



Tomás D. Morales, President

# Emergency Procedure Guide

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## ***EMERGENCY PROCEDURE GUIDE***

The ***College of Staten Island Emergency Procedure Guide*** was prepared by the College of Staten Island Department 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 College of Staten Island 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.

We all play a critical role during emergency response procedures. 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. They will depend on us for immediate direction and assistance.

Please become familiar with this guide and review its contents at faculty and staff meetings. 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 [paul.murtha@csi.cuny.edu](mailto:paul.murtha@csi.cuny.edu)

Thank you.

Paul Murtha  
Director of Public Safety

## **REPORTING AN EMERGENCY**

You can report an emergency in the following ways:

- Call ext. **2111** to contact Public Safety, 24 hours a day, 365 days a year.
- Call **911** to report emergencies directly to the New York City Police, Fire and Emergency dial Services. If calling 911 while on campus, also call Public Safety at x2111 so we can expedite the emergency response.
- 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.
- **Public Safety Pull Boxes (Blue Lights)** located in corridors, stairwells and places of public assembly throughout the various campus buildings are **not operational** at this time.

## ***EMERGENCY PHONE NUMBERS***

**CSI Public Safety - 2111**

**NYPD / FDNY / EMS-AMBULANCE / HAZMAT Emergency – 911**

**NON-EMERGENCY - 311**

### **On Campus Emergency Numbers**

- Public Safety Dispatch (24 Hour ) 718-982-2116
- Director of Public Safety 718-982-2113
- Asst. Director of Public Safety 718-982-2114
- Environmental Health & Safety 718-982-2078
- Buildings and Grounds (Office) 718-982-3210
- Medical Assistance / Health Services 718-982-3045

### **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
- Local FDNY Fire Station 718 727-1100

### **122 Precinct - Non-Emergency Numbers**

- Precinct 718 667-2211
- 122 Pct. Satellite Command 718-494-3066
- Community Affairs 718 667-2292
- Crime Prevention 718 667-2266
- Domestic Violence 718 667-2299
- Youth Officer 718 667-3310
- Detective Squad 718 667-2251



## **ACTIVE SHOOTER**

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 active shooter 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 of these types of situations.

### **Active Shooter on Campus**

When an active shooter or a hostile person is actively causing death or serious bodily 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. Remember classrooms cannot be locked from the inside.
  - Remain as quiet and calm as possible.
  - Call 911 and Public Safety at extension 2111.
  - 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.
2. **Evacuate** the building or move to an area that can be locked.
  - 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 towards you.
  - Move away from the threat, away from the noise and commotion.
3. **Hide or Run.**
  - Hide. If for some reason you are caught in an open area such as a hallway or lounge you can try to hide, but make sure it is a well-hidden space. Remain as quiet and calm as possible.
  - Run. If you think you can safely make it out of the building by running, then do so. If 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.

Things not to do:

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

Whatever option that is best for you; remember to call 911 and Public Safety at ext. 2111. Obey all Public Safety and/or police commands and warn others.

## **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 ext. 2111 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.

## **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 College of Staten Island community members prepare for the potential threat of explosive-related violence. These guidelines and a **Bomb Threat Checklist** should be kept next to every college telephone.

(A copy of the Bomb Threat Checklist is located on the last page of this guide)

**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 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 (male or female), the mood of the caller (calm, excited, despondent, etc.), accents or speech impediments.
- Report the threat to Public Safety at ext. 2111 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 evidence.
- ◆ Report the threat to Public Safety at ext. 2111. 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 the college will follow a procedure similar to the one 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 attention to all alarms and public address system announcements.
- ◆ Follow instructions given by Building & Floor Coordinators, Fire Wardens, Searchers, Security, 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 away from windows. Proceed to your Evacuation Assembly Location or alternate location if directed to do so by emergency personnel.

**BUILDING COORDINATORS & FIRE WARDENS**

**Building Coordinators** and **Floor 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 Coordinators are:

- ◆ Act as **Fire Warden** and assist in the orderly evacuation of the building. (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.

The following is a listing of College of Staten Island **Building Coordinators & Fire Wardens** who are assigned to various locations in each building. **Building Coordinators & Fire Wardens** will assist in evacuating their designated section and then assist other coordinators until the entire building is evacuated.

