This guide has been designed to facilitate a safe response by the College community in the event of an emergency at Mercy College
**Important Phone Numbers**

*If there is an emergency at any Mercy College facility notify Mercy Campus Safety and dial 911 if necessary.*

**Mercy College Campus Safety**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dobbs Ferry (Main Office – 24 hours)</td>
<td>(914) 674- 7225 – internal 7225</td>
</tr>
<tr>
<td>Bronx</td>
<td>(718) 678- 8983 – internal 8983</td>
</tr>
<tr>
<td>Manhattan</td>
<td>(212) 615- 3319 – internal 6319</td>
</tr>
<tr>
<td>Yorktown</td>
<td>(914) 455- 2174</td>
</tr>
</tbody>
</table>

**Residence Hall Safety/Reception Desk**

(914) 674- 7277

**POLICE, FIRE, MEDICAL EMERGENCY**

911

**Facilities Department**

(914) 674-7362 / 7540

**Campus and other important phone numbers**

**Bronx**

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Assurance &amp; Process Control Manager</td>
<td>(718) 678- 8607- internal 8607</td>
</tr>
<tr>
<td>49th Police Precinct</td>
<td>(718) 918- 2000</td>
</tr>
<tr>
<td>Jacobi Hospital</td>
<td>(718) 918- 5000</td>
</tr>
</tbody>
</table>

| Dobbs Ferry                        |                               |
| Center for Student Success         | (914) 674- 7416- internal 7416 |
| Dobbs Ferry Police                 | (914) 693- 5500               |
| Irvington Police                   | (914) 591- 8080               |
| Sr. Associate Dean Student Engagement | (914) 674- 7640               |
| Dobbs Ferry Hospital               | (914) 693- 0700               |
| Residential Life                   | (914) 674- 7277               |

<p>| Manhattan                           |                               |
| Asst Director Student Services      | (212) 615-3311- internal 3311 |
| Midtown South Police Precinct       | (212) 239-9811                |
| NYU Medical Center                 | (212)263-7300                 |</p>
<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yorktown</td>
<td><strong>Asst Director Student Services</strong> (914) 245-7639 ext.7639</td>
</tr>
<tr>
<td></td>
<td><strong>Yorktown Police</strong> (914) 962-4141</td>
</tr>
<tr>
<td></td>
<td><strong>Hudson Valley Hospital</strong> (914) 737-9000</td>
</tr>
<tr>
<td>Westchester Medical Center</td>
<td>(914) 493-7075</td>
</tr>
<tr>
<td>Rape Helpline(s)</td>
<td>800-656-HOPE(4673)</td>
</tr>
<tr>
<td></td>
<td>(914) 345-9111</td>
</tr>
<tr>
<td></td>
<td>(212) 267-RAPE(7273)</td>
</tr>
<tr>
<td></td>
<td>(212) 577-7777</td>
</tr>
<tr>
<td>Poison Control Center – Hudson Valley</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Poison Control Hotline</td>
<td>(212) 764-7667</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>(914) 946-6500</td>
</tr>
<tr>
<td>NYS Domestic Violence Hotline</td>
<td>800-942-6906</td>
</tr>
<tr>
<td>AIDS Hotline</td>
<td>(914) 654-7000</td>
</tr>
<tr>
<td>Drug Abuse Hotline</td>
<td>800-662-4357</td>
</tr>
<tr>
<td>Suicide &amp; Crisis Counseling 24 Hrs. White Plains</td>
<td>(914) 347-6400</td>
</tr>
<tr>
<td>Suicide Hotline</td>
<td>(212) 673-3000</td>
</tr>
<tr>
<td>Mercy College Counseling</td>
<td>(914) 674-7233</td>
</tr>
<tr>
<td>Mercy College Nurse (Dobbs Ferry Campus)</td>
<td>(914) 674-7255</td>
</tr>
</tbody>
</table>
## Contents

**Topic**
- Introduction ............................................................................................................. 2  
- Your Responsibility ................................................................................................. 3  
- Evacuating Safely .................................................................................................... 5  
- Know Where to Go: Assembly Areas ..................................................................... 6  
- Sources of Information ........................................................................................... 7  
- Emergency Management Operations ...................................................................... 8  
- Emergency Management Team (EMT) .................................................................... 8  
- Campus Safety Teams ............................................................................................. 9  
- Incident Management ............................................................................................. 9  
- Emergency Operations Center ................................................................................ 9  
- Incident Levels ........................................................................................................ 10  
- **Campus Lockdown / Active Shooter or Armed Assailant** ................................... 11  
- Bomb Threat / Suspicious Packages ..................................................................... 14  
- College Rallies / Demonstrations .......................................................................... 17  
- Contraband / Found Property ................................................................................ 18  
- Fire / Explosion ....................................................................................................... 19  
- Fire: Residence Hall/ RH Evac Plan ...................................................................... 24  
- Hazardous Materials / Exposure to Bodily Fluids ................................................. 26  
- Maintenance or Utility Emergency ........................................................................ 27  
- Medical Emergency: Illness or Injury ................................................................... 29  
- Nuclear, Chemical, Biological, Radiation Threat .................................................. 30  
- Psychological Distress ............................................................................................. 41  
- Sexual Assault ......................................................................................................... 42  
- **Violent or Criminal Behavior** ............................................................................ 43  
- Weather Closing / Emergency Information ............................................................ 45  
- Severe Weather Safety ............................................................................................ 46  
- Emergency Checklist and Contact Sheet ............................................................... 47-48  
- Dobbs Ferry Map / Assembly Areas .................................................................... 49
Introduction

The procedures outlined in this document apply to all Mercy College faculty, staff, students and properties.

Mercy College is committed to the safety and welfare of our students, faculty, staff and visitors, and for this reason we have compiled this Emergency Response Guide. The information contained in this document is intended to inform and educate you, the college community, about emergency procedures, fire detection and prevention, medical emergencies and other types of hazardous situations.

All employees and students should become familiar with the initial response to an emergency situation. For most people this first response may be as simple as summoning assistance, evacuating the area or assisting another member of the college community.

Since every situation is unique, the policies and procedures in this document are intended to serve as a guide. Students, faculty and staff should become familiar with these guidelines so all can react safely in the event of an emergency.

CAMPUS SAFETY INFORMATION

The Mercy College Safety Department encourages you to make the following steps a part of your daily routine. These tips can reduce the risk of crime against you and your property, whether on or off campus -

- Be security conscious; watch out for others and their property
- Be alert for suspicious persons or dangerous conditions
- Report any security concerns to Campus Safety
- Don’t take shortcuts or walk alone at night-walk in well lighted areas if possible
- Lock up your vehicle properly – be cautious in parking areas
- Secure your personal belongings at all times
- Never leave your laptop computer unattended
- Be cautious in displaying your social security number
- Be alert when utilizing ATM machines
- Do not take chances – always play it safe
- Make it a habit to be cautious on or off campus, in buildings and in transit

The Department of Campus Safety can offer assistance about personal safety, identity theft, safeguarding your property and other topics relative to crime prevention and security. You are encouraged to call or visit - (914) 674-7225, Main Hall rm.234, with any questions you may have.
Your Responsibility

Each member of the Mercy College community has a role in the management of an emergency. For some members of the College staff and faculty active participation in the College’s emergency response will be required, while others will be required to follow these guidelines to ensure their safety.

