



PUBLIC SAFETY DEPARTMENT



EMERGENCY PREPAREDNESS PLAN FOR KINGSBOROUGH FACULTY AND STAFF

1. During an emergency ,I can reach the KBCC Public Safety Department
By dialing _____.
2. The nearest exit/stairwell to my work station/office is _____.
3. This exit/stairwell leads to an interior space or the street (circle one).
4. If an interior space, I can exit the building by _____.
5. The nearest safe room to my work station/office is _____.
The features this room should have, a solid door with a lock and no windows.
6. In addition to locking the door from the inside, can I also barricade that door with materials inside it? Yes or No (circle one).
If **Yes**, I can use the following items _____, If
No what can I do to make this room more secured _____.
7. If under a physical attack and I need to defend myself in and around my work station/office, I can use _____ as weapons.
8. The nearest first aid kit in my work station/ office is located _____

For assistance with completing this form contact

SGT Elaine Lopez at 718-368-5069 or 6536