



Barnard College Emergency Response Procedures Guide



Community Accountability,
Response & Emergency Services (CARES)
BARNARD COLLEGE



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Barnard College CARES Department

CARES Line (Non-Emergency): 212-854-3362

Community Safety (Emergency): 212-854-6666

Nondiscrimination & Title IX: 212-854-0037

Introduction

The Barnard College Emergency Response Guide has been developed to provide the campus community with a quick reference guide to various types of emergencies that might occur on campus. Barnard College provides its community with security services around the clock; however, we are not able to provide every service that might be needed to respond to or to recover from a major critical incident. Community members can assist in initial emergency response. Response and assistance from FDNY, NYPD, or other specialized agencies would also be required to respond to provide additional support functions for a major critical incident.

This quick reference guide was prepared to inform campus community members on how to respond to various emergencies in a manner that will help reduce chances of serious injury to you or other persons, minimize damage to property and assist emergency response personnel in effectively dealing with the critical incident.

Every potential emergency situation cannot be anticipated or prevented. The basic instructions of this guide are preparedness tips and do not provide specific responses to every type of emergency. Keeping calm, exercising common sense, following basic instructions and calling for the assistance of trained emergency response professionals will help us mitigate, respond to and effectively recover from any major critical incident.

Most important to safety across all elements is individual awareness. Paying attention to surroundings and activities, also referred to as situational awareness. Situational awareness is typically defined as **having an accurate perception of one's surroundings, with the capacity to understand and appropriately respond to threats to one's personal safety.**

In addition to awareness, prevention efforts include preparation for active bystander intervention: noticing behavior, recognizing behavior as problematic, seeing individual responsibility to respond, knowing what to do, and taking action. Action can be indirect - creating a distraction; delegation - calling for assistance or seeking a second opinion on the circumstance; or direct - speaking up, taking other actions - many options for appropriate action are described throughout this guide.

In an emergency situation, first responders are understandably focused on the most immediate threat(s). Preparedness- having members of the community familiar with a plan for initial safe response - is essential. Be sure you also develop a plan to communicate with family and loved ones so they know in an emergency, as quickly as possible, that you are OK.

Thank you, in advance, for taking time to review this important information and continuing to contribute to the safety of the Barnard community.



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Be Alert, Stay in Communication - for BASIC Safety at Barnard and beyond.

<https://barnard.edu/cares>





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Active Shooter

Incidents of violence in workplaces, hospitals, schools, colleges and universities have elevated safety concerns to a level never before experienced in the United States. Barnard College Community Safety have received training to assist with response to active shooters or

other incidents involving violent attacks. New York City Police Department and other police agencies would be called to respond should such an incident occur on Barnard's campus.

Barnard continues to undertake physical security measures to minimize risk in our community through the use of the door access control system, video camera systems and proactive campus patrol.

You, as an individual, are the most important element in helping to prevent and effectively respond to critical incidents. Students, faculty and staff should always be aware of their surroundings and immediately report any suspicious behaviors, activities, vehicles or objects that appear to be unusual or out of place.

To report unusual circumstances for further inquiry, the CARES non-emergency line can be reached at 212-854-3362. In an emergency, Barnard Community Safety can be contacted by dialing 212-854-6666.

Active Shooter (Quick Reference ABC's)

Avoid (Run)

Determine the location of the threat, utilize any accessible path to escape to safety - a route away from the threat. Help others evacuate, proceed with your exit even if others will not follow. Curious spectators can easily become victims.

While exiting, do not allow others to move toward a known threat. Keep your hands out and visible. Do not take time to gather personal belongings.

Follow instructions of law enforcement / emergency response personnel.

Barricade (Hide)

If no escape route is available, attempt to establish a barrier (lock door, stack furniture at access points, etc.) to create as much space and time delay as possible between you and the threat.

Do not stand in front of doors or windows, seek cover inside of or under solid objects.

If you have access to a phone, call Barnard Community Safety. Provide as much information as possible about your location, other persons who may be exposed to the threat and a description of the suspect(s). Attempt to communicate with responding emergency personnel using voice or visual communication if possible. Silence devices (phone, tablet, computer, music).

Follow instructions provided to you by emergency response personnel.

Confront (Fight)

Last resort - If the suspect locates you, your survival may depend on your reaction.

Distract and surprise the suspect. Throw available objects at the suspect. Yell loudly.

If there are several people present, work together, quickly tackle the suspect and pile on. Use any means available - including chairs, fire extinguisher, books, etc.

Don't give up. Adopt a survival mind

Homeland Security active shooter response [reference card](#); NYC active shooter [response guide](#)



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Bomb Threats

Bomb threats are often nothing more than pranks or threats intended to create a sense of fear, however, any threat must be taken seriously. Safety precautions guide response until it is determined to be safe. Most bomb threats are made over the telephone but can also be made in writing or through email messages.

