



NEW YORK CITY COLLEGE OF TECHNOLOGY  
**CITY TECH**

# Emergency Response Guide



**PUBLIC SAFETY: 718-260-5555 / Namm Hall 109**

Officers can be reached 24 hours a day, year-round.

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# A Message from the Department of Public Safety

City Tech's Department of Public Safety is committed to providing a safe and secure environment for our College community.

This Emergency Response Guide provides protocol and contact information for different types of emergencies. Please take some time to familiarize yourself with the contents. Any questions may be directed to [publicsafety@citytech.cuny.edu](mailto:publicsafety@citytech.cuny.edu).

The City Tech Department of Public Safety can be reached at **718-260-5555** and in **Namm Hall-109** on the first floor above the ground level. Officers are available seven days a week, 24 hours a day on a year-round basis.

# Reporting a Crime or Emergency

Immediately report crimes and emergency situations (eg., fire, explosion, violent intruder, hate crime, hazardous chemical spill, assault, chemical odor, smoke, flood, accident, injury, etc.) to City Tech Public Safety 718-260-5555.


While it is also advisable to call 911 in event of serious emergency, reporting emergencies to Public Safety is important not only for its own awareness and response but also because officers who are familiar with the campus will guide first responders, upon arrival, to the scene of the emergency.

When reporting an incident, include as much of the following information as possible:

- Location (building, room #)
- Nature of the emergency
- Number you are calling from
- Any danger to emergency responders or other information that would aid emergency response
- Unless there is an immediate threat to you, do not hang up until instructed.

# Receiving Emergency Information

The College uses the following modalities to notify the campus community of an emergency:

- City Tech Email
- City Tech Website Banner
- City Tech Social Media (Follow @citytechcuny on Instagram or City Tech, CUNY on LinkedIn)
- CUNY Alert Alert

The CUNY Alert system is mobilized for emergency notification in specific circumstances: e.g., perimeter or building lockdown, fire, hostile intruder/active shooter, severe weather resulting in campus closure.

Register for CUNY Alert by visiting [www.cuny.edu/alert](http://www.cuny.edu/alert).

Log in to CUNY Alert to ensure that your phone number and other contact information are current and that you are **receiving alerts via SMS text message**, as text message alerts to your cell phone are typically the most rapid and effective form of communication during an emergency.

For assistance with registering, please contact the City Tech Helpdesk at 718-260-5626 (faculty/staff) or 718-260-4900 (students).

# IN CASE OF EMERGENCY QUICKSHEET



NEW YORK CITY COLLEGE OF TECHNOLOGY

# CITY TECH

## PUBLIC SAFETY: 718-260-5555 / Namm Hall 109

Officers can be reached 24 hours a day, year-round.



### MEDICAL EMERGENCY

- 1 Call 911 and Public Safety 718-260-5555.
  - 2 Be prepared to provide the following.
    - Location of the emergency
    - The number from which you are calling
    - Type of medical emergency
  - 3 Follow instructions regarding aid. Do not hang up until instructed.
- Defibrillator locations:
    - Academic Complex** : 1st floor Lobby security desk and at the elevators on floors SC, C, 2-8.
    - Environmental Building**: 1st floor lobby.
    - General Building**: 1 (55 Tech Pl. security desk & 259 Adams St. entrance elevator), 3 (at elevator), 6 (G-600 Computer Lab).
    - Library Building**: 2 (at elevator) & 4 (Library entrance).
    - Namm Hall**: C (NC-08); G (300 Jay St. security desk); 3, 5, 7, 9, 11 (at elevators).
    - Pearl Building**: 3 (at elevator) & 5 (south corridor at elevator).
    - Voorhees Building**: 1st floor main entrance lobby and at the elevator lobbies on floors 3, 5, 8.



### ACTIVE SHOOTER / VIOLENT INTRUDER

- If safe to do so, call 911 and Public Safety 718-260-5555.
- If it is possible to leave without compromising safety, exit immediately.
- If leaving is not safe, lock and barricade door with heavy furniture, hide, silence phones, turn off lights, close blinds.
- As last resort, if your life is in imminent danger, fight.



### FIRE

- Call 911 and Public Safety 718-260-5555. Pull the Fire Alarm in box next to stairs.
- Evacuate using the nearest fire stairs exit. Do not use elevators unless instructed.
- In a smoke-filled area, Stay Low & Go (crawl) to the nearest exit. If clothes are on fire, Stop, Drop, & Roll to extinguish flames.