**North Quad Building Coordinators & Fire Wardens**

Building / Floor	Name / email	Ext. / Room
1N Primary Coordinator	Tracy Campbell <a href="mailto:campbell@mail.csi.cuny.edu">campbell@mail.csi.cuny.edu</a>	3067 Rm. 107
1N 2 <sup>nd</sup> Floor	Orit Gruber <a href="mailto:orit.gruber@csi.cuny.edu">orit.gruber@csi.cuny.edu</a>	3015 Rm. 218
2N Primary Coordinator	Calvin Holder <a href="mailto:holder@mail.csi.cuny.edu">holder@mail.csi.cuny.edu</a>	2880 Rm. 210
3N Primary Coordinator	Loretta Brausewetter-Campbell <a href="mailto:loretta.campbell@csi.cuny.edu">loretta.campbell@csi.cuny.edu</a>	2945 Rm. 219A
4N Primary Coordinator	Allan Benimoff <a href="mailto:benimoff@mail.csi.cuny.edu">benimoff@mail.csi.cuny.edu</a>	2835 Rm. 107
5N Primary Coordinator	Jeffrey Rothman <a href="mailto:rothmanj@mail.csi.cuny.edu">rothmanj@mail.csi.cuny.edu</a>	2997 Rm. 203
5N Alternate Coordinator		
5N 2 <sup>nd</sup> Floor Coordinator	Deobrah McNally <a href="mailto:McNally@mail.csi.cuny.edu">McNally@mail.csi.cuny.edu</a>	3153 Rm. 207

## South Quad Building Coordinators & Fire Wardens

Building / Floor	Name	Ext. / Room
1S Primary Coordinator	Anna Borg <a href="mailto:anna.borg@csi.cuny.edu">anna.borg@csi.cuny.edu</a>	3604 Rm. 215
1S Alternate Coordinator	Marianne Orla <a href="mailto:orla@mail.csi.cuny.edu">orla@mail.csi.cuny.edu</a>	3602 Rm. 215
1S Alternate Coordinator Tues/Thurs Evenings	John DeSio <a href="mailto:John.desio@csi.cuny.edu">John.desio@csi.cuny.edu</a>	2174 Rm. 201
1S 4th Floor/Tues Evenings	Robert Yurman <a href="mailto:robert.yurman@csi.cuny.edu">robert.yurman@csi.cuny.edu</a>	2114 112
2S Primary Coordinator	Karen Martucci <a href="mailto:karen.martucci@csi.cuny.edu">karen.martucci@csi.cuny.edu</a>	3700 Rm. 109
2S Alternate Coordinator	Grace Ann Rispoli <a href="mailto:graceann.rispoli@csi.cuny.edu">graceann.rispoli@csi.cuny.edu</a>	3700 Rm. 109
3S 1 <sup>st</sup> Floor	Ann Scott <a href="mailto:scott@mail.csi.cuny.edu">scott@mail.csi.cuny.edu</a>	3980 Rm. 209
3S 2 <sup>nd</sup> Floor	Marge Nichols <a href="mailto:nichols@mail.csi.cuny.edu">nichols@mail.csi.cuny.edu</a>	3716 Rm. 208
4S Primary Coordinator	Claire Kissinger <a href="mailto:kissinger@mail.csi.cuny.edu">kissinger@mail.csi.cuny.edu</a>	4127 Rm. 108
5S Primary Coordinator	Dorothy Moody <a href="mailto:moody@mail.csi.cuny.edu">moody@mail.csi.cuny.edu</a>	2812 Rm. 213
5S Alternate Coordinator	Eileen Quagliano <a href="mailto:quagliano@mail.csi.cuny.edu">quagliano@mail.csi.cuny.edu</a>	3833 Rm. 214A
6S Primary Coordinator	Tom Brown <a href="mailto:brownt@mail.csi.cuny.edu">brownt@mail.csi.cuny.edu</a>	4122 Rm. 147
6S Alternate Coordinator	Abraham Malz <a href="mailto:malz@mail.csi.cuny.edu">malz@mail.csi.cuny.edu</a>	3904 Rm. 241
6S Evening Coordinator	Joseph Rizzi <a href="mailto:rizzi@mail.csi.cuny.edu">rizzi@mail.csi.cuny.edu</a>	3946 Rm. 250

