MERCY COLLEGE

Emergency Response Plan

Manhattan Campus



Updated: November 2020

Manhattan Campus Important Phone Numbers

In the event of a life threatening emergency, please dial x911 (hardline) or 911(cellphone) then x9999 (Mercy College Campus Safety) or 914-674-9999

All other emergencies, including suspicious activity, please dial x9999 or 914-674-9999.

Mercy College Campus Safety (non-emergencies):

Manhattan	**(212) 615-3319**
Dobbs Ferry (Main Office – 24 hours)	(914) 674-7225 – internal x7225

Facilities Department (914) 674-7638 (off-hours please contact Campus Safety at: (914) 674-7225)

Other important phone numbers for the Manhattan campus:

General Campus Information	1-877-MERCY GO or 1-877-637-2946
Sr. Asst. Director Student Services	(212) 615-3311 – internal 3311
Midtown South Precinct NYPD	(212) 239-9811
Midtown South FDNY, 220 W. 37th St., NYC	(212) 570-4226
NYU Langone Medical Center	(212) 263-7300
Title IX Coordinator	(914) 674-7679
Deputy Title IX Coordinator	(914) 674-7733
Weather Line	(914) 674-7777
Rape/Sexual Assault Hotlines	(800) 656-4673 (national hotline) (914) 345-9111 (Westchester Victim's Asst.) (212) 267-7273 (NYPD Special Victim's) (212) 577-7777 (NYC Crime Victim's)
NYS Domestic Abuse Hotline	(800) 942-6906
Suicide/Crisis Prevention Hotline	(914) 925-5959
Mercy College Counseling	(914) 674-7233
Drug Abuse Hotline	(800) 662-4357
AIDS Hotline	(914) 654-7000 ext. 7
Poison Control Hotline	(212) 764-7667
Hudson Valley Poison Control Center	(800) 222-1222
Westchester Medical Center	(914) 493-7075
American Red Cross	(914) 946-6500

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Introduction

Purpose

This Emergency Response Plan (ERP) is designed as a guide for use in unusual and/or extra-ordinary circumstances that have the potential to negatively affect human life and/or property. These circumstances can include pre-planned events, as well as rapidly evolving incidents that require the intervention of outside agencies.

It is flexible in design such that sections may be used without full implementation depending on the nature of the incident(s), while at the same time it is designed to be effective in response to all hazards. The overall purpose is to maintain the campus safety of Mercy College's people, property, and vital interests.

The College's policies and procedures herein are expected to be followed by all. Emergency response operations will be conducted within the established framework of the Department of Campus Safety's Standard Operating Procedures (SOP). All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Executive Director for Campus Safety and Emergency Management. The Executive Director is responsible for the review, revision, and implementation of this plan and other critical incident response protocols on a yearly basis. Changes to the plan will be done in collaboration with critical stakeholders.

The College's Emergency Management Team (EMT) is responsible for enterprise wide leadership and application of Emergency Management Principles, in conjunction with other members of the college community. This responsibility is to prepare the College for any type of hazard or impact, and to promulgate information prior to any type of incident, thereby facilitating a more effective response and recovery, if need be.

Annual training will be conducted on this plan and all of its associated response protocols. Training may include table top exercises, field training exercises, exercises with other agencies and departments, and specialized training to supplement one or all aspects of the all hazards plan.

The Department of Campus Safety will annually test all equipment (e.g., radios, flashlights, first aid kits, campus warning systems, alarms, etc.) that may be utilized in any incident or emergency.

Basic Assumptions of Emergency Planning and Response:

- An emergency or disaster may occur at any time of the day or night, weekend, or holiday, with little to no warning.
- The succession of events in an emergency are not necessarily predictable, hence, this Emergency Response Plan will serve only as a guide and may require modification in order to meet the exact needs of the emergency.
- Emergencies affecting non-campus and campus resources, or ones that require outside resources may involve multiple jurisdictions and a multi-agency response.

- The established perimeter of an incident may be tangible or intangible, as well as fluid (not remaining in the same place).

Individual Responsibilities

Each member of the Mercy College community has a role in the management of an emergency. For some members of the faculty and staff, 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 campus safety measures, all students, faculty and staff are required to have a valid Mercy College identification card and to carry it at all times when on campus. Cards may be obtained at Main Hall, Room 235 on the Dobbs Ferry Campus or from the security desk on the 3rd floor of the Manhattan Campus.

Students:

Each student has a responsibility to:

Call x911 or 911 (cell) in a life threatening emergency and then notify Campus Safety at 914-674-9999 (x9999). For all other emergencies, contact Campus Safety at x9999.

- Be familiar with this plan concerning college emergency procedures and evacuation plans.
- Notify Campus Safety of an emergency situation; remain calm and provide as much information as possible. First notify x9911 if the situation is life threatening.
- Follow directions of College emergency personnel.
- Carry your College ID at all times and produce it when requested by College officials.

Faculty:

Each faculty member has a responsibility to:

Call x911 or 911 (cell) in a life threatening emergency and then notify Campus Safety at 914-674-9999 (x9999). For all other emergencies, contact Campus Safety at x9999.

- Be familiar with this plan concerning college emergency procedures and evacuation plans.
- Notify Campus Safety of any emergency situation; remain calm and provide as much

information as possible. First notify x9911 if the situation is life threatening.
- Inform students and others in the event of an emergency.
- Initiate and follow the emergency and evacuation procedures outlined in this plan.
- Stay alert to the environment and report all Campus Safety deficiencies.
- Follow the directives of all College emergency personnel.
- Carry your College ID at all times and produce it when requested by College officials.

Staff; including Supervisors, Campus Coordinators and Department Heads:

Each staff member, administrator, supervisor, campus coordinator and department head have the following responsibilities prior to and during any emergency:

Call x911 or 911 (cell) in a life threatening emergency and then notify Campus Safety at 914-674-9999 (x9999). For all other emergencies, contact Campus Safety at x9999.

- Be familiar with this plan concerning College emergency procedures and evacuations.
- Notify Campus Safety of any emergency situation; remain calm and provide as much information as possible. First notify x9911 if the situation is life threatening.
- Encourage staff to become familiar with the College's Emergency Response Plan.
- Facilitate on-the-job-training or explanation as required. Contact the Executive Director of Campus Safety for assistance as needed.
- Notify staff of modifications to this plan.
- Report safety hazards to the Department of 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 Accessibility Issues

Mercy College will make every effort to ensure that all students can attend classes safely and in the proper environment. The Admissions Department and Office of Accessibility, 914-674-7523, will coordinate efforts to assist any student requesting help due to an accessibility issue. Once a student advises Mercy College of their status, this information will be provided to Student Services (at each campus where the student is taking classes) and Campus Safety, to ensure these offices are aware of the student's status and needs.

Student Services/Residential Life 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. This will assist in helping such students obtain emergency services in the event of an emergency at Mercy College. If the Office of Accessibility becomes aware of an individual who

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 Accessibility will make reasonable efforts to assist students as necessary.

Any Mercy College student with an accessibility issue requiring additional assistance during an emergency should self-disclose to the Office of Accessibility as soon as possible when registering with the college. The Office of Accessibility (accessibility@mercy.edu, 914-674-7523) will work with the student and Department of Campus Safety to inform the student of general procedures in the event of an emergency, and if required, develop an individualized plan.

Once a student advises Mercy College of their status, the student's general information (only details relevant to evacuation needs) and residential building (if applicable) will be provided to the Department of Campus Safety. This will assist in helping such students to obtain emergency services in the event of an emergency at Mercy College.

Staff and Faculty with Accessibility Issues

Staff and Faculty who feel that they may have difficulty evacuating in the event of an emergency, are encouraged to contact the Department of Campus Safety (safety@mercy.edu, 914-674-7225) as soon as possible upon being hired by the college. The Department of Campus Safety will review general procedures in the event of an emergency, and if required, develop an individualized plan for the affiliate. The information provided will be treated privately and used only in the event of an actual emergency.

The Emergency Management Team (EMT)

Every significant incident, regardless of the scale, can be managed according to the principles of the Incident Command System (ICS). Incident Command is a management system that is a component of the National Incident Management System (NIMS) that has been established as a best practice by the Federal Emergency Management Agency (FEMA).

