



MarymountManhattan

Emergency Response Guide

Department of Campus Safety
(212) 517-0411

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Introduction

Marymount Manhattan College is fully committed to the safety and welfare of our students, faculty, staff and visitors. This Emergency Response Guide outlines the College's response to an emergency at MMC. As all emergencies will vary in scope and complexity, this information is provided as a guide to help you stay safe and reduce your personal risk in the event of an emergency.

Your Responsibility

All members of the MMC community should be familiar with these guidelines and the initial responses to emergency situations. You should:

- Be familiar with emergency and building evacuation guidelines
- Notify Campus Safety immediately if you observe any suspicious activity or dangerous conditions on campus
- Notify Campus Safety of any emergency situation, provide as much information as possible, and remain calm
- Follow the directions of College personnel during an emergency
- Carry your MMC ID at all times

Emergency Communication

In the event of an emergency, members of the MMC community can get information from several sources:

Connect-ED

MMC utilizes an emergency communication system called *Connect-ED*. In the event of an emergency at the College, *Connect-ED* will enable prompt notification to individual members of the College community via text, voicemail and email messaging. MMC urges you to register with *Connect-ED* via the MMC portal.

Webpage

In the event of an emergency, information is available on the College homepage at www.mmm.edu

TV

Local news stations will broadcast information regarding weather related closings or delayed openings at MMC. Check any of the following for information-

TELEVISION STATIONS

NBC Channel 4

Emergency Management Overview

The College administration has used local and federal guidelines as well as real world experience to identify best practices in emergency response. The plan incorporates the FEMA Incident Command System as well as College organizational structure. The components of emergency management include the Incident Commander, Emergency Response Quick Team, Cabinet and Crises Response Team. These individuals and / or groups coordinate the campus response to major incidents.

In a state of emergency, the College President provides executive leadership for the entire emergency response process. The Executive Vice President for Administration and Finance functions as the Incident Commander responsible for the operational direction of the response. The Incident Commander utilizes the Emergency Response Quick Team to assess an emergency, make recommendations and determine the need for the Cabinet or Crisis Response Team.

The Cabinet is the college-wide, policy-making body for the emergency. The Crisis Response Team coordinates the operational campus response to major incidents. The Institutional Advancement Office is responsible for communication with the College community, the public, and the media, as necessary.

Emergency Levels

Emergency incidents are classified according to severity and potential impact so that appropriate emergency response operations can be implemented. The following levels will be assigned based on conditions at the College:

Level 1

A minor, localized department or building incident that is resolved with existing resources or limited outside help. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area. Impacted personnel or departments coordinate directly with Campus Safety, Facilities or other units to resolve the issue.

Level 2

A mid-level emergency that disrupts sizable portions of the campus community. Level 2 emergencies may require assistance from external sources. These events may escalate quickly and may have serious consequences on operations and/or life safety. Conditions will determine the necessity to activate all or part of the Cabinet and/or the Crisis Response Team.

Level 3

A major incident that adversely affects the entire campus and the surrounding community. The effects of the emergency are wide-ranging and complex. During a Level 3 emergency normal College operations could be suspended. The Crisis Response Team and Cabinet would convene to manage the large scale scope of the incident.

Emergency Response Leadership

The following is the structure for the management of emergencies at MMC:

Incident Commander

The Incident Commander is responsible for the operational direction of emergency response at the College.

- Executive Vice President for Administration and Finance
- Alternate One: Associate Vice President / Controller
- Alternate Two: Assistant Vice President for Academic Administration

Emergency Response Quick Team

The Emergency Response Quick Team is utilized to quickly assess an emergency, make recommendations, and determine the need for Cabinet or Crises Response Team activation.

- Executive Vice President for Administration and Finance
- Associate Vice President/Controller
- Assistant Vice President for Academic Administration
- Capital Project Manager & Administrative Coordinator
- Director of Campus Safety
- Director of Facilities
- Security Supervisors

Cabinet

The Cabinet is the college-wide, decision-making body during emergencies. The Cabinet is activated by the Incident Commander.

- President
- Executive Vice President for Administration and Finance
- Vice President for Academic Affairs and Dean of the Faculty
- Vice President for Student Affairs and Dean of Students
- Chief Philanthropy Officer
- Vice President for Enrollment Management
- Assistant Vice President for Human Resources

Crisis Response Team

The Crisis Response Team is the primary vehicle for managing the operational response to an emergency.

