

# Table of Contents

## Chapter 1 Emergency Management and Response

- A. Introduction
- B. Levels of Emergency and College Response
- C. Response Framework
- D. Emergency Management Team
- E. Responsibilities of Emergency Management Team Members
- F. Emergency Response Support Team and Their Duties
- G. General Protocols for the Emergency Management Team
- H. Communication Resources and Protocols for the Campus Community
- I. Communications with External Entities and Individuals
- J. Persons with Disabilities in Need of Evacuation Assistance
- K. Safety Programs and Resources
- L. Guidelines for Intervention in School Disruptions

## Chapter 2 Emergency Evacuation, Shelter in Place and Lock Down Procedures

## Chapter 3 Fire Response Plan

## Chapter 4 Closures for Severe Weather Conditions and Other Emergencies

## Chapter 5 Extended Power Outages and Other Building System Emergencies

## Chapter 6 Coastal Storm Plan

## Chapter 7 Active Shooter/Armed Intruder Incidents

## Chapter 8 Hostage Situation/Other Violent Incidents

## Chapter 9 Reporting Behavior Concerns

## Chapter 10 Workplace Violence and Sexual Misconduct

## Chapter 11 Group Protest Response Plan

## Chapter 12 Strike and Labor Disturbance Response Plan

## Chapter 13 Bomb Threat/Suspicious Package or Letter

## Chapter 14 Hazardous Material

## Appendix A: CUNY Weather-related Closure policy

# Chapter 1

## Emergency Management and Response

### A. Introduction

From time to time, emergencies will occur on campus. Naturally occurring conditions such as hurricanes can impact college operations and unwanted disturbances or intrusions can happen at any moment. During these emergency situations, an immediate and collaborative response can prevent and/or reduce the effects of an incident. Through diligent planning and preparation, unnecessary confusion can be significantly reduced or eliminated. Well-planned emergency responses reduce operational disruptions during uncertain moments, and well-executed emergency responses by trained teams of staff can quickly restore normal operations following an emergency on or near the Baruch College campus.

The Emergency Management and Response Plan establishes the structure, processes and protocols for the College's response to major emergencies that threaten the health and safety of the campus community or disrupt the College's operations. The plan supports Baruch's intent to respond to any emergency situation in a safe, effective and timely manner. In an emergency, the College's mission is to:

1. Protect human life.
2. Preserve health, safety, and basic care.
3. Protect the College's facilities and assets.
4. Maintain College services.
5. Assess damage and restore campus operations.

This plan is based on the best emergency preparedness research and practices. However it cannot foresee all the specific conditions that occur during an emergency situation. Therefore, the plan is most effective when combined with common sense and sound judgment during an actual emergency.

### B. Levels of Emergency and College Response

Emergencies are designated by Levels 1 to 5 based on their severity and impact on campus operations. The numerical designation coincides with the appropriate responses as outlined below. Lower-level emergency response can typically be managed by the applicable department or unit. In the cases of higher-level emergencies, the Emergency Management Team and any additional members of the Emergency Response Team will be mobilized.

The Vice President for Administration and Finance, in consultation with the College President, will designate the level of a major incident. The designation level may change as the emergency conditions intensify or diminish.

## DEFINING EMERGENCY CONDITIONS

The following are the definitions of emergency levels with examples of applicable communications, notifications and involvement for each level:

**LEVEL 1** – Minor department or building incident, such as a broken water pipe, that can be resolved locally by the responding service unit. This may result in calling Baruch personnel and notifying the department where the problem occurred.

**LEVEL 2** – A department or building incident that can be resolved with existing College resources or limited outside help. A Level 2 incident is usually one-dimensional, lasts for a limited time, and causes little impact on the campus community beyond those using the space or building in which it occurred. Examples include a minor chemical or fuel oil spill, loss of heat or electricity for several hours, or a minor fire confined to a single room and not involving hazardous chemicals. College administration must be notified about the incident.

**LEVEL 3** – An incident primarily focused on people, rather than infrastructure, including assaults, sexual assaults, building or office occupations, hate crimes, or workplace violence. In these situations, the campus Emergency Response Team plans must be implemented with involvement from the Office of Public Safety or local law enforcement. The University Emergency Management Team must be informed of the incident and College/University legal and media relations teams may need to be consulted depending upon the incident's nature and severity.

**LEVEL 4** – A major emergency that impacts a sizable portion of the campus and/or outside community. Level 4 emergencies may be a single or multiple hazard situation that often requires extensive coordination both within and outside the College. Level 4 emergencies also include imminent events on campus or in the general community that may develop into major College crises or disasters. Examples include bomb threats, heating plant failures, extended power outages, weather emergencies, major fires, contagious disease outbreaks, or domestic water contamination. In these situations, campus Emergency Response Team plans must be implemented and the College Emergency Management Team must be notified and involved.

**LEVEL 5** – A catastrophic emergency impacting the entire campus and surrounding community. Immediate resolution of the disaster, which usually features multiple hazards, is beyond the emergency response capabilities of campus and local resources. Examples include earthquakes, tornadoes, or major hurricanes that require State and Federal assistance. In these situations, campus Emergency Response Team plans must be implemented and the University Emergency Management Team must be notified and involved.

## **C. Response Framework**

The occurrence of an emergency or hazardous conditions will be reported immediately to the College's Public Safety Department. The Public Safety Dispatcher will follow the sequence of responses outlined below:

First, dispatch Peace Officers and make appropriate fire and/or medical rescue calls. Then, notify the Director of Public Safety or his/her designee who will determine whether or not to notify all individuals on the emergency notification list or selectively contact individuals in the affected area (as established through policy set by the College President or a designee).

If the emergency notification list is initiated, the President or his/her designee, in consultation with the Vice President of Administration and Finance, will determine the appropriate level of emergency and the extent of the Emergency Management and the Emergency Response Support Teams' involvement. This includes the transmission of a CUNY Alert issued by personnel who are authorized by the College President to compose and direct the transmission of a CUNY Alert message.

Note: This sequence is to be followed for nearly all emergency situations. Some situations might require a slight deviation from this sequence, but full and complete communication with College officials is required in all situations.

### **LEVEL 1 & 2 EMERGENCIES**

Emergencies at these levels are usually spontaneous, unfold rapidly and do not require the formal declaration of emergency. For the most part, these emergencies are related to facilities and can readily be resolved between the College's Facilities Department and other groups, such as Telecommunications, Public Safety, and Environmental Health and Safety.

### **LEVEL 3 EMERGENCIES**

The College administrative staff also functions as a critical group that must evaluate Level 3 situations. This group needs to be convened by the President or his/her designee. These individuals or their representatives must be notified about the emergency so they can evaluate all conditions and potential impacts of a Level 3 situation. Situations that begin as minor emergencies have the potential to evolve into major ones if mishandled. An example would be a simple assault that is later determined to be racially motivated. The College could suffer significant consequences if the situation is not dealt with appropriately.

Issues can become quite complex because of the varied institutional, student, and community responses that must be handled. These include assaults, sexual assaults, building or office occupations, hate crimes, bomb threats, controversial speakers, symbolic structures, and bias-related crimes. This is not an all-inclusive list; therefore, if

there are ever any questions about properly categorizing an emergency, appropriate senior administrative individuals must be informed.

## **LEVEL 4 & 5 EMERGENCIES**

The President or his/her designee shall declare a Level 4 or 5 emergency upon recommendation of the Vice President for Administration and Finance or when the President or his/her designee deems it necessary. This declaration immediately initiates emergency procedures that may result in the closing of all or parts of the College campus. It is the sole responsibility of the President or his/her designee to declare an end to the state of emergency when appropriate.

When the President or designee declares a Level 4 or 5 emergency, the Emergency Management Team will assemble to address the situation. Before assembling the Team, on-scene responders are authorized to make necessary operational decisions and to commit resources in order to mitigate and control the situation. Public Safety Services may also request help from other College departments on an emergency basis, including asking staff to be pulled off less-critical assignments to assist their officers.

## **CUNY CENTRAL OFFICE NOTIFICATIONS**

The President or his/her designee will also decide whether an emergency on the Baruch College campus should be reported to the CUNY Central office. Below are general guidelines based on designated emergency levels:

**Level 1 and 2 Emergencies:** CUNY Central Office notifications, while not required at this level, should be considered if the event is still unfolding and has potential to develop into a higher level emergency.

**Level 3 Emergencies:** College Public Safety Director notifies Office of the University Public Safety Director in accordance with Operations Guide Instruction #13.

**Level 4 and 5 Emergencies:** College Public Safety Director notifies Office of the University Public Safety Director College President or his/her designee notifies the CUNY Chancellor, Chief Operating Officer, and Vice Chancellor for University Relations.

## **D. The Emergency Management Team**

The Emergency Management Team mobilizes immediately when notified by the Vice President for Administration and Finance. They will put into effect a coordinated and planned operational response, subject to decisions made by the President. Appointed by the President, the team members include:

1. Vice President for Administration and Finance
2. Provost
3. Director of Public Safety
4. AVP of Campus Facilities

5. Director of Human Resources
6. Vice President for Student Affairs
7. Member of the President's Staff
8. Vice President for Communications/External Relations
9. Emergency Management Coordinator
10. Faculty Senate Representative
11. Vice President for Information Services

Depending upon the emergency situation members of the Emergency Response Support Team (see below) may be added to the Emergency Management Team. The following College offices are expected to assume various roles in an effort to provide a coordinated response to an emergency:

1. Dean of Zicklin School of Business
2. Dean of Weissman School of Arts and Sciences
3. Dean of Marxe School of Public and International Affairs
4. Environmental Health and Safety Officer
5. Senior Registrar
6. Director of Purchasing
7. Chief Administrative Superintendent
8. Athletic Director
9. Telecommunications
10. Student Health Center
11. Counseling/EAP

In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out the temporary roles.

It is understood that if any department does not have specific roles for their personnel to carry out (i.e. the Center for Career Development, Admissions, and Financial Aid), then those individuals will automatically become part of a "pool" of reserve personnel to assist as assigned by those coordinating the emergency response efforts.

## **E. Responsibilities of Emergency Management Team Members**

1. **Vice President for Administration and Finance** – serves as the Commander of the Emergency Management Team. Roles:
  - a. In the absence of the President, declare and end a state of emergency.
  - b. In all cases, supervise and direct all emergency team members. Orders to each emergency team member originate from the Vice President for Administration and Finance.
  - c. Authorize emergency purchasing to provide emergency funding.
  - d. Receive all information from emergency team members directly.

