



**YORK COLLEGE  
EMERGENCY PROCEDURES  
MANUAL**

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## **INTRODUCTION**

The City University of New York recognizes the importance of an integrated plan to ensure that our mission of education will continue in the event of an emergency. The University, in consultation with the Council of Presidents (November 2001), commissioned a complete review of Emergency Management Procedures with the intent of developing a standardized University-wide plan.

This plan, developed in conjunction with Kroll, a worldwide leader in risk management, is comprised of two (2) manuals:

### **1. The College Emergency Procedures Manual**

Once a Building Emergency Procedures Manual has been completed for each building, it shall be incorporated into the "College Emergency Procedures Manual." A copy of this manual must be maintained in the Offices of Public Safety, Buildings and Grounds and any other areas that may be designated by the College President or designee. The college must also forward a copy of this manual to the Office of the University Public Safety Director.

#### **Contents**

- Contains vital building information (physical description, unique hazards, Building Coordinators)
- Emergency Contacts (NYFD/NYPD and Campus Emergency Contact Lists)
- Emergency Preparedness & Training
- Building Specific Emergency Procedures
- Generic Emergency Procedures
- Incorporates all emergency procedures from each building into a complete College Emergency Procedures Manual

### **2. The CUNY Emergency Response and Recovery Manual**

This plan is designed to be customized by the college and maintained by Public Safety, Buildings and Grounds and any other areas that may be designated by the College President or designee. The college must also forward a copy of this manual to the Office of the University Public Safety Director.

#### **Contents**

- Defines the levels of emergencies
- Designates areas of responsibility
- Provides administrative framework for each level and essential personnel
- Provides a response framework for each level and essential personnel

## EMERGENCY CONTACT TELEPHONE NUMBERS

### EMERGENCY NOTIFICATION

College Public Safety: 718-262-2222 or 911 (NYPD/ FDNY/EMS)

### EMERGENCY CONTACT NUMBERS

Public Safety Dispatch: 718-262-2222

Health & Safety Officer: 718-262-2662

Physical Plant/B & G: 718-262-2212

Student Health Services: 718-262-2050

### OFF-CAMPUS ASSISTANCE NUMBERS

Local Police Precinct: 718-657-8181

Local Fire Station 718-297-3718

Haz-Mat Incident: 911

Poison Control: (800) 222-1222

### OTHER OFF-CAMPUS NUMBERS

Con Edison: (800)-752-6633

Food Vendor: 718-262-2890

Fuel Supplier: 718-228-8661

Gas Co.: (800)-752-6633

This College Emergency Procedures Manual applies to:

**College Name: YORK COLLEGE**

**College Address: 94-20 Guy Brewer Blvd Jamaica, NY 11451**

A copy of this manual must be kept on campus at the Public Safety Office located in the Academic Core Building in Room 1M02 for immediate use by Building Coordinators and Emergency Services Personnel. This manual must also be readily available for inspection by college and university officials responsible for Health and Safety, Public Safety and Physical Plant Services as appropriate.

Minimally, this manual must be reviewed annually and updated as needed. Document your review or update of the manual on the Review and Update Log and maintain a copy in this section for review.

(A copy of the log form follows this page)

The following sections of the manual contain master copies of the following forms:

Building Information Form

Building Coordinator Information Form

Floor Coordinator Roster Form

Unique Hazards Listing

Completed copies of each of the above forms must be kept on file for each building on campus under the "Building Information" section located in the rear of this manual.

**City University of New York**  
**Review and Update Log**

**College:**     YORK

<b>Review Type (Annual/Update)</b>	<b>Date</b>	<b>Conducted By</b>	<b>Update Required</b>	<b>Copy of Update to College Manual</b>
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Special attention should be given to the following sections of the College Emergency Procedures Manual during any review or update:

- Building Information Form
- CUNY Alert Authorization/Notification Rosters
- Building Coordinator Information Form
- Floor Coordinator Roster Form
- Unique Hazards Listing

Include copies of any updates or revisions in the appropriate section of the manual.

**Building Information Form**  
**General Location Information**

**Building Name:** Academic Core Building

**City Address:** 94-20 Guy Brewer Blvd

**City:** Jamaica, Queens

**Local Telephone:** 718-262-2222

**Evacuation Assembly Locations:** Gymnasium, Performing Arts Center & Classroom  
Building Plaza

**Physical Description**

Department of Buildings Classification: W

Usage:

FDNY Classification: Class E (Office) & G (Educational)

Floors Used: 4 Floors & Basement

Construction Type: Steel /Masonry

Occupancy Load:

Number of Floors: 5 Floors & Basement

Distance to Hydrant: 20 FT/30 FT

Area Used (Sq. Ft): 632,123 (Sq. Ft.)

Fire System: Edwards 3 – Interior fire

Distance to Fire Station: 35 Ft.

alarm with partial sprinkler & standpipes

Hazardous Materials (I)		Unique Equipment Inventory	
Description	Qty.	Description	Serial #
Material Safety Data Sheets for all Hazardous Materials located on the enclosed Hazardous Material CD and on the Environmental Health & Safety Website at <a href="http://198.61.27.138/inventory.pdf">http://198.61.27.138/inventory.pdf</a>			

(I) enter detailed Hazard information on page 8 "Unique Hazard"

\*Unique equipment is that which itself is not hazardous but should be made known to emergency services personnel.

**Maintain a copy of completed form in the appropriate building section of the College Emergency Procedures Manual. This form must be reviewed annually and updated as needed.**

## **Role of Building Coordinators**

The building coordinator is designated by the College President (or designee) as the primary point of contact with occupants in a particular building.

Some of the duties of the building coordinator are:

- Assist in the orderly evacuation of the building as a fire warden (Pursuant to NYFD Fire Code and NYS Education Law Section 807 - Fire Drills)
- Assist in identifying hazards and communicating repair needs to the appropriate campus authority
- Conduct building specific training and drills in conjunction with campus authorities
- Provide for updates of the Building Emergency Procedures Manual as required (in conjunction with campus authorities)

The building coordinator must complete the **Building Coordinator Information Form** found on the following page. Maintain a copy of completed roster in the appropriate building section of the College **Emergency Procedures Manual**. This roster must be reviewed annually and updated as needed.

**City University of New York**  
**Coordinator Information Form**

**College:** YORK

**Building Name:** ACADEMIC CORE BUILDING

**Building Coordinator**

**Building Coordinator Name:** Joseph Goffredo

**Building Coordinator Campus Address:** Academic Core Building, Room LL13

**Phone #:** 718-262-2203

**Fax#:** \_\_\_\_\_

**E-Mail Address:** goffredo@york.cuny.edu

**Alternate Building Coordinator**

**Alternate Building Coordinator Name:** Mohammed Hanif

**Alternate Building Coordinator Campus Address:** Academic Core Building, Room LL13

**Phone #:** 718-262-2207

**Fax#:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Maintain a copy of completed roster in the appropriate building section of the College Emergency Procedures Manual. This roster must be reviewed annually and updated as needed.**

**Floor Coordinator**  
**Duties and Responsibilities**

The floor coordinator is designated by the College President (or designee) as the primary point of contact with floor occupants in a particular building.

Some of the duties of the floor coordinator are to assist the building coordinator with:

- Orderly evacuation of the floor if required (Pursuant to NYFD Local Law 5)
- Assist in identifying hazards and communicating repair needs to the appropriate campus authority
- Assist in coordinating training and drills as required

In order to keep the information up to date, the building coordinator must complete the **Floor Coordinator Roster** found on the following page and maintain a copy in the appropriate building section of the College Emergency Procedures Manual. This roster must be reviewed annually and updated as needed.

**City University of New York**  
**Floor Coordinator Roster**

**College:** YORK

**Building:** ACADEMIC CORE BUILDING

<u>Floor Coordinator</u>	<u>First Name</u>	<u>Last Name</u>	<u>Office Phone</u>	<u>Department</u>
LL- Section B&D	Mohammed	Hanif	2207	B&G
LL- Section E&F	Marjorie	Brunthues	2397	Mailroom
LL- Section E&M	Keith	Marshall	2293	Printing
LL- Section M	Joseph	Goffredo	2203	B&G
1 <sup>st</sup> Fl- Section A	Jocelyn	Heywood	2400	Fine/Perform Arts
1 <sup>st</sup> Fl- Section C	Carolette	McDonald	2128	Writing Lab
1 <sup>st</sup> Fl- Section D&E	Regina	Misir	2458	Teacher ED
1 <sup>st</sup> Fl- Section E	Anthony	Andrews	2936	Student Activities
1 <sup>st</sup> Fl- Section E	Jean	Phelps	2286	Student Activities
1 <sup>st</sup> Fl- Section F	Timothy	Lane	2485	Laborer
1 <sup>st</sup> Fl- Section F	Sharon	Hawkins	2050	Health Services
1 <sup>st</sup> Fl- Section F	Glen	Roew	2200	Carpenter Shop
1 <sup>st</sup> Fl- Section G	Starr	Ferrens	3782	Counseling
1 <sup>st</sup> Fl- Section G	Rosalind	Sepulveda	2882	Bookstore
1 <sup>st</sup> Fl- Section H	Yvette	Williamson	2186	Bursars
1 <sup>st</sup> Fl- Section H	Jessica	Roca	2181	Bursars
1 <sup>st</sup> Fl- Section H	Jagnannath	Taukdar	2115	Business Office
1 <sup>st</sup> Fl- Section H	Jean	Garcia	5347	Computer Serv.
1 <sup>st</sup> Fl- Section H	Britu	Haile	2097	Computer Serv.
1 <sup>st</sup> Fl- Section H	Nona	Reece	2150	Registrar
1 <sup>st</sup> Fl- Section H	Ronald	Stanley	2154	Registrar
1 <sup>st</sup> Fl- Section M	Beverly	Brown	2240	Financial Serv.
2 <sup>nd</sup> Fl- Section A	Theresa	Rooney	2070	English
2 <sup>nd</sup> Fl- Section A	Helen	Andretta	2346	English
2 <sup>nd</sup> Fl- Section A	Cody Ann	Parris-David	2470	English
2 <sup>nd</sup> Fl- Section A	Daniel	McGee	2489	English
2 <sup>nd</sup> Fl- Section B	Bernadette	Stroud	2501	Accounting
2 <sup>nd</sup> Fl- Section C&D	Farley	Mawyer	2535	Mathematics
2 <sup>nd</sup> Fl- Section C&D`	Irene	Taney	2535	Mathematics

