPS Help Desk line.

9. The Office of Campus Operations updates and coordinates building entry systems in compliance with the buildings’ hours of closure.

CUNY ALERT EMERGENCY NOTIFICATION SYSTEM

CUNY Alert is a secure, web-based emergency notification system that sends text or voice notifications of campus emergencies or weather related closings. Staff and students can sign up for CUNY Alert at http://www.cuny.edu/news/alert.html, and can choose which method by which they prefer to receive messages: via cell phone, home phone, e-mail, instant message, or any combination of these.

All CUNY SPS employees are encouraged to sign up for the CUNY Alert system, and to refer to the School of Professional Studies website and the media listed below for current information during a weather emergency.

LOCAL MEDIA

For information regarding CUNY SPS closings, consult the following media:

**Telephone Numbers:**

- 212-652-2869 CUNY SPS recorded message
- 718-330-1234 New York City announcements, transportation conditions, and emergency bulletins
- 311 New York City information line

**Web sites:**

- [www.cuny.edu](http://www.cuny.edu) CUNY information
- [www.sps.cuny.edu](http://www.sps.cuny.edu) CUNY SPS information
- [www.nyc.gov](http://www.nyc.gov) New York City information
- [www.nyl.com](http://www.nyl.com) New York One (television)
- [www.nbcnewyork.com](http://www.nbcnewyork.com) WNBC (television)
- [www.1010wins.com](http://www.1010wins.com) WINS (radio)
Radio:  
AM 880  WCBS  
AM 1010  WINS  

Television:  
WNBC  Channel 4  
NY1  Time Warner Cable Channel 1

OTHER EMERGENCY PROCEDURES

The School of Professional Studies currently occupies administrative offices and classroom space in the following locations. Please refer to the emergency reporting instructions below.

- Alert the CUNY SPS Office of Public Safety (at 646-664-8600), and the Office of Campus Operations (646-664-8500) of any emergencies as soon as possible.

- Assist in identifying hazards and communicating repair needs to the appropriate CUNY SPS authority.

119 WEST 31ST ST. CLASSROOMS & OFFICES

119 W. 31st St.  
(1st-4th and 10th floors)  
New York, NY 10001

- Call 911 to report emergencies from within the building directly to the New York City Police, Fire and Emergency Medical Services.

- Alert the CUNY SPS Office of Public Safety (at 646-664-8600), and the Office of Campus Operations (646-664-8500).

101 WEST 31ST ST. OFFICES

101 West 31st St.  
(6th & 7th floors)  
New York, NY 10001

- Call 911 to report emergencies from within the building directly to the New York City Police, Fire and Emergency Medical Services.

- Alert the CUNY SPS Office of Public Safety (at 646-664-8600), and the Office of Campus Operations (646-664-8500).
THE JOSEPH S. MURPHY INSTITUTE
25 West 43rd St.
(18th and 19th floors)
New York, NY 10036

• Call 911 to report emergencies from within the building directly to the New York City Police, Fire and Emergency Medical Services.

• Alert the CUNY SPS Office of Public Safety (at 646-664-8600), and the Office of Campus Operations (646-664-8500).

• Alert Gregory Mantsios, Director of the Murphy Institute, at 212-827-0200 (alternate: Nelly Benavides, 212-642-2086).

Cornell University ILR School's Worker Institute
16 W. 34th St.
New York, NY 10001

• Call 911 to report emergencies from within the building directly to the New York City Police, Fire and Emergency Medical Services.

• Alert the CUNY SPS Office of Public Safety (at 646-664-8600), and the Office of Campus Operations (646-664-8500).

• Alert Lia Papathomas, College Assistant, 212-340-2871.

HRA OFFICE OF CHILD SUPPORT ENFORCEMENT TRAINING PROGRAM
2 Washington St., 10th Fl.
New York, NY 10004

• Call 911 to report emergencies from within the building directly to the New York City Police, Fire and Emergency Medical Services.

• Alert Amy Frumolt, Project Director and your CUNY SPS Building Coordinator, at 929-221-4648 (alternate: Gertrude Diaz, Principal Administrative Associate, 929-221-5002).

• Alert the CUNY SPS Office of Public Safety (at 646-664-8600) as well as the Office of Campus Operations (ops.facilities@sps.cuny.edu) and the Associate Dean of Student and Community Affairs (brian.peterson@mail.cuny.edu).
• Call 911 to report emergencies from within the building directly to the New York City Police, Fire and Emergency Medical Services.


• Alert the CUNY SPS Office of Public Safety (at 646-664-8600) as well as the Office of Campus Operations (ops.facilities@sps.cuny.edu) and the Associate Dean of Student and Community Affairs (brian.peterson@mail.cuny.edu).

