

# LEHMAN COLLEGE



## Emergency Preparedness Procedures

## **Table of Contents**

Directors Message  
Emergency Preparedness Procedures (Key Points)  
General Emergency Plan  
Bomb Incident Evacuation  
Fire Evacuation  
Hostile Intruder  
Evacuation for People with Disabilities  
Notification Procedures during Emergencies  
Sexual Assault  
Handling Psychiatric Emergencies on Campus  
Automatic External Defibrillator-AED  
Communicable Disease Outbreak Control  
Medical Emergencies  
SARS & Novel H1N1 Swine Flu  
Suspicious Package  
Personal Emergency Preparedness  
Emergency Contact Telephone Numbers  
Questions & Answers

## **Directors Message**

After the tragedies of September 11, 2001, Columbine High School, and Virginia Tech, all of us have become more aware of the need to be prepared. The Public Safety Department works with the offices of Environmental Health and Safety, the Counseling Center, Buildings and Grounds, Student Affairs, and others to coordinate efforts for Emergency Preparedness at the College. Lehman College has in place 24-hour CCTV monitoring system and Blue Light Duress stations throughout the campus. Plans have been reviewed and revised where necessary to help ensure that Lehman College is a safe and secure environment for our students, faculty, staff and visitors.

Be prepared and well informed:

- Sign up for **CUNY Alert!** 

You can play an important role.

As a Lehman College Community member:

- You are urged to be vigilant and observant of anything that might be suspicious.
- Report those observations immediately to the Department of Public Safety by calling the emergency number 7777 from any campus phone.

These reports can help law enforcement officials in solving crimes or identifying threats to campus security.

DOMENICK A. LAPERUTA  
Director of Public Safety

## **Emergency Preparedness Procedures**

The following material is available to all members of the campus community. Remember, emergencies and disasters do occur, and no school or campus community is immune from the effects of fire, severe weather, accidents, crimes, and other natural, technical, or human conflict emergencies. Accordingly, the Public Safety Department will assume the lead role in providing the necessary intervention to protect members of the college community and college property in the face of these emergencies.

### **Following are some key points to remember:**

- Notify Public Safety during actual emergencies by calling ext. 7777 or from an Emergency Duress station. This is particularly important for medical emergencies since Public Safety Personnel can expedite the arrival of EMS by providing directions as well as an escort to the scene of the emergency. Also, all campus peace officers are trained in First Aid and CPR/AED and can render assistance until EMS arrives.
- During any evacuation procedure it is important to follow the directions of uniformed Public Safety officers or building and floor coordinators to the nearest exit.
- Notify Public Safety during non-emergencies by calling **ext. 8228 / 8593 / 8594**.

Please review the following information so that in an emergency you will know how to respond.

## General Emergency Plan

### **Purpose**

To ensure that all Lehman College personnel understand how to respond to emergency situations that occur on campus.

### **Policy**

The Lehman College Public Safety Department will prepare an emergency plan that defines its responsibility in the event of a disaster or emergency. This emergency plan must be included into the College's overall emergency preparedness and must be available to all personnel.

### **General Procedures**

- Notify Public Safety of actual emergencies by calling **718-960-7777** or use an Emergency Duress station.
- Provide Public Safety with a brief description of the incident, location, and the number of people involved.
- Follow the directions of uniformed Public Safety officers to the nearest exit during any evacuation procedure.
- Public Safety will contact EMS to ensure an expedient response.
- During an emergency, a triage area will be set up if necessary. Staff will direct individuals to the determined location.
- Appropriate medical / mental health staff will evaluate individuals requiring treatment and determine disposition.
- Specific emergency protocols will be followed in these circumstances: Bomb Threats, Fire, Hostile Intruder, Evacuation of Person with Disabilities, Notification Procedures During Emergencies, Automatic External Defibrillator, Sexual Assault, Medical Emergencies, Communicable Disease Outbreak Control, and Suspicious Package.
- Notify Public Safety of non-emergencies at **ext. 8593 / 8594 or 8228**.

The Lehman College Emergency Preparedness Plan will be reviewed annually by the College's safety committee and CUNY Public Safety.

## **Bomb Incident Evacuation**

### **Purpose**

To provide guidelines for members of the Lehman College community to follow upon receiving notification that an explosive device (bomb) has been placed on or near the campus.

### **Policy**

It is the policy of the College that all bomb threats are to be taken seriously. Each threat will be thoroughly investigated and will be considered suspect until all avenues of investigation have been explored.