2 <sup>nd</sup> Fl- Section E	Woria	Sedzro	2045	ED Tech
2 <sup>nd</sup> Fl- Section E	Gomez	Joel	2596	Natural Sci.
2 <sup>nd</sup> Fl- Section F	Eartha	White	2708	Adult Conti. ED
2 <sup>nd</sup> Fl- Section H	Claudette	Small	2392	Admin. Affairs
2 <sup>nd</sup> Fl- Section H	Mary	Wigfall	2306	Human Resources
2 <sup>nd</sup> Fl- Section H	Jeannie	Simmons	2870	Human Resources
2 <sup>nd</sup> Fl- Section H	Reginald	Madden	2359	President Office
2 <sup>nd</sup> Fl- Section H	Sandra	Adams	2357	President Office
3 <sup>rd</sup> Fl- Section A&B	Isabelle	Hubert	2607	Social Sciences
3 <sup>rd</sup> Fl- Section C	Elvera	Freeman	2431	Foreign Lang.
3 <sup>rd</sup> Fl- Section C	Eastman	Tsang	2418	Foreign Lang.
3 <sup>rd</sup> Fl- Section D	Sam	Hux	2954	English
3 <sup>rd</sup> Fl- Section D	Basdeo	Mangru	2635	History & Phil.
3 <sup>rd</sup> Fl- Section D	Vanessa	Grande	2635	History & Phil.
3 <sup>rd</sup> Fl- Section E	Howard	Ruttenberg	2649	History & Phil.
3 <sup>rd</sup> Fl- Section E	Linda	Chesney	5119	Career Services
3 <sup>rd</sup> Fl- Section G	John	Drobnicki	3809	Library
3 <sup>rd</sup> Fl- Section G	Njoki	Kinyatti	2021	Library
3 <sup>rd</sup> Fl- Section G	Vickitoy	Meyers	2026	Library
3 <sup>rd</sup> Fl- Section G	Scott	Shiedlower	2017	Library
3 <sup>rd</sup> Fl- Section H	Hope	Young	2037	Library
4 <sup>th</sup> Fl- Section E	Ramakrishnan	Ponnampalam	2385	Natural Science
4 <sup>th</sup> Fl- Section F&G	Stephen	Yu	2752	Ed Tech

**Building Information Form**  
**General Location Information**

Building Name: Classroom Building

City Address: 94-43 159 Street

City: Jamaica, NY 11451

Local Telephone: 718-262-2222

Evacuation Assembly Locations: Gymnasium and Academic Core 160 Street Plaza

**Physical Description**

Department of Buildings Classification: W

Usage:

FDNY Classification: Class E (Office) & G (Educational)

Floors Used: 2 Floors

Construction Type: Steel /Masonry

Occupancy Load:

Number of Floors: 2 Floors

Distance to Hydrant: 20 FT/30 FT

Area Used (Sq. Ft):

Fire System: Edwards 3 – Interior fire

Distance to Fire Station: 35 Ft.

alarm with partial sprinkler & standpipes

Hazardous Materials (I)		Unique Equipment Inventory	
Description	Qty.	Description	Serial #
Material Safety Data Sheets for all Hazardous Materials located on the enclosed Hazardous Material CD and on the Environmental Health & Safety Website at <a href="http://198.61.27.138/inventory.pdf">http://198.61.27.138/inventory.pdf</a>			

(I) enter detailed Hazard information on page 8 "Unique Hazard"

\*Unique equipment is that which itself is not hazardous but should be made known to emergency services personnel.

**Maintain a copy of completed form in the appropriate building section of the College Emergency Procedures Manual. This form must be reviewed annually and updated as needed.**

**City University of New York**  
**Coordinator Information Form**

**College:** YORK

**Building Name:** Classroom Building

**Building Coordinator**

**Building Coordinator Name:** Jayne Calinda

**Building Coordinator Campus Address:** South Jamaica Day Care Center

**Phone #:** 718-523-6455

**Fax#:** \_\_\_\_\_

**E-Mail Address:**

**Alternate Building Coordinator**

**Alternate Building Coordinator Name:** Regina Dawson

**Alternate Building Coordinator Campus Address:** South Jamaica Day Care Center

**Phone #:** 718-523-6455

**Fax#:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Maintain a copy of completed roster in the appropriate building section of the College Emergency Procedures Manual. This roster must be reviewed annually and updated as needed.**

**Classroom Building**

<u>Floor Coordinator</u>	<u>First Name</u>	<u>Last Name</u>	<u>Office Phone</u>	<u>Department</u>
1 <sup>st</sup> Floor North	Patricia	Crutch	523-6455	Day Care Center
1 <sup>st</sup> Floor North	Regina	Dawson	523-6455	Day Care Center
1 <sup>st</sup> Floor South	Trevor	Williams	3804	Learning Center
2 <sup>nd</sup> Floor N & S	Sory	Skelton	2564	Learning Center
2 <sup>nd</sup> Floor N & S	Yadira	Trevino	3842	Learning Center

**Building Information Form**  
**General Location Information**

Building Name: Health and Physical Education Building

City Address: 160-30 Liberty Ave

City: Jamaica, Queens

Local Telephone: 718-262-2222

Evacuation Assembly Locations: Academic Core Guy Brewer Plaza and Performing Arts Center

**Physical Description**

Department of Buildings Classification: W

Usage:

FDNY Classification: Class E (Office) & G (Educational)

Floors Used: 2 Floors & Basement

Construction Type: Steel /Masonry

Occupancy Load:

Number of Floors: 2 Floors & Basement

Distance to Hydrant: 20 FT/30 FT

Area Used (Sq. Ft):

Fire System: Edwards 3 – Interior fire

Distance to Fire Station: 35 Ft.

alarm with partial sprinkler & standpipes

Hazardous Materials (I)		Unique Equipment Inventory	
Description	Qty.	Description	Serial #
Material Safety Data Sheets for all Hazardous Materials located on the enclosed Hazardous Material CD and on the Environmental Health & Safety Website at <a href="http://198.61.27.138/inventory.pdf">http://198.61.27.138/inventory.pdf</a>			

(I) enter detailed Hazard information on page 8 "Unique Hazard"

\*Unique equipment is that which itself is not hazardous but should be made known to emergency services personnel.

**Maintain a copy of completed form in the appropriate building section of the College Emergency Procedures Manual. This form must be reviewed annually and updated as needed.**

**City University of New York**  
**Coordinator Information Form**

**College:** YORK

**Building Name:** Health and Physical Education Building

**Building Coordinator**

**Building Coordinator Name:** David Ajuluchukwu

**Building Coordinator Campus Address:** HPE Room 201

**Phone #:** 718-262-2817

**Fax#:** \_\_\_\_\_

**E-Mail Address:**

**Alternate Building Coordinator**

**Alternate Building Coordinator Name:** John Baxter

**Alternate Building Coordinator Campus Address:** HPE Room 201

**Phone #:** 718-262-5107

**Fax#:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Maintain a copy of completed roster in the appropriate building section of the College Emergency Procedures Manual. This roster must be reviewed annually and updated as needed.**

**Health & Physical Education Building**

<u>Floor Coordinator</u>	<u>First Name</u>	<u>Last Name</u>	<u>Office Phone</u>	<u>Department</u>
H.P.E. Complex	John	Baxter	5107	H.P.E.
H.P.E Complex	Denee	Barracato	5115	H.P.E

**Building Information Form**  
**General Location Information**

Building Name: Performing Arts Center

City Address: 94-45 Guy Brewer Blvd

City: Jamaica, Queens

Local Telephone: 718-262-2222

Evacuation Assembly Locations: Academic Core Guy Brewer Plaza and Gymnasium

**Physical Description**

Department of Buildings Classification: W

Usage:

FDNY Classification: Class E (Office) & G (Educational)

Floors Used: 2 Floors & Basement

Construction Type: Steel /Masonry

Occupancy Load:

Number of Floors: 2 Floors & Basement

Distance to Hydrant: 20 FT/30 FT

Area Used (Sq. Ft):

Fire System: Edwards 3 – Interior fire

Distance to Fire Station: 35 Ft.

alarm with partial sprinkler & standpipes

Hazardous Materials (I)		Unique Equipment Inventory	
Description	Qty.	Description	Serial #
Material Safety Data Sheets for all Hazardous Materials located on the enclosed Hazardous Material CD and on the Environmental Health & Safety Website at <a href="http://198.61.27.138/inventory.pdf">http://198.61.27.138/inventory.pdf</a>			

(I) enter detailed Hazard information on page 8 "Unique Hazard"

\*Unique equipment is that which itself is not hazardous but should be made known to emergency services personnel.

**Maintain a copy of completed form in the appropriate building section of the College Emergency Procedures Manual. This form must be reviewed annually and updated as needed.**

**City University of New York**  
**Coordinator Information Form**

**College:** YORK

**Building Name:** Performing Arts Center

**Building Coordinator**

**Building Coordinator Name:** Kwame Clarke

**Building Coordinator Campus Address:** PAC Building

**Phone #:** 718-262-2281

**Fax#:** \_\_\_\_\_

**E-Mail Address:**

**Alternate Building Coordinator**

**Alternate Building Coordinator Name:** Indira Lajara

**Alternate Building Coordinator Campus Address:** PAC Building

**Phone #:** 718-262-5281

**Fax#:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Maintain a copy of completed roster in the appropriate building section of the College Emergency Procedures Manual. This roster must be reviewed annually and updated as needed.**

**Performing Arts Center**

<u>Floor Coordinator</u>	<u>First Name</u>	<u>Last Name</u>	<u>Office Phone</u>	<u>Department</u>
PAC	Kwame	Clarke	2281	PAC
PAC	Indira	Lajara	5281	PAC

**Building Information Form**  
**General Location Information**

Building Name: Science Building

City Address: 94-50 159 Street

City: Jamaica, Queens

Local Telephone: 718-262-2222

Evacuation Assembly Locations: Gymnasium and Academic Core 160 Street Plaza

**Physical Description**

Department of Buildings Classification: W

Usage:

FDNY Classification: Class E (Office) & G (Educational)

Floors Used: 2 Floors & Basement

Construction Type: Steel /Masonry

Occupancy Load:

Number of Floors: 2 Floors & Basement

Distance to Hydrant: 20 FT/30 FT

Area Used (Sq. Ft): (Sq. Ft.)