- Executive Vice President for Administration & Finance
- Associate Vice President / Controller
- Chief Philanthropy Officer
- Vice President for Student Affairs and Dean of the Students
- Vice President for Academic Affairs and Dean of the Faculty
- Director of Campus Safety
- Director of Facilities
- Director of Counseling and Wellness Center
- Chief Information Officer
- Assistant Vice President for Human Resources
- Director of Food Services
- Director of Residence Life

Emergency Operations Center(s)

In the case of a serious emergency the MMC Incident Commander could direct the activation of an Emergency Operation Center which would serve as the central location for College emergency management. The decision to activate this center will be based upon the location and scope of the emergency. Emergency management functions coordinated from the center include:

- Prioritize emergency actions
- Deploy and coordinate resources and equipment
- Coordinate actions with government agencies
- Determine and update information regarding the scope and impact of the incident
- Disseminate information to the College community
- Monitor and continuously evaluate conditions

Assembly Areas

In the event of a building evacuation, occupants should report to one of the following assembly areas and await instructions from College personnel or emergency responders. These locations are subject to change depending on emergency conditions. When evacuating, stay safe; keep away from the building and stay out of the street.

Carson Hall & Nugent Hall	71 st and 72 nd Streets at the corners of 2 nd and 3 rd Avenues
Faculty Center	Same as above
Martha Graham Studio	2 nd Ave. & E. 63 rd Street
55 th Street Residence Hall	55 th street at the corners of 2 nd and 3 rd Avenues
Cooper Square Residence Hall	East 6 th St. and Cooper Square Park

Emergency Response Actions

Everyone at MMC should be familiar with the procedures for building evacuation, Shelter in Place and Lockdown. These actions can help you stay safe in the event of specific emergency incidents.

When Evacuating

- Test door knobs and spaces around the door with the back of your hand. If a door is hot, don't open it; try another escape route. If the door is cool, open it slowly. Slam it shut if smoke pours through.
- If you have to escape through smoke, stay close to the ground with your head one to two feet above the floor; this is where the best air quality is.
- If you are unable to evacuate because of fire or smoke in the building remain calm. Try to get in a room with windows, close the door, call 911 and notify them of your location.
- Go to a window - call or signal for help.

Building Evacuation

Building evacuations don't happen often, but when they do, MMC wants you to be safe and needs you to be prepared. Evacuation means getting out of the building and away from a threat. Members of the College community should be familiar with building evacuation plans for all MMC locations.

Carson Hall and Nugent Hall

1. Everyone needs to evacuate the building – evacuation is mandatory.
2. The Lowerre Family Terrace must be evacuated when the alarm sounds.
3. Close doors and windows behind you while exiting (if possible) and exit the building from the closest safe exit.
4. Do not use the elevators; you could become trapped or it could open on an unsafe floor.
5. If you can do so safely, assist those that may need help in exiting the building. If they are unable to evacuate escort them to a safe position near the double elevator bays. Notify Campus Safety or emergency responders as you exit the building.
6. Proceed to the closest assembly area – 71st & 72nd Streets at the corners of 2nd & 3rd Avenues and await further instruction.
7. Stay clear of the building. Keep building access, streets and sidewalks clear for responding emergency personnel.
8. Do not re-enter the building until you are instructed to do so by College personnel.

If you need assistance evacuating

- Don't panic - proceed to the nearest double elevator bay and remain there.
- Notify those evacuating of your situation so they can notify Campus Safety of your location.
- Plan ahead - advise your floor warden or Campus Safety about your situation ahead of time if you will have trouble evacuating in an emergency.

55th Street Residence Hall

1. Listen for instructions from building security personnel.
2. Unless otherwise instructed or if there is immediate danger – stay in your room.
3. Information and instructions will be broadcast via the hall and room public address systems.

4. If a partial or full building evacuation is necessary you will be so advised.
5. If you have to evacuate the building, do so quickly, calmly and safely.
6. Do not use the elevators; you could become trapped or it could open on an unsafe floor.
7. Proceed to the closest assembly area – 55th Street at the corners of 2nd or 3rd Avenues. Await further instruction from authorized College personnel.
8. Stay clear of the building. Keep building access, streets and sidewalks clear for responding emergency personnel.