In conjunction with daily security measures, all students, faculty, and staff are required to have and carry, at all times, their Mercy College identification card. Cards may be obtained at Asst. Director Student Services offices.

Students

Every student has a responsibility to:

- **Call 911 to report a fire, police or medical emergency – then contact Campus Safety**
- Be familiar with this guide concerning college emergency procedures and evacuation plans
- Notify security of any emergency situation; remain calm and provide as much information as possible
- Follow directions of college emergency personnel
- Carry your College ID at all times and produce it when requested by College officials

Faculty and Staff

Each faculty and staff member has a responsibility to:

- **Call 911 to report a fire, police or medical emergency – then contact Campus Safety**
- Be familiar with this guide concerning college emergency procedures and evacuation plans
- Notify security of any emergency situation; remain calm and provide as much information as possible
- Inform students and others in the event of an emergency
- Initiate and follow the emergency and evacuation procedures outlined in this guide
- Stay alert to the environment and report all safety and security hazards to the Department of Campus Safety or Asst Director Student Services office
- Follow the directives of College emergency personnel
- Carry your College ID at all times and produce it when requested by College officials
Administrators, Supervisors and Department Heads

Every administrator, supervisor and department head has the following responsibilities prior to and during any emergency:

- **Call 911 to report a police, fire or medical emergency – then contact Campus Safety**
  - Be familiar with this guide concerning College emergency procedures and evacuation plans
  - Notify security of an emergency situation; remain calm and provide as much information as possible
  - Encourage staff to become familiar with the College’s Emergency Response Guide
  - Facilitate on-the-job-training or explanation as required. Contact the Director of Safety for assistance as needed
  - Notify staff of modifications to this plan
  - Report safety hazards to the Department of Campus Safety and the Facilities Department
  - Maintain accurate emergency telephone numbers for members of your staff
  - Prepare and distribute a telephone contact list to your staff
  - Maintain emergency telephone communications with the Department of Campus Safety as necessary
  - Carry your College ID at all times and produce it when requested by College officials

**Students with Disabilities**

Mercy College will make every effort to assure that any physically challenged student can attend classes safely and in the proper environment. Our Admissions Department and Office of Disabilities Services will coordinate efforts to assist any student requesting help due to a physical disability.

Once a student advises Mercy College of their status, this information will be provided to Asst Director Student Services (at each campus where the student is taking classes) and Campus Safety, to assure these offices are aware of the student’s status.

Asst Dir Student Services will obtain a copy of the student’s class schedule and provide this information to Campus Safety, so both offices will be aware of the student’s presence when on campus, so special assistance to such students can be provided in the event of an emergency at Mercy College.

If the Office of Disabilities Services becomes aware of a challenged individual that has not formally requested assistance, that office will conduct a follow up with the student to verify if there is a need for assistance. The Office of Disabilities Services will make reasonable efforts to assist students as necessary.
Evacuating Safely

Building Evacuation

- Evacuate when the fire alarm sounds or when directed by College faculty or staff. Failure to evacuate is dangerous and a serious violation of College policy.
- Close doors and windows behind you while exiting (if possible). Quickly gather your coat, purse, keys or other personal belongings and take them with you.
- If smoke is present – stay low. The best quality air is near the floor.
- Vacate the building from the nearest safe exit and notify others to do the same.
- Assist individuals with disabilities or other persons that may need help in exiting the building. If they are unable to use the stairs and you cannot assist them, escort them to a stairwell and notify the Safety Officers or Emergency Response Personnel on the scene.
- Once outside proceed to a clear area that is at least 300 feet away from the building – report to your assembly area (see page 6).
- Keep building access, streets and sidewalks clear for emergency personnel.
- Do not return until you are instructed to do so by a College administrator or Security Officer.
- NEVER use the elevators in a building evacuation. Use the stairs and proceed calmly and safely.

Campus Evacuation

- In the event of a campus evacuation vacate the site in question and relocate as directed.
- When it is necessary to leave the campus by private vehicle follow traffic patterns as directed by Campus Safety or the local Police.
- If you are disabled and cannot exit without assistance proceed to the nearest stairwell or exit and remain there until help arrives. Notify evacuating personnel of your situation.
- Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at a campus location an emergency message will be electronically broadcast via the Mercy College Emergency Notification System unless issuing a notification will compromise efforts to contain the emergency. Electronic messages providing information or direction can be sent by phone, E-mail, TTY phone, pager, SMS or FAX.

All current students, faculty and staff should keep their notification information up to date. Log on to the Emergency Notification System to enter, update or review this information.
**KNOW WHERE TO GO: Assembly Areas**

In the event of a building or campus evacuation assembly areas have been established to insure the safe evacuation of students and personnel. Upon evacuation of a building or campus proceed as soon as possible to the following assembly areas, unless otherwise directed.

**Keep 300 ft. away from buildings and stay clear of roadways**

These are initial locations and subject to change dependant upon conditions. Follow the directives of security personnel and emergency responders.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Assembly Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOBBS FERRY</strong></td>
<td>&lt;see map on last page&gt;</td>
</tr>
<tr>
<td>DORM</td>
<td>Gym / South tennis court/ Mercy Hall courtyard</td>
</tr>
<tr>
<td>MAIN HALL</td>
<td>Athletic field / South tennis court</td>
</tr>
<tr>
<td>MERCY HALL</td>
<td>South tennis court / courtyard/front of building-east side of roadway</td>
</tr>
<tr>
<td>MAHONEY HALL</td>
<td>Basketball court</td>
</tr>
<tr>
<td>VERRAZZANO HALL</td>
<td>Paddleball court</td>
</tr>
<tr>
<td>MAHER HALL</td>
<td>Basketball court</td>
</tr>
<tr>
<td>VET TECH</td>
<td>Basketball court</td>
</tr>
<tr>
<td>OLVA</td>
<td>Ball field – rear of school / Broadway sidewalk</td>
</tr>
<tr>
<td>YORKTOWN</td>
<td>Blue Cross Blue Shield South Lot(s)</td>
</tr>
<tr>
<td>WHITE PLAINS</td>
<td>Opposite Union State Bank on Martine Ave.</td>
</tr>
<tr>
<td>MANHATTAN</td>
<td>Opposite 6 West 35th Street</td>
</tr>
<tr>
<td>BRONX</td>
<td>Mercy College north and south parking lot(s)</td>
</tr>
</tbody>
</table>
Sources of Information

In the event of an emergency members of the Mercy College community can get information several ways:

INFORMATION / WEATHER LINE

An advisory hotline number has been established to enable people calling the College to get updated information. To access the system call:

(914) 674 - 7777

INTERNET

Information will be placed upon the College homepage and a community wide email will be sent via Mercy Connect. For access to the home page go to:

www. mercy.edu

RADIO / TV

Public radio stations will be contacted as necessary to disseminate information related to the opening or closing of College facilities throughout the emergency. The following radio stations will be notified:

WFAS 1230 AM / 103.9 FM
WHUD 100.7 FM
WOR 710 AM
WCBS 880 AM
CHANNEL 12 (cable TV)
Emergency Management Operations

Mercy College has created an Emergency Management Plan which includes:

- The Emergency Response Guide (for students, staff and faculty) - establishes the policy and procedures for students and employees on how to best respond in an emergency situation
- The Emergency Operations Guide (for senior management) - establishes the policy, procedures, and organizational structure to respond to, control and recover from an emergency situation
- Campus Safety Teams - Assists in building evacuations and emergency response
- Incident Management System - Identified College personnel will act as an incident manager when an emergency occurs
- Emergency Operations Center (EOC) – Functions as the communications and operations center in the event of a major emergency or disaster
- The Emergency Management Team (EMT) – will manage the operational and logistical requirements of a major emergency or disaster

These resources will be utilized to evaluate and respond to disasters and major emergency situations to ensure the effective management of people and resources in response to emergencies.