Fire System: Edwards 3 – Interior fire

Distance to Fire Station: 35 Ft.

alarm with partial sprinkler & standpipes

Hazardous Materials (I)		Unique Equipment Inventory	
Description	Qty.	Description	Serial #
Material Safety Data Sheets for all Hazardous Materials located on the enclosed Hazardous Material CD and on the Environmental Health & Safety Website at <a href="http://198.61.27.138/inventory.pdf">http://198.61.27.138/inventory.pdf</a>			

(I) enter detailed Hazard information on page 8 "Unique Hazard"

\*Unique equipment is that which itself is not hazardous but should be made known to emergency services personnel.

**Maintain a copy of completed form in the appropriate building section of the College Emergency Procedures Manual. This form must be reviewed annually and updated as needed.**

**City University of New York**  
**Coordinator Information Form**

**College:** YORK

**Building Name:** Science Building

**Building Coordinator**

**Building Coordinator Name:** Robert Brugna

**Building Coordinator Campus Address:** Science Building

**Phone #:** 718-262-2460

**Fax#:** \_\_\_\_\_

**E-Mail Address:**

**Alternate Building Coordinator**

**Alternate Building Coordinator Name:** Edward Rampersaud

**Alternate Building Coordinator Campus Address:** Science Building

**Phone #:** 718-262-3758

**Fax#:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Maintain a copy of completed roster in the appropriate building section of the College Emergency Procedures Manual. This roster must be reviewed annually and updated as needed.**

**Science Building**

<u>Floor Coordinator</u>	<u>First Name</u>	<u>Last Name</u>	<u>Office Phone</u>	<u>Department</u>
1 <sup>st</sup> Floor South	Robert	Brugna	2460	Physicians Asst.
1 <sup>st</sup> Floor South	Edward	Rampersaud	3758	Physicians Asst.
1 <sup>st</sup> Floor South	Claudia	Hortua	3733	C.L.I.P.
1 <sup>st</sup> Floor South	Matthew	Corcoran	3733	C.L.I.P.
1 <sup>st</sup> Floor South	Rosetta	Caban	2576	Small Business
2 <sup>nd</sup> Floor North	Jie	Zhang	657-3181	Qns. H.S.
2 <sup>nd</sup> Floor South	Brian	Moran	657-3181	Qns. H.S.
2 <sup>nd</sup> Floor South	Greg	Reo	657-3181	Qns. H.S.
Lower Level	Abdel- Hamid	Kherief	3762	C.L.I.P.

**Building Information Form**  
**General Location Information**

Building Name: Family and Childcare Center

City Address: 94-12 160 Street

City: Jamaica, Queens

Local Telephone: 718-262-2222

Evacuation Assembly Location: 159 Street Trestle and Academic Core 160 Street Plaza

**Physical Description**

Department of Buildings Classification: W

Usage:

FDNY Classification: Class E (Office) & G (Educational)

Floors Used: 2 Floors

Construction Type: Steel /Masonry

Occupancy Load:

Number of Floors: 2 Floors

Distance to Hydrant: 20 FT/30 FT

Area Used (Sq. Ft): (Sq. Ft.)

Fire System: Edwards 3 – Interior fire

Distance to Fire Station: 35 Ft.

alarm with partial sprinkler & standpipes

Hazardous Materials (I)		Unique Equipment Inventory	
Description	Qty.	Description	Serial #
Material Safety Data Sheets for all Hazardous Materials located on the enclosed Hazardous Material CD and on the Environmental Health & Safety Website at <a href="http://198.61.27.138/inventory.pdf">http://198.61.27.138/inventory.pdf</a>			

(I) enter detailed Hazard information on page 8 "Unique Hazard"

\*Unique equipment is that which itself is not hazardous but should be made known to emergency services personnel.

**Maintain a copy of completed form in the appropriate building section of the College Emergency Procedures Manual. This form must be reviewed annually and updated as needed.**

**City University of New York**  
**Coordinator Information Form**

College: YORK

**Building Name:** Family and Childcare Center

**Building Coordinator:**

**Building Coordinator Name:** Cynthia Glendenen

**Building Coordinator Campus Address:** Family and Childcare Center

**Phone #:** 718-262-2390

**Fax#:** \_\_\_\_\_

**E-Mail Address:**

**Alternate Building Coordinator**

**Alternate Building Coordinator Name:** Natalie Walker

**Alternate Building Coordinator Campus Address:** Family and Childcare Center

**Phone #:** 718-262-2390

**Fax#:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Maintain a copy of completed roster in the appropriate building section of the College Emergency Procedures Manual. This roster must be reviewed annually and updated as needed.**

**Family and Childcare Center**

<u>Floor Coordinator</u>	<u>First Name</u>	<u>Last Name</u>	<u>Office Phone</u>	<u>Department</u>
1	Cynthia	Glendenin	718-262-2390	Child and Family
2	Natalie	Walker	718-262-2390	Child and Family



## **EMERGENCY PREPAREDNESS BUILDING**

### **EMERGENCY SUPPLY KIT**

Each building on campus should have on hand a minimal amount of the following suggested supplies for use during an emergency:

- First Aid Kit
- Light Sticks or Flashlights
- Whistles
- Copy of Building Roster
- Additional copy of Building Emergency Procedures Manual

This kit should be stored in a centrally located place in the building readily accessible to the Building and Floor Coordinator

### **TRAINING & TRAINING RECORD**

Training is an integral part of the safety program for your building and it is the responsibility of each department to ensure all their employees are trained on the Emergency Response Plan for their building. It is the responsibility of the occupant to become familiar with the Emergency Response Plan, to know evacuation routes and assembly areas and to attend training(s) given by their department. As a supplement to the training, the Building Coordinator posts information in the building to ensure all occupants and guests can safely exit during an emergency.

Other training recommended for building occupants are CPR, first aid and fire extinguisher training. All of these services are offered on a scheduled basis by:

(Add any plans or statements specific to your building)

## **DRILLS**

In order to ensure the adequacy of any emergency plan, regular drills must be conducted to evaluate the plan's effectiveness and enhance specific procedures.

One of the most common drills conducted on our campuses is a fire drill. The following guidelines are provided to ensure that the City University of New York complies with City of New York Fire Prevention Code 27-4267 and NYS Education Law Section 807.

The College President or designee will designate a Drill Evaluator. The evaluator, using the Evaluator Form on the following page, will document the drill and forward results to the College President or designee for comment.

### **Fire Drills**

#### **Academic Building Fire Drill Requirements**

Conduct three drills per year, one of which must be held between September 1<sup>st</sup> and December 1<sup>st</sup>

If the academic building houses a summer session, one of the two remaining drills must be conducted during the first week of the summer session

If the academic building has a fire escape, at least one of the three drills must be through the use of the fire escape

#### **Office Building (Class E) Fire Drill Requirements**

Conduct drills at least once every six months

A written record of all drills for each building shall be kept on the premises for a three year period and be readily available for inspection by the fire department.

Utilize the form provided in this section entitled "Fire Drill/Building Evacuation Report" or equivalent college form.

### **Emergency Drills & Simulations**

Outside of fire drills, colleges must conduct one simulation of a level 4 and 5 emergency each calendar year to determine the effectiveness of the college contingency plans. Descriptions of such emergencies can be found in the CUNY Emergency Response and Recovery Manual.

**CITY UNIVERSITY OF NEW YORK**  
**EVALUATOR - FIRE DRILL**

Site: \_\_\_\_\_

Date/Time of

Drill: \_\_\_\_\_

Method of Announcement:

*(Indicate Type)*

People to People

Actual

Alarm

Other: \_\_\_\_\_

Time All Clear

Announced: \_\_\_\_\_

*(end of drill)*

Total Time of

Drill: \_\_\_\_\_

Drill Conducted

By: \_\_\_\_\_

**RESPONSE OF STAFF**

General Participation:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
1. Did staff dial 911 or other emergency number?	Y	N		
2. Were extinguishers taken to the scene?	Y	N		
3. Were windows/doors closed?	Y	N		
4. Were corridors cleared?	Y	N		
5. Did employees questioned know RACE?	Y	N		
6. Did employees questioned know PASS?	Y	N		
7. Were evacuation routes reviewed with staff?	Y	N		
8. Number of staff on duty:				
9. Number of staff responding to drill:				

All participants should sign on reverse side of this form their name and title

**OVERALL RATING**

GOOD: 10-14

SATISFACTORY: 6-9

UNSATISFACTORY: 0-5

**COMMENTS:**

**Signature/Title of individual completing form:**

\_\_\_\_\_

**CITY UNIVERSITY OF NEW YORK**  
**FIRE DRILL/BUILDING EVACUATION REPORT**

College/Building Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

Department Name: \_\_\_\_\_ Office Number: \_\_\_\_\_

Name of reporting person (please print and sign) \_\_\_\_\_

Name of Building Coordinator (please print and sign) \_\_\_\_\_

Type of emergency causing evacuation: \_\_\_\_\_

1. Number of participants (approximate) \_\_\_\_\_

2. Time evacuation began: \_\_\_\_\_

3. Time evacuation ended: \_\_\_\_\_

4. Total time of evacuation: \_\_\_\_\_

5. Number of floors evacuated: \_\_\_\_\_

6. Was the drill conducted in an orderly manner?  Yes  No

7. Did occupants use closest exits?  Yes  No

8. Did people enter the building during the drill?  Yes  No

9. Were alarms audible throughout the building?  Yes  No

10. Were interior doors closed properly?  Yes  No

11. Did floor monitors follow proper procedure?  Yes  No

12. Did Physical Plant Services assist in drill?  Yes  No

13. Did Public Safety assist the evacuation?  Yes  No

14. Were handicapped occupants evacuated?  Yes  No

15. Were elevators used?  Yes  No



## **FIRE EVACUATION PROCEDURES**

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

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

Failure to leave a building when the fire alarm is sounding is a violation of New York state law. Always assume it is a real emergency and leave the building. It is unlawful for any person to prevent another person from leaving the building when the alarm is sounding.

