

Department of Public Safety

Emergency Procedures Handbook

Rose Hill: 718-817-2222

Lincoln Center: 212-636-6075/6076

Westchester: 914-367-3333/3001

Introduction

This handbook is intended to provide faculty, staff, and students of Fordham University with a quick reference during emergencies. Every member of the Fordham community should become familiar with its contents and should keep it in a convenient place for easy access.

A Note to Faculty/Administrators/Deans/Department Heads/Directors:

If you have students or staff under your supervision during an emergency, be sure to follow the emergency procedures listed in this booklet. Please provide the Emergency Operations Center at your respective campus with the names and locations of each student or employee.

Emergency Operation Centers at Fordham University

- Rose Hill: Department of Public Safety, Thebaud Hall Annex
- Lincoln Center: Residential Life Office, McMahon Hall Lobby
- Westchester: First-floor Conference Room

The University will provide updated, accurate information from the Emergency Operations Centers. You should access current information by viewing Fordham's website home page or by calling any one of the emergency information numbers, which are 877-375-HELP (4357), 800-280-SNOW (7669), 718-817-5555, or 212-636-7777.

Emergency Telephone Numbers

Call the Department of Public Safety to report crimes and emergencies, to request an ambulance, or call for service. Department of Public Safety staff are always present—24 hours a day, seven days a week, 365 days a year—to ensure your safety and well-being.

Campus	Ext.	Phone
Rose Hill	2222	718-817-2222 718-817-5832/5833
Lincoln Center	6076	212-636-6076 212-930-8888
Westchester	3333	914-367-3001 914-367-3333

Note: Blue light emergency phones throughout campus automatically connect to the Department of Public Safety.

Additional Emergency Numbers

Emergency Information Lines	877-375-HELP (4357) 800-280-SNOW (7669) 718-817-5555 212-636-7777
Emergency/Police/Fire/Ambulance	911
West Harrison P.D. (Westchester Campus)	914-967-5111
Poison Control Hotline	212-POISONS 212-764-7667 311 (in NYC only)

Student Health Centers

Rose Hill	718-817-4160
Lincoln Center	212-636-7160

Gas Leaks

Signs of Gas Leak:

- Smell: strong odor similar to rotten eggs
- See: white cloud, mist, fog, bubbles in standing water
- Hear: hissing or whistling sound

If you suspect a gas leak:*

- 1) Immediately notify the Department of Public Safety. Be prepared to provide the following information:
 - Building name
 - Floor number
 - Room number
 - Specific chemical name of the involved gas (if known)
 - Estimated volume involved (if known)

If the odor is very strong, do not do anything to create a spark that could cause an explosion. Do not turn on or off any light switch or electrical device, do not use a cell phone, ring a doorbell, or use a flashlight. Any spark could ignite a fire or explosion.

- 2) Open windows, if possible.
- 3) Immediately evacuate all building occupants, using the building evacuation procedures.
- 4) Vacate the building area and remain at least 1,000 feet from the structure.
- 5) Stay away from the building and follow directions of emergency responders until instructed to return by public safety personnel.

Criminal Activity

In the event of any criminal activity:

Do not confront or attempt to apprehend the perpetrator.

Call the Department of Public Safety and/or 911 immediately.

When you have connected with the Department of Public Safety or 911, be prepared to provide as much information as possible:

- Where/what is happening (or happened)
- Description of weapon, if any
- Description of individual(s)—sex, race, height, weight, clothing
- Direction of individuals fleeing the scene—and how they were fleeing
- Vehicle used: make, color, plate number, direction of travel

Then:

- Provide a call-back number so that the Department of Public Safety or the police dispatcher can reach you for additional information.
- Move to a safe, well-lit area and advise the dispatcher of your description and location.
- If safe, remain to direct public safety personnel or police.

Severe Weather

If you receive a warning that severe weather is approaching:

- Proceed to a safe area where you can stay inside and have access to weather-related information.
- Ensure that you are dressed appropriately for the anticipated weather.

In a severe thunderstorm:

- Take cover immediately.
- Avoid trees.
- Avoid metal, electrical equipment, telephones, bathtubs, water faucets, and sinks.
- Completely steer clear of downed power lines.

In a flash flood:

- Seek high ground.
- Do not attempt to drive a vehicle through standing or running water.

In a tornado:

- Go to the basement or lowest point of your building, or an interior room or hallway without windows.

In a tropical storm/hurricane watch:

Pay attention to local weather forecasts and bulletins for further directions.

Bring inside any loose lightweight objects (i.e., garbage cans, furniture, etc.).

Close windows and doors.

In all cases of anticipated or actual severe weather:

- Information will be available by calling the Fordham University emergency information numbers, which are 877-375-HELP (4357), 800-280-SNOW (7669), 718-817-5555, or 212-636-7777.

