



LEHMAN
COLLEGE



Emergency Preparedness Procedures

Fausto Ramirez,
Director of Public Safety
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A message from Fausto Ramirez, Director of Public Safety:

As the Director of Public Safety, Emergency Preparedness Procedures have long been established. Following the tragic events of September 11, 2001, as well as incidents such as those at Columbine High School and Virginia Tech, which resulted in significant loss of life, we have all recognized the heightened importance of preparedness. The [Department of Public Safety](#) collaborates closely with [Environmental Health and Safety](#), the [Counseling Center](#), [Buildings and Grounds](#), [Student Affairs](#), and other relevant entities to coordinate our efforts for emergency preparedness on campus.

Lehman College has implemented a comprehensive emergency preparedness strategy, which includes a 24-hour Closed-Circuit TV (CCTV) monitoring system and Blue Light Duress stations positioned throughout the campus. Our plans are regularly reviewed and updated as needed to ensure that Lehman College remains a safe and secure environment for our students, faculty, staff, and visitors.

As a Lehman College Community member:

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

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

Fausto Ramirez
Director of Public Safety

EMERGENCY PHONE NUMBERS AND REPORTING EMERGENCIES

APEX Building: Room 109
Phone: (718) 960-8593
E-mail: public.safety@lehman.cuny.edu

Gate #5: Public Safety Central
Public Safety Dispatcher (x8228)
Emergency (x7777)
Call boxes located throughout campus

Be prepared to provide the following information:

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

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

Remember! Be alert. You are the College's first line of defense.



Emergency Preparedness Procedures

The enclosed material is intended for use by anyone to aid any member of the campus community during a crisis situation. It's essential to remember that emergencies and disasters can happen and the information from this guide can mitigate the impacts of fire, severe weather, accidents, crimes, or other natural, technical, or human conflict emergencies. Consequently, the Department of Public Safety will take on the primary responsibility for providing the required intervention to safeguard members of the college community and college property in the event of these emergencies. Some key points to remember are:

- Notify Public Safety during actual emergencies by calling [7777](tel:7777) or from an Emergency Duress station. This is particularly important for medical emergencies since Public Safety Personnel can expedite the arrival of EMS by providing directions as well as an escort to the scene of the emergency. Also, all Public Safety Officer: Campus Peace Officers and Campus Security Assistants are trained in First Aid and CPR/AED and can render assistance until EMS arrives.
- During any evacuation procedure it is important to follow the directions of uniformed Public Safety Officers or building and floor coordinators to the nearest exit.
- Notify Public Safety during non-emergencies by calling [8228/8593](tel:82288593).

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

General Emergency Plan

Purpose:

By promoting a culture of preparedness and proactive response, Lehman College aims to enhance the overall safety and security of its campus community

Policy:

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

General Procedures:

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

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

Bomb Incident Evacuation

Purpose:

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

Policy:

The College enforces a strict policy regarding bomb threats, emphasizing the importance of taking every threat seriously. Each reported threat will undergo a comprehensive investigation, and no threat will be dismissed until all investigative avenues have been thoroughly explored.

Procedures:

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

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

If you receive a Bomb Threat

- Stay calm and try to maintain a calm voice.
- Pay close attention to detail. Speak to the caller to obtain as much information as possible.
- Take notes. Use the Bomb Threat Checklist below while the caller is on the telephone or as soon as possible while the details are still fresh in your memory.
- Ask the following questions:

When will it explode?	Did you place the bomb?
Where is it right now?	Who is the target?
What does it look like?	Why did you plant it?
What kind of bomb is it?	What is your address?
Where did you leave it?	What is your name?

- ❖ Note the Caller ID if present

Observe the caller's:

Speech patterns, accent and tone	Background noise
Emotional state	Age and gender

Write down other data:

Date and time of call	How threat was received
-----------------------	-------------------------

Call the Public Safety Office at 7777 and submit your notes/bomb threat checklist from the telephone call, the bomb threat letter or note to Public Safety personnel ASAP.

- ❖ **Listen for the College Public Address Systems (MNS) for instructions. If an Evacuation is ordered, follow the directions of emergency response personnel. Be alert! Some bombers will leave explosive devices in the evacuation path/ zone. Report any unusual items.**

Visually check your work area for unfamiliar items as you are leaving. Do not touch suspicious items: report them to campus authorities.	Use stairs only, do not use elevators.
Take personal belongings, if safe to do so, when you leave.	Move well away from the building and follow instructions of the Public Safety Department.
Leave doors and windows open; do not turn light switches on or off.	

❖ **If there is an explosion**

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

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

Fire Evacuation

Purpose:

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

Policy:

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

Fire Procedures:

If there is a fire in your work area:

- Contact Public Safety ext. [7777](tel:7777) or by an Emergency Duress station.
- If you have been trained and are able to safely extinguish the fire, do so. Make sure, however, that you have a safe exit from the fire area.
- If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location, call [7777](tel:7777) or use an Emergency Duress station and report the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation meeting point. Refer to [evacuation procedure for persons with disabilities](#).
- Follow the assigned Fire Warden's instruction.
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- If doors are hot, place a wet cloth at the base to keep smoke from entering.
- Use stairs only. Do not use elevators.
- Do not re-enter the building or work area until you have been instructed to do so by Emergency Personnel.