40 North Pearl Street, 6th Fl.
Albany, NY 12243

• Call 911 to report emergencies from within the building directly to the New York City Police, Fire and Emergency Medical Services.


52 Washington Street
Rensselaer, NY 12144

• Call 911 to report emergencies from within the building directly to Police, Fire and Emergency Medical Services.

• Alert Dave McGann, Distance Education Manager, and your CUNY SPS Building Coordinator, at 518-474-8629 (alternate: Jeff Liebig, Systems Manager, 518-474-5534).

OCFS DISTANCE EDUCATION, MEDIA PRODUCTION, AND TRAINING MANAGEMENT SYSTEMS DEVELOPMENT (DLT01)

52 Washington Street
Rensselaer, NY 12144

• Call 911 to report emergencies from within the building directly to Police, Fire and Emergency Medical Services.

• Alert Dave McGann, Distance Education Manager, and your CUNY SPS Building Coordinator, at 518-474-8629 (alternate: Jeff Liebig, Systems Manager, 518-474-5534).
RECEIVING EMERGENCY CALLS FROM STUDENTS

Though 911 and the Office of Public Safety should always be the first emergency calls made, occasionally, students may call members of the faculty and staff to report emergency situations. Upon receiving such a call from a student who is in distress or reporting an emergency, faculty and staff should call 911 to report emergencies directly to the New York City Police, Fire and Emergency Medical Services, and alert their Building Coordinators as soon as possible. Staff should also call CUNY SPS Public Safety at 646-664-8600.

ACTIVE SHOOTER/HOSTILE INTRUDER

The City University of New York recognizes the possibility and potential danger of an active shooter incident. In such instances, College and School public safety offices rely on a response from the NYPD. This policy has been formulated to maximize the Office of Public Safety’s response to these possible incidents. The following procedures should be followed in accordance with established command system protocols.

If a hostile intruder is actively causing or threatening serious bodily injury or death within a building, the following procedures are recommended:

1. If it is safe to do so, evacuate the building, or move to an area that can be locked.
   - Look and listen to ascertain the location of the threat.
   - Move away from the threat and away from any noise or activity.

2. If you are unable to evacuate, lock yourself in if you are near an office, lab, or other room that locks from the inside. Place large objects, such as file cabinets, against the door.
   - Remember that some classrooms cannot be locked from the inside.
   - Remain as quiet and calm as possible.
   - Turn off lights and all audio equipment.
   - Place cell phones on vibrate.
   - Lock all windows. Cover and stay away from the windows or openings that have a direct line of sight into the hallway.
   - If possible, call 911 and CUNY SPS Public Safety at 646-664-8600 and provide the following information:
1) The exact location of incident
2) The time of the incident (i.e.: ongoing, past)
3) The type and number of weapons involved, if known
4) The number and description of participants involved
5) Known injuries and the need for any medical assistance

- Remain under lockdown until advised that the crisis has been resolved by Public Safety or NYPD law enforcement personnel.

3. If you cannot lock yourself in, Hide or Run:

- If you are caught in an open area such as a hallway or lounge, try to find a hidden location and remain as quiet and calm as possible. Hide behind file cabinets; cabinets will stop bullets from low caliber firearms.

  OR

- If you think you can safely escape the building by running, do so. Should you decide to run, do not run a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc., between you and the hostile person, and run in a zig-zag pattern. Do not run in a straight line, do not sound the fire alarm, and do not scream.

Always try to remember to call 911 as soon as you are safe. Obey all Public Safety and/or police commands, and warn others.

If a full building evacuation is required, staff are to meet at the following locations:

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.

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**ALCOHOL OR DRUG ABUSE CRISIS**

1. An alcohol or drug abuse crisis can result from ingesting substances haphazardly or in quantities beyond an individual's coping ability.

2. An alcohol or drug overdose can rapidly become fatal. Call 911 and the Office of Public Safety at 646-664-8600 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, or
- If you aren’t sure about the physical well-being of the person.
3. Before approaching or touching a person in alcohol or drug abuse crisis, identify yourself to the individual and explain what you intend to do. Speak calmly, in a non-challenging manner, and orient the 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 that responding emergency personnel can be informed.

4. Make certain someone stays with individual. If the individual wishes to lie down, have him/her lie on his/her left side to avoid asphyxiating.

5. If the person is convulsing, do not attempt to put any object in the mouth and do not restrain.

6. People who are under the influence of alcohol/drugs can be irrational and/or dangerous. Never put yourself at physical risk.

**BOMB THREATS**

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**TELEPHONE THREAT RESPONSE**

A calm response to a bomb threat caller may 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 a timely fashion, the bomber may be willing to give more specific information about the bomb's location, components, or method of initiation.

When a bomb threat is made via telephone:

- **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.

- Discreetly alert a colleague (wave, write a note, etc.) and have him/her alert Public Safety (646-664-8600) to the phone call in progress.

