



QUEENSBOROUGH | **CUNY**
COMMUNITY COLLEGE | **NY**



DEPARTMENT OF PUBLIC SAFETY CAMPUS SAFETY GUIDE



DEPARTMENT OF PUBLIC SAFETY

Queensborough Community College

Library Building, 3rd Floor • (718) 631-6320, 6384



Department of Public Safety Overview

The Department of Public Safety is committed to providing a safe and secure environment for students, faculty, staff and visitors to Queensborough Community College of The City University of New York. The department maintains and promotes respect for the individual rights and dignity of all persons and continually attempts to instill public confidence by maintaining a high degree of professionalism, dedication and expertise in the delivery of the service it provides.

The Department of Public Safety is located on the 3rd floor of the Library Building and is responsible for all campus security and public safety matters. The department consists of a Director, a Deputy Director, an Assistant Director, Sergeants and Campus Peace Officers (CPOs). Campus Peace Officers are sworn law enforcement officers with arrest powers, receiving their authority from Section 2.10, Sub.79 of the Criminal Procedure Law (CPL) of the State of New York. The department also employs Campus Security Assistants (CSAs) to assist the department in its duties. CSAs are non-sworn officers registered and trained in accordance with the provisions of the New York State Security Guard Act.

How to Report a Crime or Other Emergency

Red security telephones have been installed in corridors throughout

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the campus. The phones will automatically dial the Department of Public Safety when the handset is picked up. These phones are for emergencies only. The department can also be reached from campus phones by dialing ext. 6320 or 6384 or from an outside phone at 1-718 631- 6320/ 6384. Incidents can also be reported in person at the Public Safety Office located on the 3rd floor of the Library Building.

Note: For an immediate police department response or for off campus incidents, dial 911.

When reporting a crime or incident, please provide as much of the following information as possible:

- Details of what happened
- Specific location
- Identity and/or description of person(s) involved
- Date and time of incident

Be as specific as possible when giving any information to the Department of Public Safety (i.e., description of person(s), vehicle(s), etc.)

The Department of Public Safety should be notified immediately of any threat to the safety and security of any member of the college community. Such reports may include criminal matters, medical emergencies, disturbances, fires, and damage to personal or college property, equipment or buildings. An immediate investigation will be conducted into the details of such reports. Written reports are kept on file in the Public Safety Office and copies are distributed to the appropriate campus departments.

If deemed appropriate, the department will also notify the New York Police Department (NYPD) for further action and/or response. A Memorandum of Understanding exists between CUNY and the NYPD. The QCC Department of Public Safety also maintains a close professional relationship with the members of the 111th Pct. regarding matters of mutual concern affecting members of the college community both on and off campus. The precinct is located at 45-06 215th Street, Bayside, NY 11361 and can be reached by phone at 1-718-279-5200.

Department of Public Safety Services

The Department of Public Safety serves the college 24 hours a day, 7 days a week, all year round. Uniformed officers patrol the campus by vehicle, on bicycle and on foot to handle emergencies, address safety and security concerns, and perform enforcement duties.

Constant radio communication is maintained with all Public Safety units on campus so that on-site assistance can be summoned immediately. If deemed necessary, off-site emergency assistance can be requested as well.

The department can also assist members of the college community in many non-emergency situations, such as building and room openings, direction assistance, vehicle problems, referral information, etc.

As part of its overall responsibilities, the department, in order to promote a safe and secure environment on campus, conducts a continuous inspection of campus facilities and grounds, reporting to the appropriate campus department(s) lighting outages and other areas in need of maintenance or repair.

The department of Buildings & Grounds, however, maintains overall responsibility for the physical safety of campus buildings, facilities and grounds, assuring that they are maintained in a manner that minimizes hazardous conditions.

For routine matters, their office can be contacted directly during normal business hours at ext. 6231 or 1-718-631-6231. After these hours, situations requiring immediate attention should be reported to the Department of Public Safety at ext. 6320 or 1-718-631-6320.

A copy of the Annual Security Report for Queensborough Community College is available on the Department of Public Safety website at: www.qcc.cuny.edu/publicsafety/index.html, or upon request by contacting:

Director of Public Safety

Queensborough Community College

222-05 56th Avenue

Bayside, New York 11364

Advisory Committee on Campus Security

Queensborough Community College's Advisory Committee on Campus Security is composed of students, faculty and staff. The committee reviews current campus security procedures and makes recommendations for their improvement.

Behavioral Intervention Team

The Behavioral Intervention Team (BIT) was established to promote a safe environment for all students and staff focused on student learning and student development. The BIT is a multi-disciplinary team that meets regularly, and when information of concern is received, to serve the following functions:

- 1) Provide consultation and support to faculty, staff and administration in assisting students who display concerning or disruptive behavior.

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- 2) Gather information to assess situations involving students who display improper or disruptive behavior.
- 3) Recommend appropriate intervention strategies or disciplinary sanctions.
- 4) Connect students with needed campus and community resources.
- 5) Monitor ongoing behavior of students who have displayed improper or disruptive behavior.

The team is chaired by the Dean of Students and membership consists of representatives from Counseling Services, Health Services, and the Department of Public Safety.

Crime Prevention and Campus Security Program

Representatives of the campus join together at student orientations to provide information and advice to new students. Presentations are also conducted for family members, to familiarize them with the functions of the Department of Public Safety and to address any questions or concerns.

Personal Safety Program

Interested individuals and groups can arrange for relevant informational safety presentations by a trained crime prevention officer from the Department of Public Safety to address specific questions or concerns.

Escort Service

Upon request, the Department of Public Safety's Escort Service will provide an officer to accompany members of the college community when traveling from one campus location to another for a greater sense of security.

Publications

Brochures and crime prevention pamphlets are available at the Public Safety Office as well as Student Affairs Office and other locations throughout the campus. Some of the topics addressed include sexual assault, date rape, domestic violence, larceny, alcohol and drug abuse. Subject matter deals with a variety of preventative measures regarding crime and/or abuse.

Safety and security information is also included in general campus publications such as the College Catalog, the Student Handbook, the Faculty Handbook and other campus literature.

Lost and Found

The Department of Public Safety administers the campus Lost and Found. Lost valuables should be promptly reported to Public Safety. Found items, like purses, wallets, keys, electronics, etc. should be promptly turned in at the Public Safety office or to a Campus Peace Officer.