Note: The **Director of Public Safety** will assume these responsibilities if the Vice President for Administration and Finance is not present.

2. **Provost** – Roles:

- a. Advises Academia during the emergency.
- b. Advises and updates appropriate Deans about the emergency.
- c. Notifies faculty members about the emergency, and notifies them where they will be teaching or if classes are moved or canceled.

3. **Director of Public Safety** – Roles:

- a. Assume initial on-site command and control of emergency response.
- b. Ensure that temporary command logs are kept at the command center.
- c. Provide supplemental emergency communications between the emergency operations center and the site of the emergency.
- d. Provide portable radios and cellular phones.
- e. Request assistance from city agencies as required.
- f. Coordinate evacuation of personnel as needed.
- g. Video recording for documentation.

At all times, the **Director of Public Safety** is responsible for:

- a. Posting and regularly updating a checklist of equipment and emergency telephone numbers.
- b. Conducting periodic drills to ensure evacuation procedures are effective.
- c. Maintaining a list of everyone needing assistance in evacuation.

If the **Vice President for Administration and Finance** is not present, the **Director of Public Safety** will be in command of operations. The **Director of Public Safety** will make non-emergency decisions after consultation with the **AVP of Campus Facilities** and the **Director of Human Resources**.

4. **AVP of Campus Facilities** – Roles:

- a. Provide facility information.
- b. Mitigate damage to facilities and grounds.
- c. Restore facilities and grounds to a safe and functional level.
- d. Assist Public Safety with creating a safety perimeter at the emergency site.

5. **Director of Human Resources** – Roles:

- a. Designate staff as “essential personnel” who must respond in case of emergency.
- b. Direct staff to unaffected areas. After consulting with **Director of Public Safety** and the **Vice President for Campus Facilities**, designate on-site and off-site locations for staff to report.
- c. Create lists of staff, their room numbers, and telephone numbers to be kept at each Baruch building. One copy should be organized by building and the other by department.
- d. Communicate with unions during labor strikes after consulting with the University’s Office of Faculty and Staff Relations.

- e. Keep accurate records of staff working hours (absence, over time, etc.), at all times.

6. **Vice President for Student Affairs** – Roles:

- a. Establish and maintain communications with students for all situations affecting them (e.g. class relocations or student protests).
- b. Monitor student involvement and support of protests.
- c. Establish contact and offer emotional support to students and/or their families during emergencies.
- d. Develop a procedure for identifying safe and injured students.
- e. Identify an adequate location and method for administering first aid.

Note: New York City Police will notify the families of student casualties.

7. **Executive Assistant to the President** – Roles:

- a. Advise the President during the emergency.
- b. Notify people on the secondary notification list as needed.
- c. Act as recording secretary.

8. **Vice President for Communications, External Relations** – Roles:

- a. Receive emergency-related information directly from the **VP for Administration and Finance**, the member in charge of the Emergency Management Team. Emergency-related information may be released to the public only by the **VP for Communications** or with his/her consent.
- b. Gather information as quickly as possible.
- c. Determine the severity of the emergency based on the information received.
- d. Determine and prioritize the groups that the emergency may affect (e.g. students, parents, department heads, faculty, staff, and general public).
- e. Contact University legal counsel.
- f. Determine the best methods for communicating with the affected groups.
- g. Inform and consult with representatives of the affected groups (i.e. Student Affairs, appropriate administrative offices, Public Safety, Office of Human Resources, and Campus Facilities).
- h. Determine the resources and personnel needed to deliver responses to group and media inquiries.
- i. Update media and groups as necessary.
- j. Maintain accurate records of all inquiries and keep written records of all statements, releases, newspaper articles, social media posts and broadcast reports.
- k. Notify local radio stations about school closings.

9. **Emergency Management Coordinator** (Appointed by the Director of Public Safety) – Roles:

- a. Coordinate plans for Emergency Management.
- b. Update changes to Emergency Management plans.



- c. Train Public Safety personnel on duties and responsibilities during emergencies.
- d. Advise the Director of Public Safety during emergencies.

**10. Faculty Senate Representative – Roles:**

- a. Facilitate communications with the Faculty Senate.

**11. Vice President for Information Services – Roles:**

- a. Provide all necessary technology support.

**F. Emergency Response Support Team and Their Duties**

Depending on the nature of the emergency, members of the Emergency Response Support Team may be activated. Additional College offices are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it will be necessary to ask faculty or staff members to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out these temporary roles. For departments without specific roles assigned to their personnel – i.e. the Center for Career Development, Admissions and Financial Aid – their personnel will automatically become part of a "pool" of reserve personnel to assist as assigned by those coordinating the emergency response.

Members of the Emergency Response Support team and their responsibilities:

**1. Academic Deans and Chairs**

- a. Identify and resolve instructional issues (e.g. re-assign classrooms, instructors, and coordinate faculty resources).

**2. Athletics**

- a. Coordinate the use of the gym complex as a temporary shelter, staging area or other emergency use.

**3. Senior Registrar**

- a. Provide classroom rosters.
- b. Coordinate classroom re-scheduling and relocation with **Provost** and **Academic Deans**.

**4. Director of Purchasing**

- a. Obtain emergency supplies and services.
- b. Arrange for deliveries to and from the emergency site.

**5. Telecommunications**

- a. Supply temporary phone and computer access points.
- b. Provide “broadcast” capability.

**6. Student Health Services**

- a. Provide medical support.
- b. Assist people with minor injuries.
- c. Coordinate with first aid services.
- d. May be asked to assist or provide medical triage.

**7. EAP/Counseling Services**

- a. Counsel employees and students in coping with trauma.

**8. College General Support Staff**

- a. Provide staffing to other support functions.

**G. General Protocols for the Emergency Management Team**

1. When the President or his/her designee declares an emergency, an Emergency Operations Center (EOC) is established where the Emergency Management Team will assemble and coordinate the emergency response. It will typically be located at 135 East 22<sup>nd</sup> Street on the 7<sup>th</sup> floor Conference room, but in cases where it is not feasible because of a power outage for example, other locations are:
  - a. 151 East 25<sup>th</sup> Street, 1<sup>st</sup> floor, Subotnick Center, or
  - b. 55 Lexington Avenue, Public Safety Office, room 1-182.
2. When the Emergency Management Team assembles, its responsibilities are:
  - a. Determine the scope and impact of the incident according to the emergency levels described in this manual.
  - b. Prioritize emergency actions.
  - c. Deploy and coordinate resources and equipment including the mobilization of “essential personnel.”
  - d. Communicate critical instructions and information about the emergency response.
  - e. Develop a communication plan for campus and outside communities, following the Response Framework described in this manual.
  - f. Monitor and re-evaluate conditions.
  - g. If needed, implement business continuity plans.
3. Public Safety will provide necessary equipment such as:
  - a. Hand-held radios and cell phones for communicating with supervising staff.
  - b. Camera for documentation.
  - c. Fully operational public address system.
  - d. Fully operational fire extinguishers, keys, flashlights, floor plans, and a private telephone line and number to be used only by authorized people.
4. When an emergency situation dictates that the use of all phone lines must discontinue, a private telephone line will be established in order to provide uninterrupted communication with the Emergency Management Team. In the case of a bomb threat, do not use hand-held or “walkie-talkie” type radios as their signals can interfere with other electronic devices.

5. **Human Resources**, in consultation with the **AVP of Campus Facilities**, the **Director of Public Safety** and the **Chief Information Officer**, will designate certain staff as “essential personnel” who will be required to respond in case of emergency even if the college is closed. In an emergency, departments will notify essential personnel that they need to report for duty.
6. Record Keeping
  - a. Public Safety will select a person for recording messages and incidents for documentation purposes (a temporary headquarters log with an administrator).
  - b. Departments involved in emergency response will select a person for tracking staff hours and OTPS expenditures so that we can use as documentation for insurance and FEMA cost recovery.
7. After the crisis has subsided, assess emergency response, debrief staff members and make any necessary changes in protocols or training.

## **H. Communication Resources and Protocols for the Campus Community**

The College has multiple emergency alert systems we can use to communicate impending threats or emergencies, and provide updates throughout the event and recovery:

### **1. Public Safety Emergency Number**

- a. The Public Safety emergency number is x3333. All students, faculty, and staff should be directed to use the public safety emergency number to report emergencies.
- b. Using that number instead of 911 will allow Public Safety to respond to the emergency and make the appropriate notifications to City law enforcement, fire, and emergency medical services.

### **2. CUNYfirst Alert System**

- a. This system can be used to send short voice and text messages to the mobile phones and landlines of all registered users to alert them about emergencies that disrupt College operations or present an immediate health or safety concern.
- b. Public Safety will send the alert, as directed by the **VP for Administration and Finance**, or at the discretion of the **Director of Public Safety** if the situation requires an immediate alert.
- c. The **VP for Communications** has written alert scripts for the most common emergencies in order to send alerts as quickly as possible.

### **3. Public Address System**

- a. Public Safety will use the public address (PA) system, which is available in all buildings, to direct evacuation procedures and provide instruction for a “shelter in place” order.
- b. Public Safety will use the PA system along with the fire alarm system if students, faculty, and staff need to evacuate in the case of a fire.

#### 4. **Fire Alarm System**

- a. All buildings have a fire alarm system to be used to alert building occupants of a fire and the need to evacuate.

#### 5. **College Website**

- a. For an event that disrupts campus operations, such as severe weather and power outages, the **VP for Communications** will post an initial message and further updates on the College homepage.
- b. Faculty and staff are directed to check the website for communications about College closings and other events impacting College operations.

#### 6. **College Social Media Sites**

- a. Depending on the type of emergency and the length of the recovery effort, the Office of Communications may also post updates to the College's official social media channels.

#### 7. **College Telephone System**

- a. The College voicemail system can be used to leave messages on office phones. BCTC is responsible for putting a message on the system. Communications, in consultation with the **President** and **VP for Administration and Finance**, will determine the content of the message.
- b. At all times, the College's main number, (646) 312-1000, should refer callers to the website for updates on an emergency situation.

### **I. Communications with External Entities and Individuals**

For major emergencies, the College will need to communicate with external organizations and individuals such as the police, fire department, emergency medical team, and the Office of Emergency Management.

Public Safety will liaise with these agencies. The **Director of Public Safety** will work closely with the **VP for Administration and Finance** and consult with and/or notify agency officials whenever these agencies are brought in. Public Safety will follow protocols for bringing in NYPD in case of a Student/Faculty Disturbance outlined in Section G.