- Record pertinent information on a [Bomb Threat Checklist](http://emilms.fema.gov/is906/assets/occo-bomb_threat_samepage-brochure.pdf) Also located as an appendix to this Emergency Procedures Handbook.

- 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 this information.

- Inform the caller that the building is occupied and the detonation of a bomb can result in death or serious injury to many innocent people.

- Pay particular attention to background noises, such as motors running, music playing, vehicle traffic and any other noise, which may give a clue as to the location of the caller.
• Listen closely to the voice to better identify: male/female, mood (calm, excited, despondent, etc.), accents, or speech impediments.

• Report the threat to Public Safety immediately after the caller hangs up.

• Remain available for interview by Public Safety and law enforcement personnel.

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**WRITTEN THREAT RESPONSE**

Recipients of any written threats should:

• Save all materials, including the mailing envelope.

• Avoid handling the item further.

• Report the threat to Public Safety.

• Remain available for interview by law enforcement personnel.

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**BOMB THREAT EVACUATION**

• Follow instructions given by building coordinators, fire wardens, searchers, Public Safety, NYPD and FDNY personnel.

• Know your escape route in advance. Be prepared to use an alternate exit in case your primary route is obstructed. Pay attention to all alarms and public address system announcements.

• Never use an elevator to evacuate unless directed to do so by the Fire Department.

• Once outside, move well away from the building, and especially away from windows.

• 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 sweep.

If a full building evacuation is required, staff are to meet at the following locations:

• Primary meeting area: Greeley Square at 32nd St. & Broadway
• Secondary meeting area: Herald Square: Broadway & 34th St.
CHEMICAL SPILL

While CUNY SPS does not have laboratories, chemicals and chemical products are used throughout the building for maintenance, housekeeping, and other purposes. If a hazardous chemical is spilled in the building:

1. Immediately report any spillage of hazardous chemicals to the Office of Public Safety at 646-664-8600.

2. When reporting the incident, be specific about the nature of the involved material and the exact location. Public Safety will contact the Office of Campus Operations and outside emergency response agencies if necessary.

3. The affected area should be evacuated immediately and sealed off to prevent further contamination of other areas until the arrival of Public Safety, Campus Operations, or other emergency service personnel.

4. 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.

5. If an emergency exists that requires a building evacuation, activate the nearest fire alarm (as a precaution, also report the emergency by telephone).

If a full building evacuation is required, staff are to meet at the following locations:

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.

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 or damage to college facilities
- Disorderly conduct which disturbs the campus or community

If any of these conditions exist:
1. Contact the Office of Public Safety at 646-664-8600 and report the location, nature, and size of the disturbance.

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

3. Avoid provoking or obstructing demonstrators. Do not interfere with those creating the disturbance or with law enforcement authorities on the scene.

CRIMES IN PROGRESS

1. Do not attempt to apprehend or interfere with a crime in progress, except in cases of self-protection. If possible, move to a safe location.

2. In the event of a robbery, do not resist.

3. If safe to do so, attempt to get a good description of the criminal. If the criminal is entering a vehicle, note the license number, make, model, color and outstanding characteristics of the vehicle.

4. If you observe a crime or are a victim, call the Office of Public Safety at 646-664-8600, advise the officer of the situation, and provide 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.

5. 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.

6. Meet with Public Safety and law enforcement personnel when they arrive.

EARTHQUAKE RESPONSE PROCEDURE

While New York City is usually not associated with earthquake activity, earthquakes have occurred in the metropolitan area. It is believed that earthquakes of up to a magnitude of 6.0-6.5 on the Richter
Scale are possible. This, combined with a concentration of high-rise buildings, many of which were constructed prior to the implementation of seismic building code guidelines in 1996, make damaging earthquakes a potential threat. During an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

2. If outdoors, move quickly away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines, as they may be energized.

3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

4. After the initial earthquake, evaluate the situation and call the Office of Public Safety at 646-664-8600 for any emergency help that may be necessary. Be prepared for aftershocks.

5. Damaged facilities should be reported to the Office of Public Safety at 646-664-8600 and the Office of Campus Operations at 646-664-8500.

6. If the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

7. Assist the disabled in exiting the building. **Do not use elevators in case of fire.** Do not panic. Remain calm.

8. 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.

9. If requested, assist emergency crews as necessary.

10. A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.

11. Do not return to an evacuated building unless instructed to do so by emergency response personnel.

**If a full building evacuation is required, staff are to meet at the following locations:**

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.
ELEVATOR FAILURE

1. Elevators are protected by mechanical safety brakes that will operate even during power failures.
2. Use the emergency communication button in the elevator cab to call for assistance.
3. Inform the responder if medical emergency exists.
4. Remain calm and try to keep other occupants calm.
5. If you have your cell phone, call Public Safety at 646-664-8600.

