

STATE UNIVERSITY OF NEW YORK



EMPIRE STATE
COLLEGE

**EMERGENCY
PREPAREDNESS
PROCEDURES**

Office of Safety and Security

518-587-2100, ext. 2800

ACTIVE SHOOTER/INTRUDER

Remain calm, do not approach or engage the intruder.

If it is possible to escape the area safely, do so quietly.

If attempting to escape, do not carry phones or other objects in your hands. As you move through open areas keep your **HANDS ELEVATED** with **OPEN PALMS** visible, especially if encountering responding law enforcement officers. Be prepared to give a description of the individual and location. Follow all the instructions officers may give you.

If you **CANNOT SAFELY EXIT** the building, seek shelter in a room where the doors can be locked or barricaded securely.

Close and lock windows, lower blinds, remain out of sight, turn off lights. Once secured inside, take cover behind concrete walls, thick desks, filing cabinets, away from windows and doors. Remain quiet, turn off cell phone ringers.

ONLY ONE PERSON from the room should call police at **911 (campus phone 9-911)** and tell them where you are, where the intruder is and the condition of the others with you.

BOMB THREAT

Obtain as much information as possible. Take notes of crucial information.

Record the following:

DATE _____

TIME OF CALL _____

LOCATION OF THREAT _____

CALLER'S NUMBER _____

SPECIFIC THREAT _____

Contact local police at 911

(campus phone 9-911)

IMMEDIATELY.

**Call the Office of Safety and Security at 518-587-2100, ext. 2899
when it is safe to do so.**

**BOMB
THREAT**

BUILDING SECURITY

Most college locations are open to the public during normal business hours. At night and during periods of time when classes are not in session, college buildings are generally locked. A security access card system is utilized at various locations. Faculty, staff and a limited number of students, with proper identification are issued keys/access cards to gain entry into buildings. Individuals assigned access cards or keys are responsible for reporting missing, lost and/or stolen access cards or keys. Each location establishes procedures to ensure the safety of its students and employees. While the procedures are appropriate to the particular location, all procedures follow these principles.

- Keys/access cards and knowledge of the security codes (in buildings with alarm systems) are limited to employees, and only those who may need to be in the building during evenings and weekends are provided keys.
- Individuals who are no longer employees or are on a long-term leave of absence from the college must turn in their keys/access cards before separation from the college.
- Where there are receptionists, all visitors and students must check in upon arrival and departure.
- Employees who organize after-hours meetings and events are responsible for safety and security while the meeting is in session and also are responsible for ensuring that the building is secured when they leave.

IDENTIFICATION, ACCESS CARDS

Faculty, staff and students are required to obtain a college identification card. Faculty and staff cards may also serve a building access control card for college locations. Information on new or replacement ID/access cards may be obtained at the following website. Faculty/staff also may follow this link for contact information and obtaining an identification card.

www.esc.edu/esonline/myesc.nsf/html/studentidcardandlogin.html

CRIME STATISTICS

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, SUNY Empire State College's Annual Safety and Security Report and Procedures includes statistics for the previous three calendar years concerning reported crimes that occurred in buildings owned and controlled by SUNY Empire State College on public property within, or immediately adjacent to and accessible from these buildings. The report also includes policies and procedures related to college security and building maintenance, alcohol and drug use, emergency procedures, domestic and workplace violence information, incident reporting police and procedure, crime prevention, sexual assault information and prevention, bias-related crime information and additional information required under this act. To obtain a copy:

<http://ope.ed.gov/security/>

<http://www.esc.edu/SafetyandSecurity/AnnualReport>

EVACUATION

There are many reasons for an evacuation: fire, explosion, chemical spills, bomb threat, or other emergencies. When there is an incident that requires an evacuation, leave in an orderly manner at the nearest exit. Assist others that may have disabilities. **DO NOT USE THE ELEVATOR.** Once you have evacuated report to the meeting area assigned and wait for further instructions by officials.

Meeting area for this building:

EXPLOSION

Seek immediate cover under furniture or other objects to avoid falling glass and other debris. As soon as you feel safe to move, evacuated the building and assist others that my have disabilities or injuries. **DO NOT USE THE ELEVATORS.** Once you have evacuated report to the meeting area assigned and report the location of others still in the building. Wait for further instructions by officials.

Meeting area for this building:

FLU SEASON

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners also are effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- Stay home if you are sick until at least 24 hours after you no longer have a fever (100°F or 37.8°C) or signs of a fever (without the use of a fever-reducing medicine, such as Tylenol®).
- Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.

