

**Sullivan County Community College** is committed to providing a safe and secure environment for all members of the College community. An emergency or crisis situation can arise at the College at any time and from many causes. Prevention, mitigation, planning, preparation, response and recovery are acknowledged as basic elements of emergency management. By addressing all of the elements in an emergency management plan, the campus will lessen the intensity and duration of any unusual event.

This Emergency Management Plan was modeled after the Incident Command System (ICS), a nationally recognized organizational structure that provides for role assignment and decision-making while planning for, and reacting to, critical incidents of all types. Implementing ICS makes sure that College personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role.

Most emergency responders use some form of ICS to manage emergency events, SCCC is equipped to work efficiently with responding police, fire or governmental agencies should a crisis or emergency occur.

The following emergency situations have the potential to develop at Sullivan County Community College:

- **ACT OF TERRORISM:** Acts of terrorism can come from foreign or domestic sources and can include sabotage, bomb threats, or even nuclear, chemical or biological attacks.
- **CIVIL DISOBEDIENCE:** Demonstrations, rallies, or other public gatherings of protest are generally well organized and peaceful, but could cause a disturbance to normal operations.
- **EXPLOSION:** Explosions can be caused by explosive devices, or they can result from processes involving hazardous materials or operations.
- **FIRE:** Fires can occur in buildings or involve vehicles, machinery, fields or wooded areas on the campus grounds.
- **FLOODING:** Heavy rains can create a flooding condition in some basements or areas with poor drainage. Flooding can also occur from the failure of domestic water or sanitary sewer lines, water mains, sewer lines or storm drains.
- **FOOD BORNE ILLNESS:** Sullivan is host to many events and activities that serve food and is therefore susceptible to food borne illness outbreak, if proper conditions are not established and monitored.
- **HAZARDOUS MATERIAL INCIDENT:** Hazardous materials are used in laboratories and maintenance operations. An incident can occur from an accidental release of a material or an incident, such as fire or explosion in an area where hazardous materials are stored.
- **PANDEMIC THREATS** Emergence of an illness such as a human influenza virus presents a challenge that requires planning, education and appropriate actions to reduce its transmission within our campus. See Appendix A: Sullivan County Community College Medical Emergency Preparedness Plan
- **SEVERE STORM:** The region can sustain weather related storms, including snow and ice storms, high winds, tropical storms, hurricanes and Nor'easters.
- **UTILITY FAILURE:** Any major failure of an electrical, telephone, heating, cooling, ventilation, water, sanitary waste, security or fire alarm system can have an adverse effect on operations.

- **POTENTIALLY VIOLENT PERSON:** A person may become agitated, aggressive or potentially violent for any number of reasons. Recognizing warning signs and immediately reporting this behavior to proper authorities can mitigate potentially violent occurrences.

**ASSUMPTIONS**

The following assumptions are relevant to the implementation of this plan.

- Sullivan County Community College recognizes the importance of managing emergencies in accordance with the plan and has the resources for effective implementation.
- Departments and individuals with assignments have been trained and understand their roles and responsibilities.
- Emergencies may occur at any time, day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not entirely predictable. This plan serves as a guide and may require field modification in order to meet the requirements of the event.
- The magnitude or severity of an emergency may exceed the campus’s ability to respond. In those cases, it may be necessary to rely on the assistance of external resources for both mitigation and recovery.

**Emergency Phone Numbers**

**Security and Local Police**

911 ... Any Emergency

Urgent Campus Security Matter from a campus Landline phone **Dial 360**

Urgent Campus Security Matter from a cellular phone Dial 845-434-5750 **Ext. 360**

**Off Campus Emergencies**

**Call 911**

Fallsburg Police . . . . .	845-434-4422
New York State Police . . . . .	845-292-6600
Sullivan County Sheriff . . . . .	845-794-7100

**Medical Services**

Ambulance from a campus phone . . . . .	911
Garnet Health Medical Center, Harris, NY. . . . .	845 794-3300
Crystal Run Urgent Care, Rock Hill, NY>. . . . .	845 796-5444
Mental Health Association of SC . . . . .	845 794-1029

**Reporting an Emergency**

In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

- The exact location of the incident
- What you saw, heard or found

- The phone number you are calling from
- Details of the situation
- Your name and address
- Stay on the line until you are told to hang up

## **REMAIN CALM . . . KEEP OTHERS CALM!**

### **Reporting a Medical Emergency**

- Immediately notify emergency personnel via 911 if the victim is unconscious or not breathing.
- Describe the type of emergency and assistance needed to the best of your ability.
- Give your name and extension from which you are calling.
- Give name of victim if known, and their exact location.
- Hang up last to insure that emergency personnel have no further questions.

