

**To reach the Department of Public Safety Dispatcher:**

- From a campus telephone, dial extension 5911.
- Otherwise, dial 718-289-5911.

**To reach a New York City Police Operator:**

- From a campus telephone, dial 9-911.
- Otherwise, dial 9-1-1.

**To report an emergency:**

- Immediately call the Public Safety Dispatcher and/or the NYPD and say: **“This is an emergency.”**
- State the nature of emergency.
- Provide the number from which you are calling.
- Provide the location of the emergency.
- Unless there is an immediate threat to you, do not hang up until instructed to do so.

**REMEMBER: YOU may be Bronx Community College’s first line of defense, so keep your eyes and ears open at all times.**

**Emergency Phone Numbers / Reporting Emergencies**

## **NOTIFY The Public Safety Dispatcher at Ext. 5911.**

### **When trapped and/or reporting person(s) trapped in an elevator:**

- **PRESS** alarm button and remain calm.
- Use the elevator's emergency telephone to speak with the Public Safety Dispatcher.
- Give the location of the elevator, i.e., building and floor.
- When known, give the number of people trapped.
- Report any injuries/medical conditions.
- Report any noises or occurrences that happened before the event.
- Do not attempt to exit the elevator if doors should open between floors.

### **Be prepared:**

- For each elevator you ride, locate the **STOP** button and the emergency telephone.

## **Person(s) Trapped in Elevator**

## **NOTIFY the Public Safety Dispatcher at Ext. 5911.**

### **When reporting a power outage/water leak:**

- Provide the location of the incident.
- Report any noises or occurrences that happened before the incident.



### **Be prepared:**

- Keep a flashlight handy.
- Know how to locate the nearest exit.
- If a leak threatens your work area, move items off the floor.
- Never touch fallen electrical lines or exposed electrical wiring.
- If a hazard exists, evacuation may be the next step. After consulting with the President or her designee, announcements regarding any building closures will be made as necessary.

## **Power Outage / Water Leak**

**Up-to-date reports provided by the NYC  
Office of Emergency Management  
will be distributed by  
the Office of Public Safety.**

**Before leaving your office:**

- Turn off and unplug all electrical equipment.
- Where possible, move computers, fax machines, printers, etc., away from windows.
- Back up essential data files and documents.
- Clear desk surfaces.
- Secure or remove personal items.
- Cover your computer with plastic.
- Close window blinds and shades.
- Vacate offices, closing and locking all doors.

**Remember: In any type of emergency, always assist others with disabilities.**

**For updates once you have left the campus:**

- Listen to local television and/or radio stations.
- Call BCC's main number 718-289-5100 and/or the Public Safety Office 718-289-5390.
- Check your e-mail.
- Check your voice mail.
- Log on to the BCC and/or CUNY websites ([www.bcc.cuny.edu](http://www.bcc.cuny.edu); [www.cuny.edu](http://www.cuny.edu) ).

Note: In the event that your work area sustains significant damage, you may need to temporarily relocate to another area or to an auxiliary location outside of the BCC campus.

## **Hurricane Preparedness**

## **NOTIFY 911 for EMS and/or the Public Safety Dispatcher at Ext. 5911.**

### **When reporting a medical emergency:**

- Call 911 and/or the Public Safety Dispatcher and state: **"This is a medical emergency."**
- Be prepared to provide the following:
  - Location of the emergency
  - The number from which you are calling
  - Type of medical emergency
  - Answers to the following questions:
    - ✓ Is the victim conscious?
    - ✓ Is the victim breathing?
    - ✓ Is there severe bleeding?
    - ✓ How many victims are involved?

### **REMEMBER:**

- Do not hang up until instructed to do so by the Public Safety or 911 dispatcher.
- Do not move the victim unless he or she is in imminent danger.
- Assign someone to escort emergency personnel to the victim's location.
- Do not give the victim anything to eat or drink.
- Try to keep the victim calm and assure him or her that help is on the way.
- Comply with all instructions given by emergency response personnel.

## **Medical Emergency**

**NOTIFY the Public Safety Dispatcher at  
Ext. 5911.**

**When reporting an unusual odor and/or fumes:**

- Provide your name and telephone number and the location of the problem.
- Provide information on the location of any suspected source of the odor.