The plan adopts a hands on approach in response to emergencies, including acts of terrorism, civil disturbance, explosion, fire, flooding, hazardous materials, severe storms and utility failures. It establishes the following priorities for emergency response and restoration of operations:

1. Protect those who learn, work or visit at Mercy College.
2. Protect and preserve College property and maintain the integrity of facilities.
3. Restore College operations, activities, and services as soon as possible.

The Emergency Management Team (EMT)

The EMT is the senior emergency response group for the College. Lead by the College President the EMT will be activated to manage the operational and logistical requirements of an emergency. The EMT will:

- Gather information on the emergency
- Formulate an operational plan and update it as needed
- Account for personnel, students and resources
- Gather technical and environmental information required to meet the needs of the emergency
- Coordinate logistics (such as feeding, sleeping, sanitation) for emergency responders and the College community
- Address business/financial, IT and risk management issues as they arise
- Manage the flow of information within the Mercy College community
- Manage Media and other public information requirements
Campus Safety Teams

- Campus Safety Teams are comprised of College employees who will assist with any emergency situation that may arise on campus
- Each campus will have established its own team to respond to emergency situations, including building evacuations due to fire alarms, bomb threats or any other emergency incident
- Teams consist of Campus Administration trained by the Office of Campus Safety
- Teams are coordinated and run by Asst Director Student Services
- The Dobbs Ferry campus will have one team assigned per building

Incident Management

In the event of a major emergency or disaster at Mercy, the first responder on site will act as the “Incident Manager.” The role of the incident manager will be to:

- Determine what the emergency is
- Ascertain if there is anyone injured and call for medical assistance
- Have the police respond if necessary
- Assure Asst Director Student Services and Campus Safety are notified and responding
- Take immediate necessary actions to address the situation until assistance arrives
- Act as the primary point of contact with community responders (police, fire, ambulance)
- Notify key senior staff members of the emergency
- Maintain ongoing communication with the Director of Campus Safety

Initially, the first responder for the College may be a member of campus safety, campus management or any other responsible College employee. First responders for incidents occurring in the residence hall will likely be a member of residential life staff.

Command of the incident will be transferred to the Director of Campus Safety or a Mercy College Safety Supervisor upon their arrival at the site.

Most minor emergencies at the College will be handled locally under the direction of Asst Director Student Services and Campus Safety, who will act as first responders and comply with the protocols provided in this guide.

Emergency Operations Center

The Emergency Operations Center (EOC) is a designated central location that will function as the communications and operations center in the event of a major emergency or disaster at the College. The EOC may be established at any Mercy College facility dependant upon the location and type of emergency at hand.
Incident Levels

An incident level helps define the magnitude of the emergency and response that may be required.

**LEVEL THREE**  DISASTER

**LEVEL TWO**  MAJOR EMERGENCY

**LEVEL ONE**  MIN OR EMERGENCY

**WARNING**  POTENTIAL INCIDENT

**LEVEL THREE (DISASTER):**

- Disasters will seriously impair or halt College operations
- There may be multiple people injured, mass casualties or extensive property damage
- This will require ongoing emergency management at the highest level of College Administration
- Assistance from outside agencies will be essential
- Requires activation of the Emergency Management Team (EMT) and the Emergency Operations Center (EOC)
- Will require an on-going coordinated effort from campus resources

Examples:

Hurricanes, serious fires, explosions or terrorist attacks.

**LEVEL TWO (MAJOR EMERGENCY):**

- Disrupts College operations
- Will require assistance from outside agencies
- Significant damage occurs
- Incident involving multiple people injured or critical injuries
- Requires policy considerations and decisions from College administration
- May require activation of the Emergency Management Team (EMT) and the Emergency Operations Center (EOC)

Example:

A situation that extends beyond a single room or area, such as a large fire, a hazmat incident, civil disturbance, a criminal incident or an unplanned utility service outage that impacts multiple campus buildings.

**LEVEL ONE (MINOR EMERGENCY):**

- Has minimal impact on College operations
- Most minor emergencies can be handled by College staff (Facilities, Campus Safety, Asst Director Student Services)
- May require assistance from outside agencies (Fire, Police, EMS)

Examples:
Water leaks, fire alarms and electrical outages.

**WARNING:**
A potential incident or event may impact the College within 24 to 36 hours

Example:
A severe weather alert or terrorist warning.

Incident levels will vary dependant on the circumstances of the incident. Initial incident levels assigned may be later elevated or downgraded based upon the status of the incident and current conditions. The Director of Campus Safety will assign all incident levels.

**Campus Lockdown**

If ever a dangerous situation develops that poses a serious threat to the College community and jeopardizes the safety of students or employees, campus managers will be advised by the Director of Security to initiate an internal lockdown.

This process will require all College employees and students to remain within the building(s) and close the campus to entry by anyone other than emergency responders. During a lockdown all students, faculty and staff must remain in the classrooms or offices they were at the time of the lockdown unless directed otherwise by the Director of Security or responding law enforcement. No one will be permitted to leave or enter the campus.

**Active Shooter or Armed Assailant**

An active shooter or armed assault on campus will involve one or more individuals intent on causing physical harm to students and staff. This individual may possess a firearm, knife, bomb or any other dangerous instrument capable of causing serious physical injury or death.

The following guidelines can help reduce your personal risk in the unlikely event that an “active shooter” or armed assailant incident should occur on our campus. All members of the Mercy College Community will need to exercise their best judgment in applying these guidelines if such an incident should ever occur.

It is difficult to set forth the exact procedure to follow in every emergency situation since each emergency will present a different scenario. It is, however, possible to provide guidelines to best contend with certain threats. If you are outside a building (if an event should occur) you should take immediate cover, preferably inside a building, circumstances permitting. If you are in a building when an event occurs, you should:

**Secure immediate area:**

- Lock and barricade doors
- Do not stand by doors or windows
- Turn off lights
- Close blinds
• Block windows
• Turn off radios and computer monitors
• Keep yourself out of sight and take adequate cover/protection
• Silence cell phones

Contact Authorities:

• **In the case of an armed assailant call emergency 911 immediately**
• Contact Campus Safety and/or Asst Director Student Services

Be aware that Campus Safety numbers may possibly be overwhelmed with call volume. Program all Campus Safety and Asst Dir Student Services numbers into your cell phone as a backup. E-mail may be an option if, under the circumstances, you are unable to speak.

