

Emergency Services

On Campus (Using a Campus Telephone)

- University Police x5555 or 911
 - SAVAC (Campus Ambulance) x4000
 - Counseling Service Center x4416
 - Alcohol & Other Drug Prevention/Intervention (Checkpoint Program) Lifestyles x5648
 - Office of Judicial Affairs x3378
 - Department of Residence Life and Housing x2246
 - Dean for Student Affairs x3214
 - Services to Aid Families, S.A.F. (Rape Crisis/domestic violence) x7777

- Affirmative Action Office x3702
- Student Advisement Center x2240

Off Campus

- Oswego Police Department (315) 342-8120
- Oswego County Sheriff’s Office (315) 349-3121
- New York State Police (315) 593-1223
- Oswego Fire Department (315) 343-2161



Other Services

- Domestic Violence1-800-942-6906
- Drug Abuse Information Line1-800-522-5353
- Oswego County Drug Task Force1-800-511-8977
- Oswego Hospital(315) 349-5522
- RAINN – Rape Abuse and
Incest National Network 1-800-656-HOPE
- Services to Aid Families,
S.A.F. (Rape Crisis)(315) 342-1600
- Alcohol & Other Drug Prevention/Intervention
(Checkpoint Program).....(315) 312-5648

CALL x5555 or 911 from any on campus phone to contact University Police 312-5555 for University Police from any cell phone or 911 from an off campus phone to contact the E-911 Center in Oswego County.



Other Types of Emergencies

- This guide book contains a variety of responses and information regarding emergency and hazard response at SUNY Oswego. This is meant to be a quick reference guide to provide basic essential information in a real emergency. In no way does it replace the detailed and thorough information as provided in the SUNY Oswego Emergency Management Plan.
- **As a default response for any emergency not covered in this guide remember to notify University Police at (315) 312-5555 or x5555 from any phone in an emergency.**
- All of our responses to emergency situations calls for the use of the National Incident Management System (NIMS).

Below find some additional emergency or hazardous situations and basic information about how to deal with those situations:

- **Epidemic Emergencies**

In the event of any pandemic influenza outbreak or contagion the college will implement the Pandemic Flu Plan.

The plan calls for limiting social interaction and a discontinuation of all but the most essential functions of the institution.

Alert levels have been established that proscribe specific actions on the parts of college community members.

Incident Command Structure will be employed during the outbreak of any contagious illness in epidemic proportions.



Alerts will be shared with the campus community via email, web and media outlets.

- **Nuclear Emergency Evacuation**

If the college receives notice from the Oswego County Office of Emergency Preparedness that there is a potential hazard from a nuclear accident or that a natural disaster has occurred University Police will immediately notify college administrators and public affairs who will then make announcements via the NY Alert System, the various media outlets, and various electronic messaging systems. Specific instructions will be provided as to whether shelter in place policies will be followed or the campus wide evacuation plan will be deployed.

It is critical to remain calm and to follow the instructions as provided.

- **Critical Information Loss – Cyber Crime**

SUNY Oswego relies on our campus servers and technology to maintain normal operations. Intentional theft of secure information is a crime in NY State.

New York State policy and SUNY System Administration requires that all campuses report information security incidents in a timely formal manner. If you become aware of any of the following types of information loss such as unauthorized access, infections by malicious code, denials of service and recon scans and probes these circumstances must be reported to University Police at 315-5555. UPD will file a police report and work with our CTS department to investigate the incident thoroughly.

Homeland Security

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 Terrorist Attacks

Green – Low: Low Risk of Terrorist Attacks

For Yellow, Blue and Green Alert levels, go to the Homeland Security website. See right column.

University Response to Terror Alert Levels

Oswego University Police, in conjunction with federal, state and local law enforcement agencies, will notify the campus community in the event of an emergency through a variety of mechanisms, including e-mail and the Police homepage on the Web. Information on the current Terror Threat Level can be found on the New York State Homeland Security Website at <http://www.security.state.ny.us/>. The current Homeland Security Threat Level can be found at <http://www.dhs.gov/index.shtm>.