In accordance with ICS, Mercy College has a standing Emergency Management Team (EMT) made up of relevant department heads and supporting personnel who will be activated in the event of a significant incident in order to safeguard human life and to preserve property. In addition to dealing with the ongoing emergency, the EMT is also charged with addressing procedures to assist in the rapid resumption of College operations following the conclusion of the incident.

Training for the various NIMS and ICS courses can be found at http://training.fema.gov/EMI/.

Incident Command Structure:

There are five primary functions (Command, Operations, Planning, Logistics, and Administration and Finance) within the ICS management structure. These functions are the components of a successful response, regardless of the type of hazard or incident. ICS provides the built-in capability for modular development; that is, the structure can expand and collapse in order to correspond with the functional need. For example, not all five primary functions will need to be filled by different people.

The Mercy College EMT consists of the following:

EOC Manager – *President Tim Hall/Jose Herrera*
Liaison Officer – *Jessica Haber*
Operations & Logistics – *Tom Simmonds*
Public Information Officer – *Bernadette Wade/Jessica Baily*
Safety Officer – *Konrad Motyka/Cesar Robles*
Facilities Resources– *Craig Soss/ Sanija Dedusevic*

Additional EMT Support Positions:

Finance – *Brett Carroll/Narda Romero*
Planning (Student Affairs/Academic Programs) – *Kevin Joyce/Raj Kumar &Jose Herrera/Lu Mann*
Legal Counsel – *Kristen Bowes/Susan Mulliken*
IT – *Camille Shelley/Todd Pratella*

**All EMT positions are subject to change, based on the scope of the incident, the location off the incident and the availability of personnel*

Emergency Management Plan

This Emergency Response Plan is intended for the use and education of the entire Mercy College community. The more comprehensive Mercy College Emergency Management Plan that is used by campus administrator and responders also includes the following:

- ***Crisis Communications Plan*** *– communication policy and procedures for emergencies*
- ***Emergency Response Guide*** *–procedures to respond to an emergency*
- ***Emergency Contacts List*** *– pertinent phone numbers for senior staff*
- ***Emergency Closing Phone Chain*** *– emergency closing procedure for severe weather*
- ***Emergency Alert Guidelines*** *– Public Relations point of contacts*
- ***MERCY-ALERT Guidelines*** *– procedures to send mass notification of emergency*
- ***Public Address System Guidelines*** *– procedures to broadcast over loud speaker devices*
- ***Press Release/Messaging Templates*** *– prepared external communications*
- ***Media List*** *– Media points of contact*
- ***Internal Emergency Memo Distro List*** *– internal distribution list for emergencies*
- ***Emergency Reference Card*** *– wallet-size laminated card with pertinent phone numbers*

Emergency Operations Centers

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. Each campus has pre-designated EOC locations, but may be required to move, depending upon the location and type of emergency. The Dobbs Ferry EOC is located in Hudson Hall, with an alternate location in Victory Hall. For Manhattan, the EOC has been designated as Room 334.

Campus Coordinators, Building Coordinators and Emergency Coordinators:

Each Mercy College campus has an assigned Campus Coordinator to assist first responders in training, preparations, response and recovery from a major incident. As needed, Building Coordinators are also assigned to individual buildings to assist in the same manner. These individuals are trained as first responders to provide additional support in carrying out some of the emergency response actions required off the event. They are often identifiable by orange colored vest and should be considered official representatives of Mercy College. They will assist in campus and building evacuations, as well as other crowd control and safety measures as deemed necessary by the responding Mercy College administrators and/or Campus Safety /Police personnel.

Emergency Coordinators are additional volunteer faculty and staff that have been trained to assist Campus and Building Coordinators in responding to emergency situations and assisting with evacuations within their respective area. All coordinators will be provided with orange vests and individual copies of the campus Emergency Response Plan.

Manhattan Campus Emergency Coordinators:

Emergency Coordinator – Kyle Tysoe

Emergency "JUMP BAGS":

Emergency jump bags have been strategically placed at the Manhattan campus to provide easy access to emergency equipment to assist in emergency response and evacuation. All Campus and Emergency Coordinators will be trained on the locations of these jump bags in their respective area. Included in these bags will be orange vests, first aid kits, copies of the campus Emergency Response Plan (ERP), and other equipment as needed.



Evacuations

Building Evacuations

- Evacuate calmly and quickly 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.
- Unless there is an immediate threat, quickly gather your coat, purse, keys or other personal belongings and take them with you.
- Close all doors and windows behind you while exiting (if possible).
- If smoke is present - stay low. The best quality air is closest to 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 assistance in exiting the building. If individuals are unable to use the stairs and you cannot assist them, escort them to the nearest stairwell and notify Campus Safety Officers or other emergency response personnel on the scene.
- Once outside the building, proceed to the designated assembly area (at least 1,000 feet away from the building) as noted on the evacuation maps for each area.
- Keep building access, streets and sidewalks clear for responding emergency personnel.
- Do not return to the building until you are instructed to do so by a College administrator or Campus Safety Officer.
- NEVER use the elevators in a building evacuation. Use the stairs and proceed calmly and safely.
- If you are a person with a disability who cannot use the stairs to exit the building, go to the nearest Exit marked stairwell. When you arrive, call the Department of Campus Safety (914-674-9999) and inform them of your building, location, and floor. If you cannot exit to a stairwell, stay in place, close the door, and inform Campus Safety of your location. Campus Safety will conduct a sweep, and either assist you out of the building or advise the Fire Department of your location for extraction.

Campus Evacuations

- In the event of a campus evacuation, leave the campus immediately and relocate as directed.
- If leaving the campus by vehicle, follow traffic patterns as directed by Campus Safety Officers and/or the local Police.
- If you are disabled and cannot evacuate without assistance, proceed to the nearest stairwell or exit and remain there until help arrives. Notify authorities of the location of any disabled persons as soon as possible.

- Upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, an emergency message will be electronically broadcast via the **MERCY ALERT** system.

- Electronic messages providing information or direction may also be sent by phone, E- mail, TTY phone, or MS.

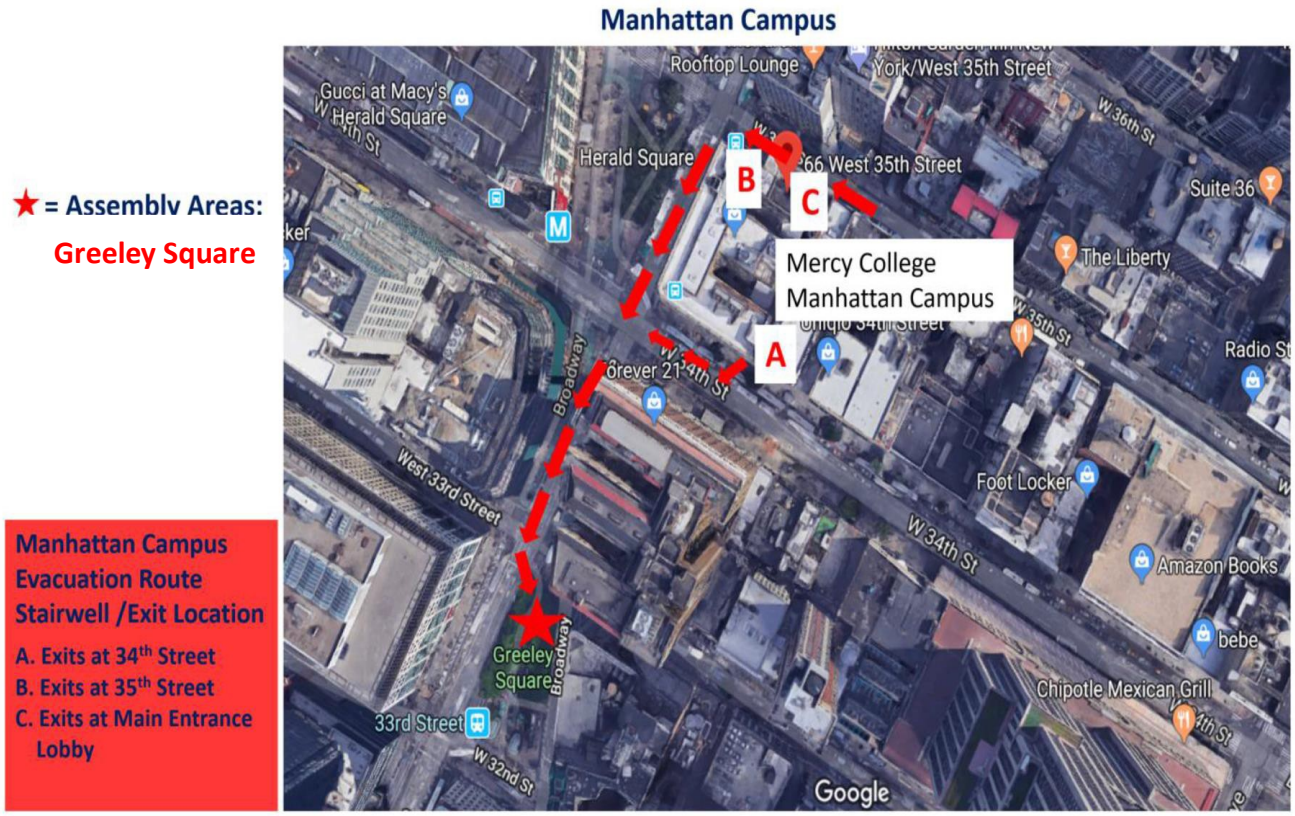
Manhattan Campus Assembly Areas (List and Map)