FIRE

ALERT OCCUPANTS

PULL THE FIRE ALARM

DIAL 911 (campus phone 9-911)

Exit by the nearest stairway. **DO NOT USE THE ELEVATOR.** For college fire emergencies, dial 911, pull a fire alarm pull station as you exit the building. If a fire is small, you may consider using an extinguisher. Be sure to use the right extinguisher for the right fire.

EVERYONE MUST LEAVE IMMEDIATELY when a fire alarm is activated, even if there is no obvious sign of an emergency.

Remain calm and assist others exiting. Once you have evacuated, report to the meeting area assigned. Wait for further instructions by officials.

Meeting area for this building:

FIRE EXTINGUISHER

Extinguish the fire if you have been trained and it is safe to do so.

Use P-A-S-S when operation a fire extinguisher:

- Pull the pin
- Aim the nozzle
- Spray at the base of the fire
- Sweep the nozzle back and forth as you spray

Remain calm, evacuate and assist others exiting. Once you have evacuated, report to the meeting area assigned and report to officials the location of the fire and your actions.

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 police at **911 (campus phone 9-911)** as soon as possible and give the following information:

- nature of the incident
- location of the incident
- description of the person(s) involved
- description of the property involved

Personnel witnessing a criminal act or noticing person(s) acting suspiciously at a college location, should call the Office of Safety and Security:

518-587-2100, ext. 2800

Empire State College centers/units located on other college locations, such as Alfred, Old Westbury, Plattsburgh and others, should notify the local college law enforcement office first.

Witnesses should assist the police when they arrive by supplying any additional information requested.

The college also utilizes an after hour Emergency notification call systems, individuals wishing to report emergency situations to College Officials may call:

518-587-2100, ext. 2899

LOCKDOWN

Upon the Lockdown notification by the Office of Safety and Security that there is a significant security concern the safest course of action may be to shelter-in place.

1. Stay as calm as possible.
2. Move to the nearest location that can be secured by a locked door.
3. Turn lights off.
4. If a locked door is not available, isolate yourself and restrict entry anyway possible. Use items including furniture to barricade the door.
5. Keep low to the floor and behind the furniture.
6. Remain quiet and do not do anything to draw attention to yourself.
7. Allow other trusted individuals into your secure location.
8. When the security threat is over, law enforcement officials will move through the building and notify everyone that the threat is gone.

MEDICAL EMERGENCY

When a situation appears to be a medical emergency, call **911 (campus phone 9-911)** to get help immediately.

Be prepared to give as much information as possible, such as location, nature of injury, cause of injury and any hazards that may be present.

If additional people are available have them meet the medical responders and escort them to the injured/ill person's location.

Comfort the person and let them know that assistance is coming.

Do not move the injured/ill person unless you are trained in first responder medical procedures.

Employees must notify their immediate supervisor as quickly as possible of any on-the-job injury or illness.

After medical assistance has been rendered please notify the Office of Safety and Security of the incident:

518-587-2100, ext. 2899

The nearest **FIRST AID KIT** is located:

The nearest **Automated External Defibrillator (AED)** is located:

TIMELY WARNING

A “timely warning” consists of issuing a notice of a threat to the college community and is disseminated in various forms, to include but not limited to: the college telephone network, college e-mail system, ESCnet, Exchange, posting notices at building main entrances of affected locations, and posting information on the Office of Safety and Security website. Types of “timely warnings” emergencies:

Bomb Threat	Medical Emergency
Civil Disturbance	Personal Safety
Fire	Suspicious Package
Hazardous Material	Utility Failure
Major Road Closing	Weather Event

(This list is not inclusive)

WEAPONS

WEAPONS POSSESSION

College policy prohibits, unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or 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 administrative officer. 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 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 official duty" when on such breaks.

Questions: Call the Office of Safety and Security.

WEATHER EVENT

WEATHER CLOSINGS/CANCELLATIONS/DELAYS

The governor is the only one who can officially close the college. The college president, vice president for administration, deans or designee has the authority to cancel or delay activities usually based on:

- severe weather conditions
- travel conditions advisories
- access to lots and buildings

On occasion, the college offices may curtail operations due to inclement weather. This is not to say that employees cannot make a personal decision to leave early because of the weather conditions. Leave credits should be used for those instances and approval of the employee's supervisor is required.