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

Listen for instructions from:

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

## EVACUATING DISABLED PERSONS

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

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

### A-Core Building:

- Lower Level – LB Corridor Inside Stair #4 and LF Corridor Inside Stair #7
- 1<sup>st</sup> Floor – 1D Corridor in Front of Cafeteria (Handicap Ramp Situated at Liberty Ave entrance/exit on 1<sup>st</sup> floor)
- 2<sup>nd</sup> Floor – 2D Corridor in Stairwell #2
- 3<sup>rd</sup> Floor – 3D Corridor Next to Stair #2, 3F Corridor Next to Stair #3 & Inside of Library Next to Stair #9
- 4<sup>th</sup> Floor – 4F Corridor Next to Stair #3 and 4M Corridor Next to Stair #8

### Classroom Building:

- Stairway adjacent to the elevator.

### Science Building:

- Stairway adjacent to the elevator.
- Lower Level Exit to Evans Road

### HPE Building:

- Lower Level Exit to South Field

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

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

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

## **EVACUATION OF MOBILITY-IMPAIRED PEOPLE**

- Evacuate mobility-impaired people if possible
- Do not use elevators, unless authorized to do so by police or fire personnel
- Check on people with special needs during an evacuation. A 'buddy system' whereby mobility-impaired people arrange for co-workers or neighbors to alert and assist them in an emergency, if required, is a good method.
- Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance
- Always ask a mobility-impaired person how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

### **Blindness or Visual Impairment**

- Give verbal instructions to advise about the safest route
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

### **Deafness or Hearing Loss**

- Get attention of the person by touch or eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise about the safest route

### **Mobility Impairment**

It may be necessary to help clear the exit route of debris, if possible, so that the person with a disability can move to a safer area

If a person with mobility impairment cannot exit, they should move to a safer area, such as an enclosed stairwell or an office with a shut door that is a good distance from the hazard. Notify police or fire personnel immediately about any people remaining in the building and their locations.

## **EVACUATION ROUTES**

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

### **ACADEMIC CORE BUILDING**

*Evacuation Assembly Points – Gymnasium, Performing Arts Center & Classroom Bldg. Plaza*

Exits from the Academic Core Building are at the main entrance facing Guy R. Brewer Blvd., at the Liberty Ave. entrance on the south side of the building, at the 160<sup>th</sup> Street entrance on the west side of the building and through exit doors leading to the Shipping and Receiving (Loading Dock) area on the north side of the building.

### **SCIENCE BUILDING**

*Evacuation Assembly Points – Gymnasium and Academic Core 160 Street Plaza*

Exit from the Science Building is on the 159<sup>th</sup> street side of the building adjacent to rooms #105 and the main entrance. There is also one exit on the west side of the Science Building adjacent to lecture hall #131.

### **CLASSROOM BUILDING**

*Evacuation Assembly Points – Gymnasium and Academic Core 160 Street Plaza*

Exits from the Classroom Building are at the main entrance on 159<sup>th</sup>/160<sup>th</sup> streets and at the south end of the building towards Liberty Blvd.

### **THEATER/AUDITORIUM BUILDING**

*Evacuation Assembly Points – Academic Core Plaza and Gymnasium*

Exits from the Theater & Auditorium Building are at the main entrance on Guy R. Brewer Blvd., the north side of the building between the lower mezzanine and the upper mezzanine, the north side of the main lobby and the east side of the building at the rear of the building.

### **HEALTH/PHYSICAL ED. BUILDING**

*Evacuation Assembly Points – Academic Core Guy Brewer Plaza and Performing Arts Center*

Exits from the Health & Physical Education Building are at the main entrance on Liberty Ave. at the north side of the building, exit doors from the gym on the south side of the building, exit door adjacent to room #206 on the north side of the building and the northeast door of the gym.

### **FAMILY AND CHILDCARE CENTER**

*Evacuation Assembly Points – 159 Street Trestle and Academic Core 160 Street Plaza*

Exits are located at the main entrances on 160 street and on the north, south and west sections of the building.

# **FIRE**

## **IF YOU DISCOVER A FIRE**

Pull the nearest fire alarm box on the floor; call 911 and Public Safety at x2222 be prepared to give the following information:

Specific conditions (smoke, fire, etc.)

Specific location (floor, room)

Your name and location

- ◆ Notify those in the immediate area of the danger.
- ◆ Assist in removing any disabled person from the immediate area.
- ◆ Follow the directions of Building & Floor Coordinators, Fire Wardens, Public Safety Officers and Building & Grounds personnel.

## **IF YOU HEAR THE FIRE ALARM**

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

## **LISTEN FOR INSTRUCTIONS FROM:**

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

## **USING A FIRE EXTINGUISHER**

Fire extinguishers are located on every floor inside each fire stair. They should be used to extinguish small fires only. Insure that you have a clear escape route before using an extinguisher. An easy way to remember how to use a fire extinguisher is to remember the acronym PASS, which stands for Pull, Aim, Squeeze and Sweep.

- ◆ **PULL** the pin. This will allow you to discharge the extinguisher.
- ◆ **AIM** at the base of the fire. If you aim at the flames, the extinguishing agent will fly right through. You want to hit the fuel.
- ◆ **SQUEEZE** the top handle lever. This depresses a button that releases the pressurized extinguishing agent.
- ◆ **SWEEP** from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

## **EMERGENCY PROCEDURES (BUILDING SPECIFIC)**

### **Building Alarms**

Complete this section to indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building, such as elevator alarms, evacuation alarms, bio-safety hood and fume hood alarms or underground storage tank alarms. If these or any other alarms are in your building, this section should describe the different sounds, the significance of each alarm and the appropriate occupant response to each alarm.

This building has the following alarm sounds:

- The evacuation alarm is a fire alarm horn strobe system.
- When you hear the evacuation alarm, leave the building. Follow evacuation procedures - see section below.
- The elevator alarm is a bell system and is not as loud.
- When you hear the elevator alarm, call the Office of Public Safety at 718-262-2222 or use the emergency telephone located inside each elevator.

## **EVACUATION PROCEDURES**

(Pursuant to NYC Admin Code 27-4267 and FDNY Regulations)

Building occupants are required by law to evacuate the building when the fire alarm sounds.

Evacuation directions, fire alarm locations and escape routes are required to be posted throughout the building at the base of stairways, elevator landings and inside public doors. Also listed should be the specific location(s) of the building's designated evacuation meeting points.

Buildings designated with Class E occupancy code must have a fire safety plan on file with the FDNY. A complete copy of that plan should be inserted into this section of the Building Emergency Procedures Manual. Additional information concerning Class E building fire code requirements can be found at the end of this section.

**NEW YORK CITY FIRE CODE**  
**CLASS E BUILDING REFERENCE**

This information is provided as a reference guide concerning fire code terms relating to buildings with Class E occupancy code ratings. Any questions concerning New York City Fire Code and its application should be directed to the New York City Fire Department or the appropriate campus authority.

**FIRE SAFETY PLAN**

A description of the fire drill and evacuation procedures for a structure which is required to be submitted to the fire department in accordance with the requirements of Section 274267 of the administrative code and the regulations of the fire commissioner.

**SECTION 27-4267 FIRE SAFETY IN OFFICE BUILDINGS**

The owner or other person having charge of a building classified in Section 27-253 of the code as occupancy group E, occupied or arranged to be occupied for an occupant load of more than one hundred persons above or below the street level or more than a total of five hundred persons in the entire building and any existing office building with an occupant load as hereinabove provided, shall comply with the following:

**SECTION 27-4267 (a) Fire Safety Plan**

**SECTION 27-4267 (a) (1)**

A fire safety plan for fire drill and evacuation procedures in accordance with the requirements of the commissioner shall be submitted to the fire department and the approval of the commissioner shall be obtained. The applicable parts of the fire safety plan shall be distributed to the tenants of the building and to the building service employees. The tenants shall distribute to their employees applicable parts of the fire safety plan. All occupants of the building shall participate and cooperate in carrying out the provisions of the fire safety plan. Where the owner of the building is an occupant, he or she shall comply with those provisions of this section applicable to tenants.

**SECTION 27-4267 (a) (2)**

Fire safety director, deputy fire safety director, and building evacuation supervisor:

**SECTION 27-4267 (a) (2) (a)**

One employee shall be designated as fire safety director and one or more employees as deputy fire safety director. Such employees shall each have a certificate of fitness, in accordance with the requirements of the commissioner, qualifying him or her to conduct fire drills, evacuations and related activities such as organizing, training and supervising a fire brigade, and designating and training fire wardens and deputy fire wardens. In the absence of a fire director, when a fire safety director is required to be on duty in the building, such deputy fire safety director shall act as fire safety director.

SECTION 27-4267 (a) (2) (b)

During normal working or business hours, when the building is occupied by more than one hundred persons above or below the street level or more than a total of five hundred persons in the entire building, there shall be at least one person on duty in the building as fire safety director with the required certificate of fitness. During fire emergencies, the primary responsibility of the fire safety director shall be the supervision and manning of a fire command station and the direction and execution of the evacuation as provided in the fire safety plan. Such activities shall be subject to fire department control.

SECTION 27-4267 (a) (2) (c)

At all other times when there are occupants in the building, and there is no fire safety director on duty in the building, there shall be at least one employee on duty in the building designated as building evacuation supervisor. Such employee shall be capable of directing the evacuation of the occupants as provided for in the fire safety plan. During fire emergencies, the primary responsibility of the building evacuation supervisor shall be the manning of a fire command station and the direction and execution of the evacuation as provided in the fire safety plan. His or her training and related activities shall be under the direction of the fire safety director in accordance with the requirements of the commissioner and the fire safety plan. Such activities shall be subject to fire department control.

SECTION 27-4267 (a) (3)

A fire brigade consisting of qualified building service employees shall be selected, organized, trained and supervised by the fire safety director.