Threats by Telephone:

Attempt to keep the caller on the phone as long as they cooperate in providing information. Callers making a threat will sometimes make a brief statement and hang up; however, others may be willing to share information in great detail. Document as much information as possible while asking questions using the Bomb Threat Questionnaire in this brochure. Note any observations that might assist in identifying the caller.

Even if the caller refuses to answer questions, attempt to document the exact wording of the threat or information shared.

[Document](#) the number shown on caller ID, if available.

Immediately call Community Safety (Emergency): 212-854-6666.

Advise your supervisor and evacuate if you are in the area of the reported threat.

Threats by Written Documents or Email Messages:

Threats in writing or email should be reported to Community Safety immediately. Community Safety will assist with reporting to external authorities, as appropriate. Attempt to preserve evidence by not handling written documents. Do not delete, alter or forward email messages.

Bomb Threat (phone)

- Attempt to gain as much information as possible from the caller. Document all of the information you are able to obtain from the caller such as
 - Time of call and detonation time.
 - Description/type of explosive device
 - Location of the device.
 - - Reason for the threat.
 - Note caller ID if available
 - * If time allows and the caller is willing to provide additional information, complete the "Bomb Threat Questionnaire" (next two pages).
- Immediately call Community Safety and provide as much detail as possible.
- Follow instructions from Community Safety or other emergency response personnel. Depending on the circumstances, you may be instructed to evacuate the area.
- Note any unusual items (packages, backpacks, etc.) or suspicious objects and immediately report that information to the responding authorities.

Bomb Threat (written correspondence)

- Call Community Safety
- Preserve evidence.
 - Do not handle written documents.
 - Do not delete or alter email messages.



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Bomb Threat (Questionnaire) Fillable PDF

Exact wording of the threat:

Where is the explosive device located?

When is the device set to explode?

What does the device look like?

What kind of explosive is it?

What will cause the device to explode?

What is the reason for the threat?

What is the caller's name, address, phone number

Where is the caller's current location?

Did your telephone provide caller ID information?

Bomb Threat (Questionnaire)

Based on your observations of the caller's voice, demeanor and background noise, complete the following questions to the best of your ability:

Caller's Voice

- Adult
- Juvenile
- Male
- Accent
- Lisp
- Soft
- Female
- Loud
- Angry
- Crying
- Cooperative
- Calm
- Irrational
- Slurred
- Argumentative
- High
- Threatening
- Low

Background Noises

- Clear
- Traffic
- Radio
- Music
- Animals
- Cell Phone
- Talking
- Children
- Kitchen
- Motors
- Machinery
- Office

Name & phone number of person receiving the threat:

Date/time threat was received:

Location where threat was received (building):



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Chemical Hazards

Chemicals are a natural and important part of our environment. Under certain conditions, chemicals can be poisonous or have a harmful effect on your health. Some chemicals, which are safe and even helpful in small amounts, can be harmful in larger quantities under certain conditions.

You may be exposed to a chemical in three ways:

1. Inhaling (breathing in the chemical).
2. Ingesting (swallowing contaminated food, water, medication or other chemicals).
3. Touching the chemical or coming into contact with clothing or things that have touched the chemical. Many chemicals are colorless and odorless.

Remember, you may be exposed to chemicals even though you may not be able to see or smell anything unusual. Chemical accidents can be prevented with proper knowledge and management of chemicals. Read labels on all chemical containers and follow the manufacturer's instructions for using them and how to treat unwanted exposures.

Comply with all rules and procedures established for the storage and use of chemicals in industrial and laboratory applications. When in doubt, please consult! labsafety@barnard.edu or firesafety@barnard.edu.

Participate in lab safety training prior to work in a lab that utilizes chemicals (and renew training at regular intervals)

Chemical Hazards- (Quick Reference)

Chemical Spills

- If toxic chemicals come into contact with your skin, immediately flush the affected area with clear water.
- Remove contaminated clothing.
- Call Barnard Community Safety immediately - even if a spill is contained or easily cleaned using proper protocol.
- If there is any possible danger, evacuate your area.
- In Altschul Hall there are spill kits near the elevator on each lab floor.

Chemical Fires

- Remain calm and call Barnard Community Safety.
- If the fire is small and contained and you are not exposed to its fumes, you may locate a fire extinguisher and attempt to put the fire out.
- Never allow the fire to come between you and an exit.
- If you are inside a building, evacuate. Close doors and windows behind you if you are able to do so safely, and then proceed to the nearest exit.
- Do not attempt to save possessions at the risk of personal injury, and do not return to the emergency area until instructed to do so by first responders (police or fire officials).
- All chemical fires must be reported to Barnard Community Safety, even if quickly extinguished.



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Evacuations

Evacuation From Buildings

Evacuation of buildings and facilities is essential; during a threatening emergency. When you enter a building, take a moment to review the building's evacuation plan indicating the place of assembly in the event of evacuation. Look around to know where the exits and stairwells are located. Planned exit routes reduce surprises during the emergency and provide the most direct route to safety.