General Safety Tips

- Always be alert and aware of your surroundings and project a confident attitude.
- All suspicious activity should be reported to the Department of Public Safety at 1-718-631-6320/6384.
- Timely and accurate reporting of information makes it easier to gather critical evidence and increase the odds of recovering stolen property and/or successfully apprehending and prosecuting criminals.
- Avoid working, studying or being alone in buildings or isolated areas of the campus.
- Utilize the Department of Public Safety's Escort Service.
- Avoid walking alone at night. Walk with a group or a friend. Use well-lighted paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return times.
- Secure your gym locker with a sturdy lock.
- Identify your valuables - record serial numbers for items like computers, mobile devices, etc., or engrave your name or initials on them.
- Always secure your valuables and NEVER leave items such as pocketbooks, wallets, keys, cell phones, etc. unattended, even for a brief period of time.
- Never leave valuables in your vehicle in plain view. Always lock your door.
- Use designated crosswalks and pedestrian crossings.
- Be aware of campus and local crime trends. You are your best protection - educate yourself.
- Carry only necessary cash and credit cards and avoid wearing expensive jewelry. However, always carry enough money for an emergency phone call or ride home.
- TRUST YOUR OWN INSTINCTS . . . if someone does not look right to you or makes you feel uneasy, get away fast! Immediately report that person to the Department of Public Safety.

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Vehicle and Pedestrian Access

Students, staff and visitors to campus have access to academic, recreational and administrative facilities and areas hosting cultural and entertainment events during scheduled hours.

Vehicular traffic flow onto the campus is restricted at approximately 11:30 p.m. every night so Public Safety officers can close and lock the campus gates. The Main Gate becomes the only access to the campus between 11:30 p.m. and 5:30 a.m., but during this period this gate can be opened for special deliveries.

Additionally, Public Safety patrols the campus 24 hours a day.

Traffic Safety

In an effort to provide the highest level of safety and security for the college community, members' cooperation is needed when parking their vehicles. Park properly and only in designated areas. Failure to do so could hinder access and delay response of emergency vehicles (ambulances, police, fire, etc.) to potentially critical situations.

Campus Buildings

Academic and administrative buildings on campus are normally locked after business hours, unless they are being used for evening or educational purposes. Alarms are set and interior and exterior building patrols are performed throughout. Intrusion and fire alarms are monitored 24 hours a day by the Department of Public Safety.

Fire Safety Guidelines

All members of the college community should be guided by the following:

In your building/classroom

- Note the location of fire alarms, extinguishers and other emergency equipment.
- Note the location of landmarks which may aid your exit when visibility is reduced by smoke.
- Locate at least two emergency exits from your floor and make sure they are free from obstruction.
- Re-familiarize yourself with standard fire drill procedures.

In the event of a fire

- Remain calm. Act quickly, not rashly. Your object is to survive. If you

can exit safely, do so. If not, you must work quickly to defend yourself against smoke and flame.

- NEVER open a door without first checking for heat or smoke. Close doors behind you.
- Do not allow doors to lock behind you. You may be forced to return. If smoke is encountered during your exit, **do not walk upright . . . crawl**. The air is cooler and less toxic near the floor.
- NEVER use an elevator.
- If smoke is present in a stairwell, avoid it. Choose another route.
- If your clothes catch fire . . . **stop, drop and roll** to extinguish the flames.
- If you are in the room where the fire starts, leave quickly, close the door and call Public Safety at 1-718-631-6320/6384.
- Upon exiting, proceed to your building's designated staging area. Advise the Public Safety Officers or FDNY in order to give as much information about the fire situation. Be factual and be calm.

If you are trapped in a room

- Seal cracks around the door to prevent smoke from entering. Do not break windows unless absolutely necessary (outside smoke may be drawn in). Open the window a few inches for fresh air.
- Hang an article of clothing large enough for rescuers to see out of a window then close the window and keep it closed to prevent outside smoke from entering.
- Remember to stay close to the floor for air. Call Public Safety and report the fire location and your situation. If possible, tie a towel or clothing (preferably wet) around your nose and mouth to filter smoke. **DO NOT JUMP.**

Always remember . . .

- You must believe that every fire alarm is real. Failure to exit the building when an alarm sounds may put you and others in danger and is a violation of campus policy.

Alcohol and Drugs

The college recognizes that students are adults and expects them to obey the law and adhere to college regulations. All students must take personal responsibility for their own actions and behavior.

CUNY's Policy on Alcohol and Drugs and all applicable federal, state and local laws are enforced by the Department of Public Safety.

• *Policy on Possession/Use of Alcoholic Beverages*

1. The unlawful possession, use or distribution of alcohol by students and

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employees on college property or as a part of any college activity is prohibited.

2. No student or student organization is permitted to serve alcoholic beverages on this campus.
3. No alcoholic beverages are to be brought on this campus for any reason unless approved in advance and in writing by the Department for Student Affairs.
4. It is also the policy of The City University of New York and of this college that:

Any actions or behaviors which recklessly or intentionally endanger mental or physical health or involve the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization is prohibited.

The legal drinking age in New York State is 21 and underage drinking is strictly prohibited. It is also unlawful to sell or give away alcohol to anyone under the age of 21. In addition to college disciplinary action, violators will also be subject to criminal prosecution.

- ***Policy on illegal possession and use of drugs***

1. The unlawful manufacture, distribution, dispensing, possession, sale or use of marijuana, illegal drugs or other controlled substances by college students or employees on college premises or as a part of any college activity is prohibited. Violators will be subject to campus disciplinary sanctions, as well as criminal prosecution.
2. Non-college personnel apprehended on campus for any alcohol or drug violation will be subject to arrest and criminal prosecution.
3. Since this campus is in no sense a sanctuary, outside law enforcement officials may, on their own initiative, take such action as they deem necessary and appropriate.
4. For the purpose of this policy, the campus is understood to be all facilities in which this college conducts, administers and is responsible for college business.

Note: For complete details on CUNY'S drug and alcohol policy, please visit the QCC Department of Public Safety website.

Weapons

No one within the college community, except Campus Peace Officers, pursuant to authorization of the College President, shall have in their possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or

damage to a building or the grounds of a campus.

To prevent personal injury, QCC prohibits the possession or use of any potentially dangerous weapon or explosive on college property. Firearms, ammunition, air guns, spring-type weapons, bows and arrows, slingshots and firecrackers are among those items prohibited. This policy is in full accord with the NYS Penal Law and State Education Law. Violators will be subject to college discipline as well as possible criminal prosecution.