Public Safety and the **VP for Administration and Finance** will liaise with CUNY, which will be the primary contact for the Mayor's Office of Emergency Management. The Office of Emergency Management operates 24/7 and will respond to serious emergencies. Their purpose is to coordinate emergency response efforts between city agencies and assist police, fire and EMS personnel in handling emergencies. They have access to all agencies that can assist during an emergency and will be in charge of the situation when they are on the scene.

#### **1. Students' Family, Interested Members of the Community, and Media**

- a. The **VP for Student Affairs** is the primary contact for students' families and relatives. He/she will develop procedures for keeping family members and other relatives informed about students enrolled at the College in consultation with the **VP for Communications**.
- b. The **VP for Communications** will establish an information delivery procedure and post information so it is accessible to parents and other members of the community.
- c. The **VP for Communications** will create a procedure for establishing and maintaining control of media and onlookers who could impede emergency operations. This includes having an information officer designated to provide regular updates on the status of an emergency.
- d. The **VP for Communications** should interact with press members exclusively and they will be permitted to approach staff or students only after college officials determine that they would not adversely affect staff or students.

## **2. University Officials**

- a. In cases of major emergencies, the University must be notified. The **President** or his/her designee will advise the Executive Vice Chancellor for University Operations.

## **J. Persons with Disabilities in Need of Evacuation Assistance**

Individuals who need assistance during an evacuation are asked to develop a plan in advance and notify their supervisor and Public Safety. If needed, Public Safety can provide assistance to the individual in creating a plan. Staff and faculty are required to provide Public Safety with the location of their office and in the case of faculty, a class schedule. Students are required to provide Public Safety main office located at 151 E. 25<sup>th</sup> Street with their class schedule.

Public Safety will provide building specific instructions for these individuals and maintain list of individuals who require assistance at the security desk in each building lobby. Fire Wardens/Emergency Evacuation Volunteers will be aware if there are individuals in their areas who need assistance in an evacuation because of a disability.

## **K. Safety Programs and Resources**

The College's Public Safety website features guidance for students, faculty, and staff on what to do in case of specific types of emergencies. They are attached to this Handbook in Appendix B. Students, faculty, and staff are asked to familiarize themselves with these guidelines.

1. The College mandates all faculty and staff complete a workplace violence training program on an annual basis in order to make sure they are aware of their responsibility to behave in a non-violent manner and immediately report violent acts and threats of violence.

2. The College conducts mandatory evacuation drills each semester for all members of the community. The College has a Crisis Intervention Team to evaluate all reports of student behavioral concerns.
3. The College has Workplace and Domestic Violence policy and protocols, Title IX policy and protocols, and an Employee Assistance Program that can provide counseling to faculty and staff.
4. The College has a Public Safety Committee that reviews college safety reports, makes recommendations on improvements to campus safety, and oversees education programs for the campus community on safety issues.
5. The College conducts education preparedness programs and training and will continue to develop programs as needed.
6. The **Fire Safety Director** conducts training sessions for Emergency Evacuation Volunteers (includes Fire Wardens, Deputy Wardens and Searchers).

## **L. Guidelines for Intervention in School Disruptions**

Before requesting direct police intervention, staff should make every effort to settle a disruption. The Director of CUNY Public Safety, the Chancellor's office, and the Police will be notified of the school disturbance.

Our response to a disturbance will be in accordance with the level of intensity. The three levels are:

**Level 1** – The disturbance is confined to one area and without threat to students or staff. College personnel would respond by containing or removing persons involved with minimum interruption.

**Level 2** – The disturbance is mobile and/or poses a direct threat to students and staff. The College would remain open, but Public Safety personnel would isolate the disruptive activity, detain individuals involved and deescalate the disturbance. As many College personnel as possible should carry out College operations during the disturbance.

**Level 3** – The disturbance prevents regular College operations, there are serious threats to staff and students' safety and/or the situation is no longer within the College's control. The **President** would request assistance from the S.A.F.E. Team or N.Y.P.D after consulting with the Chancellor in accordance with CUNY guidelines.

## Chapter 2

### Emergency Evacuation, Shelter in Place and Lock Down Procedures

Based on the nature of the incident (e.g., armed intruder, bomb threat or another type of emergency), Public Safety may decide evacuate a building to ensure the safety of the building occupants. In other cases, Public Safety may determine that the safest course of action is to direct building occupants to “Shelter in Place.” Examples of such incidents could be: an armed intruder or other violent incident; a riot; a severe weather incident (e.g., hurricane); or another type of dangerous situation outside of the building.

Public Safety will provide the members of the campus community with instructions, as deemed appropriate, and will routinely update communications via the communication systems (described in detail in Chapter 1, Section H).

#### A. Emergency Evacuation Procedures

If a fire alarm is activated, all building occupants must immediately evacuate the building in compliance with the fire alarm evacuation plan as described in Chapter 3. Public Safety will use the public address system to provide further instructions and updates.

When there are other types of incidents that require an evacuation of the buildings, Public Safety will communicate instructions using the public address system, CUNYalert and other systems depending on the incident.

The Director of Public Safety will deploy Public Safety staff to manage the evacuation, ensure full compliance by building occupants and aid those in need of assistance. The Public Safety staff will lock doors, close windows and isolate hallways and classrooms in order to control movement in the building. They will not allow anyone to re-enter until it is determined safe to do so.

Every building and every floor will have pre-designated Emergency Evacuation Volunteers (known as Fire Wardens, Deputy Fire Wardens, and Searchers). These individuals will be trained and directed by Public Safety. They are NOT first responders. Their role is to assist by instructing others in their area to evacuate or to stay in place, as directed by Public Safety. They are expected to direct the evacuation of their floor as well as account for building occupants in the Evacuation Assembly or other area designated by Public Safety.

**The Emergency Assembly area is Madison Square Park unless Public Safety designates another location.**

General Instructions for the Campus Community:

- Stay calm.

- Take the closet and safest way out.
- If you know the location of the hazard, use an exit route that avoids it.
- In cases of a gas leak or hazardous material spill, use a route that will keep you upwind of the problem area.
- DO NOT use elevators.
- DO NOT stop for belongings or records.
- Aid those needing special assistance.
- Check for injuries and report to Emergency Personnel after evacuating.
- Report to designated Emergency Assembly Area.
- Wait for further instructions.

Building occupants are directed to use **all** Fire Exit Stairwells in an evacuation and **NOT use the elevators in any circumstances**. All faculty and staff members should be familiar with the locations of building egresses listed below.

- |   |  |
|---|--|
| <p><b>a. 17 Lexington Ave.</b></p> <ol style="list-style-type: none"> <li>1. Stair A</li> <li>2. Stair B</li> </ol>   | <p><b>Two Fire Exit Stairwells</b></p> <p>Southwest center of building</p> <p>Southeast center of building</p>   |
| <p><b>b. 135 East 22<sup>nd</sup> St.</b></p> <ol style="list-style-type: none"> <li>1. Stair A</li> <li>2. Stair B</li> </ol>                              | <p><b>Two Fire Exit Stairwells</b></p> <p>Center of building</p> <p>Northwest side of building</p>   |
| <p><b>c. 137 East 22<sup>nd</sup> St.</b></p> <ol style="list-style-type: none"> <li>1. Stair A</li> <li>2. Stair B</li> </ol>                              | <p><b>Two Fire Exit Stairwells</b></p> <p>Northwest corner of building (Lexington Ave. side)</p> <p>Eastside center of building (Third Ave. side)</p>  |
| <p><b>d. 151 East 25<sup>th</sup> St.</b></p> <ol style="list-style-type: none"> <li>1. Stair A</li> <li>2. Stair B</li> <li>3. Stair C</li> </ol>          | <p><b>Three Fire Exit Stairwells</b></p> <p>West side of building (near elevator bank)</p> <p>Southeast side of building (Third Ave. and East 25<sup>th</sup> St.)</p> <p>Northeast side of building (Third Ave. and East 26<sup>th</sup> St.)</p>   |
| <p><b>e. 137 East 25<sup>th</sup> St.</b></p> <ol style="list-style-type: none"> <li>1. Stair A</li> <li>2. Stair B</li> </ol>                              | <p><b>Two Fire Exit Stairwells</b></p> <p>South side of building (25<sup>th</sup> St.)</p> <p>North side of building (26<sup>th</sup> St.)</p>   |
| <p><b>f. 55 Lexington Ave.</b></p> <ol style="list-style-type: none"> <li>1. Stair E</li> <li>2. Stair F</li> <li>3. Stair G</li> <li>4. Stair H</li> </ol> | <p><b>Eight Fire Exit Stairwells (Lobby and above)</b></p> <p>2<sup>nd</sup> floor through 14<sup>th</sup> floor, AND Emergency Access to Street (Northwest Quad)</p> <p>3<sup>rd</sup> floor through 14<sup>th</sup> floor, AND Emergency Access to Street (Southwest Quad)</p> <p>Floors 3 and 4, AND Emergency Access to Street (Southwest Quad)</p> <p>Floors 2 through 4, AND Emergency Access to Street (Southeast Quad)</p> |



5. Stair J 3<sup>rd</sup> floor through 14<sup>th</sup> floor, AND Emergency Access to Street (Southeast Quad)
6. Stair L 1<sup>st</sup> floor through 14<sup>th</sup> floor (Center of Building)
7. Stair M 1<sup>st</sup> floor through 12<sup>th</sup> floor, AND Emergency Access to Street (Northeast Quad)
8. Stair V Lobby to 2<sup>nd</sup> floor, inside Student Life Department (Southwest Quad)

**g. 55 Lexington Ave.**

**Eight Fire Exit Stairwells (Lobby and Below)**

1. Stair N Emergency Access to Street (Northwest Quad)
2. Stair O Emergency Access to Street (Northeast Quad)
3. Stair P Emergency Access to Street (South Central Area)
4. Stair Q Emergency Access to Street (Southwest Quad)
5. Stair S Emergency Access to Street (Southeast Quad)
6. Stair T Emergency Access to Street (Southeast Quad)
7. Stair U Emergency Access to Street (Southeast Quad)
8. Stair W Emergency Access to Street (Southeast Quad)

Note: All Fire Alarm pull boxes are adjacent to Fire Exit stairwells on all floors of each building.