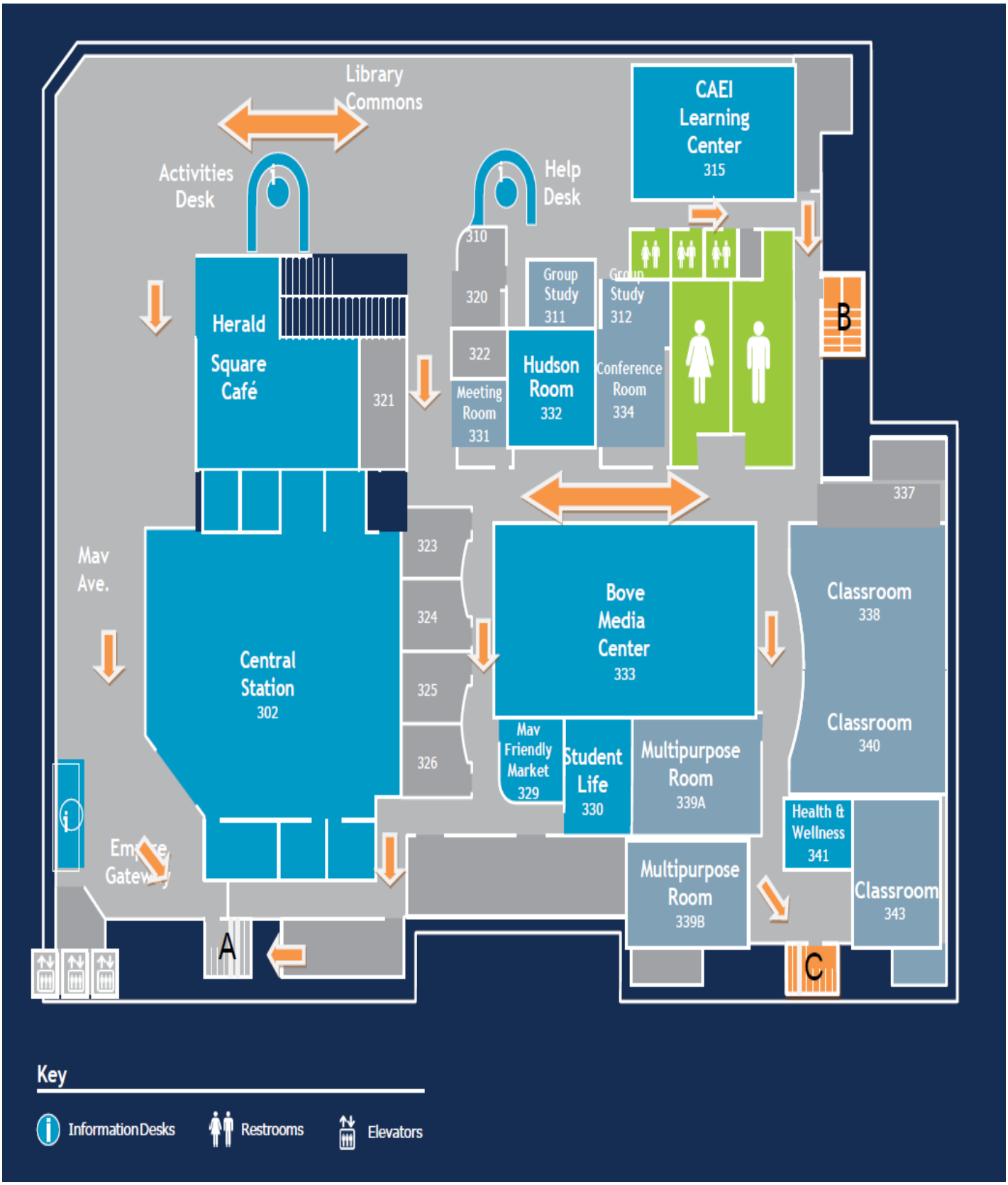
In the event of a building evacuation on the Manhattan campus, pre-designated assembly areas have been established. Be familiar with all emergency exits and stairwells and follow all posted evacuation instructions. Upon evacuating a building, proceed as quickly as possible to the following assembly areas, unless otherwise directed. The general rule is to keep a minimum of 1,000 feet from affected buildings and stay clear of roadways, walkways and other paths in and out of the evacuation zone to allow for emergency vehicle response and operations.

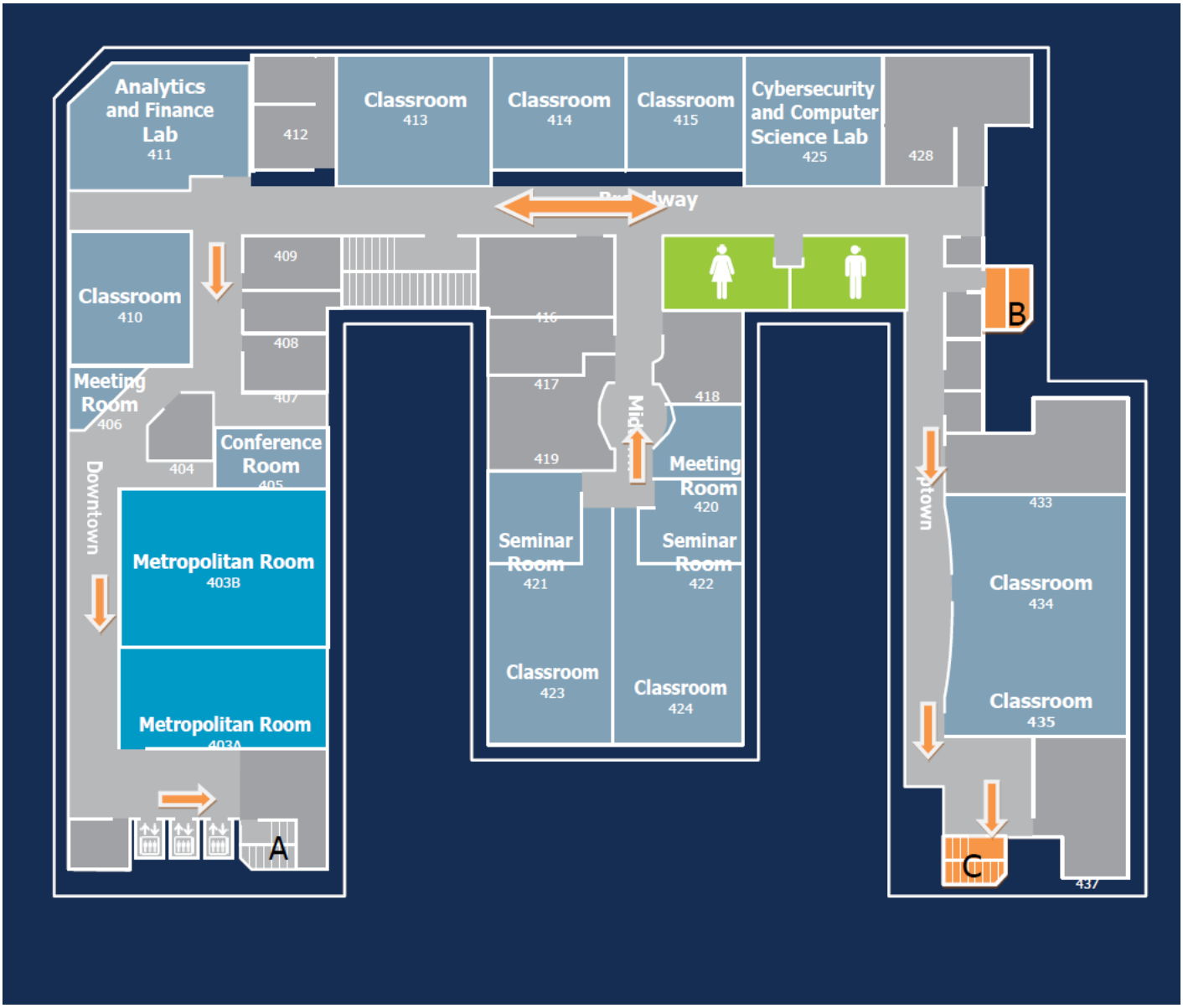
These are initial locations and subject to change dependent upon conditions. Follow all directions of on-site Campus Safety personnel and emergency responders.