Hostile Intruder

Purpose:

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

Policy:

When responding to a hostile or aggressive intruder, time is of the essence; quick and decisive actions can be the determining factor between life and death. The community as a whole must be prepared to put this plan into effect and mitigate the harm that a hostile intruder can cause.

Procedures:

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

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

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

Run: Run away from the threat, if you can, as fast as you can. Have an exit plan; if the aggressor is inside your building, get out. Move away from the threat as quickly as possible, and tell anyone you may encounter to leave. Do not run in a straight line. Use buildings, trees, shrubs and/or cars as cover.

Hide: Keep distance between you and danger. Lock the door or create barriers. Turn off lights and silence your phone. Stay out of sight by hiding behind large objects. Do not answer the door or respond to voice commands until you are sure they come from a rescuer.

Fight: If unable to **Run** or **Hide**, last option may be to fight back! If the offender is about to enter to your space, call 911. If you can't speak, leave the line open so the dispatcher can listen to what's taking place. If you must fight, be aggressive! Develop a plan of attack with others in the room, using whatever items are in the room as weapons.

❖ **Once CUNY Public Safety and/or NYPD arrives, obey all commands!**

Hostile Intruder

“A.L.I.C.E.” Training

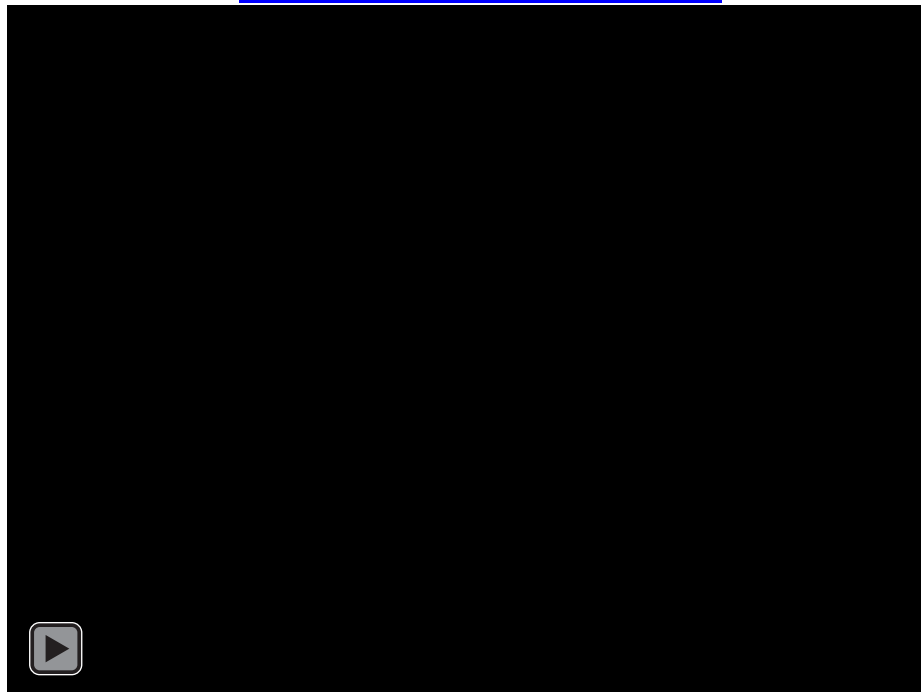
The Lehman College Department of Public Safety hosts “A.L.I.C.E.” workshops throughout the year. The two-hour long sessions are designed to give participants insight and response options when encountering an active shooter.

This highly effective and intuitive training approach has been widely embraced by numerous educational law enforcement institutions across the United States. While the training is open to all, we strongly urge students, faculty, and staff to participate in these sessions. Although we hope you never have to apply the knowledge gained, in the event of a classroom or office emergency, you'll have the tools to enhance your chances of survival.

The “A.L.I.C.E.” program is designed to supplement current “Lockdown” procedures used frequently in our public schools and workplaces as a stand-alone defensive strategy for an Active Shooter event. Tragic events in schools and workplaces have dictated the need of enhanced options provided to students, faculty and staff to increase their chances of surviving a horrific event.

“A.L.I.C.E.” is an acronym for **A**lert, **L**ockdown, **I**nforn, **C**ounter, and **E**vacuate. The main objective of the program is to provide students, faculty and staff with options to increase their chances of survival during an “Active Shooter on Campus” emergency.

[Active Shooter Preparedness Video](#)



Evacuation for People with Disabilities

Purpose:

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

Policy:

The Department of Public Safety has primary responsibility for facilitating the evacuation of individuals with disabilities; nevertheless, we encourage active involvement from the college community as necessary. Department of Public Safety maintains semester class schedules for Students with disabilities and work schedules for Faculty and Staff requiring assistance. These schedules serve as valuable resources for Public Safety Personnel to locate and aid disabled individuals in the event of an emergency.

Procedures:

In all emergencies after an evacuation has been ordered, call Public Safety at [7777](tel:7777) or by an Emergency Duress station.