**What to Report:**

• Your specific location- building name, address and office/room number
• Number of people at your specific location
• Injuries-number injured, types of injuries
• Assailant(s)-location, number of suspects, race/gender, clothing description, physical features, type of weapons, shooters identity if known, etc

**What to Do**

• Evacuate or shelter in place - in the absence of official direction decide where it is safest to be and remain there
• Clear everyone from hallways and bathrooms immediately
• Close and lock all doors and windows, if possible, pull down shades and turn off the lights
• Tell everyone to get down on the floor up against an interior solid wall and remain quiet
• Faculty, staff and students will remain in LOCKDOWN until given the “All Clear” by law enforcement on the scene
• Do not take unnecessary chances and do not panic
• Share all relevant information with law enforcement and college officials
• During and after the crisis, to the extent that it is safe, keep with you what is on your person, do not pick anything up and do not go back for anything until after receiving permission
• If able to do so safely provide assistance to injured persons
• Calm and reassure others
• Follow college, law enforcement or other emergency response personnel directions about where to go or remain

**Police Response:**

• Objective is to engage assailant(s) immediately
• Evacuate victims
• Facilitate follow up medical care, interviews and processing of crime scenes
• Investigation
Remember –

Your primary objective is to protect yourself as best you can, and this can be accomplished by evacuating safely or sheltering in place. Evacuating means getting away from the threat and sheltering in place means locking yourself in a secure area that will help prevent you from having an encounter with the attacker. These options will be totally dependant on the situation at hand.

When possible, evacuate the building if it appears safe to do so. This may need to be through a window or back door. The safest exits in an emergency may not be the main hallways or doors -- well-marked exits could be targets for potential shooters. It is crucial not to assume help will quickly come to evacuate the location as active-shooter incidents are the most chaotic, confusing and difficult scenes to manage.

First responders’ priority will be to contain the shooter. If you are able to and decide to flee the building, have an escape route in mind and bring a cell phone.

However, if there are no safe escape routes a lock down might be a better choice. Notify the police immediately telling them where you are and who is with you and conceal yourself in a room that can be locked or barricaded. Turn off the lights and stay away from doors and windows creating the impression that no one is there.

When the police arrive, move slowly, keep your hands visible and follow their instructions.

Remember, in any emergency situation remaining calm and thinking clearly will help you react in a manner to best protect yourself. Never take unnecessary chances and call for assistance immediately.

**In the case of an armed assailant always call emergency 911 immediately!**
Bomb Threat / Suspicious Packages

CONTACT: Campus Safety
Campus Asst Director Student Services
(See the directory in the front of this guide for all phone numbers)

POLICY

Most bomb threats are communicated via telephone, although email and other forms of communication may be utilized. Even though the vast majority of these threats are hoaxes (and a serious criminal offense), all incidents will be taken seriously and thoroughly investigated.

All bomb threats must be immediately reported to the Department of Campus Safety and the Asst Director Student Services office.

PROCEDURE

1. If you receive a threatening phone call you should remain calm and gather as much information as possible from the caller.

2. Use the attached “Bomb Threat Checklist” or any piece of paper to write down any information the caller provides. It is extremely important to pay attention to all details of the conversation.

3. Note the callers number if your phone is equipped with caller ID.

4. Upon completion of the call immediately notify the Department of Campus Safety and the Asst Director Student Services.

5. If you ever observe a suspicious package or object on campus, DO NOT TOUCH IT. (This applies to suspicious packages, suspected explosive devices and concerns about suspicious letters (anthrax)

6. Do not use a portable radio or cell phone within 150 feet of any suspicious object.

7. Isolate the suspicious package by evacuating the room and locking the door, if possible. Leave the area immediately and call Campus Safety.

8. If a decision is made to evacuate a building follow standard evacuation procedures and exit the building in a calm and orderly fashion

9. All individuals should remain at least 1000 feet from the building. Do not re-enter the building until advised to do so by Campus Safety or the police.
Phone/Bomb Threat Checklist

Actions to be taken in the event of a threat-

Date: ___________________________ Time of call: ___________________________

Your name: ___________________________ Your location: ___________________________

CALLER ID # ___________________________

- REMAIN CALM, BE COURTEOUS, LISTEN TO AND DO NOT INTERRUPT THE CALLER
- TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

1. Where is the bomb right now? ___________________________

2. When is it going to explode? ___________________________

3. What does it look like? ___________________________

4. What kind of bomb is it? ___________________________

5. What will cause it to explode? ___________________________

6. Did you place the bomb? ___________________________

7. Why? ___________________________

8. What is your name? ___________________________

9. Where are you calling from? ___________________________

10. Time call completed: ___________________________

11. Was the voice familiar? Whom did it sound like? ___________________________

12. If possible – write down exact words of caller: ___________________________

Circle all that apply:

Voice: Male Female Young Old Age____ Normal Loud Soft Raspy Nasal Muffled Clear Deep High

Speech: Fast Slow Slurred Stutter Lisp Hesitant Accent – describe ___________________________

Language / Behavior: Well Spoken Foul Slang Rational Irrational Angry Nervous Calm Laugh

Background Sounds: Street Music Office Train Airport Children Television Talking Bar Other_________

CONTACT CAMPUS SAFETY AND THE ASST DIR STUDENT SERVICES IMMEDIATELY
SUSPICIOUS PACKAGE

MAILED FROM FOREIGN COUNTRY

EXCESSIVE OR NO POSTAGE

NO RETURN ADDRESS

RESTRICTIVE MARKINGS

STRANGE ODOR

LOPSIDED PACKAGE

OVERNITE DELIVERY

GENERAL DELIVERY

FT. DIXON NY

350 7 8

PROTRUDING WIRES

OILY STAINS ON WRAPPER

RIGID OR BULKY ENVELOPE

ADDRESS:
- BADLY TYPED OR WRITTEN
- MISSPELLED
- TITLE WITH NO NAME
- WRONG TITLE WITH NAME

REMEMBER

- IF YOU SUSPECT A DEVICE, DO NOT TOUCH
- EVACUATE IMMEDIATELY
- CALL 911 (DO NOT USE A CELL PHONE)
College Rallies / Demonstrations

CONTACT:  Campus Safety  
   Campus Asst Director Student Services  
(See the directory in the front of this guide for all phone numbers)

POLICY

The right of peaceful dissent is permitted within the Mercy College community. Mercy College, however, retains the right to assure the safety of all individuals, the protection of property and the continuity of the educational process. Under no circumstances will disruptions on the campus be permitted.