Assembly Area

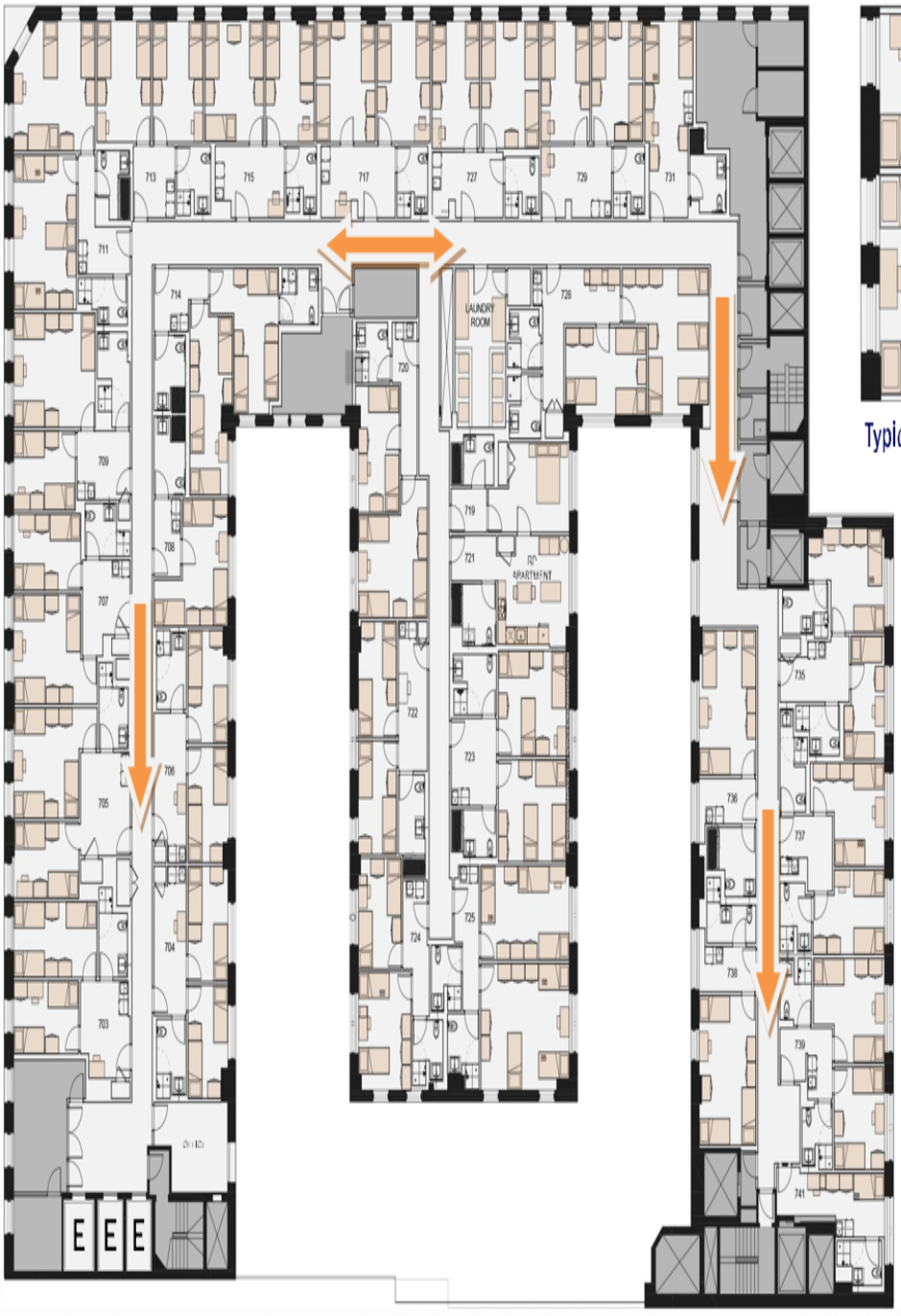
Greeley Park – Broadway and 33rd Street

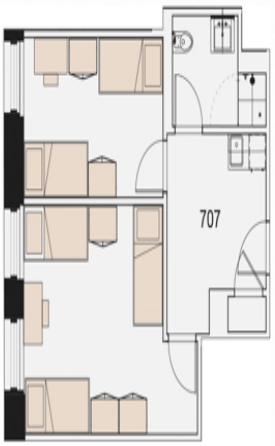



Library Commons
CAEI Learning Center 315
Activities Desk
Help Desk
310
320
Group Study 311
Group Study 312
Herald Square Café
321
322
Hudson Room 332
Meeting Room 331
Conference Room 334
B
337
Mav Ave.
323
324
325
326
Central Station 302
Bove Media Center 333
Classroom 338
Classroom 340
Mav Friendly Market 329
Student Life 330
Multipurpose Room 339A
Health & Wellness 341
Multipurpose Room 339B
Classroom 343
Empire Gateway
A
C
Key
Information Desks
Restrooms
Elevators


Analytics and Finance Lab
411
412
Classroom
413
Classroom
414
Classroom
415
Cybersecurity and Computer Science Lab
425
428
Classroom
410
409
408
407
Meeting Room
406
404
Conference Room
405
Downtown
Metropolitan Room
403B
Metropolitan Room
403A
A
416
417
418
419
Meeting Room
420
Seminar Room
421
Seminar Room
422
Classroom
423
Classroom
424
B
433
Classroom
434
Classroom
435
C
437

Mercy Manhattan Dormitory Floor





Typical Suite

Sources of Information

In the event of an emergency, members of the Mercy College community can obtain information through several different methods:

Email: An email notification will be sent to Mercy College issued email addresses

Information/Weather Hotline: (914) 674 – 7777

Mercy College Website: www.mercy.edu

Mercy Connect: https://connect.mercy.edu

Mercy College Social Media:

Facebook: https://www.facebook.com/mercycollegeny

Twitter: https://twitter.com/mercycollege

News:

WHUD 100.7 radio

Channel 12 News (News 12)

Channel 4 News (NBC)

Lohud.com (The Journal News)

THE MAVERICKS SAFE APP:

Quick access to emergency phone numbers, how to respond to various emergencies, how to file an online report with Campus Safety, "Friend Walk," and a self-screening health assessment feature.

Access the app store on your smartphone and navigate or search for Mavericks Safe.

MERCY-ALERT:

Mercy College mass notification system in the event of an emergency.

Go to https://mercy.regroup.com to register or make changes to your profile. At the log in page, please use the current email and password you use to login into Mercy Connect. From the profile page, you can add/modify/delete the way you are notified. Email Preferences: You can add or remove an email address. You will not be able to remove your Mercy issued email. You can add or remove as many phone numbers as you like. Select what phone type it is (Work, Home, Cell, Other) and how you would like to be notified, by voice calls and/or text. Click "save" when updating information.

Timely Warning Notices:

A timely warning notice, which is distributed as a "Campus Safety Alert" is considered for all Clery Act crimes that are (1) reported to a Campus Safety Authority or local Police, and (2) determined by the institution to represent a serious or continuing threat to students and employees.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the Executive Director of Campus Safety, or designee, considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees. Certain specific information may be withheld from a timely warning notice if there is a possible risk of compromising law enforcement efforts. However, if a crime occurs that would pose a serious or continuing threat to the Mercy College community, a Campus Safety Alert would be distributed to the campus community.

