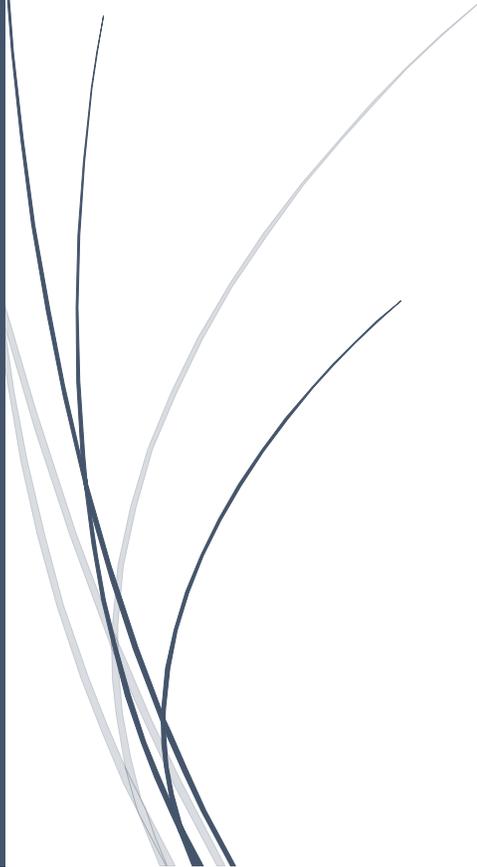




**CUNY SCHOOL  
OF LABOR AND  
URBAN STUDIES**

**2024-2025**

# **EMERGENCY PROCEDURES HANDBOOK**



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The procedures in this handbook have been adopted from CUNY and The Graduate Center’s (GC) Office of Security and Public Safety. The GC comprehensive online emergency procedures can be viewed by going to [Public Safety and Security | CUNY Graduate Center](#) and the GC [Emergency Procedures Handbook](#).

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.

## EMERGENCY PHONE NUMBERS

**Fire/Police/Ambulance: 911**

### SECURITY & ADMINISTRATION

SLU Lobby Security Officer	212-840-7958, ext. 103—if it goes to voicemail, property manager is ext. 104)
SLU Reception Desk	646-313-8300
SLU Assoc. Dean of Finance, Administration, and Operations, Burt Sacks	646-313-8367
SLU Deputy to Assoc. Dean, Nelly Benavides	646-313-8368
SLU Title IX Coordinator, Meghan Moore-Wilk	646-313-8348
GC Security & Public Safety (24 Hours)	212-817-7777
GC Director of Security & Public Safety	212-817-7761
GC Asst. Director of Public Safety	212-817-7768/7770
GC Environmental Health & Safety	212-817-7761
GC Wellness Center	212-817-7020

### CERTIFIED CPR SLU STAFF

Floor	Name	Department	Work Phone Number
10 <sup>th</sup> , Rm 1005	Dorothy Benson	Business Office	646-313-8306
10 <sup>th</sup> , Rm 1008	Joanne Mason	Murphy Institute	646-313-8535
10 <sup>th</sup> , Rm 1008	Jonathan Rubin	Murphy Institute	646-313-8534
14 <sup>th</sup> floor	Orson Barzola	Enrollment & Adm.	646-313-8335
19 <sup>th</sup> floor	Nelly Benavides	Assoc. Dean's Office	646-313-8368
19 <sup>th</sup> floor	Meghan Moore-Wilk	Dean's Office	646-313-8348
19 <sup>th</sup> floor	Keysha Rodriguez	Operations	646-313-8369
19 <sup>th</sup> floor	Walter Romney	Operations	646-313-8300

### CERTIFIED First Aid SLU STAFF

Floor	Name	Department	Work Phone Number
10 <sup>th</sup> , Rm 1005	Dorothy Benson	Business Office	646-313-8306
10 <sup>th</sup> , Rm 1008	Jonathan Rubin	Murphy Institute	646-313-8534
19 <sup>th</sup> floor	Keysha Rodriguez	Operations	646-313-8369
19 <sup>th</sup> floor	Walter Romney	Operations	646-313-8300
19 <sup>th</sup> floor	Nelly Benavides	Assoc. Dean's Office	646-313-8368

