

At sound of shooting, or knowledge of someone shooting remember **EVACUATE, HIDE OUT, TAKE ACTION:**

- 1. EVACUATE** (If there is an accessible escape path, attempt to evacuate the premises)
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe!
- 2. HIDE OUT** (If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.)

Your hiding place should:

 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

 - Lock the door
 - Blockade the door with heavy furniture

If the active shooter is nearby:

 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet

If evacuation and hiding out are not possible:

 - Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen.
- 3. TAKE ACTION against the active shooter** (As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by)
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions

CALL 911 WHEN IT IS SAFE TO DO SO!

GOOD PRACTICES for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Physical description of shooter/s
- Number of potential victims at the location
- Number of shooters, if more than one
- Number and type of weapons held by the shooter/s

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

SLU Emergency Meetup Location: Bryant Park, corner of 42nd Street and 6th Ave.

Emergency Services: CALL 911 WHEN IT IS SAFE TO DO SO!
Local Police Department: Midtown South Precinct (W 35th St.), 212-239-9811
Local Fire Department: Engine 65 (W 43rd St.), 911
Local Hospitals:

- NYU Langone Health (E 33rd St.), 646-929-7800
- Northwell Health (E 54th St.), 212-371-7230
- Columbia University Medical Center (W 58th St.), 212-305-7114
- Mount Sinai West (W 58th St.), 212-523-4000
- New York-Presbyterian/W. Cornell Medical Center (E 68th St.), 212-746-5454
- Mount Sinai Hospital (E 100th St.), 212-241-6500

SLU Address: 25 West 43rd Street, 19th Floor, New York, NY 10036
SLU Main Phone Number: 646-313-8300
SLU Security Officers: Located by Entrances to Floors (equipped with walkie-talkies)
Building Lobby Desk: 212-840-7958, Ext. 103
SLU CUNY Security: 212-817-7761, Office of the Director of Public Safety, The Graduate Center, 365 Fifth Avenue, Room 9117

Stay Informed

- Register for CUNY Alert: receive text/emails & voice alerts: www.cuny.edu/cuny-alert/
- Register for Notify NYC: <https://a858-nycnotify.nyc.gov/notifynyc>
- NYC Emergency Management: <https://www.nyc.gov/site/em/index.page>
- New York Fire Department: <https://www.nyc.gov/site/fdny/index.page>
- New York Police Department: <https://www.nyc.gov/site/nypd/index.page>
- Get Citizen App: <https://citizen.com>
- Federal Emergency Management Agency: <https://www.fema.gov>
- Center for Disease Control: <https://www.cdc>

CUNY's Emergency Response Guide: SLU's Emergency Management Team

- Office of the Dean, 19th Fl, Room 1902, 646-313-8300/ 646-313-8350
- Office of the Associate Dean of Finance, Administration, Operations, 19th Fl, Room 1915, 646-313-8367, Cell 917-414-0334
- Office of the Associate Dean of Academic Affairs 19th Fl, Room 1904, 646-313-8355
- Office of the Director of Student Affairs and Comm. Affairs, 14th Fl, Room 1424, 646-313-8320
- Office of the Manager of Academic Support and Retention, 14th Fl, Room 1423, 646-313-8321
- Office of the Director of Public Safety, The Graduate Center, 365 Fifth Avenue, Room 9117, 212-817-7761
- Building Lobby Security: 212-840-7958, Ext. 103
- SLU Security located by entrances to 19th, 18th, 14th floors
- <https://www.cuny.edu/about/administration/offices/publicsafety/emergency-response-guide/>

SLU Emergency Meetup Location: Bryant Park, corner of 42nd Street and 6th Ave.

Kits & Manuals

First Aid Kits located at:

- **19th floor:** Reception Desk, Pantry Area
- **18th Floor:** IT Help Desk, Room 1802, Room 1815, Room 1828
- **14th floor:** Reception Desk, Pantry Area
- **10th floor Room 1005:** Pantry Area
- **10th floor Room 1008:** Conference Area

Crisis Kits (include walkie-talkies and chargers, flashlights and batteries, whistles, first-aid kits, Staff roster, Master Key holders)

- **19th floor:** Room 1901, Reception Desk, Library
- **18th floor:** Room 1802, IT Helpdesk, Room 1815, Room 1828
- **14th floor:** Room 1410 (by printer area), 1412 (Student Service desk), Bursar Cashier, Room 1424
- **10th floor:** Room 1005, Pantry Area
- **10th floor:** Room 1008, Conference Area

Printed Emergency Manuals: located on the 19th floor (1906-A, outside 1906)

- SLU Emergency Response Recovery Plan
- Security Safety Facility Services Manual
- FDNY Fire Safety Tips for Residence
- FDNY Fire Safety Tips (in Spanish)
- CUNY Emergency Manual
- FDNY Fire Safety Tips for Offices
- FDNY Fire Safety Tips for Seniors
- FDNY Fire Safety Prevention

Emergency Action Plan & Public Safety Reports: www.slu.cuny.edu/welcome/public-safety

REPORT an Emergency:

- Notify Security officers on the floor or contact the Building Lobby Security, 212-840-7958.
- Notify the Associate Dean of Finance, Administration, Operations, 646-313-8367, Cell 917-414-0334.
- Call 911 to report emergencies directly to the New York City Police, Fire and/or Emergency Medical Services.
- For smoke or fire, pull the Fire Alarm Pull Boxes, which are bright red in color, located adjacent to all fire exits. Lifting the cover and pulling down the handle activates the alarm. A signal is sent to the fire command station in the building's main lobby and to a central dispatch station that notifies the FDNY. When pulled, this device will also activate an audible fire alarm on the floor where it is pulled and the floor above.
- Complete Incident forms & Review Public Safety Reports: www.slu.cuny.edu/welcome/public-safety
- Facility Emergencies call 646-313-8300 and email Facilities@slu.cuny.edu

SLU Emergency Meetup Location: Bryant Park, corner of 42nd Street and 6th Ave.