



MANHATTAN COLLEGE

Emergency Response Guide for Students, Faculty & Staff



NYC
Emergency
Management



Manhattan College
Department of Public Safety
24 Hour Emergencies: 718-862-7333



24 Hour Emergencies

718-862-7333

24 Hour Non-Emergencies

718-862-7500

Table of Contents

Part 1

Important Phone Numbers	4
Reporting an Emergency	4
Introduction.....	5
Be Prepared.....	5
Emergency Communication	5
Emergency Management Overview	6
Emergency Levels	6
Building Evacuations and Assembly Areas	7
Sheltering in Place	8
Lockdowns	8
Blue Light Emergency Phones	9
Automatic External Defibrillators (AED).....	9

Part Two

Active Shooter or Armed Assailant	11
Bomb Threats	13
Bomb Threat Checklist	14
Building Evacuations.....	15
Fire and Explosions.....	16
Hazardous Materials.....	18
Major Threat or Emergency Incident in NYC.....	19
Medical Emergency	21
Mental Health Crises	22
Missing Students	23
Sexual Assault.....	24
Suspicious Packages	27
Utility Emergency	29
Violent, Disruptive or Criminal Behavior.....	29
Weather Emergencies.....	30
Resources	32



Important Phone Numbers and Emergency Reporting

In case of an emergency on campus notify Public Safety immediately at **718-862-7333** or extension **7333**. This could include suspicious activity, crime on campus, a dangerous condition, or someone injured or ill. Remain calm and provide the following information:

- Your location.
- The nature of the emergency / situation.
- Your name and phone number from which you are calling.
- Stay on the line until you are certain no further information is required.
- After notifying Public Safety alert others in your immediate area as necessary.
- If you call 911 first, please call Public Safety at extension 7333 after you hang up with 911.

PLAN AHEAD. Program these numbers in your cell phone for quick and easy access when you need assistance.

CAMPUS EMERGENCIES

Main Booth, 24 hours **718-862-7333 or ext.7333**
In the event of a serious Police/Fire/Medical Emergency also call 911

Manhattan College Public Safety Department 718-862-7240
Administrative Office (Monday-Friday, 9am-4:30pm) Jasper Hall 1st Floor

Campus Non-Emergencies - Main Booth (24 hours) x7500

Horan Hall security desk (24 hours) x7389

Kelly Commons security desk x8100

Lee Hall security desk (24 hours) x7386

MCP Garage security (24 hours) x7853

Overlook Manor security desk (24 hours) x7376

Research and Learning Center security desk x7702

Counseling Center 718-862-7394 MGL 5th Floor, Monday-Friday, 9 AM - 4:30 PM

Health Services 718-862-7217 Thomas Hall, rm. 212, Monday-Friday, 9 AM - 4:30 PM

Residence Life 718-862-7438 Thomas Hall 5th Floor, Monday-Friday, 9 AM - 4:30 PM

Title IX Coordinator 718-862-7392 Memorial Hall, room 305

Introduction

In today's world being prepared to react in an emergency situation is something everyone needs to think about, whether you're on or off campus. Emergencies can occur with no warning, anywhere and anytime. As all emergencies will vary in scope and complexity, you may need to alter your response dependent on the conditions at hand. Use your best judgment to stay safe and reduce personal risk.

This information is being provided as a resource and *guide* to help you stay safe in the event of an emergency at Manhattan College; please take the time to familiarize yourself with it. The Manhattan College Department of Public Safety is and will always remain fully committed to the safety and welfare of our students, faculty, staff and visitors.

Be Prepared

Knowing what to do can save lives. These tips can help you stay safe-

- Program Public Safety phone numbers into your cell phone for quick access.
- Always carry your MC ID with you at all times on campus, and do not lend your College ID to anyone.
- Be familiar with emergency and building evacuation guidelines.
- Know where emergency exits are near your office, classrooms and within your residence hall.
- Always know 2 ways to get out of any facility you are in should one route be unsafe.
- Be familiar with the locations of campus Blue Light emergency telephones.
- Familiarize yourself with the locking of your office, classroom and residence hall doors.
- Notify Public Safety immediately of any emergency, suspicious activity or dangerous conditions on campus. Stay calm and provide as much information as possible.

Emergency Communications

Follow the directions of College personnel during an emergency. In the event of an emergency on campus the MC community can get information from several sources:

Emergency Alerts - e2Campus

MC utilizes an emergency communication system called e2Campus. In the event of an emergency at the College e2Campus will enable prompt notification to individual members of the College community via text and email messaging. You can sign up via the Public Safety link on the College webpage, and you can add more than one email or phone number to your account so parents and families can also be notified. *It is very important that you sign up with e2Campus to stay informed; Public Safety strongly urges all students and employees to do so.*

Campus Public Address (PA) System

A PA system with exterior speakers has been installed on campus. This system will enable the broadcast of emergency messaging to alert the College community.

Webpage

Emergency information will be available on the College webpage at www.manhattan.edu

Radio / TV

Public radio stations and local news stations will broadcast information regarding weather related closings or delayed openings at MC. Check the following for information-

Television Stations: NY1, CBS2, NBC4, FOX5, ABC7, PIX11, News12

Radio Stations: 1010 WINS, 880 CBS, 710 WOR, 770 ABC, WNYC, WHUD

Emergency Management Overview

The College incorporates state and federal guidelines, real world experience and the Federal Emergency Management Agency's (FEMA) Incident Command System components into our emergency management program. Manhattan College's emergency response guidelines are continuously reviewed and modified as needed to ensure they are current and in line with emergency planning best practices.

Campus response to an emergency will include components and resources from, but not limited to, our Public Safety and Physical Plant Departments, Emergency Response and Emergency Management Teams. The following components are the structure for the management of emergencies on campus.

- **College President** – provides executive leadership in the event of a major emergency on campus.
- **Vice President for Student Life** – acts as the Incident Commander (IC) responsible for the operational direction of emergency response.
- **Office of Marketing and Communications** - manages communications within the College community, the public, and the media.
- **Emergency Response Team (ERT)** – will assess, respond to, and determine the need for resources or assistance from agencies outside the College during an emergency.
- **Emergency Management Team (EMT)** - manages the operational response to a moderate or major campus emergency.
- **Emergency Operations Center (EOC)** – serves as the central location for incident management for level 2 or 3 emergencies as needed. The MC Incident Commander could direct activation of an EOC based on the location and scope of the emergency. Functions include response, monitoring, deployment and coordination of resources and equipment, coordination with local government and disseminating information to the College community.

Emergency Levels

Emergencies at MC are classified according to severity and potential impact on College operations:

Level 1 (Minor Emergency)

A minor, localized department or building incident resolved with existing resources or limited outside help. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area. Impacted personnel or departments coordinate directly with Public Safety, Physical Plant or other departments to resolve the issue.

Level 2 (Moderate Emergency)

A mid-level emergency that disrupts sizable portions of the campus community. Level 2 emergencies may require assistance from external sources. These events may escalate quickly and may have serious consequences on operations and/or life safety. Conditions will determine the necessity to activate all or part of the Emergency Management Team.

Level 3 (Major Emergency)

A major incident that adversely affects the entire campus and the surrounding community. The effects of the emergency are wide-ranging and complex. During a Level 3 emergency normal College operations could be suspended. The Emergency Management Team would convene to manage the large scale scope of the incident.