**B. Shelter in Place Procedures**

Based on the nature of the incident, Public Safety may instruct building occupants to “Shelter in Place.” Public Safety, in consultation with the VP for Administration and Finance and with assistance from the VP for Communications when available, will provide on-going updated instructions and information using suitable communication systems for the incident, including CUNYalert, public address system, and others.

General Instructions for the Campus Community:

- Close all windows and doors.
- Turn off lights and move away from doors.
- Do not stand in hallways or stairwells.
- Go to a room.
- In the case of an active shooter incident, follow the instructions to barricade the door, stay low to the ground and shield behind large objects.
- In the case of an active shooter incident, stay quiet and silence cell phones
- If instructed to “Lock Down” as well as “Shelter in Place,” follow “Lock Down” procedures stated below, which differ depending on what building you are in.
- Wait for further instructions.
- When Public Safety and or N.Y.P.D. arrive, obey all commands. Keep open hands in the air visible to first responders in cases of an armed intruder incident.

### **C. Lock Down Procedures**

Based on the nature of the incident, Public Safety may initiate a "Lock Down" of college spaces as part of the direction to "Shelter in Place." In the Newman Vertical Campus, Newman Library/ITB Building, all classrooms and spaces with ID card access are to be locked down by Public Safety using the building management system. In other spaces, occupants must manually lock the door.

## Chapter 3

### Fire Response Plan

#### A. Name and Addresses of Buildings

##### Baruch College

1. 17 Lexington Avenue, New York, N.Y. 10010
2. 55 Lexington Avenue, New York, N.Y. 10010
3. 135 East 22<sup>nd</sup> Street, New York, N.Y. 10010
4. 137 East 22<sup>nd</sup> Street, New York, N.Y. 10010
5. 137 East 25<sup>th</sup> Street, New York, N.Y. 10010
6. 151 East 25<sup>th</sup> Street, New York, N.Y. 10010

#### B. Purpose and Objective

To establish a method of safe and orderly response to disastrous fires; ensure the safety of personnel who remain on campus; identify the administrator that actions should be reported to; establish a notification list; designate a location for the Emergency Management Team to meet; designate a temporary alternate security headquarters; designate a temporary work space for key staff members (President, Vice President, Provost); designate a location for faculty and staff to receive information regarding work assignments.

To provide proper response through a written program for all occupants to assure an orderly evacuation, protection of physical assets and the immediate initiation of the emergency response plan in order to resume normal operations as soon as possible.

No two emergencies are exactly the same. Therefore, these procedures are flexible and should be used as a guideline. Each department concerned should develop specific responses to their areas of expertise.

#### C. Responding to the Fire

1. The person(s) discovering the fire will immediately pull the nearest alarm box located adjacent to fire exit stairs or elevator banks. Pull boxes are bright red.
2. They are to then notify Baruch Public Safety using the emergency extension x3333 and give the location and extent of the fire.
3. The member of Baruch Public Safety receiving the information will immediately call 911 and then make the following notifications.

Note: Monday through Friday, from 0700 to 2400 an Assistant Director of Public Safety is always present.

- Order of notifications: Notifications will be made in descending order. If the first person does not respond to the notification within 10 minutes, go to the next person on the list. This will continue until a response is made.

| <u>Name</u>      | <u>Title</u>                        | <u>Office No.</u> | <u>Home</u>  | <u>Cell</u>  |
|------------------|-------------------------------------|-------------------|--------------|--------------|
| Henry McLaughlin | Director of Public Safety           | 646-660-6010      | 516-365-0985 | 917-887-1225 |
| John Siotkas     | Assistant Director of Public Safety | 646-660-6007      | 516-433-5029 | 646-261-0038 |
| Vacant           | Assistant Director of Public Safety | 646-660-6005      |              |              |
| Justino Rosado   | Assistant Director of Public Safety | 646-660-6009      | 347-304-4201 | 646-996-2758 |
| Joseph Calliste  | Assistant Director of Public Safety | 646-660-6006      | 718-287-7344 | 646-533-7458 |

Notify Buildings and Grounds at 646-660-6630 while waiting for a response.

- The highest-ranking member of Public Safety will direct an evacuation of the building.
- Do not use elevators, use the stairwells.**
- The most critical areas for immediate evacuation are the floor(s) where the fire is located and the floor immediately above.
- Evacuation to two or more levels below the floor(s) where the fire is located is generally adequate. If in doubt, evacuate the building completely.

Note: Detailed fire response is covered in the Public Safety Manual of Operations.

- The Vice President for Administration and Finance will determine if the building is safe to continue Public Safety and/or Building and Grounds operations pending consultation with the Fire Department and building engineers.

## **D. Notifications**

After emergency response notifications have been made, the highest-ranking Public Safety manager (Director or Assistant Director) shall notify the Vice President for Administration and Finance. The Vice President for Administration and Finance will notify the Emergency Management Team and convene if needed.

## **E. Assembling the Emergency Management Team**

If it is deemed necessary to convene the Emergency Management Team, the Vice President for Administration and Finance direct the team to assemble in a designated area.

- When available - 135 East 22<sup>nd</sup> St., 7<sup>th</sup> fl. President's Conference room
- Alternate locations: 151 East 25<sup>th</sup> St., Subotnick Center, 1<sup>st</sup> floor  
55 Lexington Ave., Public Safety Office 1-182

Note: MSDS sheets located at 151 East 25th Street Public Safety Office and in the B&G office on the first floor at 135 East 22nd Street

## **F. Interruption of Public Safety Operations**

If the building was deemed unsafe, the Public Safety Department would set up a temporary headquarters on the 3rd floor of 135 East 22nd Street.

- Relocation requirements:
  1. Two phones and phone lines
  2. Radios and battery charges
  3. Command logs

If time and conditions allow, the equipment would be moved as instructed by the Director of Public Safety or his/her designee.

## **G. Actual Fire/Smoke Condition**

Fire Safety Instructions for the Campus Community:

1. Pull nearest alarm. Pull boxes are bright red and typically located adjacent to fire exit stairs or elevator bank.
2. Call New York Fire Department, 9-628-2900 or 9-911 and give the following:
  - a. Condition (fire, smoke, etc.).
  - b. Specific location (building address, floor, and area on floor).
  - c. Your name and your location.
3. Call Baruch Public Safety Emergency Number x3333 and give the following information.
  - a. Condition (fire, smoke, etc.).
  - b. Specific location (building address, floor, and area on floor).
  - c. Your name and your location.
4. Unless your safety is in jeopardy, remain at the location to direct Public Safety Personnel, Floor Warden(s), Searchers or Fire Department.
5. Start evacuating the affected area, using the Fire Exit stairwells only.
6. NEVER use the elevators unless directed by Fire Department.
7. Close all doors on the floor and use the fire extinguisher to contain or extinguish the fire only if fire is small.
8. NEVER let the fire come between you and an exit.
9. Remain calm and proceed with orderly evacuation.
10. DO NOT return to fire/smoke floor until instructed to do so.

**Faculty members in class:** If a fire or smoke condition exists while you are conducting class, direct the students to the nearest Fire Exit.

**Faculty/Staff members:** During an actual fire/smoke condition, all faculty and staff members will assist Fire Wardens in the evacuation of students by directing them to the nearest Fire Exit. All faculty, staff, and students are to follow three basic principles during any emergency:

1. Follow instructions of Public Safety/Fire Department personnel.
2. DO NOT panic.
3. DO NOT use elevators.

Every individual plays a role in the safety of a community. Accordingly, Baruch Public Safety is available for questions pertaining to the instructions outlined above or any information with respect to safety/security (Contact the Public Safety Office at 646-660-6000).

## **H. Duties of Emergency and Fire Control Personnel**

**Fire Wardens** – Make notifications indicated below:

1. Determine location of fire – call **Public Safety at x3333** or use fire warden phones located on every floor, if so equipped.
2. Direct the evacuation in accordance with instructions.
3. If stairway is affected by smoke, select an alternate stairway and notify the Fire Command Station.
4. Fire Wardens will inform the Fire Command Station of evacuation procedures.
5. The most critical areas for immediate evacuation are the floor(s) where the fire is located and the floor immediately above.
6. Evacuation to two or more levels below the floor(s) where the fire is located is generally adequate.
7. Fire Wardens and their Deputies will notify all occupants of the fire.
8. Fire Wardens on the floor where the fire is located will notify the Fire Command Station of the particulars.
9. Fire Wardens on floor above the floor where the fire is located will notify the Fire command Station of evacuation procedures and any other details.

**Deputy Fire Wardens** – Assist the Fire Warden.

**Searchers** – Monitor the entire floor for stragglers. Pay particular attention to lavatories.

### **Instructions:**

1. All alarms will be considered as indicative of a fire until otherwise determined. NEVER assume that an alarm is a false report.
2. Fire Control personnel must know the location of the fire alarm boxes (typically at each end of the floor).
3. When an alarm sounds, the Fire Warden or Deputy Fire Warden will immediately search the floor, locate the fire, determine conditions and promptly notify the Fire Department by calling 9-911 (this notification MUST be made). Wardens will also

- notify the Baruch College Public Safety Office (x3333). When making these calls, give as much information as possible.
4. Fire Wardens should understand that complete evacuation of the building is NOT always necessary and congestion in the stairways can often cause more injuries than the fire. Fire Wardens should be guided by their knowledge of the existing conditions. Public Safety will do everything possible to keep fire control personnel informed.
  5. Elevators must NOT be used unless advised to the contrary by the Fire Department.

**Helpful Hints:**

1. Evacuation to two floors below the floor(s) where the fire is located is sufficient for most fires.
2. The most critical areas for immediate evacuation are the floor(s) where the fire is located and the floor above.
3. Those above the fire who are unable to evacuate below the floor(s) where the fire is located should wait for instructions from Fire Department personnel.
4. Feel doors for heat. Do NOT open any hot doors. If possible, close doors of the room containing the fire.
5. If in doubt, evacuate the building completely in a calm and orderly way.
6. The Fire Command Post should be notified if there are people whose mobility is impaired and cannot reach a safe area.
7. A Command Post will be set up in the following locations:
  - a. 135 East 22<sup>nd</sup> Street – Lobby – 646-660-6655
  - b. 137 East 22<sup>nd</sup> Street – Lobby – 646-660-6949
  - c. 17 Lexington Avenue – Lobby – 646-660-6000
  - d. 151 East 25<sup>th</sup> Street – Lobby – 646-312-1500
  - e. 137 East 25<sup>th</sup> Street – Lobby – 646-312- 2039
  - f. 55 Lexington Avenue – Lobby – 646-312-4888
8. Keep the Command Post informed.