Orange – High Risk of Terrorist Attacks

The Incident Command System will be activated and the Incident Command Team will meet to review and assess any specific risk to campus. Police will monitor communications from a variety of law enforcement agencies. For the duration of the threat, the Incident Command Team will assess the threat to campus and will make necessary changes. The campus community will be notified of any change in the terrorist threat level through email and the media. A recording with information of the terror threat level change will be left on voice mail.

- Employees need identification.
- Check points/random package inspection may be implemented.
- Know all vendors making deliveries.
- Building security details may differ.

Red – Severe Risk of Terrorist Attacks

- University facilities may be closed.
- Identification badges must be worn at all times for access to all areas of campus.
- All packages carried into the University will be checked.
- Access to the University will be restricted.
- All visitors to the University will be asked to show identification and their names will be entered into a visitor log through Residence Life and Housing.

Disaster Protocol for Residence Hall Staff Residence Directors (RD)

1. Upon hearing about an emergency situation on campus, report to Residence Life and Housing Office. Get to a phone and attempt to contact a Housing/Residence Life Administrator via cell phone, or landline.
2. Upon making contact, report to the agreed upon location and await further instructions.
3. If you are not aware of who is the on – call Administrator call University Police at x5555.

Residence Assistance (RA)

1. Upon hearing about an emergency situation on campus, report back to your residence hall office and wait to be contacted.
2. If it is not possible to enter your residence hall, report to the nearest safe residence hall office and wait for instructions.

General Instructions for all Emergency Situations

1. The role of the residence hall staff will be to communicate with the students about the nature of the incident.
2. It is important to keep students calm, safe and provide them with clear instructions on what they are to do (e.g., evacuate a building, stay in their building, shelter in place, etc.)
3. It is also important to communicate the needs of the residents or any other critical information to the Housing/Residence Life Administrators so that we mobilize the necessary resources for the situation.
4. Note (write down) students names and cellular phone numbers that are present in the emergency shelter location.

Evacuation

Procedures

In an emergency –Police/Fire/Ambulance – dial 911.

Building Evacuation

1. All building evacuations will occur when a fire alarm sounds and/or upon notification by University Police, a building 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 CASES OF FIRE!**
 4. Once outside, proceed to a clear area that is at least 300 feet from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
 5. **DO NOT** return to an evacuated building unless told to do so by a University official. The State University Police or other emergency response personnel must be notified of missing persons so that a search can be conducted.
- Preplan designated meeting place.



Fire Procedures

In an emergency call University Police at x5555 or dial 911. Every building has a designated meeting point and alternative meeting point.

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 are available through Environmental Health and Safety, Director: Eric Foertch, x3150.
2. If an emergency exists, pull the building's nearest red fire-alarm pull box.
3. **IMMEDIATELY** evacuate all rooms and close doors behind you.
4. An evacuation alarm means an emergency exists. Walk quickly to the nearest exit and alert others to do the same. Notify others on your way out of the building without delaying your own exit.
5. 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.

6. Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear.
7. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.
9. 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. If there is no window, stay near the floor where the air is less toxic.
10. Shout at regular intervals to alert emergency crews of your location.
11. Use your cell phone to identify your location to emergency responders.
12. **DO NOT PANIC!**



Policies for People With Disabilities

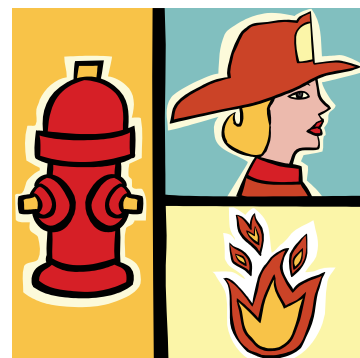
If the situation is life threatening, call University Police at x5555.

The following guidelines are intended to help evacuate people with physical disabilities. Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

- Do not evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible. (Use a stair chair specifically designed for emergency rescue operations)
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.



Utility Emergency

Procedures – Power Outage

- For all utility emergencies, notify Facilities and Operations at x3200 and the University Police at x5555.
- 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.