Emergency Response and Building Evacuations

MC wants you to be safe and needs you to be prepared. We all share the responsibility of keeping the MC community safe, and evacuating a building calmly and safely is essential to this objective. Everyone at MC should be familiar with the procedures for fire alarm and building evacuations, sheltering in place and building lockdowns. These actions can help you stay safe in the event of an emergency on campus. Use common sense, stay calm, and think before you act. ****See additional information regarding building evacuations on page 15 of this guide.***

Building Assembly Areas

Be familiar with campus assembly areas and know where to go when evacuating. In the event of a building evacuation report to an assembly areas and await instructions from Public Safety officers, College personnel or emergency responders. ***These are initial locations and subject to change dependent on incident conditions. When evacuating - stay safe; keep away from the building and stay out of the street.***

<u>Building</u>	<u>Address</u>	<u>Assembly Area(s)</u>
1. Alumni Hall	4513 Manhattan College Pkwy.	Quad
2. Broadway Garage	5935 Broadway (MCP entrance)	Mini-Quad
3. Chrysostom Hall	4513 Manhattan College Pkwy.	A. Quad B. Jasper Parking Lot
4. Chapel of De La Salle	4513 Manhattan College Pkwy.	A. Quad B. Walsh Plaza
5. De La Salle Hall	4513 Manhattan College Pkwy.	A. Quad B. Mini-Quad
6. Draddy Gym	4513 Manhattan College Pkwy.	Quad
7. Lee Hall	4455 Manhattan College Pkwy.	A. Walsh Plaza B. Thomas Hall loading dock area
8. Hayden Hall	4525 Manhattan College Pkwy.	A. Mini-Quad B. Garage Side of MCP
9. Horan Hall	4381 Post Road	A. Walsh Plaza B. Thomas Hall loading dock area
10. Gaelic Park	4000 Corlear Ave	LEO and RLC Parking Lots
11. Jasper Hall	4485 Manhattan College Pkwy.	Quad
12. Kelly Commons	3900 Waldo Ave.	A. Mini Quad B. W240 St.-North Side; Corlear to Irwin Ave.
13. LEO Engineering	3825 Corlear Ave.	A. RLC Parking Lot B. W240 St.-North Side; Corlear to Irwin Ave.
14. Memorial Hall	4513 Manhattan College Pkwy.	A. Quad B. Mini-Quad
15. Miguel Hall	4513 Manhattan College Pkwy.	Quad
16. O'Malley Library	4513 Manhattan College Pkwy.	Quad

17. Overlook Manor	435 West 238th Street	Waldo Ave.-Dash Place to Kelly Commons
18. RLC	3840 Corlear Ave.	A. LEO Parking Lot B. W240 St.-Corlear to Irwin Ave.
19. Robert A. Mahan	305 West 238 Street	LEO Parking Lot
20. Smith Auditorium	4513 Manhattan College Pkwy.	A. Quad B. Walsh Plaza
21. Thomas Hall	4575 Manhattan College Pkwy.	A. Quad B. Walsh Plaza

Sheltering in Place

“Shelter in Place” means to stay indoors because of dangerous conditions outside the buildings. Whether at the College, home, or elsewhere, there can be situations when it is best to stay where you are and remain indoors. You may be directed to stay where you are and/or shelter in place. This could be as simple as remaining inside while officials clear hazards from a nearby area. Unsafe conditions could include environmental issues, falling debris, utility emergencies or other unsafe factors. When officials advise you to shelter in place act quickly and follow instructions. Although “Shelter in Place” orders are extremely rare, it is important to know what to do.

1. MC will broadcast a “Shelter in Place” alert via e2Campus and/or the campus PA system.
2. Everyone should get indoors and proceed to a classroom, office or other similarly protected area.
3. If possible, select an interior room with few or no windows and take refuge there.
4. Once inside, close and stay away from windows and doors.
5. Turn off air conditioners and ventilation systems if instructed to do so by local or College authority.
6. Stay alert for additional information and instructions.
7. Make yourself comfortable and look after one other. Remain in protected areas until advised by College officials or a follow up e2Campus message that it is safe to come out.

Lockdowns

In the event of an active shooter or armed person incident on campus a “LOCKDOWN” alert message will be sent to the College community. “LOCKDOWN” means to lock and barricade yourself in a secure area that will help protect you from such a threat. Remember-

1. Escape is always the first option - your objective is to get away from the threat. If you can do so safely evacuate the campus or building immediately.
2. If you are unable to evacuate and have determined you need to “LOCKDOWN” to be safe, seek shelter in the nearest classroom, office, or other similarly protected area.
3. If possible do not seek shelter in any room with glass doors or walls.
4. Lock and barricade door(s) if possible. Use all available room furnishings to barricade the door.
5. Turn off lights and silence all electronic devices. Keep cell phones on silent and monitor for updated information from e2Campus and local media sources.
6. STAY OUT OF SIGHT. Stay out of view from the door window and room windows.
7. Take a seated position on the floor next to an interior solid wall.
8. Do not respond to a fire alarm during a lockdown unless imminent signs of fire are observed.
9. Do not respond to directives to open the door or exit the room.

****See additional information regarding lockdowns and active shooter procedures on page 13 of this guide.***

Blue Light Emergency Telephones

MC has installed a number of **Blue Light Telephones** on campus to report emergencies; these devices enable you to speak quickly with someone from Public Safety. The phones are located under or near a blue light. By pressing the button on the callbox the blue light strobe flashes and users are immediately connected with an officer from the Department of Public Safety.

Emergency Blue-Light Phone Locations on Campus

- | | |
|---------------------------------|--|
| 1. Draddy Parking Lot | Entrance to lot |
| 2. Financial/Bursar Services | On Miguel Hall path in front of this office |
| 3. Horan Hall Steps | Post Road to Horan Hall service road |
| 4. Kelly Commons (2) | Pedestrian Walkway (north and south ends of the building) |
| 5. Leo Engineering Building | On Tibbett Ave side of the building, mid-block |
| 6. Hayden Hall/O'Malley Library | Bottom of the steps near Manhattan College Parkway |
| 7. Thomas Hall/O'Malley Library | Lower Corridor to Lee Hall (under library Founder's Bridge) |
| 8. MC Parkway Garage | A total of 21 phones are located in the garage
(4 on each level at stairways) |

Automatic External Defibrillators (AED)

MC has installed a number of AEDs on campus which are used to assist victims in cardiac arrest. Public Safety officers and supervisors are certified in first aid, CPR and Automated External Defibrillator (AED) use.

AED Locations on Campus

- | | |
|-----------------------------|---|
| 1. Alumni Hall | Athletic trainer's office |
| 2. Draddy Gym | Gym floor – near restrooms |
| 3. Horan Hall lobby | Public Safety desk |
| 4. Kelly Commons | Public Safety desk |
| 5. Kelly Commons | Fitness Center (3 rd floor) |
| 6. Lee Hall | Public Safety desk |
| 7. College Main Entrance | Public Safety booth |
| 8. Manhattan College Garage | Public Safety booth |
| 9. Mobile unit | Public Safety Patrol Vehicle |
| 10. O'Malley Library | behind circulation desk (5 th floor) |
| 11. Overlook Hall lobby | Public Safety desk |
| 12. RLC Lobby | Public Safety desk |



Part Two

Active Shooter or Armed Assailant	11
Bomb Threats	13
Bomb Threat Checklist	14
Building Evacuations.....	15
Fire and Explosions.....	16
Hazardous Materials.....	18
Major Threat or Emergency Incident in NYC.....	19
Medical Emergency	21
Mental Health Crises	22
Missing Students	23
Sexual Assault	24
Suspicious Packages	27
Utility Emergencies.....	28
Violent, Disruptive or Criminal Behavior.....	29
Weather Emergencies.....	30
Resources	32

Emergency Response Guide for Students, Faculty & Staff

Active Shooter or Armed Assailant

An active shooter or armed assailant is someone actively engaged in killing or attempting to kill people in a confined and/or populated area. An active shooter or armed assailant incident could occur on or near campus with little or no warning. These guidelines can reduce your risk and help keep you safe in such a situation.