Earthquake

Although major earthquakes are uncommon in the New York City area, tremors do occasionally occur.

In the event of an earthquake:

- Drop to the floor.
- Take cover under a solid piece of furniture or next to an interior wall, or hold on to a sturdy piece of furniture and be prepared to move with it.
- Cover your head and neck with your arms.
- Stay where you are until the shaking stops.
- Be prepared for aftershocks, which often follow an earthquake.

If you are outside:

- Move to an open area away from buildings, power lines, and trees.
- If driving, pull over to the side of the road and stop immediately. Avoid overpasses and power lines.
- Stay inside the vehicle until tremors have stopped.
- Do not exit your vehicle if utility lines are leaning toward or touching your vehicle.

After the earthquake:

- Evacuate your building when it is safe and/or if instructed to do so, using the building evacuation procedures.
- If possible, provide assistance to those who have been trapped.
- Inform public safety personnel of any injured or missing persons.
- Use telephones to report emergencies only (e.g., fires, serious injuries).
- Steer clear of downed utility poles or lines.
- Stay away from damaged buildings.

Medical Emergency/Ambulance Request

A seriously injured or ill person needs immediate and specialized care. You should never attempt to move a seriously injured person unless a life-threatening condition exists in the immediate area. Stay with the injured/ill person and either call the Department of Public Safety yourself or ask for someone else to do so (when possible) if it requires leaving the area.

Summon help immediately by contacting the Department of Public Safety at the numbers below and/or call 911. When reporting the medical emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions
- Your identity and the identity of the victim (if known)

While waiting for emergency personnel:

- Provide first aid or CPR if you are trained and qualified to do so.
- Have someone stand by to flag down and direct the ambulance when it arrives.

When emergency personnel arrive:

- Wash any area on your body that has been exposed to another person's bodily fluids.
- Notify the emergency personnel of such exposure.
- Report the exposure to your supervisor (staff) or to the Student Health Center (students).

Terrorism

It is extremely important to be aware of your surroundings at all times. Remember: "If you see something, say something!" If you notice anything that seems unusual, report it immediately.

Watch for:

- Visitors who claim to be lost/disoriented.
- Unexpected deliveries or suspicious packages.
- Unscheduled or unannounced maintenance work.
- People asking about the Department of Public Safety, the utility rooms, or air filtration systems.
- Bags, backpacks, and luggage left unattended in public spaces.

If an attack occurs, the type of attack will dictate the response.

You should:

- Follow the instructions of emergency personnel.
- Remain inside your residence hall or academic building during a chemical, nuclear, or biological event.
- Seek shelter in an internal room without windows when possible.
- Segregate and treat exposed individuals.
- Attempt to get upwind of the contaminated area (if event occurs outside), and seek shelter immediately.
- Remain in the protected area until instructed by emergency personnel or public safety personnel.

Note:

- Evacuations will follow our building fire evacuation procedures with fire wardens assisting the process.
- Biological events require medical intervention, as affected individuals must be decontaminated before proceeding to a medical facility.
- Ventilation and air conditioning systems will be shut down by Facilities Operations during a terrorist event.

Bomb Threats

If you receive a telephone call regarding a bomb, explosive device, or suspicious package, get as much information from the caller as possible. Attempt to keep the caller on the line and record everything that is said. Concentrate on the exact wording of the message.

Ask the caller the following questions:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you?
- What is your name and address?

Try to determine the following:

- Voice: loud, soft, male, female, etc.?
- Accent: distinct?
- Speech: slurred, clear?
- Language: foul, polite?
- Manner: calm, angry, nervous?
- Background noises: train, animals, party, etc.?
- Additional information: anything unusual or significant.

If you are notified of a bomb threat:

- Do not touch any suspicious packages.
- Do not use any cell phone or electrical device near package.
- Clear the area around the suspicious packages and immediately notify the Department of Public Safety (numbers below).
- Provide the Department of Public Safety with your name, location, and telephone number.
- Meet with the responding public safety personnel.

Note: If instructed to evacuate the area, stay away from windows, glass doors, or other potentially hazardous areas. Keep sidewalks and streets clear for use of emergency personnel.

Hazardous Material Spill

If a hazardous material spill occurs outside:

- Stay upwind of the material if possible.
- Warn others to stay away from the material.

If a hazardous material spill occurs inside:

- Warn occupants in the spill area to evacuate immediately.
- Try to leave the building without passing through the contaminated area.

Note: Always follow directions from emergency responders.