### **Be prepared to handle an emergency with the following advance planning:**

- Know the location of nearest AED box in your building. Campus AED boxes contain first aid items in addition to Naloxone (Narcan) and the Automated External Defibrillator.
- Have someone meet the nurse or ambulance attendants at a specified location.
- Be ready to give as much detail as possible regarding the situation (time of occurrence, potential injuries and possible causes).

### **Reporting a Medical Mental Health Emergency**

A mental health emergency is any situation involving individuals in distress who are unable to appropriately manage themselves.

- Suicidal behavior
- An individual threatening harm to themselves and/or others
- A psychotic break (sudden loss of contact with reality and or bizarre behavior)
- An unusual or prolonged reaction to traumatic event(s)
- Any behavior that is unreasonably disruptive to the academic, work or living environment

### **Response procedures:**

- Contact Public Safety utilizing “360” or at Extension 4315

### **Weather-Related Closings and Emergency Announcements**

Dial 845-434-5750 and listen to the message for weather-related closings and/or emergency announcements or go to [www.sunysullivan.edu](http://www.sunysullivan.edu);

**and**

Sign up for the Everbridge Alert System at “[www.sunysullivan.edu](http://www.sunysullivan.edu) Current Students” for emergency announcements. These messages will go to land lines, cell phones, email, text messages, and voice mail messages, whatever you choose. You will not get weather related closings from SUNY NY Alert.

## Emergency Response Team

The Emergency Response Team (ERT) consists of the following individuals from across the campus.

**Main Number: 845 434-5750**

Title	Name	Extension	Off-Campus
President	David Potash	X 4260	
Vice President for Administrative Services	Sean Welsh	X 3160	
Vice President for Advancement & Communications	Eleanor Davis	X 4249	
Director of Public Safety	James Scarpa	X 4240	(917) 969-5859
Assistant Director of Public Safety	Anthony Dos Santos	X 4481	
Vice President of Academic and Student Affairs	Rose Hanofee	X 4462	
Director of Human Resources	Nicole Slevin Nikolados	X 4268	
Dean of Student Development Services	Stacey Johnson	X 4263	
Executive Director of Residence Life	Deb Waller-Frederick	X 4303	
Buildings & Grounds Supervisor	Richard Butler	X 4405	
Executive Assistant to the President/Board Liaison	Katrina Gibson	X 4261	
<b>IF NONE OF THE ABOVE PERSONS RESPOND, CALL Public Safety/Security IMMEDIATELY AND STAY ON THE LINE UNTIL ANSWERED</b>		X 4315	

## Emergency Response Team Roles and Responsibilities

Members of the Emergency Response Team are assigned the following roles:

### **President David Potash INCIDENT COMMANDER/PRIMARY COLLEGE SPOKESMAN**

The College President, or his designee, will determine when the Emergency Management Plan is to be implemented. The President may convene the Emergency Response Team and serve as the Incident Commander, managing all aspects of the College's response to the crisis. The President will also serve as the primary College spokesperson, conducting press conferences and meeting with media members when necessary. In the absence of the President, the Vice President for Administrative Services will serve as Incident Commander and the Vice President of Advancement and Communications will serve as the primary college spokesperson.

### **Eleanor Davis Vice President of Advancement and Communications INTERNAL/EXTERNAL COMMUNICATION**

The Vice President of Advancement and Communication will implement the Crisis Communication Plan once the Emergency Response Team has convened. She will serve as the College's primary liaison with media representatives and coordinate the exchange of information. She will also serve as staff liaison by providing information to the College

community about the incident. In the absence of the Vice President of Advancement and communications, the Executive Assistant to the President/Board Liaison will serve in this role.

**Director of Public Safety James Scarpa**

**LIAISON WITH LOCAL RESPONSE PERSONNEL/ SECURITY/ RECORD OF EVENTS**

The Director of Security, or a designee, will be the point of contact for local police, fire and ambulance services as they respond to a College incident. The Director of Security will maintain contact with all responding governmental agencies throughout the incident. He will assign College personnel to maintain security in the affected area, as well as other campus locations, as necessary. During the event, this person, or a designee, will keep a detailed record of the events, decisions and actions, including annotation of time. The Director of Safety & Security will direct the preparation of the official incident report for documentation under the Campus Security Act. In the absence of the Director of Security, the Assistant Director of Security or a designee will occupy this role.