After evacuation, take a head count to account for all occupants. Fire Wardens will be notified when it is safe to return to their floor. These guidelines are to help until the Fire Department arrives and takes complete charge. Keep in mind that these plans cannot anticipate every problem that might arise. However, since the safety of the occupants is the main concern, do whatever is necessary to protect lives. Fire Wardens must check fire exits daily. The doors should be closed but unlocked.

**Fire Drills:**

1. At the sound of an alarm, proceed to nearest Fire Exit in an orderly manner.
2. Stand by the Fire Exit and do not enter the stairwells.
3. Follow the directions of Fire Safety personnel or faculty members.
4. Do not return to an area until Public Safety personnel give an “all clear.”

**Faculty members in class:**

During drills, faculty members conducting class will direct their students to the nearest Fire Exit.

**Faculty/Staff member:**

If not involved with class, assist Fire Wardens in the evacuation of students during a Fire Drill.



## **Chapter 4**

### **Closures for Severe Weather Conditions and Other Emergencies**

In instances of severe weather threats, the Vice President for Administration and Finance will convene the Emergency Management Team and any other members of the Emergency Response Support Team needed to assess and implement a plan to manage the situation and decide whether to close the college or adjust opening times. The assessment will consider the anticipated impacts to access routes to the campus and access to campus facilities. The assignment of the Team is to ensure that staff, equipment and supplies are in place to adequately respond to the emergency. There will likely be a period of active monitoring and consultation before a decision on about opening is finalized. In instances of non-weather related emergencies (e.g., water main break, fire, power outage and other severe emergencies), the process will remain the same, recognizing that a period of active monitoring may not take place before a decision needs to be made about whether to close or adjust opening times.

Departments should notify their “essential personnel” as early as possible that the emergency staffing plan has been activated in order to provide them with sufficient notice to respond.

All efforts will be made to minimize the impact of an emergency so that the College remains open. For example, in some cases of non-weather related emergencies, it may be possible to adjust campus operations by moving staff to areas not impacted by the emergency.

If the College must close due to severe weather or non-weather related emergencies despite best efforts to remain open, Campus Facilities and other members of the Emergency Management and Emergency Response Support Teams will make their best efforts to restore services quickly so that normal operations can be resumed.

The College will notify faculty, staff and students by multiple communication systems including CUNYalert, the College web page, and other systems as needed. Public Safety will issue CUNYalert messages after consulting with the Vice President for Administration and Finance. The Vice President for Communications will post notices and updates on the College home page as directed by the President.

The decision to close or adjust opening and closing times is subject to CUNY policy. The Central Office policy protocols are described in a memo from CUNY found in Appendix A.

## **Chapter 5**

### **Extended Power Outages and Other Building System Emergencies**

An extended power outage resulting in loss of electricity to one or more buildings or flooding from weather or system failures are examples of facility-related emergencies that can disrupt campus operations and present safety hazards to the campus community

In instances that have a major impact on campus operations, the Vice President for Administration and Finance will convene the Emergency Management Team and any necessary members of the Emergency Response Support Team. They will assess the impact on operations and develop operational and communications plans. Among the factors to be considered are: whether the incident affects one or more buildings or is limited to one or more floors of a building; whether basic systems – i.e., electrical, heat, air conditioning, data – are impacted; and the anticipated duration of the incident, including estimates when normal operations can resume.

In some cases when the impact is only to one building or certain floors in a building, operations can be moved to another location. In instances when the facility emergency impacts the entire campus, the college will be required to initiate the protocols for closing the campus.

## Chapter 6

### Coastal Storm Plan

New York City has designated Baruch College an Evacuation Shelter and a Hurricane Shelter. The New York Office of Emergency Management will manage, staff and provide supplies to the site. The N.Y.P.D. will have police officers assigned to the Center.

The College has designated staff as the CUNY Facility Administrators if the College becomes a shelter. Their role is to manage the facilities, not the Center. The staff are:

|                     |              |              |
|---------------------|--------------|--------------|
| Henry J. McLaughlin | 646-660-6010 | 917-887-1225 |
| Lisa Edwards        | 646-660-6036 | 917-634-6504 |
| John Siotkas        | 646-660-6007 | 646-261-0038 |
| Matt Muscella       | 646-660-6635 | 646-413-2838 |

Forty-eight (48) hours prior to the expected event, the City will decide on whether to activate the shelter plan or not. If they do, they will notify NYC Emergency Workers who will manage and staff the Center and vendors who will deliver supplies to the College. Two containers are maintained on site to be used if the plan is implemented. The Shelter will open 36 hours prior to the start of the event. It will be the responsibility of the Chief Superintendent to open the site and liaise with the staff from O.E.M. The Vice President for Administration and Finance will convene the Emergency Management Team when notified of the plan to set up the Evacuation Shelter. In most cases, the Team will have already been convened to discuss the plans for severe weather conditions and develop an operational plan and communication strategy.

## Chapter 7

### Active Shooter/Armed Intruder Incidents

The personal safety of faculty, students, and staff in the Campus Community is the highest priority. Public Safety will work closely with law enforcement officials to continually assess preparation and responses to an active shooter/armed intruder incident and to update our protocols in accordance with the best available practices.

Once aware of an armed intruder, the Director of Public Safety will notify NYPD immediately, then inform the Vice President for Administration and Finance. The Director will initiate an evacuation or stay in place protocol for designated areas, as judged safest based on available information. The “Lock Down” procedure will be a part of the “Shelter in Place” protocol. Public Safety will make all efforts to gather information about the incident including the location of the shooter or shooters. This information will be provided to the first responders as well as the campus community as described below. Public Safety will also direct the evacuation of buildings as described in Chapter 2. Generally, violence escalates very quickly and will require the immediate response from armed law enforcement officers who are trained to deal with such incidents. However, Public Safety personnel are there to support their efforts.

As part of the evacuation or “Shelter in Place” plan, the Director of Public Safety will alert the campus community to the presence of an armed intruder/active shooter and provide additional information including the location, if known, that would assist building occupants in avoiding danger. The Director will use the public address system, CUNYalert, and any other systems appropriate for the situation.

In some instances, the Director of Public Safety will be able to give specific instructions to building occupants to evacuate or to “Shelter in Place.” In others, the occupants may have to make that determination on their own. The College provides various resources to prepare the campus community on how to respond. It is everyone’s responsibility to familiarize themselves with those resources. They include instructions posted on the Public Safety website, a training video prepared by Homeland Security posted on the website, and yearly mandatory work place violence training that features guidance on how to react in an active shooter situation.

#### General Instructions for the Campus Community:

##### “Run”

- If you can do so safely, exit the building immediately.
- Leave possessions behind.
- Notify anyone that you encounter to do the same.
- Do NOT activate the fire alarm as it may cause unknowing occupants to evacuate to a danger zone.
- When safe to do so, call 911 and Public Safety at x3333 and provide your name, the location of incident, the number of shooters, the type of weapon, the direction of travel, and if there are any injured persons.

##### “Hide”

- If you are unable to safely evacuate go to nearest room.

- Lock and/or barricade the door.
- Stay away from doors/windows.
- Stay low to the ground and shield behind large objects
- Stay quiet. Silence cell phones.
- Do NOT answer door unless an “All Clear” announcement has been given.
- Wait for Public Safety and/or N.Y.P.D. arrive to escort you out of the area.
- When Public Safety and/or N.Y.P.D. arrive, obey all commands. Keep open hands in the air visible to first responders.

### **“Fight”**

- Fighting back is dangerous but it may be your only option in the situation.
- Act as a group if possible.
- Improvise weapons.
- Act with physical aggression.
- Commit to your actions.
- Once assailant is incapacitated, call 911 and Public Safety x3333.

Shooting incidents are difficult to predict, but many serious shootings related to workplace violence, domestic violence and other behavioral issues are often preceded by warning signs that are ignored. At Baruch College we have multiple venues for reporting safety related concerns and directing resources to maintaining a safe community. They include:

- The Public Safety Department; where all violent incidents and threats must be reported.
- Workplace Violence policies and reporting procedures.
- A Crisis Intervention Team for concerns about student behavior.
- An Employee Assistance Program to provide counseling and mental health referrals for faculty and staff.

## Chapter 8

### Hostage Situation/Other Violent Incidents

Violent incidents, including hostage situations, can occur on campus with little to no warning. Specific protocols for active shooter incidents are described in Chapter 7. Many of the same actions would be taken in other violent incidents. As with active shooter incidents, the Director of Public Safety will take the lead and immediately notify NYPD. In consultation with the Vice President for Administration and Finance when possible, a decision will be made about implementing the evacuation or “Shelter in Place” protocol for designated areas. The Director of Public Safety is always given the discretion to act immediately if, in his or her judgment, it is necessary to preserve life and safety.

Public Safety will gather as much information as possible about the incident then alert the campus community. Depending on time constraints, Public Safety will coordinate with the Vice President for Communications and members of the Emergency Management Team on the content of the message.

#### General Instructions for the Campus Community:

- If you see a violent situation or become aware of a hostage situation, move away from the area of concern and tell others to move away.
- Call Public Safety at x3333 and 911 as soon as it is safe to do so.
- If instructed to “Shelter in Place” follow the protocols and wait for further instructions.
- If you are taken hostage:
  - a. Keep calm and follow intruder’s instructions.
  - b. Sit away from the intruder, windows and exits.
  - c. Stay alert.
  - d. Be aware the police may come in at any time.

## Chapter 9

### Reporting Behavioral Concerns

The College cares about the emotional and mental wellbeing of all members in the campus community. For this reason, the College has protocols in place for reporting behavioral concerns about students, faculty and staff.

When a member of the Baruch community is experiencing a psychological emergency during normal business hours, Public Safety should be notified. Public Safety will respond and when the person is a student, they will take the individual to the Counseling Center for an evaluation. If the individual is unwilling to go voluntarily and Public Safety believes that he/she is in need of immediate assistance because he/she may pose a danger to him/herself and/or others, then Public Safety must call for an Emergency Medical Team.

When the person experiencing the emergency is a member of the faculty or staff and he/she is behaving in a manner that may pose an immediate danger to him/herself and/or others, Public Safety must call Emergency Services.

There may be early warning signs that someone is experiencing emotional and/or mental distress. Early identification and support can help a person get proper treatment and prevent a more serious situation from occurring. The College Crisis Intervention Team, chaired by the Vice President for Student Affairs, is a resource available for anyone to report behavioral concerns about a student. More details about the program and the process for reporting behavioral concerns are available at

[https://www.baruch.cuny.edu/studentaffairs/counselingCenter\\_cit.htm](https://www.baruch.cuny.edu/studentaffairs/counselingCenter_cit.htm) .