**SLU Fire Safety Team** (equipped with flashlights, whistles, walkie-talkies)

Floor	Room	Roles	SLU Fire Safety Volunteers	Phone Number
19	1906-A 1901 1900	Fire Warden Deputy Warden Fire Searcher	Keysha Rodriguez NanaAma Ampah Walter Romney	646-313-8369 646-313-8349 646-313-8590/ 646-313-8300
18	1815 1815 1801	Fire Warden Deputy Warden Fire Searcher	Jeff Rickman Kelvin Huang Nadhia Rahman	646-313-8444 646-313-8349 646-313-8511
14	1423 1424 1400 1400	Fire Warden Deputy Warden Fire Searcher Fire Searcher	Rochel Pinder Padraig O'Donoghue Orson Barzola Zenzile Greene	646-313-8320 646-313-8321 646-313-8335 646-313-8372
10	1005 1008 1008	Fire Warden Deputy Warden Fire Searcher	Suzette Ellington Keenya Brown Joanne Mason	646-313-8304 646-313-8532 646-313-8535

**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, **contact Certified CPR SLU staff or 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. The Fire Department 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.)
  - Name of the patient
  - Emergency contact of the person
5. After calling 911, SLU Security Guard or staff member will contact the lobby security desk (212 840 7958 ext. 103)—if it goes to voicemail, property manager is ext. 104); they can expedite emergency response ensuring elevator is made available to emergency services personnel.

### **REPORT OF INJURY OR ILLNESS**

It is highly recommended to complete an Injury or Illness Report form for all persons, including visitors and students **once the emergency has been managed.**

Note: SLU requires completion of the **EMPLOYEE NOTICE OF WORK RELATED INJURY OR ILLNESS** (includes staff and faculty) to be filed with the Office of Human Resources.

**THE GRADUATE SCHOOL AND UNIVERSITY CENTER  
OFFICE OF HUMAN RESOURCES  
365 FIFTH AVENUE  
NEW YORK, NEW YORK 10016**

**PROTOCOL FOR EMPLOYEE INJURY OR ILLNESS**

Employees are responsible for reporting any accidental injuries or work related illnesses to their supervisors **immediately**.

**Responsibilities of the Employee:**

Any accident or sudden illness that impairs functioning must be referred to 911. If able, the employee may place the call himself/herself, or request it of the supervisor, a co-worker or a Security Officer. The Director of Security and Safety or his Assistant may be reached at extension 7760.

Conditions when 911 must be called are:

- \* unconsciousness, however brief
- \* chest pains
- \* poisoning
- \* incapacitating head, abdominal and other pain
- \* impaired breathing
- \* profuse bleeding
- \* disorientation or impaired ambulation

**Do not attempt to pick up or move an injured individual.**

- Obtain medical treatment; inform physician that injury or illness is work related.
- If able, complete and submit to supervisor: an Employee Notice of Work Related Injury or Illness form (**see the reverse side**). If the employee is unable to complete the form or describe what occurred to a supervisor or co-worker, the individual assisting the injured employee should describe the facts known to the supervisor. S/he will complete the report.

**Responsibilities of the Supervisor:**

- Insure employee has received medical treatment, as requested. Contact the Office of Human Resources (OHR) at extension 7700 if emergency contact information such as the name of a physician or an emergency contact telephone number is required. Also, insure the Director of Security and Safety or his Assistant is notified when the injury or illness occurs once 911 is contacted.
- If employee was unable to complete the Employee Notice of Work Related Injury or Illness form, insure that it is completed and signed. Forward the completed form to the Office of Human Resources.

s: \\New Policies\Protocol

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

## **FIRE SECURITY**

**Please follow all FDNY instructions and SLU Fire Safety Team instructions.**

All staff should know the locations of Fire Alarm Pull Stations & Fire Extinguishers:

- 10<sup>th</sup> floor:
  - Fire Alarm Pull Station at staircase G (plus Firefighter phone)
  - Fire Alarm Pull Station at staircase F (plus Firefighter extinguisher)
  - Fire Extinguisher inside room 1005, pantry area
  - Fire Extinguisher inside room 1008, conference area
- 14<sup>th</sup> floor:
  - Fire Alarm Pull Station at staircase G behind by copier (plus fire extinguisher)
  - Fire Alarm Pull Station at staircase F by men's restroom (plus Firefighter phone, & fire extinguisher)
  - Fire phone by freight elevator (by elevator bank)
  - Fire extinguisher in pantry area
- 18<sup>th</sup> floor:
  - Fire Warden Phone at entrance elevator
  - Fire Alarm Pull Station at staircase G behind IT Helpdesk area (plus Firefighter phone)
  - Fire Alarm Pull Station at staircase F by men's restroom (plus 2 fire extinguishers)
  - Fire Extinguisher inside room 1815
  - Fire Extinguisher in pantry area
- 19<sup>th</sup> floor:
  - Fire Alarm Pull Station inside main entrance
  - Fire Warden Phone and Fire Alarm Pull Station near staircase G opposite vending machine
  - Fire Alarm Pull Station at staircase F by men's restroom (plus 1 fire extinguisher)
  - Fire Extinguisher next to vending machine (by elevator bank)
  - Fire Extinguisher in pantry area

### **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.

***At the sound of an alarm, or fire remember R. A. C. E.***

**R REMOVE individuals in immediate danger and close the door where the fire is located**

**A ALARM- Pull the Fire Alarm at Fire Alarm Pull Stations:**

- Follow the Directions of the Fire Safety Director (Lobby security will make announcements over the building's emergency PA system.)
- SLU Fire Wardens on each floor (or nearest available supervisor/staff if Fire Warden is not on site) will 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.

**C CLOSE DOORS in the exit path to present the spread of smoke or fire**

- *SLU Fire Safety Searchers* Notify those in the immediate area of the danger
- At the sound of Alarm, *SLU Male and Female Searchers* will enter restrooms to alert occupants on the floor
- Supervisors/Staff check classrooms in their immediate area to alert occupants of fire on the floor
- Prepare to Evacuate
- Remain Calm and proceed to evacuate the area in an orderly manner. **DO NOT RUSH, PUSH, OR PANIC**
- Assist disabled persons to evacuate the area. Be 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.

**E EVACUATE Building by closest exit and go to the designated meeting area:**

- Use Stairways to GO DOWN to the Next Re-Entry Floor
- Use Staircase 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 DOOR THAT IS WARM OR HOT.**
- **CLOSE DOORS BEHIND YOU** to prevent fire spread, but make sure that you can reopen them if 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.
- Once in the lobby, occupants may be directed by emergency or security personnel to use a designated exit to street.

**When using a fire extinguisher remember P.A.S.S.**

- **P Pull** the pin
- **A Aim** at the base of the fire
- **S Squeeze** the handle all the way down
- **S Sweep** the fire extinguisher from side-to-side

**SLU Emergency Meetup Location: Bryant Park, corner of 42<sup>nd</sup> Street and 6<sup>th</sup> Ave.**

**Fire Drill**

Building management arranges for two fire drills to be held each year. Each session requires staff members 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

SLU and Building management has assigned **Fire Wardens** and **Searchers** to each floor (assignments are posted at each floors' 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

FLOOR	FIRE ALARM PULL STATION	LOCATION
19 <sup>TH</sup>	<ul style="list-style-type: none"> <li>• Fire Warden Phone</li> <li>• Fire Alarm Pull Station &amp; Fire Warden Station</li> <li>• Fire Alarm Pull Station &amp; Fire Extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• inside main entrance</li> <li>• near Staircase G, opposite soda machine</li> <li>• near Staircase F, by Men's restroom</li> </ul>
18 <sup>TH</sup>	<ul style="list-style-type: none"> <li>• Fire Warden Station</li> <li>• Fire Alarm Pull Station &amp; Fire Extinguisher</li> <li>• Fire Alarm Pull Station &amp; Fire Extinguishers</li> </ul>	<ul style="list-style-type: none"> <li>• at entrance elevator</li> <li>• near Staircase G, opposite soda machine</li> <li>• near Staircase F, by Men's restroom</li> </ul>
14 <sup>TH</sup>	<ul style="list-style-type: none"> <li>• Fire Warden Phone</li> <li>• Fire Alarm Pull Station &amp; Firefighter Phone</li> <li>• Fire Alarm Pull Station, Firefighter Phone &amp; Fire Extinguishers</li> </ul>	<ul style="list-style-type: none"> <li>• by freight elevator, left of main entrance elevators</li> <li>• near Staircase G, opposite soda machine</li> <li>• near Staircase F, by Men's restroom</li> </ul>
10 <sup>TH</sup>	<ul style="list-style-type: none"> <li>• Fire Alarm Pull Station &amp; Firefighter Phone</li> <li>• Fire Alarm Pull Station &amp; Fire Extinguishers</li> <li>• Fire Alarm Pull Station</li> </ul>	<ul style="list-style-type: none"> <li>• near Staircase G, near room 1000</li> <li>• near Staircase F, by Men's restroom</li> <li>• Near Staircase E</li> </ul>