**Assistant Director of Public Safety Anthony dos Santos**

**LIAISON WITH LOCAL RESPONSE PERSONNEL**

The Assistant Director of Security, who serves as the Evening Security Coordinator, will be the point of contact for local police, fire and ambulance services as they respond to a College incident during the academic year evening hours and will maintain contact with all responding governmental agencies throughout the incident, or until the Director of Security has arrived on site. During the event, this person will keep a detailed record of the events, decisions and actions, including annotation of time. He will also assist the Director of Security as needed until the incident is resolved.

In the absence of both the Director and Assistant Director of Security, the Security Guard on duty will be the point of contact for local police, fire and EMT departments as they respond to a College incident until the Director or Assistant Director of Security has arrived on site.

**Vice President for Administrative Services Sean Welsh**

**COMMAND POST MANAGEMENT**

The Vice President for Administrative Services will organize the command post and direct all activities at that location. They will also manage all available personnel needed to respond to a crisis. Any faculty and staff not assigned students during an incident and any College personnel arriving at the incident should report directly to this person or their designee. Working closely with the Incident Commander, this person will direct staff and resources to the areas that need assistance. Those assigned to organize various areas during the response will coordinate with the Vice President for Administrative Services in requesting manpower during the incident. The Vice President for Administrative Services will keep a roster of assignments and manpower needs, making requests to administrative offices when needed. In the absence of the Vice President for Administrative Services, the Executive Assistant to the President/Board Liaison will organize and manage the command post.

**Interim Vice President of Academic and Student Affairs Rose Hanofee**

**STUDENT AND FACULTY ACCOUNTABILITY/ACADEMIC CONTINUITY**

The Vice President of Academic and Student Affairs is responsible for gathering and maintaining an accurate accounting of students and faculty, and to coordinate efforts to account for missing or extra students. She will determine if classes are to be cancelled and will collaborate with the Dean of Student Development Services in relocating students and

classes, as necessary. Should a building be closed for an extensive period of time, the Vice President for Academic and Student Affairs will coordinate the reassignment of faculty and students on a temporary basis, as needed.

**Dean of Student Development Services Stacey Johnson**  
**STUDENT CONTACT, COUNSELING AND HEALTH SERVICES**

The Dean of Student Development Services will organize the necessary assistance services for students. She will work to quickly assign available and/or trained staff members to response roles during a crisis. She will also establish phone hotlines and assign staff to handle inquiries from students, parents and the community. She will work with the Vice President of Advancement and Communications to keep students informed and will collaborate with the Executive Director of Residence Life in relocating students and classes, as necessary. In addition, She will coordinate College and community resources to provide counseling and health services during and after a crisis at the College. After an event, she will manage ongoing counseling and support programs as necessary.

**Director of Buildings and Grounds Richard Butler**  
**ACCESS TO BUILDING PLANS, RELOCATION SUPPORT AND FACILITY RESTORATION**

The Director of Buildings and Grounds will provide all necessary building plans, architectural drawings and other materials required by the Emergency Response Team and/or local police, fire and emergency personnel. He will also work closely with the Vice President of Academic and Student Affairs, and the Director of Public Safety to establish locations for support and response operations during and after a crisis. He will furnish and direct manpower and equipment to initiate cleanup operations to restore buildings to functional use, perform damage assessment, and determine if buildings are structurally sound before being occupied.

**Director of Human Resources Nicole Slevin-Nikolados**  
**PERSONNEL INFORMATION**

The Director of Human Resources will be responsible for providing necessary employee data and information to the Emergency Response Team: securing personnel files; providing employee-related information; helping to identify injured and missing employees involved in the emergency; communicating with injured employees and families; facilitating Worker's Compensation Reports and medical claims; and consulting on internal and external communications with the President and Vice President of Advancement and Communications regarding employee status following a crisis situation.

**Operation Centers**

**Command Post**

During any incident in which the President, or her designee, activates the Emergency Management Plan (EMP), the College will establish a command post. From the command post, the ERT will coordinate communication and response with outside responding agencies. The location of the command post will depend on the nature of the emergency and/or the physical condition of College structures.