EXPLOSION/DOWNED AIRCRAFT

1. Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
2. Immediately after the effects of the explosion and/or fire have subsided, notify the Office of Public Safety at 646-664-8600. Give your name and describe the location and nature of the emergency.
3. 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.
4. Assist the disabled in exiting the building. Do not use elevators in case of fire. Do not panic. Remain calm.
5. 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.
6. If requested, assist emergency crews as necessary.
7. A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.
8. Do not return to an evacuated building unless instructed to do so by emergency response personnel.

If a full building evacuation is required, staff are to meet at the following locations:

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.
FIRE EMERGENCIES

GENERAL FIRE EMERGENCY INSTRUCTION

One Fire Warden, two Deputy Wardens, and one male and one female Searcher are assigned to each CUNY SPS floor.

If the Fire Wardens or Searchers are not readily available and you should encounter a fire:

1. PULL THE FIRE ALARM
   - Activate the nearest fire alarm box by lifting the cover and pulling the handle.
   - Call 911, CUNY SPS Public Safety (646-664-8600) and the Office of Campus Operations, if possible.

If it is not safe to make the call from the affected floor, first evacuate all occupants to the next re-entry floor and find the call box on that floor.

Be prepared to provide the following information:
   - Specific conditions (smoke, fire, etc.)
   - Specific location (floor, room)
   - Your name and location

2. NOTIFY ALL OCCUPANTS ON THE FLOOR
   - Notify those in the immediate area of the danger.
   - Assist in removing any disabled person from the immediate area.
   - Male and Female searchers will enter the bathrooms to alert occupants of fire on the floor.
   - Any available supervisors or staff members are to check classrooms in their immediate areas to alert occupants of fire on the floor.

3. PREPARE TO EVACUATE THE FLOOR
   - 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, for ease of breathing.

4. USE STAIRWAYS TO GO DOWN TO THE NEXT RE-ENTRY FLOOR
   - Use the stairways indicated by Fire Warden. 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.

• Do not attempt to walk down to street level unless instructed to do so by fire department or lobby security. Fire department may need clear access in stairwells.

If a full building evacuation is required, staff are to meet at the following locations:

• Primary meeting area: Greeley Square at 32nd St. & Broadway
• Secondary meeting area: Herald Square: Broadway & 34th St.

119 WEST 31ST ST. CLASSROOMS & OFFICES

119 W. 31st St.
(1st-4th and 10th floors)
New York, NY 10001

One Fire Warden, two Deputy Wardens, and one male and one female Searcher are assigned to each CUNY SPS floor.

1. In the event of a fire or other emergency, the Fire Warden will be in contact with the building’s Fire Command Station via the emergency phone, and will receive instructions regarding:
   a. Sheltering in place,
   b. Moving away from windows,
   c. Moving down X number of floors, or
   d. Leaving the building.

2. The warden walks the floor notifying staff of necessary action.

3. The deputy warden is positioned in the lobby outside of the office suites and collects the names of everyone who exits.

4. The searchers search the appropriate restrooms.

5. The warden walks the floor to confirm that it is empty, and inspects the exit list collected by the deputy warden.

6. The warden collects the searchers, deputy warden, the list, and follows Fire Command Station instructions for exiting.

Coworkers are to remain at their work stations until instructed by the wardens, deputy wardens and/or searchers.

• Instructions will be provided regarding relocation, which may include partial evacuation, full evacuation, or moving to a designated area on the floor that has been deemed safe.

January 26, 2015
If a full building evacuation is required, staff are to meet at the following locations:

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.

- Wardens and deputy wardens are to account for each person on the floor before commencing building evacuation.

- The deputy warden maintains a current and updated list of all floor occupants, and checks each employee off the list as each person exits the office suite.

- Should anyone requiring assistance during an evacuation, the warden must alert the Fire Command Station, and assign a searcher to wait with the person requiring assistance near the 32nd St. elevators.

<table>
<thead>
<tr>
<th>Floor</th>
<th>Warden</th>
<th>Deputy 1</th>
<th>Deputy 2</th>
<th>Searcher (F)</th>
<th>Searcher (M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>T. Jennings</td>
<td>J. Lee</td>
<td>L. Chajeczkis</td>
<td>H. Broadfoot</td>
<td>F. Huertas</td>
</tr>
<tr>
<td>2nd</td>
<td>O. Abraham</td>
<td>M. Bates</td>
<td>J.G. Lee</td>
<td>J. Santoreto</td>
<td>G. Washburn</td>
</tr>
<tr>
<td>3rd</td>
<td>W. Hernandez</td>
<td>B. Sims</td>
<td>E. Wong</td>
<td>K. Enoch</td>
<td>P. Dail</td>
</tr>
<tr>
<td>4th</td>
<td>Z. Lobley</td>
<td>C. Leydon</td>
<td>S. Gallo</td>
<td>S. Ko</td>
<td>A. Sweeney</td>
</tr>
<tr>
<td>10th</td>
<td>W. Najeeullah</td>
<td>A. Reynolds</td>
<td>K. Maynard</td>
<td>J. Reinhardt</td>
<td>K. Mumford</td>
</tr>
</tbody>
</table>

101 WEST 31st ST. OFFICES

101 West 31st St.
(6th & 7th floors)
New York, NY 10001

One Fire Warden, two Deputy Wardens, and one male and one female Searcher are assigned to each CUNY SPS floor.