Gatherings must be peaceful, non-obstructive and nonviolent. Such activity must be conducted within the limits of the democratic processes of freedom of speech, assembly, and petition for all members of the community. Gatherings will be cancelled when one or more of the following conditions exist:

- Interference occurs with the normal operation of the college
- Access is prevented to college offices, buildings or facilities
- Threats of physical harm to persons or damage to college facilities exist
- Non conformance to guidelines agreed upon

PROCEDURE

1. Permission for any gathering must be obtained in writing from the Executive Dean for Student Services and Leadership. If the request involves College employees, the Director of Human Resources will be notified. The College always reserves the right to deny requests for picketing on College property.

2. Individuals organizing the event are responsible and accountable to ensure that the event is conducted in an appropriate manner.

3. The location, time, and duration of the event will be clearly defined and access to college facilities will not be obstructed.

4. If you are a participant in a campus demonstration or disturbance that blocks access to college facilities or interferes with the operation of the college you will be requested to terminate the disruptive activity by the Director of Campus Safety or designee.

5. Failure to discontinue the specified actions within a determined period of time will result in disciplinary action (not excluding suspension or expulsion from the college) and possible intervention by local law enforcement.

6. If you observe any type of disturbance on campus notify Campus Safety with the location, number of people involved and any other pertinent information
Contraband / Found Property

CONTACT: Campus Safety
Campus Asst Director Student Services
(See the directory in the front of this guide for all phone numbers)

POLICY

Mercy College is committed to maintaining an environment that is free of alcohol, illegal drugs and weapons. The use, possession, distribution, manufacture or sale of alcohol, illegal drugs and/or weapons on campus is prohibited.

Contraband includes, but is not limited to: illegal drugs, drug paraphernalia, alcohol, weapons, and fireworks. The College will take disciplinary action when this policy has been violated. The College will also cooperate with local, state and federal authorities in the detection and prosecution of persons in violation of laws relating to alcohol and illegal drugs. The legal drinking age in NYS is 21 years of age.

Firearms and other weapons are prohibited on all Mercy College properties. NEVER handle any firearms or weapons discovered on campus - CALL CAMPUS SAFETY IMMEDIATELY.

PROCEDURE

- Authorized officials may enter any college property for normal inspections and maintenance purposes
- Contraband items may be confiscated and used as evidence in College disciplinary proceedings
- A property receipt will be issued for any confiscated items
- For contraband issues relative to the Residence Hall refer to the “Residential Life Handbook”.
- All inquiries concerning contraband should be referred to the Director of Campus Safety
- All found property should be taken to the Safety Office or Asst Dir Student Services Office. Inquiries relative to lost property can be made there.
Fire / Explosion

CONTACT: Campus Safety
    Police and Fire Departments - 911
    Campus Asst Director Student Services
(See the directory in the front of this guide for all phone numbers)

POLICY

ALL FIRE ALARMS MUST BE TAKEN SERIOUSLY. The signal to evacuate a building for an actual fire or a fire drill is an audible/visible signal on the building's fire system.

Evacuation of the facility is mandatory by all occupants until the signal to re-enter has been given by the appropriate Safety Department or Fire Department personnel.

False alarms are dangerous and a criminal offense. Violators will be prosecuted and face College sanctions. The following procedures will be followed any time a fire alarm sounds:

PROCEDURE

- **EVACUATE THE BUILDING CALMLY AND SAFELY.** Close doors and windows on the way out.
  - Once outside stay at least 300 feet away and remain clear of all roadways
  - Assist those who may require help in evacuating. When a disabled person reaches a stairway they should request help from others exiting. The Fire Department and/or Safety Personnel should be immediately informed as to the location of a disabled person
  - Go to your assigned assembly area (see page 6)
  - If you have to escape through smoke, crawl and stay close to the ground to your exit, keeping your head one to two feet above the floor. This is where the air will be cleanest
  - Test door knobs and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it’s cool, open it slowly. Slam it shut if smoke pours through. Do not lock any doors-
  - If you are unable to evacuate because of fire or smoke in the corridor, remain calm, close the door and call for assistance
  - **DO NOT PANIC - WALK QUICKLY TO THE NEAREST EXIT**
  - **DO NOT USE ELEVATORS**
  - Assist those who may require help in evacuating
- Once outside the building, **keep all persons at least 300 feet away** and clear of all roadways.

- Do not allow anyone to re-enter the building until advised to do so by Campus Safety.

- If the fire alarm is activated, the building must be evacuated regardless of the reason for the alarm (burnt food, facilities repair, etc.).

- Failure to evacuate the building is a violation of fire regulations and a serious violation of College policy.
BE INFORMED
EXPLOSIONS If there is fire...

1. Exit the building as quickly as possible.
2. Crawl low in smoke.
3. Use a wet cloth to cover your nose and mouth.
4. Use the back of your hand to feel the lower, middle, and upper parts of closed doors.
5. If the door is not hot, brace yourself against the door and open it slowly.
6. Do not open the door if it is hot. Look for another way out.
7. Use appropriate fire exits, not elevators.

8. If you catch fire, do not run!

9. Stop, Drop and Roll.

10. If you are at home, go to previously designated meeting place.

11. Account for your family members.

12. Do not go back into a burning building and carefully supervise small children.
BE INFORMED
EXPLOSIONS  If there is fire...

13. Call the fire department.
Fire – Residence Hall

CONTACT: Campus Safety X: 7225
Residence Hall Safety/Reception Desk X: 7277
Assoc Director Residential Life
Resident Assistants
Fire and Police Departments - 911 / (914) 693-5500

(See the directory in the front of this guide for all phone numbers)

POLICY

ALL FIRE ALARMS MUST BE TAKEN SERIOUSLY. The signal to evacuate a building for an actual fire or a fire drill is an audible tone on the building’s fire system. Evacuation of the facility is mandatory until the signal to re-enter has been given by the fire department or safety personnel. False alarms are dangerous and a serious criminal offense. Violators will be prosecuted and face College sanctions.

The following procedures will be followed anytime a fire alarm sounds:

PROCEDURE

• If you hear an alarm – don’t investigate. Leave your room and close the door

• If you see a fire or encounter a significant smoke condition - pull the nearest fire alarm box

  ▪ Once the fire alarm has sounded the R.A.s will check that all residents are evacuating the building, and if possible, closing all doors and windows while exiting. Take your keys with you

  ▪ Assistance should be afforded to any individual requiring help in evacuating the building

  ▪ IMPORTANT: Once a fire alarm has sounded the building will be evacuated following standard evacuation procedures. All residents will report to the designated assembly area (see page 6)

  ▪ DON’T PANIC – EXIT CALMLY

  ▪ DO NOT USE THE ELEVATORS

  ▪ DO NOT RETURN to the building until instructed to do so by the Safety Department or fire department personnel

• If the fire alarm is activated – the building must be evacuated regardless of the reason for the alarm (burnt food, facilities repair, etc.). Failure to evacuate the building is a violation of fire regulations and a serious violation of College policy.
IF YOU CANNOT EXIT (because of fire or smoke in the corridor, or any other condition):

- Remain calm
- Close the door
- If you become trapped in a building during a fire and a window is available place an article of clothing (shirt, coat, etc.) outside of the window as a marker for rescue crews
- If there is no window stay near the floor where the air is less toxic
- If smoke comes in under the door stuff the opening with articles of clothing to prevent smoke from coming in
- Open the window slightly at the top and bottom but close the window if smoke comes in. Do not break the windows
- Shout at intervals to alert emergency crews of your location