- Active shooter situations are unpredictable and evolve quickly. Victims are selected randomly.
- In most cases the event is over within minutes and before law enforcement arrives on the scene.
- Always be aware of your environment, potential dangers, and use your best judgement to stay safe.
- Take note of the two nearest exits in any facility you visit and think about how you would get out in the event of an emergency.

Directives for the MC Community

In the event of an active shooter or armed person on campus a “LOCKDOWN” alert message will be sent to the College community. “LOCKDOWN” means to lock and barricade yourself in a secure area that will help protect you from the threat. Try your best to stay calm and quickly determine what you will do to stay safe. *Knowing what to do can save lives!*

Stay Safe

1. RUN (AVOID the Threat)

Get off campus or out of a building and away from the threat.

2. HIDE (BARRICADE and LOCKDOWN)

Lock and barricade (lockdown) yourself in a secure area that will protect you from the threat.

3. FIGHT (CONFRONT and TAKE ACTION)

As a last resort to protect yourself- fight back against the attacker.

RUN (AVOID the Threat)

1. Your decision to evacuate or lock down depends on your specific situation. Escape is always the first option - get away from the threat. If you can do so safely evacuate the campus or building immediately.
2. Visualize your escape route before beginning to move. Get out or away as quickly as possible.
3. Avoid using elevators; the car may stop on an unsafe floor.
4. Leave your belongings. Don't pick up or carry anything with you. Don't go back for anything.

CALL 911 and Public Safety immediately or as soon as you can do so safely.

Provide 911 and Public Safety with the following information if known-

- Exact location of the shooter and number of shooters
- Physical description of shooter and type of weapons being used
- Number of people injured and types of injuries.
- Your name and specific location (building name, address and office/room number)

HIDE (BARRICADE and LOCKDOWN)

1. If evacuating the building or campus safely is not possible you must hide and “LOCKDOWN”.
2. Seek shelter in the nearest locking room or a similarly protected area; avoid rooms with glass doors/walls.
3. Quickly get as many others as possible into the room for their safety.
4. **Lock and barricade the door** - use all available room furnishings to barricade the door (use large heavy objects such as desks, file cabinets, furniture, copy machines, etc.) Turn off lights.
5. **STAY OUT OF SIGHT.** Sit on the floor next to an interior wall and out of view from door and room windows.
6. Stay quiet. Silence cell phones and electronic devices. **KEEP PHONES on SILENT**, not on vibrate.
7. Monitor your phone for updated information from e2Campus or other sources.
8. Do not respond to a fire alarm during a lockdown unless imminent signs of fire are observed.
9. Do not respond to directives to open the door or exit the room.
10. Remain in lockdown until a message is sent via e2Campus that it is safe or you are released from the room by Public Safety or the NYPD.

FIGHT (CONFRONT and TAKE ACTION)

In this situation only take action if evacuating or locking down is impossible and you come face to face with the assailant. This is a last resort, when your life is in imminent danger, and you have no other options.....

1. Have a plan – commit to your actions – act quickly.
2. Work as a team with others to overpower and incapacitate the assailant.
3. Act with physical aggression: yell, scream, improvise weapons and/or throw items at the shooter.
4. Remember: the attacker will continue until they are stopped.

Police Response

When the police respond to an active shooter incident they may initially consider *everyone* as a potential threat. The first officers on scene will not stop to help the injured. Their primary objective is to locate and stop the assailant. Officers may shout directives at you or push people to the ground. When law enforcement arrives on scene you should:

- **STAY CALM. Listen to and follow all commands by police.**
- **DO NOT** run towards police – move calmly and slowly.
- **DO NOT** carry anything in your hands - it could be mistaken for a weapon.
- Keep your hands up, **empty** and visible. **DO NOT** make any sudden or alarming movements.

When You Are Safe

Once you have evacuated and are in a safe location:

- Let someone from your family or a friend know you are safe.
- Contact Public Safety and let them know you are safe.
- Be prepared to possibly be detained and questioned about the incident by police.

Emergency Response Guide for Students, Faculty & Staff

Bomb Threats

Bomb threats or suspicious package incidents are rare, but should one occur, they must always be taken seriously. Any such threat made against the MC College community is a serious criminal offense that will be thoroughly investigated by both the New York City Police Department and the MC Public Safety Department.

Directives for the MC Community

Most bomb threats are communicated by telephone although other forms of communication can be utilized. If you should ever receive a bomb threat try your best to remain calm. NEVER assume a bomb threat is a prank.

1. If a phone threat is received listen carefully, gather as much information as possible, and do not interrupt the caller. Do not hang up the phone once the call has ended. If a threat is left on your voicemail do NOT erase it.
2. If a threat is sent via email do NOT erase it. Don't turn off the computer or close any windows or browsers.
3. Make note of the time of the call. Write down the Caller ID number if available.
4. Write down any information the caller provides. Use the "Bomb Threat Checklist" form if available. Otherwise, try to obtain the following information from the caller:
 - Where is the bomb?
 - When will it explode?
 - What will cause it to explode?
 - What does it look like?
 - Did you place the bomb?
 - What is your name?
 - Where are you calling from?
5. Note any characteristics of the caller's voice such as gender, age and/or accent.
6. Note background noises and/or distinctive sounds such as traffic, other voices, television, music, etc.
7. **Immediately after the call has ended contact Public Safety at 718-862-7333 or x7333 and be guided by their instructions.**
8. If a decision is made to evacuate a campus building the MC community will be advised via e2Campus to follow standard evacuation procedures and report to building assembly areas. Do not re-enter the building until you are instructed to do so by Public Safety personnel.



BOMB THREAT CHECKLIST

Remain calm and try to keep caller on the line.

EXACT WORDS OF CALLER:

Time Call Received: _____ Date Call Received: _____

Caller ID Number of Incoming Call

Questions to Ask Caller

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you place the bomb? _____ Why? _____
7. What is your name? _____
8. Where are you? _____

Voice

Male []
 Female []
 Familiar []
 Not Familiar []
 Loud []
 Soft []
 High Pitched []
 Deep []
 Accent []
 Other _____

Manner

Calm []
 Coherent []
 Angry []
 Emotional []
 Calm []
 Intoxicated []
 Emotional []
 Laughing []
 Well Spoken []
 Other _____

Background Noise

Street []
 Bar / Club []
 Factory []
 Subway []
 Street []
 Angry []
 Office []
 None []
 Other _____

9. Did caller read a prepared statement? [] Yes [] No Approximate age of caller? _____

10. Your Name: _____ Your Position: _____

Emergency Response Guide for Students, Faculty & Staff

Building Evacuations

Building evacuations don't happen often, but when they do, MC wants you to be safe and needs you to be prepared. Usually evacuations are caused by a fire alarm activation, however, there are other reasons a building may have to be evacuated. Examples include a gas leak; chemical spill; power failure or other situation where it would be best for occupants to evacuate.