### 2. FOLLOW THE DIRECTIONS of Fire Safety Directors (Day 7am–10pm: Building Lobby Desk Security).

### 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.

<b>Fire Exit: Stairwell E</b>	Begins on the 12 <sup>th</sup> floor and leads to the 43 <sup>rd</sup> street next to the post office.
<b>Fire Exit: Stairwell F</b>	Outside stairwell located at the south side of the building (43 <sup>rd</sup> Street side) leads inside the 14 <sup>th</sup> floor and to lobby.

<b>Fire Exit: Stairwell G</b>	Located at the north side of the building (44 <sup>th</sup> Street side) leads to the 44 <sup>th</sup> St. freight elevator entrance. Occupants then continue out exit door next to the freight elevator
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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.

# EVACUATION: Floor Plans



SLU Emergency Evacuation Plan  
Address: 25 West 43rd Street, NY, NY 10036

REVISED 8-2024

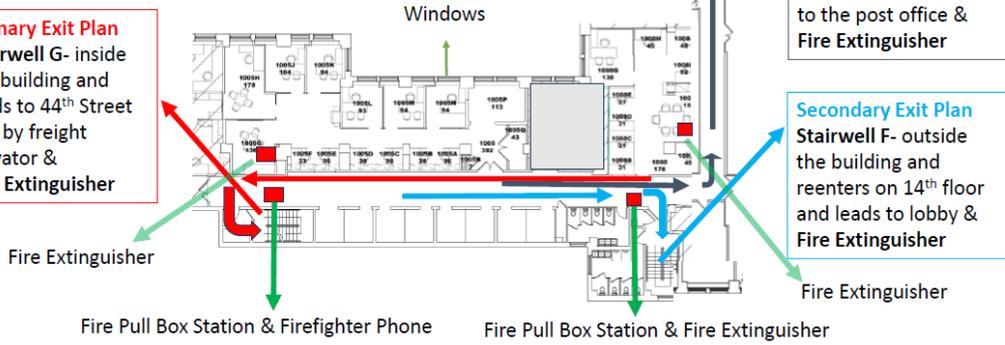
## 10th Floor

- Primary Exit Plan
- Secondary Exit Plan
- Third Exit Plan

**Primary Exit Plan**  
Stairwell G- inside the building and leads to 44th Street exit by freight elevator & Fire Extinguisher

**Third Exit Plan**  
Stairwell E- begins on the 12th floor and leads to the 43rd street next to the post office & Fire Extinguisher

**Secondary Exit Plan**  
Stairwell F- outside the building and reenters on 14th floor and leads to lobby & Fire Extinguisher