### **Procedures**

A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the Public Safety Department at **ext. 7777** immediately. **Do not operate any power switch and do not activate the fire alarm.**

**\*\*Electronic devices such as pagers, cell phones, PDAs, telephones, etc. should not be used at the scene.**

### **\*\*If you receive a Bomb Threat**

- Stay calm and try to keep your voice calm.
- Pay close attention to detail. Talk to the caller to obtain as much information as possible.
- Take notes. Use the Bomb Threat Checklist below while the caller is on the telephone or as soon as possible while the details are still fresh in your memory.
- Ask the following questions:
  - When will it explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Where did you leave it?
  - Did you place the bomb?
  - Who is the target?
  - Why did you plant it?
  - What is your address?
  - What is your name?
  - Note Caller ID if present
- Observe the caller's
  - Speech patterns, accent, and tone
  - Emotional state
  - Background noise

- Age and gender
- Write down other data
  - Date and time of call
  - How threat was received
- Call the Public Safety Office at 718-960-7777 and submit your notes/bomb threat checklist from the telephone call, or the bomb threat letter, or note to Public Safety personnel.
- If you are told by the Public Safety Office to evacuate the building
  1. Visually check your work area for unfamiliar items as you are leaving. Do not touch suspicious items; report them to campus authorities.
  2. Take personal belongings, if safe to do so, when you leave.
  3. Leave doors and windows open; do not turn light switches on or off.
  4. Use stairs only, do not use elevators.
  5. Move well away from the building and follow instructions of the Public Safety Department.

**\*\* If there is an explosion**

- Take cover under sturdy furniture, or leave the building if directed to do so by Public Safety.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only, do not use elevators.
- Call **911** if no one has already called.

**\*\***Individuals requiring mental or medical health care should be referred to the triage area established on campus.

## **Fire Evacuation**

### **Purpose**

To provide guidelines for members of the Lehman College community to follow upon receiving notification of a fire or fire alarm.

### **Policy**

Building occupants are required by law to evacuate a building when the fire alarm sounds.

### **Fire Procedures**

If there is a fire in your work area

- Contact Public Safety via the emergency number, ext. 7777 or by an Emergency Duress station.
- If you have been trained and are able to safely extinguish the fire, do so. Make sure, however, that you have a safe exit from the fire area.
- If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location, call ext. 7777 or use an Emergency Duress station and report the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation meeting point. Refer to evacuation procedure for persons with disabilities.
- If the fire warden assigned to your building is aware of the fire, follow his/her instructions.
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- If doors are hot, place a wet cloth at the base to keep smoke from entering.
- Use stairs only. Do not use elevators.
- Move well away from the building and go to your designated meeting point.
- Do not re-enter the building or work area until you have been instructed to do so by Emergency Personnel.

## **Hostile Intruder**

### **Purpose**

To provide guidelines for the Lehman College Community in the event of a hostile intruder situation.

### **Policy**

When responding to a hostile or aggressive intruder, time is of the essence and an officer's quick and decisive actions may very well be the difference between life and death. The community as a whole must be prepared to put this plan into effect and minimize the harm that a hostile intruder can cause.

### **Procedures**

When an intruder in an academic building is actively causing deadly harm or the threat of imminent deadly harm to persons, you must immediately seek cover and call Public Safety at ext. 7777 or use an Emergency Duress station and 911. Give all details relative to location, number of assailants, means of aggression and other pertinent information.

- As extreme as a situation like this may be, panic and/or a reckless flight may cause additional injuries
- Do not sound the fire alarm to evacuate. Person may be placed in harm's way when they are attempting to evacuate the building.
- Be aware of alternate exits if it becomes necessary to flee.
- Persons should lock themselves in classrooms and offices as a means of protection.
- Persons should stay low, away from windows and barricade their door(s) if possible and use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- Under no circumstances are you to leave a secure area until an "All Clear" is given by Public Safety and/or police.

\*\* When a hostile intruder is actively causing death or serious physical injury to persons on the Lehman College grounds, we recommend the following course of action:

- Run away from the threat, if you can, as fast as you can.
- Do not run in a straight line. Use buildings, trees, shrubs and/or cars as cover.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you hiding. Will I be found? Is this really a good spot to remain hidden?
- If the person(s) is (are) causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your only option.
- If you are caught by an intruder and you are not going to fight back, do not look the intruder in the eyes and obey all commands.
- Once Public Safety or Police arrive, obey all commands.

## Evacuation for People with Disabilities

### **Purpose**

To provide guidelines for the Lehman College community in the event of evacuating people who are unable to evacuate an area without assistance. Also, to provide an area of refuge where persons with mobility impairments can congregate and await further evacuation assistance.

### **Policy**

The Public Safety Department assumes the lead role in assuring the evacuation of people with disabilities; however, the College community is urged to assist as needed.

Public Safety maintains class schedules for students with disabilities, and work schedules for faculty and staff in need of assistance. These schedules will be used to assist emergency personnel in locating disabled individuals in an event of an emergency.

### **Procedures**

In all emergencies after an evacuation has been ordered, call Public Safety at **ext. 7777** or by an Emergency Duress station, which are located throughout the campus, both in interior and exterior of buildings.