You should:

- Call the Department of Public Safety
- Be prepared to give the following information:
 - Building name
 - Floor number
 - Room number
 - Type of incident
 - Material involved (if known)
 - Estimated volume of material(s) involved
- Remove any contaminated clothing and wash all areas that came in contact with the clothing or the hazardous material. Use large amounts of water for 15 minutes (a safety shower is preferable) to completely remove any traces of contamination.
- Seek medical attention for yourself or anyone else directly exposed to the material.

If you are notified of a bomb threat:

- Do not touch any suspicious packages.
- Do not use any cell phone or electrical device near package.
- Clear the area around the suspicious packages and immediately notify the Department of Public Safety (numbers below).
- Provide the Department of Public Safety with your name, location, and telephone number.
- Meet with the responding public safety personnel.

Note: If instructed to evacuate the area, stay away from windows, glass doors, or other potentially hazardous areas. Keep sidewalks and streets clear for use of emergency personnel.

Campus and Workplace Violence

At some point, you may find yourself in a dangerous situation on campus. If this happens, your first step should be to contact the Department of Public Safety.

Here are a few examples:

- If you are subjected to physical assault, threats, attack, sexual assault, robbery, or any other crime/offense
- If you see someone with any type of weapon
- If you hear unusually loud noises in your immediate vicinity (i.e., possible gunshot, fireworks, etc.)

A public safety supervisor will immediately respond to your location and take appropriate action to ensure your protection. Public safety supervisors are former law enforcement officers with extensive experience. They will also facilitate proper coordination with the law enforcement agency to provide police assistance.

Note: Never remain in an area where violence is taking place. Get to a safe location and notify the Department of Public Safety as soon as possible or call 911 for police response.

If you hear unusually loud noises:

- Evacuate the building/area if able to do so safely.
- Seek immediate safety in an area capable of being locked from the inside or barricade the door.
- Silence all electronic devices and remain quiet.
- Immediately notify the Department of Public Safety when safe to do so.
- If possible, remain on the line with the Department of Public Safety or the 911 operator.
- Provide emergency personnel with as much pertinent information as possible.

In the unlikely event of being taken hostage:

- Do not confront or challenge the perpetrator.
- Remain as calm as possible.
- Follow instructions.

Remember that confrontations and threats should be taken seriously and could be a precursor to workplace violence. Sexual harassment of any kind can eventually lead to more serious conduct.

Sexual harassment will not be tolerated within the University community. Our brochure on sexual harassment details the University's policy, provides information

on what to do and where to go should such an event occur, and includes additional resources, if needed.

Fire

Fire safety is important. Everyone should be observant and aware of every exit in any venue they enter.

As soon as you become aware of a fire:

- Pull the nearest fire alarm device or make sure an alarm has already been sent.
- Notify the Department of Public Safety (see numbers below).
- If fire occurs in your room, leave immediately and close the door behind you.
- Follow the directions of fire wardens, public safety personnel, resident assistants, or resident directors.
- Follow building evacuation directions. **Never** go to the roof.
- Exit quickly and move at least 200 feet away from the building. Do not remain in lobby or near entrances as first responders need access for their personnel/equipment.
- Notify fire wardens/public safety personnel of the location of anyone injured or with physical challenges still within the complex. If safe to do so, assist them to a secure location close to an evacuation stairwell.
- Never let fire get between yourself and the exit.
- Stay away from elevators. Use the stairs only.
- Stay out of smoke-filled rooms.
- Check doors before opening. If they are warm to the touch, do not enter.

Note: Extinguish a fire only if you are trained to use a fire extinguisher and an alarm has been sent.

If evacuation is not possible:

- Remain in place and keep the door closed.
- Call the Department of Public Safety, if possible to do so, and advise them of your exact location.
- Prevent smoke from entering your location by blocking openings. Use wet towels or clothing.
- Do not open or break the window glass unless absolutely necessary. Oxygen will intensify fire.
- If smoke is present in your room, remain close to the window. If possible, hold a wet towel to your face and stay low to the floor.
- Hang a white towel or bright clothing out a window to alert first responders.

Follow the directions from public safety personnel.

Utility Failure

Emergency Power Failure:

If there is an emergency power failure, or someone trapped in an elevator, it should be reported immediately to the Department of Public Safety.

Minor Power Failure:

Minor failures of electricity, water, and/or gas should be reported to Facilities Operations at the following numbers during weekday business hours. During off hours, notifications should be made to the Department of Public Safety numbers listed above.

Campus Facility Operations

Campus	Ext.	Phone
Rose Hill	4830	718-817-4830/4848
Lincoln Center	6090	212-636-6090
Westchester	3333	914-367-3001 914-367-3333

Follow the directions given by fire wardens, the resident assistant/director (RA/RD), or the Department of Public Safety. Fordham University is equipped with emergency generators capable of providing electricity to the campus telephone system and the following buildings at each campus:

Rose Hill	McGinley Center Lombardi Center Thebaud Hall Annex
Lincoln Center	McMahon Hall McKeon Hall

Note: Temporary emergency lighting is provided in all other buildings and will remain lit long enough for the building to be evacuated. Once everyone is evacuated, the fire warden, RA/RD, or public safety personnel will direct you to an alternate location. Please ensure that all unnecessary appliances are disconnected or turned off to avoid overload when service is restored.