1. In the event of a fire or other emergency, the Fire Warden will be in contact with the building’s Fire Command Station via the emergency phone, and will receive instructions regarding:
   a. Sheltering in place,
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**If a full building evacuation is required, staff are to meet at the following locations:**

- **Primary meeting area:** Greeley Square at 32nd St. & Broadway
- **Secondary meeting area:** Herald Square: Broadway & 34th St.

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**THE JOSEPH S. MURPHY INSTITUTE**

25 West 43rd St.
(18th and 19th floors)
New York, NY 10036

**One Fire Warden, two Deputy Wardens, and one male and one female Searcher are assigned** to each CUNY SPS floor.

In the event of an emergency, the warden, deputy warden, and searchers follow the instructions of the building Fire Safety Directors: Lukas Szumilas (7am-3pm) and Oscar Mahabaer (3pm-11pm).

<table>
<thead>
<tr>
<th>Floor</th>
<th>Warden</th>
<th>Deputy 1</th>
<th>Deputy 2</th>
<th>Searcher (F)</th>
<th>Searcher (M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th</td>
<td>D. Mitnowsky</td>
<td>R. Castillo</td>
<td>M. Donohue</td>
<td>L. Nistico</td>
<td>N. Saad</td>
</tr>
<tr>
<td>7th</td>
<td>A. Morrison</td>
<td>M. Wade</td>
<td>S. Morgano</td>
<td>J. Sparrow</td>
<td>G. Otte</td>
</tr>
</tbody>
</table>

*Alternate: N. Benavides

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**USING A FIRE EXTINGUISHER**

Use fire extinguishers on small fires only, and ensure that you have a clear escape route before attempting to extinguish a fire. The acronym PASS (Pull, Aim, Squeeze, and Sweep) can be used to help remember how to use a fire extinguisher.
1. PULL the pin to unlock the extinguisher.

2. AIM at the base of the fire: extinguishing agent aimed at the flames will pass through the flames; extinguishing agent aimed at the fire’s base will extinguish the fire’s fuel.

3. SQUEEZE the top handle lever.

4. 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 to be sure the fire does not reignite.

---------------------------------------------
EMERGENCY EVACUATION
---------------------------------------------

- Never use an elevator to evacuate unless directed to do so by the fire department.
- Know your escape route in advance, and be prepared to use an alternate exit if 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.

- Be aware that whenever the fire alarm sounds it may signal a real emergency.
- Remain calm and proceed to evacuate the area in an orderly manner. Do not rush, push, or panic. Rely on planning and knowledge.
- If there is smoke, stay low to the ground, where it will be easier to breathe.
- Before opening any door, touch the door with the back of your hand. Do not open any door that is warm or hot.
- Close doors behind you to prevent the fire from spreading, but make sure that you can reopen them if you need to retreat.

- Listen for instructions from:
  - Your building coordinator
  - Fire Wardens
  - Security & Public Safety Officers
  - Fire Safety Director

- Assist disabled persons to evacuate the area. Be particularly aware of persons with sight or hearing disabilities.

If a full building evacuation is required, staff are to meet at the following locations:

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.
EVACUATING PEOPLE WITH DISABILITIES

People with disabilities should become familiar with the emergency procedures established for their buildings.

- Know the location of all fire exits and stairwells.
- Plan responses to emergencies.
- Discuss your plans with your colleagues, building coordinators, and Fire Wardens.

Techniques for evacuating disabled persons vary with the nature of the disability. If a person with a disability cannot evacuate him or herself, he or she should be moved to an enclosed fire stairwell that is a good distance away from the hazard. Always make sure that Public Safety staff is informed of the location of the disabled person and of the nature of his or her disability.

1. Always ask a disabled person how you can help before providing emergency evacuation assistance. Ask how he/she can best be assisted or moved, and if there are any special considerations or items that must accompany them.

2. People with mobility impairments may require that an exit route be cleared of debris, if possible.

3. People with visual disabilities will require verbal instructions during 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.