Emergency (Immediate) Notification

Mercy College will immediately distribute emergency notification warnings to the campus community upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or staff. Examples of emergencies that would warrant such a notification include but are not limited to: an active shooter on campus, hostage/barricade situation, a riot, bomb threat, a tornado, a fire/explosion, suspicious death, structural damage to a university-owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, or a significant hazardous materials release.

Incident Levels

An incident level helps define the magnitude of the emergency and the appropriate response that may be required. The incident levels are…

LEVEL THREE **DISASTER**
LEVEL TWO **MAJOR EMERGENCY**
LEVEL ONE **MINOR EMERGENCY**
WARNING **POTENTIAL**
INCIDENT

LEVEL THREE (DISASTER):

- *Disasters will seriously impair or halt Collegeoperations*
- *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 beessential*
- *Requires activation of the Emergency Response Team (ERT) 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 Response Team (ERT) andEOC*

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)*
- *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.

Active Shooter/Threat

CONTACT: **x911 or 911 (cell), then Campus Safety at x9999**

POLICY:

An active shooter or armed assault on campus may 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.

PROCEDURE:

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 consider these options; **RUN – HIDE – FIGHT.** However, it is also critical that each individual also continually assess the situation and make changes to his/her response, as needed. This may include changing your evacuation route based on other un-predictable threats encountered or doing a reverse evacuation and re- entering a building.

RUN (Evacuate Safely)

- Always have an escape route and plan *(the **"What if…?"** strategy)*
- If there is an escape path, attempt to evacuate safety to designated assembly areas
- Evacuate whether others agree to or not
- Assist others in evacuating
- Clear everyone from hallways and bathrooms immediately
- Leave your belongings behind
- Alert others from not entering the danger area
- Call Mercy College emergency number 914-674-9999 or call 911 when you are safe
- If able to do so safely, provide assistance to injured persons

HIDE (Shelter-in-Place or Campus Lockdown)

- Close and lock all doors and windows, if possible
- Pull down shades, turn off lights, and cover windows, if possible
- Do not stand by doors or windows; spread out
- Secure yourselves in a storage room or closet, if available
- Use items in the room to further barricade your hiding place
- If doors swing inwards, use a door wedge, belt or other item to wedge the door
- Instruct others to get low to the floor and remain quiet
- Keep yourself out of sight and find additional cover
- Silence your cell phone, but keep it with you
- Turn off radios and computer monitors
- Remain in Shelter-in-Place/Lockdown until given the "All Clear" bylaw enforcement personnel

FIGHT (Last Resort)

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons to throw at or strike the shooter
- Commit to your actions

When Law Enforcement Arrives

- Keep your hands visible at all times
- If asked to raise your hands, show your palms with your fingers spread
- Do not hold anything in your hands *(cell phones, keys, etc.)*
- Follow all instructions

Other Tips

- Always have a mindset of "Strategy" and "Survival"
- Think in terms of creating "distance" and "cover" from an active or potential threat
- Time is critical; make certain that Law Enforcement has been contacted and provide as much information as possible.

Bomb Threat/Suspicious Packages/Illegal Items

CONTACT: Campus Safety x9999 or 914-674-9999
Police and Fire Departments-911 (cell) or x911

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 are taken seriously and thoroughly investigated by Mercy College and local law enforcement.

All bomb threats must be immediately reported to the Department of Campus Safety

PROCEDURE

1. If you receive a bomb threat or 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 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.
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 the standard evacuation procedures and exit the building in a calm and orderly fashion. All individuals should remain at least 1,000 feet from the evacuated building/area.
9. Follow all instructions from first responders regarding evacuation assembly areas, as they may be subject to change. Do not re-enter the building until advised to do so by Campus Safety or the Police.
10. Illegal items, such as; illegal drugs, drug paraphernalia, alcohol, weapons, and fireworks are strictly prohibited and have the potential to do great physical harm to others. 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 these laws.

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

Bomb Threat Checklist

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 located? _____
2. When is the bomb 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 did you place the bomb? _____
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. Write down the exact words of caller, as best able: _____

_____

Circle all that apply-

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

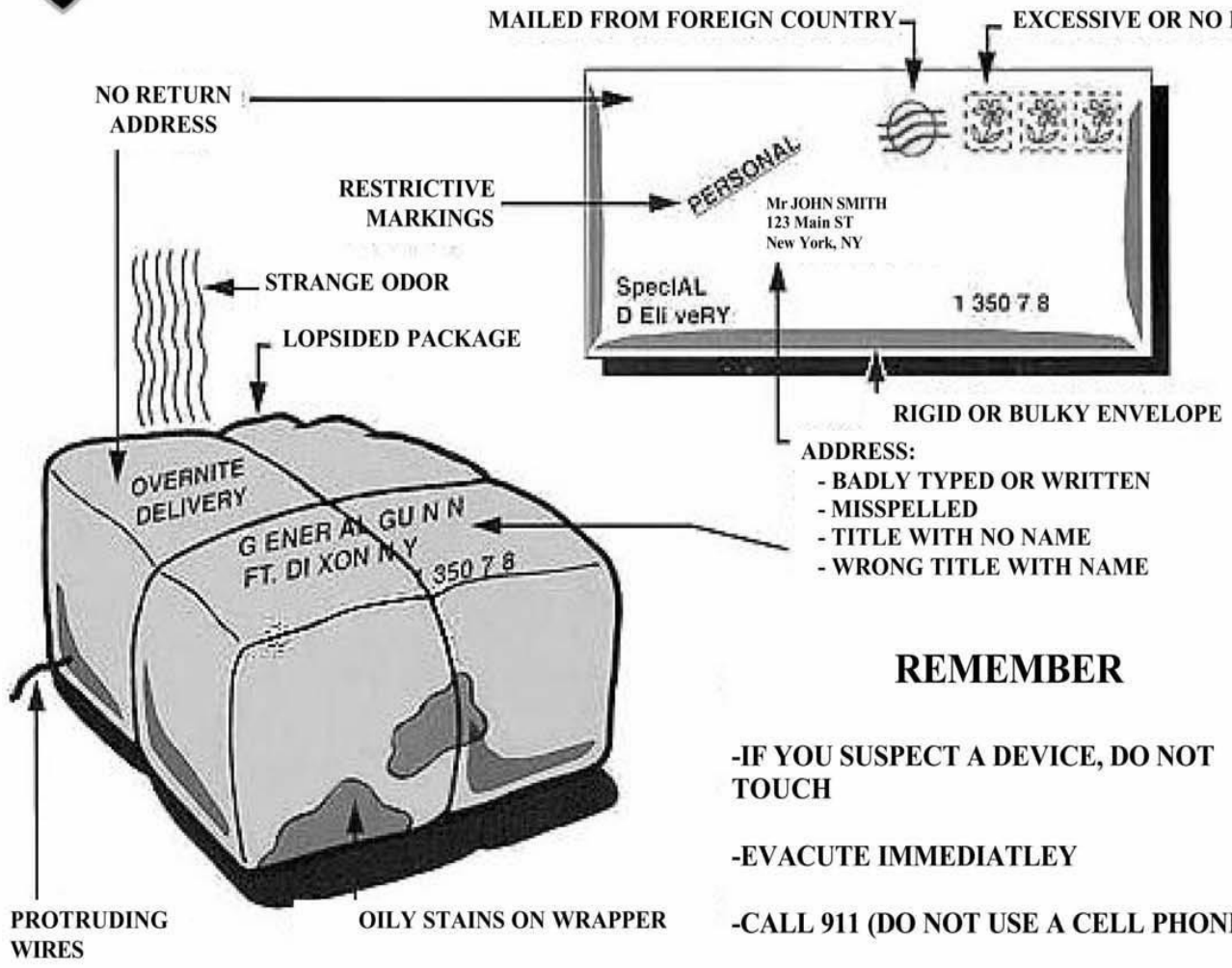
Speech: Fast Slow Slurred Stutter Lisp Hesitant Accent (describe): _____

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

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

Other: _____

SUSPICIOUS PACKAGE



REMEMBER

-IF YOU SUSPECT A DEVICE, DO NOT TOUCH

-EVACUTE IMMEDIATLEY

-CALL 911 (DO NOT USE A CELL PHONE)

Protests/Demonstrations

CONTACT: Campus Safety - 914-674-9999

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.

