



SUNY EMPIRE
STATE COLLEGE

Safety & Security
Emergency
Operations Plan

A Preparedness Guide for
Students, Faculty, Staff and Visitors



Introduction

A crisis or emergency can occur at any time and may impact one individual, a single building, or an entire college campus. This document summarizes or condenses information from the college's Emergency Operations Plan (EOP). Emergencies can cause stress, confusion, and panic. To minimize these effects, initial activation and implementation of the EOP should always be handled in a calm and consistent manner. Efficient implementation of the plan will provide clear direction, responsibility, and continuity for key officials and administrators. The basic idea to any well-constructed EOP is to minimize the possible threat to individuals and properties during an actual emergency. To achieve this, annual evaluation and reviews need to be done to the EOP.

With these thoughts in mind, SUNY Empire State College has undertaken the necessary planning to protect personnel and property from unexplained disaster, maintain reasonable continuity of operation, and allow expedient recovery and return to normal operating schedules.

It must be emphasized that this is only a general plan and cannot go into the minute details required for every eventuality. This plan may be utilized as a basis for more detailed planning when an actual disaster presents itself.



SUNY Empire State College
Office of Safety and Security:

518-587-2100 ext. 2900

Direct Line: 518-580-2900

Weather

(Closing, Cancellations, or Delays)

The college president, or designee, has the authority to close college locations to students, thereby suspending all in-person student and community activities without affecting employee work hours or environment.

The college will announce postponements or closures by:

- » SUNY Empire Alert System — Everbridge
- » SUNY Empire State College website:
www.esc.edu
- » SUNY Empire State College email system
- » SUNY Empire State College text messaging through SUNY Empire Alert (*access opt-in on MYESC page SUNY Empire Alert System — Everbridge*)



Emergency Notification

SUNY 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 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:

- » SUNY Empire Alert System — Everbridge
- » SUNY Empire State College website:
www.esc.edu
- » SUNY Empire State College email system
- » SUNY Empire State College text messaging through SUNY Empire Alert (*access opt-in on MYESC page SUNY Empire Alert System — Everbridge*)



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, feel doors for heat before opening them to be sure there is no danger of fire 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 at least 500 feet away from the affected building or location.
- 5** When away and clear from danger, call the local fire department at **911** to inform them of the fire.



When it is safe to do so, notify the Office of Safety and Security at:

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Fire Extinguisher

Extinguish the fire if you have been trained or 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 6-10-foot distance 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, report to the designated meeting area.

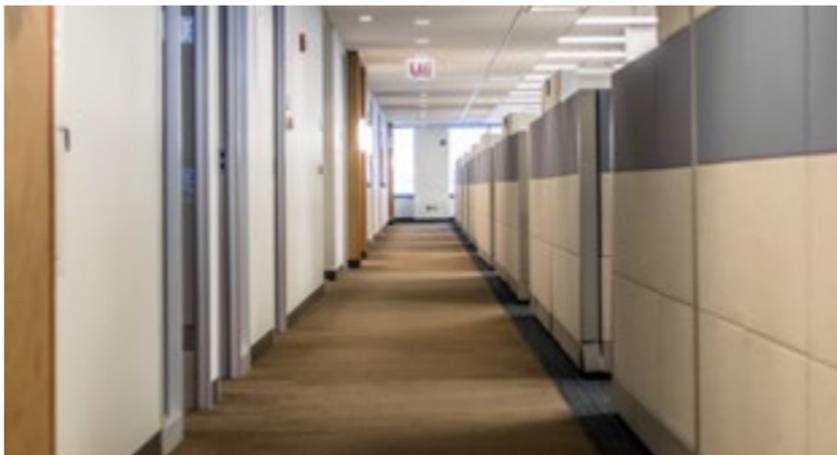


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Lockdown

- 1** Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- 2** Stay low and away from the windows and doors.
- 3** Silence televisions, cell phones, and other electronics.
- 4** Allow only other trusted individuals into your secure location.
- 5** Remain indoors and under lockdown until you receive an "all clear" from authorized personnel.
- 6** Never open doors or windows; law enforcement or other authorized personnel will do so.



Incident Reporting

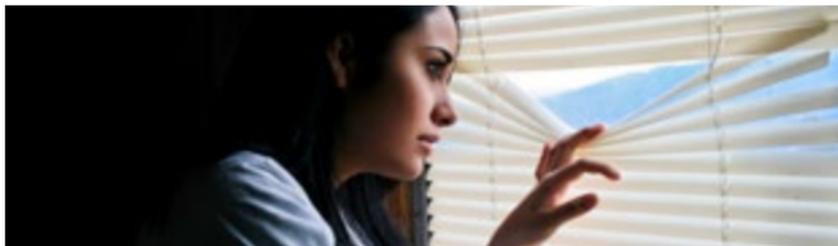
Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below. Victims who are involved in any on-campus violation of the law, such as assault, robbery, theft, overt sexual behavior, are directed not to take any unnecessary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

Call **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 Office of Safety and Security.