4. People with auditory disabilities will require touch or eye contact for direction. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

5. Do not use elevators unless authorized by FDNY personnel.

6. Do not attempt a rescue evacuation unless you have received rescue training or the person is in immediate danger and cannot wait for professional assistance.

**If a full building evacuation is required, staff are to meet at the following locations:**

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.

FLOODING OR PLUMBING FAILURE PROCEDURE

1. Stop all use of electric equipment.

2. Call the Office of Campus Operations at 646-664-8500 and Public Safety at 646-664-8600.

3. Evacuate the area if necessary.

**If a full building evacuation is required, staff are to meet at the following locations:**

- Primary meeting area: Greeley Square at 32nd St. & Broadway
Secondary meeting area: Herald Square: Broadway & 34th St.

GAS LEAK PROCEDURE

1. Cease all operations and notify the Office of Public Safety at 646-664-8600. Public Safety will contact the Office of Campus Operations and outside emergency response agencies if necessary.

2. Exit the area immediately.

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

If a full building evacuation is required, staff are to meet at the following locations:

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.

HOSTAGE SITUATION

A hostage situation exists when someone 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, or past or present disgruntled employees. It should be noted that CUNY SPS’s Public Safety personnel are unarmed and will require the assistance of the NYPD in all hostage situations.

1. If you are a witness to a hostage situation:

   a. Notify the Office of Public Safety at 646-664-8600 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.),
      - Number of hostages, and
      - Whether anyone has been injured.
b. Alert others in the immediate are of the situation.

c. Evacuate from the area.

d. If you are unable to evacuate safely, lock and close your door until notified by NYPD that it is safe to leave.

e. DO NOT call colleagues whom you believe are being held hostage on their cell phones.

2. If you are taken hostage:

   a. Remain calm, be patient, and avoid drastic action.

   b. Silence your cell phone.

   c. Follow the hostage taker's instructions. Do not speak unless spoken to. Avoid arguments.

   d. Stay alert and be observant. You may be released or escape. The personal safety of others may depend on your memory.

   e. Be prepared to answer the police on the telephone.

If a full building evacuation is required, staff are to meet at the following locations:

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.

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**INFECTIOUS DISEASE NOTIFICATION**

From time to time, CUNY SPS students or employees may contract an infectious disease that can be spread through casual contact. In circumstances that could impact the health and safety of the CUNY SPS community, students and employees should follow the following protocol.

Students who contract an infectious disease that can be spread through casual contact must report it immediately to the Office of Student Services. DO NOT REPORT TO SCHOOL with an infectious disease that can be spread through casual contact. Consult with your physician, and obtain medical clearance before returning to school.

Employees who contract an infectious disease that can be spread through casual contact must immediately report it to the Director of Faculty and Staff Resources and to their supervisors. DO NOT REPORT TO WORK with an infectious disease that can be spread through casual contact. Consult with your physician and obtain medical clearance before returning to work.
Reporting should include as much information as possible, including:

- Names of the individuals involved
- All available contact information for the individuals involved:
  - Phone numbers (e.g., cell, home, office)
  - E-mail address(es)
  - Emergency contact information
- Student information (if applicable):
  - Classes
  - Clubs
  - Friends and/or faculty members and their respective contact information
- The date and time of the following:
  - Diagnosis and/or symptoms
  - Treatment
  - Campus notification

Members of the CUNY SPS community who become aware of a student or an employee who has contracted an infectious disease that can be spread through casual contact are also encouraged to contact the Director of Student Services or the Director of Faculty and Staff Resources, as appropriate.

MEDICAL EMERGENCIES

Call 911 immediately for any accident or sudden illness that impairs functioning, such as:

- Unconsciousness, however brief
- Chest pains
- Incapacitating head, abdominal, or other pain
- Impaired breathing
- Profuse bleeding
- Disorientation or impaired ambulation

Be prepared to give the 911 operator the following information:

- Location of the medical emergency
- Sex and approximate age of the patient
- Condition of patient (conscious/unconscious, difficulty breathing, chest pain, etc.)
After calling 911, CUNY SPS Public Safety (646-664-8600) should also be contacted to assist with first aid and expedite emergency service response. Also contact your building coordinator.

Do not attempt to administer first aid or CPR unless you have received prior certified training.

POWER FAILURE PROCEDURE

1. If you are in an area where power has failed, call Public Safety at 646-664-8600, providing the officer with your name and location. Describe the nature of the problem and any additional locations that are without power.
2. If the power failure occurs during daylight hours, open blinds and doors to maximize available outside light.
3. If you are trapped in an elevator, remain calm and use the emergency telephone or call button.
4. Should an electrical or mechanical systems failure occur in the building, it may become necessary to evacuate the facility. Public Safety will seek input from the Office of Campus Operations prior to making a decision.
5. 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.
6. Assist persons with disabilities in exiting the building.

