SUNY POLYTECHNIC INSTITUTE

EMPLOYEE EMERGENCY RESPONSE GUIDE

DESKTOP REFERENCE

FOR EMERGENCIES

University Police at ext.7111 or 315-792-7111 or 9-1-1

EMERGENCY PHONE NUMBERS

On Campus Services	(315-792-extension)
On Campus – All Emergencies	-7111
Campus Information	-7100
University Police	-7111 (315-792-7111 or 315-792-7222)
UNIVERSITY POLICE	**DIRECT DIAL BY-PASS LINE 315-792-6926** (Will only be on-line when all campus phones are down)
Environmental Health & Safety (EHS)	-7101
Facilities	-7456
Health & Wellness Center	-7172
Counseling Center	-7172
Residential Life	-7810

Off Campus Services

Maynard Fire Dept. & Emergency Medical Technicians	9-1-1
Kunkel Ambulance	9-1-1
New York State Police	9-1-1
Oneida County Sheriff	9-1-1

INTRODUCTION

This emergency procedure manual is intended for use by employees at SUNY Poly. It is designed specifically to meet possible emergency conditions on the SUNY Poly campus.

Recipients of this manual should become familiar with its contents. In the event of an emergency, it will serve as a quick, easy reference for effective action. It should be kept in an easily accessible location at all times, preferably beside the telephone. New employees should be made familiar with it as part of the orientation program.

If there are further questions or comments, contact the University Police Department at extension -7222 (315-792-7222) or EHS at extension -7101 (315-792-7101).

For detailed emergency procedures in your specific office or area, review your "Unit Emergency Action Plan". For additional emergency procedures, go to SUNY Poly EHS webpage at https://sunypoly.edu/environmental-health-and-safety.html.

IMPORTANT NOTES:

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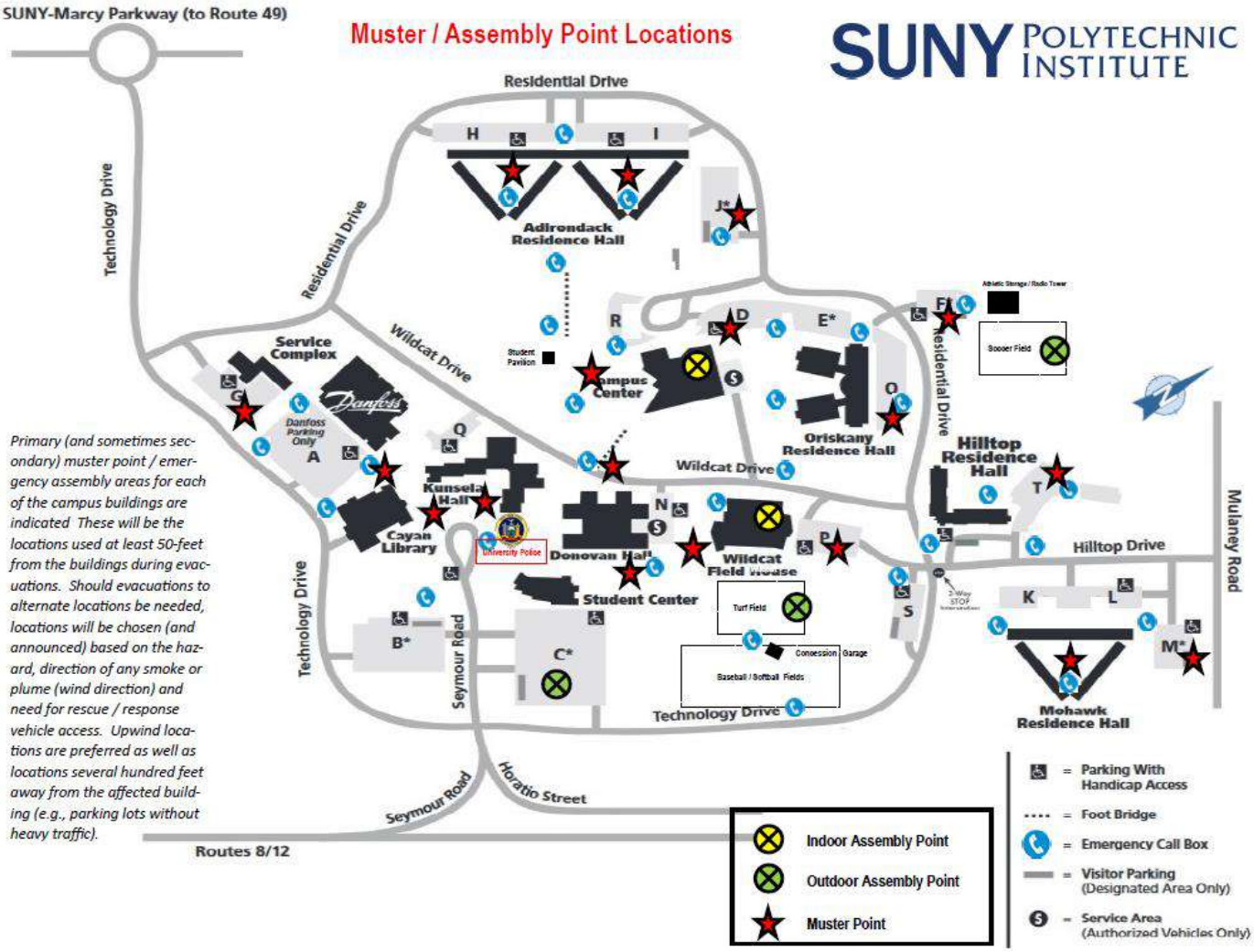
EMERGENCY CALL BOXES

Emergency Call Boxes are provided at various locations throughout the campus grounds. If you need to report an emergency or if you need a "safety escort", you will be in direct communication with University Police. University Police make every attempt to respond rapidly to your call.

At night, look for "blue lights" above the call boxes. Push the "red button" on front of the box to activate it. Automatically, an emergency message is sent to University Police, identifying the location of the box. You can talk while pushing the button, then release it to listen. An officer or dispatcher can respond verbally back to the caller. *NOTE: The box number and location are identified on each box.*

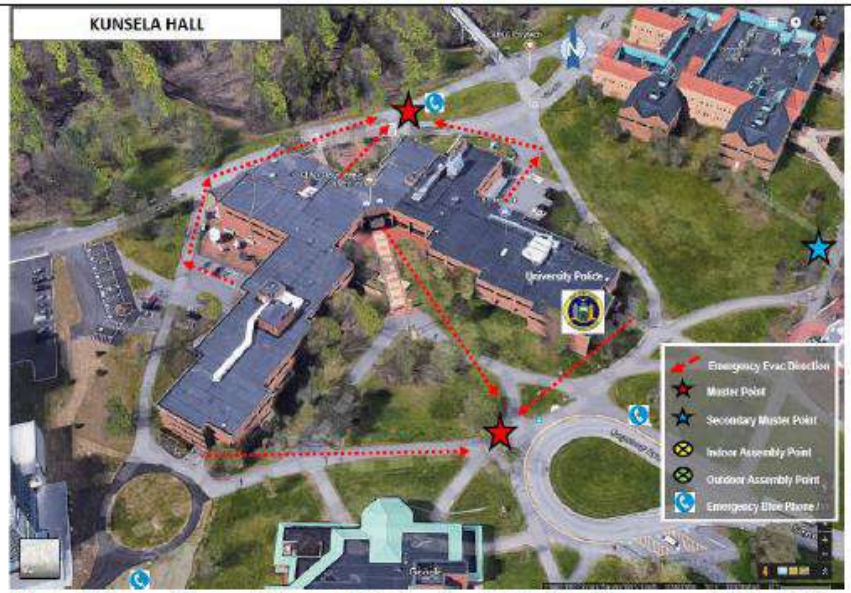
MUSTER / ASSEMBLY POINTS FOR SUNY POLY BUILDINGS