Do not take nonessential personal items with you when evacuating. Get to safety as quickly as possible without posing a threat to others. Essential items are those items you need immediately to clothe yourself, treat personal medical needs for the immediate future or to maintain a means of emergency communication. All other items can be recovered after the emergency or replaced, if necessary.

Evacuation from Open Areas

The need to evacuate an open area outdoors may arise in the event of extreme weather conditions (lightning, tornado, etc.) or when a threat of exposure to chemicals, gasses or other dangerous substances are present. Follow instructions to evacuate an area when instructed to do so by police officers, firefighters or other persons with knowledge about the threat. If in an area threatened by gasses, chemical spills or other dangerous substances, move upwind (walk directly into the wind) from the threat to minimize exposure.

Evacuations (Quick Reference)

- Know the sound of your building's fire alarm and plan at least two evacuation routes in advance in case one is blocked.
- Take nothing with you except absolute essentials,
- Close windows and doors behind you if you have time
- Do not hesitate. Evacuate swiftly but cautiously.
- Encourage others to evacuate along the way. Waiting for confirmation of hazard may prevent a safe exit.
- Assist people with disabilities if you are able to without endangering yourself. If you are not able to assist them, take note of their location and condition, and report that information to rescuers immediately once outside.
- Once outside, gather at a predetermined location away from the building to be accounted for and await additional information.
- Remain outside at the assembly area until Community Safety tells you it is safe to return to the building. If evacuating an area threatened by gasses, chemicals or other dangerous substances, move upwind from the threat to minimize your exposure.



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Explosions

Explosions usually occur without warning. They are very violent and destructive and could occur at any time and any place. Accidental explosions can result from gas leaks, fuel spills, high-pressure containers rupturing or some volatile substance or equipment that has become unstable, Man-made explosions for the purpose of assault or terrorism can occur anywhere, at any time and from many different forms of explosive devices. There is little to plan for in most explosions, but knowing how to respond and what to do can save your life as well as the lives of others.

Remember that the damage from an explosion can be devastating and can cause or lead to additional explosions. Your response must take into account that possibility. Terrorist attacks involving explosive devices may include a secondary device (delayed second explosion) designed to injure or kill first responders to the initial explosion. In the event of an explosion or potential threat, immediately evacuate the area of a potential threat or an explosion that has already occurred. Contact Community Safety, if not already on scene. Call the nonemergency line 212-854-3362 if you have additional information to share about cause, impact, or others who may be impacted. Remain clear of that area until first responders (police or fire officials) advise it is safe to return.

Explosion Evacuations (Quick Reference)

- Evacuate the area of the explosive threat.
- When you reach a safe area, call Barnard Community Safety and provide any information you have about the explosion
- Gather at a predetermined assembly away from the building to be accounted for and await additional information
- Stay away from windows, mirrors, overhead fixtures, electrical equipment and large, heavy, unstable objects.
- Comply with directions from emergency responders, fire and police officials.
- Do not move seriously injured persons unless they are in obvious, immediate danger. Advise first responders of knowledge of anyone unable to evacuate.
- Open doors carefully and watch for falling objects.





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Fire

Fire Prevention and Preparedness

Do not tamper with, cover up or otherwise interfere with the functionality of a smoke alarm, heat detector or carbon monoxide detector. Keep the area around your smoke alarm clean and clear of dust, cobwebs, paper, decorations, etc. Know where the closest fire extinguisher is located and the type of fire it is designed to extinguish. Keep exit doors and escape routes free from obstruction.

Know at least two routes to evacuate your building in case of fire and establish a designated assembly area outside of the building. Do not use elevators during a fire emergency.

Keep trash and debris in your living or working area at a minimum, and do not store flammable products and substances in your area except as described by the product manufacturer on its label. Observe common areas in your building and report any fire hazard or safety issues to the proper authority.

Keep high-temperature items (light fixtures, appliances, irons, etc.) away from flammable items.
Do not burn candles or incense in any building on campus

*If you have mobility issues that would preclude safe evacuation by stairs from your room or office, contact firesafety@barnard.edu to request a time to discuss an individualized safety plan.

Fire (Quick Reference)

Fire Alarms

- Consider all fire alarms to be a result of a real fire
- Evacuate the building immediately using one of the predetermined evacuation routes. Move swiftly but cautiously. Do not use elevators.
- Close the door behind you if you are the last one out
- If you see flames or smoke in your path, use the alternate planned route for evacuation.
- If you must exit through the smoke, get down low on the floor and crawl under the smoke until you are past the threat
- Gather outside, away from the building at the predetermined meeting place so everyone can be accounted for, Remain at the assembly area until released by police or fire officials



