

To help with the health and safety of the campus, remember

1. HVAC/AIR QUALITY MAINTAINED

- **MERV 13 filters** have been installed in all HVAC units across the campus
- **Air purifiers** with HEPA filters are in all common areas, classrooms, open workstations, and private offices. Filters are replaced per manufacturer's recommendation.
- **The AC units** are set at 75 degrees Fahrenheit during the summer months, please wear a sweater, if needed.
- **The building provides heat** during the winter months (October 1st- May 31st) when the outside temperatures falls below 55 degrees, the inside temperature is required to be at least 68 degrees Fahrenheit per NYC heat law.

2. SPRINKLER SYSTEM INSTALLED

- A sprinkler system has been installed throughout the campus and is routinely inspected and maintained per NYC Building code.

3. FILTERED DRINKING WATER AVAILABLE

- Filtered hot and cold drinking water is provided through the water dispensers installed on each floor. Filters are replaced every three months per the manufacturer's recommendations.

4. FIRE SAFETY TEAM

- **Fire Safety Team volunteers equipped with walkie-talkie, whistles, and Daily Staff Attendance.**
- **Fire Warden-** The Warden follows FDNY instructions and takes the lead in ensuring the Deputy Warden and Searcher know what steps need to take place per emergency and helps along the way. The Warden covers the duties of the Deputy Warden and Searcher when they are out.
- **Fire Deputy Warden-** The Deputy Warden follows the FDNY instructions and Warden's direction. If the Warden is out for the day, the Deputy Warden is the Acting-Warden and aids along the way. The Deputy Warden also covers the Searcher's duties when they are out.
- **Fire Searcher-** The Searcher, as instructed by FDNY and the Warden/Deputy Warden, checks every office, workstation, and restroom to ensure all SLU staff exit the spaces/floor and meet at Emergency Meetup Location (the corner of Bryant Park-42nd Street and 6th Ave.). Searchers keep track of the head count and names of the staff/students, guests as they exit the spaces.

5. PERSONAL TRANSPORTATION DEVICES PROHIBITED

- Non-battery-operated devices are prohibited to be operated or stored in SLU campus; for example: scooters, bicycles, skates, unicycles, tricycles, wheeled footwear, etc.
- Battery operated devices are prohibited to be operated or stored in SLU campus; for example: e-bicycles, e-scooters, e-skateboards, unicycles, hoverboards, mopeds, etc.
- Electric operated devices are prohibited to be operated or stored in SLU campus
- Transportation batteries, chargers, or associated equipment are prohibited on campus
- **Any prohibited devices will be reported to CUNY Public Safety and user will be asked to remove the device/equipment from the premises.**
- **EXEMPT Devices/Equipment: wheelchairs, walkers, knee-walkers, or authorized equipment brought in for administration and maintenance work**

6. STORAGE OF PERSONAL TRANSPORTATION DEVICES PROHIBITED

- In any hallway, reception area, office, classroom, closet, pantry area, restroom, by any open workstation, elevator bank area, lobby, elevator, or stairwell
- Transportation devices found on campus without the motor or battery will be reported to CUNY Public Safety and user will be asked to remove the device/equipment from the premises.
- **Any prohibited devices will be reported to CUNY Public Safety and user will be asked to remove the device/equipment from the premises.**
- **EXEMPT Devices/Equipment: wheelchairs, walkers, knee-walkers, or authorized equipment brought in for administration and maintenance work**

7. TRAININGS AVAILABLE

- **Fire Drills** conducted twice a year at SLU by the NYC Fire Department.
- **CPR/AED and First Aid Training:** available to staff on campus once a term.
- **Active Shooter Response Training:** available to staff on campus once a term.
- **Mental Health First Aid:** <https://www.mentalhealthfirstaid.org/>; over ten SLU staff have been trained.
- **CUNY Alert training** provided to seven SLU CUNY Alert Notifiers.

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/>

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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

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