Cooper Square Residence Hall

1. Listen for instructions from building security personnel.
2. In the event of an alarm, initially only the floor of the alarm, the floor below and the floor above it will be evacuated.

IF YOU NEED TO EVACUATE THE BUILDING

1. Stay calm and remain alert for instructions.
2. Do not rush or panic. Do not use elevators.
3. Gather personal belongings if safe to do so.
4. Quickly grab your prescription medications, keys, ID, purse, glasses, etc., if possible.
5. Use the nearest safe stairway to proceed to an exit.
6. Proceed to the designated Evacuation Assembly Area and await instruction.
7. Assist those who may require help in evacuating.
8. Do not re-enter the building until instructed to do so by emergency responders.
9. If you cannot safely exit your apartment or the building, call 911 and building security-tell them your address, floor, apartment number and the number of people in your apartment.

Shelter in Place

Whether at home, MMC or elsewhere, there may be situations when it is best to stay where you are during an emergency. Shelter in Place means to stay indoors because of dangerous conditions outside the building. This unsafe condition could be due to environmental issues, falling debris, utility emergencies or other unsafe conditions.

1. MMC will broadcast a direction to Shelter in Place via the *Connect-ED* emergency notification system. If necessary, this message will instruct those en-routes to avoid the College campus or residence halls and to seek shelter.
2. Everyone should proceed to a classroom, office or other similarly protected area.
3. Turn off air conditioners and ventilation systems. Close all windows.
4. Stay alert for current news and official instructions.
5. Do not open windows or doors. Remain in protected areas until advised by government officials or a *Connect-ED* message.

Lockdown

Lockdown means to lock and barricade yourself in a secure area that will help protect you from an active shooter, armed assailant or similar threat.

1. Seek shelter in the nearest classroom, office, or other similarly protected area. If possible, do not seek shelter in any room with glass doors or walls.
2. Lock or barricade door(s) from the inside if possible. Use all available room furnishings to help barricade the door.
3. Turn off lights and silence all electronic devices.

4. **STAY OUT OF SIGHT.** Take a seated position on the floor next to an interior solid wall and out of view from the door window (if applicable).
5. If you have a cell phone keep it on silent or vibrate. Monitor it for updated information from MMC via *Connect-ED*.
6. Do not respond to a fire alarm during a lockdown unless imminent signs of fire are observed.
7. Do not respond to directives to open the door or exit the room. You will only be released from the room by Campus Safety or the New York Police Department.

Summary

Being prepared to react in an emergency situation is something everyone should think about, whether you are on or off campus. The College's emergency response guidelines will be continuously reviewed and modified, as needed, to help ensure a safe environment for the entire MMC community.

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Active Shooter or Armed Assailant

An active shooter or armed assailant incident could occur on or near campus with little or no warning. This type of incident would involve one or more individuals armed with a firearm or other dangerous weapon(s), intent on injuring people. The following guidelines can help you reduce your risk of being injured should such an incident ever occur on or near campus. All members of the MMC community need to exercise their best judgment to stay safe in such situation.

In the case of an active shooter or armed assailant call 911 immediately!

Directives for the MMC Community

If a dangerous situation develops that poses a serious threat to the College community, you need to know what to do and how to respond safely. You must protect yourself as best you can by either evacuating the building or locking down.

To evacuate means to get out of the building and away from the threat.

To lockdown means to lock and barricade yourself in a secure area that will help protect you from the threat.

Evacuation or lockdown are dependent on your specific situation. In any emergency, staying calm and thinking clearly will help you react in the best possible manner.

MMC will utilize *Connect-ED*, our emergency notification system, to warn the College community of the incident. MMC strongly urges all members of the College community to register with *Connect-ED* via the MMC portal.

Evacuate (Get Away)

- Evacuate the building if it is safe to do so.
- Visualize your escape route before beginning to move. Get out as quickly as possible.
- Avoid using elevators; the car may stop on an unsafe floor.
- Leave your belongings. Do not pick anything up and do not go back for anything.