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

- Do not enter the stairwell or use the elevator unless directed by Public Safety or the Fire Department.
 - Communicate the exact location of the person(s) in need of assistance.
 - Describe the specific need for assistance which may include the following categories:
 - Blindness or visual impairment
 - Deafness or hearing loss
 - Mobility impairment
 - Emotional impairment
 - Other
- ❖ Provide necessary assistance to the Public Safety Officer.

<https://lehman.edu/public-safety/evacuation-disabled-people.php>

Notification Procedures During Emergencies

Purpose:

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

Policy:

The following guidelines outline the procedures for notifying members of the College community who bear direct responsibility in the event of a serious incident, accident, emergency, or unusual occurrence.

❖ Internal notification:

- Any communications received with regards to a “Bomb Threat” or similar potential evacuation scenarios at the college will be handled as follows:
 - The Public Safety Officer receiving the communication will follow the prescribed CUNY policy under Patrol Procedures Operating Instruction #22.
 - The receiving officer will record all necessary information as described in O.I. #22.
 - The receiving officer will immediately notify the Shift Sergeant who will immediately notify the Public Safety Director or designee if he cannot be reached.
 - The Public Safety Director will immediately notify the Vice President of Administration of the circumstances and a decision will be made, as to whether NYPD should be notified and if CUNY Alert be activated to alert the college community.
 - The VP. of Administration and Public Safety Director will determine the most appropriate means to notify the college community.
 - If the VP. of Administration is not available, Public Safety will attempt to notify the President, Provost, VP. of Student Affairs, V.P. of Institutional Advancement or AVP of Communications and Marketing.
 - The Public Safety Director or his designee will immediately notify the CUNY University Executive Director of Public Safety or designee.

Notification of the College Community in Event of an Emergency:



1. “CUNY Alert”
2. www.lehman.edu
3. The Lehman College (MNS) Mass Notification System
4. Telephones
5. Bullhorns

Procedures:

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

❖ **Types of incidents requiring notification.**

Death	Demonstrations	Police and/or Fire Department Response to Campus
Serious Injury	Chemical/ Environmental Spills	Arrests
Robbery	Burglary exceeding \$5,000	Activities wherein could potentially impact on public safety or merit a heightened sense of public safety.
Sexual Assault/ Rape	College Property Damage	Significant Incident.
News Media	Vehicular Accidents	Hostile Intruder

Notify the University Executive Director of Public Safety or his/ her designee immediately whenever there is an NYPD, FDNY or any sworn law enforcement response to a CUNY College or property for reasons but not limited to arrest, aided cases, bomb threat, fire, evacuation, disturbance, riot, 10-13 (assist patrolman).

The **Lehman College Mass Notification System (MNS)** is used to rapidly disseminate (audible and written) emergency information and instructions to the entire campus, or to a specific building(s)/floor(s) in the event of power failure, fire, flood, active shooter, shelter-in-place, fire drill and severe weather events.

MNS are capable of issuing pre-recorded audible messages, as well as written messages (pre-recorded and/or written for a specific incident/condition) that scrolls across an LED display screen. A total of 372 MNS units have been installed throughout the campus:

- at least one unit per every length of hallway on every floor of every campus building;
- in public assembly spaces (gyms, lecture halls, auditoriums);
- at building entrances;
- speakers installed outside buildings.

Sexual Assault

Purpose:

To respond immediately to allegations of sexual assault of students.

Policy:

The Counseling Center staff adheres to the institution's written plan for addressing allegations of sexual assault involving students. This comprehensive plan is outlined in detail within the Lehman College Student Handbook.

Counseling professionals play a crucial role in cases involving sexual incidents, providing emotional support and stabilization to the affected student(s) either immediately after the incident or following any necessary medical treatment.

Procedures:

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

- ❖ Any student who is a victim in a reported incident of sexual assault will be referred, by the Department of Public Safety, Division of Student Affairs, Title IX Coordinator and Director of Counseling at **8761**, for crisis intervention and possibly ongoing support.
- ❖ Emergency medical care will be provided by EMS or local emergency room.
- ❖ Counselors interact with the student in a neutral and non-judgmental manner.
- ❖ Counselors maintain confidentiality regarding the condition and care of the student.
- ❖ Follow-up for sexually transmitted or other communicable diseases is offered to all victims as appropriate, contact the Student Health Center at **2585** or the NYC Department of Health & Human Services at **311**.
- ❖ **Call NYPD immediately**

Handling Psychiatric Emergencies on Campus

Purpose:

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

Policy:

Whenever a student displays or reports a risk of self-destructive behavior, immediate assistance is promptly provided.

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

Following the evaluation, the mental health professionals determine the necessary actions to offer the student appropriate support and monitoring during this critical period.

The College has established procedures for mitigating potentially suicidal students to ensure their safety and well-being.

❖ Lehman College staff is alert to signs of potentially suicidal students, which may include:

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

❖ The referral process for the potentially suicidal student is as follows:

- The Office of Public Safety should be contacted at [7777](tel:7777) or by using an Emergency Duress station
- A student who has attempted suicide is given medical attention or is sent to the hospital.
- Any staff member of the College concerned that a student may be potentially suicidal should inform the Director of the Counseling at **8761** and the Office of The Vice President of Student Affairs at **8241**.