Supervisors, Department Heads, Instructors, and Office Staff are responsible for ensuring that employees, students, contractors, and visitors evacuate as required. Each department or office suite should meet at the designated Muster / Assembly points to account for all staff. Unit Emergency Plans should include procedures for evacuation and accountability. Building managers or appropriate supervisors of buildings with Assembly spaces (e.g., Library, Kunsela Hall, Student Center, Field House, Campus Center) should direct occupants to the appropriate Muster / Assembly points

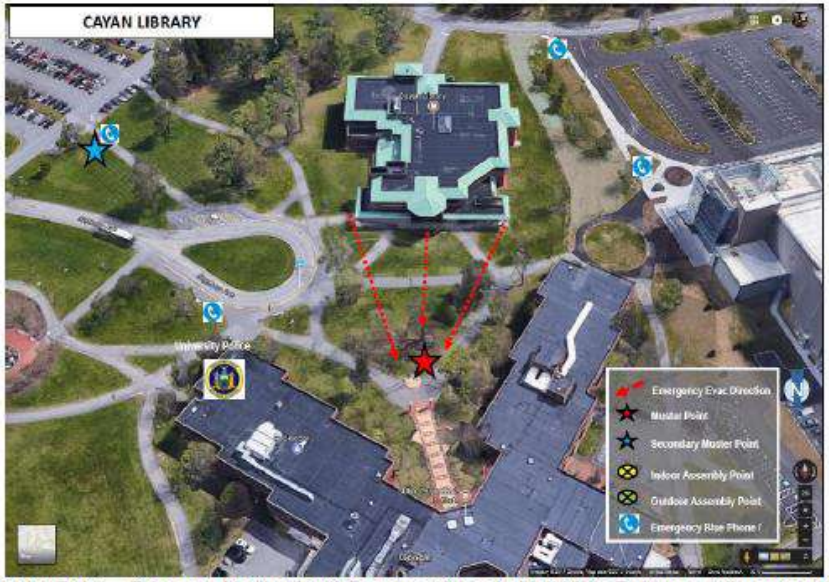




Muster Points = West of building across Wildcat Drive near Emergency Blue Phone (ground floor exits) and East of building near Emergency Blue Phone.



Muster Points = Primary - West and North exits - North of building across Wildcat Drive near Emergency Blue Phone, South and East exits – South of building near Cayan Library – Secondary – near Student Center patio.



Muster Point = Primary - North of building near Kunsela Hall Main Entrance (all occupants) – Secondary – Near parking lot Emergency Phone.



Muster Points = 1st floor south Main exits - South of building at far end of Circle patio, 2nd floor west exit North West corner of building near parking lot.



Muster Points = Primary - 1st floor exits - South of building near Donovan Hall and Emergency blue Phone, 2nd floor exit - North of building above main parking lot – Secondary – across Wildcat Drive to west of building near Emergency Phone.



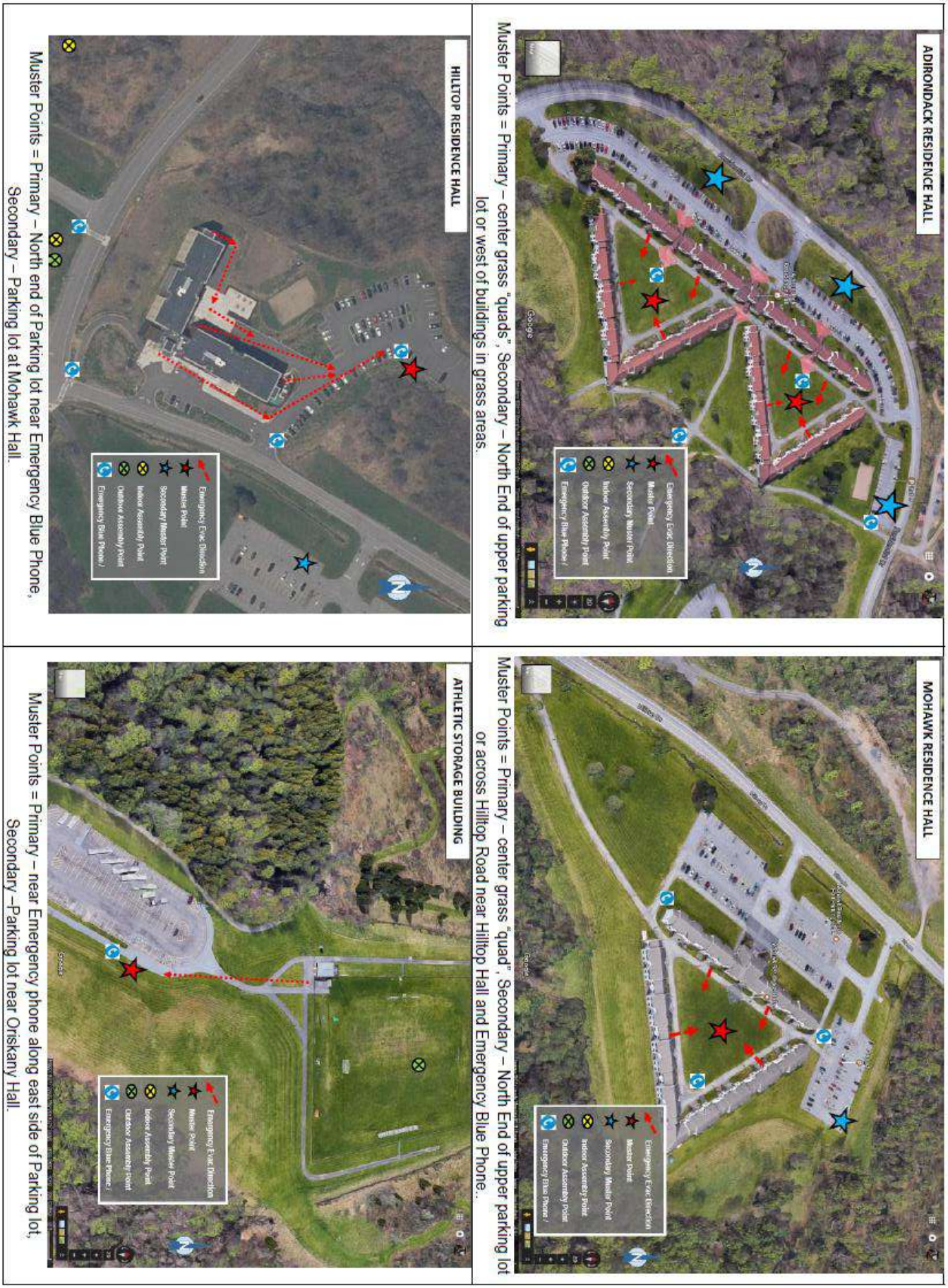
Muster Point = Primary - North of building near Donovan Hall and Emergency Blue phone (all occupants) – Secondary – near East entrance to Kunsela Hall.



Muster Points = Primary - South of building at far end of parking lot (all occupants) – Secondary – North of building near Wildcat Drive or SW corner of Quad C parking lot near Emergency Blue Phone.