If a full building evacuation is required, staff are to meet at the following locations:

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual threatens him/herself or others, or is out of touch with reality and manifests symptoms such as hallucinations, uncontrollable behavior, or complete withdrawal.

To report a psychological crisis, call 911 and CUNY SPS Public Safety at 646-664-8600, and relate the following information:

- Your name
- The location of the person in crisis
- The nature of the crisis

Be sure to clearly state that you need immediate assistance, and if it is safe to do so, stay on the line until an officer arrives.
Should you become a victim of a sex crime victim on or near CUNY SPS, the School recommends a prompt report to both the NYPD (911) and Public Safety (646-664-8600). Reporting an incident:

- Helps to 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

1. 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 he or she is not obliged to continue with legal proceedings.

2. Emergency Medical Services will be summoned for anyone requesting or apparently requiring medical attention.

3. 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.

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**SHELTERING IN PLACE**

Sheltering in place simply means seeking immediate shelter inside a building. For example, this course of action may be necessary during a weather-related emergency, severe public disturbance, or release of toxic chemicals into the outside air.

1. Stay inside the building.

2. Close all doors and windows.

3. Seal off openings to your room if possible.

4. Do not use elevators as they may pump air through the building.

5. Remain in place until you are told that it is safe to leave.

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**SUSPICIOUS MAIL**

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 listed below. 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 646-664-8600 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 the Office of Public Safety at 646-664-8600. Public Safety will notify NYPD via 911.
- 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 of contents.
- If you do not have a container, cover the envelope or package with anything (e.g., clothing, paper, 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.
- Wash your hands with soap and water to prevent spreading any powder to your face. Do not use bleach or any other disinfectant on your skin.
- List all people who were in the room or area when the suspicious letter or package was recognized. Give this list to Public Safety, law enforcement officials, and public health officials for follow-up investigations and advice.

WHAT TO DO IF POWDER SPILLS OUT OF AN ENVELOPE

January 26, 2015
• Immediately notify Public Safety at 646-664-8600 and the Office of Campus Operations at 646-664-8500, to turn off local fans or ventilation units in the area. Public Safety will also notify NYPD via 911.
• 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.
• Wash your hands with soap and water to prevent spreading any powder to your face. Do not use bleach or other disinfecting agents 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 disinfecting agents on your skin.
• If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

WHAT TO DO IF A ROOM IS CONTAMINATED BY AEROSOLIZATION

Anthrax or other biological agents can also be delivered in an aerosol form. In order to be effective it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. The following steps should be taken if informed that an unknown substance has been released in this manner:

Immediately notify Public Safety at 646-664-8600 and Campus Operations at 646-664-8500, to turn off local fans or ventilation units in the area. Public Safety will also notify NYPD via 911.

• Advise co-workers and students in the immediate area. If possible, try to avoid contact with others.
• Leave the area immediately.
• Close the door, or section off the area to prevent others from entering.
• If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

ACTS OF TERRORISM

Title 22 of the US Code, Section 2656f(d) defines terrorism as premeditated, politically motivated violence perpetrated against noncombatant targets by subnational 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, and 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, CUNY SPS would rely on police, fire and other officials for instructions. However, we can prepare in much the same way we would prepare for other crisis events.

1. 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 enter unfamiliar buildings. Plan how to get out of a building, subway, congested public area, or traffic. Note where staircases are located. Notice heavy or breakable objects that could move, fall, or break 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.

2. 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).
- Suspicious devices/packages (unusual metal debris, abandoned spray devices, unexplained munitions).

3. Biological Attack - Biological warfare agents are organisms or toxins that can kill or incapacitate people. The three basic groups of biological agents that may 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 agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people. They can be dispersed by spraying them in the air, or infecting animals that carry the disease to humans as well as through food and water contamination. 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.

4. 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, without a gas mask, the only sure way to protect an airway is to put distance between you and the source of the agent. While evacuating the area, cover your mouth and nose with a handkerchief, coat sleeve or any piece of cloth, to provide some moderate protection. Wet the cloth with water if you are able to. Other basic steps to avoid or mitigate exposure to chemical or biological agents include:

- 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 an interior room on a higher floor. Many 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. If gas masks are not available, use a surgical mask or a handkerchief. An improvised mask can be made by soaking a clean cloth in a solution of one tablespoon of baking soda in a cup of water. While this is not highly effective, it may provide some protection.
- Cover bare 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. Late 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.

5. 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. To limit the amount of radiation exposure, 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.

As with any emergency, local authorities may not be able to immediately provide information about 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.
VENTILATION PROBLEMS

If smoke or odors come from the ventilation system, immediately notify Public Safety at 646-664-8600 and Campus Operations at 646-664-8500. If necessary, cease all operations and vacate the area.