In the event of an evacuation, wheelchair users should make their way to a “safe staging area.” These areas are located on every floor of Lehman College’s buildings near the stairwells closest to the elevator. Carman Hall and the APEX Building, has two “safe staging areas” due to two elevators being available in each building. Once there, they should remain in that area of safety and await further assistance.

**\*\*Do not enter the stairwell or use the elevator unless directed by Public Safety or the Fire Department.**

**\*\*Communicate the exact location of the person(s) in need of assistance**

**\*\*Describe the specific need for assistance which may include the following categories:**

- Blindness or visual impairment
- Deafness or hearing loss
- Mobility impairment
- Emotional impairment
- Other

**\*\*Provide necessary assistance to the Public Safety Officer.**


## **Notification Procedures during Emergencies**

### **Purpose**

To provide guidelines for the Lehman College Community in the event of an incident requiring notification.

### **Policy**

The following guidelines should be used in notifying members of the College community who would have direct responsibility whenever a serious incident/accident, emergency or unusual occurrence takes place.

- Internal notification:
  - Any communications received with regards to a “Bomb Threat” or similar potential evacuation scenarios at the college will be handled as follows:
    - The Public Safety Officer receiving the communication will follow the prescribed CUNY policy under Patrol Procedures Operating Instruction #22
    - The receiving officer will then record all necessary information as described in O.I. #22.
    - The receiving officer will immediately notify the shift supervisor who will immediately notify the Public Safety Director or one of his Assistants if he cannot be reached.
    - The Public Safety Director will immediately notify the Vice President of Administration of the circumstances and a decision will be made, as to whether outside Emergency Units from NYPD should be notified and should the CUNY Alert system be activated to alert the college community.
    - The V.P. of Administration and Public Safety Director will determine the most appropriate means to notify the college community.
    - If the V.P. of Administration is not available, Public Safety will attempt to notify the President, Provost, V.P. of Student Affairs or V.P. of Institutional Advancement.
    - The Public Safety Director or one of his assistants will then immediately notify the CUNY Director of Public Safety or one of his Assistants.
    - The Public Safety Director or one of his assistants will then notify the college Media Relations Director.
  
- CUNY Alert? 

## **Notification of the College Community in Event of an Emergency:**

1. CUNY Alert
2. [www.lehman.edu](http://www.lehman.edu)
3. Telephones
4. Bullhorns

### **Procedures**

The Director of Public Safety, who will follow-up with the appropriate notifications, must be notified via the Central Command Station telephone number 718-960-8593/ 8594 or ext. 7777. In the event of serious illness or death, the President or his/her designee will be responsible for notifying family, guardian or other appropriate individuals.

Following are types of incidents requiring notification:

#### **\*\*Death**

Death of any person on campus property

#### **\*\*Serious Injury**

Serious injury to any person on campus property as a result of robbery or assault, where the injured person is hospitalized or where injury poses a threat to the injured person's life.

#### **\*\*Robbery**

All robbery incidents (armed or strong-arm)

#### **\*\*Sexual Assault / Rape**

All reported rape incidents or incidents of sexual assault on campus

#### **\*\*Demonstrations**

Spontaneous demonstrations (student or community)

#### **\*\*Chemical / Environmentally Serious toxic spills or fires**

#### **\*\*Burglary**

Burglary (where property loss is significant)

#### **\*\*Property Damage**

Extensive college property damage

#### **\*\* Police or Fire Response to Campuses**

Notify the University Director of Public Safety immediately whenever there is an NYPD, FDNY or any sworn law enforcement response to a CUNY college or property for reasons

but not limited to arrest, aided cases, bomb scares, fires, evacuations, 911, disturbance, riot, 10-13 (assist patrolman) or fight-in-progress calls.

**\*\*Arrests**

On-Campus arrests of any CUNY student, employee, faculty or staff member by any sworn law enforcement officer.

**\*\*Activities**

Any college activity that could potentially impact on public safety or merit a heightened sense of public safety.

**\*\*Significant Incident**

Any incident that could potentially expose the university to litigation or be reflected in the media due to the nature of the circumstances involved.

**\*\*Hostile Intruder**

When any intruder in an academic building or on the college campus is actively causing deadly harm or threat of imminent deadly harm.

**\*\*News Media**

Any incident on campus when members of the news media have responded to the campus to cover.

## Sexual Assault

### **Purpose**

To respond immediately to allegations of sexual assault of students

### **Policy**

Counseling Center staff follows the institution's written plan for responding to allegations of sexual assault of students. The written plan can be found in the Lehman College Student Handbook.

Counseling professionals are involved in sexual cases to emotionally stabilize the involved student(s) either immediately after or following medical treatment for the alleged incident.