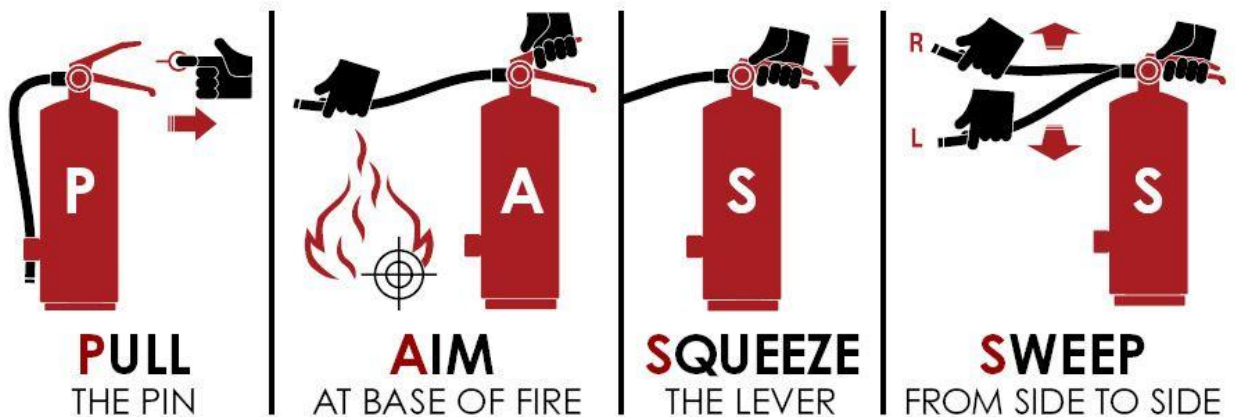
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If You See Fire

- Call Barnard Community Safety 212-854-6666 and relay all information about the location and type of fire.
- If the fire is small and contained you may locate a fire extinguisher and attempt to put the fire out.
 - ABC Dry Chemical Extinguishers are most common, all purpose
 - If near chemicals, look for proper extinguisher
 - Avoid water if it's a grease fire!
- Do not spend more than one minute attempting to extinguish the fire. If the fire is not out within one minute, sound the fire alarm and evacuate the building. Close doors as you exit and alert others.
- If the fire is not contained and is larger than a waste can, do not attempt to extinguish it.
- If you see fire, pull the nearest fire alarm pull station even if the alarm is already sounding. This lets Responders know a more detailed location and that this is not a false alarm.
- Evacuate the building, encourage others to evacuate. Close doors as you exit and alert others.
- Gather at the designated building assembly area and await additional instructions.

HOW TO USE A FIRE EXTINGUISHER





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Demonstrations

Pursuant to Article 129-A of the New York State Education Law (as amended), the New York State Legislature requires all colleges and universities to adopt Rules for the Maintenance of Public Order (“Rules”) governing the conduct of students, faculty, staff, or other persons on college property. They prohibit, among other things, actions recklessly or intentionally endangering mental or physical health. The full text of Barnard’s Rules for Maintenance of Public Order can be found on the web at

https://drive.google.com/file/d/1ZsbtdEy0vtfT4_uF9_GOP_GmpCBIDOPN/view?usp=sharing, relevant excerpts with response guidance follows (Columbia’s Rules of Conduct can be on the web at <https://www.universitylife.columbia.edu/cu-rules-of-conduct>).

Barnard College, recognizing the right of an individual to protest and register dissent, is concerned with the protection of that right on the College campus as it may be exercised by any member of the Barnard community, whether student, faculty member, staff member, or administrative officer. At the same time, Barnard College is committed to the right of each member of the Barnard community to carry out their assigned duties and responsibilities without interference: students to attend classes and access campus resources, faculty members to teach classes, and administrators and staff to do their respective jobs. The Rules, in recognition of the rights of freedom of speech and assembly, peaceful protest or demonstration by any member of the Barnard community, in or on College property, is permitted.

Typically, protests or demonstrations on campus occur peacefully, without disruption to others or campus operations.

- If aware of peaceful demonstration, contact the CARES nonemergency line 212-854-3362 to advise of the location and nature of activity.
- Continue to conduct business / activities as usual
- Do not interfere with demonstration that does not infringe upon the rights of others (see additional information below).
- If a member of the campus community has concerns about a gathering that is disruptive or may be interfering with operations, contact the CARES nonemergency line at 212-854-3362 and provide the specific location and nature of concerns.
- Do not interfere with the demonstration, await response from a distance if you are unable to proceed to your office/intended destination
- Gatherings that block access/egress to buildings and walkways are disruptive and will be provided an opportunity to correct the disruptive behavior or be required to disperse/end the gathering.
- In the event a demonstration is or appears to be leading to violence or harm to property, contact CARES Community Safety emergency line at 212-854-6666
- Do not interfere with the demonstration or engage with demonstrators
- If indoors, secure doors/windows if possible and await response. If outdoors, move to a safe distance from the activity. Seek shelter a safe distance from the activity.
- As always, if there is concern for the physical well being of any person, the campus emergency line is 212-854-6666.



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Campus Demonstrations or Protests

The following activities which infringe upon the rights of individuals may be considered violations of College Rules:

- Use or threat of force or violence against any person
- The damaging of property belonging to other(s).
- Prevention of the normal use or occupancy of any College building or facility or disruption of any normal College function through use of force or threat of force, physical obstruction, or noise.
- Physical obstruction of or the use of threat of force or violence to interfere with the passage of any person about the College campus or through the entrance or exits of any College building or facility or the corridors thereof.