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



SLU Emergency Evacuation Plan  
Address: 25 West 43rd Street, NY, NY 10036

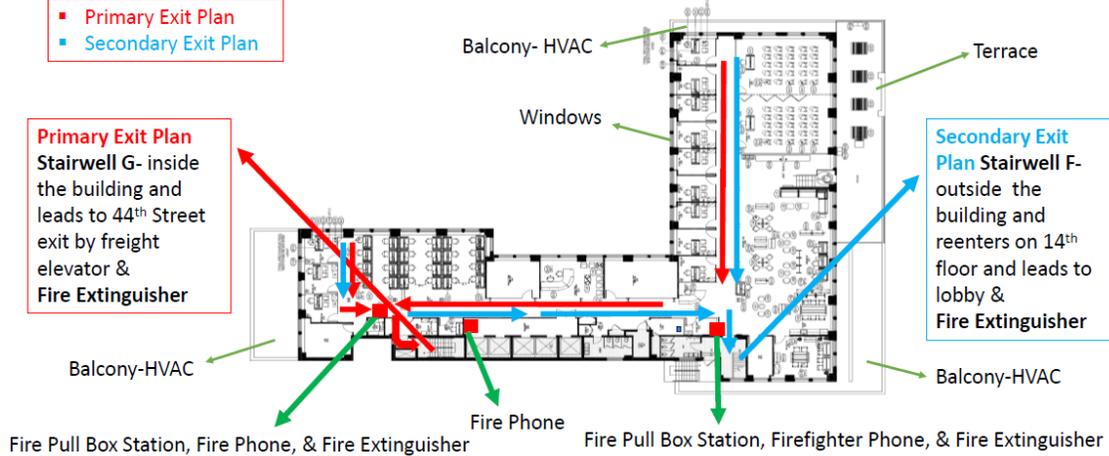
REVISED 8-2024

## 14th Floor

- Primary Exit Plan
- Secondary Exit Plan

**Primary Exit Plan**  
Stairwell G- inside the building and leads to 44th Street exit by freight elevator & Fire Extinguisher

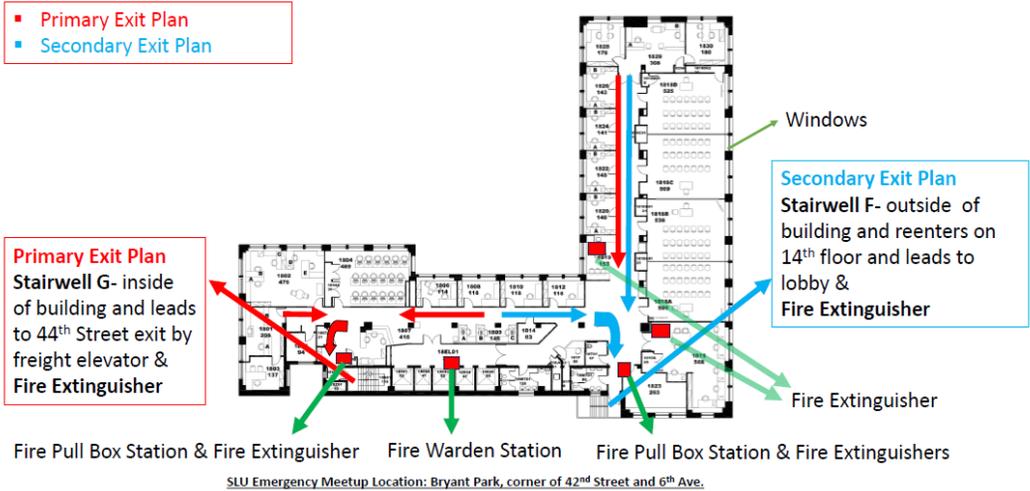
**Secondary Exit Plan**  
Stairwell F- outside the building and reenters on 14th floor and leads to lobby & Fire Extinguisher



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

Address: 25 West 43<sup>rd</sup> Street, NY, NY 10036

18<sup>th</sup> Floor



Address: 25 West 43<sup>rd</sup> Street, NY, NY 10036

19<sup>th</sup> Floor



**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. Keep at least two flashlights readily available near each stairwell door. The first person to exit takes one flashlight, leaving the second for the last person exiting.

3. 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.**
- 

## **WORKPLACE VIOLENCE**

Many workplaces are at risk for workplace violence and, unfortunately, a college environment is not immune. The Graduate Center is committed to preventing workplace violence, and ensuring a safe and healthful work environment for all members of the college community.

## **PERSONS EXHIBITING THREATENING BEHAVIOR**

**1. Recognizing Inappropriate Employee Behavior.** Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Employees or students who exhibit the following behaviors should be reported to a supervisor and GC Security & Public Safety for investigation and follow-up:

- Unwelcome name-calling, obscene language, and other abusive behavior and intimidation through direct or veiled threats.
- Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object.
- Physically touching another employee in an intimidating, malicious or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.

**2. Warning Signs of Potentially Violent Individuals.** There are a number of factors that have been shown to contribute to the risk of workplace violence. However, there is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent but does not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as they're usually exhibited by people experiencing problems.

