



**SUNY EMPIRE**  
**STATE COLLEGE**

**Emergency Preparedness**  
**Procedures**

**Office of Safety and Security**

**518-587-2100 Ext. 2800**

**518-580-4990**

## **Active Shooter/Intruder**

**RUN:** Evacuate, if possible

- 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:** Hide silently in a safe place

- 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.

**FIGHT:** Take action to disrupt or incapacitate the shooter

- As a last resort, 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 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.

## **Fire**

PULL THE FIRE ALARM

ALERT OCCUPANTS

DIAL 911 (Campus phone 9-911)

1. Immediately pull the nearest fire alarm pull station as you exit the building.
2. When evacuating the building, be sure to feel doors for heat before opening them to be sure there is no fire danger on the other side. DO NOT USE ELEVATORS.
3. If there is smoke in the air, stay low to the ground, especially your head, to reduce inhalation exposure. Keep a hand on the wall to prevent disorientation and crawl to the nearest exit.
4. Once outside the building, proceed to a clear area that is at least 500 feet away from the affected building or area.
5. When clear from danger, call 911 to inform them of the fire.

When it is safe to do so, notify the Office of Safety and Security at 518-587-2100 Ext. 2800  
(Direct Line - 518-580-4990)

## **Fire Extinguisher**

Extinguish the fire if you have been trained and it is safe to do so. Use P-A-S-S method when operating a fire extinguisher.

- **Pull** the pin between the handles.
- **Aim** the hose or nozzle at the base of the fire, leaving a distance of 6-10 feet between you and the fire.
- **Squeeze** the fire extinguisher handle.
- **Sweep** the extinguishing hose or nozzle from side to side to cover the base of the fire.

Remain calm, evacuate and assist others exiting. Once you have evacuated, respond to the designated meeting area.

When safe to do so, notify the Office of Safety and Security at 518-587-2100 Ext. 2800  
(Direct Line - 518-580-4990)

## **Medical Emergency**

The most likely workplace emergency is a medical emergency. A serious medical emergency, such as cardiac arrest, requires immediate attention, and response time is critical. It's essential that medical first responders know how to perform first aid/CPR.

If someone is injured or becomes ill:

- Stay calm.
- Dial 911 and follow their instructions.
- Do not move the injured/ill unless there is danger of further injury if he/she is not moved.
- Render first-aid or CPR only if you have been trained.
- Do not leave the injured person except to summon help.
- Comfort the victim until emergency medical services arrive.
- If additional people are available have them meet the medical personnel and escort them to the injured/ill person's location.

After medical assistance has been rendered notify the Office of Safety and Security at 518-587-2100 Ext. 2800 (Direct Line - 518-580-4990)

The nearest FIRST AID KIT is located:

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The nearest AUTOMATED EXTERNAL DEFIBRILLATOR (AED) is located:

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## **Threat to College**

- If the threat is done by phone, attempt to signal or pass a note to other staff to listen and help notify authorities.
- Write down as much information as possible (e.g., caller ID number, exact wording of threat, and type of voice or behavior).
- Record the call, if possible.

Record the following:

DATE: \_\_\_\_\_

TIME OF CALL: \_\_\_\_\_

CALLER'S NUMBER (IF KNOWN): \_\_\_\_\_

SPECIFIC THREAT: \_\_\_\_\_

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Contact 911

(Campus Phone 9-911)

**IMMEDIATELY**

When it is safe to do so, notify the Office of Safety and Security at 518-587-2100 Ext. 2800  
(Direct Line - 518-580-4990)

## **Suspicious Package/Item**

Know the indicators of a suspicious package. Some include:

- Excessive postage.
- Misspelled common words.
- No return address or unusual return address.
- Unusual addressing, such as not being addressed to a specific person or the use of incorrect titles with no name.
- Restrictive markings, such as “personal” or “confidential.”
- Powdery substances appearing on or in the item.
- Oily stains or discolorations on the exterior or strange odors.
- Excessive packaging material, like tape or string.
- Lopsided or bulky shaped envelopes or boxes.
- Ticking sounds, protruding wires, or exposed aluminum foil.

### **Procedures for Handling a Suspicious Package or Mail**

- Stay calm
- Immediately contact 911
- Do not open the letter or package (or open any further), do not shake it, do not show it to others, or empty its contents.
- Leave the letter or package where it is or gently place it on the nearest flat surface.
- If possible, gently cover the letter (use a trash can, article of clothing, etc.).
- Shut off any fans or equipment in the area that may circulate the material.
- Alert others nearby to relocate to an area away from the site of the suspicious item.
- Take essential belongings, like cell phones, keys, purse, etc. with you in case return to your office is delayed.
- Leave and close the door to the space containing the suspicious letter or package, cover the threshold area under the door with a towel or a coat, if possible, and section off the area (keep others away).
- To prevent spreading any powder or hazardous substance(s) to your face, wash your hands thoroughly with soap and water.
- Move to a safe area and call 911 (campus phone 9-911)

When it is safe to do so, call the Office of Safety and Security at 518-587-2100 Ext. 2800  
(Direct Line - 518-580-4990)

## **Weapons**

### **Weapons Possession**

Empire State College policy prohibits unauthorized possession or use of firearms, explosives, fireworks, illegal weapons, or hazardous materials.