When possible, the Command Post will be located in the FARROW BOARD ROOM. Access to this area will be limited to the Emergency Response Team and local emergency responder leadership.

Secondary command post: PAUL GERRY FIELDHOUSE (Any College personnel arriving to assist with the incident should report to the Fieldhouse for updates or assignments)

Offsite Command Post (if necessary): LOCH SHELDRAKE FIRE HOUSE or other location TBA.

### **Student Assistance Center**

During any incident in which the College employs its Emergency Management Plan (EMP), the College will establish a Student Assistance Center. The Student Assistance Center will be located at the KAPLAN STUDENT CENTER. Access to this area will be limited to students and, if necessary, their family members; College personnel and representatives of agencies providing services. Media members will not be granted access to any Student Assistance Center.

Secondary location: PAUL GERRY FIELDHOUSE

Offsite Location (if necessary): LOCH SHELDRAKE FIRE HOUSE or other location TBA.

### **Media Information Center**

During any incident in which the College employs its Emergency Management Plan (EMP), the Vice President of Advancement and Communications may establish a Media Information Center to assist media members with their coverage of the incident.

### **Safety Representative Team**

As a building occupant, you need to be familiar with this plan. Your Building Representative will be able to assist you in case of an emergency, If you are unfamiliar with the following issues, you should contact your Building Safety Representative for information.

- Evacuation routes, exit points, and where to report after evacuating the building.
- When and how to evacuate the building.
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in the building or work area.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency.

The Safety Representative Team (SRT) consists of the following individuals from across the campus:

Building	Primary	
Building A & B	Tanasia Swamy Rm. A115, Ext. 4229	
Building C & D	Robert Psardukis Rm. E214: Ext.4230	

Building E (Upper and Main level)	Kate Salmonesen Rm. E212D, Ext.4241	
Building F (Upper & Lower)	Mike Noren Rm. E210 Ext.4464	
Building G (Upper & Lower)	Fred Mulharin Rm. H064 Ext.3201	
Building H (Upper)	Elijah Jones Rm. J120 Ext.4377	
Buildind H (Lower +Culinary Areas)	Foteini Handrinos Rm. H073 Ext.3183	
Building H (Lower-Loading Dock/B&G Area)	Richard Butler Rm. H040 Ext.4302	
Building J	Kenneth Luck Rm. J120 Ext.3183	
Buliding K (Paul Gerry Field House)	Simon Clement Rm. K017 Ext.4313	

## Emergency Procedures

### CAMPUS EVACUATION

Evacuations will generally fall into two categories:

- Limited or partial evacuation in which a designated area and / or group of buildings may be evacuated for a specific time.
- General evacuation in which the entire campus is evacuated for a prolonged period of time.

It is very important that regardless of the type or duration of an evacuation that faculty, staff, students and visitors listen very carefully to official information and evacuation orders issued from the college.

### General Information

- Any partial or full-scale evacuation of the college is a complex, time-consuming task.
- The decision to evacuate, and the methods used, shall be determined by the President and the ERT, and if necessary in coordination with appropriate County Emergency Management Officials.
- If the decision to evacuate is made, the SRT shall utilize all available methods of public notification to inform the campus community of the situation.
- If it is necessary to evacuate the campus, exit in the direction given by the Security Office, Safety Representative or other emergency authority.
- Evacuate to one of the three designated evacuation locations as shown on the Emergency Procedures Map.



- Some vehicles may be selected for emergency transportation. If your vehicle is chosen, please cooperate.
- If the road is not usable, leave your vehicle off of the roadway and evacuate by foot.

## **Students**

- In the event of an evacuation, all students who can provide their own transportation should leave the campus and return to their home, or other safe and appropriate intermediate destination, unless told otherwise.
- Students should remember to take medications and any other essential personal items that may be needed during the evacuation period.
- Students who cannot go home will be transported to a designated shelter. All available modes of transportation will be utilized to transport students who need transportation.
- In addition, if you are going to a shelter for housing or assistance, you should bring your college identification card and other appropriate forms of identification.
- Students living off-campus who have animals living with them should make specific arrangements for pets or other animals, as most shelters do not allow them.
- When you leave, make sure appliances and faucets are turned off and doors and windows are locked.