Muster Point = Primary - North of building at far end of parking lot (all occupants) – Secondary – Across Residential Drive toward Soccer Field parking lot.


ADIRONDACK RESIDENCE HALL
Emergency Evac Direction
Muster Point
Secondary Muster Point
Indoor Assembly Point
Outdoor Assembly Point
Emergency Blue Phone /
Muster Points = Primary – center grass "quads", Secondary – North End of upper parking lot or west of buildings in grass areas.
MOHAWK RESIDENCE HALL
Muster Points = Primary – center grass "quad", Secondary – North End of upper parking lot or across Hilltop Road near Hilltop Hall and Emergency Blue Phone..
HILLTOP RESIDENCE HALL
Muster Points = Primary – North end of Parking lot near Emergency Blue Phone, Secondary – Parking lot at Mohawk Hall.
ATHLETIC STORAGE BUILDING
Muster Points = Primary – near Emergency phone along east side of Parking lot, Secondary –Parking lot near Oriskany Hall.



Muster Points = Primary – near Emergency Blue phone near Campus Center patio,
Secondary – Near emergency phone by Campus Center parking lot.

RED EMERGENCY PHONES

Red emergency phones which directly connect you with University Police are available in every building. Locate the one(s) in your building - especially the one(s) closest to your office / classroom / suite. Simply pick up the receiver and the phone will automatically dial University Police.

Number	Building	Location
n/a	Athletic Storage / Radio Tower	n/a
6477	Campus Center	Lower Lobby – Near Gym Door Entrance
n/a	Cayan Library	n/a
n/a	Concession / Garage Building	n/a
6078 6062 6070 6063 6076	Donovan Hall	Ground Floor NORTH near G242/244 (AED) Ground Floor SOUTH near G145 (AED) 1st Floor SOUTH near 1142/1146 (AED) 1st Floor NORTH near 1242 (AED) 2nd Floor Central near 2105/2106 (AED)
6111	Facilities Service Complex Main	Main Entrance
n/a	Generator Storage Building	n/a
n/a	Vehicle Storage Building	n/a
6251 6250 6252	Field House	1st Floor SOUTH Main Lobby – Near F101 (AED) 2nd Floor SOUTH near F201 - Fitness Center (AED) 2nd Floor NORTH Main Entrance – Near F216 (AED)
6129	Kunsela Hall	Ground Floor near C015
n/a	Student Center	First Floor Lobby Near Campus Life Office 103 (AED)
n/a	Student Pavilion	n/a
6012 6001 6008	Adirondack Residence Hall	NORTH Laundry (AED) SOUTH Laundry (AED) Commons Lounge
n/a	Hilltop Residence Hall	n/a

6112 6114 6113 6115	Mohawk Residence Hall	Lounge Laundry Conference Area Res Life Office Vestibule (AED)
6808	Oriskany Residence Hall	1st Floor Vestibule

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

There are 35 AEDs located throughout the campus. Maintenance and Training are provided through the EHS Office (extension -7101 – 315-792-7101) at regular intervals.

AED Locations - SUNY Polytechnic Institute (rev. 2026)*

ACADEMIC / ADMINISTRATION BUILDINGS

CAMPUS CENTER	
1st FLOOR	Lower Lobby Near Announcement Board
2nd FLOOR	Upper Lobby Near Doors to Running Track
1st FLOOR	Dining Room
1st FLOOR	In Gym Outside Trainers Office
CAYAN LIBRARY	
NEAR FRONT ENTRANCE	Near Circulation Desk / Office Entrance
DONOVAN HALL	
GROUND FLOOR	SOUTH – Near G-145
GROUND FLOOR	NORTH – Near G-244
1st FLOOR	SOUTH – Near 1142
1st FLOOR	NORTH – Near 1242
2nd FLOOR	Main Central Hallway – Near 2105
FACILITIES SERVICE COMPLEX	
MAIN BUILDING	Mechanical Shop by door to Garage
MAIN BUILDING	Break Room
FIELD HOUSE	
1st FLOOR	Main Lobby
2nd FLOOR	By Fitness Center
2nd FLOOR	North Entrance
(1st FLOOR)	(Athletic Trainer Room (Not Public Access, but used during Athletic Competitions)
(1st FLOOR)	(Athletic Trainer Room (Not Public Access, but used during Athletic Competitions)
KUNSELA HALL	
GROUND FLOOR	Near Restrooms / Vending Machines
1st FLOOR	C-Wing – Near Restrooms
1st FLOOR	Outside Bookstore
1st FLOOR	University Police – B-128 (Not Public Access)
2nd FLOOR	Near Room B-206
2nd FLOOR	C-Wing – Near Restrooms
STUDENT CENTER	
1st FLOOR	Main Lobby – Near Student Activities / Campus Life Office
2nd FLOOR	Lounge / Vending Area near 211

DORMITORIES / RESIDENCE HALLS

ADIRONDACK HALL	
STRAIGHT SECTION (SOUTH)	SOUTH Laundry Foyer
STRAIGHT SECTION (NORTH)	NORTH Laundry Foyer
MOHAWK HALL	
STRAIGHT SECTION	Res Life Office / Mailroom Foyer
HILLTOP HALL	
1st FLOOR	MAIN LOBBY
2nd FLOOR	2nd Floor Lobby
3rd FLOOR	3rd Floor Lobby
4th FLOOR	4th Floor Lobby
ORISKANY HALL	
1st FLOOR	MAIN LOBBY
2nd FLOOR	EAST WING near room R-236
2nd FLOOR	WEST WING near room R-266
3rd FLOOR	LOBBY

**** All AED units are Powerheart® G3 Plus Automatic AED (except Athletic Trainer AEDs are G5 AEDs)***

EMERGENCY INFORMATION FOR FACULTY AND INSTRUCTORS IN THE CLASSROOM

(also available as a stand-alone document with Muster point location maps)

The importance of emergency preparedness extends into the classroom. Students, even in higher education settings, look to the instructor for guidance and definitive action during an emergency. They look to the person at the front of the class as the leader of the group. Even in classes as small as five (5) individuals, students expect the instructor to have answers and a clear plan when an emergency occurs.

Faculty and instructors who take a few minutes at the start of each semester to familiarize their students with basic evacuation and emergency procedures will find a peace of mind that they and their students are better prepared for an emergency. Faculty and instructors are presented with a unique challenge in emergency planning as they travel between buildings and classrooms delivering lectures and guiding lab activities. The following information is intended to serve as a quick reference during emergencies.

What should I do as the instructor?

- *Clearly cover the basic emergency procedures for the class during the first week of class (10 minutes of pre-planning can reduce confusion during an emergency and save lives).*
- *Know how to report an emergency from the classroom (or nearby location – locate emergency phones near classrooms or save emergency numbers as cell phone contacts).*
- *Communicate the normal evacuation route and assembly area outside the building – have a secondary route in case of emergency. Following exit signs may lead to a safe location, but not a convenient one for notifications – please report to muster points during an evacuation.*
- *Ask students if they have emergency training such as CPR or first aid and be prepared to call on them in an emergency.*
- *Evacuate the classroom if a medical emergency occurs - to allow emergency responder access to the victim.*
- *Persons with special needs, who self-identify, should be able to provide information on special assistance needs if an emergency occurs. Persons with special needs may need assistance leaving the building during an evacuation.*
- *Most importantly: Provide leadership if an emergency arises and follow emergency procedures for all building alarms and emergencies.*

How do I report an Emergency?