Lock Down (Hide)

1. If evacuating the building safely is not possible, hide in a secure area.
2. Seek shelter in the nearest classroom or other similarly protected area. If you work in an open common area or non-locking room, seek shelter in a locked office or classroom. If possible, do not seek shelter in any room with glass doors or walls.
3. Lock or barricade doors from the inside if possible. Use all available room furnishings to help barricade the door.
4. Turn off lights and silence all electronic devices.
5. STAY OUT OF SIGHT. Take a seated position on the floor next to an interior solid wall and out of view from the door window (if applicable).
6. If you have a cell phone keep it on silent or vibrate. Monitor it for updated information from MMC via *Connect-ED*.
7. Do not respond to a fire alarm during a lockdown unless imminent signs of fire are observed.
8. Do not respond to directives to open the door or exit the room. You will only be released from the room by Campus Safety or the New York Police Department.

Contact Authorities

- CALL 911 IMMEDIATELY.
- Contact Campus Safety at x411.

What to Report (if known)

- Your specific location- building name, address and office/room number.
- Number of people with you.
- Location, number and description of assailant(s).
- Number of people injured and types of injuries.
- Type of weapons used.
- If you can do so safely and quietly – stay on the line with the 911 operator.

Faculty / Staff

1. Clear students from hallways and bathrooms immediately.
2. Tell students to get down on the floor and up against an interior solid wall. Remain silent.
3. If possible, account for all students. Document any non-class students sheltered in the room and any missing students.

Police Response

When the police respond to a report of an active shooter or armed assailant they do not initially know who these individuals are. When the police arrive, they will consider *everyone* as a potential threat. Therefore, when law enforcement arrives on scene:

- Listen to and follow all commands by police – stay calm.
- Don't run towards police – move calmly and slowly.
- Keep your hands up, empty and visible - follow police instructions.
- Do not make any sudden or alarming movements.

When You Are Safe

Once you are out of the building and safe follow the directives of NYPD or College Authority. Let someone from your family or a friend know you are safe.

Bomb Threats

Bomb threats can pose a serious danger to the MMC Community. Any such threat against the College Community is a serious criminal offense which will be thoroughly investigated by the NYPD. Although most bomb threats are communicated by telephone, email and other forms of communication may be utilized.

If you ever receive a bomb threat report it immediately to Campus Safety at x411 (212-517-0411).

Directives for the MMC Community

1. If you receive a bomb threat by telephone, remain calm.
2. Gather as much information as possible from the caller. If a threat is sent via email or left on your voicemail, do NOT erase it.
3. Record the time and caller ID number, if available.
4. Write down any information the caller provides. If possible, ask the caller:
 - Where is the bomb?
 - When will it explode?
 - What will cause it to explode?
 - What does it look like?
 - Did you place the bomb?
 - What is your name?
 - Where are you calling from?
5. Note any characteristics of the caller's voice such as gender, age and/or accent.
6. Note any background noises and/or distinctive sounds such as traffic, other voices, television, music, etc.
7. **Immediately after the call has ended contact Campus Safety at x411 (212-517-0411).**
8. If at any time a decision is made to evacuate the building the MMC community will be advised to follow standard evacuation procedures and exit in a calm and orderly fashion. All will report to building assembly areas (Main Campus: 71st and 72nd Streets at 2nd or 3rd Avenues; 55th Street Residence Hall: 55th Street at 2nd or 3rd Avenues).
9. Do not re-enter the building until you are instructed to do so by College personnel.

Fire and Explosions

Building evacuations don't happen often, but if they do, MMC wants you to be safe and needs you to be prepared. Remember, all fire alarms must be taken seriously; in the event of a fire or explosion every second counts. We all share the responsibility of keeping the MMC community safe, so please be responsible and familiar with all emergency protocols; your cooperation is essential to everyone's safety.

Directives for the MMC Community

If you see a fire, smoke condition or explosion in the building –

1. Pull the nearest fire alarm pull station.
2. Alert those in your immediate area.
3. Evacuate quickly, calmly and safely.
4. Exit thru the nearest safe exit.
5. Notify others and Campus Safety on your way out of the building.
6. Stay clear of the building.
7. Keep building access, streets and sidewalks clear for responding emergency personnel.

If a Fire Alarm is activated at -

When Evacuating

1. Test door knobs and spaces around the door with the back of your hand. If a door is hot, don't open it; try another escape route. If the door is cool, open it slowly. Slam it shut if smoke pours through.
2. If you have to escape through smoke stay close to the ground with your head one to two feet above the floor; this is where the best air quality is.
3. If you are unable to evacuate because of fire or smoke in the building remain calm. Try to get in a room with windows and close the door; call 911 and notify them of your location.
4. Go to a window - call or signal for help.