**PLAN AHEAD**

- Know the location of fire alarms, fire exits and extinguishers and the location of your primary fire exit – as well as your building Safety Warden team
- Count the number of doors to the nearest exit. In a fire, smoke can make it hard to see. Find the nearest exit in the opposite direction; you'll use it if fire keeps you away from your primary exit
- Keep your room key near the bed where you can get it quickly if there's a fire

**Remember R.A.C.E. –**

- Rescue – remove anyone from immediate danger
- Alarm – Activate the nearest fire alarm pull station
- Contain – Close all doors to confine smoke and fire
- Extinguish/Evacuate – If the fire is small and you have been trained in fire extinguisher use, you may attempt to extinguish a fire. Otherwise, follow your evacuation plan and proceed to the nearest exit and designated assembly area outside the building

- **If your clothing catches on fire - - DO NOT RUN!**
  
  **STOP** – where you are
  **DROP**- to the ground
  **ROLL**- over and over to smother flames
Hazardous Materials / Exposure to Bodily Fluids

CONTACT: Campus Safety
         Campus Asst Director Student Services
         Facilities
(See the directory in the front of this guide for all phone numbers)

POLICY

To provide guidance for initial actions regarding incidents involving hazardous materials, chemical spills or blood borne pathogens.

PROCEDURE

- If you become aware of or are involved in the spillage of any hazardous or chemical materials notify the Safety Department, Facilities Department and Asst Dir Student Services immediately.

- Evacuate the area and offer assistance to others as needed

- Be specific about the nature of the involved material and the exact location of occurrence

- If a chemical contaminates you wash the affected area under running water for 15 minutes. Request someone to contact the Safety Department

- Attempt to seal off the area to prevent further contamination or injury. This can be as simple as closing a door

- Do not allow any persons to enter a contaminated area

- Do not return to an evacuated area unless authorized by the Safety Department

- Do not step in or touch spilled material – do not attempt to clean up any spills

- Avoid inhaling fumes, gases, or vapors

Blood or Bodily Fluid Exposure (Blood borne Pathogens)

- Obtain medical assistance in the event of contact with broken skin (cut or open wound, needle puncture) Notify security or the Asst Director Student Services office immediately

- If contact is made with skin wash with soap and warm water for at least 10 minutes

- If fluids get in your eyes flush with warm water for at least 10 minutes

- Do not touch contaminated materials
Maintenance or Utility Emergency

CONTACT: Facilities Department
Campus Safety
Campus Asst Director Student Services
(See the directory in the front of this guide for all phone numbers)

POLICY

The Mercy College Facilities Department will work to provide restoration of services in the event of any disruption of normal building services within the shortest possible time. The Director of Facilities and the Director of Campus Safety will make the final determination if any building is safe to occupy.

PROCEDURE

Power, Electrical or Lighting Failure

- In the event of a utility failure notify Facilities, Asst Director Student Services office and Campus Safety

- In certain instances the phone system will not function due to the loss of power. Use or borrow a cell phone to call for assistance

- While a power outage may not be destructive in itself, the use of open flame devices or candles is strictly prohibited (at any time).

- Use flashlights and emergency lighting

- If you are trapped in an elevator turn on the emergency alarm located on the control panel (if available). Remain calm and wait for assistance. Do not attempt to force open the elevator door. Call or yell for assistance

- Turn off electrical appliances that were on when the power went off. This will prevent a power surge and possible damage to them when power is restored

- Remain where you are unless directed by Campus Safety or other competent authority to relocate or evacuate

- During the day open blinds or shades to let outside light in

- If instructed to evacuate proceed cautiously to the nearest exit and report to your assembly area (see pg. 6 - DF campus see map at the rear of this book)
Flooding or Plumbing Failure

- If there is a flood, **STOP** using all electrical equipment immediately
- If necessary evacuate the area and direct Facilities or security to the problem

Heating Emergency

During a heating emergency the **use of kerosene heaters or open flame devices is prohibited.**

Gas Leak and Noxious Odors

- If you smell gas or it is determined there is a gas leak evacuate the building immediately
- Notify facilities and the Safety Department without delay
- **STOP WHAT YOU ARE DOING.** Do not switch lights or electrical appliances on or off or use cell phones
- Do not use elevators

Ventilation Problem

- If smoke or other odors come from the ventilation system immediately notify the Facilities Office and security. If there is a fire, follow the directives on page 28 of this guide
- Stop what you are doing and evacuate the area

*In the event of a major utility failure where there is a concern for personal safety, the Director of Facilities and the Director of Campus Safety will coordinate their efforts in attempting to make necessary repairs to safeguard life and property.*

Lockouts

- If you are locked out of your office or are unable to gain access for any reason notify Asst Director Student Services and Campus Safety
- If you discover your office unlocked when normally it should not be, do not enter it. Call Campus Safety to respond and investigate
Medical Emergency: Illness or Injury

CONTACT:  Campus Safety
  Campus Asst Director Student Services
(See the directory in the front of this guide for all phone numbers)

Call 911 and Campus Safety if:

- The person has lost consciousness
- The person cannot breath
- The person has chest pains
- The person has a severe injury

If conscious and oriented the victim has the right and responsibility for their own health care needs and should participate in decisions regarding care. If unconscious these decisions will be made by the professional medical service personnel on the scene. Non-certified individuals should NOT provide medical care.

PROCEDURE

In the event of a medical emergency or injury contact the Asst Director Student Services and Campus Safety immediately.

- Stay on the phone and provide the following information:
  - Your location
  - What has happened
  - How many people are ill or injured
  - What first aid is being provided and by whom

- Stay with the person

- Keep them still and comfortable until help arrives

- Do not move them unless the person is at risk of further serious injury

- Ask someone to meet the emergency responders and direct them to the victim
Nuclear, Chemical, Biological, Radiation Threat

CONTACT:  Campus Safety  
Campus Asst Director Student Services  
Emergency Broadcast System Reports  
(See the directory in the front of this guide for all phone numbers)

POLICY

Mercy College will comply with directions given by public officials in the event of a Nuclear Emergency. Members of the college community will follow the instructions of the Emergency Broadcast System (EBS), Asst Dir Student Serv and the Safety Department. Mercy College will do its best to keep everyone informed of the emergency. Information concerning the status of campus closings can be obtained on the Information Line  (914) 674-7777  and on Mercy Connect.

Mercy College will act as a reception center as requested by the Westchester County Office of Emergency Management in the event of an evacuation at the Indian Point Nuclear Facility.

PROCEDURE

In the event of a nuclear emergency the gathering of information is critical. Turn on a radio or TV to any local news station. An Emergency Broadcast System (EBS) station will have the most current and accurate instructions concerning the emergency.