Flooding or Water Break

- If flooding occurs, stop using all electrical devices.

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.

- **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 (315) 312-5555. 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.

Water Line/Sewer Failure

In the event of a water line/sewer failure, remain calm and follow these steps:

- Notify the University Police at x5555. Advise them of the severity and location of the problem. Indicate if any people or objects are in imminent danger.
- Use extreme caution if any electrical appliances/outlets are near the water. Stop using all electrical equipment.
- If the source of the water is known and you are confident you can stop it safely, (i.e. unclog the drain, turn off the water), do so cautiously.
- Assist with protecting objects from water damage by removing them from the area.

If directed to evacuate, follow the same directions for the building evacuation.



Hazardous Materials

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 911 from a campus phone to report the spill.
- For flammable materials, turn off all ignition sources.
- Close doors to the area where the spill occurred.
- Limit access to the area.
- Stand by the area outside the building until help arrives, a minimum of 300 feet away.
- Report the spill to your supervisor and to Environmental Health and Safety at x3150.

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 spill and at what time
- Call-back number(s)

Minor Spill Procedures:

- Notify others in the area that a spill has 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, floor 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 toward 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 Environmental Health and Safety at x3150 and to your supervisor.

Fluorescent Light Fixtures/PCB Awareness –

Spills or Leaks from Fluorescent Light Fixtures:

- Caution! Light fixtures manufactured prior to 1980 may have ballasts that contain polychlorinated biphenyls (PCBs) or mercury.
- Isolate the leak/spill area to prevent people from coming in contact with the spilled material.
- Contact the Facilities and Operations at x3200 for cleanup by trained University personnel.

Shooting Situation: Active Shooter/ Crime in Progress

- If you can safely do so without drawing attention to yourself, call x5555 or 911.
- Do not panic. Remain calm.
- Note and remember physical characteristics of the shooter, direction of travel, multiple shooters, type of weapon, etc. Convey that information as soon as possible, without compromising your own safety, to police/emergency responders.
- If in a safe location away from the shooting, remain there, use cover and hide if possible.
- Cover means putting a solid barrier between yourself and the shooter. This can be a solid wall, a thick wooden desk, an engine block in a car or anything solid enough to stop bullets from penetrating.
- If an opportunity presents to escape, be willing to act quickly to run away from the scene and call x5555 or 911.
- If necessary, and the shooter is near and danger is imminent, consider acting with others to overpower the shooter if the option presents itself. Use any weapon that is available to you.
- If injured, try to stop bleeding wounds by applying and maintaining direct pressure.

Hostage Situation

- If the shooter is not aware you are present, remain quiet and hidden. Do not draw attention to yourself.
- Do as the shooter demands.
- If the shooter asks you a question, answer directly and concisely.
- Do not look at the shooter directly but try to remember any details as far as physical characteristics.
- If the shooter demands money or other valuables, give them up quickly with no hesitance or resistance.

Active Shooter Incident – Community Response Checklist

Secure Immediate Area:

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



Unsecuring an Area:

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of individuals inside the room, the area should remain secured.

Be aware that the 911 system will likely be overwhelmed. Program the University Police phone number (312-5555) into cell phone for emergency use, prior to reporting an emergency.

What to Report:

- Your name and address
- Your specific 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 handgun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Criminal and Violent Behavior

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.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, a sexual crime, etc. notify University Police at x5555 as soon as possible and give them the following information:

- Your name and address
- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police at x5555.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same. Be willing to press charges and fully cooperate with Law Enforcement.

Shelter-in-Place (Violent Person) Procedures

1. **Alert others.** Follow your school's emergency procedures. You may need to call University Police, 911 or a local emergency number. Provide essential information, such as the type of emergency, the location, a description of the attacker(s) and the type of weapons involved.
2. **Get away.** Only do this if you can escape quickly and safely. Identify an escape route first. Leave all belongings behind. If possible, stay behind furniture, buildings, cars, etc. Warn others as you go.
3. **Lock down.** If you cannot escape, hide in the nearest room. Lock or barricade doors, and close and cover windows. Turn off lights, and be very quiet. Do not open doors until law enforcement gives the "all clear" signal.
4. **Take cover.** If attackers are armed, hide in a place that totally blocks you from the view of the attackers. If there is nowhere to hide, lie flat on the ground. Stay away from doors and windows. If a shooter is in the same room with you and gunshots have been fired, it may help to "play dead" until escape is possible or help arrives.