The college will announce postponements or closures by:

- the college website ESCnet
- the college e-mail system
- the college telephone system

ADMINISTRATIVE NUMBERS

Administrative Offices.....	518-587-2100
Office of the President.....	2260/2265
Office of the Provost	2263
Office of Human Resources	2240
Office of Administration	2233
Office of Academic Affairs.....	2263
Office of Communications and Government Relations	2494
Office of Integrated Technologies.....	2484
Central New York Center	315-472-5730
Genesee Valley Center	585-224-3200
The Harry Van Arsdale Jr. Center for Labor Studies.....	212-647-7801
Hudson Valley Center	914-948-6206
Long Island Center.....	516-997-4700
Metropolitan Center	212-647-7800
Niagara Frontier Center.....	716-686-7800
Northeast Center	518-783-6203

SARATOGA EMERGENCY NUMBERS

FIRE, POLICE, AMBULANCE..... 911

CAMPUS PHONE 9-911

NONEMERGENCY

Saratoga Fire Department 584-1800

Saratoga Police Department 584-1800

SUNY EMPIRE STATE COLLEGE MAIN NUMBER

518-587-2100

OFFICE OF SAFETY AND SECURITY

Emergency..... 2899

Nonemergency 2800

PHYSICAL FACILITIES 2925

RECEPTION DESKS

1 Union..... 2843

2 Union..... 2784

3 Union..... 2289

28 Union..... 2412

111 West..... 2802

113 West..... 2578

NIAGARA FRONTIER CENTER EMERGENCY NUMBERS

EMERGENCY 911

CAMPUS PHONE 9-911

NONEMERGENCY

TOWN OF CHEEKTOWAGA

Police 716-686-3500

FREDONIA

Police 716-679-1531

JAMESTOWN

Police 716-483-7536

JAMESTOWN COMMUNITY COLLEGE

Campus Security 716-338-1035

LOCKPORT

Police 716-433-7700

OLEAN

Police 716-376-5678

GENESEE VALLEY CENTER EMERGENCY NUMBERS

EMERGENCY 911

CAMPUS PHONE 9-911

NONEMERGENCY

ROCHESTER

Police 585-336-6000

ALFRED

Police 607-587-8877

State University Police..... 607-587-3999

BATAVIA

Police 585-345-6350

CANANDAIGUA

Sheriff 585-394-4560

Police Department..... 585-396-5000

CORNING/ELMIRA

Police 607-962-0340

CENTRAL NEW YORK CENTER EMERGENCY NUMBERS

EMERGENCY 911

CAMPUS PHONE 9-911

NONEMERGENCY

SYRACUSE

East Syracuse Police 315-437-3891

AUBURN

Police 315-253-3231

C.C.C. Safety 315-255-1743, ext. 24511

BINGHAMTON

Police 607-723-5321

FORT DRUM

Military Police 315-772-5156

ITHACA

Police 607-272-3245

UTICA

Police 315-735-3301

WATERTOWN

Police 315-782-2233

NORTHEAST CENTER EMERGENCY NUMBERS

EMERGENCY 911

CAMPUS PHONE 9-911

NONEMERGENCY

LATHAM

Police 518-783-2811

ADIRONDACK/QUEENSBURY

A.C.C. Security 518-743-2200

Sheriff 518-743-2500

JOHNSTOWN

F.M.C.C. Public Safety 518-762-4651, ext. 4000

PLATTSBURGH

State University Police 518-564-2022

SCHENECTADY

Police 518-382-5200

TROY

Police 518-270-4423

HUDSON VALLEY CENTER EMERGENCY NUMBERS

EMERGENCY 911

CAMPUS PHONE 9-911

NONEMERGENCY

HARTSDALE

Greenburgh Police..... 914-682-5300

NEWBURGH

Police 845-561-3131

O.C.C. Security..... 845-341-4710

HIGHLAND

Police 845-691-6102

NANUET

Police 845-639-5800

METROPOLITAN CENTER EMERGENCY NUMBERS

EMERGENCY 911

CAMPUS PHONE 9-911

NONEMERGENCY

MANHATTAN

NYPD 646-610-5000

BROOKLYN

NYPD 646-610-5000

STATEN ISLAND

NYPD 646-610-5000

LONG ISLAND CENTER EMERGENCY NUMBERS

EMERGENCY 911

CAMPUS PHONE 9-911

NONEMERGENCY

OLD WESTBURY

State University Police..... 516-876-3333

HAUPPAUGE

Suffolk County Police 631-852-2677

RIVERHEAD

Police 631-727-4500

STATE UNIVERSITY OF NEW YORK
 EMPIRE STATE COLLEGE

Office of Safety and Security
2 Union Ave.
Saratoga Springs, NY 12866-4390
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www.esc.edu

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