Gatherings must be peaceful, non-obstructive and non-violent. 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 orfacilities*
- *Threats of, or potential physical harm to persons and/or damage to college facilities exist*
- *Dangerous items such as weapons, sticks, etc. are observed*
- *Non-conformance to agreed-upon guidelines*

PROCEDURE:

1. Permission for any gathering must be obtained in writing from the Executive Dean for Student Services. If the request involves College employees, the Executive 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 Executive 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.

Fire/Explosion

CONTACT: **Police/Fire Departments at x911 or 911 (cell); Campus Safety at x9999 or 914-674-9999**

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 buildings 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 will also face College sanctions.

PROCEDURE: *Upon activation of a building fire alarm;*

1. **EVACUATE THE BUILDING CALMLY AND SAFELY**. Close all doors and windows on the way out (if time permits).
2. If time permits, stabilize any lab procedures, turn off stoves and ovens, and unplug or disable any device that could become an additional hazard.
3. Once outside **stay at least 1,000 feet away** and remain clear of all roadways.
4. 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 informed as to the location of a disabled person as soon as possible.
5. Proceed to your assigned assembly area.
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.
7. Feel 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.
8. If you are unable to evacuate because of fire or smoke in the corridor, remain calm, close the door and call for assistance.
9. Do not panic; walk calmly to the nearest exit.
10. DO NOT USE ELEVATORS.
11. If you are a person with a disability who cannot use the stairs to exit the building, go to the nearest Exit marked stairwell. Call the Department of Campus Safety (914-674-9999) and inform them of your building, location, and floor. If you cannot exit to a stairwell, stay in place, close the door, and inform Campus Safety of your location. Campus Safety will conduct a sweep, and either assist you out of the building or advise the Fire Department.

12. Do not allow anyone to re-enter building until advised to do so by authorities.
13. Failure to evacuate a building is a violation of fire regulations and College policy.

BE INFORMED

EXPLOSIONS If there is fire...



1. Exit the building as quickly as possible.



2. Crawl low in smoke.



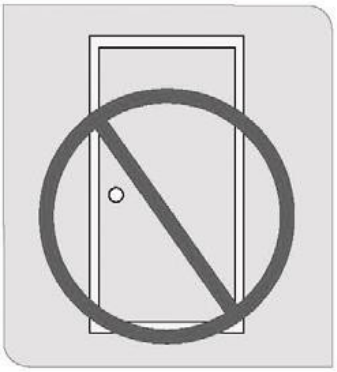
3. Use a wet cloth to cover your nose and mouth.



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.

BE INFORMED

EXPLOSIONS If there is fire...



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.

Fire - Residence Hall

CONTACT**:** Fire/Police Departments – x911or 911 (cell) Campus Safety at x9999 or -914-674-9999

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 will also face College sanctions.**

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

PROCEDURE: *Upon activation of a building fire alarm:*

1. If you hear/see an alarm, don't investigate. Leave your room and close the door.
2. If you see a fire or encounter a significant smoke condition, pull the nearest fire alarm box.
3. Once the fire alarm has sounded, the Residence Director (RD) and Resident Assistant (RA) will ensure all residents are evacuating the building, and if possible, closing all doors and windows while exiting. Take your keys with you.
4. Assist any individuals requiring help in evacuating the building.
5. Once a fire alarm has sounded, the building will be evacuated following standard evacuation procedures. All residents should report to the designated assembly area.
6. DON'T PANIC, EXIT CALMLY.
7. DO NOT USE THE ELEVATORS.
8. DO NOT RETURN to the building until instructed to do so by the Campus Safety Department.
9. If you are a person with a disability who cannot exit the building, go to the nearest Exit marked stairwell. Call Campus Safety (914-674-9999). Advise of your, location. If you cannot exit to a stairwell, stay in place, close the door, and inform Campus Safety of your location. Campus Safety will conduct a sweep, and either assist you out of the building or advise the Fire Department.
10. **IF YOU CANNOT EXIT** *(because of fire or smoke in the corridor, or any other condition):*
    1. Remain Calm and close the door.
    2. If you become trapped in a building during a fire and a window is accessible, place an article of clothing (shirt, coat, etc.) outside of the window as a marker for rescue crews.
    3. If there is no window, stay near the floor where the air is cleaner and less toxic.

4. If smoke comes in under the door, stuff the opening with articles of clothing, bedding, etc.
5. Open the window slightly at the top and bottom but close the window if smoke comes in.
6. Do not break the windows.
7. Shout at intervals to alert emergency crews of your location.

PLAN AHEAD

- Know the location of fire alarm pull stations, exits, fire extinguishers, and the location of your primary route of escape.
- 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 as well; 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 **RACE**:
    - **Rescue** – remove anyone from immediate danger o
      Alarm – Activate the nearest fire alarm pull station o
      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 the 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! Immediately…

1. **STOP**
2. **DROP**
3. **ROLL**

Hazardous Materials

CONTACT: Campus Safety - 914-674-9999
Facilities - (914) 674-7638 (off hours 917-674-9999)

POLICY:

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

PROCEDURE:

1. If you become aware of or are involved in the spillage of any hazardous chemical materials notify the Campus Safety or Facilities Department immediately.
2. Evacuate the area and offer assistance to others as needed.
3. Be specific about the nature of the involved material and the exact location of occurrence.
4. If you are exposed to hazardous chemicals, wash the affected area under running water for 15 minutes. You may also need to be isolated until triaged by responding emergency personnel.
5. Request someone to contact the Campus Safety Department.
6. Attempt to seal off the area to prevent further contamination or injury. This can be as simple as closing a door.
7. Do not allow any persons to enter a contaminated area.
8. Do not return to an evacuated area unless authorized to do so by the Campus Safety Department.
9. Do not step in or touch any spilled material and do not attempt to clean up any spills, unless specifically trained and certified to do so.
10. Avoid inhaling any noxious or dangerous fumes, gases, or vapors.

Blood or Bodily Fluid Exposure (Blood borne Pathogens)

1. Obtain medical assistance in the event of contact with exposed skin (cut or open wound, needle puncture, etc.). Notify Campus Safety immediately.
2. If contact is made with skin, wash with soap and warm water for at least 10 minutes.
3. If fluids get in your eyes flush with warm water for at least 10 minutes.
4. Do not touch any unknown or contaminated materials.

Maintenance or Utility Emergency

CONTACT: Facilities Department - (914) 674-7638 (off hours (914) 674-9999)
Campus Safety - (914) 674-9999

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 Executive Director of Campus Safety will make the final determination if any building is safe to occupy.

PROCEDURE:

Power, Electrical or Lighting Failure

1. Always immediately notify the Campus Safety Department or any utility failure which has created a safety hazard *(people trapped in elevators, downed electrical lines, etc.)*.
2. In the event of a utility failure notify the Facilities Office *(during regular work hours)* or Campus Safety after work hours, on weekends, and on holidays.
3. In certain circumstances the phone system will not function due to the loss of power. Use or borrow a cell phone to call for assistance.
4. While a power outage may not be destructive in itself, the use of open flame devices or candles may create a dangerous condition and are strictly prohibited *(at any time)*.
5. Use flashlights and emergency lighting as needed.
6. 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.
7. Turn off electrical appliances that were on when the power went off. This will prevent a power surge and possible damage when power is restored.
8. Remain where you are unless directed by Campus Safety or other competent authority to relocate or evacuate.
9. During the daylight hours, open blinds or shades to let outside light in.
10. If instructed to evacuate, proceed cautiously to the nearest exit and report to your assembly area.

Flooding or Plumbing Failure

1. If there is a flood, STOP using all electrical equipment immediately.
2. If necessary evacuate the area and advise the Facilities or Campus Safety Department.

Heating Emergency

1. During a heating emergency, the use of kerosene heaters or open flame devices is strictly prohibited in all campus buildings.

Gas Leak and Noxious Odors

1. If you smell gas, or it is determined there is a gas leak, evacuate the building immediately.
2. Immediately notify Facilities and the Campus Safety Department.
3. STOP WHAT YOU ARE DOING. Do not switch lights or electrical appliances on/off, or use cell phones.
4. Do not use elevators.

Ventilation Problem

1. If smoke or other odors come from the ventilation system immediately notify Facilities and the Campus Safety Department.
2. Stop what you are doing and evacuate the area immediately.

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

Lockouts

1. If you are locked out of your office or are unable to gain access for any reason notify Campus Safety.
2. If you discover your office unlocked when normally it should not be, do not enter. Call Campus Safety to respond and investigate.