Reporting Crime/Threatening Individual Procedures – Reporting Crime

- Notify University Police immediately if you think a crime or suspicious activity is occurring.
- Be prepared to describe the situation, suspect or stolen item in as much detail as possible.
- Report any new information immediately to x5555.
- Take down plate numbers of suspicious vehicles, and details of physical appearance of suspicious persons and events.
- 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.

****REMEMBER:** Only you can decide which course of action is appropriate in each case.

****For your own safety do not approach or engage the individuals yourself. Go to the nearest phone and call UPD at x5555 or 911 from an on-campus phone.**

Threatening Individual – Workplace Violence

A threatening individual is any person who you determine to be a threat to you or those around you. The individual may have a gun or knife or just make you suspicious because of their behavior.

They may be acting aggressively or appear under the influence of drugs/alcohol.

Trust your instincts and keep yourself safe by creating distance between you and the person(s).

- Notify the Police at x5555 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 the police will appreciate you reporting suspicious activity whether or not it ends up being an actual crime in progress.**

Bomb Threats

Procedures

If you receive a threatening call (bomb, other physical harm, etc.), do not hang up. Have someone else call the University Police at x5555 (on campus) from another extension if possible. Attempt to engage the caller in a conversation and obtain as much information as possible. Caller ID is also available on most phones. **Take notes. Don't put the caller on hold.**

Details about the caller as below:

- Male or female?
- Young or old?
- Calm? Angry? Accent?

- What sounds are in the background?
- Record the caller's exact words, if possible.

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

- What is the threat?
- 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. Walk to the nearest exit:

- Make sure that others are evacuating (University Police, Building Coordinators, Campus staff may assist in the evacuation).
- Evacuate 300 feet from the area containing the bomb. 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 specially trained police officers to remove. Tell police immediately if you find something that looks suspicious .

In any bomb threat situation:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to University Police at x5555.
- Take personal belonging when you leave.
- Leave doors and windows open; **Do not turn light switch on or off.**
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.



Suspicious Packages

- A suspicious looking box, package, object, or container in or near your work area could be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the University Police immediately at x5555. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

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 addresses

- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title 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
 - Excessive weight
 - Ticking sound
 - Protruding wires or aluminum foil

** 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 at 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.
- Note any suspicious persons.

Bias Crimes and Prevention

Hate crimes, also called bias crimes are very serious crimes in New York State. Bias Crimes are criminal activities motivated by the perpetrator's bias attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Penalties for bias – related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal from the College are possible. This campus has a zero tolerance for hate crime.

Examples of Hate Crimes

Examples of hate crimes may include, but are not limited to threatening phone calls based on bias, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings.

Procedures for Responding to Bias-Related Incidents

These procedures apply, to the extent reasonably practicable under the circumstances, during both business and non-business hours. When a student, faculty or staff member becomes aware of a bias-related incident or hate crime, the following procedures are to be applied:

- All bias-related incident reports shall be considered confidential.