Carson Hall / Nugent Hall

1. Everyone needs to evacuate the building – evacuation is mandatory.
2. The rooftop terrace must be evacuated when the alarm sounds.
3. Close doors and windows behind you while exiting (if possible) and exit the building from the closest safe exit.
4. Do not use the elevators; you could become trapped or it could open on an unsafe floor.
5. If you can do so safely, assist those that may need help in exiting the building. If they are unable to evacuate, escort them to a safe position near the double elevator bays. Notify Campus Safety or emergency responders as you exit the building.
6. Proceed to the closest assembly area – 71st & 72nd Streets at the corners of 2nd & 3rd Avenues and await further instruction.
7. Stay clear of the building. Keep building access, streets and sidewalks clear for responding emergency personnel.
8. Do not re-enter the building until you are instructed to do so by College personnel.

If you need assistance evacuating

1. Don't panic - proceed to the nearest double elevator bay and remain there.
2. Notify those evacuating of your situation so they can notify Campus Safety of your location.
3. Plan ahead - advise your floor warden or Campus Safety about your situation ahead of time if you will have trouble evacuating in an emergency.

55th Street Residence Hall

1. Listen for instructions from building security personnel.
2. Unless otherwise instructed or if there is immediate danger – stay in your room.
3. Information and instructions will be broadcast via the hall and room public address systems.
4. If a partial or full building evacuation is necessary you will be advised to do so.
5. If evacuating the building do so quickly, calmly and safely.
6. Do not use the elevators; you could become trapped or it could open on an unsafe floor.
7. Proceed to the closest assembly area – 55th Street at the corners of 2nd or 3rd Avenues. Await further instruction.
8. Stay clear of the building. Keep building access, streets and sidewalks clear for responding emergency personnel.

Cooper Square Residence Hall

1. Listen for instructions from building security personnel.
2. In the event of an alarm, initially only the floor of the alarm, the floor below and the floor above it will be evacuated.

IF YOU NEED TO EVACUATE THE BUILDING

1. Stay calm and remain alert for instructions.
2. Do not rush or panic. Do not use elevators.
3. Gather personal belongings if safe to do so.
4. Quickly grab your prescription medications, keys, ID, purse, glasses, etc., if possible.
5. Use the nearest safe stairway to proceed to an exit.
6. Proceed to the designated Evacuation Assembly Area and await instruction.
7. Assist those who may require help in evacuating.
8. Do not re-enter the building until instructed to do so by emergency responders.
If you cannot safely exit your apartment or the building, call 911 and building security-tell them your address, floor, apartment number and the number of people in your apartment

Hazardous Materials

Any incident involving potentially hazardous materials, chemicals or bodily fluids is disruptive and may pose a safety threat to the College community. MMC Facilities, Campus Safety, and other qualified College professionals will work to safely mitigate any such incident. Restoration of services will be resumed as quickly as possible to ensure a safe environment for the College community.

Directives for the MMC Community

Upon discovering a spill or having been exposed to a potentially hazardous material (chemicals, blood, etc.), members of the MMC community should:

1. Notify Campus Safety immediately. Be specific about the nature of the involved material and the exact location of occurrence.
2. Evacuate the area and offer assistance to others as needed.
3. Attempt to seal off the area to prevent further contamination or injury. This can be as simple as closing a door.
4. Do not allow anyone to enter the contaminated area.
5. Do not step in, touch, or attempt to clean up any spills. Avoid inhaling fumes, gases, or vapors.
6. If a substance makes contact with your skin, flush the affected area with running water for at least 15 minutes.
7. Anyone that has had contact with the substance should stay together in a safe, isolated area.
8. Affected areas of the building may be sealed off to prevent injury. If Campus Safety initiates an evacuation of your area or the entire building follow normal evacuation procedures.
9. Do not return to an evacuated area unless authorized by Campus Safety.

Major Threat or Emergency Incident in NYC

A major incident in New York City or the tri-state area such as a terrorist related incident, a nuclear, biological, chemical or radiological release, or even a severe health emergency will significantly impact communications, utilities and transportation within the New York City area.