If a full building evacuation is required, staff are to meet at the following locations:

- Primary meeting area: Greeley Square at 32nd St. & Broadway
- Secondary meeting area: Herald Square: Broadway & 34th St.

WORKPLACE ILLNESSES AND INJURIES

CUNY SPS employees must report all work-related illnesses and injuries immediately. Any accident or sudden illness that impairs functioning must be referred to 911. If able, the employee may place the call him/herself, or request that a supervisor or co-worker do so. Public Safety should also be contacted (646-664-8600) to assist with first aid and expedite emergency service response.

Conditions where 911 must be called include:

- Unconsciousness, however brief
- Chest pains
- Poisoning
- Incapacitating head, abdominal, or other pain
- Impaired breathing
- Profuse bleeding
- Disorientation or impaired ambulation.

Other non-emergency illnesses or injuries should be reported by submitting a Work-Related Injury or Illness report form to a supervisor. If the employee is unable to complete the form or describe what occurred to a supervisor or co-worker, the individual assisting the injured employee should describe the facts known to the supervisor, who will then file the form with the Office of Faculty and Staff Resources.

In addition, near misses (accidents that nearly happened) must also be reported to Public Safety and to the Office of Campus Operations so any potential hazards in the workplace can be eliminated.
EMERGENCY PHONE NUMBERS

NEW YORK CITY FIRE DEPARTMENT, POLICE, OR AMBULANCE:  911

CUNY SPS Public Safety (School operating hours)  646-664-8600

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NYPD NON-EMERGENCY NUMBERS
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CUNY SPS PRECINCT: MIDTOWN SOUTH

Midtown South Precinct Desk  212-239-9801
Midtown South Precinct Switchboard  212-239-9811
Midtown South Community Affairs  212-239-9846
Midtown South Community Policing  212-239-9805
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

----------------------------------------------------------
HOTLINE/HELPLINE NUMBERS
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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

----------------------------------------------------------
OPERATIONS NUMBERS
----------------------------------------------------------

Elevator
Office of Campus Operations
Email ops.facilities@sps.cuny.edu
646-664-8550

33
January 26, 2015
Facilities Issues
Office of Campus Operations
Email ops.facilities@sps.cuny.edu

General Maintenance
Office of Campus Operations
Email ops.facilities@sps.cuny.edu

Mailroom
119 W. 31st St., 10th Fl.
Office of Campus Operations
Email ops.mailroom@sps.cuny.edu
646-664-8553

Security/Public Safety
119 W. 31st St., 2nd Fl.
646-664-8600

Supplies
Andrew Reynolds
119 W. 31st St., 10th Fl.
adrew.reynolds@mail.cuny.edu
646-664-8651

IT issues
Email helpdesk@sps.cuny.edu
INCIDENT REPORT FORM

Incident reports must be submitted to the Office of Public Safety and to the Office of Campus Operations within 24 hours of the incident.

Any incident which resulted in a call to CUNY SPS Public Safety, the NYPD, or EMS must be reported to the Office of Public Safety (646-664-8600) and the Office of Campus Operations (646-664-8500).

1) Date of Incident:

2) Time of Incident:

3) Location (provide CUNY SPS or CUNY Location):

4) Staff person responding/reporting:

5) Other staff involved:

6) Please describe the incident to the fullest reasonable extent. Use the back of this page if necessary:

7) Was CUNY SPS Public Safety called? ☐ Yes ☐ No
   If yes, please provide the name(s) of responding officer(s) and describe how the incident was handled.

8) Were police/emergency services called? ☐ Yes ☐ No
   If yes, please provide the name(s) of responding officer(s) and describe how the incident was handled.

9) Were any other CUNY SPS or CUNY offices called? ☐ Yes ☐ No
   If yes, please provide the name(s) of responding officer(s) and describe how the incident was handled.

10) What follow-up by CUNY Administration is recommended?
11) What actions should be taken to prevent a similar incident from recurring?

12) Name and title of staff member completing report:

Name:__________________________________________________________

Title:__________________________________________________________

Signature:_____________________________________________________

Date:_________________________
BOMB THREAT CHECKLIST

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:
• Call __________
• Handle note as minimally as possible.

If a bomb threat is received by email:
• Call __________
• Do not delete the message.

Signs of a suspicious package:
• No return address
• Excessive postage
• Stains
• Strange odor
• Strange sounds
• Unexpected delivery
• Poorly handwritten
• Misspelled words
• Incorrect titles
• Foreign postage
• Restrictive notes

DO NOT:
• Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
• Evacuate the building until police arrive and evaluate the threat.
• Activate the fire alarm.
• Touch or move a suspicious package.

WHO TO CONTACT (select one)
• Follow your local guidelines
• Federal Protective Service (FPS) Police
  1-877-4-FPS-411 (1-877-437-7411)
• 911