College Policy on Conduct

1. In accordance with Federal and State Law, Queensborough Community College prohibits discrimination and harassment based on race, gender, religion, color, creed, disability, sexual orientation, national origin, ancestry, age, marital or veterans status. Specifically, a student may be disciplined for hostile conduct or behavior that might incite immediate violence. Vandalism, racist graffiti, intimidation, harassment and other forms of organized hatred will not be tolerated on campus, and violators will be punished.
2. All students, faculty and staff are required to have in their possession a valid college ID card while on campus.
3. All visitors must have a legitimate reason for being on campus and are required to show acceptable identification to members of the Department of Public Safety upon request.
4. All persons on campus are required to show their college ID cards upon the request of any college employee, officer of the Queensborough Student Association or student responsible for a student event.
5. Any person who, upon request, refuses or is unable to produce valid identification will be evicted from the campus and/or arrested for trespass.
6. Cellular phones, beepers and all other personal electronic devices may not be used in the classroom while classes are in session.
7. The playing of radios on campus is prohibited. Disturbing others will be considered an infraction of appropriate student conduct.
8. The college seeks to foster an atmosphere of mutual respect and civility and expects students to demonstrate proper classroom decorum, which includes appropriate behavior and dress.

Title IX Regulations For Reporting And Prevention Of Sexual Harassment Including Sexual Assault, Stalking Or Domestic And Intimate Partner Violence

Under the provisions of Title IX of the Education Amendments Act of 1972 (Title IX), 20 USC §§ 1681 et seq., and its implementing regulations, 34 CFR Part 106, discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance is prohibited. Sexual harassment of students, which includes acts of sexual violence, cyber stalking and unwanted physical contact of any sort, is a form of discrimination prohibited by Title IX. The U.S. Department of Education's Office for Civil Rights defines this type of harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct, implicated by dating or domestic violence, social or electronic stalking and other adverse activity, creates a "hostile environment" when sufficiently severe or pervasive to limit or interfere with a student's ability to participate in educational activities."

Allegations of sexual harassment including sexual assault, stalking or domestic and intimate partner violence should be reported to one of the individuals listed below:

Title IX Coordinator Belinda Delgado, Administration, Room. 408
718-281-5768, bdelgado@qcc.cuny.edu

VP for Student Affairs Dr. Brian Kerr, Library, Room. 412
718-631-6351, bkerr@qcc.cuny.edu

Director of Public Safety John Triolo, Library, 3rd floor
718-631-6320, jtriolo@qcc.cuny.edu

Security of and Access to Campus Facilities

Security systems in place on campus include a CCTV system, fire and intrusion alarm systems and red and blue emergency security phones strategically placed throughout the campus providing for automatic contact with the public safety dispatcher.

Academic and administrative buildings are secured after normal business hours unless being utilized for approved evening or weekend classes or programs. The Department of Public Safety is notified in advance of all sanctioned campus activities or events so appropriate security arrangements can be made.

Sexual Assault Policy and Procedures

Sexual assault is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

The college recognizes the serious physical and psychological impact of sexual assault. It is one of the most frequently committed violent crimes in the U.S. and yet one of the most unreported.

If attacked or confronted by an assailant, try to attract attention. Assess the situation: options are to fight, run, or reason with the assailant. Personal safety awareness programs and self-defense courses can help educate one as to how to respond appropriately in a sexual assault situation. Interested individuals and/or groups can arrange for informational safety presentations by a trained officer from the Department of Public Safety. Informational safety literature is also available through the department.

Acquaintance rape, sexual assault that occurs between people who know each other, is far more common to college campuses than stranger rape. Acquaintance rape is as serious as any other form of rape.

If you are assaulted:

- Report the incident immediately.
- ***Do not*** wash, shower, change clothes or douche before calling for help.
- All efforts should be made to preserve evidence. Do not touch or disturb evidence of an attack or struggle, even if the assault took place in your home.
- Go to a safe place. Ask a friend to stay with you. Call Public Safety at 1-718-631-6320 if incident occurred on campus or 911 if it occurred off campus.

If you feel you are the victim of a sexual assault on campus, report the incident so that trained campus staff members can provide prompt and supportive assistance. Public Safety personnel will keep all calls confidential and will:

- Meet with you privately at a place of your choice to take a complaint report.
- Never release your name to the public and press.
- Treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- Try to accommodate your wish to speak to a male or female officer.
- Assist you in arranging for any hospital treatment or other medical care, as well as in obtaining counseling services.

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- Assist you in notifying outside law enforcement authorities.
- Fully investigate your case along with local law enforcement. This may lead to the arrest and prosecution of a suspect. You will be kept up to date on the progress of the investigation and prosecution.
- Continue to be available to answer your questions and explain the systems and legal processes involved.
- Consider your case seriously regardless of your gender.
- Cooperate with other campus departments in changing academic arrangements precipitated by the offense, if you request such action.

Student Disciplinary Proceedings

Procedures are in place for on-campus disciplinary action in cases of reported sexual assaults and other violations of College Rules and Procedures. If disciplinary action is sought on campus, all students involved will be informed of their rights under Article XV of the Bylaws of the Board of Trustees of The City University of New York. Under Student Disciplinary Procedures (Sec. 15.3) "Notice of Hearing and Charges", each student has the following rights:

- To present their side of the story.
- To present witnesses and evidence on their behalf.
- To be represented by counsel, and be informed of the outcome of the hearing and of any disciplinary sanction (s) against the accused.

Any individual found guilty of rape or sexual assault in a campus disciplinary proceeding will be subject to sanctions ranging from suspension, up to and including expulsion from the campus.

NYS Laws & Penalties regarding sex offenses

NYS Penal Law definitions involving lack of consent: To charge any sex offense you MUST have "lack of consent" as defined in one of the below listed categories:

- Mentally disabled* - a person suffers from a mental disease or defect which renders them incapable of appraising the nature of his or her conduct.
- Mentally incapacitated* - a person is rendered temporarily incapable of appraising or controlling their conduct owing to the influence of a narcotic or intoxicating substance administered to them without consent, or to any other act committed without consent.
- Physically helpless* - a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
- Forcible compulsion* - to compel by either (a) use of physical force;

- or (b) a threat, express or implied, which places a person in fear of immediate death or physical injury to themselves or another person, or in fear that they or another person will immediately be kidnapped.
- E) **Age** – An individual less than 17 years of age is incapable of consenting to any act as per NYS Penal Law Article 130 (Sex Offenses). One must be at least 17 years of age to legally engage in any sexual activity. If age is the only factor, it is known as a “statutory” offense.

Note: It is not a defense that the defendant did not know the age of the victim. The basic element of all sex offenses is the lack of consent. Without lack of consent there would be no sex offense.

