HOW DO I PREPARE FOR EMERGENCIES?
This is a guide to help prepare you for the most common types of emergencies.

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:
Do NOT try to extinguish a large or well-developed fire, instead:
• Pull the pin. Aim at base of fire. Squeeze the trigger. Spray until extinguished

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 contaminated clothing
   - 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

YOU DISCOVER A GAS LEAK:
• Report leak
• If possible, leave through evacuation routes, do not use elevators
You are notified of a fire and cannot evacuate:
• Do not reoccupy area until authorized to do so

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

YOU ANSWER THE PHONE; IT IS A BOMB THREAT:
• Go indoors or in a hard-topped vehicle
• Avoid the outdoors, especially near trees and water
• If possible, have someone else also listen to the call
• If assistance is required CALL 7777

YOU FIND A PERSON WHO APPEARS TO HAVE A MEDICAL PROBLEM:
• 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?
  - Why 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?
• Avoid leaving the injured/ill person unless he/she is in danger
• 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 SEE A SUSPICIOUS PACKAGE—WHAT DO YOU DO?
• Look for characteristics of suspicious packages:
  Marked personal or private
  Lopsided, heavy, oil stained or odor
  Marked “fragile” or “rush”
  Protruding wire or foil, excessive tape or string
  Marked different from return address or no return address
• If necessary to evacuate, leave in orderly manner

YOU COME ACROSS A BIOLOGICAL HAZARD:
• CALL 7777 and report the spill
• Notify personnel in the area to evacuate immediately
• Keep 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

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
• Personnels 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

YOU DISCOVER THAT YOU HAVE A MEDICAL PROBLEM:
• CALL 7777 to identify problem and location
• Do not move the person unless he/she is in danger
• Do not leave 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 possible, leave through evacuation routes, do not use elevators
• 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

IN THE EVENT OF CHEMICAL 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

IN THE EVENT OF SEVERE WEATHER:
To determine effect on college schedule:
• Check for announcements at: www.ccny.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 SAW A SUSPICIOUS PACKAGE—WHAT DO YOU DO?
• Look for characteristics of suspicious packages:
  Marked personal or private
  Lopsided, heavy, oil stained or odor
  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

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
  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

FOR EMERGENCIES: 212-650-7777
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