



# EMERGENCY PROCEDURES GUEST HANDBOOK

2020-2021

The procedures in this handbook have been adopted from The Graduate Center Office of Security and Public Safety. The comprehensive online emergency procedures handbook can be viewed by going to <https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Public-Safety/Emergency-Procedures>.

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Modifications have been made to the GC procedures that are applicable to the CUNY School of Labor and Urban Studies (SLU). Unless otherwise specified, the procedures are relevant for staff, faculty, students and visitors at SLU facilities located at 25 West 43<sup>rd</sup> Street.

*\*Because of the Coronavirus pandemic, the campus is operating under the Level I of the Reopening Plan, thus the campus hours of operation have changed. Please visit the [SLU Reopening Plan](#) website for more information.*

## MEDICAL EMERGENCY

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

1. Call 911 immediately for any accident or sudden illness that impairs functioning. Conditions where 911 must be called include:
  - unconsciousness, however brief
  - chest pains
  - poisoning
  - incapacitating head, abdominal or other pain
  - impaired breathing

- profuse bleeding
  - disorientation or impaired ambulation.
2. Do not leave injured/sick person unattended. If necessary, call out for Security Guard (or other staff member) to stay with injured/sick person.
  3. If immediate assistance is required, ask someone to go to the Fire House located on 43<sup>rd</sup> street, (2 doors to the right of building's entrance), and inform them of the medical emergency. They may be able to provide paramedics until an EMS ambulance makes its way through mid-town traffic. Inform paramedics that 911 is being called.
  4. Be prepared to give the 911 operator the following information:
    - Location of the medical emergency
    - Sex and approximate age of the patient
    - Condition of patient (conscious, unconscious, difficulty breathing, chest pain, etc.)
  5. After calling 911, SLU Security Guard or staff member should also contact the lobby security desk (212 840 7958 ext. 103—if the call goes to voicemail, property manager is ext. 104); they can expedite emergency response ensuring elevator is made available to emergency services personnel.

## 6. REPORT OF INJURY OR ILLNESS

It is highly recommended to complete an Injury or Illness Report form for all persons, including visitors and students.

**Blank reporting forms are located at the back of this handbook.**

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## FIRE SECURITY

The locations of Fire Alarm Pull Stations:

- 18<sup>th</sup> floor:
  - Fire Warden Phone at entrance elevator
  - Fire Alarm Pull Station at staircase G behind reception area
  - Fire Alarm Pull Station at staircase F by men's restroom (plus 2 fire extinguishers)
- 19<sup>th</sup> floor:
  - Fire Alarm Pull Station inside main entrance

- Warden Phone and Fire Alarm Pull Station near staircase G opposite soda machine
- Fire Alarm Pull Station at staircase F by men's restroom (plus 1 fire extinguisher)

## **If You Hear a Fire Alarm Sound**

Fire Wardens from each floor (or nearest available supervisor/staff if Fire Warden is not on site) should immediately determine if there is an actual fire/emergency by using the fire alarm call box to speak with and get instructions from the Fire Safety Director.

Lobby security will also make announcements over the building's emergency PA system.

## **Fire Drills**

Building management arranges for two fire drills to be held each year. Each session requires staff members and guests to assemble at the elevator area for a fire safety presentation conducted by the Fire Department and building management.

## **If You Discover a Fire**

### **1. PULL THE FIRE ALARM**

Building management has assigned **Fire Wardens** and **Searchers** to each floor (assignments are posted at each floor's elevator areas). If the **Fire Wardens or Back Ups** are not readily available:

- pull the nearest fire alarm box
- pick up the red phone receiver
- push the black button to connect to the building's lobby security officer to inform them of fire and receive instructions.

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

Be prepared to give the following information:

- Specific conditions (smoke, fire, etc.)
- Specific location (floor, room)
- Your name and location

**2. FOLLOW THE DIRECTIONS of Fire Safety Directors (Day 7am–5pm FSD Officer on the building lobby: 5pm–9pm FSD Officer on each floor).**

**3. SEARCH PROTOCOL: NOTIFY ALL OCCUPANTS ON THE FLOOR**

- Notify those in the immediate area of the danger. Assist in removing any disabled person from the immediate area.
- At the sound of the alarm, **the Male and Female searches** should enter the bathrooms to alert occupants of fire on the floor.
- Any available supervisor or staff member should check classrooms in their immediate area to alert occupants of fire on the floor.

#### **4. PREPARE TO EVACUATE THE FLOOR**

- Remain calm and proceed to evacuate the area in an orderly manner. Do not rush, push or panic. Rely on planning and knowledge.
- Assist disabled persons to evacuate the area. Be particularly aware of persons with sight or hearing disabilities.
- Do not go back to retrieve belongings.
- If there is smoke, stay low, it will be easier to breathe.

#### **5. USE STAIRWAYS TO GO DOWN TO THE NEXT RE-ENTRY FLOOR**

- Use the stairways indicated by Fire Warden. **Never use an elevator to evacuate unless directed to do so by the fire department.**
- Before opening any door, touch the door with the back of your hand. Do not open a door that is warm or hot.
- Close doors behind you to prevent fire spread, but make sure that you can reopen them if you need to retreat.
- If trapped in a building with operable windows, open windows at the top to let heat and smoke out, open at the bottom to breathe.
- Do not attempt to walk down to street level unless instructed to do so by fire department or lobby security. Fire department may need clear access in stairwells.

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## **EMERGENCY EVACUATION**

In the event of a building-wide emergency, lobby security or other emergency personnel may give the directive to evacuate the building.