### **Procedures**

Students are separated and removed from areas and situation of potential danger.

\*\* Any student who is involved in an alleged incident of sexual assault should be referred, by the Department of Public Safety or Division of Student Affairs, to the Director of Counseling at **ext. 8761**, for crisis intervention and possibly for follow-up.

\*\* Emergency medical care is provided as needed by EMS or local emergency room.

\*\* Counselors interact with the student in a neutral and non-judgmental manner.

\*\* Counselors maintain confidentiality regarding the condition and care of the student.

\*\* Follow-up for sexually transmitted or other communicable diseases is offered to all victims as appropriate, contact the Student Health Center at **ext. 2585** or the NYC Department of Health and Human Services at **311**.

## **Handling Psychiatric Emergencies on Campus**

### **Purpose**

To establish guidelines and procedures to manage suicidal students and handle psychiatric emergencies on campus, consistent with security requirements and accepted mental health practices.

### **Policy**

Whenever a student demonstrates or reports a risk for self-destructive behavior, immediate assistance is provided.

Precautionary procedures are implemented until the student is evaluated by the Counseling Center's mental health staff

The mental health evaluation determines the subsequent actions needed to provide the student with proper support and monitoring during this critical period.

Procedures for management of potentially suicidal students

### **\*\*Institutional staff is alert to signs of potentially suicidal students, which may include:**

- Student engages in or attempts to engage in behavior with potential for self-harm (e.g. swallows razor blades, ingests several pills, places bag over head, self mutilation).
- Student talks about or threatens suicide or self-injurious behavior with staff or other student(s).
- Student has a documented history of previous suicidal attempt(s) or self-harm.
- Student exhibits markedly sad, tearful behavior or reduced emotional reactivity.
- Student makes vague references to death.
- Student exhibits dramatic shift from depression to elation, or agitated depression to calm.
- Student appears withdrawn with minimal responses, typically registered in a flat emotionless tone.
- Student is suffering or has been informed of a major life crisis (e.g., death of family member or significant other, divorce).

### **\*\*The referral process for the potentially suicidal student is as follows:**

- The Office of Public Safety should be contacted at **ext. 7777** or by using an Emergency Duress station
- A student who has attempted suicide is given medical attention or is sent to the hospital.
- Any staff member of the institution concerned that a student may be potentially suicidal should inform the Director of Counseling at **ext. 8761**, or pager 212-567-7332 immediately, and the Office of The Vice President of Student Affairs at **ext. 8241**.

- A student identified as potentially suicidal receives a mental health evaluation as soon as possible.

**\*\* Evaluation by mental health staff includes, but is not limited to, assessment of:**

- Student's mental status.
- Students self-report of actual or potential suicidal behavior resulting in referral.
- Current suicidal risk; ideation, plans, and lethality of plan, recent stressors, goal of behavior.
- History of suicidal behavior/ideation; how often, when, method used or contemplated, why, consequences' of prior attempts/gestures.
- Student's consent or refusal to make "no harm contract" (e.g., "I am not going to hurt myself. I feel better now. If I feel suicidal again, I will ask for help.")
- Mental health staff will consult with a psychiatrist to assist in the evaluation process, if needed.
- If counseling staff determines that a student is in danger of immediate or delayed self-harm, the student will be referred to the psychiatric emergency room at the local general hospital.

\*\* In the event the Counseling Center staff is not available on campus, the Director should be called at 212-567-7332.

\*\*The Counseling Center should file a report of the incident with the Vice President of Student Affairs immediately after its occurrence.

**\*\* Procedures for handling other psychiatric emergencies on campus**

\*\*If a situation poses an imminent physical danger, Public Safety should be notified at **ext. 7777** or by using an Emergency Duress station. While in response to the problem situation, Public Safety will also contact EMS and the Office of the Vice President for Student Affairs and the mental health staff. Once Public Safety arrives at the problem situation, the officers assume responsibility for the care of the student and the mental health staff's role is advisory only.

\*\* If imminent physical danger is not posed and a staff or faculty member observes that a student is exhibiting bizarre or disturbing behavior, they should contact the Office of the Vice President for Student Affairs at **ext. 8241**. If other than students, Public Safety should be contacted at **ext. 7777** or by using an Emergency Duress station and they will notify the appropriate departments on campus, if any.

\*\* If the student is willing/able/compliant and voluntarily desires to seek help, such help will be provided as appropriate.

\*\* If the student is resistant/unable or unwilling to voluntarily go to the ER, follow the procedure below.

For more immediate attention and especially when a student is not willing / able to go to the ER, a Public Safety officer will call **911** for an ambulance. The ambulance attendants will make a determination, after consulting with those professional in attendance and assessing the situation, whether or not to bring a student to the hospital.

