

## **RESPONSE TO TAKEOVERS, UNAUTHORIZED DEMONSTRATIONS AND OTHER ACTS OF CIVIL DISORDER**

The college will allow persons to demonstrate and/or picket to present their views in a rational manner. Any acts of *civil disorder* that will disrupt day-to-day business or endanger students, faculty, staff or administrators will not be permitted or tolerated and those persons will be prosecuted to the fullest extent of the law.

### **FACULTY/STAFF GUIDELINES**

If you observe or are advised that your building has been subject to a takeover, demonstration or other act of civil disorder **immediately contact:**

- **Public Safety at 1-718-631-6320/6384 (ext. 6320)** or utilize Red Emergency Phones.

Relay relevant information you may have regarding any takeover or demonstration:

- The nature of the takeover or demonstration, etc.
- The location of the takeover or demonstration, what building, floor, etc.?
- How many persons are involved?
- Are there any injuries, if so, describe the number and nature.
- Who and/or what are they protesting?
- Have the normal activities on campus been disrupted?

Procedures:

- Lock your office door and remain inside.
- You will be advised when it is safe to leave the area.
- If it is determined that a building is to be evacuated, follow directions from Public Safety personnel or Building/Floor Coordinators, and proceed to the nearest safe exit. Go to your designated evacuation point and wait for instructions.
- Do not re-enter until instructed to do so by emergency personnel.
- President or Provost & Sr. V.P. for Academic Affairs will make a determination as to whether any parts of the campus will be closed in accordance with the Emergency Procedures Manual.