### **Firearms Policy**

Empire State College (in accordance with the SUNY policies and regulations) prohibits any person from possessing firearms at any college facility or college sponsored event without the written authorization of the college's chief operating officer and executive vice president for administration. This policy specifically applies to law enforcement officials who may otherwise be authorized to carry firearms while off-duty and to other individuals who may be licensed to carry firearms.

This policy prohibiting the possession of firearms does not apply to law enforcement officials "in pursuit of their official duty" when authorized by federal or state law. For purposes of this policy, law enforcement officers who are required to carry firearms while taking on-duty breaks shall be considered to be "in pursuit of their official duty" when on such breaks.

Questions should be directed to the Office of Safety and Security at 518-587-2100 Ext. 2800  
(Direct Line - 518-580-4990)

## **Emergency Notification**

Empire State College takes seriously its duty to inform students and campus community members of threatening situations and how they can best protect themselves from harm. In the event of a serious security or safety concern, either on College property or in the vicinity of a campus, numerous and diligent efforts are made to advise members of the campus community.

Timely Warning/Notification will be issued to students and employees upon confirmation of a significant emergency, dangerous situation, incident or crime that impacts the campus community and/or the surrounding area.

The college will announce a Warning/Notification by:

- Empire State College Emergency Alert System
- Empire State College website Esc.edu
- Empire State College e-mail system
- Empire State College telephone system

## **Lockdown**

Upon the Office of Safety and Security's Lockdown notification, the safest course of action may be to shelter in place. If so:

1. Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
2. Turn off all lights, and close the blinds/curtains.
3. Stay low and away from the windows and doors.
4. Silence televisions, cell phones and other electronics.
5. Allow only other trusted individuals into your secure location.
6. Remain indoors and under lockdown until you receive an "All clear" from authorized personnel.
7. Never open doors or windows unless ordered to do so by law enforcement or public safety staff. Always ask for documentation from an official to confirm their identity.

## **Evacuation**

Upon the sounding of a fire alarm or other evacuation alarm, all building occupants shall immediately leave the building and proceed to your emergency meeting area. Occupants will only be allowed to return when the building has been declared safe by emergency personnel.

When evacuating your building or work area:

1. Stay calm. Do not rush or panic.
2. Safely stop your work.
3. If safe, close your office door and window, but do not lock them. Gather your personal belongings.
4. Use stairs and proceed to the nearest exit. **DO NOT USE ELEVATORS.**
5. Once outside the building, proceed to a safe area (see Meeting area for this building below) that is at least 500 feet away from the affected building or location.
6. Wait for instructions from emergency personnel.
7. Do not re-enter the building or work area until you have been instructed to do so by emergency personnel.
8. When it is safe to do so, notify the Office of Safety and Security at 518-587-2100 Ext. 2800 (Direct Line - 518-580-4990).

### **Plan in Advance**

Individuals who require assistance during an emergency situation must plan in advance and be aware of their own capabilities and limitations.

- Be familiar with evacuation options.
- Inform your supervisor or manager if you require assistance in an emergency due to a permanent or temporary condition. In order to ensure your safety and make first responders aware of your location, it is recommended that you notify the Regional Operations Coordinator (ROC) that you may require assistance in an emergency.
- Familiarize co-workers and supervisors with your schedule and how to best assist you in case of an emergency.

Meeting area for this building:

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## **Weather Event**

### **WEATHER CLOSING/CANCELLATIONS/DELAYS**

The Governor is the only authority who can officially close or delay the college and our operations. The college president, vice president for administration, deans or designees have the authority to cancel or delay student activities usually based on:

- Severe weather conditions
- Travel condition advisories
- Access to lots and buildings

The college will announce postponements or closures by:

- Empire State College Emergency Alert System
- Empire State College website Esc.edu
- Empire State College e-mail system
- Empire State College telephone system

## **Incident Reporting**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below. Victims who are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., are directed not to take any unnecessary risk. Call 911 (campus phone 9-911) as soon as possible and follow their instructions.

Personnel witnessing a criminal act or noticing a person(s) acting suspiciously at a college location, should call the local 911 center and then the Office of Safety and Security at 518-587-2100 Ext. 2800 (Direct Line - 518-580-4990).