## **Building Evacuation**

All building occupants are required by law to evacuate the building when the fire alarm sounds.

When evacuating your building:

- Stay calm; do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings especially vehicle keys. Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.
- If safe, close your office doors and windows, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Wait for any instructions from emergency responders.
- Do not re-enter the building until you have been instructed to do so by the emergency responders.

## **Policies for People with Disabilities**

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. Training is available to individuals willing to assist people with disabilities.

**The following guidelines are general and may not apply in every circumstance.**

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Volunteers should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call the Security Office at extension 360.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Building Representatives should be notified so they can advise emergency personnel.

### **Blindness or Visual Impairment**

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

### **Deafness or Hearing Loss**

- Get the attention of a person with a hearing disability by touch and eye contact.
- Clearly state the problem.
  - Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

### **Mobility Impairment**

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.

- If people with mobility impairments cannot exit, they should move to a safer area (e.g., most enclosed stairwells, an office with the door shut which is a good distance from the hazard, etc.)
- If you do not know the safer areas in your building, call the Security Office at extension 360.

### **Individuals unable to be evacuated**

- Notify emergency responders immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

## **SHELTER-IN-PLACE PROCEDURES**

The term, Shelter-In Place, means to seek immediate shelter and remain there during an emergency. Shelter-In-Place is primarily used in severe weather incidents when an evacuation is not safe. During a severe weather event such as a hurricane or tornado, where you take shelter could be a matter of survival. In place sheltering usually lasts no more than a few minutes to an hour. Each department should determine its sheltering location prior to an incident occurring. The preferred Shelter-In-Place location would be an interior room or hallway, with limited or no windows. The location may or may not have access to restroom facilities as well as drinking water.

### **Shelter-In-Place Recommendations**

Determine where you will take shelter if instructed to do so.

- Relocate to a room without windows if possible. Storm cellars or basements provide the best protection. A recommended area is Grossinger's Dining Room.
- If underground shelter is not available, go into an interior room or hallway on the lowest floor possible.
- In a multiple story building, go to an interior stairwell, small interior room, or hallway on the lowest floor possible.
- Stay away from windows, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
- Stay in the shelter location until the danger has passed.

## **LOCKDOWN PROCEDURES**

A Lockdown order is issued primarily to mitigate risk to students, faculty and staff from a potentially violent person on, or in the vicinity of the campus. A Lockdown means it is safer to remain in place rather than evacuate the area.

### **First, ensure your own safety**

- Move to the nearest location that can be secured by a locked door. Consider the use of furniture or other items in front of the door to create a barrier.

- If a locked door is not available, move as far away from the threat as is safely possible. Isolate yourself and restrict entry anyway that is possible.
- Remain quiet, switch cellular phones to “silent” and do not do anything that will draw attention to you.
- Close shades, blinds or curtains and shut the lights.
- If you know where the intruder (or other source of the threat) is, quickly and quietly contact 911 and the Security Office via the “360” extension if possible. (845) 434-5750 Ext. #360

### **Assist others**

- Allow other trusted individuals into your secure location.
- Instruct them to remain calm and quiet

### **Notify Emergency Services and Public Safety**

- Call 911
- Dial Campus Public Safety’s **360** Emergency Line **(845) 434-5750 Ext. #360**

When the security threat is over, Security officers and/or Law Enforcement Officers will move through the entire building and notify everyone that the threat is gone.

## **ACTIVE SHOOTER PROCEDURES**

An active shooter is an individual actively engaged in killing or attempting to kill others in a populated and confined area. There is no pattern or method to their selection of victims. These situations are unpredictable and evolve quickly. Typically, only the immediate deployment of law enforcement will stop the shooter and mitigate harm to victims.

### **EVACUATE IF POSSIBLE (RUN)**

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

### **HIDE SILENTLY IN A SAFE PLACE (HIDE)**

- Only if the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person’s view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights

- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you receive an “all clear” signal from law enforcement

**TAKE ACTION TO DISRUPT OR INCAPACITATE THE SHOOTER (FIGHT)**

- As a last resort only, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with immediate and deliberate physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

**IMMEDIATELY AFTER THE INCIDENT:**

- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

**OTHER EMERGENCY INCIDENTS:**

**SUSPICIOUS PACKAGE:**

- How to Identify Suspicious Envelopes or Package
- A suspicious envelope or package might include the following:

Excessive postage and/or weight	Protruding wires or aluminum foil
Hand written or poorly typed address	Excessive tape or string
Incorrect title of tile without a name	Unusual sound/ticking
Misspelling of common words	Restrictive endorsements such as “personal”
Stains, discoloration, a visual distraction or odor	No return address or a postmark that does not match the return address
Lopsided or uneven envelope	

**For Suspicious Unopened Envelopes or Packages Marked with Threatening Messages:**

- Do not shake or empty the contents of any suspicious envelope or package.
- Place any suspicious envelope or package in a plastic bag or other type of container to prevent the contents from leaking.
- If you do not have a container, cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any substance to your face.