**REMEMBER!**

- Under no circumstances should you enter a room or area from which a suspicious odor or *vapor* is being emitted. In fact, some dangerous gases are odorless, so do not let your safety be controlled only by your sense of smell.
- Should you need to evacuate an area **DO NOT HESITATE** using the nearest exit and avoiding the elevator when possible. Remember to assist any disabled individuals in the area!
- Do not use cell phones, two-way radios or open flames – a spark can cause an ignition leading to an explosion.
- Do not pull fire alarms if you detect gas.
- It is imperative to act quickly. The more quickly that critical information is passed on to the Public Safety Dispatcher, the sooner the situation can be assessed and communicated to the appropriate internal and/or external emergency response personnel.

**Fumes / Vapors / Gas Leaks**

## **NOTIFY 911, the FDNY and/or the Public Safety Dispatcher at Ext. 5911.**

### **When reporting a fire or explosion:**

- Provide your name, location and telephone number.
- Provide the location of the fire or explosion.
- Provide information on the number of persons trapped.
- Provide information on the number of persons injured.

### **Remember the following!**

- If you or someone else is on fire – **Stop, Drop and Roll.**
- Evacuate using the **NEAREST EXIT.**
- Do not use the elevator unless instructed to do so by emergency response personnel.
- If you find yourself in a smoke filled environment “**Stay Low & Go.**”
- A fire can double in size every thirty seconds, so speed is essential.
- Identify the correct type of fire extinguisher depending on the type of fire.
- Never attempt to put out a fire with your back to a wall – always leave yourself a way out.



### **Be prepared:**

- Locate the fire extinguishers in your area.
- Learn evacuation routes.
- Practice exiting your area by imagining you are in a smoke filled environment.

## **Fire / Explosion**



**NOTIFY the Public Safety Dispatcher at  
Ext. 5911.**

**When reporting a hazardous material incident:**

- Provide your name, location, telephone number.
- Provide the location of the hazardous material.

Should you need to evacuate an area **DO NOT HESITATE** – and use the NEAREST EXIT, remembering to help those who may need assistance. However, if you suspect contamination, do not leave the site until you are cleared by emergency response personnel.

**REMEMBER!**

- NEVER attempt to clean up a spill.
- Isolate the affected area by closing all means of access and egress.
- If you are the victim of a hazardous material incident, **seek immediate medical attention!**
- Do not hesitate to contact the Public Safety Dispatcher in the event that you come across any type of suspicious material or substance.
- Keep the telephone number to the Health and Safety Officer 718-289-5555 readily available.

**Hazardous Material Incident**

## **NOTIFY the Public Safety Dispatcher at Ext. 5911.**

### **When reporting a bomb threat:**

- Provide your name, location and telephone number.
- Tell the Public Safety Dispatcher exactly what the caller said.

If you receive a bomb threat do the following:

- Keep the caller on the phone as long as possible.
- Write down as much information as possible – do not rely solely on memory.
- Ask: “When is the bomb going to explode?”
- Ask: “Where is the bomb located?”
- Ask: “What does the bomb look like?”
- Ask: “What will cause the bomb to explode?”
- Ask: “Did you place the bomb?”
- Ask: “How many bombs were placed?”
- Ask: “What is your address?”
- Ask: “What is your name?”

Be perceptive and take detailed notes. Listen for and try to detect:

- age of caller
- gender of caller
- race of caller
- any unusual voice or speech characteristics
- exact wording of threat
- background noises
- language ability of caller

If an EVACUATION is ordered, follow the directions of the police. STAY ALERT! Report any unusual items: some bombers may leave explosive devices in the evacuation path.

## **Bomb Threat**

## **NOTIFY the Public Safety Dispatcher at Ext. 5911.**

### **When reporting a psychological crisis/suicide attempt and/or threat:**

- Provide your name, location and telephone number.
- Explain the situation in detail to the Public Safety Dispatcher.
- Indicate if the person is armed and, if so, describe the weapon.

### **REMEMBER!**

- Try not to leave the person unattended – but only if you do not feel that you are in any danger.
- Take all references to suicide seriously. Doing otherwise might prove deadly.
- Do your best to make the person feel safe until trained personnel have arrived.
- Try not to act shocked.
- Keep your own safety in mind at all times.

**Psychological Crisis / Suicide Threat**

## **NOTIFY the Public Safety Dispatcher at Ext. 5911.**

**When reporting any incident involving a physical confrontation or violent act:**

- Provide your name, location and telephone number.
- Explain the situation to the Public Safety Dispatcher.
- Provide information on any known injuries.

