

EMERGENCY PREP MANUAL



Introduction

Partners in Preparedness

Hudson Valley Community College (HVCC) is committed to bringing safety and security awareness to the forefront of the campus community. A safe and secure environment requires resolve, commitment and response by all community members at all times.

Each and every member of our campus community has a role in an emergency. Most importantly is knowing what to do and where to go for instruction and guidance. In order to ensure the best coordinated response, we must recognize our individual and collective emergency preparedness responsibility. The information contained in this publication is intended to provide the HVCC campus community key information to further personnel knowledge in the event of an emergency.

Please commit to the responsibility you have for your personal safety and the safety of those around you. The best way to manage any emergency is to be prepared. Preparation will ensure you will perform the way you practice. Learn your roles in an emergency and be prepared

Reporting Emergencies

Timely information sharing is absolutely critical to our success in protecting our community. For an emergency occurring on and immediately surrounding the campus, the HVCC Public Safety Office is the point of contact for the fastest and most knowledgeable emergency response. When you contact HVCC Public Safety Office, the on-duty dispatcher will initiate contact with appropriate authorities and/or emergency responders, to include police, fire, or emergency medical responders.

Your responsibility is to immediately report any dangerous conditions, safety hazards, unusual/suspicious persons/vehicles/packages, hazardous material spills, and criminal activities. The Public Safety Office can be reached by dialing (518) 629-7210 or 911 from any HVCC campus phone. You may also use the emergency call boxes (blue-light phones) that are strategically located throughout the campus and offer direct, two-way communication with the Public Safety dispatcher at all times (24 hours a day, seven days a week, year round). Dialing 911 from a cell phone will put you in contact with the Rensselaer County Emergency Dispatch Center, which will obtain emergency services, but may delay critical responses to HVCC.

Emergency Notification System (ENS)

When there is a declaration of an emergency at HVCC the college will utilize the Emergency Notification System (ENS) to contact students, faculty and staff. HVCC utilizes the SUNY NY-Alert system. SUNY NY-Alert allows SUNY campuses to warn students and college employees of an impending or ongoing emergency, and provides timely emergency information to the campus community to protect lives and minimize campus disruption.

Participants will need to “opt in” to the system to receive emergency alerts. Messages can be received via cell phone (text and/or voice), telephone, e-mail and fax. When they opt in, they will choose the format they would like to receive messages in.

All students, faculty or staff members are encouraged to sign up for the SUNY NY-Alert notification service. At Hudson Valley Community College, access to the sign-up form can be found once you login to Hudson Valley WIREd. Once you sign up, you can modify your information at any time by logging in to WIREd, selecting Personal Information, and then select SUNY NY-Alert Notification. Personal data is secure in this emergency system.

The Public Safety Office will use the campus public address system available in each facility on campus to provide notification and direction during emergencies to on campus personnel. This system is tested periodically to ensure operational effectiveness. The public address system will notify on campus personnel of emergency situations, and provide instructions to people on what actions to take. Instruction may include, but not be limited to, evacuation of a facility or shelter in place depending on the situation and the emergency. In the event of power outages where the public address system is inoperable instructions may be given by HVCC personnel going room to room. When there is a lack of information or direction, students, staff and faculty may have to make decisions based on the best information they have at the time.

Shelter in Place and Evacuation

Shelter in Place

One of the instructions you may be given in an emergency situation is to “shelter in place” due to an imminent or developing dangerous condition. Seeking shelter or sheltering means to immediately move to the nearest building and await further instruction. Sheltering in place is used when there is insufficient time to evacuate or when certain conditions may render it unsafe to do so. If you are asked to shelter in place, select an interior room if possible, with no or few windows. Stay away from doors and windows and limit movement. Turn off cell phones, lights and computers. Remain calm and await for further instructions from authorities.

