



# EMERGENCY GUIDEBOOK

*Keeping yourself and others safe.*

**516.323.3500**

Public Safety Command Center Open 24/7

 @molloypublicsafety



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Dear members of the Molloy College community,

This guidebook is designed to empower you by providing critical information relating to the management of emergency situations on our campus.

I urge each of you to review and familiarize yourselves with the guidelines and directives detailed in this publication. Please ensure a copy is available for reference and is easily accessible within your work space. The information is also available on the Molloy College website in the Public Safety section located under “Offices and Services.”

The Department of Public Safety is located in the Maria Regina Annex. The Department is staffed 24 hours-a-day, 365 days-a-year, and is dedicated to maintaining the safest environment possible. Should you have any questions regarding the information presented here, please contact Public Safety.

Knowledge is central to ensuring your safety during an emergency. Please take advantage of this very valuable resource.



Drew

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# EMERGENCY NOTIFICATION SYSTEM

## Why should you enroll in the College's Emergency Notification system?

- It could save your life.
- You will receive messages and instructions regarding campus-wide emergencies and school closings.

**To register for the Emergency Notification system:**

**Go to**

**[www.getrave.com/login/molloy](http://www.getrave.com/login/molloy)**

- Click on the "Register" button on the right side.
- Use your Molloy College e-mail and establish your own password.
- Fill out your preferences for notification: name, mobile number, preferred e-mail,
- and read terms and conditions.
- Confirm your carrier and mobile number.
- Remember to update your information with any changes.
- Contact Public Safety if you have any questions at 516.323.3500.

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## EMERGENCY NOTIFICATION DEFINITIONS

If an emergency occurs on campus, Public Safety may use the College's Emergency Notification System. The purpose of the system is to disperse vital information as quickly as possible to members of the community, regarding what to do and where to go.

Following directions can save your life.

**The following are two commonly used directives that should be followed:**

**Lock-down:** A procedure used by Public Safety to secure all or part of the campus for the purpose of removing people from danger and attempting to prevent any unauthorized person(s) from entering/exiting the campus.

**Shelter-in-place:** Remain in your area. If you are in a hallway or stairwell, find shelter in the nearest classroom or office.

Remember to remain calm and follow directions given from the Emergency Notification System or emergency responders.

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# ACTIVE SHOOTER RUN - HIDE - FIGHT

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearm(s) and do not follow a pattern or method in their selection of victims.

## **If you see or hear of an active shooter on campus:**

- Immediately call 911 if it is safe to do so. Then call Public Safety at 516.323.3500 if it is safe to do so.
- Remain calm. Avoid screaming, yelling or pointing.
- Silence cell phones.
- Follow instructions on the Emergency Notification System.
- Plan an escape route in your mind.
- Leave your belongings behind.
- Keep your hands visible at all times.

## **If you are unable to leave your location:**

- Hide in an area out of the shooter's view.
- Barricade doors.
- Turn off lights where possible.
- Block windows.

## **If you confront an active shooter:**

- Attempt to incapacitate the shooter by acting with physical aggression (punching and kicking) and hitting the shooter with any available objects.
- Act with physical aggression and/or throw whatever is available at the active shooter.

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# BOMB THREAT

In the event you receive or overhear a bomb or other mass threat, contact Public Safety immediately at 516.323.3500 if safe to do so, and then call 911.

## **In the event the threat is received by phone:**

- Remain calm.
- Check caller identification and write the number down.
- Keep talking to the caller as long as possible and listen carefully.
- For safety reasons, it is best (when possible) to avoid using a cell phone when reporting the threat. If possible use a landline or one of the interior emergency phones located throughout campus.
- Do not activate any fire alarms.

## **Attempt to ascertain the following information from the caller:**

- Location of the bomb.
- When it will explode.
- What does the bomb look like?
- What type of bomb it is?
- Why the bomb was placed.
- The caller's name.

## **Listen for the following:**

- Background noises for investigative purposes.
- Age, gender, accent (if any) of the caller.