## Automatic External Defibrillator (AED)

All uniformed members of the Public Safety Department at Lehman College are trained on the operation of the Automated External Defibrillator (AED), and are certified to use an AED to assist anyone who has suffered a sudden cardiac arrest.

All campus buildings contain at least one AED unit that is available for use by Lehman College. The AED's are located in the following locations:

- Apex Building – Main Entrance – Front Desk
- Bookstore – Main Entrance
- Carman Hall – Basement Level near B02 and B33
- Child Care Center – 1<sup>st</sup> Floor
- Performing Arts Center – Main Lobby
- Davis Hall – Main Entrance at West Walkway
- Fine Arts Building – Basement Level Lobby
- Gate #5 Central Communications – 1<sup>st</sup> Floor
- Gillet Hall – Main Entrance at West Walkway
- Library – Main Entrance at Security Desk
- Music Building – Main Entrance Lobby
- Old Gym Building – 1<sup>st</sup> Floor opposite room 114
- Shuster Hall – 1<sup>st</sup> Floor Lobby by elevator
- Speech/ Theatre Building – 1<sup>st</sup> Floor by spiral staircase
- T-1 Building – Main Entrance to HSAS (Reservoir Building)
- T-3 Building – Main Entrance Hallway
- T-4 Building – Main Entrance Lobby by room 222
- CUNY On The Concourse – 3<sup>rd</sup> Floor by Reception Area

To maximize the effectiveness of the AED's, it is important that any member of the College Community calling to access its use, immediately dial Public Safety at the emergency number **ext. 7777**, use an Emergency Duress station, or call **718-960-7777**, if off campus. The exact details of the event must be given to the dispatching officer, must include the following:

Exact Location:                      Building, floor, room number, open area location

The Symptoms:                      Person has passed out, or is not breathing, or is experiencing chest pains, or other serious condition.

All pertinent information that may expedite the response, including the local telephone extension number of the location, if available. Consider telling the dispatching officer the quickest route to your location and factors that might slow a response such as a closed area, a construction obstacle, an elevator out of service or other obstacle.

## Communicable Disease Outbreak Control

### **Purpose**

To establish guidelines for the Lehman College Community in the event of a communicable disease outbreak.

### **Policy**

\*\* The Student Health Center is to be notified about suspected cases of communicable diseases.

\*\* The privacy of the individual(s) must be protected.

### **Procedure**

\*\* The following communicable diseases have been identified as per the CUNY Communicable Disease Handbook, June 2006:

NOTE: The current handbook does not include the H1N1 Swine Flu. Please refer to the NYC Department of Health website at <http://www.nyc.gov/doh> or the CUNY website at <http://www.cuny.edu> for up-to-date information on the H1N1 Swine Flu.

**Chickenpox**

**Hepatitis**

**Rubella (German measles)**

**Tuberculosis**

**Measles**

**Meningitis**

**Mumps**

**SARS**

**HIV & AIDS**

**H1N1 Swine Flu**

### **\*\*Outbreak Control Strategies**

- Any member of the Lehman College Community suspected of having a communicable disease needs to be seen by a health care provider for confirmation. Notify the Student Health Center immediately at **ext. 8900** if any case is brought to your attention.
- Identify susceptible individuals:
  - The Student Health Center in collaboration with the NYC Department of Health will determine if outbreak control measures should be started.
  - Immunization status of students and staff will be determined and susceptible persons will be notified.
  - Other measures may be taken as appropriate.

## **Medical Emergencies**

### **Purpose**

To provide guidelines for members of the Lehman College Community in the event of a medical emergency

### **Policy**

The Public Safety Department is to be notified immediately at ext. 7777 or by using an Emergency Duress station for all medical emergencies since they are best equipped and trained to handle crises

### **Procedures**

#### **\*\* Severe to life-threatening emergencies or when the victim is unconscious:**

- Immediately call Public Safety at ext. 7777 or use an Emergency Duress station
- Do not move victim
- You may move harmful objects away from seizing patient.
- If you are trained in First Aid, you may assist if indicated.

#### **\*\* Non-emergency medical situations:**

- Call Public Safety at ext. 7777 to assess and document injury/illness.

If assessed to be a medical problem that is treatable at the Student Health Center, Public Safety will transport / escort to the Health Center.

If assessed to be a medical problem that requires a higher level of care, Public Safety will call 911 for transport to an area hospital.

## **SARS – Severe Acute Respiratory Syndrome**

### Symptoms and Signs

The symptoms and signs of Severe Acute Respiratory Syndrome (SARS) usually begin with a fever (measured temperature greater than 100.4° F or 38°C) the fever is sometimes associated with chills or other symptoms, including headache, general feeling of discomfort and body aches. Some people also experience mild respiratory symptoms at the onset. After two to seven days, SARS patients may develop a dry, nonproductive cough. Seek medical attention if you believe you are experiencing some or all of these symptoms.