- *Use emergency Red (indoor) or Blue (outdoor) phones, Dial x7111 from a campus phone, or 315-792-7111 or 911 from a cell phone.*
- *State the nature of the emergency.*
- *Remain on the line until the operator / responder hangs up.*

What should I carry with me to class?

- *Class roster*
- *Cell phone*
- *List of important telephone numbers (e.g., department leadership, supervisors, or lab managers, if applicable)*

How do I evacuate the classroom?

- *Use the nearest available exit. Evacuation routes are posted in classrooms and common rooms. Know the evacuation routes for your classroom. Look for illuminated EXIT signs in larger classrooms to determine primary and secondary Exits. <u>All fire alarms require mandatory evacuation</u>.*

Where do I go after evacuation?

- *As your class is evacuating the classroom, ensure that everyone is leaving the building.*
- *Outside assembly areas have been designated for all campus buildings. Locations are listed below and in the campus' **Employee Emergency Response Guide**.*
- *If you cannot get to your assembly area, evacuate to at least 50-feet from the building, giving room to Emergency Responders.*
- *Familiarize yourself with these procedures. Ensure that your class knows the location and use it to account for students during an evacuation.*

What about a person with special needs?

- *Whenever possible, identify a partner to assist those with special needs during an emergency incident. Do not attempt to lift /carry individuals with disabilities since this may cause serious injuries. Only professional Rescue Personnel should lift or carry individuals with special needs.*
- *If a person with special needs is prohibited from evacuating their building, they should be assisted by a partner to an area of refuge or a shelter-in-place location. The partner should instruct the individual to stay in place while they exit the building and notify emergency personnel of the individual's location.*
- *Dial x7111 from a campus phone or 315-792-7111 or 911 from a non-campus phone and identify the name and location of the person who is unable to exit.*
- *An Area of Refuge should have the following criteria:*
  - *An enclosed area, preferably with fire rated doors and walls,*
  - *A campus phone, if possible, and*
  - *Located in close proximity to exits, stairwells or other access points for Rescue Personnel.*

What if there is violence or an active shooter?

- **Run / Hide / Fight**
- *If it is safe to exit the building, do so and get as far away from the building as possible.*
- *Dial x7111 from a campus phone or 315-792-7111 or 911.*
- *If it is not safe to exit the building, secure the classroom by locking the doors (if possible).*
- *Block the door with desks, chairs, or tables or other heavy objects.*
- *Move people away from windows and get behind items that protect them (desk, chairs, tables, etc.). Silence all cell phones.*
- *Treat the injured using basic first aid (apply direct pressure to wounds and elevate bleeding arms or legs).*

If there are no other options, commit to fighting the assailant.

Active Shooter

The United States Department of Homeland Security defines the active shooter as *"an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims."* Active shooter situations are unpredictable, evolve quickly, and are often over in 10 to 15 minutes. Individuals should be prepared both mentally and physically to deal with an active shooter situation.

Contact the University Police Department at extension -7111 (315-792-7111)

- If you observe anyone who would fit this description.
- Have knowledge of person(s) who may be planning such actions.

If you are notified of such activity:

- Return to your office or residence hall room and STAY THERE.
- Barricade your door with a chair or desk if possible
- Close window blinds and stay away from the windows (including door window panels).
- Take cover.

Do not leave your office / room until you are cleared by the University Police or other Law Enforcement personnel.

RUN, HIDE, FIGHT!

How to respond when an active shooter is in your area:
Quickly determine the most reasonable way to protect your own life. Students are encouraged to follow the lead of instructors during critical incidents prior to the arrival of University Police.

RUN - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape if possible
- Prevent individuals from entering the area where the active shooter may be
- Keep your hands visible
- Follow instructions of any Police Officer
- Do not attempt to move wounded people unless absolutely necessary
- Call extension -7111 (315-792-7111)or use an Emergency Phone to contact University Police when you are safe

HIDE - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (e.g., an office or classroom with a closed/locked door)
- Not trap you or restrict your movement

Prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If an active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any sources of noise (i.e. radio, television)
- Hide behind large items (i.e. cabinets, desks)

- Remain quiet

If running and hiding out are not possible:

- Remain calm
- Dial extension -7111 (315-792-7111), if possible, to alert police to the active shooter's location (if you cannot speak, leave the line open and allow the dispatcher to listen)

FIGHT - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against them
- Throwing items and improvising weapons
- Yelling and committing to your actions

Airplane Crash

The SUNY Poly campus is located 10 miles southeast of the Griffiss International Airport runway. This places the campus in the zone of approach where airplane malfunction could result in nearby airplane crashes.

If inside a building:

- Seek cover under a desk, table or other heavy furniture that can provide protection from flying glass and debris.
- Remain inside the building until it is safe to exit.
- Follow directions of emergency response personnel.
- If an evacuation is in order, take personal necessities (glasses, keys, medicines) with you.

If outside the building:

- Follow DROP AND COVER procedures.
- Move away from the aircraft
- Proceed to a safe area.
- Follow directions of emergency response personnel.

IF YOU HAVE INFORMATION ABOUT THE INCIDENT WHICH MAY BE USEFUL TO INVESTIGATORS:

Contact the University Police Department at 315-792-7111 or 7111 from a campus phone or give the officer-on-scene details and the following information:

- Name, Location, Nature of the emergency and/or information.

Animal Incidents / Rabies

In consideration for personal safety, as well as sanitation, privately owned animals are not permitted in the buildings, except for service animals, and unless permitted by approval of the University Police, EHS Director, and Facilities Director.

Any privately-owned animal on campus must be leashed and accompanied at all times. Persons violating this policy will be requested to immediately leave campus. Animals found unattended may be impounded by University Police and turned over to the local Animal Control Officer.

Town of Marcy Dog Control Officer - James Griffiths – 315-939-0415 (as of 10/2025)

If a wild animal (e.g., bat, raccoon, etc.) is found inside a building, make every attempt to isolate the animal by closing doors and keeping people away.

- If you are able to isolate the animal and it is not harming anyone, call University Police at 315-792-7111; or call Facilities at 315-792-7456 during normal business hours. **Normal business hours for Facilities are Monday – Friday (8am – 4pm)*
- If you are unable to isolate the animal, call University Police at extension -7111 (315-792-7111).
- If an animal has bitten, scratched or had direct contact with a person, call University Police immediately at extension -7111 (315-792-7111).
- Be aware that any physical contact (e.g., bite, scratch, etc.) with an unknown animal is a serious issue and should be reported to a medical professional immediately.
- Follow-up with the Oneida County Health Department (OCHD) will occur to ensure proper response for animal testing or post-exposure rabies treatment (if necessary).

Signs of Rabies

The first sign of rabies is often a marked change in the disposition or behavior of the animal. The animal may be excitable, delirious, run wildly and attack viciously. The animal may at times be docile, seek solitude, stumble or fall over, and maintain a fixed glassy stare. Some other noted changes include being unnaturally withdrawn, snapping at anything, spitting, choking, staggering, frothing, or convulsing.

Suspect Animals

Suspect rabid animals include: (1) any bat or raccoon; (2) skunks, foxes or other wild animals showing signs of rabies; (3) domestic animals such as dogs, cats, or livestock showing signs of rabies. Bites from any of these animals MUST be reported to the OCHD. NOTE: squirrels, rabbits, hamsters, guinea pigs, chipmunks, rats, mice, moles and other small wild animals are rarely infected with rabies. However, bites sustained from any of these animals SHOULD be reported to the OCHD, especially if the animal was demonstrating signs of rabies.