The College has an Employee Assistance Program for faculty and staff which provides counseling and referrals to mental health treatments. Contact the Office of Human Resources for information about the Employee Assistance Program or information can be confidentially accessed on the Deer Oaks Employee Assistance Program webpage. More details about the Employee Assistance Program are available at <https://www.deeroaks.com/>.

## Chapter 10

### Workplace Violence and Sexual Misconduct

#### A. Workplace Violence

The College has zero tolerance for workplace violence. All incidents of workplace violence, including domestic violence, must be reported to Public Safety immediately. Public Safety will take any required action immediately and then refer the incident to the Director of Human Resources who is designated as the Workplace Violence and Domestic Violence Coordinator. The College follows the CUNY Workplace Violence policy. As required, the College has a Workplace Violence Advisory Team. They conduct yearly training on the policy for all faculty and staff. The Director investigates all complaints, makes reports and follows necessary remedial steps.

Please click [here](#) for the full CUNY Policy on Workplace Violence.

#### B. Sexual Misconduct

Every member of the CUNY and Baruch communities deserves the opportunity to live, learn, and work free from sexual harassment, gender-based harassment, and sexual violence. CUNY is committed to: defining sexual misconduct; providing clear reporting guidelines; promptly responding to and investigating allegations of sexual misconduct; providing ongoing assistance and support to students and employees who make allegations; and investigating and addressing any allegations of retaliation against those students and employees.

All incidents of sexual harassment, gender-based harassment, or sexual violence, whether witnessed or experienced, should be reported to the following Baruch personnel:

1. Title IX Coordinator: 137 E. 22nd St., Rm. 204, 646-312-4540
2. Deputy Title IX Coordinator: Mona Jha, Esq., 137 E. 22nd St., Rm. 312, [Mona.Jha@baruch.cuny.edu](mailto:Mona.Jha@baruch.cuny.edu), 646-312-4533
3. Public Safety, 646-660-3333
4. Division of Student Affairs, NVC 3-175, 646-312-4570 (students only)

You are also encouraged to report all cases involving any form of sexual violence and/or stalking to the NYPD; Public Safety will assist you.

Other resources and materials are provided on the College's Title IX webpage. The complete CUNY Sexual Misconduct Policy can be found [here](#).



# Chapter 11

## Group Protest Response Plan

### A. Objective

To respond appropriately to student protests and ensure that the following conditions are met:

1. Classes continue to take place.
2. Exams are administered.
3. Library access is maintained.
4. Consultations with Student Body Presidents, Chairs of the Faculty Senate, Vice Chancellor for Legal Affairs and the Vice Chancellor for Student Affairs to conform to the parameters for summoning police or the CUNY S.A.F.E. team.

### B. Purpose

To establish methods to keep Baruch College functioning without disruption; resolve the situation as quickly as possible; and reduce the risk of injury and/or property damage. In the event that a Baruch building becomes the target of a takeover, Public Safety personnel will respond immediately and assess the situation. The following notifications will be made immediately:

Baruch notifications - President, Vice President for Administration and Finance, etc.

### C. Fixing Responsibility

**1. The President or his/her designee is responsible for all decisions in response to group actions up to the point when the New York City Police are asked to act, should that occur.**

The President shall designate a person to be responsible whenever he/she is expected to be unavailable.

Whenever the President is unavailable, and a designee has not been assigned, the order for who will assume responsibility for reacting to the group action goes as follows, depending on who is available first: the Vice President for Administration and Finance, the Provost, the Vice President for Student Affairs or the Director of Public Safety.

**2. Official contact with the media will be conducted by the Chief Communications Officer and Economic Development.**

## **D. Group Action and Appropriate Responses:**

### **1. Scheduled demonstration not in a building:**

These events should be encouraged and are allowed. However, all parties on the notification list, including the Chancellor's Office, must be notified. If such an event grows in significance, the Chancellor's Office, having been notified of the event, will be prepared for an adequate response.

### **2. Scheduled demonstration not in a building with unsanctioned loudspeakers:**

- a. Notify all as written above.
- b. Determine who the leaders of the demonstration are.
- c. Tell the leaders (if students):
  - i. "I strongly support freedom of speech and your right to express your opinion for and against events, decisions, and governmental functions. However, freedom of speech is a freedom that requires responsibility on the part of all citizens. It is this administration's responsibility to protect the rights of others on campus. Your use of an amplifying device threatens those rights. You are disrupting the normal academic and administrative operations of the College. This is a violation of College and University policy. If you do not stop this activity, you are subject to disciplinary action pursuant to Article V of the Bylaws of the Board of Trustees. Please turn off the amplifiers now [in ten minutes]."

### **3. Unscheduled demonstration not in a building:**

- a. These events can be allowed. Regardless, all parties on the notification list, including the Chancellor's Office, should be notified.
- b. Determine who the leaders of the demonstration are.
- c. Tell the leaders (if students):
  - i. "This demonstration is within the framework of the free exchange of ideas and information on campus. As long as it does not disrupt administrative or academic operations on campus, college officials will not attempt to intervene. However, you are on a public street and your actions will be monitored by the N.Y.P.D. If the leaders of this event are subject to disciplinary hearings, videotape will be used to identify those who possibly violate campus policy."
- d. After the event, the Dean of Students should determine an appropriate response as soon as possible.

### **4. Unscheduled demonstration outside of a building with a sound device and no permit:**

- a. Notify all as written above.
- b. Find out who the leaders are.
- c. Insist that the sound device is turned off or the Police will issue summonses. Notify the leaders that a non-amplified demonstration will be allowed to continue, but they will be subject to monitoring by N.Y.P.D. since they are on a public street.

5. **Scheduled demonstration in the interior of the building:**

Occasionally a group will ask to hold an event that is actually a rally. The weather conditions or some other considerations may cause them to request a room for the rally. This is an allowable activity. The time and place of such events can be controlled, but these events cannot be restricted based on their content, including anti-administration rallying. As previously agreed, unsanctioned speakers are a violation of event policy and the organizers should be informed that they will face disciplinary hearings. Regardless, everything possible will be done to maintain order including stopping the event if the audience's safety is jeopardized (e.g., if we believe that bodyguards will be used).

  - a. Notify all as written above.
  - b. No other actions should be taken.
  
6. **“Symbolic” sit-in/administration building “takeover:”**

The President may agree to allow a limited number of group members to sit peacefully in the lobby of a building for a limited duration of time. Full notification and consultation with the Chancellor's Office should be made before the agreement is accepted. All parties should be ready to take other action if the President's agreement is breached. The Vice President for Administration and Finance will ensure that the Provost, VP for Student Affairs and Director of Public Safety are aware of the terms of the agreement.
  
7. **Sit-in with no apparent obstruction of administrative processes:**

In this case, no previous agreement with the President was made, and there is no apparent time limit. Activity and numbers of people involved may be limited. However, this group action will be treated the same as an obstructive group take over. See Section IV below.
  
8. **Marching and chanting in the halls:**
  - a. Notify all as written above.
  - b. An attempt should be made to determine the leaders.
  - c. The following should be said to the leaders by the President or the President's designee:
    - i. “You are disrupting the normal academic and administrative functions of the College. This is a violation of College and University policy. You are now subject to discipline from the College pursuant to Board bylaws. If you continue, you will be subject to criminal charges and arrest for disorderly conduct. We have started videotaping in order to identify persons violating University and criminal codes.”
  - d. The same message should be transmitted through conversations with all those involved.
  - e. As long as the disruptions are limited to noise, only discussions and videotaping can occur.
  - f. If criminal behavior of a higher level occurs – i.e. pulling of fire alarms, destruction of property, or physical threats to individuals – the Chancellor should be notified, and College Public Safety, accompanied by University

Public Safety should begin securing the campus and arresting leaders and those engaged in criminal activity.

**9. Strike with picketing:**

Groups may use tactics similar to those used by labor activists. They may attempt to convince individual students, staff, and faculty not to take part in the normal operation of the campus. They may set up picket lines on public property, including areas just outside of a Baruch building. There are many activities like this that are legal.

- a. All parties should be notified.
- b. No immediate action should be taken and the matter should be referred to CUNY legal to determine if a legal remedy is necessary.

**E. Building takeover with Obstruction of Administrative or Academic Processes:**

1. Public Safety will act to secure the building and prevent greater numbers from moving to support the initial group.
2. Requesting the assistance of the S.A.F.E. team:  
The President may request the assistance of the S.A.F.E. team if the situation warrants. If the S.A.F.E. team is requested, S.A.F.E. team leaders are in charge during enforcement actions (arrests, evictions, etc.). The University Director of Public Safety will be responsible for coordinating with the New York City Police Department.  
Requesting the S.A.F.E. team:
  - a. Baruch Public Safety Director or his/her designee, after conferring with the College President, would notify the CUNY Public Safety Office.
  - b. S.A.F.E. team can be activated by calling:
    - i. CUNY Public Safety office - 646-664-2900
    - ii. 24 hours Operations Desk - 212-794-5693
    - iii. Director of CUNY Public Safety
  - c. Generally, the S.A.F.E. team can be fully mobilized within 2 hours of a request.
3. If the President of Baruch does not request the assistance of the CUNY-wide Special Assistance for Events (S.A.F.E.) team and a decision has been made to retake college space that was unlawfully occupied, the following will occur:
  - a. Public Safety personnel will mobilize in the Public Safety office at 17 Lexington Avenue. When this is not feasible, the Public Safety office at 151 East 25th Street will be used for mobilization. If either location is not available for mobilization, the Director of Public Safety will designate a mobilization area via radio.
4. Specific Duties:  
All mobilized Public Safety personnel will be advised of the situation by the Director of Public Safety. The Director of Public Safety will relay the location, number of

- students involved and any other known information. . The Director of Public Safety will notify the Vice President for Administration and Finance who will notify the Emergency Management Team and convene if necessary..
- a. All Public Safety personnel will be equipped with a portable radio and a fresh battery.
  - b. Anyone using a portable radio will use only the designated 9-code system.
  - c. No one will communicate in layman terms.
5. The President of the college will make the decision to re-take college space. When this occurs, the Director of Public Safety will enter the building along with Assistant Directors and Public Safety officers. In addition, the following people will be present:
    - a. Vice President for Administration and Finance
    - b. Vice President for Student Development
    - c. AVP of Campus Operations
    - d. Director of Student Life
    - e. Locksmiths
  6. If deadly physical force is initiated by those occupying the space, Public Safety will withdraw and request police assistance.
  7. Separate leaders from the rest of the group to ensure a breakdown of communication between leaders and followers. Groups do not function effectively without leadership.
  8. If arrests are made, we will use the lobby area to safeguard the detainees until the N.Y.P.D. can respond and process the arrests. All detainees will be photographed and the following information will be placed on the rear of the photo.
    - a. Detainees name
    - b. Social security number
    - c. Crime charged with
    - d. Location of arrest
    - e. Any other unusual or important information.
  9. If force must be used to accomplish the objective, the minimal amount of force necessary to accomplish the objective will be applied. Public Safety personnel have the right to protect themselves and others from physical force being used against them. However, it is unlawful to use unnecessary or excessive force to accomplish the objective.
  10. When a college space has been re-taken by Public Safety, the Director of Public Safety will designate a team to perform a vertical patrol in order to ensure no unauthorized personnel remain in the building and to access and document property damage caused by the takeover.
  11. A video will be made to document property damage.