All SUNY Empire State College campuses/hubs located on Community College Campuses should notify the local college law enforcement office first, then the Office of Safety and Security.

Witnesses should assist law enforcement when they arrive by supplying information as requested.



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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 phone 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: _____

Contact 911
(Campus phone 9-911)
IMMEDIATELY!



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Suspicious Package/Item

Know the indicators of a suspicious package

Some indicators 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



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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, purses, etc. with you in case the 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



When it is safe to do so, notify the Office of
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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)

Active Shooter/Intruder



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

Active Shooter/Intruder



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

Medical Emergency

The most likely workplace emergency to occur 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. 2900

Direct Line: 518-580-2900

Medical Emergency



The nearest FIRST AID KIT is located:

The nearest AUTOMATED INTERNAL DEFIBRILLATOR (AED) is located:



Evacuation

Upon the sounding of a fire alarm or other evacuation alarm, all building occupants must immediately leave the building and proceed to their 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. 2900** (Direct line: **518-580-2900**)

Evacuation Planning

Plan in advance

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

- » Be familiar with evacuation options
- » Inform the Office of Human Resources, as well as your supervisor or manager, if you require assistance in an emergency due to a permanent or temporary condition
- » Familiarize co-workers and supervisors with your schedule and how to best assist you in case of an emergency

Meeting Area for This Building:





Emergency Contacts

Administrative Numbers

Office of Safety and Security:

518-580-2900

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 Communications and Marketing

518-587-2100, ext. 2494

IT Service Desk

518-581-5656

Office of Facilities

518-580-4738



SUNY Empire State College
Office of Safety and Security:

518-587-2100 ext. 2900

Direct Line: 518-580-2900

Western NY

Emergency Contacts

Fire, Police, Ambulance: 911

Non-Emergency

SUNY Empire State College Cheektowaga

Town Of Cheektowaga Police Department

716-686-3500

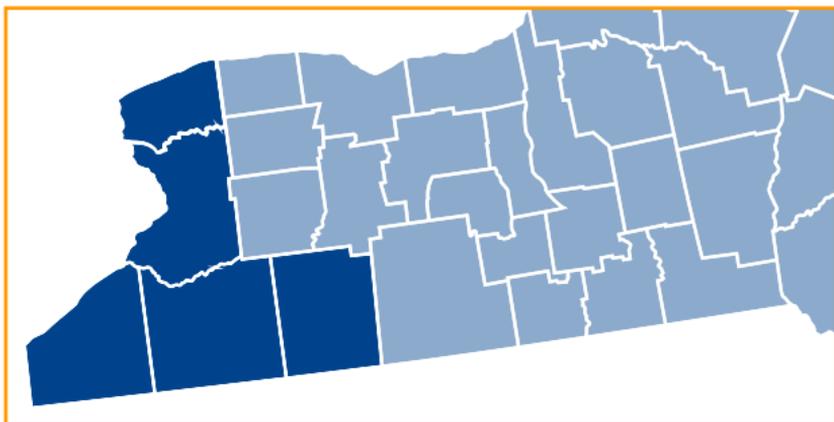
SUNY Empire State College Olean

Jamestown Community College Public Safety

716-338-1015

City Of Olean Police Department

716-376-5678



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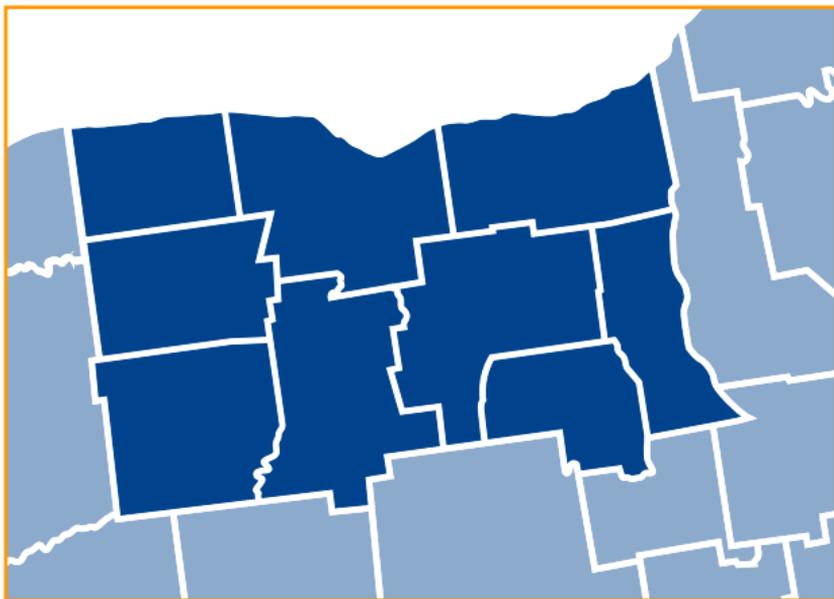
Finger Lakes

