In the Event of an Emergency

To reach the Department of Public Safety Dispatcher

DIAL 5555

From any <u>on-campus</u> telephone

Otherwise, dial 1-718-260-5555

To reach a New York City Police/Fire Department Operator:

From a campus telephone, dial 9-911.

Otherwise, dial 9-1-1.

Notify the Public Safety or Police/Fire Dispatcher that you are reporting an emergency by saying:

<u>"This is an emergency."</u>

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.

Your link to City Tech Emergency Notifications

What is CUNY A!ert?

CUNY A!ert is a new emergency notification system that will enable the University's campuses to advise students, faculty and staff of an emergency (a severe hurricane or snowstorm, for example), and provide timely information to protect lives and minimize campus disruption. CUNY has worked with the State Emergency Management Office to utilize the state's all-hazards alert and notification system, NY-Alert, for use by the CUNY campuses including City Tech.

Depending upon the severity of the incident, CUNY A!ert messages can range from specific instructions to general warnings. These notifications will be sent to members of your campus community who have signed up for CUNY A!ert. Messages can be received via cell phone (text and/or voice), land line telephone and e-mail. You must "opt in" to receive alerts, and you can choose your preferred format or formats to receive the messages.

Stay alert! Sign up for CUNY A!ert at City Tech today !

How to Sign Up

To sign up for CUNY A!ert at City Tech visit www.cuny.edu/alert for step-by-step instructions. You'll be asked to provide at least one email address. You may also include a cell phone number and a provider to receive text message alerts and a phone number, either cell or land line, to receive voice alerts. You may list one phone number for each of these options, but you should be aware that the alert system will attempt to contact every number you list. Therefore, we advise that you list your preferred number for text messaging and/or your preferred number for voice messages. We suggest that you avoid using a CUNY phone number so that you can be reached at all times.

Be sure to specify City Tech as your CUNY institution when you set up your CUNY A!ert profile.

General Information on Emergency Closings

If it should become necessary to cancel classes or to close City Tech buildings because of severe weather conditions or other emergency conditions, you will receive a CUNY A!ERT notification. Additionally, the announcements will also be posted on the CUNY web site at www.cuny.edu and on the College website at www.citytech.cuny.edu .

Up to the minute information on the operational status of the college can also be obtained by **dialing1.718.260.5000**. During emergency closings, this number will have prerecorded messages with the latest information.

The following Public Radio Stations will also broadcast and/or post web site announcements that will indicate the current college status including if day classes, evening classes, and/or Continuing Education classes are canceled.

WCBS 880 AM www.wcbs880.com

WINS 1010 AM

WADO 1280 AM

WBLS 107.5 FM

WFAS 103.9 + 106.3 FM www.wfasfm.com

WFAS 1230 AM www.wfasam.com

WLIB 1190 AM

WOR 710 AM www.wor710.com

Cancellation of Classes

If classes are canceled, all staff, except those designated as essential to provide emergency coverage, are released without charge to leave balances.

When conditions require early closing during the workday, Human Resources will notify each office directly by telephone or e-mail, and the radio stations will alert students and faculty members about canceled evening classes.

Building Evacuation (General Procedure)

In the event evacuation of a campus building is necessary:

- Follow instructions from Public Safety

- Exit the floor/building via the nearest emergency exit (emergency exits are marked with signs at the end of each hallway

- Do not use the elevator unless directed to do so by emergency responders

<u>Fire</u>

When reporting a fire:

USE THE FIRE ALARM PULL BOX

Fire Alarm Pull Boxes can be found next to fire stairs and elevators

AND

DIAL

5555 (Public Safety) or 9-911

- Provide your name, location and telephone number.
- Provide the location of the fire
- Provide information on the number of persons trapped (if any)
- Provide information on the number of persons injured (if any)

Remember the following:

- If you or someone else is on fire – **Stop, Drop and Roll**
- Evacuate using the **NEAREST <u>FIRE EXIT</u>**
- **Do not use the elevator unless instructed**
- 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
- Never re-enter the building unless instructed

Be prepared:

- Locate the fire extinguishers in your area.
- Learn evacuation routes.
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Special Fire Safety Instructions for Faculty/Staff

Faculty members in class should make themselves aware, each semester, of the nearest Fire Exit for each classroom in which they hold a class.

If a fire, smoke or other imminent emergency condition exists while a faculty member is conducting class, the faculty member should direct the students to the nearest Fire Exit, assuring that all students have evacuated before following.

In fire/smoke conditions, it is the responsibility of all faculty and staff members to assist Fire Wardens in the evacuation of students by directing them to the nearest Fire Exit.

Elevator Malfunction

When inside and/or reporting person(s) trapped in an elevator due to malfunction:

- **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 inside the car
- 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.

Medical Emergency

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:

    1. Location of the emergency
    2. The number from which you are calling
    3. Type of medical emergency

  Answers to the following questions:

    1. Is the victim conscious?
    2. Is the victim breathing?
    3. Is there severe bleeding?
    4. How many victims are involved?

REMEMBER:

- Do not hang up until instructed to do so by the Public Safety or 911dispatcher.
- 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.