# Medical Emergency

- Call 911 and Public Safety, 718-260-5555.
- Be prepared to provide the following.
  - Location of the emergency
  - The number from which you are calling
  - Type of medical emergency
- Follow instructions regarding aid. Do not hang up until instructed.
- **Defibrillator locations:**
  - **Academic Complex:** 1 (lobby security desk); SC, C, 2-8 (at elevators)
  - **Environmental Building:** Building: 1 (lobby)
  - **General Building:** 1 (55 Tech Place entrance security desk & 259 Adams St. entrance elevator lobby), 3 (elevator lobby), 6 (G-600 Computer Lab)
  - **Library Building:** 2 (at elevator) & 4 (Library entrance)
  - **Namm Hall:** C (by Buildings & Grounds Office); G (300 Jay Street Entrance Security Desk); 3, 5, 7, 9, 11 (at elevators)
  - **Pearl Building:** 3 (elevator lobby) & 5 (south corridor next to elevator)
  - **Voorhees Building:** 1 (entrance lobby); 3, 5, 8 (elevator lobbies)

# Fire

- Call 911 and Public Safety 718-260-5555. Pull the Fire Alarm in box next to stairs.
- EVACUATE using the nearest fire stairs exit. Do not use elevators unless instructed.
- In a smoke-filled area, Stay Low & Go. To extinguish fire, Stop, Drop & Roll.

## Fire Drills and Emergency Exit Plans

Evacuating the building when the Fire Alarm is activated is the best possible protection against fire. Fire drills are conducted every semester as part of the City Tech Fire Protection System. The Fire Life Safety team, including Fire Wardens, Fire Brigades and Searchers, is trained to ensure a safe evacuation of all the building occupants. All students, faculty, and staff are required to follow their directions whether during a fire drill or an actual emergency situation. Floor Plans with clearly marked emergency exits are located at each elevator bank. All community members are encouraged to familiarize themselves with the floors that they frequent.

## Evacuation During a Fire

- Upon Fire Alarm Activation, the floor Fire Life Safety Warden and the Deputy Fire Life Safety Warden will initiate the Emergency Evacuation Plan. Use the nearest and safest exit access stairway. **Do not use elevators.**
- Once in the stairway, continue down to the first floor (ground floor in the case of Namm) and exit the building. Move at least 300 feet away from the building.

- A faculty or staff member should assist any person with a disability to the nearest and safest exit stairway, then call Public Safety 718-260-5555 immediately to report the exact location of the person needing assistance. First responders will evacuate persons requiring assistance according to safety guidelines.
- If you are trapped in heavy smoke, stay calm. Keep low to the floor and crawl. Take short breaths through your nose. Cover your face with your hands to protect your face and lungs.

## Fire Extinguisher Use

- Do not attempt to use a fire extinguisher unless you know how.
- Portable fire extinguishers are posted throughout the buildings. However, most Fire extinguishers contain 30 to 60 seconds of extinguishing material. If not used properly they will only put you at risk and cause a delay in reporting the fire. **The safest action is to report the fire and evacuate the floor.**
- If you are confident in your ability to use a fire extinguisher, be sure to keep your back toward the exit at all times.
- Remember the following acronym: **PASS**
  - **P**ull the pin to break the tamper seal.
  - **A**im low at the base of the fire. Do not aim at the flame.
  - **S**queeze the handle slowly to release the extinguishing agent.
  - **S**weep the nozzle side to side.

## Evacuation for Persons with Disabilities: Additional Information

While FDNY working in concert with Public Safety will assume the lead role in evacuating people with disabilities, the college community is urged to assist as needed. Ask how individuals can best be assisted or moved, and if there are any special considerations or items that need to be brought with them. On street-level (G / 1) floors, persons with disabilities should evacuate via accessible exits along with the other occupants of the building. Read the following for information regarding above or below-ground floors.

- **Visual Impairment:** Explain the nature of the emergency and offer to guide the person through evacuation. Ask if they want to hold onto your arm and escort them out of the building. As you walk, tell the person where you are and advise of any obstacles. When you reach safety, orient the person regarding location and ask if any further assistance is needed.
- **Hearing Impairment:** Some persons with hearing impairments may not perceive audio emergency alarms and will need to be alerted to the situation by gestures or a short, clear, written note. Example: Fire alarm! Take stairs to Jay Street now! It is appropriate to assist a hearing-impaired person as you leave the building.
- **Mobility Impairments: Do not use elevators unless authorized by FDNY.**
  - Persons with mobility impairments who are able to walk independently, either with or without the use of crutches or a cane, may be able to use the stairs with minor assistance in an emergency. Someone should walk beside the person to aid in exiting the building.
  - Wheelchair users should exit the building on their own if they can do so. If they encounter stairs or otherwise cannot exit the building on their own, wheelchair users should move to and remain at a designated “safe staging area” of rescue assistance, distant from the area of imminent danger, until emergency rescue personnel arrive.

*(Adapted from Bowling Green State University, Environmental Health and Safety, University Police, and Disability Services)*

# Active Shooter / Violent Intruder

- If safe to do so, call 911 and Public Safety 718-260-5555. Do NOT activate the fire alarm during a hostile intruder incident as it will cause community members to evacuate and might place building occupants in potential harm as they attempt to exit.
- If it is possible to leave without compromising safety, exit immediately.
- If leaving is not safe, lock and barricade door with heavy furniture, hide behind furniture such as cabinets or desk that can provide protection, silence phones, turn off lights, close blinds.
- As a last resort, if your life is in imminent danger, fight. Confront the attacker with whatever weapons you can find (scissors, heavy objects, fire extinguishers, chairs, etc.) to disarm and disable. It is best, when possible, to work with others.
- Remain under cover until you have been advised by law enforcement that it is safe to exit.
- Raise both your hands over your head when approached by emergency responders so they understand you do not pose a threat.

[Federal Bureau of Investigation \(FBI\) Active Threat Resources](#)

# Psychological Crisis

A psychological crisis exists when an individual, faculty, staff, student or visitor is threatening harm to himself/herself or to others, or may be out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic breakdown can be manifested by hallucinations and uncontrolled behavior.

If a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous on your own.
- Notify Public Safety of the situation by dialing 718-260-5555. Clearly state that you need immediate assistance and the reason, and give your name, your location and the area involved.
- For additional assistance, contact the Counseling Center, 718-260-5030 and Vice President for Student Affairs, 718-260-5111.



# Explosion or Hazardous Materials Incident

In the event of an explosion or hazardous materials incident with injuries, call 911 and Public Safety 718-260-5555 immediately. A spill or release of hazardous materials must also be reported immediately to the College's Health and Safety Officer, Luis Venegas, (917) 797-9605. After normal business hours, Public Safety will utilize the Environmental Health and Safety Department's emergency call list to contact department representatives.

- Public Safety personnel will respond to the scene and initiate evacuation. A Field Operations Center will be established a safe distance upwind from the incident that provides sufficient safety for responders. Depending on the circumstances, Public Safety will contact the New York Police Department's Bomb Squad or the FDNY Rescue Department and those agencies will assume command of the operation and College personnel will perform support functions as directed. Public Safety representatives will remain on site until an all clear is given by NYPD or FDNY.
- The reporting individual should vacate the affected area at once and, to the extent possible, seal it off to prevent further contamination of other areas until the arrival of Public Safety and Environmental Health and Safety personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible and utilize emergency showers/eye wash stations. Remain in the vicinity and give names to Public Safety. Required first aid and cleanup by specialized services are to be started at once under the oversight of the Health and Safety
- When the building evacuation alarm is sounded, everyone must exit the building. Walk quickly to the nearest marked exit and alert others as needed.
- Assist disabled individuals as needed in exiting the building! Remember that elevators should be reserved for use by disabled individuals. Do not use elevators in case of fire. Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

# Utility Failure

- In the event of a major utility failure occurring during regular working hours (8:00 a.m. - 5:00 p.m., Monday-Friday) immediately notify Building and Grounds at 718-260-5337. If phones are out of service, send a messenger to Public Safety located in Namm Hall, N-109. If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Public Safety at 718-260-5555
- Building evacuation will occur when an alarm sounds continuously and/or when an emergency exists as indicated by notification by Public Safety.
- Assist disabled individuals in exiting the building! Remember that the elevators are reserved for disabled persons. Do not use the elevators in case of fire.
- Once outside, move to a clear location at least 500 feet away from the affected building(s). Keep the walkways, fire lanes and hydrants clear for emergency crews
- Ventilation Problem: If smoke odors come from the ventilation system, immediately notify Public Safety at 718-260-5555 and Building and Grounds at 718-260-5337. If necessary, cease all operations and vacate the area.
- Plumbing Failure/Flooding: Cease using all electrical equipment. Contact Building and Grounds at 718-260-5337. If necessary, vacate the area. If after 5:00 p.m. call Public Safety at 718-260-5555
- Steam Line Failure: Notify Building and Grounds at 718-260-5337 and Public Safety at 718-260-5555 and if necessary, vacate the area.

# Gas Leak

Natural gas leaks, with an odor in the building, may occur and if so are a sign of danger such as an explosion. Natural gas rises and will often be outside since most gas lines are buried outside buildings. Natural gas is mixed with tertiary butyl mercaptan to give it the odor we recognize. As the gas rises the odor will fall. If a leak or odor is suspected or confirmed in a building or in close proximity:

- Evacuate the building immediately and stay at least 500 feet away from the building as recommended.
- Call Public Safety at 718-260-5555.
- Call Buildings and Grounds Department at 718-260-5337 and notify them of your concern and the location of the gas odor within or outside of a building.
- Notify the College's Health and Safety Officer, Luis Venegas, at (917) 797-9605.
- Do not activate the fire alarm unless an actual fire is detected.
- Do not turn on or off any electrical switches/equipment.
- Use of Cell Phones and non-intrinsically safe radios are prohibited within gas detection zone.
- Buildings and Grounds will de-energize electrical power and back up generator power to the building and other buildings as necessary.
- Do not return to an evacuated building unless instructed to do so by College Officials or Public Safety.