Emergency Contacts

Fire, Police, Ambulance: 911

Non-Emergency

SUNY Empire State College
Rochester/Brighton
Brighton Police Department
585-784-5150



SUNY Empire State College
Office of Safety and Security:

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Direct Line: 518-580-2900

Southern Tier

Emergency Contacts

Fire, Police, Ambulance: 911

Non-Emergency

SUNY Empire State College Binghamton

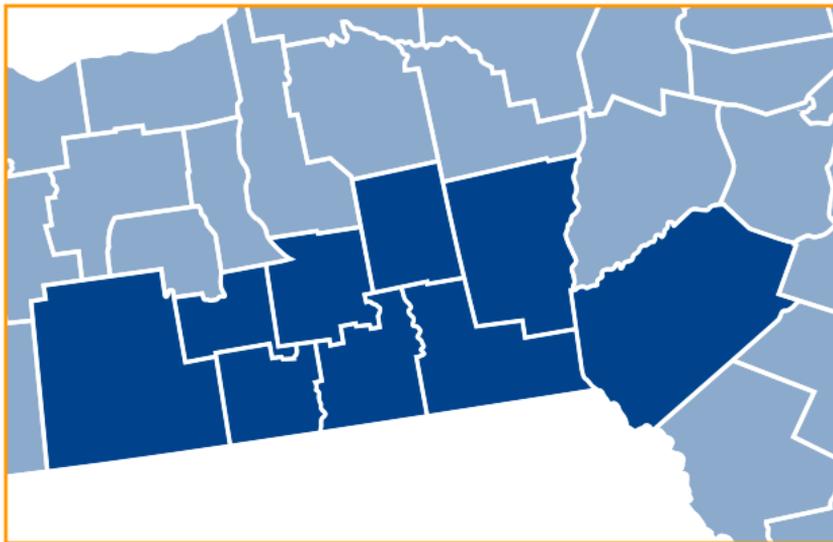
City of Binghamton Police Department

607-723-5321

SUNY Empire State College Corning

City of Corning Police Department

607-962-0340, ext. 1500



SUNY Empire State College
Office of Safety and Security:

518-587-2100 ext. 2900

Direct Line: 518-580-2900

Central NY/Mohawk Valley

Emergency Contacts

Fire, Police, Ambulance: 911

Non-Emergency

SUNY Empire State College Syracuse

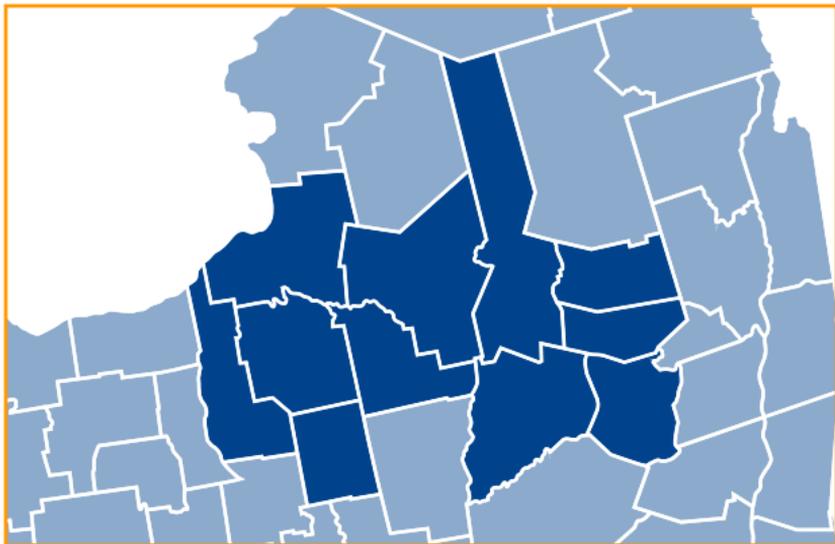
East Syracuse Police Department

315-449-3640

SUNY Empire State College Utica

City of Utica Police Department

315-735-3301



SUNY Empire State College
Office of Safety and Security:

518-587-2100 ext. 2900

Direct Line: 518-580-2900

North Country

Emergency Contacts

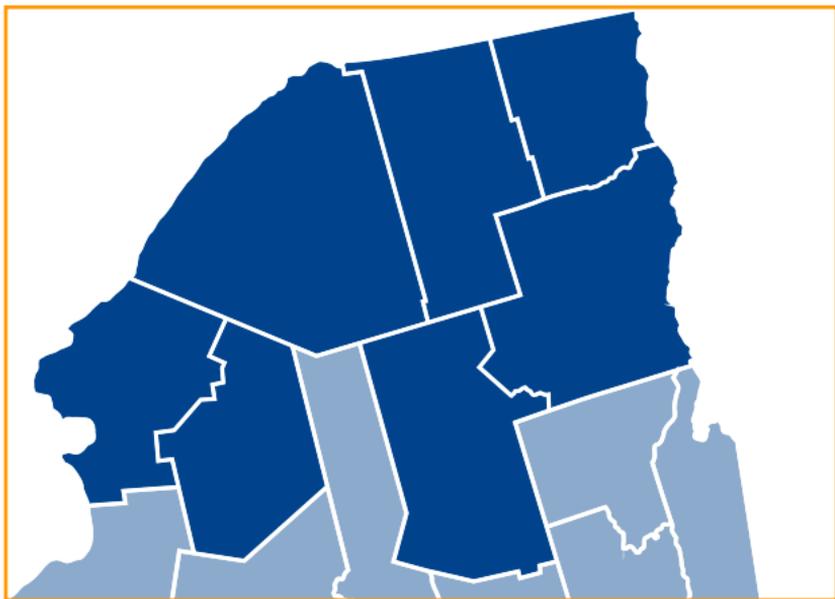
Fire, Police, Ambulance: 911

Non-Emergency

SUNY Empire State College Fort Drum

Fort Drum Military Police Department

315-772-5156



SUNY Empire State College
Office of Safety and Security:

518-587-2100 ext. 2900

Direct Line: 518-580-2900

Capital Region

Emergency Contacts

Fire, Police, Ambulance: 911

Non-Emergency

SUNY Empire State College Saratoga Springs

Saratoga Police Department

518-548-1800

SUNY Empire State College Schenectady

City of Schenectady Police Department

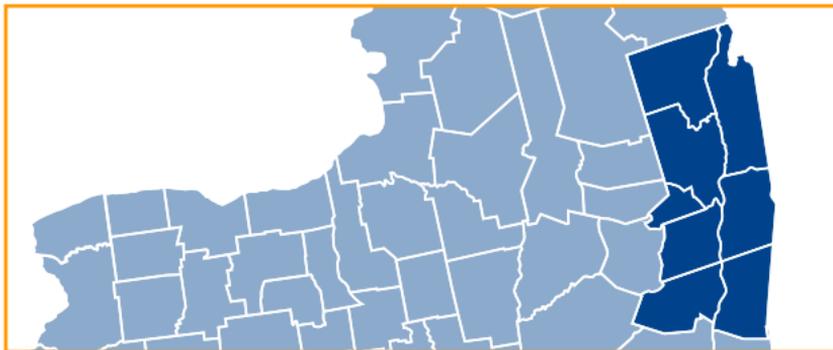
518-382-5200

SUNY Empire State College Queensbury

Adirondack Community College

Campus Security

518-743-7233



SUNY Empire State College
Office of Safety and Security:

518-587-2100 ext. 2900

Direct Line: 518-580-2900

Mid-Hudson

Emergency Contacts

Fire, Police, Ambulance: 911

Non-Emergency

SUNY Empire State College Hartsdale

Greenburgh Police Department

914-989-1700

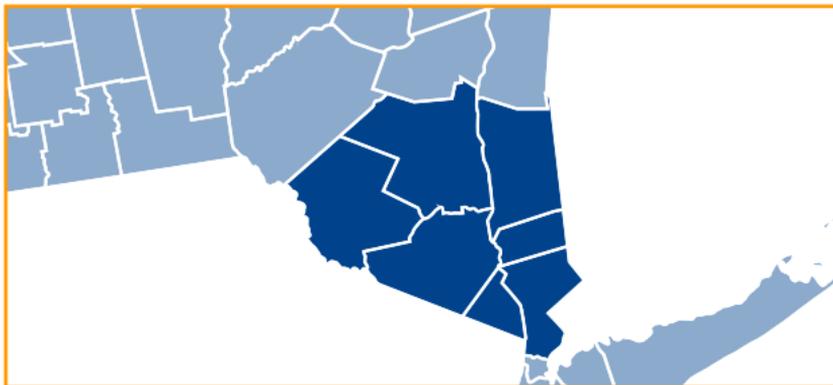
**SUNY Empire State College /
Orange County Community College**