SECTION 27-4267 (a) (4)

Fire drills shall be conducted in accordance with the fire safety plan at least once every three months for new buildings during the first two years after the issuance of the certificate of occupancy. For other buildings, fire drills shall be conducted at least once every six months. The occupants of the building, other than building service employees, shall not be required to leave the floor or use the exits during the drill. A written record of such drills shall be kept on the premises for a three-year period and shall be readily available for inspection by the fire department.

SECTION 27-4267 (a) (5)

In buildings where compliance would cause practical difficulty or undue hardship, the commissioner may waive or modify the requirements of this subdivision and accept alternatives fulfilling the intent of these requirements consistent with public safety.

SECTION 27-4267 (a) (6)

The tenant or tenants of each floor shall, upon request of the owner or person in charge of the building, make responsible and dependable employees available for designation and training by the fire safety director as fire wardens and deputy fire wardens. Designated fire wardens and deputy fire wardens shall carry out their responsibilities as contained in the fire safety plan.

SECTION 27-4267 (b)

Signs at elevator landings. A sign shall be posted and maintained in a conspicuous place on every floor at the elevator landing, as provided in article nine <27-390> of subchapter six of chapter one of this title of the code, indicating that in case of fire, occupants shall use the stairs unless otherwise instructed. The sign shall contain a diagram showing the location of the stairs, except that such diagram may be omitted provided that signs containing such diagram are posted in conspicuous places on the respective floor.

SECTION 27-4267 (c)

Floor numbering signs. A sign shall be posted and maintained within each stair enclosure on every floor indicating the number of the floor, as provided in article nine <27-390> of subchapter six of chapter one of this title of the code.

SECTION 27-4267 (d)

Stair and elevator identification signs. Each stair and each bank of elevators shall be identified by an alphabetic letter. A sign indicating the letter of identification shall be posted and maintained at each elevator landing and on the side of the stair door from which egress is to be made, as provided in article nine <27-390> if subchapter six of chapter one of this title of the code.

SECTION 27-4267 (e) Stair re-entry signs. A sign shall be posted and maintained on each floor within each stair and on the occupancy side of each stair door, where applicable, indicating whether re-entry is provided into the building and the floor where such re-entry is provided, in accordance with article nine <27-390> of subchapter six of chapter one of this title of the code.

SECTION 1116-01 (i) FIRE SAFETY DIRECTOR CERTIFICATE OF FITNESS

SECTION 1116-01 (i) (1)

Responsibilities. Conduct fire evacuation drills, evacuations and related duties such as organizing, training and supervising a fire brigade; supervise and man a fire command station for implementation and direction of evacuation procedures in building under his control in accordance with the provisions of Fire Department rules and the Fire Safety Plan; develop and implement a fire prevention and protection program to uncover and correct hazards relative to exits and maintenance thereof, fire extinguishing systems and appliances; fire doors in partitions, exit passageways and stairs; the posting of door, elevator and other informational signs; storage and use of combustible or flammable materials; train and be responsible for the activities of the Building Evacuation Supervisor.

SECTION 1116-01 (i) (2)

Qualifications

SECTION 1116-01 (i) (2) (i)

Possess at least five (5) years experience in fire protection and fire prevention activity or five (5) years experience in a responsible position pertaining to operation of building service equipment as defined in the Building Code or a satisfactory combination or equivalent.

SECTION 1116-01 (i) (2) (ii)

Shall satisfactorily complete a course for Fire Safety Director given by a school or other organization accredited by the Fire Department pursuant to Section 1119-05 and 1119-07 of the Rules of the Department. The Fire Department will issue a Certificate of Completion to the applicant after he has passed a written examination administered by the Fire Department. The applicant shall possess such Certificate of Completion when making an application for a Certificate of Fitness.

SECTION 1116-01 (i) (2) (iii)

Shall pass an examination by a person or body designated by the Fire Commissioner relative to the characteristics and occupancy of the building which is to be under the applicant's control and the duties connected with the service to be performed including, among others, the following:

SECTION 1116-01 (i) (2) (iii) (A)

Certificate of Occupancy provisions

SECTION 1116-01 (i) (2) (iii) (B)

Height, area, construction and occupancy

SECTION 1116-01 (i) (2) (iii) (C)

Number, type and location of exits

SECTION 1116-01 (i) (2) (iii) (D)

Number, type, and location of areas of refuge, if any

SECTION 1116-01 (i) (2) (iii) (E)

Number, type, location and operation of elevators and escalators

SECTION 1116-01 (i) (2) (iii) (F)

Interior Fire Alarms, Special Alarms and/or Communication Systems

SECTION 1116-01 (i) (2) (iii) (G)

Standpipe system components and operation

SECTION 1116-01 (i) (2) (iii) (H)

Sprinkler system components and operation

SECTION 1116-01 (i) (2) (iii) (I)

Special Extinguishing system components and operation

SECTION 1116-01 (i) (2) (iii) (J)

Number of persons normally employed in building

SECTION 1116-01 (i) (2) (iii) (K)

Number of persons normally visiting the building

SECTION 1116-01 (i) (2) (iii) (L)

Plan for fire evacuation drills and evacuation

SECTION 1116-01 (i) (2) (iii) (M)

Table of organization for drill plan and for fire brigade

SECTION 1116-01 (i) (2) (iii) (N)

Operation of service equipment such as power, light, heat, cooling, ventilation, air-conditioning, refuse disposal, fire-fighting, transportation, or similar facility

SECTION 1116-01 (i) (2) (iii) (O)

Alterations and repair operations and the protective and preventive measures necessary to safeguard such operations, with priority attention to torch operations and the introduction, storage and use of flammable commodities.

SECTION 1116-01 (i) (2) (iii) (P)

Special occupancies in the building and the proper protection and maintenance thereof

SECTION 1116-01 (i) (2) (iv)

Shall be physically able to perform required duties

SECTION 1116-01 (i) (2) (v)

In addition to the above, the requirements for a Certificate of Fitness, as contained in Section 27-4014 of the Fire Prevention (Administrative) Code, shall also be applicable, such as:

SECTION 1116-01 (i) (2) (v) (A) Be

at least eighteen years of age

SECTION 1116-01 (i) (2) (v) (B)

Have reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked of him upon his examination

SECTION 1116-01 (i) (2) (v) (C)

Produce such evidence of his character, habits and past employment as may be satisfactory to the commissioner

SECTION 1116-01 (i) (2) (v) (D)

An applicant for such certificate of fitness, who has failed to pass a satisfactory examination may renew his application after the expiration of three (3) months from the date of his last examination

## **EMERGENCY PROCEDURES (BUILDING GENERIC)**

### EMERGENCY ASSISTANCE PROCEDURES

When dialing 718-262-2222 from a campus location to request emergency assistance, the caller will be connected to Public Safety Dispatch.

Call from a safe location and remember to:

- Stay calm
- Be prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency (fire, hazardous materials, medical, etc.)?
  - How did it happen?
  - When did it happen?
  - Who are you (your name)?
  - Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved)
- Do not hang up until instructed to do so by the dispatcher

The caller does not need to know all the answers to these questions, but should quickly gather as much information as possible. The caller should be prepared to give a telephone number or safe location where the emergency responders can be met and wait for the responders at that safe location.

## **GENERAL EVACUATION PROCEDURES**

When evacuating the building or work area:

- Stay calm
- **Do not** rush or panic
- Safely stop work
- Gather personal belongings if it is safe to do so. Reminder: take prescription medications, keys, purse, glasses, etc. if at all possible since it may be hours before occupants are allowed back in the building
- If safe, close the office door and window, but do not lock them
- Use the nearest safe stairs and proceed to the nearest exit - **Do not** use the elevator
- Proceed to the designated evacuation meeting point
- Wait for instructions from emergency responders
- Do not re-enter the building or work area until instructed to do so by the emergency responders

## **FIRE PREVENTION PROCEDURES**

To prevent fire, this building maintains a good housekeeping policy. Occupants should always conform to the following guidelines:

- Store flammable and combustible materials in an approved manner
- Avoid accumulation of flammable and combustible materials in work area
- Never throw matches or cigarette butts into waste containers
- Never empty ashtrays into wastebaskets or trash chutes without being sure contents are extinguished
- Observe NO SMOKING signs wherever posted
- Periodically check for frayed or damaged electrical cords
- Never run electrical cords under carpets or chair pads
- Do not overload electric outlets
- Turn off or unplug appliances when they are not in use, especially coffee makers
- Do not let trash overflow in wastebaskets or collection areas
- Do not block corridors and stairwells
- Do not prop open stairwell, corridor or other fire doors. If these doors are propped open and there is a fire, smoke can easily spread throughout the building.

- Never store anything in the stairwells. There should be nothing in the stairwells that can burn or that can restrict traffic flow. Remember, the stairwells are your means of exiting in an emergency.
- Check lighting in corridors, stairwells and exit signs. Report any malfunctioning lights.
- Store any permitted flammable liquids, oily rags or combustible materials in containers approved by the fire department
- When leaving an office, keep doors closed. In the event of a fire, closed doors will limit the spread of fire and smoke

## **FIRE PROCEDURES**

Building occupants **are required by law** to evacuate a building when the fire alarm sounds If there is a fire in the work area:

- Only persons properly trained should attempt to extinguish the fire.
- If no one is able to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location, call 911 and report the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation meeting point.
- Upon exiting, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- If doors are hot, if possible, place a wet cloth at the base to keep smoke from entering.
- Use stairs only. Do not use elevators.
- Move away from the building and report to the designated building meeting point.
- Do not re-enter the building or work area until instructed to do so by the emergency responders.
- Remember **R.A.C.E.**
  - **R**escue - Evacuate the area
  - **A**larm - Sound the fire alarm
  - **C**ontain - Contain the fire
  - **E**xtinguish - Use a fire extinguisher on small fires
- When using a fire extinguisher, remember **P.A.S.S.**
  - **P** - Pull the pin
  - **A** - Aim at the base of the flame
  - **S** - Squeeze the handle
  - **S** - Sweep side to side

## EMERGENCY RESPONSE PLAN DEMONSTRATIONS

### I. INTRODUCTION

This instruction provides guidelines to the members of The City University of New York Public Safety Service responding to spontaneous demonstrations occurring on or near a campus.