1. Contact University Police 312-5555 for on-campus incidents, or the Oswego City Police 911 for off campus incidents. Provide your name, location, the nature of the incident and whether you or those involved have sustained injury. Ask the responding agency to provide a camera at the scene. Photographs should be taken of the physical injuries, offensive graffiti and evidence or vandalism.
2. If possible, **REMAIN** on or near the location while you wait for the police to respond. Do not touch or move any physical items from the scene. Retain any physical evidence of the incident (e.g., messages written on doors, physical objects, etc.).
3. When the Police arrive, **PROVIDE** a detailed description of what occurred. Include time, location, any persons observed at the scene, and any subsequent actions. University Police will be responsible to report all documents and information to the Office of Affirmative Action. If Oswego Police are called, it is strongly encouraged to also report the incident to University Police x5555 and the Affirmative Action Office x 3702.
4. Request assistance from the police to secure services from the Office of Judicial Affairs x 3378, Affirmative Action Office x3702, and/or the Dean of Students x3214. Provide the agency you contact with a copy of your deposition. Special requests such as relocation from the residence hall, a request for the responding agency to contact a parent or guardian, or other such provisions may be requested.
5. University Police will contact the SUNY Oswego Maintenance Department to remove graffiti, repair damage and clean the area as soon as practicable, after appropriate evidence gathering procedures are completed.

Serious Injury/Accident

Procedures – Responding to Injuries and Illnesses of Students, Employees or Visitors

If any situation appears to be a medical emergency, fire or crime emergency, contact University Police at x5555 or 911 from a campus phone to get help immediately.

In the event of an accident involving injury or illness:

1. If life threatening, seek emergency medical treatment.
2. 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.
3. Employees must notify their immediate supervisor as quickly as possible of any on-the-job injury or illness. If it is not an emergency, the supervisor should be notified before the employee seeks medical treatment.

Injury Reporting

After the emergency has ended, file a University Accident Form (CS-13). These are available from your supervisor.

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, clean it up immediately. If you discover a spill or wet floor and need assistance, please contact Facilities and Operations) x3200. Report all other trip and fall hazards (malfunctioning elevators, holes in the sidewalk, loose carpet, lighting deficiencies etc.) to Facilities and Operations immediately at x3200.

Blood, Body Fluid or Infectious Exposures

An exposure means a specific eye, mouth, or other mucous membrane, non – intact skin or contact exposure with blood or other potentially infectious materials.

If you are exposed:

- Immediately WASH area with soap and water or eye wash for 15 minutes as applicable;
- Notify your supervisor;
- Obtain medical help;
 - Immediately report to the emergency room
- An Exposure Incident form needs to be filled out.
- Notify Environmental Health and Safety (Monday – Friday, 8:00 – 4:00 PM) at x3150, for a follow up and to make sure the proper form is filled out.

Mental Health Emergency

Procedures

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

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 x5555.
- Call the University Counseling Center at x4416 (8:30 am and 4:30 p.m., Monday through Friday, during regular class times).

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 x5555.
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, dangerous, or exhibiting behavior or disorganized thoughts.

Eliminate opportunities for violence by:

- Alerting University Police x5555
- Knowing your escape route
- Placing a barrier between yourself and the aggressor
- Using effective people/communication skills
- Having a second person with you

Reacting to Violent Situations

- Maintain eye contact and a positive 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 or have someone else contact University Police at x5555

The University Counseling Center (x4416) provides the following services for students:

- Crisis intervention and debriefing
- Individual and group counseling
- Consultation
- Referral services
- Assessment and referral counseling
- Arrangements for crisis intervention and debriefing services

Sexual Misconduct and Sexual Assault Information

Steps to Take if You or a Friend Is the Victim of Sexual Assault, Rape or Relationship Violence

If you are a victim of a rape or sexual assault, seek medical attention immediately. Call University Police on campus at x5555, or off campus at 911. University Police can provide you with transportation to the hospital, and a SAF sexual assault advocate will meet you there if requested. Seek medical attention immediately at the Oswego Hospital Emergency Room, or any of the area hospital emergency rooms. In addition, CALL the services to Aid Families Abuse and Assault Hotline at 342-1600 or x7777 on campus.

University Police Procedures for Sexual Misconduct and Sexual Assault

Sexual assault, including date/acquaintance rape and relationship violence is a serious crime in New York State. For further information regarding the definitions, specific crimes and penalties for sexual offenses in New York State, please refer to the University Police web site at www.oswego.edu/police/administration.

The SUNY Oswego community provides many types of services to those who have been harmed by sexual offenses, including access to the Dean's Office, University Police, Judicial Affairs, Counseling Service, Walker Health Center, Oswego Hospital, Services to Aid Families (Rape Crisis Advocates) and prevention education through the Lifestyles Center.