Rape

Rape is always a felony. A person is guilty of rape when a person engages in sexual intercourse with another person without that person’s consent. Rape may be committed in the following ways:

1. By forcible compulsion
2. By reason of being physically helpless
3. By reason of being mentally disabled or mentally incapacitated
4. Person 21 years of age or older, engages in sexual intercourse with another person who is less than 17 years of age (16 or 15).
5. Person, age 18 years of age or older, engages in sexual intercourse with another person who is less than 15 years old (14, 13 or 12).
6. A person engages in intercourse with another who is less than 11 years old (10 or less).

Criminal Sexual Act (formerly Sodomy)

A criminal sexual act is always a felony. A person is guilty of a criminal sexual act when that person engages in deviant sexual intercourse with another person without that person’s consent. A criminal sexual act may be committed in the same ways as described above, under rape.

Sexual Misconduct

Sexual misconduct is always a misdemeanor. A person is guilty of sexual misconduct when:

1. They engage in sexual intercourse with another person without such person’s consent; or
2. They engage in deviant sexual intercourse with another person without such person’s consent; or
3. They engage in sexual conduct with an animal or a dead human body.

Sexual Abuse

Sexual abuse is either a felony or a misdemeanor. A person is guilty of sexual abuse when they subject another person to sexual contact without the latter's consent. In addition to forcible compulsion or incapacity to consent, a person can be charged with sexual abuse in any case in which the victim does not expressly or impliedly acquiesce in the actor's conduct.

"Misdemeanor" means an offense other than a "traffic infraction", for which a sentence to a term of imprisonment in excess of fifteen days may be imposed, but for which a sentence to a term of imprisonment in excess of one year may not be imposed.

"Felony" means an offense for which a sentence to a term of imprisonment in excess of one year may be imposed.

"Crime" means a misdemeanor or a felony.

Sexual Assault Prevention

- Avoid working, studying or being alone in buildings or isolated areas of the campus.
- Utilize the Department of Public Safety's Escort Service.
- Do not shower in a deserted gym.
- Be cautious about dating someone you do not know well. Obtain information from a mutual acquaintance or try to arrange a double date or group activity.
- Avoid excessive use of alcohol and do not use illicit drugs; they interfere with clear thinking and effective communication.
- Never leave beverages unattended or out of sight.
- Know your sexual desires and limits, and communicate them clearly.

If you find yourself in an unwanted sexual situation, be assertive. Just say NO. If you are told no when you make sexual advances, accept it. NO MEANS NO!

Sex Offender Registry and Access to Related Information

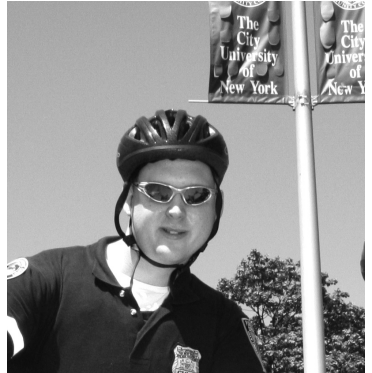
The Campus Sex Crimes Prevention Act of 2000 (CSCPA) requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education of that state at which the person is employed, carries out a vocation or

voluntary service, or is a student.

The New York State Division of Criminal Justice Services maintains a registry of convicted sex offenders which is available to local law enforcement agencies, including CUNY's Public Safety Departments. To obtain information about a Level 2 or Level 3 registered sex offender you may:

1. Contact the police department in the jurisdiction in which the offender resides and/or in which the college is located; Queensborough Community College is located within the confines of the NYPD 111 PCT. They can be contacted at (718) 279-5200.
2. Contact Queensborough Community College's Department of Public Safety at 1-718-631-6320/6384; or
3. Call the Division's sex offender registry at 1-800-262-3257.

To obtain information about Level 2 or 3 offenders, go to the division's sex offender registry at www.criminaljustice.ny.gov/nsor/sor_about.htm, and click on "search for Level 2 & 3" sex offenders.



Hate Crimes/Bias Related Incidents

The investigation of hate crimes and biased related incidents are a priority of the Department of Public Safety. Hate and bias crimes can also be investigated by federal, state and local law enforcement.

Perpetrators will be prosecuted to the fullest extent of the law.

Definition of a Hate Crime

A hate or bias related crime is not a separate or distinct crime but a criminal act or attempted criminal act intended to cause injury, emotional suffering or property damage which is or appears to be motivated, all or in part, by race, ethnic background, national origin, religious belief, sex, age, disability or sexual orientation.

Reporting Hate Motivated Crimes and Bias Related Incidents

The Department of Public Safety is responsible for collecting and reporting hate-motivated crime statistics. Hate motivated crimes should be reported as indicated in the section, "How to Report a Crime or Other Emergency".

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Counseling & Educational Programs

The college provides educational and counseling services to students and staff through the Counseling and Psychological Services Center, Library, Room 428. For further information contact:

- Counseling Center - 1-718-631-6370 - Library Rm. 428
- Dean of Students - 1-718-631-6314 - Library Rm. 418
- Department for Student Affairs - 1-718-631-6351 - Library Rm. 412
- Health Services - 1-718-631-6375-Medical Arts Cellar, MCO
- Public Safety Department - 1-718-631-6320/6384 - Library Bldg. 3rd Floor
- Title IX Coordinator - 1-718-631-6391 - Administration Bldg. Rm. 309
- Affirmative Action Officer - 1-718-631-6391 - Administration Bldg. Rm. 309

DC 37 and all AFSCME Union Locals also provide counseling to their members.

For off campus services contact:

Sexual Assault/Harassment

- 24-hour Rape Report Line 1-212-267-7273
- Sex Crimes Unit - 112 Pct. 1-718-520-9363
- Rape & Sexual Abuse Helpline 1-212-267-RAPE(7273)

Alcohol & Drugs

- Alcoholics Anonymous - 1-212-647-1680
- Alanon - 1-800-344-2666 / 1-212-941-0094
- Alcohol Council of NY - 1-212-252-7001
- Narcotics Anonymous Regional Helpline - 1-212-929-6262
- Marijuana Anonymous - 1-800-766-6779
- nototobacco.org (for tips on quitting smoking)

Domestic Violence

- NYC Domestic Violence Hotline (24 hour) - 1-800-621-4673
- NYPD Website - www.nyc.gov/nypd
- www.opdv.state.ny.us
- NYS Domestic Violence Hotline - 1-800-942-6906
- 911 for Emergency



EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Overview

QCC's Emergency Response Plan has several elements. The plan outlines sample procedures for responding to various campus emergencies. It also outlines the different communication systems utilized to notify the campus community that a significant emergency or dangerous situation, involving an immediate threat to health or safety, exists.