## Administrative Building Coordinators & Fire Wardens

Building / Floor	Name	Ext. / Room
1A Primary Coordinator	Sandy Sanchez <a href="mailto:sandra.sanchez@csi.cuny.edu">sandra.sanchez@csi.cuny.edu</a>	2400 Rm. 404B
1A Alternate Coordinator	Michael Daniels <a href="mailto:michael.daniels@csi.cuny.edu">michael.daniels@csi.cuny.edu</a>	2335
1A 1 <sup>st</sup> Floor Coordinator	Mary Jeanne Hennessy <a href="mailto:maryjeanne.hennessy@csi.cuny.edu">maryjeanne.hennessy@csi.cuny.edu</a>	2296 Rm. 102
1A 2 <sup>nd</sup> Floor Coordinator	Mona Rosenstock <a href="mailto:mona.rosenstock@csi.cuny.edu">mona.rosenstock@csi.cuny.edu</a>	2635 Rm. 210
1A 3 <sup>rd</sup> Floor Coordinator	Doreen Gambichler <a href="mailto:doreen.gambichler@csi.cuny.edu">doreen.gambichler@csi.cuny.edu</a>	2315 Rm. 312
1A 3 <sup>rd</sup> Floor Coordinator	Manual Gonzalez <a href="mailto:gonzalez@mail.csi.cuny.edu">gonzalez@mail.csi.cuny.edu</a>	2310 Rm. 310
2A Primary Coordinator	Robert Yurman <a href="mailto:robert.yurman@csi.cuny.edu">robert.yurman@csi.cuny.edu</a>	2114 Rm. 108B
2A Alternate Coordinator	Philippe Marius <a href="mailto:marius@mail.csi.cuny.edu">marius@mail.csi.cuny.edu</a>	2607 Rm. 401C
2A 1 <sup>st</sup> Floor Coordinator	Doug McGowan <a href="mailto:doug.mcgowan@csi.cuny.edu">doug.mcgowan@csi.cuny.edu</a>	2076 Rm. 103
2A 2 <sup>nd</sup> Floor Coordinator	Lois Matlow <a href="mailto:Lois.matlow@csi.cuny.edu">Lois.matlow@csi.cuny.edu</a>	2188 Rm. 201
2A 3 <sup>rd</sup> Floor Coordinator	Betsy Greene <a href="mailto:elizabeth.greene@csi.cuny.edu">elizabeth.greene@csi.cuny.edu</a>	2076 Rm. 301
2A 4 <sup>th</sup> Floor Coordinator	Ursula Vitellio <a href="mailto:ursula.vitellio@csi.cuny.edu">ursula.vitellio@csi.cuny.edu</a>	2612 Rm. 401B
3A Primary Coordinator	Gloria Cortopassi <a href="mailto:gloria.cortopassi@csi.cuny.edu">gloria.cortopassi@csi.cuny.edu</a>	2492 Rm. 203
3A Alternate Coordinator	Maria Xenakis <a href="mailto:maria.xenakis@csi.cuny.edu">maria.xenakis@csi.cuny.edu</a>	2457
3A 1 <sup>st</sup> Floor Coordinator	Sandi LeBow <a href="mailto:sandra.lebow@csi.cuny.edu">sandra.lebow@csi.cuny.edu</a>	2163 Rm. 102
1M Primary Coordinator	Richard Burzumato <a href="mailto:richard.burzumato@csi.cuny.edu">richard.burzumato@csi.cuny.edu</a>	3023 Rm. 201
1M Alternate Coordinator	Mike DiMarco/Ed Chapman <a href="mailto:edward.chapman@csi.cuny.edu">edward.chapman@csi.cuny.edu</a>	3202 Boiler Rm
1M 1 <sup>st</sup> Floor	Fred Boasi <a href="mailto:freddy.boasi@csi.cuny.edu">freddy.boasi@csi.cuny.edu</a>	3177 Rm. 108