Potential identified reasons for demonstrations include, but are not limited to:

- Presidential election
- Governmental policy changes (healthcare, immigration, etc.)
- Civil/Equal Rights
- Controversial speaker invited on campus
- Environmental policy or issue
- Campus policy or labor issue on campus

Off Campus

When away from campus, similar guidance applies - allow peaceful demonstrations to continue and choose activities within your zone of comfort. Recognize the rights and responsibilities related to protest, consider the location and activities, plan for safety across all elements.

[Resources](#) regarding protest rights and demonstration permit [requirements](#) in NYC



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Flooding

Flooding is either a natural event resulting from weather/precipitation or a mechanical failure such as water supply pipes breaking, water supply storage containment rupturing or other damage. There is potential for serious property damage, exposure to contaminants, and/or power or access disruption as a result.

You should protect valuable property by storing it appropriately, off the floor above the basement level, secured in a container or cabinet and/or wrapped in plastic or other water-resistant material.

Place expensive items away from windows and pipe locations known to you. Do not leave windows open in cold or wet weather and report broken windows so they may be repaired. Ensure your heating system is in proper working order and immediately report any mechanical failure.

Adhere to detour or caution information, particularly when there is evidence of leak or standing water. Report suspicious activity around water sources that may be subject to vandalism.

Flooding (Quick reference)

Natural Flooding

- Natural flooding may take hours or days to accumulate and could take even longer to dissipate.
- Immediately report overflowing water or flooding in your area to Community Safety, who can provide swift response to assess safety and engage response by facilities services.
- Take steps to protect your property.
- Be prepared to evacuate or move to a higher level in the building.
- Turn off or unplug electrical devices that may be affected by water in the process. Store some fresh drinking water early on in the process.

Mechanical Flooding

- Report leaks or running water sources to facilities (call extension 42041 or submit a work order online).
- Pipes and water storage devices could rupture at any time but are more likely to do so in freezing weather or extended periods of heavy rain.
- Immediately report ruptures or flooding to Community Safety with the location, extent of the leak or rupture and the cause, if you know it, to aid in prompt response and safety measures.
- If you are familiar with the water source and are able to stop the water flow from a shut-off valve, close the valve.
- Take steps to protect property by moving it away from the water source, if it is safe to do so.



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Medical Emergencies

A medical emergency is a situation in which an individual or group requires immediate medical assistance or attention. This protocol includes calling Community Safety to advise about precise campus location rather than coordinating with city first-responders directly via 911 (as external responders may not have intimate knowledge of specific campus locations as our Community Safety staff does)

Medical Emergencies (Quick reference)

- Call Community Safety and advise the dispatcher of your location and the nature of the victim's illness or injury. Assistance will be dispatched to the location, including Emergency Medical Services, as appropriate.
- Depending on the circumstances, the dispatcher may provide you with basic medical instructions from a predetermined protocol.
- Do not attempt to move a victim of trauma such as a fall, redirect others to keep the area safe.
- Comfort the victim and reassure them help is on the way, ask if there is someone they would like called on their behalf.
- Don't allow yourself to be exposed to chemicals, electric shock, fire, blood or other body fluids.
- Wear protective equipment or wait for professional assistance.
- Remain after help arrives to provide your contact and/or other needed information.
- If you suspect that you have been exposed to infectious disease in any form while assisting the victim, seek medical attention as soon as possible. Convey such concerns when you call for assistance.

AED locations on Barnard Campus:

- Barnard Hall 104
- Barnard Hall South Side Elevator
- Milstein 1st floor behind Access Attendant desk
- Diana Center 1st floor by Elevator

What Is an Automated External Defibrillator?

An automated external defibrillator (AED) is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can potentially stop an irregular heart beat (arrhythmia) and allow a normal rhythm to resume following sudden cardiac arrest (SCA). SCA occurs when the heart malfunctions and stops beating unexpectedly. If not treated within minutes, it quickly leads to death





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Power Outage

If a power outage occurs in your building, remain calm and call CARES; if there is no immediate harm, call the non-emergency line 212-854-3362. If there is heightened safety risk or related injury, call the emergency line at 212-854-6666. Know the building's evacuation routes and remember that elevators may not function in a power outage. If you are in an unlighted area, proceed with caution toward the nearest emergency exit lights. Some of the following measures will help you prepare for and recover from a power outage:

- Keep a flashlight with fresh batteries on hand. Remember your phone or tablet likely has a flashlight function. Do not use candles as a light source.
- Turn off, shut down, or unplug all electrical equipment and appliances that were in use before the power outage.
- Leave one light turned on so you know when the power is restored.
- If applicable, leave the refrigerator/freezer doors closed as much as possible to conserve the cold.
- Use the phone for emergencies only. Community wide alerts are sent via text message if there is need for immediate response.
- Remember automated banking systems, elevators and other electric conveniences, including Wi-Fi in many locations, may not work. In widespread power failures, cellular service may be impacted.
- If it is hot out, attempt to keep cool by closing blinds or moving to the lowest floor of the building.
- If it is cold, put on layers of clothing to keep warm.
- Never use any kind of fuel such as charcoal, stovetop/oven, or Sterno as a heat source indoors.
- If the power will be out for a long period of time, make alternative housing arrangements through a friend or family member or, if in College housing, await further instructions.
- Keep computer files backed up / save your work often to reduce data loss when an outage does occur.