The most important element of any emergency response plan is communications. Timely information is crucial in helping to ensure one's personal safety. Students, faculty and staff are encouraged to join CUNY Alert to receive text or voice notifications of campus emergencies or weather related closings. Sign up at www.cuny.edu/alert in order to receive cell phone, home phone and/or email messages of important information and campus emergencies.

Other campus communication systems include: QCC Alert system (to all office and computer lab desk-top PC's); PA system (to individual buildings and/or "all buildings" broadcast); Exterior Voice Alert Notification System; Campus Email and Student Student Office 365 Mail system; QCC Website notices; Digital Signage system; Public Safety Vehicle Loud Speaker systems.

As members of the campus community it is important for each of us to understand our roles and responsibilities, and to be prepared to respond if a crisis occurs. Please take a few minutes to look through the Public Safety website at <http://www.qcc.cuny.edu/Security/> and review

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the Emergency Procedures Quick Guide and other valuable safety information.

Note: The plan is provided in its entirety to Executive and Administrative Leaders, and Department Heads throughout the campus. It was drafted by the QCC Department of Public Safety in conjunction and consultation with other campus and university administrators.

Purpose

The QCC Emergency Response Plan is a procedural document for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. As with any document of this nature, the plan should be seen as a living text, subject to changes, update and revision as the environment of the College changes.

Emergency Confirmation Process

Upon receipt of a report that a significant emergency involving a threat to the safety and/or security of the campus community exists, the Department of Public Safety will, without delay, conduct an investigation into the details of such reports. Upon verification of such an incident, established protocols will be followed regarding notification of the appropriate campus personnel and include the Administrative hierarchy. Dependent on circumstances, the New York City Police Department will be notified for its appropriate action and/ or response.

After consultation between responsible campus authorities, timely information will be broadcast to the affected campus population(s) and areas through an integrated series of communication systems including CUNY Alert, QCC Alert, the Exterior Voice Alert Broadcast System, Building Public Address and Fire Alarm Systems, Digital Signage, Campus Email and Student Office 365 Mail, and QCC Website Emergency Notifications, etc.

Defining Emergency Conditions

The following are the different levels of emergency with the appropriate communications, notifications, and involvement for each level:

LEVEL 1 A Level 1 emergency includes a minor department or building incident that can be resolved by the responding service unit. This may result in calling in personnel and notifying the department where the problem exists. An example is the physical plant response to a broken

water pipe. There is no need to notify or involve anyone outside of the affected area.

LEVEL 2 A Level 2 emergency includes a department or building incident that can be resolved with existing University resources or limited outside help. A Level 2 incident is usually a one-dimensional event that has a limited duration and little impact on the campus community beyond those using the space/ building in which it occurs. Examples include minor chemical or fuel oil spills, a building's loss of heat or electricity for several hours, or a minor fire confined to a room and not involving hazardous chemicals. Notification may be made to University administration.

LEVEL 3 A Level 3 emergency is an incident that is primarily people rather than infrastructure focused. Examples include assaults, sexual assaults, building/ office occupations, hate crimes or workplace violence. In these situations, the campus Emergency Response Team plans must be implemented with involvement from the Office of Public Safety or local law enforcement, and the University Emergency Management Team must be informed of the incident. Additionally, University/College Legal and Media Relations employees may need to be consulted depending upon the nature of the incident and its severity.

LEVEL 4 A Level 4 emergency includes a major emergency that impacts a sizable portion of the campus and/or outside community. Level 4 emergencies may be single or multi-hazard situations and often require considerable coordination both within and outside the University. Level 4 emergencies also include imminent events on campus or in the broader community that could develop into a major University crisis or a full disaster. Examples include bomb threats, heating plant failures, extended power outages, weather emergencies, major fires, contagious disease outbreaks or domestic water contamination. In these situations, the campus Emergency Response Team plans must be implemented and the University Emergency Management Team must be notified and involved.

LEVEL 5 A Level 5 emergency includes a catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources. Examples include earthquakes, tornadoes, or major hurricanes that require State and Federal assistance. In these situations, the campus Emergency Response Team plans must be implemented and the University Emergency Management Team must be notified and involved.

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Emergency Procedures Quick-Guide

Reporting Emergency Situations

To reach the Department of Public Safety:

- From a campus telephone, dial extension 6320.
- Otherwise, dial 718-631-6320.
- Use Red Emergency Phones which automatically dial a Public Safety dispatcher upon picking up the handset.

To reach a New York City Police Operator:

- From a campus telephone, dial 9-1-1.
- Otherwise, dial 9-1-1.

To report an emergency:

- Immediately call the Public Safety Dispatcher and the NYPD and say: "This is an emergency."
- State the nature of emergency.
- Provide the number from which you are calling.
- Provide the location of the emergency.
- Unless there is an immediate threat to you, do not hang up until instructed to do so.

REMEMBER: Always be alert and aware of your surroundings and project a confident attitude.

Report all suspicious activity to the Department of Public Safety at Ext. 6320 or at (718) 631-6320.

Person(s) Trapped in Elevator

When trapped in an elevator:

- **PRESS** alarm button and remain calm.
- Press Red Call Button and speak clearly into the intercom.
- Give the location of the elevator, i.e., building and floor. When known, give the number of people trapped. Report any injuries/medical conditions.
- Report any noises or occurrences that happened before the event.
- Do not attempt to exit the elevator if doors should open between floors.

When reporting person(s) trapped in elevator, call Public Safety at Ext. 6320 or 1-718 631-6320 and provide the information above.

Be prepared:

- For each elevator you ride, locate the **STOP** button and the emergency **Call** button.

Utility Failure/Water Leak

When reporting a power outage/water leak:

- Provide the location of the incident.
- Report any noises or occurrences that happened before the incident.

Be prepared:

- Keep a flashlight handy.
- Know how to locate the nearest exit.
- 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. After consultation with the Administration, announcements regarding any building closures will be made, as necessary.

Hurricane/Severe Weather Preparedness

Before leaving your office:

- Turn off and unplug all electrical equipment.
- Where possible, move computers, fax machines, printers, etc., away from windows.
- Back up essential data files and documents.
- Clear desk surfaces.
- Secure or remove personal items.
- Cover your computer with plastic.
- Close window blinds and shades.
- Vacate offices, closing and locking all doors.