Why You May Need to Shelter in Place

It is important to take actions to maximize personal safety by knowing what to do if advised to shelter in place. The following conditions may require people to shelter in place:

- Severe weather (e.g., lightning, tornado, high winds)
- Active shooter/sniper
- Riot or civil disturbance
- Hazardous materials or conditions outdoors (e.g., chemical spill, pipeline rupture)
- Road, traffic, and/or transportation shutdown
- Special events/demonstrations

- Influenza pandemic or other infectious disease (i.e., isolating an immediate area and potentially exposed persons)
- Hostage situation

Guidelines for Sheltering in Place

Upon receiving a message to shelter in place, remain calm and begin assessing your surroundings. Action steps must be quick and immediate:

- Immediately stop what you are doing (i.e., classes, work, and business operations).
- Stop where you are and look for the best accessible space for sheltering. Do not risk exposure by moving to another building on foot or by vehicle.
- Select interior room(s) with the fewest windows or vents. If the emergency involves severe weather, choose a location on the lowest floor possible. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, and copy and conference rooms without exterior windows work well.
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes. It is ideal to have a hard-wired telephone in the room(s) you select.
- Close and lock all doors and windows, and any other openings to the outside, where possible. If locking is not possible, barricade doors using furniture or other objects. If advised there is danger of an explosion, close the window shades, blinds, or curtains and stay away from glass.
- Use phone if you need to report a life-threatening condition. Be mindful that cellular telephone equipment may be overwhelmed or damaged during an emergency. Only use phones if safe to do so.
- Be alert for situational updates.

Sheltering in the Event of an Active Shooter Situation

Without placing yourself in harm's way and when safe to do so:

- Lock and/or barricade doors
- Turn off lights
- Close blinds
- Turn off radios and computer monitors
- Silence cell phones
- Keep occupants calm and quiet
- Keep yourself out of sight and take adequate cover/protection

See Active Shooter section for more information.

Evacuation

What It Means to Evacuate

Evacuate means leave the indicated location (whether it is indoors or outdoors) at once. Evacuation requires all community members to exit a building or area and in some instances the campus. Depending on the situation, evacuation may mean moving offsite but within the vicinity of the campus (such as the opposite side of the street), moving to another facility on campus, or moving to a remote location not immediately contiguous to the campus (such as a neighboring facility).

Evacuation is more commonly the case in the instance of a fire, bomb threat, suspicion package or hazardous spills. One primary factor in determining evacuation (versus sheltering in place) is whether an alternate facility building (emergency shelter) or safe space (secure room) is readily available, and whether evacuation can be facilitated without jeopardizing the life and safety of the community. There may be cases where evacuation is not an option. Circumstances may arise where there is a campus-wide or community-wide disaster of such magnitude that evacuation is considered unsafe and sheltering in place is the best option.

Examples of Conditions That Render Evacuation the Potentially Best Option

- Severe weather (e.g., flooding, loss of power supply)
- Damage or dangerous conditions posed by the facility rendering it unsafe for occupancy
- Fire
- Explosion
- Chemical spill (isolating an immediate area and potentially exposed persons)
- Loss of utilities/power failure (HVAC)
- Water supply failure
- Radiological and hazmat incidents
- Airborne biological/environmental contaminants present
- Mass casualty events

Guidelines for Evacuation

- Elevators should not be used; occupants should exit by way of accessible stairwells.
- Landings and stairwells should be checked for individuals who may need assistance due to mobility impairment or a disability.
- Evacuation must be timely and orderly; take personal belongings if it does not delay evacuation; don't stop or stay in the area in order to retrieve personal belongings.
- Move quickly and calmly; if a relocation site is indicated, go there and await further instruction.
- If you cannot evacuate, move to the nearest window and signal for help and contact the Public Safety Office at (518) 629-7210.

Emergency Conditions

Active Shooter

An active shooter is a person who is actively engaged in killing or attempting to kill people in a populated area. Active shooters use firearms, and there is not always a pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. Although it is rare, college campuses are not immune to serious or violent crime. This section provides guidance on what to do if you find yourself in an active shooter situation and describes what to expect from responding authorities. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use the following guidelines to help you plan a strategy for survival:

If an active shooter is outside your building; you should immediately seek cover in an attempt to conceal yourself and hide from the shooter. Proceed to a room that can be locked and close and lock all the windows and doors, and turn off all the lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. If doors cannot be locked attempt to barricade the door. One person in the room should call 911 or (518) 629-7210, advise the dispatcher of what is taking place, and inform him/her of your location. Remain in place until the police give the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are; you should immediately seek cover in an attempt to conceal yourself and hide from the shooter. Determine if the room you are in can be locked and follow the same procedure described in the previous paragraph.

If an active shooter enters your office, classroom, or residence; try to remain calm. Call 911 or (518) 629-7210 if possible and alert Public Safety to the shooter’s location. If you can’t speak, leave the line open, so the dispatcher can listen to what’s taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a very last resort and only attempted after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place or follow instruction above. Do not touch anything that was in the vicinity of the shooter.

If you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people. Leave wounded victims where they are and notify authorities of their location as soon as possible. Proceed to a safe location and do not leave campus until advised it is safe to do so by police. If you are outside during an active shooter incident find cover behind a building or vehicle. Limit movement and stay out of sight.

What to Expect from Responding Police Officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams; they may be dressed in regular patrol uniforms, or they may be wearing tactical equipment (vests and helmets). The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and try to remain calm. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that once you have escaped to a safer location, the entire area is still a crime scene and you are an important source of information.

General Guidelines for Action during Active Shooter Situation

- Secure immediate area
- Lock and barricade doors
- Turn off lights
- Close blinds
- Silence cell phones
- Turn off radios and computer monitors
- Keep occupants calm and quiet
- Keep yourself out of sight and take adequate cover/protection (e.g., concrete walls, desks, filing cabinets, or other cover may protect you from bullets)
- Place signs in exterior windows to identify the location of injured persons is possible

What to Report

- Your exact location: building name and office/room number
- Number of people at your specific location
- Injuries: number injured, types of injuries
- Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known.

If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Hostage Situation

If you hear or see a hostage situation:

- Immediately remove yourself from any danger.
- Immediately notify the Public Safety Office at 911 from any campus phone or (518) 629-7210 from any other phone.

- Be prepared to give the Office of Public Safety dispatcher the following information:
 - Location and room number of incident
 - Number of possible hostage takers
 - Physical description and names of hostage takers, if possible
 - Number of possible hostages
 - Any weapons the hostage takers may have
 - Your name
 - Your location and phone number

If you are taken hostage:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain, avoid being belligerent, and comply with all orders and instructions.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

If you are in a rescue situation:

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.
- You will be taken to a safe area where proper identification and status will be determined.

Bomb Threats

If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

- Remain calm. When the bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
- DO NOT put the caller on hold.
- DO NOT attempt to transfer the call.
- The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.

- Pay attention to the caller and his/her words and speech: does the caller have any distinguishing voice characteristics such as an accent, stuttering, or mispronunciations?
- Is the caller angry, excited, irrational, or agitated?
- Is the caller a man or woman, young, middle-aged, or old?
- If you have caller ID, note the phone number of the caller.
- Listen for background noises (traffic, train whistle, music, radio, TV, children, airplanes, etc.).
- It is important to document all that you know and hear. Utilize Bomb Threat Checklist
- Call the Office of Public Safety at 911 from a campus phone or (518) 629-7210 from another phone
- Do not evacuate until told to do so by the Public Safety Office.

Severe Weather Conditions: Severe Thunderstorms or Tornadoes

The College is prepared to notify the campus community via the emergency notification system (SUNY NY-Alert system) of severe weather emergencies. The following terms are utilized by the National Weather Service:

Watch – Conditions are right for a severe thunderstorm or tornado to develop. Continue with normal activities, but continue to monitor the weather.

Warning – Radar or weather spotters have identified a severe thunderstorm or tornado. The College's warning systems (SUNY NY-Alert system , public address) may be activated if there is danger for the campus community.

If You Are Indoors

- Know the location of the appropriate area(s) for your facility. This can be a basement or a ground floor hallway with no windows.
- If you are unable to go to a room with no windows, get under a desk or table. Within a door frame may be used as a last resort
- Remain in a protected area until the threat has ceased or the danger has passed.
- Call the Public Safety Office at 911 from any campus phone or (518) 629-7210 from any other phone to report injuries or severe damage.

If You Are Outdoors

- Seek shelter indoors.

If you cannot seek shelter indoors:

- Try to get to a protected or safe area away from buildings, windows and glass, telephone or light poles, or any place where there could be falling debris.
- Find an area such as a ditch or ravine or a depression to shelter in.
- Lie face down and cover your head and face.
- Avoid any downed power lines.
- Call the Office of Public Safety at 911 from any campus phone or (518) 629-7210 from any other phone to report injuries and damage.

Fire or Hazardous Materials

In the event of a fire or hazardous materials emergency within a campus building it is generally safest for occupants to evacuate. A fire or hazardous materials emergency exists whenever the following occurs:

- A building fire alarm is activated.
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus.
- There is the presence of smoke or the odor of burning.
- There is an uncontrolled release of hazardous material.

Building Fire

Activate the building fire alarm by pulling a fire alarm station on your way out of the building. If the building is not equipped with a fire alarm, knock on doors and shout on your way out.

- Leave the building by the nearest exit.
- Stay low if there is smoke. If you get caught in smoke, get low and crawl. Cleaner, cooler air will be near the floor.
- Feel doors before opening: Feel the handle before opening any doors. If the door or handle is hot, do not open the door. If it is cool, brace yourself against the door and open it slightly. If heat or heavy smoke is present, close the door and stay in the room.
- If the nearest exit is blocked by fire, heat, or smoke, go to another exit or stairway.
- Always use an exit stairway not an elevator. Elevator shafts may fill with smoke or the power may fail, leaving you trapped.
- Close as many doors as possible as you leave. This helps to confine the fire. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside.
- Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you have received training. Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure the Public Safety Office is called, even if you think the fire is out.
- If you get trapped, keep the doors closed. Place cloth material (wet if possible) around and under door to prevent smoke from entering. Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, as outside smoke may be drawn inside.
- Notify emergency responders from a safe distance away from the building using one of the following methods:
 - Call 911 from a campus phone.
 - Call (518) 629-7210 from any other phone.
 - Locate an emergency call box to contact the Public Safety Office dispatcher.

Suspicious Letters and/or Packages

Suspicious letters and packages can take several forms including a typical letter, boxes or backpacks. These packages and letters can be delivered via the USPS or other transportation company. They can also be delivered or left in inconspicuous locations in an attempt to hide a threat, bomb or just to elicit a reaction to the threat.

Suspicious packages and letters should be treated seriously and brought to the attention of authorities. Do not attempt to determine the hazard or viability of the package.

Identifying Suspicious Packages and Letters

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- No return address
- Misspellings of common words
- Oily stains, discolorations, or odor
- Excessive weight
- Lopsided or uneven packaging
- Protruding wires or aluminum foil protruding from the package
- Ticking sound
- Excessive security material such as masking tape, string, etc.
- Marked with restrictive endorsements, such as “personal” or “confidential”
- Shows a city or state in the postmark that does not match the return address
- Packages, boxes or backpacks left unattended for significant period of time in areas that these packages don't belong.

If a suspicious package is found or noticed do not handle the item and contact the Public Safety Office. Alert other people to the package and follow the instruction from Public Safety. Handling the package or letter, kicking or shaking it, or trying to look inside is dangerous.

BLOOD SPILLS AND NEEDLES

What To DO

Type of Threat	Call Public Safety 629-7210 or 911 (from Campus phone)
Blood spills or splatter	Avoid contacting the blood or any contaminated surfaces. Keep people away and contact the Physical Plant custodial department for clean up 629-7356
Hypodermic needle found	Avoid contacting any needles or sharp objects that are potentially contaminated with blood. Keep others away and contact the Physical Plant custodial department for proper disposal 629-7356

BOMB THREAT

	What to Do
Type of Threat	Call Public Safety 629-7210 or Dial 911 (from Campus Phone)
Bomb Threats	A bomb threat is a criminal act and must be treated as such any time one is received. Notify Public Safety Immediately. Do not try to verify the threat is real. Follow bomb threat card procedures
Written Bomb Threats	Contact Public Safety. Handle the note and envelope as little as possible to protect evidence
Mail Bombs/Suspicious Packages	Letters, books or packages may feel rigid, uneven, lopsided or bulkier than normal. May have no postage, non-cancelled postage, cut and paste lettering or emit a ticking or buzzing noise. Package may arrive immediately before or after a phone call from an unknown person asking if it was received. Contact Public Safety. Handle as little as possible. Do not open , squeeze, shake, release any wire, string or hook, or put near water or heat.
Telephone Bomb Threats	Remain calm and keep the caller on the line as long as possible. Get as much information as possible. Do not hang up even if caller does. Signal co-workers of the call and get another person to listen in. Check the caller ID for incoming phone number. Document exact words of the threat. Note the time of call, language used by the caller, gender and approximate age of caller (child or adult), speech characteristics, and any background noise, motors running or street traffic. Utilize Bomb threat checklist below
Checklist	Information to be asked of caller:
	<ul style="list-style-type: none"> • Where is the bomb located? • When will the bomb go off?
	<ul style="list-style-type: none"> • What does the bomb look like? • What kind of explosive is involved?
	<ul style="list-style-type: none"> • What will make it explode? • Did you place the bomb and why?
	<ul style="list-style-type: none"> • What is your name? (Sometimes the caller may be caught off guard and give their name.)
Evacuation	Public Safety will determine if evacuation is necessary. A Public Safety Officer will initiate an evacuation alarm. Occupants will be directed to safe zones. Re-entry into the evacuated area will only be authorized by the President or his designee.

CRIMINAL ACTIVITIES	
	What to Do
Type of Threat	Call Public Safety 629-7210 or Dial 911 (from a Campus Phone)
Hostage Situation/Barricaded Suspect	A hostage situation is said to exist if any person(s) is held against their will in a non-official capacity with or without force or the threat of force and with or without the use of and object classified as a weapon. A barricaded suspect situation exists when an offender is entrenched on Campus and is threatening harm to oneself or damage to College property.
Witnessed Hostage Taking	Remove yourself from danger if possible
	Notify Public Safety Office (PSO) Immediately at 7210 or 911 from campus phones or 629-7210 from any other phone.
	Provide PSO Location and room number of incident, Number of possible hostage takers, Physical description and names of hostage takers, Number of possible hostages, Any weapons the hostage takers may have, Your name, Your location and phone number
	Follow direction from authorities and monitor situation
Taken Hostage	Remain Calm
	Adopt a cooperative but not helpful manner. Avoid political discussions
	DO NOT attempt to escape unless there is an extremely good chance of survival.
	Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later
	Stay low to the ground and away from windows if possible
	During a rescue DO NOT RUN. Drop to the ground, remain still, and follow instructions
	Do not resist rescue personnel or become belligerent

Terrorist Situation	A terrorist situation is any incident where person(s) employ the systematic use of violence, terror, and intimidation to achieve an end. Every situation differs, but it is advised that you adopt a cooperative but not helpful manner. You should not offer assistance or attempt negotiations yourself. Remain calm and remember time is on your side.
	Remain Calm
	You should not be antagonistic or engage in political discussion
	Do not attempt to negotiate with terrorists
	If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
Criminal/Violent Behavior	Criminal/violent behavior incidents are crimes that necessitate the involvement of off-campus public safety resources that may seriously impact the Campus community or where the preservation of items of evidentiary value are essential to investigative efforts by public safety agencies. These incidents may include violent felony crimes, thefts, riots etc..
	Report incident to PSO
	Shelter in place in the event of mobs or riots
	Provide information pertaining to the event to PSO or local authorities
	Follow direction from authorities and monitor situation
Active Shooter	An active shooter can take different forms. An active shooter is a incident when a suspect is using a firearm and actively shooting persons/property on Campus. In the event of a reported active shooter on campus or through detecting the presence of gunfire on Campus, in the absence of any clear and present danger, stay where you are. Secure the area you are in and stay away from windows and doors.
	Shelter in Place, Remain calm, silence cell phones

	If a phone is available, contact Public Safety Office (PSO at 7210 or 911 from an on campus phones or 629-7210 from all other phones) to report information or seek further instructions if it is safe to do so. Report description of shooter, your location, weapons observed, number of people, and changes in situation
	Lock or barricade doors
	Turn off lights in the room
	Lay flat along a reinforced wall and stay out of sight
	In a parking area take refuge behind a vehicle
	If you are on foot take refuge behind a building or solid object
	Do not attempt to leave Campus in a vehicle or navigate around campus on foot
	Stay in place until further instructed
	Call Public Safety at 7210 or 911 from an on campus phones or 629-7210 from all other phones)from any Campus telephone if safe to do so. The location can be determined from the call. If communication is not possible, leave the phone off the hook. Public Safety will respond to the location.
Evacuation	Public Safety or local authorities will determine if evacuation is necessary. Sheltering in place may be the best course of action. Remain calm, remain in place and secure classroom or office doors to prevent entry. Account for students or staff in immediate area. Re-entry into the evacuated area will be determined only by the HVCC President or his designee.

MAJOR BUILDING DAMAGE

	What to Do
Type of Threat	Call Public Safety 629-7210 or 911
Major Building Damage	Report incident to Public Safety Office (PSO) at 7210 or 911 from an on campus phone or 629-7210 from all other phones
	What building is damaged
	Room number
	Is fire or explosion involved?
	Injuries
	Type of damage (structural, electrical, water damage...)
	PSO dispatch officer will order evacuation if required, evacuate building if life, safety, health is in danger. Evacuation should end at rally points for accountability
	Physical Plant will de-energize any sources of energy: power, water, air, steam or compressed gases. Stay away from down wires or any other building systems until Physical Plants arrival
	Account for all individuals in classroom or office. Do not re-enter the building unless an all clear signal is given.

MEDICAL EMERGENCIES

	What to Do
Emergency Type	Call Public Safety 629-7210 or Dial 911 (from campus phone)
Medical Emergency: Serious Illness , Injury on campus	A serious illness or injury is defined as a person who is unable to ambulate to health service. Avoid delay in providing care. Contact Public Safety at 629-7210 or call 911 from a campus phone . 911 calls from personnel cell phones may delay emergency services. Public Safety will contact local Emergency Medical Services (EMS). The average response time by the Troy Fire Department and EMTs to emergency calls on campus has been in the range of three to four minutes . Every effort should be made to keep this response time as short as possible by calling appropriate emergency numbers
	<ul style="list-style-type: none"> • Instructor should dismiss the class and insure that every one leaves the classroom • Instrutor/staff member should remain with the individual until Public Safety arrives. Remain calm
Information	Information to be reported to Public Safety:
	nature and location of the incident
	number of people involved.
	any other pertinent information particular to this event
	If you suspect a patient is in cardiac event, provide this information to Public Safety during the call. A Public Safety Officer will respond with an AED.

SEVERE WEATHER PROCEDURES

	What to Do
Type of Threat	Call Public Safety 629-7210 or 911
Severe Weather	In the event of a campus alert, pay attention to details and instructions from Public Safety Office
	If an evacuation is ordered, evacuate the premises immediately. Account for all individuals in the area and follow instructions from emergency personnel
	Some severe weather situations will require personnel to shelter in place. Find a safe location, stay calm, and await further instructions from emergency personnel
	In high winds or tornadoes, avoid large, open areas or areas with large amounts of glass and main entrance ways. Shelter in a basement or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.
	If outdoors, lay down flat in nearest depression, ditch, or ravine. Cover you head with your arms
	If damage occurs as a result of the severe weather incident, report it to the Public Safety Office
	Through out the incident, remain calm and maintain accountability of other members of the facility. Listen for additional information from emergency personnel

SPILLS; CHEMICAL, OIL, FUELS, AND HAZARDOUS MATERIAL

	What to Do
Type of Threat	Call Public Safety 629-7210 or 911 (on campus)
Spills: hazardous chemicals, oil, fuel, etc.	If it is a small spill that can be handled by department staff in the immediate area using the spill supplies on hand, staff will do the clean up as per their safety training
	If the spill is too large, out of control of the spiller, people in the area are experiencing symptoms, or if for any reason the spill poses a safety or health hazard, everyone should immediately evacuate the area and CALL PUBLIC SAFETY: 629-7210 OR 911 FROM A CAMPUS PHONE
	Ensure all members in the area are accounted for and safe. Provide EHS and emergency responders information on spilled substance. Seek medical care as required