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Severe Weather: Tornado/Hurricane/Blizzard

Watch vs. Warning

A severe weather or tornado watch means that conditions are favorable for severe weather or a tornado to develop within the next six hours. Weather conditions can evolve rapidly as a front moves.

A severe weather or tornado warning indicates that a severe storm, tornado or funnel cloud has been sighted by a qualified spotter or has been detected on radar in a designated area.

If weather conditions are threatening, measures should be taken to ensure your personal safety by seeking adequate shelter and protecting your property if you can do so without exposing yourself to risk of harm.

Severe Weather/Tornado/Hurricane/Blizzard (Quick Reference)

Often severe weather warnings come just minutes before an event, and time is of the essence. For Tornadoes or microbursts in particular, don't wait to observe the severity of a weather system before acting. High winds can create unpredictable hazards during severe weather.

If you are outdoors;

- Attempt to seek inside shelter if it is close by.

Inside a building;

- Proceed to the center portion of the building inside a closet or bathroom or to a below ground level floor, if possible.
- Stay away from windows (close them if there's time to safely do so); move away from bookshelves and other unsecured objects that could fall on top of you.
- Cover yourself with anything available that may provide protection from falling or flying objects.
- Turn off/unplug electronics to avoid damage from potential power surge or outage.
- Stay in place until an all-clear is sounded or rescuers get to you.
- After the threat has ended, assess the area for damage. Check on your neighbors.

General severe weather tips:

- Have a battery-operated radio available for weather warnings, instructions and updates.
- Dress appropriately for severe temperatures. Wear multiple layers of clothing for cold weather and thin, absorbent, reflective clothing for extreme heat.
- Keep a flashlight, bottled water and extra food on hand for emergencies.
- During a power outage, do not use open flame for light or the oven/stove for heat.
- Do not leave shelter during severe weather unless absolutely necessary.
- If outdoors during or following severe weather, avoid walking through standing water where possible.
- Report any leaks or damage to the non-emergency line.



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Suspicious Objects / Packages

Suspicious objects can be described as something as simple as an envelope, a backpack or a box that is out of place, or as obvious as a bomb or other readily apparent explosive device. The best defense against objects that pose a threat is to be aware of your everyday surroundings and to report suspicious circumstances when objects appear unusual or out of place.

While items that seem out of place may turn out to be misplaced items, unattended items/packages lost/found articles that are harmless, it is important to take any suspicious circumstance seriously. Though far less common, offenders, including terrorists, attack their targets in many unpredictable ways and there is no way to anticipate when, where, why or how such violence might occur.

Potential methods of attack might come in the form of suspicious mail or packages, car or truck bombs, or attacks against mass services such as water, electricity or communication systems. Attacks can also be in the form of nuclear, biological or chemical devices.

Being prepared includes knowing whom to call, what information to note, safe evacuation routes, where to go for assembly or shelter and how to share information. This basic preparation will greatly reduce confusion and contribute to swift, safe response and recovery.

Suspicious Objects (Quick Reference)

Start by paying close attention to the **Shape, Look, Addressing and Packaging (remember SLAP)** of parcels and letters. Suspicious Characteristics May Include:

- Hand written or poorly typed addresses
- Lack of a return address or fictitious return address
- Misspelling of the title, (i.e., General, etc.), title only or wrong title with name
- Misspellings of common words
- International mail or special delivery that is not expected
- Distorted handwriting or "cut & paste" lettering
- Cancellation or postmark and return address indicating different locations
- Excessive or inadequate postage
- Restrictive labeling such as "Personal, Private"
- Markings such as "Fragile-Handle With Care" or "Rush-Do Not Delay" or "Deliver by Date/Time"
- Unusual size or shape (uneven or lopsided)
- Tube-type packages heavier at one end
- Unprofessional or sloppy wrapping
- Excessive security material such as masking tape or string
- Protruding wires, aluminum foil, oily stains or discoloration
- Unfamiliar couriers delivering official looking packages to specific individuals
- Peculiar odor
- Package is unusually heavy for size Buzzing or ticking noise or sloshing sound
- Rigid or soft spots in packaging



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What To Do If You Suspect a Suspicious Package:

- **REMAIN CALM.** Attempt to verify the sender and/or the legitimacy of the package, ask the recipient if the package that matches the suspect package's description, size and shape is expected. If the package or letter remains suspect, Notify Community Safety at 212-854-6666.
- **AVOID** excessively handle or open a suspicious package, as they are usually designed to withstand handling in the mail, and activate when opened or when an item is removed.
- **ISOLATE** the package/letter and leave the area. Close the door. Secure the area to prevent others from entering.
- **Do not** sniff the package or taste any substance associated with it.
- **Do not** use a cell phone in proximity of the package or envelope
- **Wash hands** with soap and water to prevent the spread of potential contamination.