University Police officers have received specialized training to attend to the needs and concerns of victims of sexual offenses and relationship violence. If you are a survivor of a sexual offense that occurred on campus, the University Police Officer who takes your report will:

- Meet with you in a location where you will feel comfortable
- Not release your name to the press
- Will treat you and the case with sensitivity, respect, understanding and professionalism
- Assist you in arranging for medical care
- Assist you in contacting counseling and other resources in the community or on campus
- Fully investigate your case. You will be notified of the progress of the investigation and impending prosecution
- Be available to answer any question on the criminal process
- Consider your case seriously regardless of your gender

The University Police Department encourages the reporting of any sexual offense. National statistics indicate that rapists may repeat sexual predation until they are stopped by an arrest. Counseling speeds the healing process for survivors.

Steps to Take If You Are Raped

- GO to a safe place.
- If you want to report the crime, NOTIFY the police immediately at 312-5555 (x5555) from a campus phone or 911. Reporting the crime can help you regain a sense of personal power and control and can also help to ensure the safety of other potential victims.



- CALL someone you trust and ask her or him to stay with you. PRESERVE all physical evidence of the assault. Do not shower, bathe, douche, or brush your teeth. SAVE all of the clothing you were wearing at the time of the assault and do not wash it. PLACE each item of clothing in a separate paper bag. Do not disturb anything in the area where the assault occurred.
- Go to a hospital emergency department. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted diseases and the possibility of pregnancy resulting from the sexual assault.
- If you suspect that you may have been given a rape drug, ASK the hospital or clinic where you receive medical care to take a urine sample immediately.
- WRITE down as much as you can remember about the circumstances of the assault, including physical description of the assailant.
- TALK with a counselor who is trained to assist rape survivors about the emotional and physical impacts of the assault. You can contact a hotline RAINN 1-800-656-hope, SAF 342-1600 or x7777 (SAF) to find someone who understands the trauma of rape and knows how to help. Counseling Services (312-4416) can assist with counseling care.
- The college may accommodate a victim's request, on a case-by-case basis, to change an academic schedule or

residence hall room in cases of an alleged sex offense. In addition, the college can help the survivor by confidential consultation with faculty for considerations of adjustments in assignments. Contact the Student Advisement Center at 312-2240.

Suggestions on How to Avoid Acquaintance Rape and Unwanted Sexual Conduct

- Know your values and limits related to consensual sex and communicate them.
- Trust your instincts about situations and people.
- Be firm and assertive.
- Remember, silence is not consent. Say **NO** loudly and repeatedly.
- Physically defend yourself to get out of a bad situation.
- Avoid illegal drugs. Alcohol and other drugs affect your judgment and control. Over 90% of sexual assault cases involve the use of alcohol on the part of one or both parties.
- Do not assume that if you are with a friend or an acquaintance, nothing bad will happen. In over 90% of cases of sexual assault, the survivor knew the assailant.
- Devise an action plan in advance in case you are in a situation of possible acquaintance rape.
- Remove yourself from the area at the first sign that you feel uncomfortable or unsafe.
- Have a code word to use with friends to get you out of risky situations.

Severe Weather – Winter Storm (Snow/Ice)

During a Winter Storm

- Should conditions worsen during the day, the administration may decide to close the University early. When such determination is made, you will be notified via media outlets, the university's website, weather phone line and New York Alerts.
- If roads leading to your home have been closed, do not attempt to travel home.

Shelter-In-Place

The term Shelter-in-place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate. Shelter-in-place should only be used when an evacuation is not safe. In place sheltering usually last no more than a few minutes to a few hours and preparations, made in advance, can ensure that the event is as comfortable as possible. Each department should determine its sheltering location prior to an incident occurring.

The preferred Shelter-in-place location would be an interior room or hallway, with limited or no windows.

^{2/08} The location would have access to restroom facilities as well as drinking water.

