

HOW DO I PREPARE FOR EMERGENCIES?

This is a guide to help prepare you for the most common types of emergencies.

PLANNING AHEAD

Know the number 7777. Use it for all emergencies

- Study this brochure and all available information
- Locate two emergency evaluation routes from wherever you are
- Know where your emergency assembly area is
- Learn about safety equipment in your vicinity
- Know to cooperate with authorities in all emergencies

For individuals with physical disabilities:

- Identify colleagues available to help in an emergency
- Consult Disability Services about your emergency response needs
- Develop two suitable emergency evacuation routes



YOU DISCOVER A FIRE—WHAT DO YOU DO?

CALL 7777. They will contact all necessary emergency services. If the fire is small and you are trained to use a fire extinguisher, remember PASS: Pull the pin Aim at base of fire Squeeze the trigger Spray until extinguished

DO NOT try to extinguish a large or well-developed fire, instead:

- Pull the nearest fire alarm
 - Close doors but do not lock them
 - If possible, leave through evacuation routes, do not use elevators
- If cannot evacuate make sure 7777 knows your location

You are notified of a fire and can evacuate:

- Close but do not lock doors
- Assist anyone with physical disabilities
- Leave in groups in orderly way to identified emergency assembly areas
- Do not use elevators
- Do not reoccupy area until authorized to do so

You are notified of a fire and cannot evacuate:

- Close doors; block entrance of smoke at bottom
- Call 7777 to report your situation



IN THE EVENT OF SEVERE WEATHER:

To determine effect on college schedule:

- Check for announcements at: www.cuny.cuny.edu and/or ext. 7000
- Listen for closings and delayed openings on local radio stations or television
- Protect yourself:
 - Avoid the outdoors, especially near trees and water
 - Go indoors or in a hard-topped vehicle
 - Limit exposure to any and all metal objects to avoid electrocution.
- If assistance is required **CALL 7777**



YOU ANSWER THE PHONE; IT IS A BOMB THREAT:

- Engage the caller in conversation
- Stay calm. Take notes. Try to determine as much information as possible:
 - Location of the bomb
 - What will make it explode
 - Is there a set time for the explosion?
 - What reason did the caller give?
 - Listen for background noises that might identify caller's location
 - Pay attention to the characteristics of the caller's voice
 - Is caller male or female? Can you guess the age?
- Keep the line open. Do not hang up. Use another phone to **CALL 7777**
- If possible, have someone else also listen to the call
- When caller hangs up immediately check caller ID or dial *69 to determine origin of call



IN CASE OF FLOODING EMERGENCY IN BUILDINGS:

- **CALL 7777** to report emergency
- Evacuate immediately if situation appears life threatening.
- If flood presents danger to library materials, attempt to remove materials from water source.
- If flood presents danger to equipment, attempt to protect equipment, but do not endanger yourself by touching wet electrically operated equipment



YOU FIND A PERSON WHO APPEARS TO HAVE A MEDICAL PROBLEM:

- **CALL 7777** to identify problem and location
- Avoid leaving the injured/ill person except to summon help
- Do not move the person unless he/she is in danger
- Render first aid or CPR only if qualified.
- If you are exposed to another's bodily fluids, inform Public Safety



YOU DISCOVER OR ARE TOLD ABOUT A GAS LEAK:

- **CALL 7777** and report leak
- If feasible, shut off any open flame before leaving
- Cease all operations, evacuate
- Do not turn on or off any lights or electrical equipment.



YOU DISCOVER AN EXPLOSIVE DEVICE—WHAT DO YOU DO?

- **CALL 7777**
- Never touch the package
- Turn off radios and transceiver equipment
- If evacuation is necessary leave in orderly manner



YOU COME ACROSS A CRIME IN PROGRESS—WHAT DO YOU DO?

- Do not attempt to interfere except in self-defense
- If you can do it safely, try to get a detailed description:
 - The criminal's
 - Height, Weight, Sex, Age, Race, Clothing, Weapon
 - Direction when leaving scene
 - If criminal enters a vehicle:
 - License number, Make (model & color)
 - Other identifiers, Direction of travel
- **CALL 7777**
- Remain where you are until contacted by a Public Safety Officer



IN THE EVENT OF A SPILL THAT YOU BELIEVE IS A BIOLOGICAL HAZARD:

- **CALL 7777** and report the spill
- Notify personnel in the area to evacuate immediately
- Close windows and doors and evacuate
- Personnel who may have been contaminated should stay in a safe location until safety officials arrive.
- As soon as possible, remove clothing. Wash all body parts that were in contact with the biological agent. Use copious amounts of water
- Do not re-enter area until authorized to do so.



IN THE EVENT OF CHEMICAL SPILL:

- **CALL 7777** to report incident and type and amount of chemical
- Immediately inform all in the area to leave the area
- If the chemical comes in contact with any person:
 - Remove contaminated clothing
 - If there is contact with eyes rinse with water for 15 minutes
 - If there is contact with skin rinse under water, then wash with soap and water
- Do not clean a chemical spill without permission of authorized officers
- As soon as possible leave contaminated area; do not re-enter until authorized



YOU DISCOVER YOU HAVE CONTACTED RADIOACTIVE MATERIAL OR A RADIOACTIVE MATERIAL SPILL:

- **CALL 7777** and report incident
- Inform everyone to leave the area
- Turn off all ventilation systems
- Do not attempt to clean up materials without approval of authorized officer
- If the material comes in contact with anyone
 - Remove all contaminated clothes & shoes before leaving area
 - Wash contaminated parts of body
 - Note any physical symptoms; wait for assistance



YOU SEE A SUSPICIOUS PACKAGE—WHAT DO YOU DO?

- Look for characteristics of suspicious packages:
 - Marked personal or private
 - Lopsided, heavy, oil stained or odor
 - Protruding wire or foil, excessive tape or string
 - Postmark different from return address or no return address
 - Marked "fragile" or "rush"
- **CALL 7777** and report package
- Do not touch the package
- Turn off radios and transceiver equipment
- If necessary to evacuate, leave in orderly manner



IN THE EVENT OF ACTIVE SHOOTER/ WORKPLACE VIOLENCE:

- **EVACUATE** – Run: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- **SHELTER-IN-PLACE** – Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- **PROTECT YOURSELF** – Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter
- **WHEN POLICE ARRIVE**- Put down any items in your hands & visible. Follow all police instructions.

FOR EMERGENCIES: 212-650-7777

The City College
of New York