## **Novel H1N1 (Swine Flu)**

Novel H1N1 (referred to as “swine flu” early on) is a new influenza virus causing illness in people. This new virus was first detected in people in the United States in April 2009. Other countries, including Mexico and Canada, have reported people sick with this new virus. This virus is spreading from person-to-person, probably in much the same way that regular seasonal influenza viruses spread.

## **What are the signs and symptoms of this virus in people?**

The symptoms of novel H1N1 flu virus in people are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting. Also, like seasonal flu, severe illnesses and death have occurred as a result of illness associated with this virus.

## **What can I do to protect myself from getting sick?**

NYC expects to receive about 1.2 million doses of nasal spray and injectable vaccine by the end of October 2009, followed by shipments of 2 million doses each month during November, December and January. While vaccine availability may be limited initially, federal officials have assured the City that there will be ample vaccine for all New Yorkers who are recommended to receive it. As more vaccine comes in, people are urged to stay in touch with their primary health care physicians, who can best assess their need to be immunized. There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses like influenza.

### **Take these everyday steps to protect your health:**

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- Stay home if you are sick for 7 days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer. This is to keep from infecting others and spreading the virus further.

### **For the most up to date and current information on the H1N1 Swine Flu:**

Please refer to the NY State Department of Health website <http://www.health.state.ny.us>  
NYC Department of Health website at <http://www.nyc.gov/doh> or the CUNY website at <http://www.cuny.edu>

## **Identifying and Handling a Suspicious Package and What to do in the Event of a Hazardous Discharge**

### **\*\* Identifying a Suspicious Package**

A suspicious letter or parcel might have some of the following indicators:

- Origin – Postmark or name of sender is unusual, unknown, or no further address is given.
- Postage – Excessive or inadequate postage.
- Balance – The letter is lopsided or unusually thick.

- Weight – The letter or package seems heavy for its size.
- Content – Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance (When checking, do not bend excessively).
- Smell – Particularly almond or other suspicious odors.
- Writing – Handwriting of sender is unfamiliar or indicates a foreign style not normally recognized by recipient. Common words or names are misspelled.
- Rub-on block lettering.

**\*\* Handling a Suspicious Package**

- Do not excessively handle or open a suspicious package.
- Immediately segregate it in an unused room or space.
- Attempt to verify the sender and/or the legitimacy of the package (i.e., ask the recipient if he/she was expecting a package that matches the suspected package's size or shape).
- If the letter or parcel remains suspect, call the Public Safety Department.

## **Personal Emergency Preparedness**

The threat of a terrorist incident is higher than ever before. No state or individual is immune. September 11<sup>th</sup> has confirmed the importance of planning ahead for a terrorist attack. The responsibility to meet such attacks lies with all of us.

These guidelines are intended to raise the awareness level of students, staff, faculty and their families of the need to plan for potential incidents and enhance their capacity to effectively manage potential risks to their environments.

Emergency preparedness is a responsibility shared by all members of the College Community. Please help the Public Safety Department by making our environment a safer one by utilizing these Emergency Preparedness tips.

### **\*\* Prior to attack**

- Prepare for the possibility of a terrorist incident in your area. Stay informed.
- Adapt, as appropriate, the same techniques used to prepare for tornadoes, fires, and other emergencies.
- Be prepared and observe your environment. Terrorists most often strike with little or no warning.
- Use caution when you travel.
- Locate stairways and emergency exits and develop plans for evacuating buildings, subways, and crowded areas.
- Assemble and maintain an Emergency Supply Kit.

### **\*\* Example of common terrorist targets**

- Airports
- Embassies
- Government Buildings
- Educational Institutions
- Arenas, stadiums
- Tourist Attractions
- Communications Networks
- Hospitals
- Transit Systems
- Utilities, power plants
- Military Bases

### **\*\* In the event of an attack**

Explosion:

- Remain Calm.
- If objects begin to fall, take cover under a desk or sturdy table.

- Exit the building as quickly as possible.

Trapped in Debris:

- Tap on a pipe or wall so that rescuers can hear where you are.
- If possible, use a flashlight or whistle to signal rescuers regarding your location.
- Cover your mouth with a handkerchief or clothing.
- If it is safe to do so, stay in your area so that you don't kick up dust.

Fire:

- Stay low to the floor at all times and exit the building as quickly as possible.
- Use a wet cloth to cover your nose and mouth.
- Use the back of your hand to feel closed doors. If the door is not hot, brace yourself against the door and open it slowly. Do not open the door if it is hot. Seek another escape route.
- Use appropriate fire exits and stairs, not elevators.

### **\*\* Radiation Exposure**

Highest risk areas are those in which buildings are likely to be destroyed by blast of fire, or where a person would be in the open for the first two weeks after a radiological explosion.