Shelter-in-Place (Weather) Recommendations

There may be situations when it is best to stay where you are to avoid any uncertainty outside. There are other circumstances, such as during a tornado or a chemical incident when specifically how and where you take shelter is a matter of survival.

Determine where you will take shelter if instructed to do so.



1. Storm cellars or basements provide the best protection.
2. If underground shelter is not available (or not advisable due to the situation), go into an interior room or hallway on the lowest floor possible.
3. In a high-rise building; go to an interior stairwell, small interior room, or hallway on the lowest floor possible.
4. Go on the center of the room. Stay away from corners because they attract debris.
5. Stay in the shelter location until the danger has passed.



Class Cancellations and Snow Plowing Procedures

- Check SUNY Oswego's homepage.
- Call 312-3333, the SUNY Oswego Information Line.
- Listen to radio and television: TV Channels 3, 5, 9 and 10 in Syracuse, the WRVO Stations (FM 89.9 to 91.9 throughout Central Upstate New York); WWTI Newswatch 50 in Watertown; Clear Channels in Syracuse (WSYR AM 570, Y94 FM 94.5, etc.) and Rochester (WHAM 1180, etc.). You may receive direct notification as well, if you have signed up to receive campus alerts through NY Alerts.
- Classes will proceed as scheduled unless official announcements of cancellation are made.
- When classes are canceled, faculty and commuting students are advised not to come to campus.

Day vs. Evening Classes

- Day classes begin at 8 a.m. Evening classes begin at 4:30 p.m. and after. Classes beginning before 4:30 p.m. are day classes regardless of when they end. Campus officials try to decide by 5:30 a.m. about canceling day classes and by 2 p.m. for cancellation of evening classes, though this is not always possible.

Off-Campus Classes

- Faculty teaching classes off campus should follow the weather closing policy governing the class site and inform students how to find out if their class is canceled.

Individual Class Cancellations

- The public announcement of class cancellations only occurs when the entire campus of thousands of students and faculty are affected. Individual class cancellations do not require broadcast across Central New York. Faculty members wishing to cancel their own classes should follow the same procedure used when they are ill.

Personal Safety

If you feel it is unsafe in your area to travel to class or work, you should not travel, regardless of whether classes are canceled. These resources can help:

- Live Doppler Radar at 9WSYR
- Travel Info New York
- SUNY Oswego Webcam



Campus Closing

- Only the governor has the authority to close a state agency such as SUNY Oswego. Unless the governor closes the college, employees who choose not to come to work or to leave work early are required to charge their time. The only exception is for instructional faculty when classes have been canceled.

State of Emergency Declarations

- Cities and counties in Central New York may declare a state of emergency in order to qualify for state or federal aid. They may also declare states of emergency that require the public to cease normal activities, such as parking in city streets or possibly even driving on streets and highways. It is important for commuters to determine if a “state of emergency” is aimed at prohibiting their travel or not.

Announcement of Notification Systems

All internal and external class cancellation procedures are explained in detail at the college emergency notification website at http://www.oswego.edu/administration/public_affairs/emergency/index.html.

Emergency Information

If there is a disaster or emergency affecting the SUNY Oswego community, you will be able to obtain updates and important instructions through the college’s homepage, SUNY Oswego’s Information Line, 315.312.3333, and New York Alert, assuming the situation has not damaged the college’s ability to update these resources.

If you need to report a real accident or emergency situation on campus now, please call University Police at 315.312.5555 or 911.

Emergency Management

SUNY Oswego has engaged in extensive planning for weather, public health and other emergencies. The Oswego community has a tradition of staunchly weathering storms and rallying to the aid of those in need when trying times hit. We coordinate our planning with the Oswego County Department of Emergency Management, specifically in regard to possible nuclear emergencies, and the Oswego County Department of Health as well as State University and New York state officials.

SUNY Oswego will continue to operate at some level in most foreseeable circumstances, including the various degrees of “states of emergency” that area municipalities may declare. Only the governor has the authority to close a State University campus.