The role of the Public Safety Service during these events is to:

- Ensure the immediate safety of people and property within the affected area
- Gather information concerning the purpose of the demonstration and the identities of the leaders
- Relay the information to the appropriate college authorities in a timely manner
- If on campus, isolate and contain the demonstration pending the arrival of the appropriate college officials

### II. PROCEDURES

In an effort to accomplish the above objectives, College Public Safety Directors will ensure that local procedures and/or guidelines are clearly established or defined regarding the following:

- Enforcement of college policies regarding demonstrations on campus
- Chain of command in assuming responsibility for reacting to demonstrations on campus including establishing a chain-of-command during joint operations involving University-level administrators or public safety personnel, and/or outside agencies
- Defining emergencies and the specific circumstances under which requests for outside assistance are to be made (e.g. S.A.F.E. Team, NYPD, FDNY, EMS)
- Maintaining a liaison with local police and other outside agencies to plan and coordinate responses to emergencies on campus to include designating an off campus mobilization/marshaling site for the agencies to rendezvous
- Maintaining current mobilization alert roster of all public safety personnel
- Designating alternate reporting sites during the "TAKEOVER" of key buildings or locations on campus, to avoid or minimize disruption of college functions
- Establishing arrest/transporting procedures for people taken into custody

Defining the duties and responsibilities of public safety personnel during demonstrations to include:

- First member of public safety on the scene
- Supervisor/Tour Commander duties
- Response and immediate assessment of situation
- Making all necessary assignments to safeguard people and property and maintaining control of key locations on campus (e.g. Public Safety Office, Administration Buildings)
- Making notifications as required by local public safety policies
- Establishing a temporary headquarters at the scene with essential equipment and supplies, if necessary
- Controlling crowds and vehicular and pedestrian traffic
- Maintaining communications with college officials and other responding agencies

The above guidelines are not intended to be construed as an all inclusive listing of factors that are to be considered when establishing local policies and procedures for responding to demonstrations on campus. These guidelines are to be used by the Directors of Public Safety as a basis for establishing an operations plan for demonstrations which conforms to the college rules and regulations that are presently in place at their respective campuses.

**EMERGENCY RESPONSE PLAN**  
**HOSTAGE SITUATIONS**

Date of Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

4:15 PM Check the box and fill in the time when the action has been completed.

**Prevention**

\_\_\_\_\_ 1. All University personnel should be briefed on the emergency response plan to terrorism and hostage situations, including what to do if they are taken hostage.

**Detection**

\_\_\_\_\_ 1. Remain calm and do not panic.

\_\_\_\_\_ 2. Attempt to complete the Threat/Hostage Report form.

\_\_\_\_\_ 3. Notify the police immediately.

**Assessment**

\_\_\_\_\_ 1. The Office of Public Safety should evaluate the severity of the hostage situation

**The Office of Public Safety should immediately notify the President or designee**

**Immediate Action**

\_\_\_\_\_ 1. Secure the affected area, evacuating all persons from the area and from the building, if necessary.

\_\_\_\_\_ 2. Only permit the proper authorities to talk and negotiate with the hostage takers.

If *you* are the hostage:

1. Remain calm
2. Pay close attention to your captors and observe their behavior
3. Cooperate with all requests
4. Stay alert

### **Post-Incident Action**

\_\_\_\_\_ 1. Establish post-trauma support for victims and other personnel.

\_\_\_\_\_ 2. Keep detailed reports of all events regarding the incident.

\_\_\_\_\_ 3. Evaluate:

What could have been done to better prepare for the incident?

What was done?

What could have been done better during the incident?

**EMERGENCY RESPONSE PLAN**  
**WORKPLACE VIOLENCE**

Date of Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

4:15 PM Check the box and fill in the time when the action has been completed.

**Prevention**

- \_\_\_\_\_ 1. Review, revise and update, as appropriate, the emergency plan to cover threats and potentially dangerous situations
- \_\_\_\_\_ 2. Instruct all Building Coordinators in the appropriate procedures for effectively dealing with threats and violent acts at their particular location
- \_\_\_\_\_ 3. Develop checklists of actions to be taken by Building Coordinators and Building Security personnel (where available) in the event of a threat or violent act at their locations
- \_\_\_\_\_ 4. Inform all building personnel of their responsibility to immediately report all threats and violent acts against other employees and property to the Building Coordinator, Building Security and/or Office of Public Safety
- \_\_\_\_\_ 5. Establish liaison with area law enforcement, fire support and emergency medical services agencies. Examine the capabilities and responsiveness of these agencies. Determine shortfalls and if any exist, arrange for an alternate or coordinated response.
- \_\_\_\_\_ 6. Conduct periodic tests of the above plans, policies and procedures.

**Assessment**

- \_\_\_\_\_ 1. Verify the incident and if substantiated, assess its seriousness
- \_\_\_\_\_ 2. Who was threatened and who was the threat-maker? Have there been any prior incidents of a similar nature involving the victim and/or the threat-maker?
- \_\_\_\_\_ 3. What was the threat, what precipitated the threat, under what circumstances was the threat made, what was the actual intent of the threat-maker and what was the environment in which the threat was made?
- \_\_\_\_\_ 4. At what time was the threat made and when was the threat to be carried out?
- \_\_\_\_\_ 5. How was the threat communicated and how was the threat to be carried out?
- \_\_\_\_\_ 6. Notify the local police and provide all the necessary information

- \_\_\_\_\_ 7. Obtain, as required, the expertise of specialists such as threat assessment professionals, psychiatrists and psychologists
- \_\_\_\_\_ 8. Check, if possible, to determine if the threat maker has access to any type of weapons

**Immediate Recommended Actions**

- \_\_\_\_\_ 1. If possible, protect the victim's work environment. Possible options include:
  - Increase site security with building security personnel, unarmed contract guards, armed off-duty police or on-duty police as deemed necessary and appropriate
  - Increase exterior security patrols
  - Increase facility access control
  - Increase interior access control
  - Control access to the victim's work area
  - Install emergency alarm device for use by the victim or the victim's supervisor
- \_\_\_\_\_ 2. Have the victim's work shift changed
- \_\_\_\_\_ 3. Have the victim transferred to another work area / building / site within the area
- \_\_\_\_\_ 4. Have the victim escorted to and from work
- \_\_\_\_\_ 5. Relocate victim to another facility out of the region temporarily or permanently
- \_\_\_\_\_ 6. Evacuate the affected area/floor/building/site as required for the safety of other building occupants
- \_\_\_\_\_ 7. Seal off the affected area to contain the threat-maker
- \_\_\_\_\_ 8. Maintain a high level of exterior and interior site security/access control and monitoring until a threat no longer exists to the work environment

### *Telephone Threats*

- Attempt to keep the threat-maker on the telephone as long as possible and obtain as much information as possible.
- Immediately record the information obtained as accurately as possible.
- Alert Public Safety, if available, while the threat-maker is still on the telephone. Public Safety will contact the police for assistance, if appropriate.
- If the threat-maker is on the premises and if safety permits, confront the threat-maker, advise them of university policy concerning threats and request they leave the premises immediately. If the threat-maker refuses to leave the premises or cannot be safely removed, immediately contact Public Safety.
- If the telephone threat-maker is not on the premises, alert the Building Coordinator or Office of Public Safety. If the threat-maker is an employee, distribute his/her photo to site security personnel.

### *Written Threats*

- Secure the written material as evidence by limiting handling and preserving in a folder
- Alert the Building Coordinator and Office of Public Safety
- If the written material is anonymous, consult appropriate specialists such as threat assessment professionals, psychiatrists and psychologists to assess the seriousness of the threat and to possibly identify the threat-maker

### **Post-Incident Action**

- \_\_\_\_\_ 1. Establish post-trauma support for victims and other personnel.
- \_\_\_\_\_ 2. Keep detailed reports of all events regarding the incident.
- \_\_\_\_\_ 3. Evaluate:

What could have been done to better prepare for the incident?

What was done?

What could have been done better during the incident?

## EMERGENCY RESPONSE PLAN BOMB THREATS

### INTRODUCTION

Bombs, explosive devices and bomb threats pose serious public safety problems to colleges and other public and high profile institutions. Extremists have bombed many facilities since 1980 and an even greater number of bomb threats, a form of harassment, have been received. This instruction will outline public safety steps to ease the panic and disorder that a bomb threat can cause.

### A BOMB IS AN EXPLOSIVE DEVICE FUSED TO DETONATE UNDER SPECIFIED CONDITIONS.

The most common explosive materials are dynamite, TNT, nitroglycerin, gun/blasting powder and plastic. Since they are so compact, today's bombs can easily be hidden. A quart size explosive can do considerable damage, to say nothing of the chain reaction it may trigger. Pipe bombs and plastic charges are even smaller. Placement for maximum damage depends on the skill, daring, and fanaticism of the bomber. Stairways, rest rooms and storerooms are likely hiding places if they are accessible to the public.

Delivery of a bomb to a specific site is the chief concern of public safety personnel. Once placed, the bomb is a real menace. The more vulnerable a facility is, the more it should be shielded from incursion. To complicate matters, sometimes an explosive device may be delivered by mail. (See the last page for mail bomb precautions.)

### BOMB THREATS

Most bomb threats are delivered by telephone. The would-be bomber usually calls when someone can react to the threat. The phone offers the caller a cloak of secrecy. Each threat must be handled as if it is genuine, although most often it is a hoax. The public safety officer who receives a call that a bomb has been planted at the facility where he/she is assigned should:

- Fill in the "Bomb Threat Checklist" (copy attached) while the caller is on the telephone or as soon as practical while the details are still fresh.
- Try to induce conversation. Keep the caller on the line as long as possible. Don't interrupt, except to ask the caller to speak louder, slower or to repeat.
- Ask as many questions as possible utilizing the "Bomb Threat Checklist", and the list of additional questions (see pages 6 & 7 of this instruction). Show levelheaded concern. Information on when and where the bomb is set to explode is of paramount importance. If the caller reveals this vital information, try to alert public safety management while the threat is still on progress. If a fellow officer is nearby, use a code word or hand gesture to get their attention.
- Listen closely to the caller's message, voice and background noises. Take notes. Try to record the caller's exact words. Keep the caller talking as long as possible.

- Start the notification chain. Immediately notify the Tour Commander and Public Safety Administrator. One of them may authorize calling the police.
- Never abandon a post in search of a bomb. Await direction.

