SAFETY AND SECURITY PLAN

EMERGENCY TELEPHONE PROCEDURES

Location of the emergency telephones is such that four are accessible from the outside on a 24-hour basis and two are located inside the buildings. Their exact locations are as follows:

Available 24 hours:

- A Building Vestibule off the courtyard
- J Building Vestibule off the courtyard
- K Building Vestibule off parking lot II
- H Building at the Loading Dock Entrance

Available from inside:

- Upper H Building lobby by window to the Security Office near ATM
- E Building Lobby near the payphones by the D Building link way

Instructions on how to use the Emergency Telephones are as follows:

- Open the cover of the emergency telephone enclosure.
- Lift the red handset and wait. You will hear the system‘s dial tone followed by automatic dialing.
- A Security Officer will answer. Give your name and the location letter printed on the inside of the cover.
- Explain what your emergency is.
- Follow the directions given by the Security Officer.
- DO NOT hang up unless told to do so.

1. If you are at a College telephone, you can access the emergency telephone system by dialing 360 or contact Buildings & Grounds at Ext. 4320.

2. If an emergency occurs after hours, on a holiday or weekend and you are unable to reach Security, the Sullivan County 911 Center can be reached from a College phone by dialing 9 for an outside line followed by 911. The 911 Center will be able to dispatch fire, EMS or police to assist you.

Building Evacuation Procedures (Fire Alarm)

The fire alarm system is effective for fire and other emergencies, i.e., a Haz Mat incident. When the fire alarm bells sound, all building occupants should evacuate all College campus buildings. Emergency procedures are posted in all classrooms, hallways, lobbies and labs. They are yellow color. Please review them. If any area does not have one, please contact Buildings and Grounds Department immediately at Ext. 4320.

1. If an emergency that warrants evacuations of the buildings exists, immediately activate the fire alarm system by using the nearest fire alarm pull station.

2. When the building evacuation alarm is sounded, you must assume that an emergency exists. All students, faculty, staff and visitors are asked to exit the buildings in an orderly fashion immediately upon sounding of the fire alarm, and not return before the recall signal. The recall signal is a bell/horn combination and is distinctly different from the fire alarm.

3. Willfully preventing or detaining people from exiting the buildings upon the sounding of the building evacuation alarm is a felony act of criminal negligence under New York State law.

4. ASSIST THE HANDICAPPED IN EXITING THE BUILDINGS!!! Be especially concerned about people who may be hearing impaired. Remember that elevators are reserved for handicapped use. DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. The west side the Library/Learning Center on the second floor of the library (near the law section) is designed as a safe evacuation area for persons with disabilities. College personnel will respond to this area to assist in evacuation of handicapped people.

5. The College has assigned personnel who respond to specific building locations when the fire alarm sounds. It is their responsibility to assist in the evacuation of the assigned area and make sure all occupants have left the buildings. During a preplanned fire drill, these personnel will time the complete evacuation of each area as required by law. If it is not simply a fire drill, these personnel will direct those standing outside to move away from the buildings to a safer area.

6. Response Team members shall, upon the sounding of the fire alarm, immediately respond to the Health Services Office to assist the Nurse with moving all necessary first responder equipment up the G building stairs and outside to the courtyard. The team shall assemble near the command post.

7. It is an important responsibility for the last person to leave an office or classroom to make sure that the windows are closed and that all door(s) to the area have been closed. The personnel assigned to check each building must also close the link way doors between buildings. The best way to reduce the spread of fire and smoke is to provide as much resistance as possible to the travel paths of fire and smoke. The simple act of closing doors can greatly reduce the spread of fire and smoke. One should note this concept would apply to any location including your home.

8. Once outside, move to a clear area that is at least 500 feet away form the affected building(s). Keep roadways, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

9. If requested, follow the directions given by emergency crews.

10. When the fire alarm sounds, a Campus Emergency Command Post will be established by the locked box located at the far end of the upper parking lot adjacent to the J building. See the Campus Emergency Command Post procedures on page 10. Please keep clear of the Campus Emergency Command Post unless you have official business.

11. DO NOT RETURN TO AN EVACUATED BUILDING unless the recall alarm is sounded or a College official gives you the okay.

12. The College must conduct a minimum of three fire drills per year, one in the Fall semester and one in the Spring semester. The other one can be in either semester but needs to be held when evening classes are in session.