Aside from the occasional snowstorm, the college has been spared serious emergencies in its nearly 150-year history. With planning and the cooperation of members of the campus community, any eventuality that does arise will pass with a minimum of disruption to the life of our college and the lives of our students.

Snow Plowing Priorities

The college has established priorities for snow removal with the Grounds Department. First priority includes all campus roadways, commuter and employee parking lots, residential lot driving lanes, and sidewalks.



Resident Parking Lot Plowing Notification

- Once the above areas are cleared, the grounds crew will move to clear the resident parking lots. The grounds supervisor, a University Police supervisor, and a Residence Life and Housing Office representative will determine the lots to be plowed on that day. By noon, a “Notice of Intent to Plow Certain Lots” will be posted in all residence halls. A sign will also be posted at the entrances to all lots that are to be plowed. In the larger lots, plowing will generally occur between 8 p.m. and 11 p.m., depending on the workload and current conditions. **Cars not removed by the designated time will be ticketed and towed at the owner’s expense.
- If a snowstorm should occur between the time the notice is posted and the actual snow removal time, the grounds crew may suspend their scheduled resident lot plowing and plow higher priority areas.

Resident Motorist Assistance

- Approximately an hour and a half before the time established for plowing, a University Police car and the college tow truck will be available at the designated parking lots to assist students in removing their cars.

Pedestrian Safety

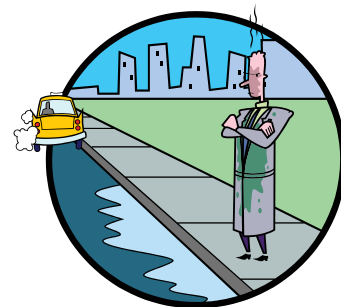
Procedures

Tips for Drivers:

- Yield to pedestrians anywhere in a crosswalk and come to a complete stop if necessary.
- Do not pass vehicles stopped at crosswalks.
- Slow down when driving on campus. The campus speed limit is 20 mph. Be alert to heavy foot traffic.
- If an older adult or physically challenged person is crossing at an intersection or crosswalk, be patient.
- Watch out for pedestrians when you are making a turn or backing up in parking lots or driveways.
- As you drive, scan for pedestrians about to cross or enter your path. Always be alert.
- Use caution driving at night. Pedestrians and cyclists are very difficult to see.
- In foul weather (rain, sleet or snow), remember that your braking distance increases.
- The behavior of alcohol-impaired pedestrians is unpredictable. Be particularly attentive after sporting events, late at night and on weekends.

Tips for Pedestrians:

- Look left-right-left before and during crossing.
- Always cross the street in marked crosswalks.
- Stay away from traffic after drinking alcohol or when taking medication that causes dizziness or blurs vision. Call a cab if necessary.
- If your view of approaching traffic is blocked by something, move to where you can see (e.g., outside edge of a parked car), stop and look left-right-left again.
- Watch out for cars backing out of parking lot spaces. Stay out of a driver's blind spot.
- Where sidewalks are available, use them. Where sidewalks are not available, walk facing traffic and keep to the left of the roadway.
- Do not step into moving traffic.



Personal Safety on Campus

- Be alert and walk purposefully. Confidence may deter attackers.
- Carry a personal alarm or cell, or be prepared to scream “NO!” loudly and get away if threatened.
- Avoid isolated or poorly lit places, especially at night. Walk with a friend, stay with a crowd. **Call University Police to assist with monitoring your progress as you walk across campus.**
- Be wary of strangers, on foot or in cars, asking directions. **BE WILLING TO APPEAR IMPOLITE TO KEEP STRANGERS AT A SAFE DISTANCE.** Yell if necessary.
- If someone follows you, go to a place where there are other people.
- Respect your intuition. Do not allow rationality to override your “sixth-sense” — it could protect you from danger.
- Take a self-defense course like **RAPE AGGRESSION DEFENSE SYSTEM** on campus through University Police
- When you are socializing, play it smart. One drink too many could make you vulnerable. Know your limits and know what you are drinking. Watch your drink to insure something is not slipped into your drink, cigarette or food that can make you vulnerable.