## **F. Administration and Logistics**

1. Radios will be signed out to all Public Safety personnel participating in the operation. Upon completion of objective, all radios will be returned to the Public Safety office.
2. Photos of arrested persons will be filed in Public Safety office and information shared with V.P. of Student Affairs.
3. Director of Public Safety will designate personnel to obtain arrest numbers and court dates of those arrested.
4. Polaroid and video cameras will be returned to the Public Safety office.
5. There will be equipment kits located at three different locations to be announced by Public Safety when needed. These kits will contain:
  - a. Floor plans
  - b. Flashlights
  - c. Cellular phones
  - d. Radios
  - e. Bolt cutters
  - f. Building Keys

## **G. Building takeover with illegal acts that threaten significant loss to persons or to the College and its property**

The Chancellor's policy and procedures on calling the New York City Police in an emergency will be put into place immediately. A Police supervisor can be called in by any person to investigate an emergency situation, where emergency means that a threat to the safety of persons or significant property damage exists. Nevertheless, persons who are in charge must consult with the Chancellor or his/her designee prior to involving the Police except in cases of immediate danger to personal safety or property.

## **H. Notifications**

1. When group activity comes to the attention of Public Safety personnel, The Director of Public Safety or his/her designee will be notified immediately. The Director of Public Safety will notify the Vice President for Administration and Finance who will notify the following:
  - a. President
  - b. Vice President for Student Affairs
  - c. Chief Communications Officer
  - d. Student Body Presidents
  - e. Chair of Faculty Senate
  - f. Vice Chancellor for Legal Affairs
  - g. University Director of Public Safety
  - h. Chancellor

2. The Chancellor's office should be notified by the President or designee at the start of an activity before campus Public Safety are asked to escort people out, and before N.Y.P.D. is asked to intervene in an emergency situation.

Note: The Director of Campus Facilities may need to be called in to assist the securing of buildings.

## **I. Staff**

1. Each Vice President should develop a "telephone tree" that will facilitate rapid communication. In some cases, a decision that a building will not be in service may occur and staff members should be asked to report somewhere else or to delay the start of their work day. The Vice Presidents involved can communicate that decision to the affected staff and reduce confusion if phone numbers are known in advance.
2. If upper level administration cannot get to their offices, there is a possibility of using offices on the 9th floor of 151 East 25th Street.

## **J. Notification Checklist**

EACH TIME SOMEONE IS NOTIFIED, ANSWERS TO THE FOLLOWING QUESTIONS SHOULD BE AVAILABLE.

- **Initial and all subsequent notifications:**
  - a. Is there any danger to persons or property? If yes, to what extent?
  - b. Who are the protesters? Are any students from outside Baruch? Are any non-students?
  - c. How many participants are there?
  - d. Who is(are) the leader(s), if they can be identified? To what degree, if any, has the educational process, campus facilities or the rights of students, staff and faculty to avail themselves thereof been impeded or obstructed?
  - e. What does it appear that they are protesting or demanding?
  - f. What activities go beyond the scope of University Public Safety's training (e.g., presence of weapons)?
  - g. Are news media on the scene? Are they inside or outside?
- **Notification after the President or designee meets with the protesters:**
  - a. What are the reasons given for the protest?
- **Notification before N.Y.P.D. is asked to assist**
  - a. What danger exists to persons or property?
  - b. What activities go beyond the scope of University Public Safety's training (e.g., the presence of weapons





## Chapter 12

### Strike and Labor Disturbance Response Plan

#### A. Purpose and Objective

1. Purpose:

To establish a method of safe and orderly response to labor disputes and reduce or eliminate threats of violence.

2. Objective:

To provide proper education and training in order to assure personal safety for all members of the Baruch community and maintain a neutral status during labor disputes.

3. Strikes must be dealt with in three stages:

- i. Pre-strike planning
- ii. Strike operations
- iii. Post-strike operations

#### B. Pre-strike Planning

1. Strike planning begins with the earliest indications that a strike may occur.

2. Once it is clear that a strike may occur, important questions to consider are:

- a. Will Baruch attempt to conduct business as usual? (If worker sentiment supports the strike, it may be unwise to try)
- b. If not, will members of the bargaining unit be permitted to work or will they be locked out?
- c. How will access to Baruch buildings be handled? (The fewer entrances and exits the better)
- d. Will shipments be received?
- e. If arrests are made, who will be the complainant?
- f. Will the strike be video recorded?

3. N.Y.P.D will determine how many pickets are allowed.

#### C. Strike Operations

The strikers' primary tactic is their ability to discourage other people from entering the picketed premises and inhibit the usual flow of business. The law does not allow picketing that makes it physically impossible to enter or leave. Strikers may attempt this kind of picketing until Public Safety or the Police intervene.

1. When planning access to a building, the fewest possible entrances should be opened, consistent with the realistic estimated operating status. The entrances that are used should be located where they are easily controlled by security or the police.
2. If there are contractors and subcontractors working at Baruch who are not involved in routine maintenance, they may be given access to the building via a separate entrance reserved exclusively for their use. Baruch employees should not use that entrance.
3. Pre-strike information to non-striking workers must clearly indicate which entrances will be open and where cars can be parked.
4. Only important deliveries should be made during the strike period.
5. The Director of Baruch Public Safety will be responsible for picket line disturbances, protection of property, police liaising and documentation of unlawful conduct.

#### **D. Criminal Complaint Policy**

The most important external relationship during a strike is with the N.Y.P.D (13th Precinct). Baruch's policy regarding arrests and removal of persons committing criminal acts must be made clear in order to ensure coordination between Baruch and the Police. Baruch will be the complainant if arrests are made.

#### **E. Documenting Strike Coverage**

Documenting legal picketing during a strike can amount to an unfair labor practice because it interferes with workers' right to lawfully picket. If a union threatens violence upon workers, prevents entry to the campus or causes damage to property, video recording of these activities will be performed. Documentation may be required to:

- a. Support criminal charges.
- b. Protect Baruch against unfair labor hearings.
- c. Protect officers from unfair brutality allegations.

Documentation responsibility will be assigned to security officers who have been trained to operate video equipment.

#### **F. Public Safety Officers Schedule**

All officers will be placed on emergency status in order to have maximum personnel present during peak activity periods. Officers may have to work overtime in order to maintain the necessary coverage.

#### **G. Police Liaison**

The police will be present to prevent violence and keep the peace. The Director of Public Safety or his/her designee will coordinate operations with the police department in order to achieve these goals. The precinct commander will determine the number of pickets

allowed and where they may picket. Guidelines regarding lawful conduct will be explained to the pickets by the highest-ranking N.Y.P.D member who is present.

## **H. Post-Strike Operations**

### 1. Inform the Police:

It is very important to inform the commanding officer of the 13th Precinct immediately when a strike settlement has been reached and when it is effective (*immediately* means even at 2 AM on a Sunday morning, if that is when it happens).

### 2. Threats and retaliation:

Threats may have been made to individual workers during the strike and friction may still exist when the workers are back together following the strike. It is important that Baruch strongly and clearly expresses its position that retaliatory behavior or violence will not be tolerated and that offenders will be dealt with swiftly. Recommend an increase of vertical patrols for the first three days following the return to work in order to reduce the possibility of sabotage.

### 3. Post-strike critique:

After normalcy has returned and strike resentments have cooled, there should be a review by the Emergency Management Team of how the strike was managed. The purpose of the review is to identify mistakes and avoid them in the future.

## Chapter 13

### Bomb Threat/Suspicious Package or Letter

While most bomb threats are in fact hoaxes, they should all be treated as real. The campus community must report any threat, suspicious package or letter to Public Safety immediately.

#### A. Receiving a bomb threat

A bomb threat may be made against the College in various ways. With situations when a telephone caller contacts a public safety officer or another individual, the recipient should gather as much specific information as possible including the location of the device and timing of its planned detonation, so that the College can determine which area(s) should be searched and/or evacuated. For this reason, the recipient of the call should remain calm, keep the caller on the telephone as long as possible in order to gain as much information as he/she can about the threat, the caller's motive and identity. All Public Safety officers will fill in a "Bomb Threat Check List" provided at the end of this section, and handle the call as they have been trained.

##### 1. **Actions to be taken after threat received:**

All threats should be treated as genuine. After receiving the threat directly or through a member of the campus community, Public Safety will immediately contact the N.Y.P.D. and notify them of the threat. The Director or his/her designee will then notify the Vice President for Administration and Finance.

The Director of Public Safety or his/her designee will coordinate a search for the device by assigning officers to search specified areas following established protocols. Emergency Evacuation Volunteers and other staff located in the search area will be enlisted to provide situational awareness, such as the presence of any suspicious packages. Public Safety will coordinate with Building and Grounds, who may be able to give specific information about the facility, if required. Public Safety will coordinate with the N.Y.P.D. and other first responders and provide assistance as required.

##### 2. **If a suspected object is found**, no one will be allowed to move or touch the object or anything attached to it except for the trained members of the N.Y.P.D. and the first responder team.

The Director of Public Safety or his/her designee will initiate evacuation protocols for the impacted area(s). The Director will notify the Vice President for Administration and Finance who will then notify senior leadership and make a decision on whether to activate the Emergency Management Team and any necessary members of the Emergency Support Team.