## SEARCHING FOR A BOMB

To locate a bomb, a good plan includes a search procedure. With all possible haste, appropriate law enforcement officials should be called to the scene to direct the search for a bomb. The New York City Police Department has officers specially trained and experienced in bomb threat investigations.

If the location of a threatened bomb is unknown and urgency dictates a search of critical areas until proper authorities arrive, this should be done by trained search teams and the search should be conducted in a painstaking manner. When the threat indicates that the bomb has been placed in a specific area, the search should start there.

### **Room Search Technique**

When a **two-person** search team enters the room to be searched, they should first move to various parts of the room and stand quietly with their eyes closed and listen for a clockwork device. Frequently, a clockwork mechanism can be quickly detected without the use of special equipment. Even if no clockwork mechanism is detected, the team is now aware of the background noise level within the room itself.

The officer in charge of the search team should attempt to enlist the aid of the room/area occupants who are familiar with unusual packages in their area. The officer will then look around the room and determine how the room is to be divided for searching and to what height the first search sweep should extend. The first search sweep will cover all items resting on the floor up to the selected height. The second sweep will include the remaining areas. The room should be divided into two parts with an officer assigned to search each area.

### **Search Guide**

1. Divide the area and select a search height.
2. Start from the bottom and work up.
3. Start back to back and work toward each other.
4. Go around the walls and proceed toward the center of the room.

## ITEMS TO BE SEARCHED

No piece of furniture or equipment should be taken for granted. Sound or speaker systems, fixtures, bookcases, air conditioners, exposed beams, etc., should be inspected. Do not rely exclusively on random or spot-checking of logical target areas. The bomber may not be a logical person.

## SEARCH MARKERS

Have a sign or marker indicating "search completed" conspicuously posted in the area. Place a piece of colored tape across the door approximately two feet above the floor if the use of signs is not practical.

## ACTIONS TO BE TAKEN IF A SUSPECTED OBJECT IS FOUND

- DO NOT MOVE, JAR, TOUCH, TAMPER OR INTERFERE WITH THE OBJECT IN ANY WAY OR ANYTHING ATTACHED TO IT; THE REMOVING AND DISARMING OF A BOMB MUST BE LEFT TO PROFESSIONALS WHO SPECIALIZE IN EXPLOSIVES DETECTION, DISARMING AND REMOVAL, I.E. NYPD BOMB SQUAD.
- NOTIFY THE NEW YORK CITY POLICE DEPARTMENT IMMEDIATELY.
- EVACUATE THE BUILDING TACTFULLY; EVERY EFFORT SHOULD BE MADE TO AVOID PANIC.
- PENDING THE ARRIVAL OF THE POLICE, ENDEAVOR TO PREVENT PERSONS FROM ENTERING THE THREATENED PREMISE.
- DO NOT TRANSMIT MESSAGES VIA WALKIE TALKIE IN THE AREA WHERE THE SUSPECTED OBJECT IS FOUND; USE TELEPHONE LINES TO COMMUNICATE.
- IF POSSIBLE, OPEN ALL DOORS AND WINDOWS TO MINIMIZE THE PRIMARY DAMAGE CAUSED BY THE BLAST AND SECONDARY DAMAGE FORM FRAGMENTATION.
- DO NOT ALLOW RE-ENTRY INTO THE BUILDING UNTIL THE BOMB HAS BEEN SAFELY REMOVED/DISARMED AND THE BUILDING DECLARED SAFE BY NYPD EMERGENCY SERVICES OR BOMB SQUAD.
- ALL PERSONNEL SHOULD BE PLACED AT A PREDETERMINED SAFE LOCATION AWAY FROM SUSPECTED BOMB LOCATION.

## ACTIONS TO BE TAKEN IF NO SUSPECTED OBJECT IS FOUND

- The senior public safety/college official will confer with the police, if present, and be guided by their advice.
- Having conferred with police personnel present and, if no clear or present danger exists, it is recommended that the building not be evacuated.
- Notify the occupants of the condition and that their normal activities should continue.
- The senior public safety official will prepare a detailed report of the incident and direct that public safety personnel resume their normal duties.

## SOME TYPICAL LETTER AND PACKAGE BOMB INDICATORS

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, etc.
- No Return Address
- Rigid Envelopes
- Protruding Wires, Screws, or Tinfoil
- Lopsided or Uneven Envelope
- Oily Stains or Discolorations
- Excessive Postage
- Visual Distractions (Fragile, Rush, Handle With Care, etc.)
- Postmarked from Area Different than Return Address
- Excessive or Uneven Weight Distribution
- Handwritten or Poorly Typed Address
- Excessive Securing Material Such as Masking, Strapping or Electrical Tape, String, etc.
- Incorrect Titles
- Misspelling of Common Words



**THE CITY UNIVERSITY OF NEW YORK**  
**Department of Public Safety**  
**BOMB THREAT CHECKLIST**



Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_ Length of call: \_\_\_\_\_  
 Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**QUESTIONS TO ASK:**

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

**CALLER'S VOICE:**

(CHECK ALL THAT APPLY)

- |   |                                     |   |   |                                   |                                  |
|---|-------------------------------------|---|---|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Calm                                     | <input type="checkbox"/> Angry      | <input type="checkbox"/> Disguised      | <input type="checkbox"/> Nasal          | <input type="checkbox"/> Broken   | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Slow                                     | <input type="checkbox"/> Sincere    | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Rapid          | <input type="checkbox"/> Giggling | <input type="checkbox"/> Deep    |
| <input type="checkbox"/> Crying                                   | <input type="checkbox"/> Squeaky    | <input type="checkbox"/> Excited        | <input type="checkbox"/> Stressed       | <input type="checkbox"/> Accent   | <input type="checkbox"/> Loud    |
| <input type="checkbox"/> Slurred                                  | <input type="checkbox"/> Normal     | <input type="checkbox"/> Laughter       | <input type="checkbox"/> Distinct       | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Ragged  |
| <input type="checkbox"/> Clearing throat                          | <input type="checkbox"/> Whispering | <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Deep breathing |                                   |                                  |
| <input type="checkbox"/> Familiar (whom did it sound like?) _____ |                                     |   |   |                                   |                                  |

**BACKGROUND NOISES:**

(CHECK ALL THAT APPLY)

- |   |   |  |                                    |                                   |                                       |
|---|---|--|------------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Street noises  | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Voices            | <input type="checkbox"/> PA system | <input type="checkbox"/> Music    | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Motor vehicles | <input type="checkbox"/> Animal noises    | <input type="checkbox"/> Clear             | <input type="checkbox"/> Static    | <input type="checkbox"/> Crockery | <input type="checkbox"/> Local        |
| <input type="checkbox"/> Long distances | <input type="checkbox"/> Telephone booth  | <input type="checkbox"/> Factory machinery |                                    |                                   |                                       |
| <input type="checkbox"/> Other _____    |   |  |                                    |                                   |                                       |

**THREAT LANGUAGE:**

(CHECK ALL THAT APPLY)

- Foul  Irrational  Message read by threat maker  Taped  Incoherent  Well-spoken

**REMARKS:**

Person receiving call: \_\_\_\_\_ Rank/shield number: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_ Date/tour: \_\_\_\_\_

Reported call immediately to: \_\_\_\_\_ At telephone number: \_\_\_\_\_

## SOME ADDITIONAL QUESTIONS FOR THE CALLER NOT ON THE BOMB THREAT CHECKLIST

To keep a potential bomber talking, ask such questions as these:

1. Why are you doing this? Point out that the explosion will injure or kill innocent people.
2. If the caller indicates a personal problem, ask how you can help.
3. When will the bomb go off?
4. Where is it located?
5. What kind of bomb is it? The caller may want to brag about it.
6. Is the bomb in a briefcase, box or sack?
7. When was it placed?
8. How did you get it on the property? Are you a student, employee, etc?

**EMERGENCY RESPONSE PLAN**  
**HAZARDOUS MATERIALS**

Date of Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

4:15 PM Check the box and fill in the time when the action has been completed.

**Prevention**

- \_\_\_\_\_ 1. Review, revise and update as appropriate the emergency plans to respond to hazardous materials situations.
- \_\_\_\_\_ 2. Instruct all building personnel in the appropriate procedures for effectively dealing with hazardous materials situations at their particular location.
- \_\_\_\_\_ 3. Develop checklists of actions to be taken by Building Coordinators in the event of a hazardous materials situation at their locations.
- \_\_\_\_\_ 4. Establish liaison with area law enforcement, fire support and emergency medical services agencies. Examine the capabilities and responsiveness of these agencies. Determine shortfalls and if any exist, arrange for an alternate or coordinated response.
- \_\_\_\_\_ 5. Conduct periodic tests of the above plans, policies and procedures.

**Detection**

- \_\_\_\_\_ 1. If building occupants are advised of a hazardous materials incident, they should contact the Office of Public Safety as quickly as possible.
- \_\_\_\_\_ 2. City or public health officials may inform the Office of Public Safety of a suspected hazardous materials situation.
- \_\_\_\_\_ 3. Several individuals may begin to simultaneously complain of difficulty breathing, chest pains or of a burning sensation either on their skin or in their throat.

**Assessment**

- \_\_\_\_\_ 1. Verify the incident and if substantiated, assess its seriousness.
- \_\_\_\_\_ 2. Notify local emergency or public health officials and obtain all available information.

**Immediate Actions**

- \_\_\_\_\_ 1. Contact EMS via 911 for medical assistance.
- \_\_\_\_\_ 2. Have as much information concerning the hazardous material available for emergency responders to review.
- \_\_\_\_\_ 3. If the hazardous materials situation is localized, evacuate the affected area as required.
- \_\_\_\_\_ 4. Seal off the affected area if possible to contain the spill.

**Post-Incident Action**

- \_\_\_\_\_ 1. Establish post-trauma support for victims and other personnel.
- \_\_\_\_\_ 2. Keep detailed reports of all events regarding the incident.
- \_\_\_\_\_ 3. Evaluate:
  - What could have been done to better prepare for the incident?
  - What was done?
  - What could have been done better during the incident?

**EMERGENCY RESPONSE PLAN**  
**POWER FAILURE**

Date of Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

4:15 PM Check the box and fill in the time when the action has been completed.