## Other Building Coordinators & Fire Wardens

Building / Floor	Name	Ext. / Room
<b>Student Center</b>		
1C Primary Coordinator	Gregory Brown <a href="mailto:gregory.brown@mail.csi.cuny.edu">gregory.brown@mail.csi.cuny.edu</a>	3189 Rm. 201
1C Alternate Coordinator	Philip Masciantonio <a href="mailto:philip.masciantonio@csi.cuny.edu">philip.masciantonio@csi.cuny.edu</a>	3056 Rm. 106
1C 1 <sup>st</sup> Floor	John Ladley <a href="mailto:ladley@mail.csi.cuny.edu">ladley@mail.csi.cuny.edu</a>	3051 Rm. 106
1C 2 <sup>nd</sup> Floor	Ira Persky <a href="mailto:persky@mail.csi.cuny.edu">persky@mail.csi.cuny.edu</a>	3035 Rm. 208
1C 3 <sup>rd</sup> Floor	Carol Brower <a href="mailto:carol.brower@mail.csi.cuny.edu">carol.brower@mail.csi.cuny.edu</a>	3088 Rm. 201
<b>Library</b>		
1L Primary Coordinator	Wilma Jones <a href="mailto:Jones@mail.csi.cuny.edu">Jones@mail.csi.cuny.edu</a>	4024 Rm. 109C
1L Alternate Coordinator	Mark Lewental <a href="mailto:lewental@mail.csi.cuny.edu">lewental@mail.csi.cuny.edu</a>	4013 Rm. 201B
<b>Center for the Arts</b>		
1P Primary Coordinator	John Jankowski <a href="mailto:jankowski@mail.csi.cuny.edu">jankowski@mail.csi.cuny.edu</a>	2506 Rm. 116C
1P Alternate Coordinator	Margaret Venditti <a href="mailto:venditti@mail.csi.cuny.edu">venditti@mail.csi.cuny.edu</a>	2553 Rm. 101C
1P 2 <sup>nd</sup> Floor	Craig Manister <a href="mailto:manister@mail.csi.cuny.edu">manister@mail.csi.cuny.edu</a>	2553 R. 203D
<b>Sports &amp; Rec (Gym)</b>		
1R Primary Coordinator	Edward Buttle <a href="mailto:buttle@mail.csi.cuny.edu">buttle@mail.csi.cuny.edu</a>	3130 Rm. 204
1R Alternate Coordinator	Anthony Avena <a href="mailto:avena@mail.csi.cuny.edu">avena@mail.csi.cuny.edu</a>	3160 Rm. 204
<b>Children's Center</b>		
2R Primary Coordinator	Cynthia Murphy <a href="mailto:murphyc@mail.csi.cuny.edu">murphyc@mail.csi.cuny.edu</a>	3190 Rm. 104
2R Alternate Coordinator	Alvina Carretta <a href="mailto:carretta@mail.csi.cuny.edu">carretta@mail.csi.cuny.edu</a>	3190 Rm. 104
1R Primary Coordinator	Edward Buttle <a href="mailto:buttle@mail.csi.cuny.edu">buttle@mail.csi.cuny.edu</a>	3130 Rm. 204

## ***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 ext. 2111 and report the location, nature and 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.

## **CRIMES IN PROGRESS**

College of Staten Island has historically provided a very 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. If possible, move to a safe location.
- ◆ 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 vehicle, note the license number, make, model, color and outstanding characteristics of the vehicle.

If you observe a crime or are a victim, call Public Safety at ext. 2111 and advise us of 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.

## ***ELEVATOR FAILURE***

- ◆ Elevators have mechanical safety brakes that will operate even during power failures.
- ◆ Use the emergency telephone located in the front of the elevator cab to call Public Safety.

## ***EMERGENCY CLOSING PROCEDURES***

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, College of Staten Island 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 880AM/ [www.wcbs880.com](http://www.wcbs880.com)
- ◆ WFAS 1230 AM/ 103.9 FM  
106.3 FM/ [www.wfasfm.com](http://www.wfasfm.com)
- ◆ WINS 1010 AM
- ◆ WLIB 1190 AM
- ◆ WOR 710 AM / [www.wor710.com](http://www.wor710.com)

### **Telephone Numbers**

- ◆ (718) 330-1234 - NYC announcements, up to the minute transportation conditions and emergency bulletins.
- ◆ (718) 982-2000 – College of Staten Island recorded message.

### **Web Sites**

- ◆ [www.csi.cuny.edu](http://www.csi.cuny.edu)
- ◆ [www.cuny.edu](http://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 call the Public Safety Office at ext. 2111 or 2116 and follow their instructions.

**Disabled Persons**

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 “Evacuation Assembly Area” during evacuations.

**Emergency Preparations:**

Please inform either the Public Safety Office at (718) 982-2116 or Mr. Vincent Bono at Building & Grounds (718) 982-3210 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 (718 982-2116 or ext. 2111)

## ***EVACUATION ROUTES***

The following is a listing of College of Staten Island buildings and proposed *EMERGENCY EVACUATION ROUTES* from various locations in each building. Once you have evacuated you should proceed away from the building and listen for instructions from a Public Safety Officer. If necessary, for safety reasons, you will be instructed to further evacuate towards one of our designated Re-Assembly Points.