Be Prepared

Building occupants should be familiar with the buildings they work or reside in. Know how to get out safely during an emergency, evacuation routes and assembly areas. Determine in advance the nearest exit from your work location, classroom or dorm room and the route you will follow to that exit in an emergency. Establish an alternate route to be used in the event your primary route is blocked or unsafe.

Assembly Areas

In the event of a building evacuation occupants should report to an assembly area and await instruction from Public Safety or emergency responders. These are initial locations and subject to change depending on conditions. **building assembly areas are listed on page 7 of this guide.*

Directives for the MC Community

In the event of a building evacuation:

1. Don't panic. Evacuate calmly, quickly and safely.
2. Quickly secure your workplace and take with you items such as your ID, keys, purse, medication, glasses.
3. Do not use the elevators. Evacuation should be made via the nearest safe exit.
4. If you are supervising students instruct them to remain together and exit calmly.
5. Assist others who need assistance due to impairment.
6. Proceed to the closest building assembly area and await further instruction.
7. *Stay clear of the building and out of the street.*
8. Keep building access, streets and sidewalks clear for responding emergency personnel.
9. Advise Public Safety of the location of anyone who has not evacuated due to injury or impairment.
10. Follow instructions from Public Safety personnel or emergency responders.
11. Don't re-enter a building that has been evacuated until Public Safety officers advise it is safe to do so.

If You Need Assistance or are Unable to Evacuate

1. Don't panic – remain calm and stay in your office, classroom or dorm room.
2. Call Public Safety for assistance at 718-862-7333 and provide your name, phone number and location.
3. Notify those evacuating of your situation so they can alert Public Safety of your location.
4. Plan ahead – if you know you will have difficulty evacuating a building in an emergency notify Public Safety in advance so accommodations can be made to assist you.

Emergency Response Guide for Students, Faculty & Staff

Fires and Explosions

All students and employees of Manhattan College need to be familiar with the response procedures for a fire, explosion or fire alarm emergency on campus. In the event of a fire or explosion every second counts. You need to know what to do and where to go to be safe. **ALL FIRE ALARMS** must be taken seriously.

Be Prepared

Building occupants should be familiar with evacuation routes and assembly areas. Know how to get out and how to be safe. Determine in advance the nearest exit from your work location or classroom and the route you will follow to that exit in an emergency. Establish an alternate route to be used in the event your primary route is blocked or unsafe.

Assembly Areas

In the event of a building evacuation occupants should report to an assembly area and await instruction from Public Safety or emergency responders. These are initial locations and subject to change depending on conditions. ****building assembly areas are listed on page 7 of this guide.***

Directives for the MC Community

1. If you see a fire or smoke condition within the building pull or activate the nearest fire alarm pull station.
2. Report it immediately to Public Safety at (718) 862-7333 and 911 as soon as you can do so safely.
3. Provide the exact location and nature of the emergency. Don't attempt to put out a fire – call for help.
4. Evacuate the building safely and report to an assembly area.

If the Fire Alarm Sounds

1. *Evacuation is mandatory - everyone must evacuate the building.*
2. **EVACUATE CALMLY, SAFELY, and QUICKLY.** Walk – don't run, push or crowd.
3. Quickly gather your coat, purse, ID, keys other personal belongings and take them if you can do so safely.
4. Close doors and windows behind you while exiting if possible; this will help contain smoke and fire.
5. Do not lock doors.
6. **Do not use the elevators.** You could become trapped or an elevator could open on an unsafe floor.
7. Exit the building from the **closest safe** exit.
8. Move quickly away from the building. Watch for falling glass and other debris.
9. Quickly proceed to a building assembly area.
10. Keep building access, streets and sidewalks clear for responding emergency personnel.
11. Follow directives from Public Safety personnel and emergency responders.
12. Do not re-enter the building until you are instructed to do so by College personnel.

Help Others

If you can do so safely assist those that may need help exiting the building.

1. Alert other people by knocking on doors on your way out.
2. Avoid transporting others up or down stairwells without the assistance of emergency personnel.

3. If they are unable to evacuate and you can do so safely, escort them to a safe position at the nearest stairwell where they will await assistance. **Notify** Public Safety officers or emergency responders on the scene of their location.
4. If you are supervising students instruct them to remain together and meet at building assembly areas.
5. Report the names of anyone missing to emergency response personnel along with their last known location.

If You Need Assistance Evacuating

Everyone should evacuate the building upon hearing an alarm. In the event you are unable to exit the building:

1. Don't panic - if you can't exit without assistance proceed to the nearest safe stairwell and remain there.
2. Contact Public Safety at (718) 862-7333 and advise them where you are located.
3. Notify those evacuating of your situation so they can advise Public Safety of your location.
4. Planning ahead is important:
 - Inform Public Safety ahead of time if you will have trouble evacuating in an emergency.
 - Familiarize yourself with the location of the nearest exit or stairwell. Know where a second exit is located in case the first one is not accessible.

When Evacuating

1. Check doors for heat before opening. Don't open a door if it's hot. If it's cool open it slowly. Slam it shut if smoke pours through.
2. If you have to escape through smoke, stay close to the ground (crawl) with your head one to two feet above the floor; this is where the best air quality is.

If Trapped in a Building

1. If you are unable to evacuate because of fire or smoke in the building try to remain calm.
2. Get in a room with windows and close the door.
3. Call Public Safety and 911 to notify them of your location.
4. If possible, put a wet towel or garment under the door to keep out smoke and seal air ducts or other openings where smoke may enter.
5. Avoid breaking windows; open one and call for help. Wave a towel or article of clothing to signal for help.
6. Stay close to the floor where the air is less contaminated by smoke.

Fire Safety Tips

Accidental fires from food, cooking materials or unattended cooking are the most common fire safety issues in college dorms. Following these basic guidelines can help reduce the chance of fire related injuries on campus.

- a. Don't hesitate when you hear the fire alarm sound. **GET OUT quickly and safely.**
- b. Identify the 2 closest exits and all potential evacuation routes near your office, classrooms and dorm room.
- c. Know the location of nearest fire alarm pull station and how to use it.
- d. Never prop open hallway doors or block or lock fire exit doors.
- e. Keep corridors clear of flammable materials to prevent the rapid spread of fire.
- f. Never leave any food you are cooking unattended.
- g. Do not tamper with or alter smoke alarms in any manner. Doing so is dangerous and a serious offense.
- h. Report damaged or missing fire safety equipment or devices to campus public safety.

Emergency Response Guide for Students, Faculty & Staff

Hazardous Materials

Any incident involving potentially hazardous materials, chemicals or other substances can be disruptive and may pose a safety threat to the College community. MC Physical Plant, Public Safety and other qualified College professionals will work to safely mitigate any such incident. The objective is to ensure a safe environment for the College community and restoration of services in a timely fashion.

