



EMERGENCY OPERATIONS AND PROCEDURES

EMERGENCY CONTACT NUMBERS

For all emergencies dial:

911

MCNY's main number is:
(212) 343-1234

For up to date information and emergency announcements, go to the homepage of our website:

www.mcny.edu

Office of Student Services
(212) 343-1234, Ext. 5009

Manhattan Campus Security

(212) 343-1234, Ext. 2100

Bronx Campus Security

(212) 343-1234, Ext. 4005

SEVERE WEATHER

In the event that severe weather is anticipated in the New York City area, the National Weather Service (NWS) issues watches and warnings. Information should be monitored closely for impending and imminent threats.

- Severe Weather **Watch** = severe weather is a **possibility** in the area.
- Severe Weather **Warning** = severe weather is **occurring** in the area.

Blizzard Warning, Ice Storm Warning, Tropical Storm/Hurricane Warning

If a **warning** for NYC has been issued for a blizzard, ice storm, tropical storm or hurricane, travel is **not** recommended. You should remain indoors, and **do not** report to MCNY.

Note: Students are responsible for checking with MCNY's informational line or website for up to date information on scheduled classes.

If you are in the College and sheltering in place is advised:

- Follow instructions from College faculty/staff or security.
- Go to an interior small room and close the door.
- Stay away from rooms with windows.
- Avoid elevators since power outage might become a factor.

MCNY SECURITY DESK

Manhattan Campus - 212-343-1234, ext. 21
Bronx Center - 212-343-1234, ext. 4005

LOCAL POLICE PRECINCTS

For non-emergency situations, you can contact the local NY Police Precincts that cover our campuses.

Manhattan 1st Precinct
- 16 Ericsson Place, 212-334-0611

Bronx 40th Precinct
- 257 Alexander Avenue, 718-402-2270

MCNY CLOSURES AND CANCELLATIONS

For inquiries about possible MCNY closures or cancellations:

- Students will receive an Emergency Alert (see below and sign up)
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- Emergency updates are posted on the homepage of the College's website as they occur. Go to:

www.mcny.edu

MCNY CAMPUS ALERT SYSTEM Sign Up Today

The MCNY Campus alert system is used to notify students and employees of emergency situations on campus. You can opt to receive emergency alerts via text, email, or voice message. These notifications are intended to assist our community in responding to emergency situations, such as threat of violence on campus, severe weather conditions, fire, or other serious emergencies that may require immediate action such as evacuation or sheltering in place.

Join Now!!!

Go to: <http://www.mcny.edu/alert>

FIRE AND EMERGENCY EVACUATION

If there is a Fire on your floor:

- Remain calm
- Pull the nearest fire alarm
- CALL 911 and tell them your exact location.
- Contact MCNY Security or faculty/staff member.
- Go to the nearest fire exit stairwell (DO NOT USE ELEVATORS)

If fire or smoke prevents you from reaching a fire exit:

- Go to the nearest classroom, close the door to block the fire, and wave something out the window, or in front of the window if it does not open (e.g., jacket or shirt) to attract the fire department's attention.
- Place cloth material (wet if possible) around and under door to prevent smoke from entering.
- Call 911 and inform them of your exact location.

If the fire is in your classroom:

- Leave the room and close the door
- Warn others on your way out.
- Pull the Fire Alarm
- Dial 911 and provide exact location of fire
- Alert Security and faculty/staff member

Individuals with Special Needs:

- If you are a student with special needs, contact the Office of Accommodation & Accessibility in Student Services. This allows the College to provide appropriate assistance in case of any emergency.
- Familiarize yourself with the freight elevator on each floor.
- In case of fire, go immediately to the Security desk for assistance.

Accounting for Students, Faculty/Staff

- Once evacuated from the building, students are considered dismissed and may go home.
- College staff should wait outside as long as feasible and/or until senior management provides additional information.
- Contact the College's informational line for up to date information: 212-343-1234, ext. 3000

Never re-enter an evacuated building or work area until you have been instructed to do so by emergency responders.

EMERGENCY EXITS & FIRE EXTINGUISHERS

MANHATTAN CAMPUS

1st Floor

60 West Street lobby
In RSA room, next to Nurse's Station Room 108A.

6th Floor

Stairwell A – Next to Room 629, across from Room 628
Stairwell B – Located near Student Services Desk
Stairwell C – Located across from Room 606
Fire extinguishers located near Rooms 603, 613, 625, 639, and 687

7th Floor

Stairwell A – Next to Mechanical Room 788
Stairwell B – Diagonally across from Library entrance
Stairwell C – Diagonally across from Room 705
Fire extinguishers located near Rooms 702A, 721, 730, 788, and 791

8th Floor

Stairwell A – Across from Room 838 Next to 835
Stairwell B – Across from Executive Suite
Stairwell C – Across from Room 806 and Mechanical Room
Fire extinguishers located near Rooms 801, 813B, 821, 841, and 886.

BRONX CAMPUS

- There are two stairwells for emergency exit:
 - o Stairwell C - Back end of 2nd floor
 - o Stairwell D - Adjacent to the 2nd floor entrance
- There are 12 fire extinguishers located on the 1st and 2nd floors.
- In the event of an emergency in the Bronx Campus, students are considered dismissed and may go home.
- College staff should wait outside as long as feasible and/or until senior management provides additional information.

AFTER AN EMERGENCY, BE SURE TO CALL METROPOLITAN COLLEGE'S INFORMATION LINE AT 212-343-1234 x 3000 FOR UPDATED INSTRUCTIONS AND INFORMATION, OR VISIT THE TODAY SECTION OF OUR WEBSITE. <http://www.mcnyc.edu>

ACTIVE SHOOTER

An active shooter is a person who is actively shooting to kill or attempting to kill people in a populated area; in most cases active shooters have no patterns or method to their selection of victims.

If you hear gunfire in the campus:

- Remain calm.
- Make an immediate assessment of your surroundings for personal safety.
- Dial 911 and alert the police of gunfire on the MCNY campus. If known, notify them of the shooter's location.
- If possible, alert campus security or a faculty/staff member.
- Seek shelter or possible escape, moving away from the gunfire.
- Find a classroom or office and lock or barricade the door(s).
- Silence cell phones.
- Extinguish all lights and close blinds.
- Remain motionless and out of sight.
- Do not stand in front of door.
- Remain quietly in place until a secure notification is given by authorities.
- If safe to do so, allow others to seek refuge with you.

If the shooter is in the same room as you:

- Remain calm.
- Dial 911, if possible, and alert police to the shooter's location
- If you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- If the shooter leaves the area, immediately proceed to a safer location and do not touch anything that was in the vicinity of the shooter.

Student recovery after the event:

- Leave the room calmly
- Present yourself to MCNY's Student Services department for check-in and additional services.
- If you left the College during the incident, be sure to contact the College's informational line and Student Services for additional information at 212-343-1234 ext. 5009.