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

- Student’s mental status.
 - Students self-report of actual or potential suicidal behavior resulting in referral.
 - Current suicidal risk; ideation, plans, and lethality of plan, recent stressors, goal of behavior.
 - History of suicidal behavior/ideation; how often, when, method used or contemplated, why, consequences of prior attempts/gestures.
 - Student’s consent or refusal to make “no harm contract” (e.g., “I am not going to hurt myself. I feel better now. If I feel suicidal again, I will ask for help.”)
 - Mental health staff will consult with a psychiatrist to assist in the evaluation process, if needed.
 - If counseling staff determines that a student is in danger of immediate or delayed self-harm, the student will be referred to the psychiatric emergency room at the local general hospital.
- ❖ In the event the Counseling Center staff is not available on campus, the Director should be called at (212) 567-7332.
- ❖ The Counseling Center should file a report of the incident with the Vice President of Student Affairs immediately after its occurrence.

Procedures for handling other psychiatric emergencies on campus:

- If a situation poses an imminent physical danger, Public Safety should be notified at **7777** or by using an Emergency Duress station. Public Safety will also contact EMS, the Office of the Vice President for Student Affairs and Counseling Center staff. Once Public Safety arrives at the incident, Public Safety Personnel will take command for the care of the student and the Counseling Center staff role is advisory only.
- If imminent physical danger is not posed and a staff or faculty member observes that a student is exhibiting bizarre or disturbing behavior, they should contact the Office of the Vice President for Student Affairs at **8241**. If other than students, Public Safety should be contacted at **7777** or by using an Emergency Duress station and they will notify the appropriate departments on campus, if any.
- If the student is willing/able/compliant and voluntarily desires to seek help, such help will be provided as appropriate.
- If the student is resistant/unable or unwilling to voluntarily go to the ER, follow the procedure below:
Public Safety officer will call **911** for an ambulance. The EMT/ Paramedics will decide, after consulting with professionals in attendance and assessing the situation, whether or not to bring a student to the hospital for mental health evaluation.

Automatic External Defibrillator (AED)

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

All campus buildings contain at least 1 AED unit which is available for the use by Lehman College. The AED's are located in the following locations:

Apex Building – Main Entrance – Front Desk	CUNY on the Concourse – 3rd Floor by Reception Area	Library – Main Entrance at Security Desk	Science Hall – 1st Floor near Elevator
Bookstore – Main Entrance	Davis Hall – Main Entrance at West Walkway	Music Building – Main Entrance Lobby	HSAS – Main Entrance (Reservoir Building)
Carman Hall – Basement Level near B02 and B33	Fine Arts Building – Basement Level Lobby	Old Gym Building – 1st Floor opposite room 114	T-3 Building – Main Entrance Hallway
Child Care Center – 1st Floor near Reception Area	Gate #5 Central Communications – 1st Floor	Nursing, Education, Research and Practice Center 1 st floor by RM 118	Student Life Building – Main Entrance Lobby by room 222
Performing Arts Center – Main Lobby	Gillet Hall – Main Entrance at West Walkway	Speech/ Theatre Building – 1st Floor by winding Staircase	

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

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

The Symptoms: Person unconscious, is not breathing, is experiencing chest pains, or other

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

Communicable Disease Outbreak Control:

Purpose:

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

Policy:

- ❖ The Student Health Center is to be notified about suspected cases of communicable diseases.
- ❖ The privacy of the individual(s) must be protected.

Procedure

- ❖ The following communicable diseases have been reportable as per the [CUNY Communicable Disease Handbook](#),

Chickenpox	Measles	SARS
Hepatitis	Meningitis	HIV & AIDS
Rubella (German measles)	Mumps	H1N1 Swine Flu
Tuberculosis	Zika	Monkeypox
**Outbreak Control Strategies	Ebola	Polio

Any member of the Lehman College Community suspected of having a communicable disease needs to be seen by a health care provider for confirmation. Notify the Student Health Center immediately at **8900** if any case is brought to your attention.

- ❖ Identify susceptible individuals:
 - The Student Health Center in collaboration with the NYC Department of Health will determine if outbreak control measures should be initiated.
 - Immunization status of students and staff will be determined and susceptible persons will be notified.
 - Other measures may be taken as appropriate.

Medical Emergencies

Purpose:

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

Policy:

The Department of Public Safety is to be notified immediately at [7777](#) or by using an Emergency Duress station for all medical emergencies. CUNY Public Safety are trained and well-equipped to respond to medical emergencies and may call for EMS/ Paramedic for immediate assistance.

Procedures:

❖ Severe to life-threatening emergencies or when the victim is unconscious:

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

❖ Non-emergency medical situations:

- Call Public Safety at [7777](#) to assess and document injury/illness.

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

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

Pandemic Planning, Response and Continuity of Operations

At its core, a pandemic is described as "an epidemic that spreads worldwide or across vast regions, crossing international borders and typically impacting a significant number of individuals" (World Health Organization, 2011). Throughout human history, pandemics have been documented and anticipated occurrences.