**Pay close attention to details, and try to determine the answers to these questions:**

- How many people are involved?
- Do you see any weapons?
- Do you know any of the participants?
- Is anyone running away from the scene?
  - In what direction?
  - Into what vehicle?
    - ✓ Color?
    - ✓ Make/Model?
    - ✓ License plate number?
    - ✓ Are there any passengers in the vehicle?
    - ✓ In which direction is the vehicle traveling?

**Describe the participants by noting:**

- Hair color
- Complexion
- Height, weight
- Gender
- General build
- Facial hair
- Markings, such as tattoos, piercings, scars
- Shirt color
- Pants color
- Shoes and hat description

**Remember that weapons may be involved!**

- Help steer bystanders away from possible danger, but do not attempt to separate fighting participants or mediate the situation by yourself.

## **Violence / Fighting**

## **NOTIFY the New York City Police Operator at 911.**

### **When reporting an incident involving a firearm or shots fired:**

- Call 911 immediately.
- Provide your name, location and telephone number.
- Explain the situation in detail, including any known injuries.
- Describe shooter(s) to dispatchers.
- Provide last known location of shooter(s).

### **If shooter is inside and you cannot escape:**

- Shelter yourself and others; then lock your door.
- If able to safely do so, call 911.
- Do not hide near large window panes.
- Get out of view; conceal yourself under a desk or other large piece of furniture.
- Be very quiet and listen.
- “Play dead” if there are multiple victims.
- If you decide to escape, do not move in a straight line; run in a zigzag fashion.

### **If outside, seek immediate cover behind a solid barrier, such as a stone wall, a thick tree or an engine block.**

### **If possible, try to get a description of the shooter(s) including:**

- Complexion
- Hair color
- Height and weight
- Gender
- General build
- Facial hair
- Markings, such as tattoos, piercings, scars
- Shirt color
- Pants color
- Hat
- Shoes

### **If possible, try to get a description of the weapon(s) and answer these questions:**

- How many weapons do/did you see?
- What type of weapons do you see?
- How many shots did you hear?
- Is the shooter carrying ammunition?
- Has the shooter made any statements?

## **Gunfire**

## **A lock down or shelter in place condition occurs when it has been officially determined that it is unsafe to enter the outside environment.**

- All people on campus must remain inside and be prepared to stay inside until the area is cleared of the hazard and once again declared safe to inhabit.
- The HVAC system will be turned off and buildings will be sealed if a toxic environment exists outside.
- Even if you are uncomfortable, you must not open a door or window! Doing so may jeopardize your life and the lives of others.
- You will be alerted and provided with additional information by one or more of these methods:
  - Telephone/voicemail/e-mail messages
  - Campus Police
  - Emergency Response Team member
  - Fire Warden

### **REMEMBER**

- A lock down/shelter in place situation is usually newsworthy. Advise your family and friends on how to reach the College in case of emergency:
  - The main BCC number is 718-289-5100.
  - The Department of Public Safety 24 hour number is 718-289-5390.
- College officials will be in contact with news media and will keep campus personnel informed via e-mail, voicemail, word of mouth and any other available communications tool.

### **Faculty and staff – be prepared:**

- If possible, keep non-perishable food and water in your office or workspace.
- Have additional prescription medications available. Students should carry extra medication, too.
- Keep a battery-powered radio on hand.
- Keep a flashlight with fresh batteries near your desk.
- Keep a cell phone charger at work.
- Consult with your family to develop an Emergency Response Plan so everyone knows what to do in the event of a major crisis. This applies to students as well.

## **Lock Down / Shelter in Place**

**In the event of a college-wide evacuation and closure, the campus will be evacuated systematically, following standard mass evacuation procedures and all official guidelines and protocols.**

**You MUST evacuate an area when ordered to do so, whether the order comes by means of an audible/visible alarm, and/or through verbal instructions from campus police or other emergency response personnel.**

**Evacuation Procedures:**

- Organize the people in your room/work area.
- Count the number of people present.
- Designate a gathering point in case your group gets separated during evacuation.
- Leave the building using the nearest safe exit.
- Do not use elevators unless told to do so by emergency response personnel.
- When you reach your designated gathering point, count the number of people in your group.
- Keep all people together while waiting for further instructions.
- Report any missing persons to the police and other emergency response team members.
- Re-enter the building only when advised to do so by police or emergency response personnel.
- Evacuation techniques are carefully selected keeping safety in mind. Unknown hazards may exist so always follow directions carefully.
- If you are given a specific route to take while evacuating, take that route in order to avoid driving or walking into a toxic spill, fire or other life threatening situation.
- Do not use personal vehicles to exit the campus unless ordered to do so by police or other emergency response personnel.
- It may be unsafe to walk/travel in certain areas on or near the campus. If a person insists on leaving campus without authorization, notify the police or emergency response team member in your area.