If advised by an EBS to stay indoors:

- Close all doors and windows
- Turn off air conditioners and other ventilation systems
- Stay off the roads – unless instructed to vacate the area
- Stay tuned to an Emergency Broadcast Station

If instructed by an EBS message to evacuate:

- REMAIN CALM – you will have ample time to evacuate
- Ignore rumors
- Stay tuned to an Emergency Broadcast Station for official instructions
- If you are a resident student gather valuables, identification and any personal items you may need, including:
  - Blankets or sleeping bags
  - Medication
  - Appropriate clothing
  - Personal hygiene items
  - Important papers, credit cards, checkbooks
  - Portable radio
- Offer a ride to a neighbor, friend or co-worker who may not have a car. Close the windows and air vents of your car and do not operate the air conditioner until you have left the emergency area.

- Leave by the routes designated on EBS broadcasts. You may be advised to go directly to the home of a friend or relative or to stop at a public reception center. There you will be assigned to a nearby temporary shelter operated by the American Red Cross. These shelters will be professionally staffed and will offer food, medical care, and communications ability.

**Emergency Alert System News Stations include:**

- WFAN-AM 660  WRRV-FM 92.7
- WABC-AM 770  WQXR-FM 96.3
- WCBS-AM 880  WHUD-FM 100.7
- WRKL-AM 910  WGNY-FM 103.1
- WGNY-AM 1200  WAXB-FM 105.5
- WFAS-AM 1230  WCBS-TV CH.2
- WALL-AM 1340  WNBC-TV CH.4
- WLNA-AM 1430  WABC-TV CH.7

**Nuclear, Biological or Chemical Threat**

Depending on your circumstances and the nature of the threat, the first important decision is whether to stay put or get away. Use common sense and available information to determine if there is immediate danger.

**Staying Put**

Whether you are at home or elsewhere there may be situations when it’s simply best to stay where you are and avoid any uncertainty outside. There are circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as “shelter in place,” can be a matter of survival. Use available information to assess conditions. If you see large amounts of debris in the air or if local authorities advise the air is badly contaminated you may want to take this kind of action.

**Getting Away**

There may be conditions under which you will decide to get away or are ordered to leave. Plan how you will assemble your family and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency. Assure family members have emergency contact phone numbers readily available. Mercy College will provide all available information to its community to assist in the decision making process in the event of a disaster.
The following pages provide visual guides that contain the most current suggested information to help protect you, your family and friends in the event of a nuclear, radioactive, chemical, and biological or explosion emergency -

As a reminder, New York State and New York City have created hotlines that enable citizens from throughout the state and city to report information about suspected terrorist activity.

The toll-free hotlines can be reached by calling – (in NYS)

1-866-SAFENYS or 1-866-723-3697

NYC residents should call the NYPD Terrorism Hotline at-

1-888-NYC-SAFE or 1-888-692-7233

These hotlines are staffed 24-hours a day, seven days a week by the New York State Police and NYC Police working in conjunction with the NYS Office of Homeland Security and the Joint Terrorism Task Force.

If you call to report a tip – be prepared to provide the following information –

- Who did you observe?
- What did you see? (be specific as possible)
- Where did you see it?
- When did you see it?
- Why is it suspicious?
- If a vehicle is involved - license plate, year, make, model, size and color

The public is reminded not to take action if suspicious activity is observed. If danger appears to be imminent, local authorities should be alerted as quickly as possible through 911.

All calls will be kept confidential.

You can make a difference and help fight terrorism.
BE INFORMED

NUCLEAR BLAST

1. Take cover immediately, below ground if possible, though any shelter or shelter will help protect you from the immediate effects of the blast and the pressure wave.

2. Consider if you can get out of the area;

3. Or if it would be better to go inside a building and follow your plan to "shelter-in-place".

4. **Shielding**: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.

5. **Distance**: The farther away from the blast and the fallout the lower your exposure.

6. **Time**: Minimize time spent exposed will also reduce your risk.
BE INFORMED

CHEMICAL THREAT

1. A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

2. Watch for signs such as many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.

3. Many sick or dead birds, fish or small animals are also cause for suspicion.

4. If you see signs of a chemical attack, quickly try to define the impacted area or where the chemical is coming from, if possible.

5. Take immediate action to get away from any sign of a chemical attack.

6. If the chemical is inside a building where you are, try to get out of the building without passing through the contaminated area, if possible.
7. Otherwise, it may be better to move as far away from where you suspect the chemical release is and "shelter-in-place."

8. If you are outside when you see signs of a chemical attack, you must quickly decide the fastest way to get away from the chemical threat.

9. Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to "shelter-in-place."

10. If your eyes are watering, your skin is stinging, you are having trouble breathing or you simply think you may have been exposed to a chemical, immediately strip and wash. Look for a hose, fountain, or any source of water.

11. Wash with soap and water, if possible, but do not scrub the chemical into your skin.

12. Seek emergency medical attention.
BE INFORMED

BIOLOGICAL THREAT

1. A biological attack is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents can cause contagious diseases, others do not.

2. A biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack it is perhaps more likely that local health care workers will report a pattern of unusual illness.

3. You will probably learn of the danger through an emergency radio or TV broadcast.

4. If you become aware of an unusual or suspicious release of an unknown substance nearby, it doesn’t hurt to protect yourself.

5. Get away from the substance as quickly as possible.

6. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.
7. Wash with soap and water and contact authorities.

8. In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. However, you should watch TV, listen to the radio, or check the Internet for official news as it becomes available.

9. At the time of a declared biological emergency be suspicious, but do not automatically assume that any illness is the result of the attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.
BE INFORMED

EXPLOSIONS  If there is an explosion...

1. Take shelter against your desk or a sturdy table.
2. Exit the building as quickly as possible.
3. Do not use elevators.

4. Check for fire and other hazards.
5. Take your emergency kit if time allows.
BE INFORMED

RADIATION THREAT

1. A radiation threat or "Dirty Bomb" is the use of common explosives to spread radioactive materials.

2. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.

3. Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed by the thick shield, and you will be exposed to less.

4. Distance: The farther away you are from the radiation the lower your exposure.

5. Time: Minimizing time spent exposed will also reduce your risk.

6. Local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.
MAKE A PLAN

IN A MOVING VEHICLE

1. Use available information to evaluate the situation. If there is an explosion or other factor that makes it difficult to control the vehicle, pull over.

2. Stop the car, and set the parking brake.

3. If the emergency could impact the physical stability of the roadway, avoid overpasses, bridges, power lines, signs, and other hazards.

4. If a power line falls on your car, you are at risk of electrical shock. Stay inside the vehicle until a trained person removes the wire.

5. As with any emergency, local authorities may not immediately be able to provide information on what is happening and what you should do. However, listen to the radio for information.
Psychological Distress

CONTACT:  Campus Safety
          Campus Asst Director Student Services
          POLICE - 911
(See the directory in the front of this guide for all phone numbers)

POLICY

All members of the Mercy community share a responsibility to call for assistance when a person
is experiencing a psychological emergency in order to protect the individual from harming
themselves or others. The Mercy College Counseling Director’s primary responsibility is to the
student population on campus, but counseling is also available to faculty and staff for
consultation and referral.