Suspicious Mail/Packages

You should always be wary of suspicious packages and letters as they might contain explosives or chemical and biological agents. Over the years, postal inspectors have detected some typical characteristics that should trigger suspicion.

Watch for packages that:

- Are unexpected or from someone totally unfamiliar to you.
- Are marked with restrictive endorsements, such as “Personal,” “Confidential,” or “Do not x-ray.”
- Have protruding wires or aluminum foil, strange odors, or stains.
- Show a city or state in the postmark that doesn’t match the return address.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with any threatening language.
- Have inappropriate or unusual labeling.
- Have excessive postage or excessive packaging material such as masking tape and string.
- Have misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have incorrect titles or titles without a name.
- Are not addressed to a specific person.
- Have a handwritten or poorly typed address.

If you believe a package is suspicious:

- Notify the Department of Public Safety immediately.
- Do not sniff or smell suspicious mail.
- Leave the room and close the door or section off the area to prevent others from entering.
- Ensure that everyone remains until a public safety supervisor arrives.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- List all people who were in the room or area when the suspicious letter or package was recognized, and provide the list to the public safety supervisor for follow-up investigation.

The public safety supervisor will respond and take charge of suspicious packages or letters and notify police for emergency service response if needed.

Evacuation Procedures

If a fire alarm sounds or a building evacuation is otherwise ordered:

- Immediately evacuate the building.
- If you are supervising students, instruct them to remain together.
- Rescue or assist people in immediate danger, but only if you can safely do so without endangering yourself.
- Steer clear of elevators. Use stairways for emergency evacuation.

Upon evacuation of the building:

- Assemble any students in your charge at a safe location at least 200 feet from the building and determine if everyone was evacuated.
- Report the names of anyone missing to the emergency response personnel along with their last known location.
- Do not attempt to reenter a building that has been evacuated until public safety personnel advises that it is safe to do so.

If a physically challenged occupant is unable to exit the building:

- Notify the fire warden of the person's location.
- Avoid transporting the individual up or down stairwells without the assistance of emergency personnel.
- Relocate the individual to an area of refuge on the same floor that is separated by a set of closed fire doors, preferably in close proximity to an evacuation stairwell. (Do not attempt if there are imminent life-threatening conditions.)

If circumstances prevent you from evacuating the building:

- Remain in your room, office, or workplace with the door closed.
- Call the Department of Public Safety.
- Prevent smoke and heat from entering your room by blocking all openings. Use wet towels or clothing, if possible.
- If smoke is present in your room, remain close to the window. If possible, hold a wet towel to your face and stay low to the floor.
- Do not open or break the window glass unless absolutely necessary. The source of oxygen may intensify a fire or allow smoke to enter your room.
- Hang a white towel or brightly colored clothing out a window to alert emergency response personnel.

Shooting Incident

Suggested Response by Students/Faculty/Staff/Visitors:

In the unlikely event of an active shooter at a Fordham campus or building:

1. Evacuate, if possible to do so safely.
2. Hide, if unable to safely evacuate.
3. Take action, if unable to evacuate or hide.
 - Know the exits nearest to your location in every building in which you study, teach, or work. Leave your belongings behind and keep your hands visible.
 - Hide in a secure area in which you can lock or blockade the door with heavy furniture, cover any windows, turn off all lights, silence electronic devices, lie on the floor, and remain silent. Call 718-817-2222 and/or 911 when it is safe to do so.
 - If your life is in imminent danger and you cannot evacuate or hide, **as a last resort** you should attempt to incapacitate the shooter as aggressively as possible. Actions might include throwing heavy objects at the shooter, rushing the shooter as a group, or striking the shooter with any hard object at hand.

Calls to the Department of Public Safety and 911 should state, if known:

- The location of the shooter(s)
- The number of shooters
- The types of weapon(s) the shooter has
- The number of victims at the location
- A description of the shooter(s), including gender, race, distinguishing features, clothing, or identity

When Law Enforcement Officers Arrive on the Scene:

- Remain calm and follow directions.
- Immediately raise hands and spread fingers.
- Avoid quick movements toward officers.
- Avoid pointing, screaming, and yelling.
- Don't stop officers but proceed in direction from which officers are entering premises when evacuating.

These guidelines are adapted from a variety of sources, including the New York City Police Department and federal law enforcement agencies. This information is available on Fordham University's website, on the Public Safety webpage under Emergency Procedures.