Primary Re-Assembly Point - **Sports & Recreation (Gymnasium) Building 1R**

Backup Re-Assembly Point – **Center for the Arts – Building 1P**

Backup Re-Assembly Point – **Library – Building 1L**

### **Academic Buildings**

Exits from the Academic Buildings are at the main entrance facing the front of each building. Emergency exits are clearly marked and are located at the tower exits on both sides of the buildings.

### **Science Building – 6S**

Exits from the Science Building are at the main entrance, located on the ground level and southwest side of the building facing parking lot # 2, and the ground level on the east side of the building facing the south quad. An emergency exit is located in the lower level loading dock area on the south side of the building.

### **Administrative Buildings**

Exits from South Administrative Building (1A) are located on the ground floor on all sides of the building. Emergency exits are clearly marked and are located on the lower levels on south and west sides of the building.

Exits from the North Administrative Building (2A) are located on the ground floor on all sides of the building. Emergency exits are clearly marked and are located on the lower levels on north and west sides of the building.

Exits from the West Administrative Building (3A) are located on the ground floor at the main entrance on the east side of the building and rear exit located on the west side of the building. Emergency exits are clearly marked at ground level and are located on the north and south sides of the building.

### **Library**

Exits from the Main Library are located at the main entrance located on the ground level on the north side of the building and the east side of the building, located on the ground level in the Cyber Café. Emergency exits are clearly marked on the ground level on all sides of the building.

**Center for the Arts**

Exits from the Theater & Auditorium Building are located at the main entrances on the ground level on both east and west wings. The classroom sections of the Center for the Arts exits are located at the ground level on both the north and south wings facing the courtyard. Disability Services exit is located on the north side of the classroom section (Rm. 101) for the Center for the Arts. Emergency exits are clearly marked throughout all sides of the building on the ground floor and loading dock area.

**Student Center**

Exits are located throughout the ground floor on all sides of the building. Emergency exits are clearly marked and are located in the Health Center (Rm. 112), north side Park Café, south wing WSIA Radio Station, east side kitchen area, east side loading dock and west side Green Dolphin Lounge.

**Sports and Recreation Center (Gymnasium)**

Exits are located at the north side main entrance located on the ground floor, 2<sup>nd</sup> floor main entrance located on the south side upper level and east side upper level adjacent to room 204-O. Emergency exits are clearly marked and located throughout the ground floor on the south side of the main gymnasium, west side of the main gymnasium, north side of the auxiliary gymnasium, west side of the auxiliary gymnasium, north side loading dock area and south side ground level of the building.

## ***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 “**Evacuation Assembly Area**” These areas are generally in the lobby area of each building. If a person with a disability cannot evacuate, they should be moved to an enclosed fire stairwell that is a good distance away from the hazard.

Public Safety maintains class schedules and office locations of all disabled students who may require assistance when evacuating. A copy of these schedules are at the fire command Public Safety Officers will check these locations along with the “Evacuation Assembly 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.

## ***EXPLOSION/DOWNED AIRCRAFT***

College of Staten Island is geographically situated in the vicinity of major gas and fuel lines as well as in the flight path of Newark International Airport.

In the event a mishap 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 ext. 2111. 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.

## ***FIRE***

### **IF YOU DISCOVER A FIRE**

Pull the nearest fire alarm box on the floor; call 911 and Public Safety at x2111. Be prepared to give the following information:

- Specific condition (smoke, fire, etc.)
- Specific location (building, 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.

Know your *Emergency Evacuation Route* 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 & Fire Guards
- ◆ Security & Public Safety Officers
- ◆ Building & Grounds Personnel
- ◆ Other Faculty & Staff

## ***FIRE EXTINGUISHERS***

Fire extinguishers are located on every floor inside each fire stair 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 **P**ull, **A**im, **S**queeze and **S**weep.

- ◆ **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.

## ***FLOODING OR PLUMBING FAILURE***

- ◆ Stop all use of electric equipment.
- ◆ Call Building & Grounds at ext. 3210 and Public Safety at ext. 2111.

Evacuate the area if necessary.

## ***GAS LEAK***

- ◆ Cease all operations and notify Public Safety at ext. 2111 and Building & Grounds at ext. 3210. 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. Electrical arcing can trigger an explosion.

## **HAZARDOUS MATERIALS**

In addition to use in student laboratories, College of Staten Island 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 ext. 2111.
- ◆ When reporting the incident, be specific about the nature of the involved material and the exact location. Public Safety will contact Buildings & Grounds 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 & Grounds 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).