- History of violent behavior.
- Irrational beliefs and ideas.
- Verbal, nonverbal or written threats or intimidation.
- Fascination with other recent incidents of workplace violence and approval of the use of violence under similar circumstances.
- Fascination with weaponry and/or acts of violence.
- Carrying a concealed weapon or flashing a weapon to test reactions.
- Expressions of a plan to hurt himself/herself or others.
- Externalizing blame.
- Unreciprocated romantic obsession with a co-worker or student. This interest may be so intense that the co-worker/student will feel threatened and may report the unwanted attention under the Sexual Harassment policy.
- Taking up much of a supervisor's time with behavior or performance problems.

- Fear reaction among coworkers or students.
- Drastic change in belief system.
- Displays of unwarranted anger.
- New or increased source of stress at home or work.
- Inability to take criticism. Holding a grudge, especially against a supervisor.
- Feelings of being victimized.
- Intoxication from alcohol and other substances.
- Expressions of hopelessness or heightened anxiety.
- Productivity and/or attendance problems.
- Destruction of property.
- Steals or sabotages projects or equipment.
- Intentional disregard or lack of concern for the safety of others.

## DO

**3. Personal Conduct to Minimize Violence.** Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage.

- Project calmness: move and speak slowly, quietly and confidently.
- Be an empathetic listener. Encourage the person to talk. Listen patiently.
- Focus your attention on the other person to let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the person.
- Acknowledge the person's feelings. Indicate that you can see that he or she is upset.
- Ask for small specific favors such as asking the person to move to a quieter area.
- Establish ground rules if unreasonable behavior exists. Calmly describe the consequences of any violent behavior.
- Use delay tactics, which will give the person time to calm down. For example, offer a drink of water in a plastic cup (never offer a glass container or hot beverage).
- Ask uninvolved parties to leave the area to summon help if this can be done safely. Use a prearranged code word to alert your supervisor or co-worker to call Security.
- Be reassuring and point out choices. Break big problems into smaller more manageable problems.
- Accept criticism in a positive way. When a complaint might be true, use statements like "You're probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
- Ask for his/her recommendations. Repeat back what you feel he/she is requesting of you.
- Arrange yourself so your access to an exit is not blocked.

- Above all, trust your instincts. If the situation deteriorates to a level where your safety is in jeopardy, escape at the first opportunity and notify building security at 212 840 7958 ext. 103 and follow up with GC Security & Public Safety at 212 817 7777.

## **DO NOT**

- Use styles of communication, which generate hostility such as apathy, brush off, coldness, condescension, going strictly by the rules or giving the run-around.
- Reject all of a client's demands from the start.
- Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms.
- Make any physical contact, finger-point or have long periods of fixed eye contact.
- Make sudden movements that can be seen as threatening. Notice the tone, volume and rate of your speech.
- Challenge, threaten, or dare the individual. Never belittle the person making him/her feel foolish.
- Criticize or act impatiently toward the agitated individual.
- Attempt to bargain with a threatening individual.
- Try to make the situation seem less serious than it is.
- Make false statements or promises you cannot keep.
- Try to impart a lot of technical or complicated information when emotions are high.
- Take sides or agree with distortions.
- Invade the individual's personal space. Make sure there is a space of 3' to 6' between you and the person.

## **ACTIVE SHOOTER RESPONSE**

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

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.**

## **INDIVIDUALS IN CRISES**

### **Psychological Crisis**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to a severe drug reaction or a psychotic break. Hallucinations, uncontrollable behavior, or complete withdrawal may manifest a psychotic break.

- To report a psychological crisis, call 911 and then building security at 212 840 7958 ext. 103 and tell the officer the following:
  - Your name

- Your location
  - The nature and location of the incident
  - Clearly state that you need immediate assistance
- If it is safe to do so, stay on the line until an officer arrives.
  - Never try to deal with a potentially dangerous situation by yourself. Report any suicide attempt to Security & Public Safety so that the proper procedures may be followed in order to ensure the safety of the victim.

### **Alcohol and Drug Abuse Crisis**

1. An Alcohol and Drug Abuse Crisis can result from ingesting substances haphazardly or beyond an individual's normal ability to cope with the ingested amount or the consequence.