**NEVER USE AN ELEVATOR TO EVACUATE UNLESS DIRECTED TO DO SO BY THE FIRE DEPARTMENT.**

The Fire Wardens, Searchers and all occupants should follow search protocols and vacate the premises in a calm and orderly fashion using stairwells as directed. Although a fire may not be the root cause for the evacuation, **make it a habit to touch doors for heat before opening.**

Be prepared to encounter other building occupants exiting at their floors, and for the possibility of dark stairwells.

- **Stairwell G** located at the north side of the building (44<sup>th</sup> street side) leads to the 44<sup>th</sup> Street freight elevator entrance. Occupants then continue to their left to exit to the street from the exit door next to the freight elevator.
- **Stairwell F** located at the south side of building (43<sup>rd</sup> street side) leads inside the lobby. Stairwell F is on the outside of the building until the 14<sup>th</sup> floor; enter floor and continue evacuation to street level. Once in the lobby, occupants may be directed by emergency or security personnel to use a designated exit to the street.
- **Stairwell E begins on the 12<sup>th</sup> floor** and leads to 43<sup>rd</sup> St. next to the post office.

#### **PLAN IN ADVANCE:**

1. Know your escape route; 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.
2. If the emergency is isolated inside the building, agree on a meeting place **away from the building** where all staff should congregate to ensure that all persons are accounted.
  - **Meeting place: Bryant Park, corner of 42<sup>nd</sup> St. and 6<sup>th</sup> Ave.**

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## **REPORT OF DISRUPTIVE BEHAVIOR**

It is highly recommended to complete an Incident Report in the event follow up is warranted. Reports should be filed with Associate Director of Administration and Academic Operations Manager.

Examples of disruptive behavior: fighting, verbal abuse, harassment of various kind

Supervisor and staff involved should discuss follow up options:

- Building Security: 212 840 7958 ext. 103
- GC Security & Public Safety: 212 817 7777

**Blank reporting forms are located at the back of this handbook.**

## **SECURITY OFFICERS**

A proper relationship between the Security Officers assigned to the CUNY School of Labor and Urban Studies and the college community—fostered by trust and confidence—is essential to a successful security and safety program.

The Central Office has contracted ADM Security Services to post a security officer on each floor from **5 PM to 10 PM Monday through Thursday**, and from **8 AM to 4PM on Saturdays**.\* Their main role is to create a welcoming and safe environment for students, employees and visitors, in addition to securing and monitoring Institute property and facilities.

In order for us to better understand the community's perception the Institute's security and safety services, it is important that we investigate any allegation of inappropriate officer conduct. Your criticisms and constructive suggestions for improvement are welcome. Each complaint will be thoroughly investigated and appropriate corrective action will be taken when warranted.

Complaint can be filed with Academic Operations Manager.

*\*Because of the Coronavirus pandemic, the campus is operating under the Level I of the Reopening Plan, and thus the campus hours and security officer hours have changed. Please visit the [SLU Reopening Plan](#) website for more information.*

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## EMERGENCY CLOSING DUE TO WEATHER

In the event that prevailing weather conditions cause serious disruption to the public transportation system or make other means of traveling hazardous, CUNY SLU may be closed until conditions improve. If there is a threat of a snow emergency (Monday through Friday) when the college is scheduled to be in session, information concerning the college's status can be heard on the following radio stations or by calling the telephone numbers listed below:

Radio Stations Broadcasting CUNY Message		
WADO	1280 AM	
WBLS		107.5 FM
WCBS	880 AM	101.1 FM
WFAS	1230 AM	104 FM
WINS	1010 AM	
WLIB	1190 AM	
WOR		<a href="http://www.wor710.com">www.wor710.com</a>

### Telephone Numbers & CUNY Alert

- (718) 330-1234 - NYC announcements, up to the minute transportation conditions and emergency bulletins.
- (646) 313-8300 – SLU recorded message

- New CUNY staff, faculty and students are auto-enrolled in the CUNY Alert system. Registered to CUNY Alert system, enables you to receive text, voice messages, and/or email alerts for weather or emergency closings.
- University employees without access to CUNYfirst and interested parties, such as parents or contractors doing business at CUNY, can set up a guest account to receive CUNY Alert notifications. For more information on who guests can register to receive CUNY Alert notifications visit: <https://www2.cuny.edu/cuny-alert/>.

## ADDITIONAL EMERGENCY PROCEDURES @ GC WEBSITE

<https://www.gc.cuny.edu/About-the-GC/Governance,-Policies,-Procedures?category=686>

- Active Shooter Incidents
- Alcohol and Drug Abuse Crisis
- Bomb Threats
- Chemical Spill
- Civil Disturbance
- Crimes in Progress
- Earthquake
- Elevator Failure
- Emergency Closing Due to Weather
- Evacuations
- Evacuating Disabled Persons
- Explosion/Downed Aircraft
- Fire
- Flooding or Plumbing Failure
- Gas Leak
- Handling Suspicious Mail
- Hostage Situations
- Medical Emergency
- Power Failure
- Psychological Crisis
- Severe Weather
- Sexual Assault
- Sheltering in Place
- Terrorism
- Ventilation Problems
- Workplace Violence

## Fire/Police/Ambulance/911

### GC Emergency Phone Numbers

Security & Public Safety (24 Hours)	212-817-7777
Director of Security & Public Safety	212-817-7761
Asst. Director of Public Safety	212-817-7768/7770
Environmental Health & Safety	212-817-7761
Facilities Services & Campus Planning (Office)	212-817-7730
Wellness Center	212-817-7020

### CUNY SCHOOL OF LABOR AND URBAN STUDIES Emergency Phone Numbers

Building Security and Public Safety	212-840-7958
Reception Desk	646-313-8300
Associate Dean of Operations, Burt Sacks	646-313-8367
Director of Finance and Administration Dorothy Benson	646-313-8306