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Remember: In any type of emergency, always assist others with disabilities.

For updates once you have left the campus:

- Listen to local television and/or radio stations.
- Call the QCC main number at 1-718-631-6262 and/or the Public Safety Office at 1-718-631-6320.
- Check your e-mail.
- Check your voice mail.
- Join and monitor emergency text updates from CUNYALERT.
- Log on to the QCC and/or CUNY websites
www.qcc.cuny.edu; www.cuny.edu

Note: In the event that your work area sustains significant damage, you may be instructed to temporarily relocate to another area or to an auxiliary location.

Medical Emergencies

When reporting a medical emergency:

- Call the Public Safety Dispatcher and state: **“This is a medical emergency”**.
- Be prepared to provide the following information:
 - Location of the emergency
 - The number from which you are calling
 - Type of medical emergency
 - Answers to the following questions:
 - ◆ Is the victim conscious?
 - ◆ Is the victim breathing?
 - ◆ Is there severe bleeding?
 - ◆ How many victims are involved?

REMEMBER:

- Do not hang up until instructed to do so by the Public Safety dispatcher.
- Do not move the victim unless he or she is in imminent danger.
- Assign someone to escort emergency personnel to the victim’s location.
- Do not give the victim anything to eat or drink.
- Try to keep the victim calm and assure him or her that help is on the way.
- Comply with all instructions given by emergency response personnel and/Safety Dispatcher at Ext. 6320.



Gas Leaks, Odors, Fumes

When reporting an unusual odor and/or fumes:

- Provide your name and telephone number and the location of the problem.
- Provide information on the location of any suspected source of the odor.

REMEMBER:

- Under no circumstances should you enter a room or area from which a suspicious odor or vapor is being emitted. In fact, some dangerous gases are odorless, so do not let your safety be controlled only by your sense of smell.
- Should you need to evacuate an area **DO NOT HESITATE** using the nearest safe exit and avoid the elevator when possible. Remember to assist any disabled individuals in the area!
- Do not use cell phones, two-way radios or open flames - a spark can cause an ignition leading to an explosion.
- Do not pull fire alarms if you detect gas.
- It is imperative to act quickly. The more quickly that critical information is passed on to the Public Safety Dispatcher, the sooner the situation can be assessed and communicated to the appropriate internal and/or external emergency response personnel.

Fire or Explosion

When reporting a fire or explosion:

- Provide your name, location and telephone number.
- Provide the location of the fire or explosion.
- Provide information on the number of persons trapped.
- Provide information on the number of persons injured.
- When the fire alarm sounds, complete evacuation is required.

Remember the following:

- If you or someone else is on fire - Stop, Drop and Roll.
- Follow instructions of Building and Floor Coordinators.
- Evacuate using the NEAREST UNCONTAMINATED STAIRWAY and EXIT.
- Close doors and windows as you leave, if possible.
- Never open a door without first checking for heat or smoke.
- Follow directions of Building or Floor Coordinators and/or Public Safety and other emergency response personnel.
- The most critical areas for immediate evacuation are the fire floor and floors immediately above.
- Do not use the elevator unless instructed to do so by emergency response personnel.
- If you find yourself in a smoke filled environment "Stay Low & Go."
- Assist disabled persons to move to a safe area preferably on/ or adjacent to the landing of the closest safe stairwell, and notify person(s) in authority of their location for evacuation by emergency personnel.
- Use a fire extinguisher only on small fires that can be controlled by such extinguishers.
- Identify the correct type of fire extinguisher depending on the type of fire.
- Never let the fire come between you and the exit.

Be prepared:

- Note the location of fire alarms, red emergency phones, extinguishers and other emergency equipment.
- Familiarize yourself with evacuation routes and fire drill procedures.
- Note the location of landmarks which may aid your exit when visibility is reduced by smoke.
- Locate at least two emergency exits from your floor and make sure they are free from obstruction.

Hazardous Material Incident

When reporting a hazardous material incident:

- Provide your name, location and telephone number.
- Provide the location of the hazardous material.

Should you need to evacuate an area DO NOT HESITATE to use the NEAREST EXIT, and remember to help those who may need assistance. However, if you suspect contamination, do not leave the site until you are cleared by emergency response personnel.

REMEMBER:

- NEVER attempt to clean up a spill.
- Isolate the affected area by closing all means of access and egress.
- If you are the victim of a hazardous material incident, seek immediate medical attention!
- Do not hesitate to contact the Public Safety Dispatcher in the event that you come across any type of suspicious material or substance.
- Keep the telephone number to the Environmental Health and Safety Officer (Ext. 5148, 718-281-5148) readily available.

Bomb Threats

When reporting a bomb threat:

- Provide your name, location and telephone number.
- Tell the Public Safety Dispatcher exactly what the caller said.

If you receive a bomb threat do the following:

- Keep the caller on the phone as long as possible.
- Write down as much information as possible; do not rely solely on memory.
- Ask: "When is the bomb going to explode?"
- Ask: "Where is the bomb located?"
- Ask: "What does the bomb look like?"
- Ask: "What will cause the bomb to explode?"
- Ask: "Did you place the bomb?"
- Ask: "How many bombs were placed?"
- Ask: "What is your address?"
- Ask: "What is your name?"

Be perceptive and take detailed notes. Listen for and try to detect:

- age of caller
- gender of caller
- ethnicity of caller
- any unusual voice or speech characteristics

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- exact wording of threat
- background noises
- language ability of caller

If an EVACUATION is ordered, follow the directions of public safety and police personnel. STAY ALERT! Report any suspicious or unusual items: Some bombers may leave explosive devices in the evacuation path.

Behavioral Concerns

When reporting a psychological crisis/suicide attempt, threat or any other behavioral concern:

- Provide your name, location and telephone number.
- Explain the situation in detail to the Public Safety Dispatcher.
- Indicate if the person is armed and, if so, describe the weapon.

REMEMBER:

- Try not to leave the person unattended - but only if you do not feel that you are in any danger.
- Take all references to suicide seriously. Doing otherwise might prove deadly.
- Do your best to make the person feel safe until trained personnel have arrived.
- Try not to act shocked.
- Keep your own safety in mind at all times.
- Keep the telephone number to the Counseling Office (Ext. 6370, 1-718 631-6370) readily available.

Physical Violence/Criminal Activity

When reporting any incident involving a confrontation, fight, physical violence or suspected criminal activity:

- Provide your name, location and telephone number.
- Explain the situation to the Public Safety Dispatcher.
- Provide information on any known injuries.