Handling Animals

If the animal is not threatening to people or pets, **leave it alone.** Avoid unnecessary exposure. If any animal is threatening, call University Police, at extension -7111 (315-792-7111).

If the animal dies or is destroyed and has had no contact with people or pets, it should be double-bagged (using trash bags) and discarded with garbage or if property is available, buried three feet deep or deeper, at least 100 feet away from any water supply.

If you must handle a dead animal, use a shovel and wear heavy rubber gloves. Avoid rubbing your eyes or face. Wash hands even if gloves are worn when handling the animal. Shovels can be disinfected with bleach as well as the area where blood or other fluids from the animal are found.

Blood, Body Fluid, or Infectious Agent Exposure

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 if in the eye, use an eye wash for 15 minutes;
- NOTIFY your supervisor;
- OBTAIN medical help;
    - Monday – Friday, 8:30am – 4:30pm notify the EHS Department at extension -7101 (315-792-7101); if unavailable call University Police at extension -7111 (315-792-7111)

- If you are exposed after hours, **IT IS REQUIRED** that you notify University Police at extension -7111 (315-792-7111).

The Bloodborne Pathogen / Exposure Control Program (**EHS-012**) includes information regarding medical follow-up following an exposure. Please contact the EHS Department at extension -7101 (315-792-7101) for information.

Bomb Threat / Explosion

Initial Actions

- A suspicious-looking box, package, object, or container in or near your work area may 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 extension -7111 (315-792-7111). Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If There Is An Explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call University Police at extension -7111 (315-792-7111). *See "Evacuation Procedures".*

If You Receive a Bomb Threat (via telephone):

- If you receive a threatening call (e.g., bomb or other physical harm) do not hang up. Have someone else call the University Police at extension -7111 (315-792-7111) from another extension, if possible. Attempt to engage the caller in conversation and obtain as much information as possible.
- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
  - What exactly is the threat?
  - When will it explode?
  - Where was the bomb left?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Who placed the bomb?
  - Who is the target?
  - Why was the bomb placed?
  - What is your address?
  - What is your name?
- Observe the caller's speech:
  - Is the voice familiar in any way?
  - Male or female, high or low?
  - Young or old?
  - Speech patterns (Accent? Stutter?)
  - Emotional state (Angry? Agitated? Calm?)
  - Background noise (e.g., traffic, people talking and accents, music and type, etc.)
- Write down other data:
  - Date and time of call
  - How threat was received (e.g., letter, note, telephone)
- Call University Police at extension -7111 (315-792-7111)and submit your notes from the telephone call or the bomb threat (e.g., letter or note).
- Follow University Police's instructions.

If You Receive a Bomb Threat (via E-mail, Letter or Note):

- If you receive a bomb threat via e-mail, letter or note, telephone University Police at extension -7111 (315-792-7111) and save the note as evidence to be turned in to University Police.

In Any Bomb Threat Situation:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to University Police at extension -7111 (315-792-7111).
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.
- Do not enter the building until told to do so by University Police and/or authorized personnel.

IMPORTANT: After evacuating the building, look for others that were with you in the building. Notify authorities if you are unable to locate anyone that you were with.

BOMB THREAT CHECKLIST

Questions to Ask:	**Exact Wording of Threat:**
1. Where is bomb located?	
2. What time is it set to explode?	
3. What does the bomb look like?	
4. What kind of bomb is it?	
5. What will cause it to explode?	
6. Did you place the bomb?	
7. Why?	
8. What is your name?	
9. What is your address?	

Date Received		Time Received		**Phone # Received on**		**Caller ID #**		Length of call	

Caller's Voice:							
☐	Calm	☐	Laughing	☐	Lisp	☐	Familiar
☐	Angry	☐	Crying	☐	Raspy	☐	Breathing Cracking
☐	Excited	☐	Normal	☐	Ragged	☐	Soft
☐	Slow	☐	Distinct	☐	Stutter	☐	Loud
☐	High Pitched	☐	Deep / Low Pitched	☐	Disguised	☐	Nasal
☐	Accent	☐	Other:				

If voice if familiar, who did it sound like?		Sex of caller		Race		Age	

Threat Language:							
☐	Well spoken (educated)	☐	Incoherent	☐	Foul	☐	Irrational
☐	Taped	☐	Message read by maker				

Background Sounds:							
☐	Street noise	☐	Office noise	☐	Music	☐	Voices
☐	House noise	☐	Animal noise	☐	Factory	☐	Motor
☐	Long distance	☐	Static	☐	Other		

Remarks			
Date:		Phone #:	
Name:		Position:	

Civil Disturbance / Demonstration / Classroom Disruption

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the University Police at extension -7111 (315-792-7111). If possible, use a private area when making the call. The procedures outlined below should also be considered.

- If a disturbance seems to threaten the occupants of the building, report it immediately to the University Police and take the following actions:
    - Alert all persons in the area of the situation.
    - Lock all doors and windows; secure all files, documents and equipment.
    - Close blinds to prevent flying glass.
    - If necessary, cease operations and evacuate.
    - Follow directions from University Police.
- If evacuation occurs, meet at the Assembly Area identified in your Unit Emergency Plan.

Classroom Disruption is defined as any behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples include repeated, unauthorized use of cell phones in the classroom; persist speaking without being recognized; or making physical threats.
Call the University Police Emergency Line at extension -7111 (315-792-7111)whenever you believe there is a threat of violence or other unlawful behavior-including a student's refusal to leave a class after being told to do so. Any threat of violence should be taken seriously.

- If you believe inappropriate behavior is occurring, redirect the student to an appropriate behavior, rather than warning or embarrassing a particular student (e.g., a good approach is to say, "we have too many private conversations going on at the moment; let's all focus on the same topic."). Most students are unaware of distracting habits or mannerisms, and do not intend to be offensive or disruptive.
- If a student was redirected during class, speak to the student after class t follow up. Invite them to your office or other private setting. Allow them to discuss their style with you. Clearly identify what behavior is inappropriate for class and what behavior is appropriate.
- There may be rare circumstances when it is necessary to speak to a student during class about their behavior. Correct the student in a courteous manner, indicating that further discussion can occur after class.
- Key factors in responding to disruptive behavior are clarity in expectations; courtesy and fairness in responses (making sure students have an opportunity to discuss the incident with you in a timely manner); and progressive discipline, in which students (in less serious cases) are given an opportunity to learn from the consequences of their misbehavior, and to remain in the class. Follow up in private to reinforce your classroom comments.
- The fact that a student may have a disability should not inhibit you from notifying appropriate authorities (including the campus police, as needed) about disruptive behavior. Students with or without disabilities need to know they must adhere to reasonable behavioral standards. Pertinent federal agencies and the courts have made it clear that an institution of higher education does not have to tolerate or excuse violent, dangerous, or disruptive behavior, especially when that behavior interferes with the educational opportunities of other students.
- A student who persists in disrupting a class may be directed by the faculty member to leave the classroom for the remainder of the class period and should be reported to the Office of Community Standards for disciplinary action. The student should be told the reason(s) for such action, and be given an opportunity to discuss the matter with the faculty member as soon as possible. The faculty member should also promptly consult with the department chair/director.

Confined Space Emergency

Confined space means a space that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit (for example, tanks, vessels, manholes, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
- Is not designed for continuous employee occupancy.

No confined space shall be entered without proper authorization and training.

All SUNY Poly staff and/or contractors must comply with OSHA 29 CFR 1910.146 in regards to confined space identification, entry and rescue, and the SUNY Poly - Confined Space Entry Program (**EHS-007**).