MMC has access to various emergency management officials and offices within NYC and will obtain current information to help keep everyone informed. MMC will comply with directives given by public officials in the event of such an incident. Depending upon the severity of the situation a determination may be made to have the campus community Shelter in Place or evacuate.

Directives for the MMC Community

In the event of a significant emergency the gathering of information is critical.

1. Turn on a radio or TV to any local news station for current news.
2. If you are at the campus or in a residence hall, stay alert for information and directives from MMC including *Connect-ED* notifications.
3. MMC will provide all available information to the MMC community including information on class cancellations or the closing of the College.
4. Depending on the specifics of the emergency the first important decision is whether to shelter in place or evacuate. Use common sense and all available information to determine if there is immediate danger. MMC will advise a suggested course of action based on local government recommendations.

Shelter in Place

Whether at home, MMC or elsewhere, there may be situations when it is best to stay where you are during an emergency. Shelter in Place means to stay indoors because of dangerous conditions outside the building. This unsafe condition could be due to environmental issues, falling debris, utility emergencies or other unsafe conditions.

1. MMC will broadcast a direction to Shelter in Place via the *Connect-ED* emergency notification system. If necessary, this message will instruct those en-routes to avoid the College campus or residence halls and to seek shelter.
2. Everyone should proceed to a classroom, office or other similarly protected area.
3. Turn off air conditioners and ventilation systems. Close all windows.
4. Stay alert for current news and official instructions.
5. Do not open windows or doors. Remain in protected areas until advised by government officials or a *Connect-ED* message.

Evacuating (Getting Away)

There may be conditions under which you will decide to evacuate or are ordered to leave. Plan how you will assemble with your family or friends and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency. Assure family and friends have emergency contact phone numbers readily available.

If Instructed to Evacuate

- Stay alert for current news and official instructions.
- Gather valuables, identification and any personal items you may need, including:
 - Medication
 - ID, cash, credit cards, cell phone
 - Blanket or sleeping bag
 - Appropriate clothing and personal hygiene items
- Within NYC vehicle traffic will experience significant gridlock conditions. Consider walking or taking public transportation.
- If you are in a vehicle close the windows and air vents and do not operate the air conditioner.
- Leave the city by routes designated on news broadcasts. You may be advised to go directly to the home of a friend or relative or to stop at a public reception center or temporary shelter.

Medical Emergency

Everyone at MMC needs to know how to respond to a medical emergency. A medical emergency occurs when a person needs assistance because he or she is ill or injured. If you become aware of a person who needs medical assistance contact Campus Safety immediately at x411 (212-517-0411).

Directives for the MMC Community

1. If you become aware of someone that is ill or injured contact Campus Safety immediately at x411 (212-517-0411).
2. **Call Campus Safety and 911 if:**
 - The person has lost consciousness
 - The person cannot breathe
 - The person has chest pains
 - The person has a severe injury
3. Provide the following information when calling:
 - Your location
 - What happened
 - How many people are sick or injured
4. Stay with the person(s) if possible. Keep them still and comfortable until help arrives.
5. Do not move the person unless he or she is at risk of further serious injury.
6. If conscious and oriented, an individual can make decisions for their own health care needs. If unconscious, these decisions will be made by the professional medical service personnel on the scene. Non-certified individuals should not provide medical care.

Suspicious Packages

Suspicious packages can pose a serious danger to the MMC Community. If you ever observe or receive a package or letter that you believe is suspicious or questionable, **immediately contact Campus Safety at x411 (212-517-0411)**.

Directives for MMC Community

1. If you become aware of a suspicious or unusual package, letter or object, do **NOT** touch it, open it or disturb it.
2. Do **NOT** carry the item to other areas or show it to other people.
3. If anything spills out of the package, **do not attempt to clean it up**.
4. Isolate the package by having everyone leave the room. Close and lock the door, if possible, and evacuate the area.
5. Avoid using portable electronic devices (radios or cell phones) when dealing with any suspicious package incidents.
6. **Contact Campus Safety at x411 (212-517-0411)**.
7. Wait for further instructions or information from Campus Safety and/or College personnel.
8. If at any time a decision is made to evacuate the building the MMC community will be advised to follow standard evacuation procedures and exit in a calm and orderly fashion. Building occupants will report to building assembly areas (Main Campus: 71st and 72nd Streets at 2nd or 3rd Avenues; 55th Street Residence Hall: 55th Street at 2nd or 3rd Avenues) and await further instructions.
9. Do not re-enter the building until advised to do so by Campus Safety.