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# CRIME REPORTING

The U.S. Department of Education's *Handbook for Campus Safety and Security Reporting* classifies a crime "reported" when it is brought to the attention of a campus security authority (Public Safety) or law enforcement personnel by a victim, witness, other third party or even the offender.

## **If you observe a crime-in-progress on campus:**

- Remain calm.
- Contact Public Safety by cell phone at 516.323.3500, or dial ext. 3500 from any Rockville Centre campus phone, or utilize any hallway emergency phone, or any exterior emergency call box. Remember to keep the button pressed when speaking into the emergency call box.
- Give your name, location, the location of the crime and details of the occurrence (i.e. injuries, weapons, number of participants.)

## **If you are reporting a crime that occurred in the past:**

- Remain calm.
- If there is no immediate danger, stay in place and a Public Safety official will respond to your location.
- Reports of any type can be made in public or confidentially.

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## SUSPICIOUS PERSON(S) ON CAMPUS

**If you observe or become aware of a person(s) who is acting suspiciously,** contact Public Safety by cell phone at 516.323.3500, or dial ext. 3500 from any Rockville Centre campus phone, or utilize any hallway emergency phone, or any exterior emergency call box. Remember to keep the button pressed when speaking into the emergency call box.

**--In addition:**

- Leave the area immediately and get to a place that is populated and/or safe.
- Do not approach the person.
- Inform Public Safety of your name, your location and the location of the individual,
- a physical description, the direction of flight, and what their actions are.
- If the individual(s) are observed in an auto - and it is safe to do so - inform Public Safety of the description of the auto including color, make, model, year and its characteristics, (i.e. 2-door or 4-door) and the location of the auto or direction of flight.
- All information given to Public Safety will be kept confidential.

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# EVACUATIONS

**Under certain circumstances, leaving a location is paramount to survival. When ordered to evacuate a building or area, please do the following:**

- Remain calm.
- Walk, do not run.
- Assist persons with special needs/disabled persons.
- Do not attempt to collect personal items.
- Do not use elevators.
- If you know of hazards or trapped persons, tell the nearest Public Safety Officer, Facilities employee, or emergency responder.
- Follow the directions of Public Safety, Facilities, or emergency response personnel.
- Monitor messages from the Emergency Notification System.
- Do not leave the campus, unless authorized to do so. Unauthorized egress may cause a detriment to emergency response.
- Do not set off fire alarms.
- Do not re-enter the building until Public Safety, a fire department or police department official tells you it is safe to do so.

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# FIRE EMERGENCIES

## In Case of Fire:

- Remain calm.
- Evacuate immediately and take direction from Public Safety, Facilities personnel or emergency responders.
- If safe to do so pull fire alarm as you exit.
- Contact Public Safety by cell phone at 516.323.3500, or dial ext. 3500 from any Rockville Centre campus phone, or utilize any hallway emergency phone, or any exterior emergency call box. Remember to keep the button pressed when speaking into the emergency call box.

## In Case of Fire Alarm:

- Evacuate immediately when you hear the fire alarm.
- Do not wait to see or smell smoke.
- Do not stop to collect your belongings.

## Prevention:

- No smoking in buildings.
- No open flames allowed on campus.
- Never tamper with fire equipment.
- Never ignore fire alarms.

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# PSYCHOLOGICAL EMERGENCIES

## IS SOMEONE IN IMMINENT DANGER?

**Imminent Danger:** Risk of death is high. They have a suicide plan and access to lethal means, are planning to make a suicide attempt very soon, or are currently in the process of making an attempt.