PROCEDURE

Contact the Asst Director Student Services and Campus Safety when:

- An individual expresses suicidal thoughts or behavior
  - An individual is acting irrationally or becomes a danger to himself, others, or is destructive to
    property
  - An individual's behavior is bizarre or unsettling
  - An individual displays a severe loss of emotional control or gross impairment of thinking
    ability
  - Never attempt to handle a situation on your own
  - Avoid unnecessary conversation with the individual if they become agitated or upset
  - Never put yourself in a dangerous situation. If a person is threatening to harm themselves
    or others protect yourself and call for assistance
  - Initiate immediate contact of security and the campus manager to ensure a timely response
    before a situation becomes uncontrollable
CONTACT: Campus Safety  
Campus Asst Director Student Services  
POLICE  911  
(See the directory in the front of this guide for all phone numbers)  

POLICY  
Mercy College offers emotional support and appropriate assistance to students or staff members who are victims of sexual assault. All College services and procedures relative to sexual assault victims are confidential.  

PROCEDURE  
1. If you are a victim of a sexual attack get to a safe place as soon as you can.  
2. Notify the police, Campus Safety or the Asst Director Student Services as soon as possible.  
3. Try to preserve all physical evidence (do not bathe, change clothes, etc.).  
4. Contact a friend who can be with you.  
5. Assist Campus Safety or the police when they arrive by providing them with all the information you can. Try to provide:  
   a. Details of the incident  
   b. Date, location and time of the incident  
   c. Description (or name) of the person(s) involved  
   d. Try to recall as much detail as possible about your attacker  

IF YOU ARE OFF CAMPUS  
Call 911 and report the incident without delay.  

Rape Crises Hotline  
Westchester – (914) 684-9877  
New York City-(212) 673-3000
Violent, Disruptive or Criminal Behavior

CONTACT: Campus Safety
          Campus Asst Director Student Services
          POLICE  911
(See the directory in the front of this guide for all phone numbers)

POLICY

The entire Mercy Community shares the responsibility of making our campuses safe and secure by being alert to criminal or suspicious behavior. It is imperative that this information is promptly reported.

In the event of an emergency always call 911 and Mercy Security

PROCEDURE

If you are the victim of a crime or see a crime being committed-

• Be observant to the physical and clothing description of the person

• Do not resist in an attempt to retain your property – *your safety is paramount in any encounter*

• Run and scream if possible to attract attention and get help

• Notify the Safety Department or police as soon as possible

• If you are a victim of a crime, observe a criminal act or a suspicious person on campus immediately notify Campus Safety and report the incident

• Never __ put yourself or another in a dangerous situation

• If an individual is acting in a disruptive or threatening manner protect yourself and notify Campus Safety and the Asst Director Student Services Office immediately

• If disruptive or disorderly conduct is committed in a classroom setting faculty members should document the incident and refer the matter to the Sr. Assoc Dean Student Engagement and Asst Director Student Services. If an individual’s behavior is threatening or menacing in any manner, contact Campus Safety or Asst Director Student Services immediately.

We need your help - if you see something – say something! Call Campus Safety @ 914 674-7225
CRIMINAL DESCRIPTION SHEET

Physical Description
SEX ______________________
RACE ____________________
HEIGHT ___________________
WEIGHT ___________________
COMPLEXION _______________
EYES – COLOR – EYEGASSES
(ALERT – NORMAL – DROOPY)
________________________________
VISIBLE SCARS, MARKS, TATTOOS
________________________________
AGE ________________________

Method of Escape
DIRECTION __________________
LICENSE _____________________
VEHICLE DESCRIPTION ________

Remarks _____________________
________________________________
________________________________
________________________________

HAT COLOR – STYLE
HAIR COLOR – CUT
BEARD or MUSTACHE
SIDE BURNS
SHIRT ___________________
NECKTIE _________________
JACKET OR COAT _________
COLOR ___________________
WEAPON __________________
RIGHT OR LEFT HANDED

TROUSERS _________________

SHOES _________________
SNEAKERS _______________
Weather Closing and Emergency Information

POLICY

In the event of inclement or severe weather (or other emergency situation) the College may choose to close or delay its operations in whole or in part. Because weather conditions and other emergencies may not affect all campuses directly, this decision may be made on a campus by campus basis.

The decision to close or delay classes will be made by 6:00 AM and evening classes by 2 PM. The decision to cease operations may be made at any time during the day depending on conditions.

PROCEDURE

Students, faculty and staff can obtain information about closure and delay via:

The Mercy College Information / Weather line  (914) 674 - 7777

- Mercy Connect
- Mercy Website – www.mercy.edu
- Radio Stations

   WFAS 1230 AM
   WFAS 103.9 FM
   WHUD 100.7 FM
   WOR 710 AM
   WCBS 880 AM

   CHANNEL 12 NEWS (CABLE TV)
Severe Weather Safety

POLICY

The following information is provided to advise you of safe practices to follow when dealing with severe weather conditions-

- Assure you have emergency supplies available – blankets, proper clothing, first aid kit, flashlights and portable radio w/ extra batteries, bottled water
- Dress warmly and keep dry – wear loose fitting layered clothing
- Avoid overexertion - walk carefully on ice and snow
- Monitor local news stations for weather updates and important information

Hurricanes / Earthquakes / Structural Collapse

- Leave low lying areas and get indoors if possible
- Secure outdoor objects or bring them inside
- Watch for falling objects – if indoors, stay clear of bookcases, overhead fixtures, filing cabinets and overhead fixtures
- Protect windows with tape and stay clear of them while inside and the storm is active

If you are outside –

- Move to an open area away from buildings or other structures
- Watch for fallen power lines
- Watch for falling trees, streetlights and glass

Thunderstorms

- Stay or get indoors if possible
- If you can hear thunder you are within striking distance. Seek safe shelter immediately
- Monitor local news stations for weather updates and important information
Emergency Checklist and Contact Sheet  
(Staff)

1. Remain calm.

2. Contact Asst Director Student Services and Campus Safety.

3. If physical injuries have occurred call for medical assistance.

4. Notify immediate supervisor ______________________ at ______________________
   (name) (phone number)

5. Gather the following information quickly:
   • What happened
   • Time of incident
   • Names of people involved
   • Number of injuries
   • Damage
   • Cause

6. Provide information gathered only to authorities and authorized associates (i.e., immediate supervisor or member of the Emergency Management Team). Do not give information to anyone you do not know or external callers.

7. If the press calls or reporters arrive, direct them to Public Relations.

Campus Safety ______________________
Campus Asst Director Student Services ______________________
Public Relations (914) 674-7596
Campus Admin ______________________
Police ______________________
Fire ______________________
Ambulance ______________________
Poison Control ______________________
Emergency Checklist and Contact Sheet
(Supervisor)

1. Report the incident to Campus Safety and Asst Director Student Services.

2. If physical injuries have occurred call for medical assistance.

3. Gather the following information quickly:
   - What happened
   - Time of incident
   - Names of people involved
   - Number of injuries
   - Damage
   - Cause

4. Provide information gathered only to authorities and authorized associates (i.e., immediate supervisor or member of the Emergency Management Team). Do not give information to anyone you do not know or external callers.

5. If the press calls or reporters arrive, direct them to Public Relations.

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