In the event that a person is caught inside a Confined Space, every effort should be made to ensure that all rescuers are provided with adequate personal protective equipment including appropriate breathing apparatus before any rescues are attempted. The hazard of Confined Space Emergencies is often the hazard posed to the rescuer who becomes trapped and is overcome by lack of oxygen or is asphyxiated during the rescue attempt.

If a person is found within a confined space, University Police shall be contacted immediately at extension -7111 (315-792-7111).

Crime in Progress

- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
- In the event of a robbery, do not resist.
- If safe to do so, take time to get a good description of the criminal. **Note height, weight, sex, race, age, hair color, clothing, method and direction of travel and name if known.** All this takes only a few seconds and is of the utmost help to investigating officers.
- If the criminal is entering a vehicle, note the plate number, make, model, color and any other outstanding characteristics.
- Call University Police, extension -7111 (315-792-7111). Give your name, location, telephone number and department. Advise them of the situation details and remain where you are until contacted by an officer.
- While University Police Officers are en-route, stay calm and **complete the form on the next page** prior to discussing the details with anyone.
- Be Alert, Be Observant – Features which you can remember regarding the physical characteristics of suspicious persons or assailants can greatly assist your police department in their apprehension.

Criminal or Violent Behavior

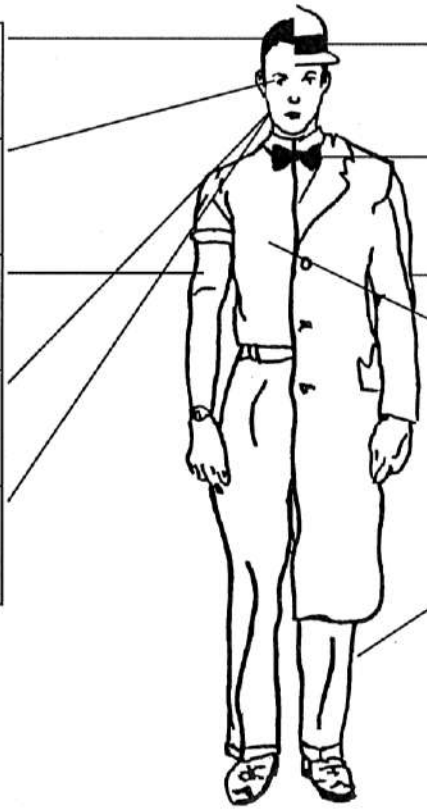
Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

- If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify University Police at extension -7111 (315-792-7111) as soon as possible and give them the following information:
    - 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 extension -7111 (315-792-7111).

- Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

FILL IN ALL THE BLANKS
GIVE TO THE FIRST POLICE OFFICER ON THE SCENE

SEX	RACE	AGE	HEIGHT	WEIGHT	WEAPON TYPE

HAIR		HAT (color, type)
GLASSES TYPE		TIE
TATTOOS		COAT
COMPLEXION		SHIRT
SCARS/MARKS		TROUSERS

REPORT THE SUSPICIOUS AND UNUSUAL

AUTO LICENSE, MAKE, COLOR	DIRECTION OF ESCAPE

Emergency Evacuation

When evacuations are required, all persons will evacuate to the pre-designated primary assembly area identified in the SUNY Poly Evacuation Plan, unless the hazard makes the identified primary assembly area unusable or unsafe. In that event, persons will evacuate to secondary assembly area.

Evacuations will be announced by one or more of the following ways:

1. Activation of the building's fire alarm system,
2. Campus e-mail, website, announcements, closed circuit TV
3. Verbal notification by University Police, supervisors, or Building Contacts,
4. Central Speaker system
5. SUNY NY-Alert / RAVE

General Procedure – Building Evacuation

- When a fire alarm sounds, proceed to the nearest exit marked by an exit sign. The nearest exit may not be the way you entered the building.
- When an alarm sounds, evacuate the building quickly, but do not run or panic.
- A building occupant is required by law to evacuate the building when the fire alarm sounds, whether it is a drill or not.
- Safely stop your work.
    - If working with hazardous materials, equipment, or flames, safely return all materials to safe locations (e.g., fume hoods), turn off / power off / unplug equipment, extinguish any flames.
- If exits / stairwells are not clear or safe, go to the next closest exit / stairway. Stairwells are an important means of exiting multi-story buildings. Therefore, fire doors should be kept closed.
- The elevators should not to be used. Many elevators are programmed to shut down during a fire alarm.
- If safe, close your office door and window, but do not lock them. Turn off lights. Doors can be locked if there is a need to protect critical materials.
- Gather your personal belongings if it is safe to do so (reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- People who walk slowly or need assistance should walk to the right side of stairwells to prevent impeding other people from exiting a building.
- Leave the nearby vicinity of the building and gather at designated assembly areas, so Emergency Personnel have clear access to the building.
- Proceed to designated assembly areas for your building. The designated areas should be communicated by the faculty instructor, staff member, or building contacts. Try to account for the people in your work / class areas to ensure all occupants have left the building. If you suspect there are still people in the building, immediately notify University Police or Emergency Personnel.
- Never re-enter a building without instructions from authorized personnel (e.g., Fire Department, University Police, EHS).
- Faculty: All faculty members must immediately instruct students to evacuate a classroom / laboratory / studio when a fire alarm is activated. Ensure students evacuate the building and go to designated assembly areas.
- Employees: All employees must evacuate the building and go to designated assembly areas.
- Students: All students must immediately evacuate the building and gather in the designated assembly areas.

Designated Assembly Area

Following a building evacuation, and once outside, occupants should assemble at the designated muster / assembly points and stay as far away from buildings. Whenever possible, congregate with people from the class / work group / dorm suite. Try to account for all people after gathering at the assembly point to ensure they have evacuated safely**.** If you suspect there are still people in the building, immediately notify a building contact (administrative buildings), R.A./R.D. (residential buildings), University Police or other emergency personnel.

This list contains the designated Muster Points and Emergency Assembly Points for each building on campus in the event occupants have been notified to evacuate a building due to an emergency situation or a drill. Please review the list and be aware of the information. Please share this information with others.

All locations should be at least 50 feet from the entrance/exit to allow for proper exiting and access by emergency responders. Caution is important if Muster points are located near roadways or if roadways must be crossed.

The Wildcat Field House (and associated Turf Field in good weather) is considered the Primary Evacuation Assembly Point for those situations requiring longer-term evacuation of a building. In certain situations, the Campus Center may be the appropriate indoor Assembly Point. In addition, certain situations may require distant assembly point use. The Upper Soccer Field near the Athletic Storage Building / Radio Tower is considered the secondary outdoor emergency assembly point.

Shelter-in-place instructions may be given in certain circumstances. If off-site locations are to be used for evacuations, all occupants will be notified. In addition, every effort will be made to provide transportation to emergency off-site locations.