Orange County CC Public Safety

845-341-9533

Newburgh Police Department

845-561-3131



SUNY Empire State College
Office of Safety and Security:

518-587-2100 ext. 2900

Direct Line: 518-580-2900

New York City

Emergency Contacts

Fire, Police, Ambulance: 911

Non-Emergency

SUNY Empire State College Manhattan

NYPD (1st Precinct): 212-334-0611

SUNY Empire State College Brooklyn

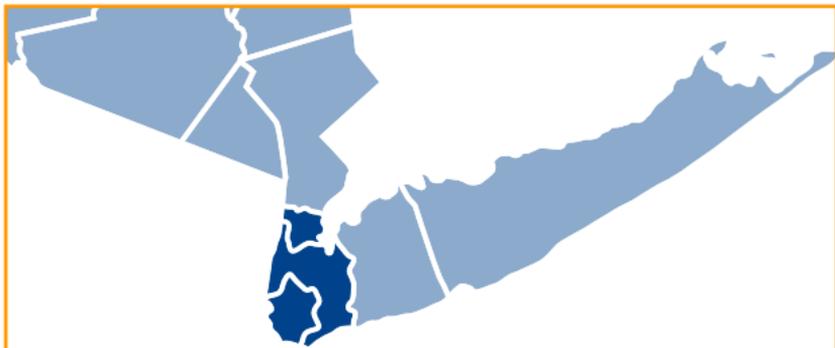
NYPD (84th Precinct): 716-875-6811

SUNY Empire State College Staten Island

NYPD (122nd Precinct): 718-667-2211

SUNY Empire State College Harlem

NYPD (28th Precinct): 212- 678-1611



SUNY Empire State College
Office of Safety and Security:

518-587-2100 ext. 2900

Direct Line: 518-580-2900

Long Island

Emergency Contacts

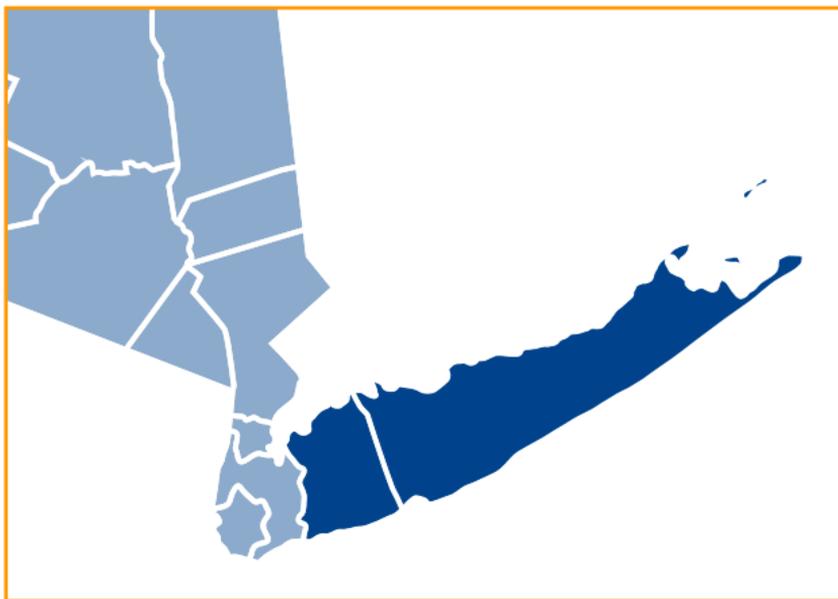
Fire, Police, Ambulance: 911

Non-Emergency

SUNY Empire State College Selden

Suffolk County Police Department

631-854-8400



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SUNY EMPIRE

STATE COLLEGE

Emergency Operations Plan

A crisis or emergency can occur at any time and may impact one individual, a single building, or an entire college campus. This SUNY Empire State College Emergency Operations Plan (EOP) can help minimize the possible threat to individuals and properties during various emergency situations.

- » Fire
- » Suspicious Package
- » Active Shooter
- » Medical Emergency

For more information, contact the Office of Safety and Security at **518-580-2900** or go to: www.esc.edu/safety-security