**Prevention**

- \_\_\_\_\_ 1. Ascertain if back-up emergency sources of power are available to the building and for how long those sources could be sustained in an emergency situation.

**Detection**

- \_\_\_\_\_ 1. Ascertain if the power failure affects only (Name of Building) or if surrounding buildings have also lost power.

**Assessment**

- \_\_\_\_\_ 1. The College Engineering or Building Maintenance Staff should immediately go and determine the severity of the outage.

**Immediate Action**

- \_\_\_\_\_ 1. Call the emergency number for the electric utility serving the affected building and give them the property address and circuit numbers.
- \_\_\_\_\_ 2. Check that the emergency generator is functioning and implement the contingency plan for additional fuel supplies for the generator.
- \_\_\_\_\_ 3. Verify that all elevators have returned to the ground floor and that there are no entrapments.
- \_\_\_\_\_ 4. The Building Coordinator should alert the building occupants of the situation and instruct them to remain calm.
- \_\_\_\_\_ 5. If the power outage is expected to persist, the Building Coordinator should notify the building occupants again so they can make decisions as to their business operations.

### **Post-Incident Action**

- \_\_\_\_\_ 1. Restore normal business as soon as possible.
- \_\_\_\_\_ 2. Contact the electric utility company to find out the reason for the outage and inform the building occupants.
- \_\_\_\_\_ 3. Maintain a log and report all events regarding the power outage.
- \_\_\_\_\_ 4. Evaluate:

What could have been done to better prepare for the incident?

What was done?

What could have been done better during the incident?

**EMERGENCY RESPONSE PLAN**  
**ELEVATOR ENTRAPMENT**

Date of Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

4:15 PM Check the box and fill in the time when the action has been completed.

**Prevention**

- \_\_\_\_\_ 1. Building staff should check phones and/or intercoms inside elevators weekly and maintain a log of any problems.

**Detection**

- \_\_\_\_\_ 1. Ascertain the building location.
- \_\_\_\_\_ 2. Ascertain which elevator is stopped.
- \_\_\_\_\_ 3. Ascertain on what floor the elevator is stopped.
- \_\_\_\_\_ 4. Ascertain the condition of the people on the elevator.
- \_\_\_\_\_ 5. Ascertain the number of people on the elevator.

**Immediate Action**

- \_\_\_\_\_ 1. Notify the Building Coordinator of an elevator entrapment and its location.
- \_\_\_\_\_ 2. Assure those trapped in the elevator that they are safe and that rescue is on the way.
- \_\_\_\_\_ 3. Instruct those trapped in the elevator to stand away from the doors and not to smoke.
- \_\_\_\_\_ 4. Contact Public Safety and Buildings & Grounds for an assessment.
- \_\_\_\_\_ 5. The fire department should be notified only if a life-threatening situation exists.
- \_\_\_\_\_ 6. Before opening doors, make sure that the power has been cut off to prevent movement of the cab.
- \_\_\_\_\_ 7. Do not open the doors unless the cab is level with the floor.
- \_\_\_\_\_ 8. If the elevator shaft is exposed when the exterior elevator doors on a stalled or incapacitated elevator are opened, passengers are only to be removed by trained professionals from the contracted elevator company or the fire department.

**Post-Incident Action**

- \_\_\_\_\_ 1. Maintain communication with the elevator company to ascertain the cause of the elevator entrapment and ensure its proper repair.
- \_\_\_\_\_ 2. Keep detailed reports of all incidents of entrapment for each elevator in the building.

**EMERGENCY RESPONSE PLAN**  
**FLOODING / PLUMBING FAILURE**

Date of Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

4:15 PM Check the box and fill in the time when the action has been completed.

**Prevention**

- \_\_\_\_\_ 1. Review, revise and update as appropriate the emergency plans to respond to flooding / plumbing failures.
- \_\_\_\_\_ 2. Instruct all building personnel in the appropriate procedures for effectively dealing with flooding / plumbing failures at their particular location.
- \_\_\_\_\_ 3. Develop checklists of actions to be taken by Building Coordinators in the event of flooding / plumbing failures at their locations.
- \_\_\_\_\_ 4. Conduct periodic tests of the above plans, policies and procedures.

**Detection**

- \_\_\_\_\_ 1. If building occupants become aware of a flooding / plumbing failure, they should contact the Buildings & Grounds or Office of Public Safety as soon as possible.

**Assessment**

- \_\_\_\_\_ 1. Verify the incident, and if substantiated, assess its seriousness.

**Immediate Action**

- \_\_\_\_\_ 1. Cease using all electrical equipment immediately.
- \_\_\_\_\_ 2. Notify the Public Safety Office.
- \_\_\_\_\_ 3. If necessary, evacuate the building.

**Post-Incident Action**

- \_\_\_\_\_ 1. Maintain communication with the appropriate parties to ascertain the cause of the flooding / plumbing failure and ensure its proper repair.
- \_\_\_\_\_ 2. Evaluate:
  - What could have been done to better prepare for the incident?
  - What was done?
  - What could have been done better during the incident?

**EMERGENCY RESPONSE PLAN**  
**GAS LEAK**

Date of Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

4:15 PM Check the box and fill in the time when the action has been completed.

**Prevention**

- \_\_\_\_\_ 1. Review, revise and update as appropriate the emergency plans to respond to gas leaks.
- \_\_\_\_\_ 2. Instruct all building personnel in the appropriate procedures for effectively dealing with gas leaks at their particular location.
- \_\_\_\_\_ 3. Develop checklists of actions to be taken by Building Coordinators in the event of gas leaks at their locations.
- \_\_\_\_\_ 4. Conduct periodic tests of the above plans, policies and procedures.

**Detection**

- \_\_\_\_\_ 1. If building occupants become aware of a gas leak, they should contact the Buildings & Grounds or Office of Public Safety as soon as possible.

**Assessment**

- \_\_\_\_\_ 1. Verify the incident, and if substantiated, assess its seriousness.
- \_\_\_\_\_ 2. Notify local emergency or gas company officials and obtain all available information.

**Immediate Action**

- \_\_\_\_\_ 1. Cease all operations immediately.
- \_\_\_\_\_ 2. If the odor is strong, leave the premises immediately and tell others to leave also.
- \_\_\_\_\_ 3. Do not strike a match, switch on electrical appliances, lights, or even a flashlight in the area where you smell gas.
- \_\_\_\_\_ 4. If the odor is faint, open windows to air out the area, if possible, before leaving.
- \_\_\_\_\_ 5. Notify the Public Safety Office.

## Post-Incident Action

- \_\_\_\_\_ 1. Maintain communication with the local gas company to ascertain the cause of the gas leak and ensure its proper repair.
- \_\_\_\_\_ 2. Keep detailed reports of all gas leaks in the building.
- \_\_\_\_\_ 3. Evaluate:
  - What could have been done to better prepare for the incident?
  - What was done?
  - What could have been done better during the incident?

**EMERGENCY RESPONSE PLAN**  
**STEAM LINE FAILURE**

Date of Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

4:15 PM Check the box and fill in the time when the action has been completed.

**Prevention**

- \_\_\_\_\_ 1. Review, revise and update as appropriate the emergency plans to respond to steam line failures.
- \_\_\_\_\_ 2. Instruct all building personnel in the appropriate procedures for effectively dealing with steam line failures at their particular location.
- \_\_\_\_\_ 3. Develop checklists of actions to be taken by Building Coordinators in the event of steam line failures at their locations.
- \_\_\_\_\_ 4. Conduct periodic tests of the above plans, policies and procedures.

**Detection**

- \_\_\_\_\_ 1. If building occupants become aware of a steam line failure, they should contact the Buildings & Grounds or Office of Public Safety as soon as possible.

**Assessment**

- \_\_\_\_\_ 1. Verify the incident, and if substantiated, assess its seriousness.
- \_\_\_\_\_ 2. Notify local emergency or utility officials and obtain all available information.

**Immediate Action**

- \_\_\_\_\_ 1. If necessary, cease all operations and evacuate the area as needed.
- \_\_\_\_\_ 2. Notify the Public Safety Office.

**Post-Incident Action**

- \_\_\_\_\_ 1. Maintain communication with the local utility to ascertain the cause of the steam line failure and ensure its proper repair.
- \_\_\_\_\_ 2. Evaluate:

What could have been done to better prepare for the incident?

What was done?

What could have been done better during the incident?

**EMERGENCY RESPONSE PLAN**  
**VENTILATION PROBLEM**

Date of Incident: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

4:15 PM Check the box and fill in the time when the action has been completed.

**Prevention**

- \_\_\_\_\_ 1. Review, revise and update as appropriate the emergency plans to respond to ventilation problems.
- \_\_\_\_\_ 2. Instruct all building personnel in the appropriate procedures for effectively dealing with ventilation problems at their particular location.
- \_\_\_\_\_ 3. Develop checklists of actions to be taken by Building Coordinators in the event of ventilation problems at their locations.
- \_\_\_\_\_ 4. Conduct periodic tests of the above plans, policies and procedures.

**Detection**

- \_\_\_\_\_ 1. If building occupants become aware of a ventilation problem, they should contact the Buildings & Grounds or Office of Public Safety as soon as possible.

**Assessment**

- \_\_\_\_\_ 1. Verify the incident, and if substantiated, assess its seriousness.
- \_\_\_\_\_ 2. Notify local emergency or utility officials and obtain all available information.

**Immediate Action**

- \_\_\_\_\_ 1. If necessary, cease all operations and evacuate the area as needed.
- \_\_\_\_\_ 2. Notify the Public Safety Office.
- \_\_\_\_\_ 3. If smoke is present, activate the fire alarm then call 911 from a safe location.

**Post-Incident Action**

- \_\_\_\_\_ 1. Maintain communication with the building engineer to ascertain the cause of the ventilation problem and ensure its proper repair.

## **SUMMARY**

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular work hours, after hours and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare.

If you have any questions about this campus policy or need additional information, first contact your building coordinator. Otherwise questions can be addressed to the organizations listed below:

- Fire regulations, preparedness, safe areas      Public Safety:
- Hazardous materials & general safety      Campus Safety Officer:
- Office safety preparedness      Physical Plant: