



Campus Emergency Procedures

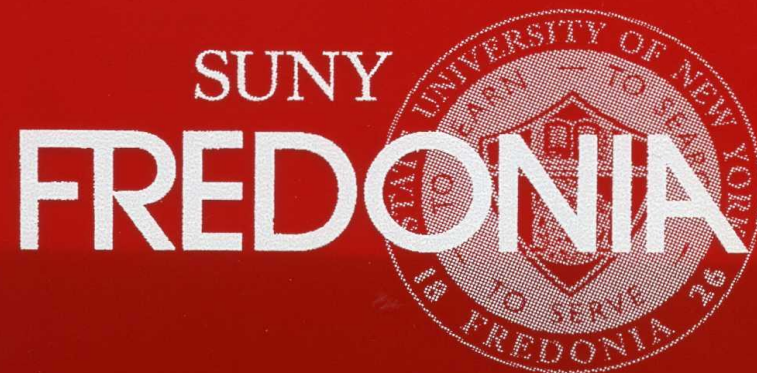


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ON CAMPUS (using a campus telephone)**Fire / Police / Ambulance3333****University Police**

Non-Emergency3333

Emergency3333

Health Center3131

Blue Emergency PhonesJust Pick One Up

Environmental Health and Safety3796

Public Relations3323

NYS Accident Reporting System1-888-800-0029

(toll free 24hrs/day for Workers Comp related injuries)

OFF CAMPUS**Fire Non-Emergency**

Village of Fredonia672-2125

City of Dunkirk366-2577

Chautauqua County Fire Control753-4341

Police Non-Emergency

Village of Fredonia679-1531

City of Dunkirk366-2266

Chautauqua County Sheriff672-5151

New York State Police679-1521

EMERGENCY NUMBERS

ON-CAMPUS CRISIS LINES

University Counseling Center	3424
(office hrs: 8-5 & appt. hrs: 9-4)	
Silent Witness Program	3333
Escort Bus Service	4999

OTHER SERVICES

Residence Life	3341
Student Affairs Vice President	3271
Athletic Director	3101
General Campus Information	3111

OFF-CAMPUS CRISIS LINES

Western New York Poison Information	1-800-888-7655
Domestic Violence / Rape and Crisis	1-800-252-8748
Chautauqua County 24-hr Crisis Line	1-800-724-0461
NYS Crime Victims Board	1-800-247-8035
Rabies Information	858-7690
After hours.....	898-4225

IMPORTANT TELEPHONE NUMBERS

Procedures

In an emergency contact University Police at 3333 or use a **Blue Light Phone** if outdoors.

IN ALL CASES OF FIRE, THE UNIVERSITY POLICE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

- 1) Know locations of fire extinguishers, exits and alarm systems and how to use them. Do not attempt to fight a fire unless trained to do so. ***Training and information is available through Environmental Health and Safety, ext. 3796.***
- 2) If an emergency exists, activate the building's nearest red fire-alarm pull box.
- 3) IMMEDIATELY evacuate all rooms and close doors. DO NOT LOCK DOORS!
- 4) An evacuation alarm means an emergency exists.
- 5) Walk away quickly to the nearest exit and alert others to do the same.
- 6) If possible, assist any person with a disability in exiting the building. DO NOT USE ELEVATORS!

Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic

- 7) Once outside, move to the primary evacuation location for the affected building or to the secondary location if directed to do so. Keep streets, fire lanes, hydrants and walkways clear.
- 8) A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- 9) DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Block the space under the door to prevent smoke inhalation. If there is no window, stay near the floor where the air is less toxic.

Shout at regular intervals to alert emergency crews of your locations.

DO NOT PANIC!

Procedures

Sexual assault, of any kind, is a crime.

If you are a victim of a rape or sexual assault, seek medical attention immediately. On campus, call University Police at 3333; off-campus, call 911. Female officers are available upon request. University Police can provide you with transportation to the hospital, and a Crisis Services sexual assault advocate will meet you there. It is also suggested that you:

- DO NOT bathe or douche;
- DO NOT change clothing, comb your hair or brush your teeth;
- DO NOT disturb the area in which the crime occurred.

These actions destroy physical evidence that may be necessary to convict the attacker.

If you think that you may have been assaulted while under the influence of Rohypnol or GHB (**Date Rape Drugs**), it is also suggested that, in addition to the above advice, you should not urinate before providing samples. If possible, collect any glasses from which you drank.

If you witness a rape or sexual assault or have a friend who has been raped or sexually assaulted, call University Police on campus at 3333 or, if off campus, call 911.

Procedures

Identifying Suspicious Packages and Envelopes

Some characteristics of suspicious packages and envelopes include the following:

- **Inappropriate or unusual labeling**

- Excessive postage
- Handwritten or poorly typed address
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or titles without a name
- Not addressed to a specific person
- Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- Marked with threatening language
- Postmarked from a city or state that does not match the return address

- **Appearance**

- Powdery substance on the package or envelope
- Oily stains, discolorations or odor

- Lopsided or uneven envelopes
- Excessive packaging material such as masking tape, string, etc.

- **Other Suspicious Signs**

- Ticking sound
- Protruding wires or aluminum foil
- Excessive weight

If a package or envelope appears suspicious, DO NOT OPEN IT!

Handling Suspicious Packages or Envelopes

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope on a stable surface; do not sniff, touch, taste or look closely at it or any contents that may have spilled.

- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors and take action to prevent others from entering the area. If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If at work, evacuate area and contact University Police at 3333, then contact your supervisor. If at home, call 911.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who may also have handled the package or letter. Give this list to both the local public health authorities and law enforcement officials.

SUSPICIOUS PACKAGES (2 OF 2)

Procedures

IN AN EMERGENCY- POLICE / FIRE / AMBULANCE Dial 3333

Building Evacuation

1. All building evacuations will occur when a fire alarm sounds and / or upon notification by University Police, Building Safety Coordinator or other authorized personnel.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest safe, marked exit and alert others to do the same.
3. Assist the disabled in exiting the building!

DO NOT USE THE ELEVATORS IN CASE OF FIRE!

4. Once outside proceed to primary evacuation location for the affected building or to the secondary evacuation location if directed to do so. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

5. DO NOT return to evacuated building unless told to do so by a University official.

Every department and classroom occupant should know their pre-determined primary and secondary evacuation locations. In the event of a building evacuation, they should check in with the Building Safety Coordinator once they have evacuated. The University Police or other emergency response personnel should be notified of missing persons so that a search can be conducted. Stay at evacuation location unless directed by a University official.

EVACUATION PROCEDURES

Responding to Injuries of Students, Visitors or Employees

If any situation appears to be a medical emergency, contact University Police at 3333 to get help immediately.

In the event of an accident involving injury or illness:

- 1) If life threatening, seek emergency medical treatment.
- 2) Notify University Police at 3333 from a campus phone. Stay on the phone until instructed to hang up.
- 3) 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.
- 4) Employees must notify their immediate supervisor as quickly as possible of any on-the-job injury or illness.

- 5) Supervisor or Employee must notify Human Resources at 3434.
- 6) Supervisor or Employee must contact NYS Accident Reporting System at 1-888-800-0029 for Workers' Comp related injuries.

Hazard Reporting

SLIPS, TRIPS AND FALLS

Spilled liquids and wet floors are one of 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 please contact Facilities Management weekdays at 3452 or 3454 evenings, weekends and holidays. Report all other trip and fall hazards (malfunctioning elevators, holes in the sidewalk, loose carpet, etc.) to Facilities Management at the numbers listed above.

SERIOUS INJURY / ACCIDENT

Procedures

Reporting Crime

- Notify University Police at 3333 immediately if you think a crime has occurred.
- Be prepared to describe the situation, suspect or stolen item.
- Report things that appear out of place or any suspicious activity immediately.
- Report solicitors immediately.
- Be prepared to give accurate descriptions of race, age, gender, appearance, location, etc.
- Report any new information discovered subsequent to the original report to University Police at 3333.

Suspicious Individual

A suspicious individual is any person who may appear to act in a questionable manner. Their behavior may cause you to question the individual's motives for being in the area. Trust your instincts.

- Notify University Police at 3333 from a campus phone whether the individual poses an immediate threat to you or not. Be prepared to provide a situation assessment.
- Be realistic about your ability to protect yourself. Stay calm and avoid conflict. If possible, seek protection in a classroom / office that locks and has phone access. Leave the building immediately if this does not put you at risk with the individual.
- REMEMBER: Only you can decide which course of action is appropriate in each case.



National Terror Alert Levels

Red- Severe: Severe Risk of Terrorist Attacks

Orange- High: High Risk of Terrorist Attacks

Yellow--Elevated: Significant Risk of Terrorist Attacks

Blue- Guarded: General Risk of Terror Attacks

Green- Low: Low Risk of Terrorist Attacks

University Response

SUNY Fredonia Public Relations, in conjunction with federal, state and local law enforcement agencies, will notify the campus in the event of an emergency through a variety of mechanisms, including e-mail and the SUNY Fredonia university home page at www.fredonia.edu. The Safety web page, accessible from the home page, includes links to helpful sites including Homeland Security and the Chautauqua County Sheriff's Department. The Homeland Security site lists the current National Threat Advisory level.



Procedures

When a spill does occur, it is necessary to take prompt and appropriate action.

Major Spill Procedures:

- Notify others in your area that a spill has occurred.
- Evacuate the room, floor or building as necessary. Do not hesitate to pull the fire alarm if necessary to evacuate the building.
- Call University Police at 3333 from a campus phone to report spill.
- For flammable materials, turn off all ignition sources.
- Close doors to the area where the spill occurred.
- Limit access to the area.
- Report spill to Environmental Health and Safety at 3796 from a safe distance.

Provide the following when reporting a spill:

- Personal injuries, if any
- Location of the spill (building and room number)
- Name of material(s) involved (spell clearly and slowly)
- The amount of material spilled
- Immediate actions taken
- How spill occurred (if known or suspected)

- Who first noticed the spill and at what time
- Call-back number(s)

Minor Spill Procedures:

- Notify others in area that a spill occurred.
- Prevent others from coming in contact with the spilled chemical(s).
- Wear proper personal protective equipment (PPE) such as goggles, gloves, etc. before cleanup.
- Try to prevent spilled chemicals from entering waterways by building a dike around the access points (sink, cup sinks, floors and outside storm drains). Spread absorbent material on and around the spill to absorb the chemical(s).
- Sweep up the absorbed spill from the outside towards the middle. Scoop up and deposit in a leak-proof container. Label and dispose of the container through the hazardous waste management program.
- Wash the contaminated surface with soapy water. Report the spill to your supervisor and to Environmental Health and Safety at 3796.

Procedures

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

A mental health emergency or psychological crisis may include:

- 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 disturbing to the academic, work or living environment

Quick Response:

- Call University Police at 3333
- For crises after hours or on holidays, please call University Police at 3333 from a campus phone.

For any unusual or potentially dangerous situation:

1. Never try to handle a situation that is potentially dangerous to you or others.
CALL UNIVERSITY POLICE at 3333.
2. Clearly state that immediate assistance is needed. Report your name, where you are calling from and the nature of the problem.
3. All suicide attempts need to be reported to University Police so that proper procedures can be followed to ensure the safety of those involved.

Avoiding Violent Situations:

Inform your supervisor or University Police about any individuals deemed to be threatening or dangerous.

Eliminate opportunities for violence by:

- Alerting University Police
- Knowing your escape route
- Placing a barrier between yourself and the aggressor
- Using effective communication skills
- Having a second person with you

Reacting to Violent Situations:

- Maintain eye contact and a 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 University Police at 3333 or have someone else contact University Police.

The University Counseling Center (3424) provides the following services for students:

- Crisis intervention and debriefing
- Individual and group counseling
- Consultation
- Referral services

The Employee Assistance Program (3586) provides the following services for faculty and staff:

- Consultation
- Assessment and referral counseling
- Arrangements for crisis intervention and debriefing services



Power Outage

- For all utility emergencies, notify Facilities Management at 3452 weekdays and at 3454 evenings, weekends and holidays. At any time, notify University Police at 3333.
- If evacuation of the building is required, exit using the stairways. DO NOT USE ELEVATORS. Seek out persons needing assistance.
- When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels. 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. Notify the lab supervisor immediately. Do not perform procedures using hazardous materials until power is restored.

NOTE: Some equipment is on emergency power.

Flooding or Water Break

- If flooding occurs, stop using all electrical devices.
- Notify University Police at 3333 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 University Police at 3333 by using a campus phone or one of the **Blue Emergency Phones**.
- DO NOT re-enter the building until cleared to do so by University Police or other proper authorities.

People Trapped in Elevator

- If you are trapped, use the emergency phone in the elevator or push the alarm button. Or use a wireless phone to call University Police. Wait for help to arrive. Remain Calm.
- If you discover trapped people, talk to them and try to keep them calm until an officer or other help arrives. Call University Police at 3333 if not already notified.



If you receive a threatening call (bomb, other physical harm, etc.) do not hang up. Have someone else call the University Police at 3333 (on campus) from another extension if possible. Attempt to engage the caller in a conversation, and obtain as much information as possible.

Take notes.

- What exactly is the threat?
- Is the voice familiar in any way?
- Male or female? Young or old?
- Calm? Angry? Stutter? Accent?
- What sounds are in the background?
- Record the caller's words, if possible.

If it is a bomb threat, ask these questions as well:

- When is the bomb going to explode?
- What does it look like? What kind is it?
- What will cause it to explode?
- Where is the bomb?
- Who placed the bomb?
- Why was the bomb placed?

The decision to evacuate will be made by the University Police, based on an

assessment of the information and circumstances surrounding the threat.

Evacuation:

Once the decision to evacuate has been made and specific instructions for evacuation are issued, try to remain calm and avoid panic. DO NOT pull the fire alarm.

Walk to the nearest exit:

- Make sure that others are evacuating the building (University Police, Building Safety Coordinators, Environmental Health and Safety staff may assist in the evacuation)
- Move to the primary evacuation location for the building containing the bomb or to the secondary evacuation location if directed to do so.

If you see something that appears to be an explosive, or if a bomb is found, DO NOT move, jar or touch the object or anything attached to it. Leave it for professionals.

**ALL
CLEAR**