- Report the incident to the Security Office at extension 360 and notify your building representative or an available supervisor.
- If possible, list all people who were in the room or area when the envelope or package arrived. Give this list to responding authorities.

### **For Envelopes or Packages That Have Been Opened and Contain Powder:**

- Do not try to clean up any powder. Cover any spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Report the incident to the Security Office at extension 360 and notify your building representative or an available supervisor.

### **Suspicious Actions**

- Be alert and aware of your surroundings. Report anything suspicious.
- Know the emergency exits of your residence halls and place of employment.
- Never rush into a suspected terrorist event. You probably will not know what hazards are present. If a chemical/biological/nuclear agent has been released. Do not become a victim!
- Decrease your time, increase distance and shielding from the suspected incident.
- If you suspect or know you were exposed to a chemical/biological/nuclear agent, do not flee the scene, you may expose others.
- If an emergency responder (police/fire/ambulance) directs you to do something, do it immediately.

## **DISORDERLY and POTENTIALLY VIOLENT SITUATIONS**

For any unusual or potentially dangerous situation:

- Never try to handle a situation that is potentially dangerous to you or others.
- Call the Security Office at extension 360.
- Clearly state that immediate assistance is needed. Report your location first, then the nature of the problem and your name.

### **Avoiding violent situations**

- Inform your supervisor and the Security Office about any individuals deemed to be threatening or dangerous.
- Eliminate opportunities for violence by:
  - Alerting Security Office at extension 360
  - Knowing your escape route
  - Placing a barrier between yourself and the aggressor
  - Using effective people / communication skills
  - Having a second person with you.

### **Reacting to violent situations**

- Maintain eye contact and a positive posture to send out positive signals
- Do not touch or approach a person who may become violent
- Keep the person talking as you maintain a controlled, calm demeanor.
- Show concern yet maintain a safe distance; avoid being alone with the person.
- Call extension 360 or have someone else contact the Security Office.

## **SEXUAL ASSAULT**

If you are the victim of a sexual assault, witness a sexual assault or encounter a potential victim, contact the Security Office immediately at extension 360. If immediate medical attention is needed, dial 911.

## **ABDUCTION OR MISSING PERSON**

If you become aware of an employee or student who appears to be unaccounted for over a period of time, or witness abduction, contact the Security office immediately at extension #4315. Be prepared to provide as much information as you can about the incident and/or person involved.

## **FIRE**

Follow the general evacuation procedures as soon as you hear the fire alarm. A building occupant is required by law to evacuate the building when the fire alarm sounds.

### **If the fire is a fire in your work area:**

- First, notify the fire department by pulling the pull station and (from a safe distance) and calling The Security Office at extension 360 to provide details of the situation.
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and report to the Building Safety Representative Team member.
- On your way out, warn others nearby.
- Move away from fire and smoke. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
- Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated Immediate Assembly Area
- Do not re-enter the building or work area until you have been instructed to do so by a public announcement, a building representative and/or the emergency responders.

### **If you become trapped in a building during a fire:**

- DO NOT PANIC
- Isolate yourself from the fire and smoke in an office or stairwell.
- If a phone is available, contact the Security Office at extension 360 and provide details of your location and situation.

- If a window is available, place a large piece of brightly colored fabric (shirt, coat, tablecloth, etc.) outside the window as a marker for rescue crews.
- If there is no window, stay near the floor where the air is less toxic.
- Make noise (tap pipes, bang furniture, blow whistle, shout, etc.) at regular intervals to alert emergency crews of your location.