**Campus Evacuation / Closure**

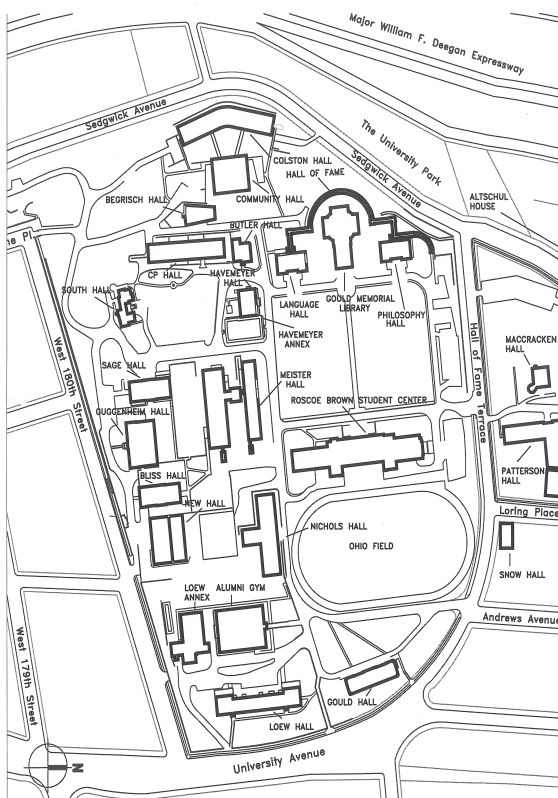
## Evacuation Procedures (continued)

Each semester, the Public Safety Department is advised as to the schedules of those individuals who use wheelchairs, or those who may have other mobility constraints, for the sole purpose of offering timely assistance in the event of an emergency that requires complete or partial evacuation of an area or building. However, especially during a crisis, assistance and support from other members of the college community may be needed:



- Leave the building via the NEAREST SAFE exit possible.
- For vertical egress in case of fire, never use an elevator in a building that is involved in the fire unless instructed to do so by emergency response personnel.
- Seek assistance to accompany the individual(s) to a safe location.

### Campus Map



BRONX COMMUNITY COLLEGE CAMPUS MAP  
City University of New York

CP07



## IMPORTANT COLLEGE NUMBERS

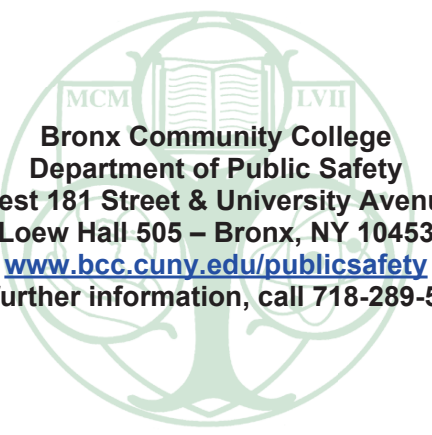
Department of Public Safety	718-289-5390
College Nurse/Health Services	718-289-5858
Psychological Services	718-289-5873; 718-289-5727
Student Development Office	718-289-5864
Health & Safety Office	718-289-5555
Information Technology	718-289-5970

### Emergency Call Box Locations:

- Emergency call boxes to Public Safety are located in the lobby of each building.
- In addition, call boxes are also located in the following campus locations:
  - On the pedestrian walkway in front of Havemeyer Annex
  - On the pedestrian walkway in front of the Alumni Gym
  - In front of the Guggenheim building
  - In front of Colston Hall Plaza
  - In the Hall of Fame student parking lot

**Note: In the event of an emergency, important information and instructions will be posted to the electronic bulletin board located at the front entrance of the Meister Hall building.**

**AEDs:** Automatic External Defibrillators (AEDs) are located in all college buildings, most of them in the lobby or other area of entry, and in patrolling Public Safety vehicles. In addition to Public Safety personnel, employees of the College, from many departments campus-wide, and working various schedules, have been trained in the use of AEDs, as well as in administering CPR.



**Bronx Community College**  
**Department of Public Safety**  
**West 181 Street & University Avenue**  
**Loew Hall 505 – Bronx, NY 10453**  
[www.bcc.cuny.edu/publicsafety](http://www.bcc.cuny.edu/publicsafety)  
For further information, call 718-289-5923.