### ***Outdoor Environmental Release of a Hazardous Material***

If a campus emergency ever involves an ***outdoor environmental release of a hazardous material*** you should be prepared to remain inside the building. Air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

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.

## **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 College of Staten Island Public Safety 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 ext. 2111 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 NYPD 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.

## 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" noise.
- ◆ **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 ext. 2111.
- ◆ Public Safety and Buildings & Grounds 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.

## ***LOCKDOWN PLAN***

College of Staten Island consists of over twenty buildings spread throughout our 200 acre campus. If a major criminal incident is occurring on campus or in the immediate vicinity of the college or if fleeing criminal has entered the College Lockdown Plan might be implemented.

The Perimeter Lockdown Plan is designed to prevent the criminal incident from spilling over onto our campus, entering our buildings, endangering members of the campus community, while at the same time allowed law enforcement to contain the situation.

If you observe a major criminal incident which is occurring in the vicinity of the college, call Public Safety at Ext. 2111, and provide us with the following information:

- ◆ Location of incident
- ◆ Description and number of persons involved (clothing and physical features)
- ◆ Injuries that have occurred
- ◆ Description 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.

College of Staten Island Public Safety Officers will secure the perimeter of the campus including closing gates and restricting both pedestrian and vehicle access inside our fence line.

College of Staten Island Public Safety Officers will also begin to secure the exit doors of our campus buildings.

### **Shelter in Place**

When an announcement is made to initiate an emergency lockdown, the CSI campus community may be advised to "Shelter in Place" in the following manner:

- Proceed to an area that can be secured. (Offices can self-lock / Classrooms need a key)
- All doors into the area should be locked. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Move to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out.
- Close blinds and drapes for concealment.

- Turn off lights. Put cell phones on vibrate, and if communication is needed, use text messaging only.
- Remain under lockdown until advised by the Public Safety Director or NYPD Law Enforcement Personnel that the crisis has been resolved.
- After the lockdown order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.

## ***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.

## **POWER FAILURE**

- ◆ If you are in an area where power has failed, call Public Safety at ext. 2111, 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.
- ◆ College of Staten Island 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.

## **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 ext. 2111 and tell the officer the following:

- ◆ Your name
- ◆ Your 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

## **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 the 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, water or telephone service may also occur.

**Tornadoes** - Though infrequent, tornadoes have occurred in New York City. 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. Most recently, an F0 tornado and a "gustnado" occurred in Staten Island's Bullshead and Willowbrook areas on October 27, 2003. The F0 tornado was responsible for uprooting eight trees and causing minor property damage and the "gustnado" uprooted a 30-foot pine tree.

- ◆ 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. 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.

## **SEXUAL ASSAULT**

Should you become a sex crime victim on or near the campus, the college recommends a prompt report to both the NYPD (911) and Public Safety at ext. 2111, 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, College of Staten Island counseling 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.

## **SHELTER PLAN**

In addition to a supply of food and water, the College of Staten Island is equipped with emergency generator power and in an extreme emergency, has the ability to shelter the campus community for several days. 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 and going home when the college is closed.

A decision to activate the **College of Staten Island Shelter Plan** will be made by the Operations Group and only when authorized by the College President or his designee.

If the **College of Staten Island 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 Ext. 2111 or report to the Public Safety Office which is located in Building 2A, room 108.
- ◆ Obtain a Shelter Plan Tracking Number at the Public Safety Office.
- ◆ Meet with a member of the Shelter Plan Assessment Team to determine your individual needs.
- ◆ Follow the instructions of the assessment team.
- ◆ When emergency shelter is no longer needed, call or report to the Public Safety Office prior leaving the campus.

## **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 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 ext. 2111 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 ext.2111. 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 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 ext. 2111 so they can notify Buildings and Grounds 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 (i.e., keep others away).
- ◆ Wash your hands with soap and water to prevent spreading any powder to your face. *Do Not Use Bleach or Other 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 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, 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 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, 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.

### ***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).

### ***Biological Attack***

Biological warfare agents are organisms or toxins that can kill or 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.

### ***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. Evacuate 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.
- ◆ 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. 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 1 tablespoon of baking soda in a cup of water. 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. 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.

### ***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.

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.

### ***VENTILATION PROBLEMS***

If smoke or odors come from the ventilation system, immediately notify Public Safety at ext. 2111. Public Safety will contact Building & Grounds. If necessary, cease all operations and vacate the area.