**YES**



**Call IMMEDIATELY:**

**On RVC Main Campus:**  
Public Safety  
516-323-3500

**All other Molloy College off-site locations:**  
9-1-1

**UNCERTAIN**



**Call:**

**On RVC Main Campus:**  
Public Safety  
516-323-3500

**All other Molloy College off-site locations:**  
9-1-1

**NO**



**Call the Student Personal Counseling Center:**  
516-323-3484

**For assistance after hours, or when counseling center staff is not available, call Public Safety at 516-323-3500 and they will connect you with a trained Administrator on-call.**

*\*The Student Personal Counseling Center is in operation only when class is in session. For example, the Student Personal Counseling Center is not in operation during Christmas Break. For assistance when class is not in session, call Public Safety (516-323-3500). Public Safety is available 24/7, even when classes are not in session. In addition, the National Suicide Prevention Lifeline: 1-800-273-TALK [8255] is available 24/7 to facilitate connection to local mental health services.*

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# MEDICAL EMERGENCIES

**Medical emergencies are common in the workplace. If you need medical assistance please do the following:**

- Remain calm.
- Contact Public Safety by cell phone at 516.323.3500, or dial ext. 3500 from any Rockville Centre campus phone, or utilize any hallway emergency phone, or any exterior emergency call box. Remember to keep the button pressed when speaking into the emergency call box.
- Stay where you are. Wait for the arrival of Public Safety.
- Inform Public Safety of your name, location, present physical condition, if you are safe, if you have any allergies or a specific existing medical condition.

**If you observe a person in need of medical attention:**

- Remain calm.
- Do not attempt to move the person.
- Immediately notify Public Safety by cell phone at 516.323.3500, or dial ext. 3500 from any Rockville Centre campus phone, or utilize any hallway emergency phone, or any exterior emergency call box. Remember to keep the button pressed when speaking into the emergency call box.
- Stay with the person until the arrival of Public Safety.
- Be available to provide any information that may assist in providing medical treatment, if necessary.

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# ALCOHOL, ILLICIT DRUGS, AND TOBACCO

If you suspect someone is using, under the influence, or dispensing alcohol or illicit drugs on campus, contact Public Safety immediately at 515.323.3500.

It is the College's policy to prohibit the unlawful manufacture, distribution, dispensing, or possession of illicit drugs anywhere on the Molloy College main campus or controlled site.

Molloy College affirms its compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

Molloy College affirms its intention to report to the appropriate police department, any person on or connected with the campus who is reasonably suspected of violating the College's commitment to maintaining a safe, civilized and productive environment.

Because of fire regulations and health reasons, there is no smoking permitted in any building on campus.

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# WEATHER-RELATED CLOSURES

Decisions to close the College due to inclement weather are announced no later than 6 a.m. on the day in question. If weather conditions worsen on a day when the College is already open, a decision may occur at any time. The College will use the Emergency Notification System and/or notify the following radio and television stations:

## **New York City:**

WINS 1010 AM, WCBS 880 AM, WNBC Newschannel 4

## **Nassau County**

WBAB 102.3 FM, WHLI 1100 AM, Channel 12 LI Cablevision  
[www.news12.com](http://www.news12.com), Fios1

## **Suffolk County**

WALK 1370 AM/97.5 FM, WRCN 103.9 FM, WBLI 106.1 FM, 97.5 FM

**To register for the Emergency Notification system:**

**Go to [www.getrave.com/login/molloy](http://www.getrave.com/login/molloy)**

- Click on the “Register” button on the right side of screen.
- Use your Molloy College e-mail and establish your own password.
- Fill out your preferences to be notified: mobile number, preferred e-mail, and read the terms and conditions.
- Confirm your carrier and mobile number.
- Remember to update your information with any changes.
- Contact Public Safety if you have any questions at 516.323.3500

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# HAZARDOUS MATERIALS

**When a hazardous material spill is believed to have occurred or observed, do the following:**

- Leave the area immediately.
- Do not attempt to gather personal belongings.
- Immediately contact Public Safety by cell phone at 516.323.3500, or dial ext. 3500 from any Rockville Centre campus phone, or utilize any hallway emergency phone, or any exterior emergency call box. Remember to keep the button pressed when speaking into the emergency call box.

**Provide Public Safety with the following information:**

- *your name*
- *call back number*
- *your location*
- *location of the spill*
- *details of any injuries*
- *type of material spilled*
- *the volume of spilled material*
- If possible, notify persons in the immediate area that a spill has occurred.
- Avoid breathing vapors, mists, or dust that may appear as a result of the spill.
- Evacuate the building immediately.
- Follow instructions from Public Safety, Facilities personnel or emergency response personnel.
- Monitor the Emergency Notification System for further instruction.

