



# Environmental Health and Safety Department

## Bed Bug Response Procedure

---

### Introduction

---

Bed bugs are small insects that feed on human blood. They are usually active at night when people are sleeping. Their bites are initially painless, but for some people, can later turn into itchy skin welts. While bed bugs are a nuisance and can be worrisome, they are not known to cause or spread disease.

Bed bugs can be found in many public places, including movie theaters, planes, and hotels. Home infestations are increasingly common throughout New York City and the country. Anyone can get bed bugs and bed bugs are not a sign of dirty living conditions. Although people can unknowingly carry bed bugs with them into a school building, schools are not a friendly environment for bed bugs to live and reproduce, and the risk of transferring bed bugs from person to person in a school is very small. One bed bug does not constitute an infestation and finding a bed bug in a school does not mean that the school is infested.

### What to do if a Bed Bug is Found

---

If a bedbug is seen or captured on campus please contact the Environmental Health & Safety Office at extension 5507. If it is a bed bug, it is likely that it was unknowingly brought into the school by someone who encountered it in another place. If you have captured it, you may have already eliminated the problem. Additionally, many suspected bed bugs are not bed bugs at all.

Once a report of a bed bug sighting is called in to the Environmental Health and Safety Office, we will contact the person in charge of the area to decide on the earliest possible time frame for an inspection. We will also keep a record of all reported bed bug incidents.

### Inspection Procedures

---

An inspection consists of using flash lights and other methods described in the NYC Department of Health and Mental Hygiene guide (<http://www.nyc.gov/html/doh/bedbugs/html/home/home.shtml>) to visually inspect all possible bed bug hiding locations.

Possible hiding places include:

- Underneath chairs, couches, beds, dustcovers
- Between the cushions of upholstered furniture
- Underneath area rugs and the edges of carpets
- Between the folds of drapery or curtains
- In the drawers of night stands, dressers, etc.
- Behind the baseboards
- Around door and window casings
- Behind electrical switch plates
- Under loose wallpaper, paintings, posters, etc.
- In cracks in the plaster
- In telephones, radios, clocks, and similar places



# Environmental Health and Safety Department

## Cleaning

---

If after the inspection, there's no evidence of a bed bug infestation; housekeeping will be contacted to perform a thorough cleaning of the area. This includes thorough vacuuming using a HEPA vacuum, mopping and removing clutter. Vacuuming is an effective way to remove bed bugs and the dirt that provides them with shelter (it works for many other insects, too). To manage bed bug infestations, it's best to vacuum each area thoroughly. Concentrate on seams, creases, folds, and around any tufts or buttons.

A follow up inspection will occur to verify that there is no further presence of any bed bugs.

Pesticides and cryogenic treatment will not be applied as a routine practice. Regular application of pesticides or cryogenic treatment is not recommended. These kinds of procedures should only be used during an outbreak where there are confirmed findings of bedbugs in the office.

If after the inspection evidence of bedbugs are found; The area will be treated by specially trained staff using a cryonite machine that uses non-poisonous carbon dioxide to freeze them. In addition the area will be thoroughly cleaned by our housekeeping staff.

A pest management professional will be consulted only if there are repeated incidents in the same area.

## Helpful Tips to Minimize Bed Bugs on Campus

---

- Reduce the amount of clutter in classrooms and closets
- Use protective cover cases on mattresses in areas that have mattresses (nursing labs, ECLC)
- Reduce the number of carpets and area rugs
- Eliminate cushioned furniture and replace with metal or plastic
- Remove curtains and wall frames, if applicable
- Repair peeling wall paper
- Use a vacuum with a crevice tool to suction in small spaces and cracks. If bed bugs are suspected, place small items in plastic bags, seal and discard outside of the building
- To dispose of any contaminated furniture or equipment contact the Environmental Health & Safety Office