Pandemics encompass a broad spectrum of factors, including geographic and biological origins, causes, infectiousness, modes of transmission, duration, symptoms, mortalities, outcomes, and treatments. Depending on the specific characteristics of the disease, pandemics can range from minimally disruptive to significantly disruptive to everyday life. Thus, accurately characterizing a specific pandemic disease is crucial for an effective response.

By definition, pandemics affect large segments or even the entirety of the population, extending beyond the scope of the College. Therefore, response efforts to a pandemic involve coordination with various entities, including [CUNY](#), [NYC](#), [NYS](#), and [federal agencies](#). The College's response to a pandemic is guided by science-based policies and procedures established by these agencies.

[The Lehman College Return to Campus Phase 1 and 2 Plan](#) was developed during the COVID-19 pandemic.

It is important for each member of the Lehman College community to be familiar with the procedures and protocols described in this document. All divisions of the College contributed to the Plan, an effort by a cross-section of the Lehman College community involving faculty, staff, administration and students.

In general, the response may include:

- Interrupting the mode of disease transmission, avoiding contact with disease vector(s);
- Minimizing population density in all public spaces (remote work and instruction, staggered work schedules, stay-at-home orders);
- Minimizing spread by use of Community Protective Equipment (CPE) and Personal Protective Equipment (PPE) by all members of the community in public spaces;
- Conscientious personal hygiene and housekeeping practices to prevent spread by contaminants deposited on surfaces (i.e. fomites);

It is of utmost importance that all members of the community comply with guidelines/rules from NYC, NYS and Federal public health agencies. Lehman College incorporates all relevant guidelines/rules into its Pandemic Plan.

For the most up to date and current information on the COVID-19 Pandemic: Please refer to [the Lehman College Return to Campus Phase 1 and 2 Plan](#), the [NYC Department of Health and Mental Hygiene COVID-19 website](#), [New York Department of Health COVID-19 website](#) and [NY Forward](#).

SARS – Severe Acute Respiratory Syndrome

Symptoms and Signs:

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

Novel H1N1 (Swine Flu)

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

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

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

Take these everyday steps to protect your health:

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

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

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

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

Identifying a Suspicious Package: A suspicious letter or parcel might have some of the following indicators:

Origin – Postmark or name of sender is unusual, unknown, or no further address is given.	Content – Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance (When checking, do not bend excessively).
Postage – Excessive or inadequate postage.	Smell – Particularly almond or other suspicious odors.
Balance – The letter is lopsided or unusually thick.	Writing – Handwriting of sender is unfamiliar or indicates a foreign style not normally recognized by recipient. Common words or names are misspelled.
Weight – The letter or package seems heavy for its size.	Rub-on block lettering.

❖ **Handling a Suspicious Package**

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

Bomb Incident Procedures: If there is an explosion

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

Personal Emergency Preparedness

The threat of terrorist incidents remains a significant concern in today's world, affecting states and individuals worldwide. The events of September 11th underscored the critical importance of proactive planning for such attacks. It is incumbent upon all of us to take responsibility for addressing this threat.

These guidelines aim to heighten the awareness of students, staff, faculty, and their families regarding the necessity of preparing for potential incidents. By doing so, individuals can enhance their ability to effectively manage risks within their environments.

Emergency preparedness is a collective responsibility shared by every member of the College Community. Your cooperation is essential in helping the Public Safety Department create a safer environment. Please utilize these Emergency Preparedness tips to contribute to our shared goal of ensuring the safety and security of our community.

❖ Prior to attack:

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

Example of common terrorist targets:

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

❖ **In the event of an attack:**

Explosion:

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

Trapped in Debris:

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

Fire:

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

Radiation Exposure:

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

Shielding:

- Place the heaviest dense materials available between you and the source of radiation

Distance:

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

Time:

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

Common Emergency Protective Actions:

Shelter-in-Place or Evacuation

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

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

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

- Telephone/Voicemail/E-mail messages
- The College Mass Notification System (MNS)
- CUNY ALERT
- Emergency Response Team
- Fire Warden

Personal Emergency Telephone Numbers: Have the following emergency telephone numbers handy:

Terrorism Hotline (888) 692-7233	Family Doctor	Local Contact Phone/ Out of State
Electric Company	Fire Department	Pediatrician
Mother's work	Police Department	School(s)
Gas Company	Poison Control Center (212) 764-7667	Day Care
Oil Company	Family Doctor	Father's Work

Campus Evacuation/ Closure

In case of a Campus-wide Evacuation and/or Closure, the campus will be evacuated systematically by following standard mass evacuation procedures. You **MUST** evacuate when directed to do so. This includes both the activation of an audible/visible fire alarm and/or verbal orders from Public Safety and/or other emergency response personnel.