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# HOSTAGE SITUATION

Workplace violence is all violent behavior and threats of violence, as well as any conduct that can result in injury, damage property, induce a sense of fear and impede the normal course of activity on campus.

All acts of suspicious behavior or violence should be immediately reported to Public Safety by cell phone at 516.323.3500, or dial ext. 3500 from any Rockville Centre campus phone, or utilize any hallway emergency phone, or any exterior emergency call box. Remember to keep the button pressed when speaking into the emergency call box.

## **If you become a hostage as a result of workplace/ domestic violence on campus:**

- Remain calm.
- Avoid drastic action.
- Don't speak unless spoken to and then only when necessary.
- Don't attempt to rationalize with the captor.
- Be observant.
- Await for emergency responder instructions.

## **If you are not held hostage:**

- Immediately evacuate the building.
- Take no action to intervene.
- Be guided by the Emergency Notification System, Public Safety, Facilities, and/or emergency response personnel.

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# DOMESTIC VIOLENCE IN THE WORKPLACE

## What is domestic violence?

When a person uses physical violence, coercion, threats, intimidation, isolation, stalking or emotional, sexual or economic abuse to gain or maintain power and control over another party in an intimate relationship.

## What is an Order of Protection?

- An Order of Protection is issued by either Family or Criminal Court. It is a legal document that forbids an individual from engaging in certain behavior.

## If you have a Family or Criminal Court issued Order of Protection:

- File a copy with Public Safety.
- Remember you have an option to renew the document. If you decide to renew, notify Public Safety at 516.323.3500 or 516.323.HELP (4357).
- All information will remain in strict confidentiality with the department.

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# STALKING

**Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For purpose of this definition:**

“Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. “Reasonable person” means a person under similar circumstances and with similar identities to the victim.

The College prohibits any member of the Molloy community from stalking other members of the community. When a person is told to discontinue whatever activity they are engaged in, and this activity continues, the person so warned may be expelled, suspended, terminated, and/ or not be permitted to be on College property or at Molloy functions.

Conduct that violates the College policy may also violate New York State laws and subject the respondent to criminal prosecution.

If you believe you may be experiencing any of these situations on campus, contact Public Safety by cell phone at 516.323.3500, or dial ext. 3500 from any Rockville Centre campus phone, or utilize any hallway emergency phone, or any exterior emergency call box. Remember to keep the button pressed when speaking into the emergency call box.

If you have a Family or Criminal Court issued Order of Protection, file a copy with Public Safety. Remember you have an option to renew the document. If you decide to renew, notify Public Safety. All information will remain confidential with the department.

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# SEXUAL MISCONDUCT & TITLE IX

**Any community member who believes that he or she has been the victim of sexual misconduct is encouraged to report it immediately. The College has designated the following individuals to receive complaints of sexual misconduct:**

**Lisa Miller**, Assistant Vice President for Human Resources and Title IX Coordinator

1000 Hempstead Avenue  
Kellenberg Hall, Room K-112  
Rockville Centre, New York 11571  
Phone: 516.323.3046  
Email: [lmiller@molloy.edu](mailto:lmiller@molloy.edu)

## **Deputy Title IX Coordinators:**

- **Michael Grasso**, 516.323.3602
- **Marion Flomenhaft**, 516.323.3023

## **Off-campus Hotlines:**

- RAPE Crisis Hotline 914.345.9111
- Safe Horizon Rape and Sexual Assault Hotline - (866) 689-HELP (4357)
- Safe Horizon Domestic Violence Hotline - (800) 621-HOPE (4673)
- Gay & Lesbian Anti-Violence Project 212-714-1141
- Crime Victim's Hotline 212-577-7777
- New York State Domestic Violence Hotline (800) 942-6906
- New York State Office of Victim Services (800) 247-8035 or [www.ovs.ny.gov](http://www.ovs.ny.gov)

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