Shielding:

- Place the most heavy, dense materials available between you and the source of radiation

Distance:

- The more distance between you and the source of the radiation, the less radiation you will receive.

Time:

- Most radioactivities lose its strength fairly quickly. Limiting the time spent near the source of the radiation reduces the amount of radiation exposure you will receive.

### **\*\* Common Emergency Protective Actions**

Shelter-in-Place or Evacuation

Shelter-in-place means to stay indoors. If shelter-in-place is recommended, move all people and pets inside. Local officials will provide instructions on necessary actions. These include:

- Closing all windows and doors
- Taking an emergency supply kit with you.

- Turning off air conditioning; closing ventilation systems.
- Closing the fireplace damper.
- Taping around windows, exhaust fans, or vents.
- Wetting towels and placing in crack under door.
- Staying away from windows.

Stay in the room and listen to emergency broadcasts on radio and TV until told to evacuate. You may want to have the following information easily accessible for you and your family including your local number as indicated.

### Personal Emergency Telephone Numbers

Have the following emergency telephone numbers handy:

Terrorism Hotline (888-692-7233)  
Fire Department  
Police Department  
Poison Control Center (212-764-7667)  
Electric Company  
Gas Company  
Oil Company

Family Doctor  
Pediatrician  
School(s)  
Day Care  
Mother's Work  
Father's Work  
Local Contact Phone / Out of State Contact  
Phone

## Emergency Contact Telephone Numbers

### Emergency Notification

#### **(IMMEDIATE THREATS)**

College Public Safety	718-960-7777
N.Y. Police Department	911
N.Y. Fire Department	911
Emergency Medical Service (EMS)	911

### Campus Emergency Contact Numbers

Public Safety Central Command	718-960-8228
Health and Safety Officer	718-960-8735
Physical Plant/ B & G	718- 960-8180
Student Health Services	718-960-8900
Counseling Center	718-960-8761

### Off Campus Assistance Numbers

Local Police 50 Pct (HS of AS, N & S Parking Lots)	718-543-5700
Local Police 52 Pct (Main Campus)	718-220-5811
Local Fire Station - Engine Co. 29 & Ladder 37	718-430-0279
Hazmat (Hazardous Material) Incident	911
Poison Control (NYC)	212-Poisons <b>or</b> 212-764-7667
NYC Government Information	311

## QUESTIONS & ANSWERS

### **Q: What is the College doing to protect students, faculty and staff?**

**A:** College officials have completed a number of initiatives:

- Emergency response protocols have been established.
- Evacuation plans for College buildings are in place and have been reviewed.
- Lab security plans have been analyzed, assessed, and updated.
- Emergency procedures were drafted, with detailed instructions for many types of emergencies. They have been distributed to building and floor coordinators in buildings throughout the campus, and are available on the Lehman College Emergency Preparedness website, [www.lehman.edu](http://www.lehman.edu), Click on the emergency preparedness home page.
- Effective relationships are well established with many local, state and federal agencies to assist our administration in continuing to analyze any potential threats or actual emergencies.
- Police and security patrols throughout buildings and campus property occur on a regular basis.
- The University has set up “CUNY A!ert,” a new emergency notification system that will enable the University’s campuses to advise students, faculty and staff of an emergency

### **Q: Does the College have an Emergency Operations Plan?**

**A:** Yes, it does. Public Safety and many other college staff have been working together to coordinate efforts for emergency responses. Standard procedures for many emergencies, including evacuation, bomb threat, biological spill, fire and medical emergencies can be found on the Lehman College website under Emergency Preparedness.

### **Q: What is CUNY A!ert?**

**A:** CUNY Alert 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.

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 at your campus today for CUNY A!ert!** 

**Q: How do I sign up for CUNY A!ert?** 

**A:** To sign up for CUNY A!ert at your campus visit [www.cuny.edu/alert](http://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.


**Q: When and how can students, faculty and staff sign up?**

**A:** To sign up for CUNY A!ert at your campus log on to [www.cuny.edu/alert](http://www.cuny.edu/alert) and follow the instructions. Enrolled students, including continuing education students, faculty, staff and other members of the campus community, are eligible to sign up.

**Q: How will I know if the College closes or there is an emergency on campus?**

**A:** Stay tuned to radio or television stations for updated information. Call Lehman College at 718-960-8000 and listen for a recorded message or Public Safety who will advise you of the status of the campus. These radio stations also give information relative to the College's closings.

WCBS	880AM	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
WINS	1010AM	<a href="http://www.1010wins.com">www.1010wins.com</a>
NY1	Time Warner Cable Channel 1	<a href="http://www.ny1.com">www.ny1.com</a>

**A:** Sign up for CUNY Alert. “CUNY A!ert” 

**Q: Where should students or faculty/staff go in an emergency?**

**A:** The answer will vary depending on the kind or nature of the emergency.


- Depending on the emergency, it will be important to decide whether to stay put or leave. Use available information to determine your action.
- Follow instructions from emergency personnel and building coordinators.
- Instruction for possible relocation during an emergency will be given by a designated staff member and/or by the CUNY Alert system after consultation with the President, Vice President, Public Safety, etc.