Evacuation Procedure:

Organize the people in your room/work area	Count the number of people present
Designate a gathering point in case your group gets separated during the evacuation	Evacuate using the nearest safe exit
Do not use elevators unless instructed to do so by emergency personnel	When you reach your designated gathering point, count the number of people in your group again
Keep together while waiting outside	Report your room number and any missing people to the emergency response personnel or the Public Safety Officers
Re-enter the building only when instructed to do so by police, fire, emergency response personnel or Public Safety Officers	Evacuation techniques are carefully selected, keeping safety in mind. Hazards may exist that you are not aware of, so please follow directions carefully
If you are given a specific route to take while evacuating, take that route in order to avoid walking into a toxic spill, fire or other life-threatening situation	Report to Public Safety personnel, Fire Wardens or any emergency personnel present the exact location of any person with accessibility issues

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

- Telephone/Voicemail/E-mail messages
- The College Mass Notification System (MNS)
- CUNY ALERT
- Emergency Response Team
- Fire Warden

Fumes/ Vapors/ Gas Leaks

Notify: Department of Public Safety (7777) and/or Buildings and Grounds (8180)

Reporting an unusual odor and/or fume:

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

Note:

- Any spark may cause an ignition leading to an explosion.
 - Call Public Safety first who will coordinate response with 911
 - Do not activate fire alarms if you detect gas.
 - Do not use cell phones, two-way radios or open flames.
 - You may be overcome quickly by fumes, so a speedy evacuation is imperative.
 - Some dangerous gases do not have an odor, so don't let your safety be controlled by your sense of smell.
 - Under no circumstances should you enter a room or area from which a strong odor or vapor is being emitted.
- ❖ **Timely notifications to Public Safety and/or Buildings and Ground can allow the situation to be assessed and communicated to the proper internal/ external emergency response personnel.**

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

- Telephone/Voicemail/E-mail messages
- The College Mass Notification System (MNS)
- CUNY ALERT
- Emergency Response Team
- Fire Warden

Power Outage/ Water Leak

Notify: Department of Public Safety (7777) and/or Buildings and Grounds (8180)

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

Be prepared:

- Have a flashlight or the flashlight feature on your phone available
- Know where the nearest exit is located
- If a leak threatens your work area, move items off the floor
- Never touch fallen electrical lines or exposed electrical wiring
- If a hazard exists, evacuation may be the next step.

- ❖ Timely notifications to Public Safety and/or Buildings and Ground can allow the situation to be assessed and communicated to the proper internal/ external emergency response personnel.

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

- Telephone/Voicemail/E-mail messages
- The College Mass Notification System (MNS)
- CUNY ALERT
- Emergency Response Team
- Fire Warden

Violent Incidents

Policy: Any incidents of a suspicious or violent nature/acts should be immediately reported to Lehman College Department of Public Safety:

Report: If you can, safely report the incident:

Gate #5: Public Safety Central

Public Safety Dispatcher (x8228)

Emergency (x7777)

Call boxes located throughout campus

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

Make Note of:

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

Describe the individual by noting the following:

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

If individual is fleeing the area:

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

Preparing For An Emergency

Lehman College works in collaboration with the NYC Office of Emergency Management (OEM) Partners in Preparedness (PIP) Program, which helps organizations prepare their communities for disasters. As part of this process, we would like to encourage all Lehman College personnel and students to do the following:

1. Stay Informed

Click [here](#) to sign up for Notify NYC, the City's free, real time emergency notification system to receive alerts by phone, text, or email. Information specific to Lehman College will be on the College website.

2. Additional Resources:

[MTA for transportation updates LIRR](#) and [NJ Transit updates](#)

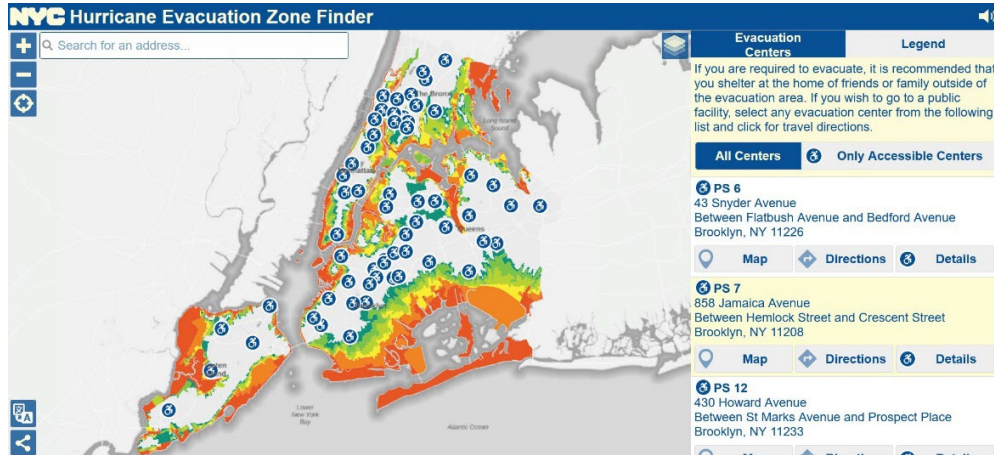


CUNY Alert! Receive CUNY-related emergency alerts! [Register using your CUNYfirst login or as a guest.](#) For more information see [CUNY Alert FAQs](#).