Accident and Medical Emergency Response

1. If you are aware of someone having been injured, in an accident, or experiencing a medical problem, contact the Health Services Office or Security Office immediately.

a. Security can be reached by dialing 360

b. Health Services can be reached at Ext. 4247 Room H012

c. Either office an be reached by dialing 0 for the switchboard

2. The daytime business hours initial response will be the College Nurse and a Security Officer. The College Nurse will do an assessment of the situation and begin to initiate necessary first aid. Should additional resources be needed the Security Officer shall assist in requesting them. The Nurse could request assistance from EMT‘s and others on the College response team and/or an ambulance could

be dispatched. In the event the Nurse is not available, one of the EMTs would assume the role of size up and stabilization leadership. If an ambulance is dispatched to the campus, specific information about the location of a patient must be given to the dispatcher. The Nurse or Security Officer shall radio for a Buildings & Grounds staff member to go outside to meet and direct ambulance personnel directly to the scene. The Nurse or EMT shall complete the necessary paperwork to report the incident.

3. The off hours initial response will be the on duty Security Officer. The Officer will do an assessment of the situation. If the need is warranted, the Officer shall immediately call for an ambulance. The Officer should render first aid up to the Officer‘s level of training. The Officer shall request a staff member or other reliable person to go outside to meet and direct ambulance personnel to the scene. The Officer must complete the necessary paperwork to report on the incident.

4. The College Nurse shall purchase and maintain the necessary supplies and equipment needed for a first response to a medical emergency. This equipment shall consist of at least a standard first responders bag, portable oxygen, backboard, wheelchair and neck collars.

5. The College Nurse shall form a first responder team made up of employee volunteers who have some training or expertise in the emergency medical field. The Nurse shall semi-annually update the team roster. This roster shall be made available to Security Office, switchboard, and all department heads. EMT members of the response team should be issued pagers on the Buildings & Grounds radio frequency so they can be quickly contacted in the event they are needed. The team shall schedule and conduct a quarterly drill (4 per year) under the direction of the Nurse.

6. Team members shall, upon the sounding of the fire alarm, immediately respond to the Health Services Office to assist the Nurse with moving all necessary first responder equipment up the G building stairs and outside to the courtyard. The team shall assemble near the command post.

Other Site Locations

1. In the event of an accident or medical emergency, the staff member in charge shall do an assessment of the situation. If the situation warrants, an ambulance shall be immediately requested by calling 911. Anyone who may be available should render first aid up to their training level. A staff member or other reliable person should be sent outside to direct ambulance personnel to the scene. The staff member shall complete the necessary paperwork to report the incident.

PROTECTING YOURSELF

BE SAFETY CONSCIOUS. DO NOT BE A VICTIM OF CRIME

Campus safety is everyone's responsibility – do your part by being:

- ***ALERT*** - for campus crime, suspicious persons or safety hazards. Do not take unnecessary chances.
- ***SAFETY CONSCIOUS*** – a conscientious approach can protect you, your belongings, fellow students/employees, and your campus.
- ***IN THE KNOW*** – about safety precautions and emergency procedures. Use common sense – BE INVOLVED – Watch and be attentive to surroundings and activities near you. Report all incidents.

AVOID VICTIMIZATION

Each member of the College community can assist in the effort to provide a crime free campus, utilizing preventive measures to reduce the opportunity for criminal acts by taking the following precautions:

- *Do not hesitate to call Security if something does not seem or feel right.*
- *If you are on campus working after hours, keep office door locked and notify the Campus Security Office. Security Officers will periodically check on you and will arrange an escort to your vehicle, if desired.*
- *The campus is well lit, but it is wise to walk in groups of at least two to your car at night or when walking to other locations in the area.*
- *Walk with confidence, and avoid walking near bushes and parked cars.*
- *Avoid isolated, poorly lit routes.*
- *Avoid getting into vulnerable, no exit places.*
- *Stay alert and trust your instincts. If you feel someone is following you, go to a public place and ask for help.*
- *If you decide to carry a personal safety device, make sure you have a working knowledge of the product. Make sure that it is readily accessible and not buried in the bottom of your backpack.*
- *Be careful at the ATM machine and try to use the ATM during the day.*
- *Carry some kind of identification. Your College ID card will suffice.*
- *Avoid wearing headphones when walking alone.*