Directives for the MC Community

Upon discovering a spill or having been exposed to a potentially hazardous material (chemicals, bodily fluids, etc.), members of the MC community should:

1. Notify Public Safety immediately. Be specific about the nature of the involved material if known, estimated amount of material spilled and the exact location of occurrence.
2. If available consult Material Safety Data Sheets (MSDS) for any chemical to which someone has been exposed. Provide this information to emergency responders.
3. Seal off the area to prevent further contamination or injury by closing doors. Don't allow anyone to enter the contaminated area. Do not step in, touch, or attempt to clean up any spills.
4. Alert others in the area and evacuate to a safe location, outside the building if possible. Assist others as needed.
5. Never enter a room or building from which a strong odor or vapor is being emitted. Avoid inhaling fumes, gases, or vapors as you could be overcome or pass out.
6. For fumes and vapors -- any spark could cause ignition leading to an explosion. Do not call from cell phones or two-way radios. Do not pull fire alarms if you detect gas. For flammable materials, turn off all ignition sources.
7. If a substance makes contact with your skin flush the affected area with running water for at least 15 minutes. Promptly remove any contaminated clothing.
8. You and those around you may require decontamination. Do not leave the site until cleared by emergency response personnel. Anyone that has had contact with the substance should stay together in a safe, isolated area.
9. Affected areas of the building may be sealed off to prevent injury. If Public Safety initiates an evacuation of your area or the entire building follow standard evacuation procedures. Do not return to an evacuated building or area unless authorized by Public Safety.

Emergency Response Guide for Students, Faculty & Staff

Major Threat or Emergency Incident in NYC

A major incident in New York City or the tristate area such as a terror related incident, a nuclear, biological, chemical or radiological release, or even a severe health emergency will significantly impact communications, utilities and transportation within the New York City area. MC has access to various emergency management officials and offices within NYC and will obtain current information to help keep everyone informed.

Depending upon the severity of the situation a determination may be made to have the campus community shelter in place or evacuate. Evacuation should be considered as part of everyone's planning efforts. City officials would advise evacuation as a last resort when a serious threat to public safety exists. If you must evacuate, your plan should include staying with friends or family.

Directives for the MC Community

In the event of a significant emergency within NYC the gathering of information is critical. Stay alert for current information from local authorities and e2Campus.

1. Depending on the specifics of the emergency the first important decision is whether to shelter in place or evacuate. Use common sense and all available information to determine if there is immediate danger. MC will advise a suggested course of action based on local government recommendations.
2. Remember, evacuation routes will change based on the emergency, so stay tuned to the local news. Access NYC.gov or call 311 (TTY: 212-504-5115) for the latest information.
3. If you are on campus or in a residence hall stay alert for information and directives from MC including *e2Campus* notifications. This may include information on class cancellations or the closing of the College.

Shelter in Place

Whether at home, MC or elsewhere, there may be situations when it is best to stay where you are during an emergency. During some emergencies you may be asked to stay where you are, or shelter in place. Shelter in Place means to stay indoors because of dangerous conditions outside. This could be as simple as remaining inside while officials clear hazards from a nearby area, or it could require more active measures during emergencies involving contaminated air. Unsafe conditions could include environmental issues, falling debris, utility emergencies or other unsafe conditions. When officials advise you to shelter in place, act quickly and follow instructions.

1. MC will send an alert to shelter in place via the e2Campus emergency notification system.
2. Proceed to a classroom, office or other similarly protected area.
3. Close and stay away from windows.
4. If air quality is hazardous, turn off air conditioners and ventilation systems. If you are in a vehicle close the windows and air vents and do not operate the air conditioner.
5. Stay alert for current news and official instructions.
6. Remain in protected areas until advised otherwise.

Evacuating (Getting Away)

You may decide to evacuate or are directed to leave the area. Plan how you will meet with family or friends and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency. Assure family and friends have emergency contact phone numbers readily available.

If Instructed to Evacuate

1. Stay alert for current news and official instructions.
2. Gather valuables, identification and any personal items you may need, including: medication, cash, credit cards, cell phone/charger, blanket or sleeping bag, appropriate clothing and personal hygiene items.
3. Within NYC vehicle traffic will experience heavy gridlock conditions. Consider walking or taking public transportation if possible.
4. Leave the city by routes designated on news broadcasts. You may be advised to go directly to the home of a friend or relative or to stop at a public reception center or temporary shelter if available.

Have a Plan

Ready New York is NYC Emergency Management's public education campaign. Through the program you can learn about the hazards you may face in New York City and prepare for all types of emergencies by writing an emergency plan, choosing a meeting place, gathering supplies for your home, and preparing a Go Bag in case you need to leave your home in a hurry. Visit this campaign for more information at- <https://www1.nyc.gov/site/em/ready/ready-new-york.page>

1. Develop and practice a disaster plan with your household members or friends to prepare for what to do, how to find each other, and how to communicate in an emergency.
2. Decide where your household members or friends will reunite after a disaster. Identify two places to meet: one near your residence and another outside your immediate neighborhood.
3. Practice using all possible exit routes from your home and neighborhood.
4. Designate an out-of-state friend or relative who household members can call if separated during a disaster. If New York City phone circuits are busy, long-distance calls may be easier to make. This out-of-state contact can help you communicate with others.
5. Register for emergency notifications by visiting NYC.gov/notifynyc, calling 311, or following @NotifyNYC on Twitter.

Emergency Response Guide for Students, Faculty & Staff

Medical Emergency

Everyone at MC should know how to respond to a medical emergency. A medical emergency occurs when a person needs assistance because they are injured, ill, or otherwise incapacitated. Getting help for someone quickly can save their life. Be familiar with the location of Automatic External Defibrillators (AED) on campus in the event someone experiences a cardiac emergency.

Directives for the MC Community

1. If you become aware of a person who needs medical assistance **contact Public Safety immediately at x7333 (718-862-7333).**
2. **Call Public Safety and 911 if:**
 - The person is unconscious
 - The person cannot breath
 - The person has chest pains
 - The person has a severe injury
3. Provide full and accurate information to help the dispatcher send the right responders and equipment. When calling remain calm and clearly state, "This is an emergency."
4. Provide –
 - Location of the emergency
 - Nature and cause of the medical emergency/situation
 - Observations: is the victim conscious? Breathing? Severely bleeding? Other victims?
 - Phone number from which you are calling
 - Other hazards that may be present
 - Don't hang up until instructed to do so, unless there is an immediate threat to your safety
5. Excessive drug or alcohol use can result in life threatening situations. **Don't delay – get help as soon as possible for the person in need.**
6. Stay with the person(s) if possible. Keep them still and comfortable until help arrives.
7. If trained, provide appropriate first aid while awaiting the arrival of emergency responders.
8. Do not move the person unless they at risk of further serious injury.

Mental Health Crises

A mental health crisis can be a life threatening situation. When someone is in distress, distraught, threatening harm to themselves or others, are severely disoriented or out of control, they are in need of immediate assistance. We all should be alert to anyone exhibiting any indicators of a mental health crisis and assist in getting them the help they need.

Examples of a Mental Health Crises

- Suicidal, homicidal or threatening thoughts or behavior
- Emotionally distraught, very depressed, angry or anxious
- Severely impaired behavior due to drugs or alcohol
- A loss of contact with reality and or bizarre behavior
- Not taking prescribed psychiatric medications or self-injury, cutting, or eating disorders

Directives for the MC Community

Everyone at MC should know how to respond to a mental health crisis. No one has to do everything, but everyone can do something. All members of the Manhattan College community share an obligation to foster a safe environment for us all. If you have a concern about a fellow student please report it to the appropriate resource at the College to ensure help is afforded to them. *If there is an immediate risk to life or property, or someone is suicidal or threatening to harm themselves or others, they are in need of immediate assistance. In this type of emergency –*

1. Don't try to handle a situation by yourself that is potentially dangerous to you or others.
2. Contact Public Safety at x7333 (718-862-7333) or use any Blue Light phone located on campus.
3. Clearly state that assistance is needed. Report your name, location and the nature of the problem.
4. If occurring within a residence hall contact an RA or RD immediately after calling Public Safety.