3. Know your Hurricane Evacuation Zone

Be familiar with the NYC Hurricane Map and know your evacuation zone. There are 6 zones. Zone 1 has the highest risk of storm surge impact. Look up the zone for where you live

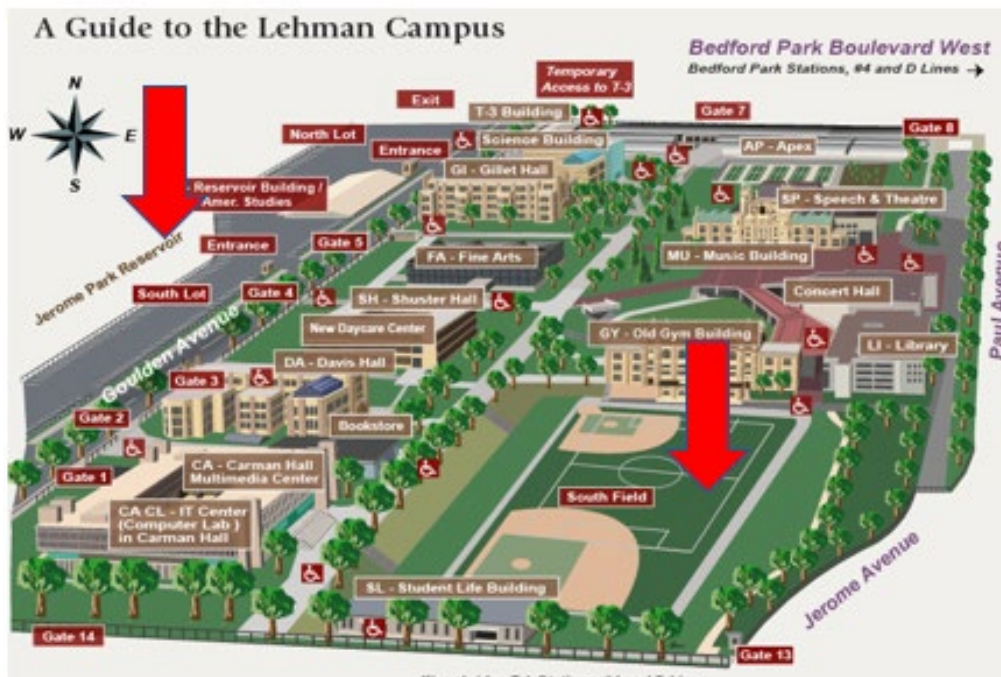
at <https://www.nyc.gov/site/em/ready/coastal-storms-hurricanes.page>



If Lehman College Needs to Evacuate, move at least 500 ft. away from the building.

Places of Assembly		
Parking lots (Student, Faculty and Staff)	South Field	Harris Park (Across the Street from APEX)

❖ Due to inclement weather conditions and non-reentry options, individuals may be advised to go home.



4. Prepare a Go Bag

Create a "[Go Bag](#)" so you will have necessary supplies, including:

Copies of important documents in a waterproof and portable container (insurance cards, birth certificates, deeds, photo IDs, proof of address, etc.)	Extra set of car and house keys
Copies of credit/ATM cards	Cash (in small bills)
Bottled water and non-perishable food, such as energy bars	Flashlight
Battery-operated radio	Non-expired prescription medication
First-aid kit	Notepad and pen
Contact and meeting place information for your household and a small regional map	Lightweight rain-gear and Mylar blanket
Childcare supplies, games, toys (if applicable)	Pet items (if applicable)
Back-up medical equipment, kits to repair flat wheelchair/scooter tires (if applicable)	Items to comfort while in stressful situation



5. Make a Plan

Create a plan now for family members to meet at specified locations depending upon the circumstances of the emergency. [Click here for more details on how to create a Family Emergency Plan.](#)

IMPORTANT LINKS ON HOW TO PREPARE FOR EMERGENCIES AND DISASTERS

The following websites offer information about how to prepare for emergencies and disasters. Sponsored by various government agencies and non-profit organizations, these sites offer the most up-to-date and comprehensive preparedness information in the field of emergency management.

[**New York City Office of Emergency Management**](#)

[**Ready New York \(guide\)**](#) 

[**Federal Emergency Management Agency**](#)

[**U.S. Department of Homeland Security**](#)

[**Ready.gov**](#)

[**U.S. Centers for Disease Control and Prevention Emergency Preparedness**](#)

[**The City University of New York**](#)

Emergency Contact Telephone Numbers

<u>Emergency Notification</u>	
<u>Lehman College Public Safety</u>	(718) 960-7777
<u>N.Y. Police Department</u>	911
<u>N.Y. Fire Department</u>	911
<u>Emergency Medical Service (EMS)</u>	911
<u>Campus Emergency Contact Numbers</u>	
<u>Lehman College Public Safety Central Command</u>	(718) 960-8228
<u>Health and Safety Officer</u>	(718) 960-8735
<u>Physical Plant/ B & G</u>	(718) 960-8180
<u>Student Health Services</u>	(718) 960-8900
<u>Counseling Center</u>	(718) 960-8761
<u>Off Campus Assistance Numbers</u>	
<u>Local Police 50 Pct (HS of AS, N & S Parking Lots)</u>	(718) 543-5700
<u>Local Police 52 Pct (Main Campus)</u>	(718) 220-5811
<u>Local Fire Station - Engine Co. 29 & Ladder 37</u>	(718) 430-0279
<u>Hazmat (Hazardous Material) Incident</u>	911
<u>Poison Control (NYC) (212) Poisons or</u>	(212) 764-7667
<u>NYC Government Information</u>	311

QUESTIONS & ANSWERS

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

A: College officials have completed a number of initiatives:

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

Q: Does the College have an Emergency Operations Plan?