Medical Emergency

CONTACT: **Call x911 or (hardline) 911 (cell) and then Campus Safety at x9999 or 914- 674-9999 if:**

- *The person has lost consciousness,*
- *The person cannot breathe,*
- *The person has chest pains, or*
- *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 Campus Safety or 911 immediately.

Stay on the phone and provide the following information:

- *Your location*
- *What Happened*
- *How many people are ill or injured*
- *What first aid is being provided, and by whom*
- *Stay with the person*
- *Keep them comfortable and as still as possible until help arrives*
- *Do not move them unless the person is at risk of further serious injury*
- *If someone else offers to assist, ensure that they are trained to do so*
- *Ask someone to meet the emergency responders and direct them to the victim*
- *Do not hang up until directed to do so by the dispatcher*

Nuclear, Chemical, Biological, Radiation Threat

CONTACT**:** Police/ Fire Departments – x911 or **(hardline)** 911 (cell).
Campus Safety x9999 or 914-674-9999

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) and the College 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 is a designated reception center for 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 a nuclear emergency.

If advised to stay indoors:

- *Close all doors and windows*
- *Turn off air conditioners and other ventilation systems*
- *Stay off the roads, unless instructed to vacate/evacuate the area*
- *Stay tuned to an Emergency Broadcast Station for further instructions*

If instructed to evacuate:

- *REMAIN CALM*
- *Dis-regard rumors*
- *Stay tuned to an Emergency Broadcast Station for official instructions*
- *If you are a resident student, gather essential valuables, identification and any other personal items you may need, including:*
    - *Blankets or sleeping bags*
    - *Medications*
    - *Appropriate clothing*
    - *Personal hygiene items*
    - *Important papers, credit cards, checkbooks*
    - *Cell phone/Portable radio*

Keep some of these items in a convenient/central location to expedite an un-planned evacuation that may be for an extended period of time

- *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. If needed, you may 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 individual situation and the exact nature of the threat, the most important decision for you to make may be whether to stay put or leave the area. Use common sense and all available information to determine the best option to avoid any 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 to 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, remaining where you are may be your best option.

Leaving the Area:

There may be conditions under which you will decide to leave the area 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 that your family members have emergency contact phone numbers readily available.

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 see something, say something!"

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

- *Who did you observe? (Be specific as possible)*
- *Where did you observe it?*
- *When did you observe it?*
- *Why is it suspicious?*
- *If a vehicle is involved, attempt to obtain 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.

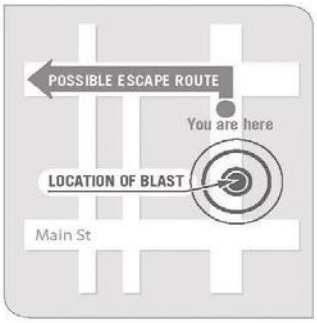
All calls will be kept confidential.
You can make a difference and help fight terrorism.

BE INFORMED

NUCLEAR BLAST



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



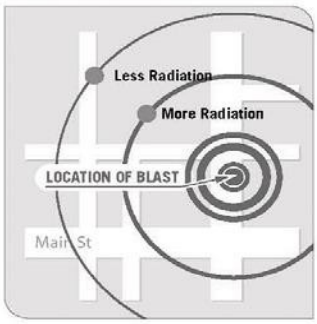
2. Consider if you can get out of the area;



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.



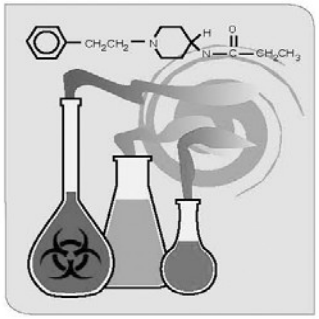
5. **Distance**: The farther away from the blast and the fallout the lower your exposure.



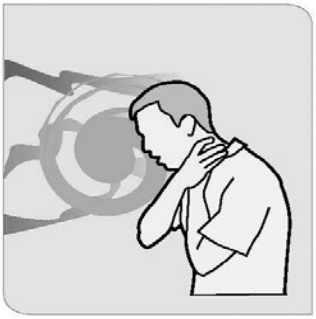
6. **Time**: Minimize time spent exposed will also reduce your risk.

BE INFORMED

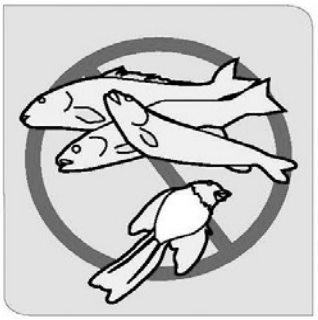
CHEMICAL THREAT



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.

BE INFORMED

CHEMICAL THREAT



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.



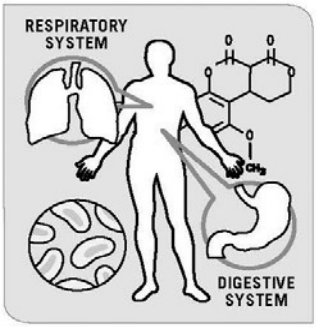
11. Wash with soap and water, if possible, but do not scrub the chemical into your skin.



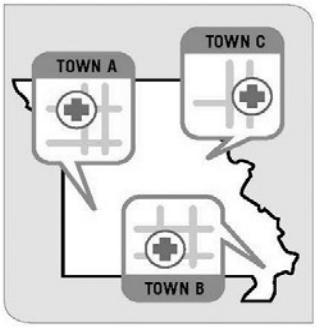
12. Seek emergency medical attention.

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.



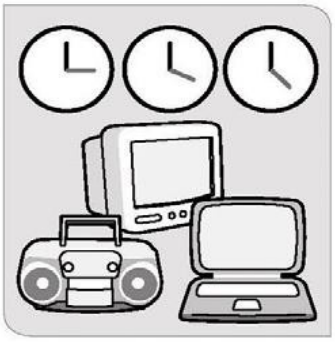
6. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.

BE INFORMED

BIOLOGICAL THREAT



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



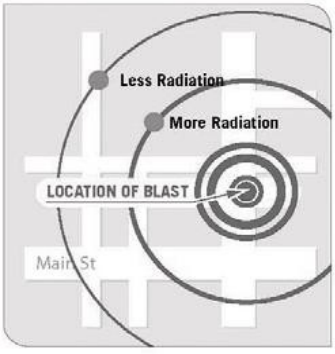
1. A radiation threat or "Dirty Bomb" is the use of common explosives to spread radioactive materials.



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.



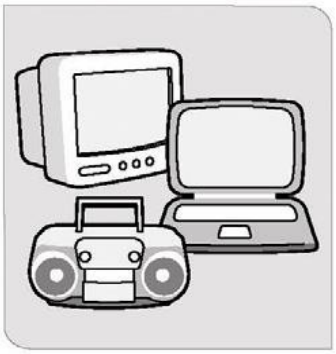
3. **Shielding**: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed by the thick shield, and you will be exposed to less.



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.

Behavioral Concerns/Potential Violence

CONTACT**:** Campus Safety - 914-674-9999
Police Department - 911

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 Campus Safety when:

1. An individual expresses suicidal ideation (thoughts or behavior).
2. An individual is acting irrationally or becomes a danger to themselves, others, or is destructive to property.
3. An individual's behavior is bizarre or unsettling.
4. An individual displays a severe loss of emotional control or gross impairment of thinking ability.
5. Never attempt to handle a situation on your own.
6. Avoid unnecessary conversation with the individual if they become agitated or upset.
7. Never put yourself in a dangerous situation. If a person is threatening to harm themselves or others, protect yourself and call for assistance.
8. Initiate immediate contact of Campus Safety and the campus manager to ensure a timely response before a situation becomes uncontrollable.

MERCY COLLEGE CARE TEAM

The purpose of the CARE Team is to serve as a collaborative group focused on prevention and early intervention for students experiencing serious distress or engaging in harmful or disruptive behaviors. Through an online reporting form available to the Mercy College community, the CARE Team will be alerted to students of concern and will review, assess, and make recommendations for how to best assist reported students. The Team aims to intervene and assist students in meeting their academic, personal, and professional goals at the College.

The Team does not serve as a crisis response unit, nor does it replace faculty classroom management, and/or the Campus Safety Office's response to an incident.