ADMINISTRATIVE /ACADEMIC BUILDING	**MUSTER POINT**	**EMERGENCY ASSEMBLY POINT**
DONOVAN HALL	• 1st and 2nd Floor – East side of building towards Student Center near Emergency Call Box • Ground Floor – Paved area across Wildcat Drive, West side of building towards Campus Center	Field House (indoor) Turf Field (outdoor)
FACILITIES (MAIN)	• Parking Lot G - South Side of building across main drive area	Field House (indoor) Turf Field (outdoor)
KUNSELA HALL	• Ground Floor or other floors using north exits – use Sidewalk Extension area across Wildcat Drive near Emergency Call Box • Other floors exiting south, east, or main exits, use area near the Cayan Library Main Entrance.	Field House (indoor) Turf Field (outdoor)
ASSEMBLY BUILDING	**MUSTER POINT**	**EMERGENCY ASSEMBLY POINT**
CAMPUS CENTER	• 1st Floor Occupants – use Circle Courtyard (Lower South) near Emergency Blue Phone • 2nd Floor Occupants – use Sidewalk near Reserved Parking (Upper East) near Emergency Call Box	Field House (indoor) Turf Field (outdoor)
CAYAN LIBRARY	• All Occupants, use area near the Kunsela Main Entrance.	Field House (indoor) Turf Field (outdoor)
FIELD HOUSE	• First Floor use area between Donovan Hall and Field House. • Second Floor use distant portion of Parking Lot P.	Campus Center (indoor) Turf Field or Upper Soccer Field outdoor)
KUNSELA HALL (Auditorium)	• Ground Floor or other floors using north (stage end) exits – use Sidewalk Extension area across Wildcat Drive near Emergency Call Box • If exiting out main exits, use primary building area near the Cayan Library Main Entrance.	Field House (indoor) Turf Field (outdoor)
STUDENT CENTER	• All occupants muster point on West side of Building between Donovan Hall and Student Center by Emergency Call Box.	Field House (indoor) Turf Field (outdoor)
OTHER BUILDING	MUSTER POINT	EMERGENCY ASSEMBLY POINT
ATHLETIC STORAGE BUILDING	• Parking Lot F	N/A – no occupancy - storage
BASEBALL CONCESSIONS	• Same as Field House First Floor - use area between Donovan and Field House.	Field House (indoor) Turf Field (outdoor)
FACILITIES (GENERATOR STORAGE)	• Parking Lot G - South Side of building across main drive area	Field House (indoor) Turf Field (outdoor)
FACILITIES (VEHICLE STORAGE)	• Parking Lot G - South Side of building across main drive area	Field House (indoor) Turf Field (outdoor)
STUDENT RECREATION PAVILLION	• Same as Campus Center – use Circle Courtyard (Lower South) near Emergency Blue Phone	Campus Center (indoor) Turf Field or Upper Soccer Field outdoor)
QUAD C (Operated by DANFOSS)	• Between QUAD C and Cayan Library at Muster Point Sign	Field House (indoor) Turf Field (outdoor)
RESIDENTIAL BUILDING	MUSTER POINT	EMERGENCY ASSEMBLY POINT
ADIRONDACK HALL (NORTH)	• Primary Location - Interior Courtyard – Triangle • Secondary Location – Parking Lot J	Field House (indoor) Turf Field (outdoor)
ADIRONDACK HALL (SOUTH)	• Primary Location - Interior Courtyard – Triangle • Secondary Location – Parking Lot J	Field House (indoor) Turf Field (outdoor)

HILLTOP HALL	• Primary Location – North End of Parking lot behind building – near Emergency Blue Phone • Secondary Location – Parking Lot S @ Filed House	Field House (indoor) Turf Field (outdoor)
MOHAWK HALL	• Primary Location - Interior Courtyard – Triangle • Secondary Location – Parking Lot M	Field House (indoor) Turf Field (outdoor)
ORISKANY HALL	• Upper Portion of Parking Lot O (across from Main Entrance / Exit by Emergency Call Box)	Field House (indoor) Turf Field (outdoor)

**** See Maps of Muster / Assembly Point locations on pages 5-9.***

Travel

A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of "gridlock." The community population, high number of resident students, commuter students and use of transportation alternatives must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto, carpool, or bicycle.

- In a major emergency, the decision to implement evacuation procedures generally rests with the Campus Emergency Operations Center (CEOC). In situations requiring immediate action, public safety responders (e.g., Police, Fire, EMS, and EHS) can also order an evacuation. When evaluating the decision to evacuate, consideration will be given to the specific threat (e.g., bomb, fire, storm, explosion, hazardous materials incident, etc.), its context (e.g., time of day, likelihood, etc.) and the recommendation of first responders.

Campus Evacuation

- Any partial or full-scale evacuation of SUNY Poly is a complex, time-consuming task.
- The decision to evacuate, and the methods used, shall be determined by the CEOC, in coordination with the Oneida County EOC.
- If the decision to evacuate is made, the CEOC shall utilize all available methods of public notification to inform the campus community of the situation.
- If it is necessary to evacuate the campus, exit in the direction given by University Police or other emergency authority.
- Do not put your vehicle in a position where it blocks the way for others.
- Some vehicles may be selected for emergency transportation. If your vehicle is chosen, please cooperate.
- If the road is not usable, leave your vehicle off of the roadway and evacuate by foot.
- Evacuations will generally fall into two categories:
    i. Limited or partial evacuation in which a designated area and / or group of buildings may be evacuated for a specific time.
    ii. General evacuation in which the entire campus is evacuated for a prolonged period of time.
- It is very important that regardless of the type or duration of an evacuation that faculty, staff, students and visitors listen very carefully to official information and evacuation orders issued from the SUNY Poly CEOC.

- **Faculty, Staff and Campus Visitors**
    - In the event of an authorized evacuation, all faculty, staff, and campus visitors should leave campus and return to their home or other safe and appropriate intermediate destination unless told otherwise
- **Students**
    - In the event of an evacuation, all students who can provide their own transportation should leave the campus and return to their home, or other safe and appropriate intermediate destination, unless told otherwise.
    - Students should remember to take medications and any other essential personal items that may be needed during the evacuation period.
    - Students who cannot go home will be transported to a designated shelter. All available modes of transportation will be utilized to transport students who need transportation.

- **When You Leave the Campus**
  - Since an evacuation could last from a few hours to several days, it is important to consider where you might stay and what things you might need. When you leave the campus you should take the following items:
    - Two blankets or one sleeping bag
    - Two changes of clothing
    - Personal / important papers
    - Medication
    - Toilet articles
  - In additional, if you are going to a shelter for housing or assistance, you should bring your SUNY Poly identification card and other appropriate forms of identification.
  - When you leave, make sure appliances and faucets are turned off and doors and windows are locked.

Guidelines for People with Disabilities

- An evacuation plan must start with this basic premise: Everyone must try to evacuate through the nearest, safe exit. At least two emergency passageways must be identified in each building. Each passageway must either lead to an exit, or safely lead to a designated area of refuge.
- After identifying the exits; a recommendation is that each person with a disability ask a co-worker, friend, faculty member or fellow student to provide assistance if an emergency develops. This "evacuation assistant" should be informed about the disabilities and how they can best help.
- 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 assistants. Wheelchairs will be evacuated later if possible.
  - 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.
  - DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
    - If the situation is life threatening, call University Police at extension -7111 (315-792-7111).
    - Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for assistants (co-workers/ friends) to alert them and assist them in an emergency, is a good method.
    - Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
    - If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, University Police should be notified so they can advise emergency personnel.
      - If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police at extension -7111 (315-792-7111) to request evacuation assistance from emergency personnel.
      - Some campus telephones may not operate in a power outage, but cellular telephones are likely to be operating.
- ***Visually Impaired***
  - Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
  - DO NOT grasp a visually impaired person's arm. Ask if they would like to hold onto your elbow as you exit, especially if there is debris or a crowd.
  - Give other verbal instructions or information (e.g., elevators cannot be used).