Pay close attention to details, and try to determine the answers to these questions:

- How many people are involved?
- Do you see any weapons?
- Do you know any of the participants?
- Is anyone running away from the scene?
In what direction?
Entering a vehicle?

- Color?
- Make/Model?
- License plate number?
- Are there any passengers in the vehicle?
- In which direction is the vehicle traveling?

Describe the participants by noting:

- Hair color
- Complexion
- Height, weight
- Gender
- General build
- Facial hair
- Markings, such as tattoos, piercings, scars
- Shirt color
- Pants color
- Shoes and hat description

Remember that weapons may be involved!

- If it can be accomplished safely, guide bystanders away from possible danger, but do not attempt to intervene or mediate with parties involved in an altercation or suspected criminal activity.

Active Shooter/Hostile Intruder

When reporting an incident involving a firearm or shots fired:

- Call Public Safety at Ext. 6320 (718) 631-6320 and/or **911** immediately.
- Provide your name, location and telephone number.
- Explain the situation in detail, including any known injuries.
- Describe the shooter(s) to dispatchers.
- Provide the last known location of shooter(s).

If the shooter is inside and you cannot escape:

- Take shelter in a classroom or office, if possible; then close and lock your door.
- Close and lock windows and close blinds or curtains.
- Stay away from windows.
- Turn off lights and audio equipment.
- Stay out of open areas and out of view.
- Try to remain calm and be very quiet and listen.
- If you are caught in an open area such as a hallway or lounge, you can try to hide.
- If you decide that you can safely escape the building by running, do not move in a straight line but in a zigzag fashion, attempting to keep

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objects such as desks, cabinets etc. between you and the hostile intruder.

- If you are unable to hide or run and if there are multiple victims, you may choose to “Play Dead”.
- If you cannot hide or escape your last option might be to fight back. This is dangerous, but depending on your situation, might be your only alternative.

If outside:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- Use vehicles, bushes, trees and anything that could act as cover and block you from the view of the hostile person.

If possible, try to get a description of the shooter(s) including:

- Complexion
- Hair color
- Height and weight
- Gender
- General build
- Facial hair
- Markings, such as tattoos, piercings, scars
- Shirt color
- Pants color
- Hat
- Shoes

If possible, try to get a description of the weapon(s) and answer these questions:

- How many weapons do/did you see?
- What type of weapons do you see?
- How many shots did you hear?
- Is the shooter carrying ammunition?
- Has the shooter made any statements?

Lock Down/Shelter in Place

A Lock Down or Shelter in Place condition occurs when it has been officially determined that it is unsafe to enter the outside environment.

- All people on campus must remain inside and be prepared to stay inside until the area is cleared of the hazard and once again declared safe to inhabit.
- The HVAC system will be turned off and buildings will be sealed if a

toxic environment exists outside.

- Even if you are uncomfortable, you must not open a door or window! Doing so may jeopardize your life and the lives of others.
- You will be alerted and provided with additional information by one or more of these methods:
 - Telephone/voicemail/e-mail messages
 - CUNY Alert text messaging system
 - Public Safety, Police or other emergency personnel
 - Emergency Response Team member
 - Building or Floor Coordinators

REMEMBER

- A lock down/shelter in place situation is usually newsworthy. Make your family and friends aware how to reach the college by providing them with the main QCC number: (718) 631-6262.
- The Department of Public Safety 24 hour number is 1-718- 631-6320.
- College officials will be in contact with news media and will keep campus personnel informed via CUNY Alert, e-mail, voicemail, college intercom, voice/siren alert system, word of mouth and any other available communications tool.

Faculty and staff - be prepared:

- If possible, keep non-perishable food and water in your office or workspace.
- Have additional prescription medications available. Students should also carry extra medication.
- Keep a battery-powered radio on hand.
- Keep a flashlight with fresh batteries near your desk.
- Keep a cell phone charger at work.
- Consult with your family to develop an Emergency Response Plan so everyone knows what to do in the event of a major crisis. This applies to students as well.

Evacuation Procedures;

When evacuating the building or work area:

- Stay calm.
- Do not push or panic.
- Gather personal belongings if it is safe to do so. (Reminder: take prescription medications, keys, purse, glasses, etc. when possible since it may be hours before occupants are permitted back in the building).

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- If safe, close the office door and window, but do not lock them.
- **Assist disabled persons** to move to a safe area, preferably on/ or adjacent to the landing of the closest safe stairwell, and notify person(s) in authority of their location for evacuation by emergency personnel.
- Do not use the elevator unless told to do so by emergency personnel.
- Follow the instructions of Building and Floor Coordinators.
- Proceed to the designated evacuation meeting point.
- Re-enter the building only when advised to do so by police or emergency response personnel.

Remember:

- You **MUST** evacuate an area or building when ordered to do so, whether the order comes by means of an audible/visible alarm or alert, and/or through verbal directions from Public Safety or other emergency response personnel.
- Familiarize yourself with evacuation routes.
- Evacuation techniques are carefully selected keeping safety in mind. Unknown hazards may exist so always follow directions carefully.
- If you are given a specific route to take while evacuating, take that route in order to avoid contact with a toxic spill, fire or other dangerous situation.

Important College Phone Numbers:

Department of Public Safety	Ext. 6320	1-718 631-6320
Health Services	Ext. 6375	1-718 631-6375
Counseling Services	Ext. 6370	1-718 631-6370
Environmental Health and Safety	Ext. 5148	1-718 281-5148
Student Affairs	Ext. 6351	1-718 631-6351
Judicial Affairs	Ext. 6314	1-718 631-6314
Student Activities	Ext. 6233	1-718 631-6233
Information Technology	Ext. 6348	1-718 631-6348

Emergency Equipment:

Emergency Call Box Locations:

- Emergency Blue Light Phones are located in the parking lots, around the athletic field/track, and on campus walkways.

Red Security Phones with direct dial to Public Safety are installed in building corridors throughout campus for use in emergencies.

Emergency Notifications will be broadcast as follows:

- CUNYALERT text messaging and voicemail
- QCC Alert System (to all office and computer lab desk top PCs)
- Campus-wide e-mail and student tiger mail and phone messaging
- QCC Website
- Interior Public Address (PA) System
- Campus Emergency Voice Alert System
- Electronic Bulletin Board Signage System

AEDs: Automatic External Defibrillators (AEDs) are strategically located in college buildings throughout campus and in Public Safety vehicles. In addition to Public Safety personnel, other key college employees have received training in their use.

First Aid/CPR Trained: Public Safety personnel are also trained in basic first aid, as well as in administering CPR. Bleeding Control Stations are located in close proximity to the on-campus AEDs.