Resources

In situations that are *not immediately life threatening* getting help can be as simple as contacting one of the many resources at the College that can help.

The Dean of Students should be notified when any member of the MC community becomes aware of the death of a family member or friend of a student so support and assistance can be afforded to them. If you need help or know someone that does, it can be arranged through these departments.

- | | | |
|--|--------------|--|
| 1. <u>Counseling Center</u> | 718-862-7394 | MGL 5th Floor, Monday - Friday 9 AM - 4:30 PM |
| 2. <u>Health Services</u> | 718-862-7573 | Thomas Hall, rm. 212, Monday - Friday 9 AM - 4:30 PM |
| 3. <u>Residence Life</u> | 718-862-7438 | Thomas Hall 5th Floor, Monday – Friday 9 AM - 4:30 PM |
| 4. <u>Dean of Students</u> | 718-862-7438 | Thomas Hall, 5th Floor, Monday – Friday 9 AM - 4:30 PM |
| 5. <u>Public Safety</u> | 718-862-7500 | 24 hours daily |
| 6. <u>Student Referral Form</u> - this online form is utilized by the Division of Student Life to provide intervention opportunities and offer guidance, assistance and support to students. Reports can be made anonymously if desired. Go to https://cm.maxient.com/reportingform.php?ManhattanCollege&layout_id=2 | | |



Emergency Response Guide for Students, Faculty & Staff

Missing Students

Manhattan College is fully committed to the safety and well-being of our students. The Clery Act (Federal Law) and New York State Education Law Chapter 129A, section 6434, requires Colleges to adopt and implement plans for the investigation of reports of missing students occurring on the grounds of the College. For the purpose of this plan the term "missing student" shall refer to any Manhattan College student who resides in a facility owned or operated by Manhattan College who has not been seen or has not been able to be contacted by friends or associates, and there is a concern for their safety.

MC Community

The following are guidelines for the reporting and investigation of a missing student at Manhattan College.

1. Any report of a missing or suspected missing student is to be reported to the Public Safety Department. Reports may also be made to any member of Residence Life staff or the office of the Dean of Students.
2. When a resident student cannot be located for a period of 24 hours or less, the Director of Public Safety, Director of Residence Life and Dean of Students, once notified, will commence an investigation into the student's whereabouts. This process will include, but not be limited to, interviews of friends, students, professors and a review of College records.
3. ***Every student living in the Residence Halls has an option to register a confidential contact person.*** This individual will be notified if the student is deemed missing, and only authorized College officials and law enforcement will have access to this information in furtherance of an investigation. Manhattan College will notify a custodial parent or guardian if a missing student is less than 18 years of age and not emancipated in addition to any additional contact person designated by the student.
4. To register a confidential contact log into the myHousing web portal at go.manhattan.edu/myHousing. You can also click the myHousing button on the MC portal.
5. If a resident student is not able to be located or contacted within 24 hours, the Director of Public Safety will contact the New York City Police Department to initiate an official police investigation. Manhattan College will continue to coordinate with and assist the NYPD in support of this investigation.

Emergency Response Guide for Students, Faculty & Staff
Sexual Assault

Everyone at MC needs to know how to respond to a sexual assault incident. Remember, no matter when or where the assault occurred, support and referral resources are available to help you. *Reporting a sexual assault may help prevent another assault. **Tell someone and get help.*** As a Lasallian Catholic College, we seek to honor and respect the dignity of all individuals. Manhattan College will offer assistance and support to any student who is the survivor of a sexual assault. You should know-

- Being assaulted is never the survivor's fault.
- Every sixty seconds someone is sexually assaulted.
- One in four women and one in ten men report sexual assault.
- Most college students (85%) sexually assaulted are victimized by someone they know and more than 90% don't report the assault.
- Although assaults committed by strangers do occur, acquaintance rape is far more prevalent among college students.

It is extremely important to report any incident of sexual assault whether you are the survivor or you know someone who is. All College services and procedures relative to sexual assault survivors are confidential. MC will assist any student assaulted with making notifications to the proper authorities if they would like to do so.

Directives for the MC Community

1. Report It

A survivor of a sexual assault occurring on campus should immediately report the incident to Public Safety or the local police via **911** for any incident occurring off campus. Assaults can also be reported to the Dean of Students, Residence Life staff, or the MC Title IX Coordinator. To report confidentially you may speak with a counselor in the Counseling Center.

2. Seek Medical Attention

If you are sexually assaulted a hospital visit should be made and follow-up medical care is crucially important. Manhattan College utilizes a hospital with a Sexual Assault Response Team (SART) to provide the highest standard of care available. You may need to be tested for sexually transmitted diseases and pregnancy. A survivor of a sexual assault should not wash, bath, change clothing, otherwise clean up and should bring a full change of clothing to the hospital. Clothes worn at the time of the attack may be kept as evidence.

3. Seek On Campus Assistance

MC encourages students assaulted to contact the Dean of Students for assistance in obtaining medical and counseling services or to make any necessary changes to academic program or residential housing situations if needed. Public Safety can assist survivors file a police report and obtain an order of protection if warranted.

4. Reporting

- a) As a Manhattan College student you always have the right to make a report to Public Safety, local law enforcement and/or state police. Additionally, you can choose not to report or to report the incident to the College. You also have the right to be protected by Manhattan College from retaliation for reporting an incident and to receive assistance and resources from the College.
- b) Reporting a sexual assault does not obligate a survivor to follow through with criminal prosecution or a College judicial investigation. Survivors can choose either, neither or both. Every effort will be made to ensure the confidentiality of all reports. If you become aware of someone that has been assaulted urge them to report it and seek help.
- c) Reports made to counselors in the Counseling Center, the Nurse Practitioner in Health Services and the campus Chaplain will remain confidential. Reports made to any other Manhattan College staff, faculty or administrator should be referred to the Title IX coordinator or designee.

Bystander Intervention

Many times there are bystanders present for events prior to a sexual assault occurring. Being an active bystander can help keep you and others in the Manhattan College community safer. If you see a situation that appears to be high-risk, remember you can intervene with the following options if you feel safe doing so:

- Ask “Are you ok?” or “Can I walk you home?” if you see someone that you’re concerned about.
- Get help if you’re not sure how to intervene. You can call Public Safety 718-862-7500 24/ hours a day, 7 days a week. If you’re off-campus, you can call 911 any time.
- Distract or diffuse the situation, and consider checking in with the person you’re concerned about.

Sexual Assault Prevention

Date or acquaintance assaults occur when you are forced or manipulated into having sex against your will. These crimes are committed by someone you know or a new acquaintance. Sexual assault is never the fault of the survivor. The following information can help protect you against sexual assault.

- a) Be aware of the impact of alcohol and other drugs on your judgment and that of your date. These drugs very often play a role in sexual assault. The majority of sexual assaults experienced by college students occur in situations involving alcohol consumption.
- b) People who are incapacitated by alcohol or drugs cannot legally give consent.
- c) Don’t put yourself in situations where you are alone with someone you don’t know well. If you find yourself in a situation where you do not feel comfortable with the person you are with – get out of the situation and away from them quickly. Practice being assertive about your boundaries.
- d) Trust your instincts. If you feel uneasy or sense something is wrong, call for assistance. Be active in supporting a safe and respectful community. If you see others engaging in disrespectful or inappropriate actions, speak up and get involved, or contact someone else to assist.