2. An alcohol or drug overdose can be rapidly fatal. Call 911 to request an ambulance if a person is:

- Poorly responding to stimuli
- Unconscious (no response to stimuli)
- Having difficulty breathing
- Out of control and a potential danger to self or others
- If you aren't sure about the physical well-being of the person

3. Before approaching or touching the person having an alcohol or drug abuse crisis, identify yourself to the individual and explain what you intend to do. Talk calmly in a non-challenging manner and orient individual to time, place, and condition if needed. Try to find out what the individual has consumed and how much, including whether alcohol was mixed with other drugs (prescription medication or illegal drugs) so responding emergency personnel can be informed.

4. Make certain someone stays with individual. If the individual wishes to lie down, have person lie on his/her left side to avoid asphyxiation.

5. If the person is convulsing, do not attempt to put any object in the mouth and do not restrain.

6. People who are under the influence of alcohol/drugs can be irrational and/or dangerous. **Never put yourself at physical risk.**

### **REPORT OF VIOLENCE OR CRISES**

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

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 in the end of this handbook.**

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## **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** on the 18<sup>th</sup> and 19<sup>th</sup> floors, and from **8am to 4pm on both floors on Saturdays when classes are in session**. Their main role is to create a welcoming but 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 Associate Dean of Finance, Administration, and Operations.

## **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](http://www.slu.cuny.edu/welcome/public-safety)

**Facility Emergencies** call 646-313-8300 and email [Facilities@slu.cuny.edu](mailto:Facilities@slu.cuny.edu)

## **SLU EMERGENCY CONTACTS**

**SLU Address:** 25 West 43<sup>rd</sup> Street, 19<sup>th</sup> 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

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

**Local Hospitals:**

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

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

- Office of the Dean, 19<sup>th</sup> Fl, Room 1902, 646-313-8300/ 646-313-8350
- Office of the Associate Dean of Finance, Administration, Operations, 19<sup>th</sup> Fl, Room 1915, 646-313-8367, Cell 917-414-0334
- Office of the Associate Dean of Academic Affairs 19<sup>th</sup> Fl, Room 1904, 646-313-8355
- Office of the Director of Student Affairs and Comm. Affairs, 14<sup>th</sup> Fl, Room 1424, 646-313-8320
- Office of the Manager of Academic Support and Retention, 14<sup>th</sup> 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 19<sup>th</sup>, 18<sup>th</sup>, 14<sup>th</sup> floors
- <https://www.cuny.edu/about/administration/offices/publicsafety/emergency-response-guide/>

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

**SLU EMERGENCY KITS**

**First Aid Kits** located at:

- 19<sup>th</sup> floor: Reception Desk, Pantry Area
- 18<sup>th</sup> Floor: IT Help Desk, Room 1802, Room 1815, Room 1828
- 14<sup>th</sup> floor: Reception Desk, Pantry Area
- 10<sup>th</sup> floor Room 1005: Pantry Area

- 10<sup>th</sup> floor Room 1008: Conference Area

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

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

**Printed Emergency Manuals: located on the 19<sup>th</sup> floor (1906-A, outside 1906)**

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

**Emergency Action Plan & Public Safety Reports:** [www.slu.cuny.edu/welcome/public-safety](http://www.slu.cuny.edu/welcome/public-safety)

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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, The CUNY School of Labor and Urban Studies 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 will be sent out via the [CUNY Alert System](#).

Updates to School closings can also be found on our website <https://slu.cuny.edu/> and heard on the following radio stations or by calling the telephone numbers listed below:

<b>Radio Stations Broadcasting CUNY Message</b>		
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/> .

## Stay Informed

- **Register for [CUNY Alert](#):** to receive text/emails & voice alerts: [www.cuny.edu/cuny-alert/](http://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>

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## ADDITIONAL EMERGENCY PROCEDURES @ GC WEBSITE

<https://www.gc.cuny.edu/public-safety-and-security/emergency-procedures-handbook>

**Appendix**



**INJURY OR ILLNESS REPORT**  
(For Visitors and Students Only)

Please complete the form to the best of your ability. Completed forms should be filed with Associate Dean of Finance, Administration, and Operations.

Name of person:     
First Initial Last

Affiliation to CUNY School of Labor and Urban Studies:  Student  Visitor/Guest

Date of injury/illness:

Nature and extent of injury/illness:


Describe actions taken & by whom:


Did injured/ill person call or ask for relative to be contacted? (If possible, include name, relation to person, and contact number.)

Name:
Relation:
Contact number:

Report completed by:

Sign:	
Print:	Date:

