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**FACULTY & STAFF**  
**COLLEGE**  
**EMERGENCY**  
**RESPONSE GUIDE**

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**JOHN JAY COLLEGE OF CRIMINAL JUSTICE**  
**DEPARTMENT of PUBLIC SAFETY**

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# DEPARTMENT OF PUBLIC SAFETY

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## EMERGENCY PHONE NUMBERS/REPORTING EMERGENCIES

From a Campus phone call **8888**

Emergency phones in classrooms provide an option to connect to the Department of Public Safety.

From an Off Campus phone call **212-237-8524**

### To Report an Emergency:

Call the Department of Public Safety and state:

- “This is an Emergency”

Be prepared to provide the following information:

- Nature of the emergency
- Location of the emergency
- Number that you are calling from

Do not disconnect the call until instructed to do so unless there is an immediate threat to you

### **Remember!**

Be Alert. You are the College’s first line of defense.

# CUNY ALERT

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## CUNY EMERGENCY NOTIFICATION SYSTEM

The CUNY Alert System enables faculty & staff to receive alerts and timely information regarding all campus emergencies, such as: severe-weather situations, closings, and threats to personal safety.

By signing up online at [www.cuny.edu/alert](http://www.cuny.edu/alert), you can choose how you wish to receive voice or text notifications: cell phone, home phone, e-mail or any combination of these. The web page provides step-by-step instructions for signing up, and the process takes less than two minutes to complete. If you have difficulty signing up for CUNY Alert, contact the DOIT Help Desk at **ext. 8200** or **212-237-8200**.

During any crisis, messages will be transmitted to all members of the College community who have signed up. Please take advantage of this valuable tool. Communication is critical during any type of emergency.

# MEDICAL EMERGENCY

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**NOTIFY: 911** for EMS

Department of Public Safety at **Ext. 8888** or **212-237-8888**

## **In the event of a Medical Emergency:**

Call the Department of Public Safety and/or **911** and state

- “This is a Medical Emergency”

Be prepared to provide the following information:

- Location of the emergency
- The number you are calling from
- 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 disconnect the phone until instructed to do so by a Public Safety Officer or 911 operator
- Do not move the victim unless he/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/her that help is on the way

# MENTAL HEALTH EMERGENCY/IMMINENT THREAT TO SELF OR OTHERS

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**NOTIFY:** Department of Public Safety at **Ext. 8888** or **212-237-8888**

## **To report a Mental Health Emergency/Suicide Attempt and/or Extreme Threat:**

- Provide your name, location, telephone number
- Provide the name of person in need of assistance
- Explain the situation to the Public Safety Officer in detail or to the trained personnel if deemed appropriate
- If you cannot leave the person unattended, send someone else to make the notification
- Indicate if the person has a weapon

## **Remember!**

- Take all mental distress/suicide comments very seriously. Assuming that the person is only seeking attention is a very serious and potentially dangerous error.
- Remain calm. The person is already highly distressed, and if you appear shocked by what is said, the person may become more distressed.  
**Continue to talk to the person as long as there is no imminent threat to yourself or others, but get help immediately.**
- Do your best to make the person feel safe and/or keep him/her safe until trained personnel have arrived.
- Keep your own safety in mind. You can be harmed unintentionally as a result of his/her emotional distress.
- The College has a Behavioral Intervention Team (BIT) established to identify, assess, and monitor students displaying moderate to elevated levels of distress or disruption, and/or behavioral dysregulation, including homicidal, suicidal, assaultive or self-injurious threats. BIT can implement timely interventions that protect the welfare of the student and the safety of the College community before a crisis. The Dean of Students chairs BIT.

[www.jjay.cuny.edu/behavioral-intervention-team](http://www.jjay.cuny.edu/behavioral-intervention-team)

To report this type of behavior via email: [BIT@jjay.cuny.edu](mailto:BIT@jjay.cuny.edu)

## **Non-Emergency Mental & Behavioral Health Concerns** for students

- To Request Crisis Consultation Call: Wellness Center **212-237-8111**

# PERSONS TRAPPED IN AN ELEVATOR

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**NOTIFY:** The Department of Public Safety at **Ext. 8888** or **212-237-8524**

## **To report being trapped in an elevator:**

- Press the alarm button and remain calm
- Use Elevator Emergency Intercom to speak to Public Safety personnel
- Specify the location of the elevator, building, and floor
- Specify the number of people trapped
- Specify any injuries/medical conditions
- Report any noises or occurrences that occurred before the event
- Do not attempt to exit the elevator if the doors should open between floors

## **Be Prepared**

- For each elevator you ride, locate the Elevator STOP button, and the Emergency phone in case you must stop the elevator.
- Be on the lookout for person(s) who might push or pull the STOP button.

# CAMPUS EVACUATION/CLOSURE

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In case of a Campus-wide Evacuation and/or Closure, the campus will be evacuated systematically by following standard mass evacuation procedures. You **MUST** evacuate when directed to do so. This includes both the activation of an audible/visible fire alarm and/or verbal orders from Public Safety and/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 the evacuation
- Evacuate using the nearest safe exit
- Do not use elevators unless instructed to do so by emergency personnel
- When you reach your designated gathering point, count the number of people in your group again
- Keep together while waiting outside
- Report your room number and any missing people to the emergency response personnel or the Public Safety Officers
- Re-enter the building only when instructed to do so by police, fire, emergency response personnel or Public Safety Officers
- Evacuation techniques are carefully selected, keeping safety in mind. Hazards may exist that you are not aware of, so please follow directions carefully
- If you are given a specific route to take while evacuating, take that route in order to avoid walking into a toxic spill, fire or other life threatening situation
- Report to Public Safety personnel, Fire Wardens or any emergency personnel present the exact location of any person with accessibility issues



## **FIRE/EXPLOSION**

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**NOTIFY:** FDNY at **911**

Department of Public Safety at **Ext. 8888** or **212-237-8888**

### **To report a Fire or Explosion:**

- Provide your name, location, and telephone number
- Provide location of fire/explosion
- Provide as much information as possible
- Provide number of persons trapped
- Provide number of persons injured

If you or someone else is on fire you should **Stop, Drop and Roll.**

In a laboratory use the safety shower.

Evacuate using the NEAREST EXIT.

**DO NOT** use the elevator unless instructed to do so by Fire Department personnel.

### **Remember!**

- Identify correct type of fire extinguisher for use on the type of fire you are attempting to extinguish
- Never attempt to put out a fire where your exit could be blocked
- A fire can double in size every thirty seconds, speed in attempting to extinguish the fire is essential
- If you find yourself in a smoke filled environment you should **Stay Low and Crawl to Safety**

### **Be Prepared**

- Locate and learn how to use fire pull boxes
- Evacuate at an enclosed stairwell, and know where they are in advance
- Practice exiting your area by imagining you are in a smoke filled environment

**Explore alternative exits.**

## **FUMES/VAPORS/GAS LEAKS**

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**NOTIFY:** Department of Public Safety at **Ext. 8888** or **212-237-8888**

### **To report an unusual odor and/or fumes**

- Provide your name, location, and telephone number
- Provide location of suspected source of the odor/fumes
- Should you feel the need to evacuate, do not hesitate and use the **NEAREST EXIT**
- If possible, take the stairs

### **Remember!**

- Any spark may cause an ignition leading to an explosion.
- Do not activate fire alarms if you detect gas.
- Do not use cell phones, two-way radios or open flames.
- You may be overcome quickly by fumes, so a speedy evacuation is imperative.
- Some dangerous gases do not have an odor, so don't let your safety be controlled by your sense of smell.
- Under no circumstances should you enter a room or area from which a strong odor or vapor is being emitted.

**Seconds count so the sooner the information is passed on to the Department of Public Safety, the sooner the situation can be assessed and communicated to the proper internal and/or external emergency response personnel.**

## **POWER OUTAGE/WATER LEAK**

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**NOTIFY:** Department of Public Safety at Ext. 8888 or 212-237-8888

### **To report a power outage and/or water leak:**

- Provide location of the incident
- Report any noises or incidents that may have occurred before the incident

### **Be prepared:**

- Have a flashlight or the flashlight feature on your phone available
- Know where the nearest exit is located
- 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
- A CUNY Alert message will be sent regarding any building closures

# HAZARDOUS MATERIAL INCIDENT

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**NOTIFY:** Department of Public Safety at Ext. 8888 or 212-237-8888

## To report a Hazardous Material Incident:

- Indicate whether there is an emergency and whether anyone was exposed to hazardous material.
- Provide the name of the hazardous material and details about the incident.
- Provide your name, location, and telephone number.
- Provide location of hazardous material.
- Should you feel the need to evacuate, do not hesitate and use the **NEAREST EXIT**.
- Do not attempt to clean up a hazardous spill.
- If you are the victim of a hazardous material incident, seek medical attention immediately.
- Use eye washes and safety showers in the area.

## Remember!

- Close all doors in order to isolate the area.
- Evacuate/clear the area.
- You and those around you may be contaminated. If you suspect contamination, don't leave the site until you are cleared by emergency response personnel.
- Do not hesitate to contact the Department of Public Safety in the event that you come across any type of suspicious material or substance.

# BOMB THREAT

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**NOTIFY: 911** for NYPD

Department of Public Safety at **Ext. 8888** or **212-237-8888**

## When reporting a Bomb Threat:

- Provide your name, location, and telephone number
- Advise the Public Safety Officer of 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 on memory

## Check List

### Ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- How many bombs were placed?
- Why was the bomb placed?
- What is your name?
- What is your address?

### Be perceptive. Listen for and try to detect:

- Age of caller
- Exact wording of threat
- Gender of caller
- Background noises
- Race of caller
- Language ability of caller
- Any unusual voice characteristics

Listen for the College Public Address System for instructions. If an **EVACUATION** is ordered, follow the directions of emergency response personnel. **BE ALERT!** Some bombers will leave explosive devices in the evacuation path/zone. Report any unusual items.

## HURRICANE PREPAREDNESS

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See tips for preparing for a hurricane and notifying loved ones of your status at: [www.jjay.cuny.edu/hurricane](http://www.jjay.cuny.edu/hurricane)

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

### **Before Leaving Campus:**

- Turn off and unplug electrical equipment
- Move office equipment away from windows
- Back up essential data files and documents
- Clear desk surfaces
- Secure or remove personal items
- Cover your computer with plastic
- If necessary, assist those with accessibility issues
- Vacate offices, closing and locking all doors

### **For Campus Updates:**

- Listen to local television and/or radio stations
- Call John Jay College's main number **212-237-8000** and/or the Department of Public Safety at **212-237-8524**
- Check for a CUNY Alert Notification
- Check your e-mail account from off campus
- Check your voice mail
- Check [www.jjay.cuny.edu](http://www.jjay.cuny.edu)

If the campus is damaged, be prepared to work from an alternative location when notified by your supervisor.

Prepare a **Go Bag** so you will have the necessary supplies. See the link for the Hurricane page above for specifics of what a Go Bag should contain.

# **VIOLENT INCIDENTS**

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**NOTIFY:** Department of Public Safety at Ext. 8888 or 212-237-8888

**To report any incident involving a physical confrontation or violent act:**

- Provide your name, location, telephone number
- In detail, explain the situation to the Public Safety Officer
- Provide information on any injuries if known

**Pay close attention to:**

- How many people are involved?
- Do you see any weapons?
- Do you know any of the participants?

**Describe the participants by noting:**

- Gender
- Height, weight
- Hair color
- Complexion
- General build
- Facial hair
- Markings: tattoos, piercing, scars
- Clothing

**If the subject is fleeing the scene:**

- In what direction?
- Into what vehicle? Color? Make/Model? License Plate Number?  
Any Passengers?
- Help clear bystanders from danger
- Do not attempt to separate and/or mediate with fighting participants

**Remember that weapons may be involved!**

## SHELTER IN PLACE

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A Shelter in Place condition occurs when the outside environment is not safe to enter. All people on campus must remain inside and be prepared to stay inside until the area is cleared. In the event a toxic environment exists outside, the buildings must be sealed and the HVAC system will be turned off.

**No matter how physically or emotionally uncomfortable you may become, you must not open a door or window! Doing so may jeopardize the safety and the lives of everyone.**

**You will be alerted and provided with additional information by one or more of these methods:**

- Telephone/Voicemail/E-mail messages
- The College Public Address System
- CUNY ALERT
- Emergency Response Team
- Fire Warden

### **Remember!**

- In advance of any emergency, instruct your family and friends about how to reach the College **212-237-8000** and the Department of Public Safety **212-237-8524**
- The Department of Public Safety will be in contact with the New York City Office of Emergency Management and will keep the campus community informed of the situation via CUNY Alert and the College public address system.

### **Be Prepared:**

Prepare a **Go Bag** so you will have the necessary supplies.

Refer to [www.jjay.cuny.edu/hurricane](http://www.jjay.cuny.edu/hurricane) for a list of essential items to include in a Go Bag.



## ACTIVE SHOOTER/GUNFIRE

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**NOTIFY: 911** for NYPD

Department of Public Safety at **Ext. 8888** or **212-237-8888**

### **To report an incident involving a firearm or shots fired:**

- Immediately call 911 (NYPD) & the Department of Public Safety at **Ext. 8888** or **212-237-8888**
- Provide your name, location, and telephone number
- Explain the situation in detail including known injuries
- Describe shooter(s) to respondent
- Provide last known location of shooter(s)

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

- Silence your phone
- Shelter others, then lock your door
- Do not hide near large window panes
- Get out of sight; find cover under a desk or other large piece of furniture
- If able to do so, call **911**
- If you decide to escape, do not run in a straight line; run in a zig zag fashion

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

- |                  |                                      |
|------------------|--------------------------------------|
| • Gender         | • General build                      |
| • Hair color     | • Facial hair                        |
| • Height, weight | • Markings: tattoos, piercing, scars |
| • Complexion     | • Clothing                           |

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

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

**Remember: ADD: Avoid (run), Deny (hide), Defend (fight)**

## IMPORTANT COLLEGE NUMBERS

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Public Safety Emergency number	212-237-8888
Public Safety	212-237-8524
DOIT Help Desk	212-237-8200
Wellness Center and Counseling Services	212-237-8111
Behavioral Intervention Team/Dean of Students	212-237-8211
Women's Center	212-237-8184
Facilities Management	212-237-8541
Environmental Health and Safety	212-621-4117
Title IX	646-557-4674

### PUBLIC SAFETY DESKS

New Building – 59th Street	212-621-4174
New Building – 11th Avenue	212-621-4175
Haaren Hall	212-237-8266
North Hall	212-237-8740
Westport – 56th Street	212-484-1120
Westport – South	212-393-6013
BMW – 6th floor	212-237-8700
BMW – 10th floor	212-887-6244

### COMMUNITY BASED EMERGENCY NUMBERS

Suicide Prevention Lifeline	800-273-8255
NYC Safe Horizon Hotline	212-227-3000
Midtown North Precinct	212-767-8400
20th Precinct	212-580-6411
Mt. Sinai West	212-523-4000
Poison Control	800-222-1222
NYC Services	311

**NYPD Emergency** **911**

# IMPORTANT COLLEGE INFORMATION

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## Campus Locations of Automated External Defibrillators (AED)

**New Building:** Public Safety Office, L2.61.00  
Public Safety Desk 59th Street  
Public Safety Desk 11th Avenue  
Wellness Center L. 68.00

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**Haaren Hall:** Public Safety Desk  
Fitness Center Room 601T  
Athletic Training Room (4) 304 T  
Gymnasium 4th floor  
Pool C level

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**North Hall:** Public Safety Desk

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**BMW:** Public Safety Desk 6th Floor  
Public Safety Desk 10th Floor

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**Westport:** Public Safety Desk

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**Westport South:** Public Safety Desk

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**President's Vehicle**

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# FACULTY & STAFF EMERGENCY RESPONSE GUIDE

## IMPORTANT COLLEGE NUMBERS

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**DEPARTMENT OF PUBLIC SAFETY** 212-237-8524

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**DOIT HELP DESK** 212-237-8200

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**COUNSELING SERVICES & WELLNESS CENTER** 212-237-8111

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**BEHAVIORAL INTERVENTION TEAM/DEAN OF STUDENTS**  
212-237-8211

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**WOMEN'S CENTER** 212-237-8184

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**FACILITIES MANAGEMENT** 212-237-8541

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**ENVIRONMENTAL HEALTH & SAFETY** 212-621-4117