Emergency Response & Recovery

Emergency Response Preparation and Evacuation Testing Procedures

Annual Emergency Management training sessions are conducted by the Department of Public Safety in conjunction with the Office of Environmental Health and Safety for all Building and Floor Coordinators to review and reinforce their roles and responsibilities as fire and emergency facilitators.

Emergency procedures are also discussed at new student and faculty orientations, and are also contained on the Department of Public Safety website and in Department publications.

Fire Alarms are tested each semester, during both the day and in the evening (4 times annually), in all campus buildings. Full evacuations are conducted during these unannounced drills in which the audible fire alarms and public address systems are sounded and tested.

The operation of the CUNY Alert (text and voice) messaging system, the QCC (desktop computer) Alert message system and the Exterior Speaker Emergency Voice Notification system are also tested regularly and on an on-going basis.

Periodic table-top exercises, addressing a variety of emergency scenarios, are conducted by the University Public Safety Office in conjunction with the individual campus Public Safety Departments.

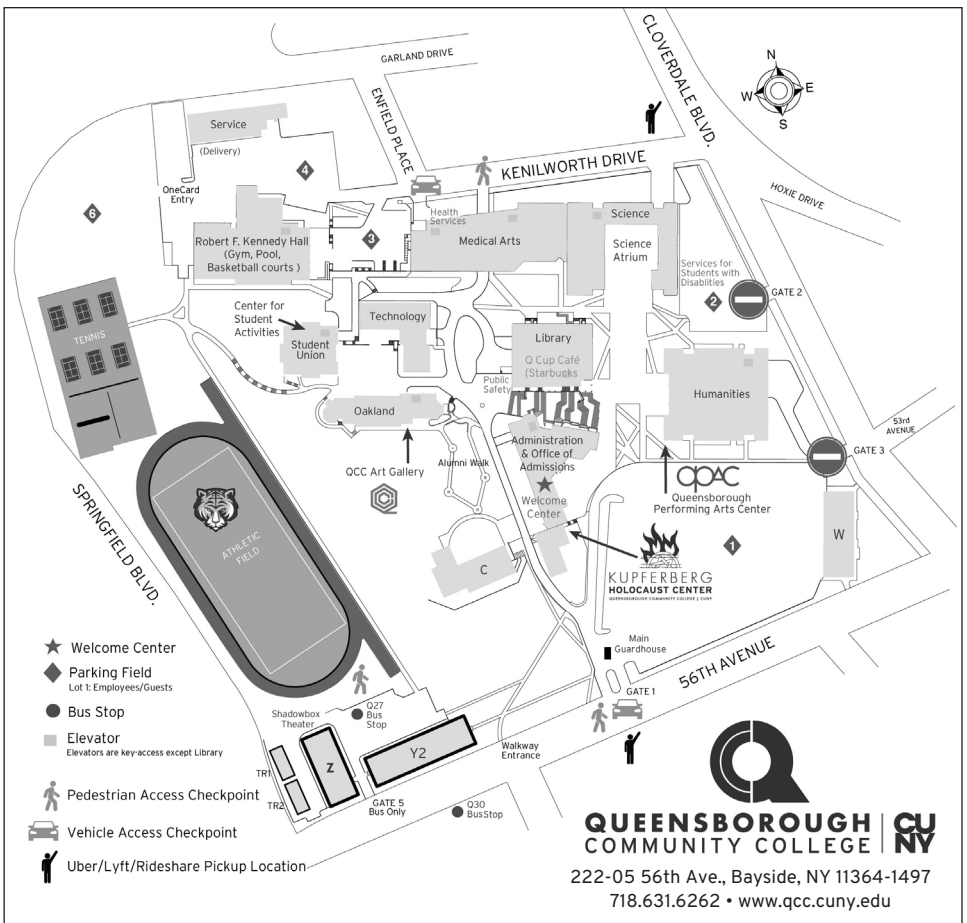
Campus Peace Officers on patrol conduct regular checks of the red emergency phones located in the hallways of buildings throughout campus to ensure their proper operation. Safety checks are performed

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throughout campus as part of the officers' daily patrols. Any observed malfunction and/or damage to facilities and/or equipment is documented in the appropriate manner and forwarded to the appropriate campus department for their attention.

The Department of Public Safety also conducts monthly lighting inspections campus wide with results forwarded to the Office of Building and Grounds for any necessary attention.

Aggressive traffic and parking enforcement efforts are also directed towards designated fire lanes and hydrant areas to facilitate their use in times of emergency.



Academy Advisement	Library 434	Health Services	Medical Arts C-02
Admissions	Administration 210	History	Medical Arts 408
ARC (Advocacy Resource Center)	Library 440	Information Technology/IT Help Desk	Library 115
Alumni	Administration 508	International Affairs, Immigration and Study Abroad, Center for	Library 431
Art and Design	"C" Building 106	Kuperferberg Holocaust Center	Administration 202
ASAP	W Building 110, 113	Library	Library 2nd Floor
Biological Sciences and Geology	Medical Arts 213	Mathematics and Computer Science	Science 245
Business	Administration 405	Music	Humanities 140
Bursar	Administration 118	New Student Enrollment Center	Temp 2/ Y2 Bldg.
Campus Writing Center	Library 118	Nursing	Medical Arts 302
Career Services	Library 429	Performing Arts Center Box Office	Library 101
Chemistry	Science 445	Physics	Science 340/343
CLIP (College Language Immersion Prgm) ...	Temp 2/Y2 Bldg.	Public Safety	Library 308
College Discovery	Library 440	QCC Shadowbox Theater	Temp 3 / Z Building
College ID (TigerCard)	Library 23	Registrar	Administration 104
College Transfer	Administration 119	Services for Students with Disabilities	Science 132
Pre-College, Continuing Education and Workforce Development	Library 118P	Social Sciences	Medical Arts 104
COPE (College Opportunity to Prepare for Employment)	Library 432A	Communication, Theatre, & Media Production (CTMP)	Humanities 126
Counseling Center	Library 422	Student Activities	Student Union, LL
CSTEP	Library 440	Student Affairs	Library 412
Engineering Technology	Technology 20	Student Learning Center	Library 125
English	Humanities 428	Q Cup Café (Starbucks)	Library 2nd Floor
Financial Aid	Library 409	Testing Services Center	Humanities 236
Foreign Languages and Literatures	Humanities 214	Veterans Center	Student Union, LL
Health, Physical Education, and Dance ...	RFK (Gym) 216		