Public Safety will evacuate the buildings while making every effort to avoid panic. The elevators will not be used for evacuation. Public Safety will prevent people from entering the threatened area(s) and keep access routes clear so first responders can

enter unimpeded. If possible, Public Safety will open all doors and windows to minimize primary damage if the object detonates. All personnel should be located at a predetermined safe zone away from the suspected bomb location.

Public Safety will use multiple channels to provide information and instructions to those being evacuated and the campus community. Public Safety will not transmit messages via walkie-talkie in the area where the suspected object is found.

No one will be allowed re-entry into the building until the suspicious object has been safely removed or disarmed and the building is declared safe by Emergency Services or the Bomb Squad

3. **If no suspected object is found**, the Director of Public Safety or his/her designee will confer with the N.Y.P.D. and follow their advice. After conferring with the N.Y.P.D., if the Director determines that no clear or present danger to occupants in the area(s) exists, he/she will not direct an evacuation of the impacted area. If previously disrupted, Public Safety officers will calmly notify the area occupants to continue with their normal activities.
4. **If bomb/explosive device detonates**, Public Safety will call 911 immediately.

Public Safety officers will respond to a designated area and receive instructions from the Director of Public Safety or his/her designee. The Director will notify the Vice President for Administration and Finance who will then notify senior leadership and make a decision on whether to activate the Emergency Management Team and any necessary members of the Emergency Support Team.

The Director of Public Safety will determine if there is a clear and present danger to occupants in the impacted area and direct an evacuation following necessary protocols, including those detailed in the fire response plan. Public Safety officers will assist in the evacuation. No elevators will be used during the evacuation.

The Vice President for Administration and Finance will determine if the building is safe for operations and occupancy after consulting with the appropriate facilities professionals, the N.Y.P.D. and other first responders.

## **B. Receiving suspicious packages and letters**

If a member of the campus community in any department or office receives a letter, parcel or package that is suspicious, he/she should not touch or move the suspected package and should notify the Public Safety Office immediately. Public Safety will respond to assess the situation and contact the N.Y.P.D. to investigate further, if necessary. If the Director of Public Safety determines there is a clear and present danger to those in the immediate vicinity of the suspicious item, then the evacuation protocols should be initiated. Upon the arrival of the first responders, Public Safety will provide all necessary assistance as directed. The Director of Public Safety or his/her designee will notify the Vice President of Administration and Finance. The Vice President will then make the appropriate notifications to senior college leadership and activate the Emergency Management Team if he/she determines that the situation is a major emergency.

### **C. Assembling the Emergency Management Team**

The Vice President of Administration and Finance will convene the Emergency Management Team and members of the Emergency Support Team as needed to respond to a major emergency. Among the risks to be assessed and mitigated:

1. Danger to life and property.
2. Safeguarding college property that is not removed. If deemed safe, vertical patrols would lock unsecured areas. In all scenarios, Public Safety personnel would limit access to only authorized personnel.
3. Hazardous material exposure. MSDS sheets located at 151 East 25th Street and in the B&G office on the first floor at 135 East 22nd Street. Main storage rooms containing cleaning supplies and other chemicals need to be identified and safeguarded.
4. Interruption of classes.
5. Interruption of Public Safety operations. If the building was deemed unsafe, the Public Safety Department would set up temporary headquarters at an alternative location. If relocated, Public Safety would require: Four phones and phone lines; radios; battery charges; and command logs. If time and conditions allow, move equipment as instructed by the Director of Public Safety or his/her designee. If the emergency occurred during the weekend or off-hours, the Buildings and Ground office located at 135 East 22nd Street would be used as a temporary headquarters.

#### General Instructions for the Campus Community:

- If you see or receive information about any explosive device in a campus facility, notify Public Safety immediately.
- Familiarize yourself with the Public Safety Bomb Check list (at the end of this section) to use as a guide if you are speaking directly with someone making a bomb threat or see any suspicious package or letter
- If you see a suspicious package or letter, notify Public Safety immediately.
- NEVER touch or move any suspicious object or letter.
- Follow instructions from Public Safety including directions to evacuate or about entry into areas impacted.

#### **SOME TYPICAL LETTER AND PACKAGE BOMB INDICATORS**

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential or Personal
- No Return Address
- Rigid Envelopes
- Protruding Wires, Screws, or Tinfoil
- Lopsided or Uneven Envelope
- Oily Stains or Discoloration
- Excessive Postage
- Visual Distractions such as Fragile, Rush or Handle with Care
- Postmarked from Area Different than Return Address
- Excessive or Uneven Weight Distribution
- Hand Written or Poorly Typed Addresses

- Excessive Securing Material such as Masking, Strapping, Electrical Tape, or String
- Incorrect Titles
- Misspelling of Common Words

---

**PUBLIC SAFETY  
BOMB THREAT CHECK LIST**

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_ Length of Call: \_\_\_\_\_ Sex of Caller: \_\_\_\_\_

Age: \_\_\_\_\_ Exact words off 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:**
- |                                 |                                  |                                    |                                  |
|---------------------------------|----------------------------------|------------------------------------|----------------------------------|
| <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    |
- (Check All That Apply)
- |   |   |   |                                     |
|---|---|---|-------------------------------------|
| <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"/> Deep Breathing | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Whispering |
| <input type="checkbox"/> Familiar (whom did it sound like?) _____ |   |   |                                     |

- B. GROUND NOISES:**
- |  |   |   |  |
|--|---|---|--|
| <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 |
- (Check all that apply)
- |   |  |  |                                |
|---|--|--|--------------------------------|
| <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 |                                |
- Other \_\_\_\_\_

- THREAT LANGUAGE:**
- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> Foul                         | <input type="checkbox"/> Irrational | <input type="checkbox"/> Message Read By Threat Maker |
| (Check All That Apply) <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well Spoken (Educated)       |

**REMARKS:**

---

---

Person receiving call: \_\_\_\_\_ Rank/Shield Number: \_\_\_\_\_

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

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

TRANSFER ABOVE INFORMATION TO AN INCIDENT REPORT



## Chapter 14

### Hazardous Material

In most situations – i.e. a chemical release in a laboratory areas – the incident will be handled locally and will not require the Emergency Management Team to be convened. Instructions to staff and students on how to handle the situation are included in the “What to do in Case of an Emergency” and posted on the College website. Staff who come into contact with potentially hazardous chemicals receive training from our Environmental Health and Safety Officer. All incidents must be reported to Public Safety and our Environmental Health and Safety Officer.

In situations when a hazardous material spill causes disruption to the Academic and/or Administrative operations of the College, Public Safety will contact the Vice President for Administration and Finance, who will then convene the Emergency Management Team. The Director of Public Safety has the discretion to implement an evacuation or shelter in place protocol in order to protect the health and safety of people in or around the area of the incident. In cases when the hazardous material is known to be explosive or present a fire hazard, Public Safety will immediately notify the fire department and NYC HazMat team.

#### General Instructions for the Campus Community:

In the event of a hazardous chemical release, adhere to the following:

1. Alert others about the spill and tell them to leave the area.
2. If you are not trained in responding to chemical spills, leave the area as well.
3. Close off the area as much as possible to avoid exposure.
4. Notify Public Safety at x3333 and Environmental Health and Safety at x6048
5. (Remember: All spills have to be reported to Environmental Health and Safety).
6. During your call, please provide the following information:
  - a. Your name and contact number (or your location).
  - b. Location of the spill.
  - c. Name of the chemical material and quantity.
  - d. Material Safety Data Sheet (MSDS), if available.
  - e. How the spill occurred.
  - f. Report if anyone is injured and needs medical assistance.

**IF THE MATERIAL IS KNOWN TO BE EXPLOSIVE OR EXTREMELY FLAMMABLE, NOTIFY PUBLIC SAFETY IMMEDIATELY SO THEY CAN CALL THE FIRE DEPARTMENT AND NYC HAZMAT.**

- You can attempt to clean up the spill ONLY if you have been properly trained in spill remediation.
- Environmental Health and Safety and designated Natural Sciences personnel have the proper training and equipment for cleaning and decontaminating chemical and other hazardous material spills.

- If the spill is too large, leave the clean-up and decontamination to the vendor that is on emergency call.
- Use ONLY the correct spill clean-up supplies for that type of spill.
- Only those trained in spill remediation will have access to the proper supplies.
- All materials used to clean-up a chemical spill must be properly packaged and labeled as chemical waste. This material can only be disposed of by a chemical waste vendor.

**DO NOT CALL BUILDINGS AND GROUNDS OR CUSTODIAL SERVICES TO CLEAN UP THE SPILL.**



## MEMORANDUM

Date: November 2, 2016  
To: College Presidents and Graduate School Deans  
From: Howard Apsan  
Re: Weather-related Closure Policy

CUNY is committed to keeping its campuses open despite inclement weather. From time to time, severe winter storms and other emergencies may warrant closure of one or more campuses. The following is a brief summary of CUNY's weather-related closure policy.

When New York City public schools remain open, CUNY campuses and administrative offices will remain open. When New York City public schools close, campuses and administrative offices that are readily accessible by subway should still remain open. In case of extraordinary circumstances, Presidents of these campuses may decide to close after consultation with me or with or with Burt Sacks if I cannot be reached. In the case of campuses outside of Manhattan and/or not directly accessible by subway, i.e., Bronx Community College, Lehman College, The College of Staten Island, Medgar Evers College, Brooklyn College, Kingsborough Community College, Queens College, Queens borough Community College, and York College, the decision to close is at the President's discretion.

CUNY Alert should be used to inform the college community of any closures. Closure information should also be posted on the campus website. To ensure that this information is transmitted to the widest possible audience, including television, radio, and social media, along with [www.nyc.gov](http://www.nyc.gov) and 311, closures must also be reported into [www.cuny.edu/advisory](http://www.cuny.edu/advisory) prior to 6:00 AM by you or your DESIGNEE. All external outlets will be advised of the closings no later than 6:30 AM. Notice will also be posted to [www.cuny.edu](http://www.cuny.edu) and on CUNY's Facebook and Twitter sites.

It should be noted that even during campus closures, employees designated as "essential staff" must still report to work. And because emergencies are often unpredictable, we ask you each year to submit updated contact information for the primary and secondary campus designees who may act on your behalf if you are unavailable during an emergency. The current list is attached.

Please share this policy with the appropriate personnel on your campus, submit the updated emergency contact information to me by November 15, 2016, and let me know if you have any questions or would like additional information on winter storm preparedness.

Thank you.

cc: Chancellor Milliken  
Cabinet  
Administrative Council