Tips for Recognizing Students in Distress

Behavioral/Emotional Indicators

- *Direct statements indicating distress, family problems, or loss*
- *Angry or hostile outbursts, yelling, or aggressive comments*
- *More withdrawn or more animated than usual*
- *Expressions of hopelessness or worthlessness*
- *Expressions of extreme anxiety or irritability*
- *Excessively demanding or dependent behavior*
- *Lack of response to outreach from College officials*

Physical Indicators

- *Deterioration in physical appearance or personal hygiene*
- *Excessive fatigue, exhaustion; repeatedly falling asleep in public areas of campus*
- *Visible changes in weight; statements about change in appetite or sleep*
- *Noticeable cuts, bruises, or burns*
- *Frequent or chronic illness*
- *Disorganized speech, rapid or slurred speech, confusion*
- *Unusual inability to make eye contact*
- *Under the influence of drugs or alcohol in any location on campus*

The CARE Team Referral Form is located on the Community Standards and Student Conduct webpage: CARE Team Referral Form

****The Team does not serve as a crisis response unit, nor does it replace faculty classroom management, and/or the Campus Safety Office's response to an incident. If the incident involves an imminent risk of harm to self or others, please contact Campus Safety at 914-674-9999 or by dialing 911 (x911).***

Sexual Assault

CONTACT**:** Campus Safety - 914-674-9999
Police Department – 911
Title IX Coordinator914-674-7679

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 assault/attack, go to a safe place as soon as possible.

2. Notify the Police, Campus Safety or the Assistant Director Student Services as soon as possible. Mercy College representatives will assist you in notifying law enforcement as requested. In all cases where there is a perceived danger to the larger Mercy College community, the College reserves the right to notify law enforcement.

3. Seek immediate medical and/or counseling assistance. Sexual assault forensic examinations (SAFE) are available at local hospitals 24 hours a day, 7 days a week.

4. Try to preserve all physical evidence. Do not bathe, wash, shower, brush teeth, comb hair, change clothes or clean up the area of the assault.

5. Contact a friend who can be with you.

6. Assist Campus Safety or the Police by providing them with all the information you can:

- *Details of the incident*
- *Date, location and time of the incident*
- *Description (or name) of the person(s) involved*
- *Try to recall as much detail as possible about your attacker*

IF YOU ARE OFF-CAMPUS

Call 911 and report the incident without delay. Area

Rape Crises Hotlines:

Westchester - (914) 684-9877
New York City- (212) 673-3000

Reporting individuals have the right to make a report to Mercy College (Campus Safety, Student Affairs, Title IX Coordinator, etc.), local law enforcement, and/or state police or not to report. All individuals will be protected from retaliation for reporting an incident and will receive assistance and resources from Mercy College. Refer to the Mercy College Sexual Misconduct Policy for the full text of the policy.

Violent, Disruptive or Criminal Behavior

CONTACT**:** Campus Safety - 914-674-9999
Police Department - 911

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 information regarding violent, disruptive or criminal behavior is promptly reported.

PROCEDURE:

If you are the victim of a crime, or observe a crime being committed…

1. *Be observant to the physical and clothing description of the person.*
2. *Do not resist in an attempt to retain your property; your* ***safety*** *is paramount in any encounter.*
3. *If possible, run and scream to attract attention and get help.*
4. *Notify the* Campus Safety *Department or Police as soon as possible.*
5. *If you are a victim of a crime, observe a criminal act or a suspicious person on campus, immediately notify Campus Safety to report the incident.*
6. *Never knowingly place yourself or others in a dangerous situation.*
7. *If an individual is acting in a disruptive or threatening manner, protect yourself and notify Campus Safety immediately.*
8. *If disruptive or disorderly conduct is committed in a classroom, faculty should document the incident and refer the matter to the Sr. Associate Dean of Student Engagement and Assistant Director Student Services.*
9. *If an individual's behavior is threatening or menacing in any manner, contact Campus Safety immediately.*

CRIMINAL DESCRIPTION SHEET

Physical Description

SEX _____

RACE _____

HEIGHT _____

WEIGHT _____

COMPLEXION _____

EYES – COLOR – EYEGLASSES

(ALERT – NORMAL – DROOPY)

_____

VISIBLE SCARS, MARKS, TATTOOS

_____

AGE _____

Method of Escape

DIRECTION _____

LICENSE _____

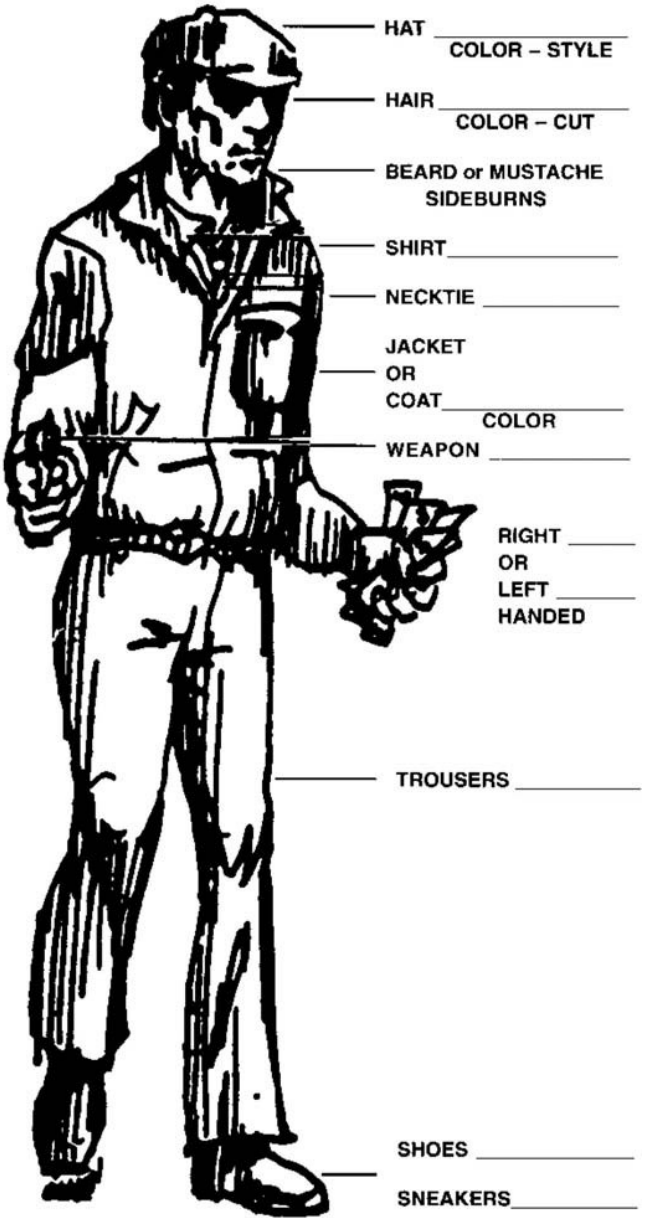
VEHICLE DESCRIOPTION _____

_____

Remarks _____

_____

_____



Severe Weather Closing and/or Emergency Information

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 day classes will be made by 6:15 a.m. The decision to cease operations may be made at any time during the day depending on changing conditions.

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

Email: An email notification will be sent to Mercy College issued email addresses

Information/Weather Hotline: (914) 674 - 7777

Mercy College Website: www.mercy.edu

Mercy Connect: https://connect.mercy.edu

Mercy College Social Media:
Facebook: https://www.facebook.com/mercycollegeny
Twitter: https://twitter.com/mercycollege

News:
WHUD 100.7 radio
Channel 12 News (News 12)
Channel 4 News (NBC)
Lohud.com (The Journal News)

Severe Weather Safety Guidance

Use ***In-Case of Crisis*** **App** for all possible severe weather conditions and guidance.

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, portable radio w/ extra batteries, bottled water, etc.*
- *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 other important information.*

Hurricanes/Earthquakes/Structural Collapse

- *Leave low lying areas and move indoors if buildings are deemed safe.*
- *Secure outdoor objects or bring them inside.*
- *Watch for falling objects; if indoors, stay clear of bookcases, overhead fixtures, filing cabinets, etc.*
- *Protect windows with tape and stay clear of them while inside and the storm is still 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*

Thunderstorms

- *Stay, or move indoors if possible and safe to do so.*
- *If you can hear thunder you are within striking distance; seek safe shelter immediately.*
- *Monitor local news stations for weather updates and other important information.*