- e) If you are in a social setting, don't leave a drink unattended or accept one from someone you don't know. "Date rape drugs" can easily be added to any beverage. Date rape drugs are categorized as prescription, often illegal drugs that produce various effects on the body, most often sedative or depressing, and are often used in rape situations. They are usually odorless, colorless, and tasteless. Common date rape drugs include Gamma Hydroxy Butyrate (GHB), Rohypnol, MDMA (Ecstasy) and Ketamine.
- f) Don't go to a secluded place with someone you've just met or don't know well. Suggest meeting in public places. Don't go to your date's apartment or invite them to yours if you are just getting acquainted. Have others present.

Sexual Assault by a Stranger

Make it a practice to always be aware of your surroundings and don't put yourself in an unsafe situation. Be aware of the impact of alcohol and other drugs on your judgment, especially when out in public places, in transit or with people you don't know. Remember –

- a) **Walk in a group or with a friend(s) you know well, especially after dark or late night classes.**
- b) Be alert and aware of your surroundings, both inside buildings and on the street.
- c) Avoid deserted areas, parking lots, laundry rooms, and other poorly lit locations.
- d) If you feel unsafe or uncomfortable get to an occupied store or an area where others are present.
- e) Use elevators, stairs and restrooms in well trafficked areas.
- f) Keep apartment doors and windows locked.
- g) Always close your shades or blinds at night.
- h) Always know where to go for help.

Suspicious Packages

If you see something, say something. Everyone needs to be alert to the presence of any unusual items or potentially suspicious packages on campus. If you ever observe any such item or receive a package or letter you believe is suspicious or questionable immediately contact Public Safety.

Indicators of a Suspicious Package

- Powdery substance on package or envelope
- Oil stains, discolorations, odor or lopsided or uneven envelopes
- Excessive packaging material such as masking tape, string, etc., or excessive weight
- Ticking, rattling sound or protruding wires
- Excessive postage
- Handwritten or poorly typed addresses and misspellings of common words
- Strange return address or no return address
- Incorrect titles or titles without names or not addressed to a specific person
- Marked with restrictions, such as "personal," "confidential," or "do not x-ray"
- Marked with threatening language
- Postmarked from a city of state that does not match return address

Directives for MC Community

1. If you become aware of a suspicious or unusual package, letter or object - do **NOT** touch it, open it or disturb it.
2. **Contact Public Safety at x7333 (718-862-7333).**
3. Do not carry the item to other areas or show it to other people.
4. If anything spills out of the package, do not attempt to clean it up. Do not sniff, touch or taste the item or any contents that may have spilled. Do not place the package in water.
5. If indoors, isolate the package by having everyone leave the room. Close and lock the door, if possible, and evacuate the area.
6. Avoid using portable electronic devices (radios or cell phones) when dealing with or in the vicinity of any suspicious packages as they could possibly activate an explosive device.
7. Meet responding Public Safety staff; provide them with specific information about the package and the names of any persons who may have had contact with it.
8. If at any time a decision is made to evacuate a building in response to a suspicious package incident follow standard evacuation procedures and exit in a calm and orderly fashion. Building occupants will report to building assembly areas and await further instructions. Do not re-enter the building until advised to do so by Public Safety.

Emergency Response Guide for Students, Faculty & Staff

Utility Emergencies

Loss of power or other building mechanical systems are disruptive and may pose a safety threat. The MC Physical Plant will work to ensure a safe environment for the MC community and provide restoration of services within the shortest possible time. Public Safety and Physical Plant will inspect affected area(s) to determine the cause of the problem and any safety concerns. Affected building areas may be sealed off to prevent injury. If Public Safety initiates an evacuation of your area or the entire building follow normal evacuation procedures.

Directives for the MC Community

Be aware of and report any of the following to Public Safety immediately at **x7333 (718-862-7333)** from a safe, unaffected area.

1. Strange sounds, leaks, odors or other unusual occurrences.
2. Any water leak, flooding or sounds of running water that is not routine.
3. The loss of electricity or dimming or flickering of lights.
4. If you smell gas, smoke, other harsh odors, or there is the presence of excessive heat.

Water Leak/Flood

1. Safely evacuate the area. Avoid walking through flooded areas.
2. Report any persons with disabilities who are in the area and may need help or be relocated.
3. If there is a flood stop using all electrical equipment immediately - use extreme caution.
4. Avoid standing in flood water as it can carry electrical current.

Gas Leak

Gas leaks can cause fires and explosions. It's important you know how to recognize a gas leak and what to do if you suspect a leak. Gas smells like rotten eggs. You might see a white cloud, mist, fog, or bubbles in standing water. Gas can sound like roaring, hissing or whistling. If you suspect a gas leak:

1. Leave immediately and take others with you as you evacuate the building/area.
2. Do not turn lights or appliances on or off or use a cell phone near the area. Open windows if possible.
3. Identify persons with mobility related disabilities and provide assistance if possible.
4. Do not use elevators in the area.
5. Do not return to the evacuated area until advised to do so by Public Safety.

Elevator Emergency

1. If you become trapped in an elevator attempt to contact Public Safety by using the emergency alarm, telephone or speaker located on the elevator control panel (if available), a cell phone or shout for help.
2. Remain calm and wait for assistance.
3. **Don't** attempt to force open elevator doors or otherwise leave the elevator car. **This is extremely dangerous.**

Lockouts

If you are locked out of your office or locked within a room or office, notify Public Safety for assistance.



Emergency Response Guide for Students, Faculty & Staff

Violent, Disruptive or Criminal Behavior

The entire MC Community shares the responsibility of keeping our campus safe by being alert to criminal or suspicious behavior. Incidents of violence can occur on campus, in our workplace or at a residence hall with little or no warning. All members of the College community are strongly encouraged to report any form of violent, destructive or criminal behavior immediately to Public Safety.

Manhattan College strongly condemns any acts of violence on campus. All MC employees have a responsibility to promptly report any threats or incidents of workplace violence and be familiar with this policy found within the Employee Handbook. *If you see something, say something.*

Directives for the MC Community

1. If you become aware of any act of violence, disruptive or criminal behavior, or if an individual or group are acting in a suspicious or threatening manner on campus **contact Public Campus Safety immediately x7333 (718-862-7333). If you are off campus call 911.**
2. A threatening individual is someone you deem a threat to yourself or others. They may have weapons or may just make you feel uncomfortable. Trust your instincts. Call for assistance.
3. Get to a safe location. Leave the area and stay a safe distance away from any such individual, group or activity.

If You are the Victim of a Crime

1. Do not resist in an attempt to retain your property – *your safety is paramount in any encounter.*
2. Run and scream if possible to attract attention. Get to a safe location where you can get help.
3. Be observant to the physical description of the person.
4. Contact Public Safety if you are on campus or call 911 if you are off campus.

Sexual Assault & Sexual Misconduct

The College strictly prohibits harassing, violent, intimidating or discriminatory conduct by its students, employees or any other member of or visitor to the College community. If you have been the victim of a sexual assault, stalking, domestic violence or dating violence you are strongly encouraged to report it. Help and resources are available for you. Reports can be made to Public Safety, Residence Life, the Dean of Student's Office, the College's Title IX coordinator or the NYPD 50th Precinct.

Plan Ahead to Stay Safe

1. Program the Public Safety 24 hour emergency phone number (**718-862-7333**) into your cell phone for quick and easy access.
2. Be familiar with the location of emergency Blue Light Telephones on campus.
3. If possible, travel with a friend(s) on well-lit, populated streets- especially at night.
4. Avoid shortcuts or desolate areas.