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

Q: What is

A: CUNY Alert allows you to receive text, email and/or voice alerts of emergencies or weather-related closings on your campus. You can choose your campus or office locations, phone numbers for voice and text messages, and/or

email addresses for emergency notifications delivered directly to you.

Q: How do I sign up for “CUNY Alert”?

A: New students, faculty and staff members are auto-enrolled in the CUNY Alert system. These accounts are prefilled with college affiliation(s) and CUNY college or business email address. Students, faculty and staff with access to CUNYfirst can access and manage preferences for receiving emergency notifications from CUNY Alert.

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

A: Stay tuned to radio or television stations for updated information. Call or visit w[Lehman College](http://www.lehman.edu) webpage at (718) 960- 8000 and listen for a recorded message or Public Safety who will advise you of the status of the campus. These radio stations also give information relative to the College closings.

WCBS	880AM	http://newyork.cbslocal.com
WINS	1010AM	http://1010wins.radio.com
NY1	Channel 1	http://www.ny1.com
WNBC-TV	Channel 4	http://www.nbcnewyork.com
WNYW FOX	Channel 5	http://fox5ny.com

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

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

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

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

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

Q: What can I do to be prepared?

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

Sign up for “CUNY Alert!	Remain calm – Don’t panic!
Call (718) 960-8000 for updated information. Call Public Safety at (718) 960-8228 to report emergencies	Stay tuned to radio or television stations for updated information.
Monitor sensitive areas.	Review Lehman College Emergency Operation Plan
Become familiar with building exits near you. If you are not sure who your building coordinator is, contact the Public Safety office at (718) 960 8593.	Keep offices locked when unattended.
Report suspicious and/or unauthorized persons to Lehman College Public Safety at 7777 or the Emergency Duress station. As well as suspicious or unattended packages, containers or vehicles; signs of break-ins or attempted unauthorized entries; or unusual odors or substances.	Be informed. View websites such as http://www.ready.gov or http://www.redcross.org
Use the buddy system. Never go somewhere alone, especially at night.	Know the location of fire extinguishers designated Fire Floor Warden or Public Safety personnel.

Q: What else should I know?

A: Note the following:

- In the event of an emergency, it's crucial to avoid the affected area. Approaching the incident may exacerbate the situation and put you at risk of becoming another victim.
- Evacuate your building whenever an alarm is activated.
- Instances such as hazardous material hoaxes, harassing emails, graffiti, and spreading rumors may constitute criminal behavior. Not only are these actions detrimental to our campus community, but they also divert the attention of emergency responders from their critical tasks.
- Adhere to all Public Safety/ First-Responder’s instructions.

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

A: There are a variety of services available to students, faculty and staff. Contact the Lehman College Counseling Center for Students at (718) 960-8761 or refer to the [CUNY Wellness Program](#) for Faculty and Staff.

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

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

Q: How has the College prepared for emergency situations?

A: Lehman has emergency procedures in place that are reviewed and evaluated regularly. In addition, senior administration members are in frequent contact with local, state and federal law enforcement agencies to gather the most updated information and advice on how to respond to risks. The College have established protocols for full cooperation with Local, State and Federal Agencies in the event of an emergency or crisis.

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

A: The College has augmented security measures both on and around the campus, including at entrance gates, on-campus parking lots, and loading docks. These enhancements include the installation of security cameras, duress stations, and a state-of-the-art fire suppression system at these locations, aimed at fortifying overall security.

Furthermore, the New York Police Department has intensified its security efforts in the vicinity of our campuses. Lehman College is actively coordinating emergency procedures with the 50th and 52nd Precincts. Response protocols have been established to ensure immediate compliance with directives from the police department in the event of an emergency.

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

A: Call the Public Safety Department at [\(718\) 960-7777](tel:(718)960-7777) or [7777](tel:7777) from any campus telephone. Emergency Duress stations are also available throughout the campus.

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

A: If you think you may have been exposed to a biological or chemical agent, call Environmental Health & Safety Office at (718) 960-8988, or Public Safety at **(718) 960-7777** or **7777** from any campus telephone or use an Emergency Duress station located throughout the campus.

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

A: No, a release of a biological agent is most likely to be "covert" – meaning terrorists will not announce the attack beforehand or afterward. Consequently, you would not have prior notice to seal your windows and prevent contaminated air from entering. While duct tape and plastic sheeting can slow down the movement of air from outside to inside, they do not entirely prevent it. It's important to note that using certain non-electric space heaters or gas stoves inside such sealed areas can result in a dangerous buildup of carbon monoxide.