## HAZARD REPORTING

- Spilled liquids and wet floors are on the major causes of slips, trips and falls.
- If you spill something, please clean it up immediately
- If you discover a spill or wet floor and need assistance, contact Buildings and Grounds at extension 4320-week days or the Security Office at extension 360 evenings, weekends and holidays.
- Report all other hazards (malfunctioning equipment, holes in the sidewalk, loose carpet, etc.) to Buildings and Grounds Office at extension 4320 immediately.

## SEVERE WEATHER – FLOOD

- If you live in a flash flood area be especially alert for floods. If you suspect a flash flood, do not wait until you are instructed to move. Go immediately to higher ground.
- Never disregard a flood warning.
- If you receive a flood warning, listen to your radio for emergency instructions. Proceed with emergency preparations if evacuation is not yet necessary.
- If you are the first in your immediate area to know about the flood, report the situation to authorities.
- Do not tie up telephone lines. Keep the lines open for emergency use.
- Do not pass along rumors.
- Be ready to help with rescue operations if called upon.
- Do not ever disregard an official evacuation advisory. If you are advised to evacuate, do so immediately. Family safety is more important than protection of property or possessions.
- Evacuation is much simpler and safer before flood waters are too deep for ordinary vehicles.
- Listen to your radio and follow directions for evacuation routes.

## SEVERE WEATHER – EARTHQUAKE or a SEVERE GROUND DISRUPTION

- **If inside:**
  - DO NOT RUN OUTDOORS
  - **DUCK** or **DROP** down on the floor
  - **ALWAYS FOLLOW DIRECTIONS OF EMERGENCY PERSONNEL**
  - Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with arms.
  - If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking.
- **If in a crowded gym, theatre or lecture hall:**
  - Stay in your seat; protect your head and neck.
  - Do not rush for the exits.



- Follow directions of emergency personnel.
- **If in an elevator:**
  - If power fails, elevators will stop and lights will go off. Be patient. Emergency personnel will rescue you as soon as possible.
- **If outside:**
  - Move to a clear area if safe to do so.
  - Avoid falling hazards.
  - Duck, cover and hold in an open area. Protect your head and neck.
  - Follow directions of emergency personnel.
- **If in a vehicle:**
  - Pull over and stop in clear area. Avoid overpasses, power lines and structure hazards.
  - Stay with your vehicle.
- **If outdoors on campus:**
  - Stay clear of buildings, trees or other falling hazard areas.
  - Move to evacuation assembly areas.
  - Follow directions of emergency personnel
  
- **After the shaking stops:**
  - Expect aftershocks over the next hours or days.
  - Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
  - Use your training to provide first aid, use fire extinguishers, clean-up spills, etc.
  - Assess your surroundings, check for damage and hazardous conditions.
  - Report them to supervisor or emergency personnel.
  - Phone systems may be severely impacted. Limit phone use to emergency calls only.
  - DO NOT EVACUATE AUTOMATICALLY. Outdoor hazards may be greater than indoor hazards.
  - If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and emergency supplies only if convenient and safe to do so.
  - Follow directions of emergency responders.
- **When to go home:**
  - In the event of a major earthquake, be prepared to stay on campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized. The campus is prepared to provide emergency care and shelter in partnership with the American Red Cross.

## **STRUCTURAL COLLAPSE / FAILURE**

If a structure collapses or suffers severe, moderate, or even seemingly light damage:

- Immediately contact the Public Safety Emergency number (845) 434-5750, extension 360.
- Move to a safe location and protect yourself and others from potential secondary collapses
- Do not attempt to enter the structure to perform a rescue. Because of the extreme danger, all rescues shall be performed by trained emergency responders.
- If you know the identity or location of someone that is trapped or missing, immediately notify emergency responders.

## SEVERE WEATHER – TORNADO

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (or a hurricane) and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. The damage from a tornado is a result of the high wind velocity and wind-blown debris. Tornado season is generally March through August, although tornadoes can occur at any time of year. They tend to occur in the afternoons and evenings: over 80 percent of all tornadoes strike between noon and midnight.

### Tornado Danger Signs:

- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

### What to do during a tornado

- **If at home:**
  - If you have a tornado safe room or engineered shelter, go there immediately.
  - Go at once to a windowless, interior room; storm cellar; basement; or lowest level of the building.
  - If there is no basement, go to an inner hallway or a smaller inner room without windows, such as a bathroom or closet.
  - Get away from the windows.
  - Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
  - Use arms to protect head and neck.
- **If in a mobile home:**
  - get out and find shelter elsewhere.
- **If at school or work:**
  - Go to the area designated in your department's emergency plan.
  - Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways,
  - Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it. Use your arms to protect head and neck.
- **If outdoors:**
  - If possible, get inside a building.
  - If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
  - Use arms to protect head and neck.
- **If in the car:**
  - Never try to out-drive a tornado in a car or truck.
  - Get out of the car immediately and take shelter in a nearby building.

- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle.
- Be aware of the potential for flooding.

### **General Safety Precautions that could help you avoid injury after a tornado:**

- Continue to monitor your battery-powered radio or television for emergency information.
- Be careful when entering any structure that has been damaged.
- Wear sturdy shoes or boots, long sleeves, and gloves when handling or walking on or near debris.
- Be aware of hazards from exposed nails and broken glass.
- Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to the police and the utility company.
- Use battery-powered lanterns, if possible, rather than candles to light homes without electrical power. If you use candles, make sure they are in safe holders.
- Hang up displaced telephone receivers that may have been knocked off by the tornado, but stay off the telephone, except to report an emergency.
- Cooperate fully with public safety officials.
- Respond to requests for volunteer assistance by police, fire fighters, emergency management, and relief organizations, but do not go into damaged areas unless assistance has been requested. Your presence could hamper relief efforts, and you could endanger yourself.

If a tornado "**watch**" is issued for your area, it means that a tornado is "possible." If a tornado "**warning**" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately

### **SEVERE WEATHER – WINTER STORM (snow/ice)**

During a winter storm:

- Should conditions worsen during the day, the administration may decide to close the college early. When such determination is made, you will be notified via media outlets and the college's website.
- If roads leading to your home have been closed, do not attempt to travel home.
- If you are unable to travel home, contact your supervisor, or the person who is next in line of authority.
- If the storm has knocked power lines to the ground and it appears that the electricity will be off for an extended period of time, it may be necessary to take appropriate action to prevent injury to people or damage to property.

### **TRANSPORTATION EMERGENCIES**

Plane, train, and tanker truck accidents generally are not limited to the immediate area of the incident. The secondary threat of explosion and release of toxic vapors and fumes should be anticipated and an evacuation of the affected area should be conducted with special emphasis to the area downwind from the disaster.

A train derailment involving an explosion or release of toxic gas may require immediate evacuation of the university. In this case, the immediate potential for harm will require exit from the university by foot or automobile in a direction opposite the danger source. It can reasonably be anticipated that there would not be sufficient time to mobilize buses and transport people off the campus.

Generally, if there were a toxic spill and/or release of toxic gas, the safest plan of action would be to immediately move away from the area at right angles to the prevailing wind and seek an area of higher elevation.

## **UTILITY FAILURE**

### **General:**

- For all utility emergencies, notify Buildings and Grounds at extension 4320 weekdays and the Security Office at extension 360 evenings, weekends and holidays.
- Evacuate the building if the fire alarm sounds and/or upon notification by a Security Officer and/or Building Representative.

### **Power Outage:**

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building.

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored. Laboratory personnel should secure experiments or activities that may present a danger when the electrical power is off or when it is restored unexpectedly. Close sashes on fume hoods and clean up or put away chemicals.

### **Flooding or Water Main Break:**

- If flooding occurs, stop using all electrical devices.
- Notify the Security Office at extension 360 and evacuate the area or building.

### **Gas Leak:**

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
- Do not switch lights on or off.
- Do not take time to open windows or close doors.
- Call the Security Office at extension 360. DO NOT re-enter the building until cleared to do so by the Security Office or other proper authorities.

## **ELEVATOR FAILURE**

- If you are trapped, use the emergency phone in the elevator and/or push the alarm button.

- If you have a cellular telephone, call the Security Office at 434-5750 extension 360. Remain calm and wait for help to arrive.
- If you discover trapped people, notify the Security Office at extension 360, talk to the trapped people and try to keep them calm until an officer or other help arrives.

### **WATER LINE / SEWER FAILURE**

- Notify the Security Office immediately at extension 360. Advise them of the severity and location of the problem. Indicate if any people or objects are in imminent danger.
- Use extreme caution if any electrical appliances/outlets are near the water. Stop using all electrical equipment.
- If the source of the water is known and you are confident you can stop it safely, (i.e., Unclog the drain, turn off the water), do so cautiously.
- Assist with protecting objects from water damage by removing them from the area.