Utility Emergency

Loss of power or other building mechanical systems are disruptive and may pose a safety threat to the College community. The MMC Facilities Department will work to provide restoration of services in the event of any disruption of normal services, within the shortest possible time, and to ensure a safe environment for the MMC community.

Directives for the MMC Community

Be aware of and report any of the following conditions to Facilities or Campus Safety immediately:

1. Strange sounds, leaks, odors or other unusual occurrences.
2. The loss of electricity or dimming or flickering of lights.
3. If you smell gas, smoke, other harsh odors, or there is the presence of excessive heat.
4. Any water leak or sounds of running water that is not routine.
5. If there is a flood, stop using all electrical equipment immediately.
6. The Facilities Department and Campus Safety will immediately inspect the affected area(s) to determine the cause and possible duration of the problem.
7. Affected areas of the building may be sealed off to prevent injury. If Campus Safety initiates an evacuation of your area or the entire building follow normal evacuation procedures.

Elevator Emergency

1. If you become trapped in an elevator attempt to contact security by using the emergency alarm, telephone or speaker located on the elevator control panel (if available). If you cannot contact help this way, use a cell phone or shout for help.
2. Remain calm and wait for assistance.
3. Do not attempt to force open the elevator door or otherwise leave the elevator car.

Lockouts

1. If you are locked out of your office or locked within a room or office notify Campus Safety for assistance.

Violent, Disruptive or Criminal Behavior

Incidents of violence can occur on campus, in our workplace or at a residence hall with little or no warning. The entire MMC Community shares the responsibility of keeping our campus safe by being alert to criminal or suspicious behavior. Any form of violent, destructive or criminal behavior must be immediately reported to Campus Safety.

Directives for the MMC Community

1. If you become aware of any act of violence, disruptive or criminal behavior, or if an individual is acting in a suspicious or threatening manner on campus, contact Campus Safety immediately x411 (212-517-0411). If you are off campus call 911.
2. If an individual is acting in a disruptive or disorderly manner in a classroom setting faculty members are to document the incident and refer the matter to the Vice President for Student Affairs and Dean of Students. If a faculty member feels uneasy or if an individual's behavior is threatening or menacing in any manner, *contact Campus Safety immediately*.
3. MMC strongly condemns any acts of violence at the College or in the workplace. Employees have a responsibility to promptly report any threats or incidents of workplace violence. All employees of MMC should be familiar with the policy in the Employee Handbook covering violence in the workplace.

If You are the Victim of a Crime

1. On campus: call Campus Safety immediately. Off campus: call 911 immediately.
2. Be observant to the physical description of the person.
3. Do not resist in an attempt to retain your property – *your safety is paramount in any encounter*.
4. Run and scream if possible to attract attention and get help.
5. Never put yourself or another in a dangerous situation. Know where it is safe to be and where you can go to get help.

Weather Emergency

Severe weather conditions can adversely affect operations at MMC. The College administration monitors weather forecasts to ensure the College is prepared to respond to projected weather conditions and make informed recommendations about delayed openings or early dismissals.

MMC Community

1. If adverse weather is predicted for New York City and surrounding areas procedures are in place to evaluate the likely affect on the campus, residence halls and access routes to and from MMC. The College may choose to close or delay normal operations in whole or in part.
2. If possible the decision to close or delay day classes will be made before 7:00 AM and evening classes before 2 PM. The decision to cancel classes may be made at any time during the day as conditions warrant. If adverse weather affects the campus during normal business hours information will be supplied through department supervisors and email notices. If adverse weather impacts MMC outside of normal business hours the MMC community should monitor radio and television stations for current weather conditions and obtain information about college closings and delays.

MMC Information Line – 212-517-0400

MMC Website – www.mmm.edu

Connect-ED - In the event of a weather emergency MMC's emergency communication system will be utilized to notify the college community via text message, email and voicemail about the status of college operations.

MMC urges you to register with *Connect-ED* so you can be contacted if necessary. Your phone numbers and email addresses can be added or updated online by accessing the MMC Portal on the College website.

TELEVISION STATIONS

NBC Channel 4