Empire State College centers/units located on other college locations should notify the local college law enforcement office first. Witnesses should assist law enforcement when they arrive by supplying information as requested.

## **Administrative Numbers**

Office of the President - 518-587-2100 Ext. 2260

Office of the Provost - 518-587-2100 Ext. 2263

Office of Human Resources - 518-587-2100 Ext. 2240

Office of Administration - 518-587-2100 Ext. 2233

Office of Communication & Marketing - 518-587-2100 Ext. 2494

IT Service Desk - 518-581-5656

Office of Safety and Security - 518-587-2100 Ext. 2800

Office of Facilities - 518-580-4738

## **Western NY Emergency Contacts**

Fire, Police, Ambulance - 911

Campus phone 9-911

### **Non-emergency**

#### **Empire State College Cheektowaga**

Town of Cheektowaga Police Department - 716-686-3500

#### **Empire State College Lakewood**

Village of Lakewood Police Department - 716-763-9563

#### **Empire State College Olean**

City of Olean Police Department - 716-376-5678

#### **Empire State College Office of Safety and Security**

518-587-2100 Ext. 2800

Direct Line - 518-580-4990

## **Finger Lakes Emergency Contacts**

Fire, Police, Ambulance - 911

Campus phone 9-911

### **Non-emergency**

#### **Empire State College Rochester/Brighton**

City of Rochester Police Department - 585-428-6720

**Empire State College Corning**

City of Corning Police Department - 607-962-0340 ext. 1500

**Empire State College Office of Safety and Security**

518-587-2100 Ext. 2800

Direct Line - 518-580-4990

**Southern Tier Emergency Contacts**

Fire, Police, Ambulance - 911

Campus phone 9-911

**Non-emergency**

**Empire State College Ithaca**

City of Ithaca Police Department - 607-272-9973

**Empire State College Binghamton**

City of Binghamton Police Department - 607-723-5321

**Empire State College Office of Safety and Security**

518-587-2100 Ext. 2800

Direct Line - 518-580-4990

**Central NY /Mohawk Valley Emergency Contacts**

Fire, Police, Ambulance - 911

Campus phone 9-911

**Non-emergency**

**Empire State College Syracuse**

East Syracuse Police Department - 315-449-3640

**Empire State College Auburn**

Cayuga County Community College Campus Police - 315-294-8461

**Empire State College Utica**

City of Utica Police Department - 315-735-3301

**Empire State College Office of Safety and Security**

518-587-2100 Ext. 2800

Direct Line - 518-580-4990

**North Country Emergency Contacts**

Fire, Police, Ambulance - 911

Campus phone 9-911

**Non-emergency**

**Empire State College Fort Drum**

Fort Drum Military Police - 315-772-5156

**Empire State College Plattsburgh**

Plattsburgh State University Police - 518-564-2022

**Empire State College Office of Safety and Security**

518-587-2100 Ext. 2800

Direct Line - 518-580-4990

**Capital Region Emergency Contacts**

Fire, Police, Ambulance - 911

Campus phone 9-911

**Non-emergency**

**Empire State College Saratoga**

Saratoga Police Department - 518-548-1800

**Empire State College Plaza**

City of Albany Police Department - 518-462-8013

NYS Police (Empire State Plaza) - 518-474-5331

**Empire State College Schenectady**

City of Schenectady Police Department - 518-382-5200

**Empire State College Queensbury**

Adirondack Community College Campus Security - 518-743-7233

**Empire State College Office of Safety and Security**

518-587-2100 Ext. 2800

Direct Line- 518-580-4990

## **Mid-Hudson Emergency Contacts**

Fire, Police, Ambulance - 911

Campus phone 9-911

### **Non-emergency**

#### **Empire State College Hartsdale**

Greenburgh Police Department - 914-989-1700

## **Empire State College Office of Safety and Security**

518-587-2100 Ext. 2800

Direct Line - 518-580-4990

## **New York City Emergency Contacts**

Fire, Police, Ambulance - 911

Campus phone 9-911

### **Non-emergency**

#### **Empire State College Manhattan**

NYPD (1<sup>st</sup> precinct) - 212-334-0611

#### **Empire State College Brooklyn**

NYPD (84<sup>th</sup> precinct) - 716-875-6811

#### **Empire State College Staten Island**

NYPD (122<sup>nd</sup> precinct) - 718-667-2211

**Empire State College Office of Safety and Security**

518-587-2100 Ext. 2800

Direct Line - 518-580-4990

**Long Island Emergency Contacts**

Fire, Police, Ambulance - 911

Campus phone 9-911

**Non-emergency**

**Empire State College Hauppauge**

Suffolk County Police - 631-854-8400

**Empire State College Selden**

Suffolk County Police - 631-854-8400

**Empire State College Office of Safety and Security**

518-587-2100 Ext. 2800

Direct Line - 518-580-4990