# Bomb Threat

- Any person who receives a phone call of a bomb threat at any College building should try to obtain as much information as possible from the caller:
  - When will the bomb explode?
  - Where is the bomb's location?
  - What kind of bomb is it, and what does it look like?
  - Why did you place the bomb?
- After the caller hangs up, record the following:
  - Time of call
  - Specifics of the caller's voice, i.e. speech patterns, accent
  - Background noise.
  - Did the caller appear familiar with the premises?
  - Utilize caller identification system if available.
- Immediately call Public Safety and report the exact words of the threat. Do not attempt to evacuate the building by activating the fire alarm. Let Public Safety determine the need for evacuation, and if necessary, initiate the process.
- Important: Do not touch any suspicious objects or potential bomb devices. Do not change in any way the condition of any rooms affected.
- If the building is evacuated, move as far from the building as possible. Keep the streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- In some cases, it will be necessary for Law Enforcement personnel to enlist occupants from the building to determine if any objects are suspicious. Please assist the emergency personnel as much as possible.
- Bomb threats received by means other than telephone calls need to be reported to Public Safety.

# Child Safety

City Tech has an on-site daycare facility. It also, at various times of the year, hosts sports-related camps and academic programs for children and teenagers. For the purpose of this policy, all minors requiring adult supervision will be referred to as “children.”

- Children must be in view of the College representatives supervising them at all times. College representatives will count children in their group each time the group transitions to a new setting.
- Representatives will have a list of persons to whom each child in their care may be released. If an individual other than the familiar parent/guardian is picking up, the representative will view that person’s driver’s license or other form of official picture identification, matching the license number with the number listed on the enrollment form.
- Parents should inform College representatives if anyone other than the usual person is picking up the child. In the event a parent must phone in a request to release the child to any other individual, the representative will confirm the identity of the parent making the phone request before releasing the child. It may be necessary to place a call back to the parent to verify the caller’s identity. Proper identification will be presented when the alternate person arrives to pick up the child. The child must not be released if any question exists.
- If a non-custodial parent is barred from picking up or visiting the child while the child is in the care of the College, a copy of the court order will be necessary and will be kept on file. It is the custodial parent’s responsibility to provide that documentation. Public Safety personnel will be immediately notified if the non-custodial parent makes contact. After Public Safety is notified, the custodial parent will be informed.

**Note:** Certified court orders with official seal should be on file with the Public Safety Department.

# Child Abduction

In the event that a child and/or teenager is taken by someone other than the authorized parent or individual, the College representatives responsible for the program should take the following steps:

- Immediately notify Public Safety (718-260-5555) and New York Police Department (911) and the New York City Department of Health, Division of Child Care Services.
- College representatives to whom the child was assigned need to obtain as much information as possible: offender’s name, time last seen, car make, color and license number if applicable, direction offender went, identifying characteristics of both adult and child such as weight, height, race, gender, hair and eye color, distinguishing features and color of clothes
- Contact the President’s Office immediately 718-260-5400 for guidance with custodial parent notification.
- Notify custodial parent.
- Obtain staff assistance with monitoring the safety of the rest of the group.

**NOTE:** No contact will be made, nor information given to any member of the media. Refer media inquiries to the Special Assistant to the President.

# Severe Weather

In the event of severe weather such as a snowstorm, air quality warning, or hurricane, the College will notify the community at the earliest possible juncture regarding campus closure and whether classes will shift to remote (online) operation.

## “Shelter in Place” Order

A “Shelter in Place” order means it is necessary to seek immediate shelter inside a building, preferably in an interior room with zero or few windows. If there is an active threat in the vicinity, or a severe air quality or weather emergency, sheltering in place will offer more protection.

How to Shelter in Place:

- Stop instruction or work, in order to devote attention to the situation at hand
- Consider fellow community members; if others need shelter at the time of the emergency Shelter in Place directive, bring them into your room
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in it. Avoid overcrowding by selecting several rooms if necessary.
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains
- Close doors leading into your office/classroom. This will help prevent someone from leaving the suite/floor.
- In active threat situations, lock doors to provide additional safety.
- Understand that it may become necessary for the College to shut down the air handling system to prevent fumes or smoke from entering the building.
- Remain indoors for your safety and the safety of others.
- Monitor cell phone CUNY Alert\*\* messages (in silent mode, if related to an active threat).

\*\*CUNY Alert will be used to notify community members of critical campus updates. Register for CUNY Alert by visiting [www.cuny.edu/alert](http://www.cuny.edu/alert) and following the directions on the site. Be sure to keep your phone number and other contact information updated.