**Q: How will I know where to go if we lose electricity or computing services shut **down**?**

**A:** Information on where to go will be determined at the time of the emergency.

**Q: What can I do to be prepared?**

**A:** There are several things each of us can do:

- Sign up for CUNY Alert. “CUNY A!ert” 
- Remain calm; Don't panic
- Call 718-960-8000 for updated information. Call Public Safety at 718-960-8228 to report emergencies, or if ext. 8000 is not available for general information.
- Stay tuned to radio or television stations for updated information.
- Review Personal Emergency Procedures.
- Contact your building coordinator to learn your building's evacuation plan and become familiar with building exits near you. If you are not sure who your building coordinator is, contact the Public Safety office at 718-960 8593.
- Monitor sensitive areas.
- Report suspicious and/or unauthorized persons to Lehman College Public Safety at **ext. 7777** or the Emergency Duress station.
- Keep offices locked when unattended.
- Immediately report to the Department of Public Safety at ext. 7777 or by using an Emergency Duress station, suspicious or unattended packages, containers or vehicles; signs of break-ins or attempted unauthorized entries; or unusual odors or substances.

- Use the buddy system. Never go somewhere alone, especially at night.
- Be informed. View websites such as [www.ready.gov](http://www.ready.gov) or [www.redcross.org](http://www.redcross.org)
- Know the location of fire extinguishers. Talk with your building coordinator, floor coordinator, or Public Safety personnel.

**Q: What else should I know?**

**A:** Note the following:

- If an emergency occurs, stay away from the affected area. By going to the incident you'll only add to the problem and could become another victim.
- Evacuate your building whenever an alarm is sounded.
- Hazardous material hoaxes, harassing emails, graffiti and rumor spreading could be criminal actions. They are not helpful to our campus community and they distract our emergency responders from their work.
- Obey all instructions from emergency personnel.

**Q: Who can I talk with if I still feel anxious?**

**A:** There are a variety of services available to students, faculty, and staff. Contact the Lehman College Counseling Center at 718-960-8761.

**Q: Is there any reason to feel especially concerned about threats to the Lehman community?**

**A:** There have been no specific threats or information regarding Lehman College. Nonetheless, we take the general alert seriously, and the safety of students and the entire Lehman community is our foremost concern. The current alert level for NYC is orange. You can visit the U. S. Department of Homeland Security site, [www.dhs.gov](http://www.dhs.gov) and click on the Threat Advisory link for information regarding the different color levels and what they mean.

**Q: How has the College prepared for emergency situations?**

**A:** Lehman has emergency procedures in place that are reviewed and re-evaluated regularly. In addition, senior administration members are in frequent contact with local, state and federal law enforcement agencies to gather the most updated information and advice on how to respond to risks. For large-scale emergencies, government emergency service agencies will have primary responsibility for emergency management. The College has made arrangements for full cooperation with such agencies.

**Q: What measures has Lehman taken to secure its campuses and facilities in light of heightened security concerns?**

**A:** The College recently augmented security on and around the campus, including at the entrance gates, on-campus parking lots and loading docks. Security cameras, duress stations and a state-of-the-art fire suppression system have been added to these locations to enhance heightened security. In addition, the New York Police Department has increased its security in the area near our campuses. Lehman is coordinating emergency procedures with the 50<sup>th</sup> and 52<sup>nd</sup> Precincts. Response protocols are in place enabling us to respond immediately to a police department directive in the event of an emergency.

**Q: How should I report suspicious situation or emergency conditions?**

**A:** Call the Public Safety Department at 718-960-7777 or ext. 7777 from any campus telephone. Emergency Duress stations are also available throughout the campus.

**Q: What should I do if I believe I might have been exposed to a biological or chemical agent?**

**A:** If you think you may have been exposed to a biological or chemical agent, call Environmental Health & Safety Office at 718-960-8735, or Public Safety at 718-960-7777 or ext. 7777 from any campus telephone or use an Emergency Duress station located throughout the campus, or the

**Q: Will sealing windows with duct tape and plastic help me during a bio-terrorist attack?**

**A:** No. A release of a biological agent is most likely to be “covert”—that is, terrorist will not announce the attack before it happens or afterward. This means that you would not know ahead of time to seal your windows and prevent contaminated air from reaching you. Duct tape and plastic sheeting slow down the movement of air from outside to inside, but do not stop such movement. You should always be aware that using some non-electric space heaters or gas stoves inside such sealed areas can lead to dangerous build-up of carbon monoxide.