- *Familiarize yourself with the location of emergency telephones.*
- *If for any reason you are apprehensive about going to your vehicle at night, call the Campus Security Office (Ext.4315) to arrange for an escort.*
- *You are encouraged to report any safety hazards to the Buildings & Grounds Department during business hours at Ext. 4320 or to Campus Security Office at Ext. 4315 after hours.*
- *When parking, remove valuables from plain view and lock your vehicle.*
- *Personal property, purses, backpacks, textbooks, etc., should never be left unattended. Take such items with you if you are leaving the area for any length of time.*
- *Locker space may be rented through the Faculty Student Association Office.*
- *Record serial numbers of calculators, computers, and other valuables.*
- *Make copies of credit cards and other valuables in your wallet.*
- *Try not to carry large sums of cash on your person, or display large amounts of money.*
- *Write your name and ID number in several places in textbooks.*
- *Always lock your bicycle in the bicycle rack. Use a good quality lock. Register your bicycle with the Campus Security Office.*
- *Require identification and authorization from —repair person// wanting to remove a computer or other equipment from a room.*
- *Never loan out keys.*
- *Report all incidents and losses to the Campus Security Office immediately.*
- *Report any suspicious person, activity, or disturbance to the Campus Security Office, no matter how minor it may seem.*

VICTIM ASSISTANCE

The College provides support for victims of crime, so no one should hesitate to report a crime. If you are a victim of a crime and think you need some help but are unsure about formally reporting it, feel free to call the Center for Student Development. The staff there will help you talk it through and make sure that you know and feel okay with exercising your options. The Center for Student Development Services is in room H063 (Ext. 4242).

Emergency Telephone Numbers

Police Departments:

Town of Fallsburg	**434-4422**
Village of Liberty	**292-4422**
Village of Monticello	**794-4422**
State Police, Liberty	**292-6600**
Sullivan County Sheriff's Dept	**794-7100**
Child Abuse	**1-800-342-3720**
Domestic Violence	**1-800-942-6906**
Rape Intervention Services Education	**791-9595**
Safe Passage	**292-5700**
Suicide Prevention/Intervention	**647-2443**
Ulster-Sullivan Mediation	**794-3377**
Sullivan County Community College	**434-5750**

Security	**Ext. 4315**
Center for Student Development Services	**Ext. 4242**
College Nurse	**Ext. 4247**

ACCESS TO CAMPUS FACILITIES

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1. Normal Business Hours when classes are in session

   Monday – Thursday 7:30AM – 10:00PM
   Friday 7:30AM - 10:00PM
   Saturday **
   Sunday **
   ** Hours for computer labs, Cyber Café, Cafeteria, Library and Field House will be posted and advertised during the semester

2. Normal Business Hours when classes are not in session are as follows:

   Monday – Friday 8:00AM – 5:00PM

3. Access time may vary for special events particularly in the Seelig Theatre and Field House. Check the Campus Events Calendar.

4. On observed holidays all buildings will be closed.

5. If you have business to attend to during non-business hours or when the College is closed, please enter/exit via the H Building doorway in the courtyard near the Security Office. The Campus

Security Office is located in upper H Building, room H108, and the telephone 131 extension is 4315. All employees entering or exiting the building must sign in and out with the Security Officer.

PARKING

1. Traffic rules, regulations, and signs must be obeyed at all times.
2. The College assumes no responsibility for stolen or damaged property. Keep your vehicle locked and properly secure personal property.
3. Park only in designated areas and within legally marked parking spaces.
4. Parking in reserved handicapped spaces is permitted only by displaying a valid handicapped parking permit.
5. Motorcycles and motorbikes are subject to the same rules, regulations, and fines as automobiles. They are to be parked in the marked area in both parking lots 1 and 2.
6. If you park illegally and do not receive a parking ticket, do not assume that it is okay to park where you parked.
7. You are responsible for all tickets issued to your vehicle. The following fee schedule for parking fines is in effect:

   Parking/traffic violations $10.00 per ticket
   Handicapped violation $15.00 per ticket
   Boot $25.00 per ticket

8. If you receive a ticket, please do not ignore it. Fines must be paid in the Buildings and Grounds Office (H042), within ten days from date of violation. Unpaid ticket charges will result in being barred from registering for classes and receiving official transcripts. A vehicle may be booted or towed away until all unpaid ticket charges are paid in full.
9. Please note that parking permits are required for students as well as College employees and can be obtained in the Student Activities Office, ext. 4303.
10. Jumper cables are available at the Buildings and Grounds Office (H042), or the Security Office (upper H building lobby). A valid student I.D. card is necessary for a student to obtain the cables. Failure to return jumper cables will result in impounding of student records.