

# Emergency Information Quick Guide

## Call University Police: 315.312.5555 or Dial 911

### Active Shooter/Assault

- > Seek secure shelter. If possible, go to a room or office with a lockable door.
- > Close and lock the door, cover windows or barricade the door if there's no lock.
- > Turn off lights and get on the floor. Keep out of sight by hiding behind tables, desks, cabinets or other furniture. Keep absolutely quiet. Silence cell phones.
- > Tell the police where you are, where you heard the shots and how many people are in the room.
- > Keep your phone line open if the UPD dispatcher asks you to.

*Provide information:* Give the police an accurate description of the person or people involved, including: clothing, height, weight, sex, other physical characteristics, direction of travel or location. If possible, give a description of any weapons involved. Tell the police if you know the name(s) of the individual(s) involved.

- > Remain in the place of refuge until escorted from the building by police or other security personnel.
- > Remember when the police enter an area, follow their directions explicitly.

### Fire

Know locations of fire extinguishers, exits and alarm systems and how to use them. If an emergency exists, pull the building's nearest red fire-alarm pull box.

Immediately evacuate all rooms and close doors behind you. An evacuation alarm means an emergency exists. Walk quickly to the nearest exit and alert others to do the same. If possible, assist any person with a disability in exiting the building. *Do not use elevators!*

- > Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear.
- > Do not return to an evacuated building, unless told to do so by a university official.
- > 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.
- > Shout at regular intervals to alert emergency crews of your location.
- > Use your cell phone to identify your location to emergency responders.

*Do not panic!*

### General Evacuation

- > All building evacuations shall occur when a fire alarm sounds and/or upon notification by University Police, a building coordinator or other authorized personnel.
- > When the building evacuation alarm is activated during an emergency, leave by the nearest safe, marked exit and alert others to do the same.
- > Assist the disabled in exiting the building.
- > *Do not use the elevators in cases of fire!*
- > 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.
- > Do not return to an evacuated building unless told to do so by a university official.
- > Pre-plan a designated meeting place.

### Bomb Threat

- > If you receive a threatening call, do not hang up. Have someone else call University Police.
- > Attempt to engage the caller in a conversation and obtain as much information as possible. Caller ID is also available on most phones. Don't put the caller on hold.

#### Take notes:

- > Male or female?
- > Young or old?
- > Calm? Angry?
- > 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?
- > 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.
  - > Take personal belongings when you leave.
  - > Leave doors and windows open; do not turn light switches on or off.

### Suspicious Objects

- > A suspicious looking box, package, object, or container in or near your work area could be a bomb or explosive material. *Do not open it!*
- > Do not handle or touch the object.
- > Move to a safe area and call University Police.
- > Do not operate any power switch, and do not activate the fire alarm. Alert others in the area about the suspicious package or envelope.
- > If possible, shut off the ventilation system.

### Power Outage

*For all utility emergencies, notify Facilities Services at 315.312.3200 and University Police.*

- > 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.

### Campus Closures

> *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 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 on city streets or possibly even driving on streets and highways. It's important for commuters to determine if a "state of emergency" is prohibiting their travel or not.

> *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 website and New York Alert, assuming the situation has not damaged the college's ability to update these resources.