If a package or envelope contains evidence of or emits a suspicious substance

Any powder or granulated substance coming from a mail piece is to be taken seriously, unless the contents are readily identified as harmless (for example a torn package of commercial food or formula and commercially packaged powders).

- Do not attempt to clean up.
- Turn off any fans in the area.
- Isolate the package/letter and leave the area. Close the door.
- Secure the area to prevent others from entering. Contact Community Safety.
- Wash hands with soap and water to prevent spread of potential contaminants.
- Do not brush substance from clothing, if applicable. If possible, remove the outer clothing layer that contains any substance and isolate for further investigation.

Remember, your personal safety comes first!

PACKAGE - Don't handle. Isolate it.

PEOPLE - Clear the area of people and notify your supervisor.

PLAN - Contact Community Safety



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Suspicious Activity/Violent Persons

Suspicious activity by persons can be total strangers or someone known whose behavior and actions create a sense of fear, threat or suspicion that they are about to or have committed a criminal act. Suspicious activity can also be an acquaintance, friend, co-worker, student or anyone who is acting unusual, violent or may appear to be emotionally distraught. Persons acting in a suspicious, volatile and potentially violent or criminal manner should be treated as an emergency and reported to Community Safety immediately at 212-854-6666.

If you have concerns about change in behavior of someone you know or unusual behavior of a campus community member that is not violent in nature, an online [report of concern](#) can be submitted or contact the CARES nonemergency line at 212-854-3362. Your information may provide important context to aid in connecting a campus community member to wellness resources.

Suspicious threatening behavior can occur anywhere on campus at any time. Some of the behaviors to look for are:

- Making verbal or nonverbal threats.
- Signs of having a weapon or new/unusual fascination with weapons or violence.
- Carrying or in possession of unusual bags, packages or objects that might conceal a weapon or explosive device.
- Appears to be casing an area for the purpose of committing a theft offense or other crime.
- Creating an intimidating, hostile or offensive environment.
- Accessing restricted areas or attempting to gain entry into a secured building, vehicle or area.
- Maliciously causing damage to property such as defacing bulletin boards, drawing on walls or furniture, or damaging property.

Behaviors that may indicate signs of distress may include:

- Acting disoriented or confused, behavior not typical for the person, situation or location it is occurring.
- Dressed unusually for weather conditions. (ex: Heavy coat or clothing that could easily conceal weapons during warm weather; too little clothing for the weather)
- Extremely impaired from apparent use of drugs or alcohol.
- Abrupt change in a person's demeanor or behavior, such as lack of hygiene.

Whether an individual's actions create a sense of fear, threat or a suspicion of criminal activity (contact Community Safety immediately) or behavior seems odd or off (contact CARES nonemergency for further observation) and report the following:

- Nature of the suspicious, threatening, or unusual behavior
- Description of threats or violence observed
- Possession (or suspected) of weapon
- Suspected criminal act
- Emotionally distraught or unstable/volatile behavior
- Other suspicious / unusual behavior
- Location of the person/persons currently and where behavior was observed

If the person has left the area, describe the direction and means of travel (on foot, bike, motor vehicle, etc.).



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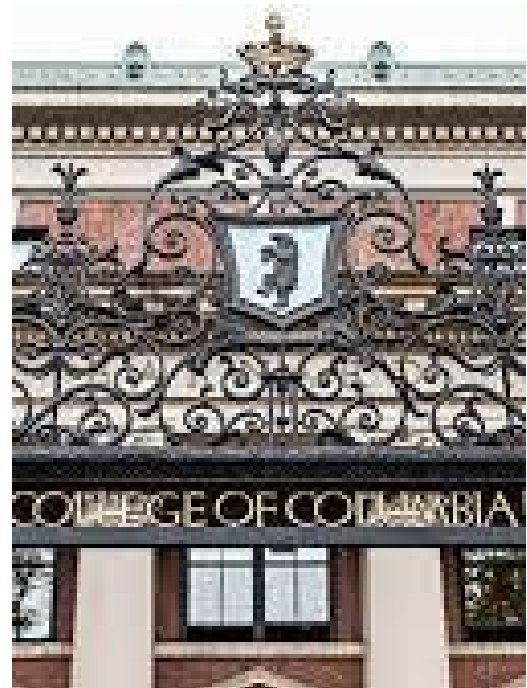
Description of the individual's build, attire, and belongings

- Height
- Build (thin, medium, heavy)
- Hair color (head, facial).
- Eye color (eyeglasses).
- Distinctive markings, tattoos, teeth, etc.
- Specific mannerisms or movements.

Clothing description (type and color).