Emergency Response Guide for Students, Faculty & Staff

Weather Emergencies

Severe weather conditions can be dangerous and can adversely affect operations at MC. Weather forecasts are monitored to ensure the College is prepared for projected conditions to aid in making informed decisions about delayed openings, early dismissals or closures.

MC Community

If adverse weather is predicted for New York City and surrounding areas procedures are in place to evaluate the likely effect on the campus, residence halls and access routes to and from MC. The decision to close the College or delay classes will normally be made by 6:00 AM the day of the storm.

e2Campus

In the event of a weather emergency MC's emergency communication system will be utilized to notify the College community via text message and email about the status of College operations. MC urges you to register with e2Campus so you can be contacted if necessary. Your phone numbers and email addresses can be added or updated on the Public Safety webpage, "Emergency Alerts" link. Information can also be found by checking the College webpage or local media sources.

Directives for the MC Community

1. Staying indoors is the safest bet during inclement weather related emergencies.
2. If you need help, observe unsafe conditions or someone is injured, contact Public Safety at 718-863-7333.
3. Monitor local news and weather reports for current conditions.

Extreme Weather Safety

Below are helpful tips for staying safe during extreme weather conditions-

Snowstorms / Extreme Cold

- Stay indoors during the storm if possible.
- If you're outside - walk carefully on snowy, icy, walkways or streets.
- Keep dry. Change wet clothing to prevent loss of body heat. Wear appropriate clothing.
- Frostbite occurs when the skin and body tissue just beneath it freezes. Loss of feeling and white or pale appearance in extremities, such as fingers, toes, earlobes, face, and the tip of the nose. Cover exposed skin but do not rub the affected area in an attempt to warm it up. Seek medical help immediately.
- Hypothermia is dangerously low body temperature. Symptoms include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. Seek medical help immediately.

Hurricanes

Historically the greatest potential for hurricanes in New York City occurs from August through October.

- Stay indoors during the hurricane and away from windows and glass doors. Avoid using elevators.
- Close all interior doors – secure and brace external doors.

- Keep curtains and blinds closed. Don't be fooled if there is a lull or calm period; it could be the eye of the storm – winds will pick up again.
- Take refuge in a small interior room, closet or hallway on the lowest level of the building.

Tornados

- Seek shelter indoors if possible. Avoid isolated sheds or other small structures in open areas.
- Go to a basement, storm cellar, or the lowest building level. If there is no basement go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.
- In a high-rise building go to a small interior room or hallway on the lowest floor possible.
- Do not open and stay away from windows.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Thunderstorms and Lightning

- Seek shelter indoors if possible. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal—motorcycles, golf carts, bicycles, fencing, light poles, cars, etc.
- Stay away from windows and doors and stay off porches.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Avoid hilltops, open fields, the beach or a boat on the water.
- If you're driving try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.

High Wind Advisories

The safest place to be during high winds is indoors. Postpone outdoor activities if a wind advisory or high wind warning has been issued. Gusting winds can bring down trees, power lines, signs, and turn unsecured objects into dangerous projectiles – stay indoors and stay away from windows. If you are caught outside during high winds-

- Take cover next to a building or under a secure shelter.
- Don't seek shelter under trees. Be alert for falling trees, limbs and branches.
- Watch for objects launched as a projectile by the wind. These can cause serious or fatal injuries.
- Stand clear of roadways or train tracks as a gust may blow you into the path of an oncoming vehicle.
- Use handrails where available and avoid elevated areas such as pedestrian bridges and roof tops.
- Watch for downed power lines. Avoid anything that may be touching downed lines, including vehicles or tree branches.

Resources

These resources are available to assist you obtain information, counseling, health, victim advocacy, and legal assistance. Help is available to survivors of sexual assault, domestic violence, dating violence and stalking.

e2Campus

Manhattan College's emergency notification system will notify you via text and email messaging in the event of a campus emergency. Sign up here.

<https://inside.manhattan.edu/offices/public-safety/emergency-alerts.php>

Notify NYC

The City of New York's official source for information about emergency events and important City services. Registration is free.

<https://a858-nycnotify.nyc.gov/notifynyc/>

NYPD Crime Stoppers

Do you have information about a violent crime? Provide it anonymously to the NYPD. 1-800-577-TIPS

<http://a056-crimestoppers.nyc.gov/crimestoppers/public/index.html>

NYC 311

The Official Website of the City of New York. Includes VISA/Immigration assistance, requests for immigration or citizenship application forms, legal assistance and counseling 311 <http://www1.nyc.gov/311/>

NYC Domestic Violence Hotline (24 hours)	800-621-HOPE (4673) or 311
NYS Coalition against Domestic Violence Hotline	800-942-6906 http://www.nyscadv.org/
NYC Incest/Sexual Assault 24 hour Hotline	212-267-7273
NYC Crime Victims 24 hour Hotline	212-577-7777
NYPD Special Victims 24-Hour Report Line	646-610-7273

For Students -How to Respond and Prevent Sexual Assault on College Campuses <https://www.notalone.gov/>

NYS SEX OFFENDER Registry 800-262-3257 <http://www.criminaljustice.ny.gov/nsor/>

NYS Coalition Against Sexual Assault 518-482-4222 <http://nyscasa.org/>
NYSCASA is dedicated to seeing that all people who want to help themselves, a friend, loved one, neighbor or stranger begin the path to healing from Sexual Violence have the tools and resources that they need.

National Sexual Assault Hotline 800-656-4673 <http://www.rainn.org/>
At any given moment, more than 1,100 trained volunteers are on duty and available to help victims at RAINN-affiliated crisis centers across the country.

Safe Horizon 800-621-HOPE
A victim assistance organization. They provide support for victims of crime, abuse and sexual assault.
<https://www.safehorizon.org/get-help/rape-and-sexual-assault/>

National Domestic Violence Hotline 800-799-7233 <http://www.thehotline.org/>
Provides 24/7 confidential, one-on-one support to each caller and chatter, offering crisis intervention, options for next steps and direct connection to sources for immediate safety for women, men, children and families affected by domestic violence.

National Center for Victims of Stalking 855-4-VICTIM (855-484-2846)
<https://victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims>

The Trevor Project Helpline 866-488-7386 <http://www.thetrevorproject.org>
Provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24. Help and support available via phone, chat, text, and online social networking.

National Suicide Prevention Lifeline 800-273-TALK (8255) <http://www.suicidepreventionlifeline.org>
If you or someone you know is suicidal or in emotional distress help is available here. Trained crisis workers are available 24 hours a day, 7 days a week. Your confidential and toll-free call goes to the nearest crisis center in the Lifeline national network. These centers provide crisis counseling and mental health referrals.

Substance Abuse

Alcoholics Anonymous	212-647-1680	www.nyintergroup.org
Cocaine Anonymous	212-262-2463	www.canewyork.org
Narcotics Anonymous	212-929-6262	http://www.newyorkna.net
National Institute on Drug Abuse	301-443-1124	http://www.nida.nih.gov
National Council on Alcoholism and Drug Dependence	212-269-7797	http://www.ncadd.org
College Drinking - Changing the Culture		

<https://www.collegedrinkingprevention.gov/ParentsandStudents/Students/Default.aspx>



24 Hour Emergencies 718-862-7333
24 Hour Non-Emergencies 718-862-7500