- Head (hat, scarf, mask, sunglasses, etc.)
- Outer garments (coat, jacket, gloves)
- Shirt or blouse.
- Pants, dress, shorts.
- Shoes
- Carrying bags or other item

NOTES:



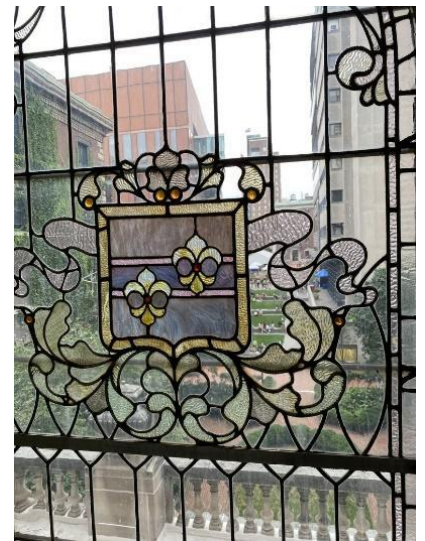
Terrorist Acts

Terrorist acts can be carried out in many forms of attack with the most commonly feared being biological, chemical, and nuclear. These three forms of terror cause wide spread devastation in catastrophic proportion to life and property.

We will depend on professional first responders from police, fire, health and emergency medical agencies to treat and decontaminate victims in the event of these types of incidents. The best defense to all of these threats is to be observant and immediately report suspicious behaviors that might be addressed to prevent incidents such as these from occurring. Sharing simple observations helps build a larger picture of potential patterns of activities or behavior that may indicate potential future threat.

The following activities are the seven signs of terrorism:

- Surveillance: Someone recording or closely monitoring activities. This could be video, photography, note taking, maps, etc.
- Elicitation: Persons or organizations attempting to gain information about military capabilities, security systems or people.
- Tests of Security: Any attempts to measure reaction times to security breaches or penetrate physical security barriers.
- Acquiring Supplies: Purchasing or stealing explosives, weapons, ammunition, military uniforms, badges, etc.
- Suspicious Behaviors: Be aware of sudden changes in behavior of individuals in the workplace or classroom, or presence of individuals in a location that seems out of place/high risk/uncharacteristic.
- Dry Run/Trial Run: Putting people into position and moving them around according to a plan without actually committing the terrorist act. Mapping routes, timing traffic flow, etc.
- Deploying Assets: People and supplies getting into position to commit the act.



How to Help: Supporting Individuals Impacted by Emergency Situations

Everyone has a role to play in preventing, noticing, and effectively responding to emergency and non-emergency incidents. This Response Guide provides steps individuals may take in response to a variety of incidents or situations. Of equal importance is our ability to support individuals who are impacted by the incidents and experiences described in the guide. Supporting others while first responders are attending to the source of the emergency is part of the community.

How to Help: Listen

Listening is one of the single most effective tools we have in helping and supporting those impacted by challenging or emergency events. Individuals can help those impacted by emergency situations by listening non-judgmentally and actively. Actively listening allows us to better connect people to supportive resources that may be beneficial in the aftermath of the emergency. Finding a private place to speak, allowing the person to share as much or as little as they want at their own pace, validating their feelings, and assuring them you will help connect them with appropriate support are all great ways to effectively listen and ensure people feel supported in the aftermath of an emergency. Barnard Students have access to Furman Counseling Center, Columbia Students have access to Columbia Psychological Services. Barnard Faculty and Staff can access counseling resources through the Employee Assistance Program.

Non-affiliates can be referred to 3-1-1 to explore community resources.

How to Help: Immediate Considerations

Listening effectively is a tool that allows individuals to consider immediate needs of those impacted by emergency situations. For example, does the individual need immediate medical assistance? Does the person indicate they're fearful (how so)? Is there someone the individual would like to contact? Listening allows us to more effectively clarify what immediate considerations are present and how we can best support or refer.

How to Help: Common Pitfalls

We aren't always going to get it "right" the first time. However, as we work to support individuals impacted by emergencies, it's important to consider and work to avoid some common pitfalls. Avoiding being judgmental or shocked, questioning the truth or details of someone's shared experience, asking for unnecessary details (such as where the person was coming from or what they were wearing at the time of the incident), and questioning an individual's response are all ways to potentially alienate someone and prevent them from sharing and seeking the support they need. How we respond to someone impacted by an emergency influences how they continue to seek support in the aftermath of the incident, so it's important that our response is empathetic, supportive, and appropriate.

How to Help: Being an Active Bystander

The introduction of this guide provides information about active bystander intervention and how to more effectively engage in prevention efforts. Being an active bystander is a key way to remain responsive to potential challenges or threats even before they arise or become an emergency situation. Noticing behavior, recognizing problematic behavior, seeing individual responsibility to respond, knowing what to do, and taking action are all ways to engage in active bystander behaviors. As a reminder, action can be indirect: creating a distraction; delegation (calling for assistance or seeking a second opinion on the circumstance); or being direct-taking action or speaking up, are all options for action described throughout this response guide