- ***Hearing Impaired***
  - Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
  - Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

- ***Mobility Impairment***
  - It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
  - If people with mobility impairments cannot exit, they should move to a safer area (e.g., most enclosed stairwells, an office with the door shut which is a good distance from the hazard, etc.)
  - If you do not know the safer areas in your building, call University Police at extension -7111 (315-792-7111) or EHS at extension -7101 (315-792-7101).

- **Individuals unable to be evacuated**
  - Notify emergency responders immediately about any people remaining in the building and their locations.
  - Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
  - If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique.

Areas of Refuge /Rescue Assistance Call Box (Interior)

Operation – Press button, Direct Connect to UP Dispatch

Building	Location (and #)
Cayan Library	2nd Floor East Stairwell Landing
Kunsela Hall	2nd Floor East Stairwell Landing –across from B234
	2nd Floor – Stairwell Landing – Near room A229 and across from Restrooms
	2nd Floor Stairwell Landing at end of Business Office Suite near Room A246

For additional information refer to pamphlet "Emergency Evacuation of Persons with Disabilities"

Fire

Follow the general evacuation procedures as soon as you hear the fire alarm. A building occupant is required by law to evacuate the building when the fire alarm sounds.

If you discover a fire or smoke condition, follow the "RACER" procedure:

- **Rescue** any person in immediate danger.
- **Alarm:** Pull the fire alarm box usually located at stairways and building exits.
- **Confine** fire by closing doors where possible.
- **Evacuate:** follow EXIT signs; OR
- **Extinguish** a small fire using a fire extinguisher, if trained and comfortable doing so.
  - Remember PASS: (Pull the pin, Aim at the base of fire, Squeeze the handle, Sweep side to side until the fire extinguisher is empty. Do not turn your back on the fire, carefully back away after the fire extinguisher is empty. EVACUATE IF FIRE IS OUT OF CONTROL!
- **Report** the incident to the University Police extension -7111 (315-792-7111) from a safe location.
  - Report any discharged fire extinguisher to EHS at extension -7101 (315-792-7101) for replacement.

If you hear or see a fire alarm signal (unless a prior announcement has been made that the system is being tested):

- Evacuate the building. Follow EXIT signs to the nearest exit.
- Walk at a normal pace.
- Use stairways, not elevators.
- Wait outside at least 50 feet away in the designated assembly area for the building, (see Campus Fire Evacuation Procedures) until the University Police or designated campus official announces all clear.
- Keep streets, fire lanes, hydrants, walkways, and emergency command posts clear.
- Attempt to account for others who may have been inside the building when the alarm sounded. Report missing persons and possible locations to emergency personnel.
- Follow the instructions of emergency personnel.

Procedure for Occupants with Disabilities (OWD):

- All Occupants: Report the presence of any OWD to the University Police and emergency personnel.
- Faculty/Staff: (1) Move (do not carry or lift!) the OWD to an Area of Refuge or safe area near the nearest stairwell, and (2) Stay with the OWD in the hallway outside the stair door unless there is an immediate danger. If necessary, enter the stairwell when it is clear and close the door behind you. Designate someone to report your presence to the University Police and emergency responders. If possible, call the University Police at extension -7111 (315-792-7111) to report your situation.
- Do not use stairs to evacuate unless the OWD is able to ambulate.
- Exercise caution in the stairwell to avert falls and trips.
- Do not use the elevator unless helped by the Fire Department.
- If you are trapped:
  - In a room, hang a sheet or article of clothing outside a window if available as a marker for rescue crews.
  - In a smoky hallway stay near the floor as you move to the nearest exit.

If there is a fire in your work area:

- First, activate the fire alarm by pulling the pull station and, from a safe distance, call University Police at extension -7111 (315-792-7111) to provide details of the situation.
- Unless you have been trained to use fire extinguishers, and the fire is an incipient fire, DO NOT fight the fire.
  - If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds (*see "Evacuation Procedures"*).
- On your way out, warn others nearby.
- Move away from fire and smoke. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
- Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building and go to your designated Assembly Area (*see "Unit Emergency Plan"*).
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If you become trapped in a building during a fire

- DO NOT PANIC
- Isolate yourself from the fire and smoke in an office or stairwell
- If a phone is available, contact University Police at extension -7111 (315-792-7111) and provide details of your location and situation

- If a window is available, place a large piece of brightly colored fabric (shirt, coat, tablecloth, 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.
- Make noise (e.g., tap pipes, bang furniture, blow whistle, shout, etc.) at regular intervals, or hang clothing outside a window to alert emergency crews of your location.

IMPORTANT: After evacuating the building, look for others that were with you in the building. Notify authorities if you were unable to locate anyone that you were with.

Gas Leaks

- 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.
- From a safe distance call University Police at extension -7111 (315-792-7111) or by using one of the Emergency Call Boxes or 'Red Emergency Phones'.

DO NOT re-enter the building until cleared to do so by University Police or other proper authorities.

Hazardous Materials

General Information

- If you are a hazardous material user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training must include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.
- If you witness a hazardous material spill, evacuate the spill site and warn others to stay away.
- Determine if you are trained and equipped to safely clean up the spill.
  - If you are unable to safely clean up the spilled material, call University Police at extension -7111 (315-792-7111) and EHS at extension -7101 (315-792-7101).

If You Spill A Hazardous Material or Materials:

- **A major spill (a spill that you cannot safely handle by yourself)**
  - Notify others in your area that a spill has occurred
  - Do not hesitate to pull the fire alarm if necessary to evacuate the building.
  - Call University Police at extension -7111 (315-792-7111) to report the spill
  - For flammable materials, turn off all ignitions sources if it can be done safely.
  - Close doors to the area where the spill occurred, and limit access to the area.
  - Stand by the area outside the building until help arrives.
  - Isolate the spill area to keep everyone away, and post signs as necessary.

- **A minor spill (A spill you can safely clean up)**
  - Prevent others from coming in contact with the spilled chemical(s)
  - Wear proper personal protective equipment (PPE) such as goggles, gloves, etc. during cleanup
  - Try to prevent spilled chemicals from entering waterways by building a dike around the access points (e.g., 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 your supervisor and to EHS at extension -7101 (315-792-7101).

If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call University Police at extension -7111 (315-792-7111).

Hostage Situation

Conduct while being held hostage:

- Under all circumstances, attempt to stay calm and be alert to situations that you can exploit to your advantage. Remember that the primary objective of your family and law enforcement officials will be to secure your safe return as quickly as possible.
- Do not attempt to fight back or struggle physically. No matter how "reasonable" your captors may appear on the surface, they cannot be trusted to behave normally and their actions may be unpredictable.
- Comply with the instructions of your abductor as well as you can.
- Do not discuss what actions your family, friends, or employers may take.
- Make a mental note of all movements including times in transit, direction, distances, speeds, landmarks along the way, special odors, sounds such as bells, construction, etc.
- Whenever possible, take note of characteristics of your abductors, their habits, surroundings, speech mannerisms and what contacts they make. Such information can be of great value in their ultimate apprehension.
- Generally, you cannot expect to have a good opportunity to escape; any attempt to escape, however, should not be made unless it is indicated that your life is in imminent danger. Carefully calculate the best possible odds for success.
- Avoid making provocative remarks to your abductors. As noted, they may be unstable individuals who react explosively and are likely to be violent and abusive.
- Try to establish some kind of rapport with your captors.

Medical Emergency/Accident

Responding to injuries

- If any situation appears to be a medical emergency, contact University Police at extension -7111 (315-792-7111) to get help immediately.
- In the event of an accident involving injury or illness:
  - If life threatening, seek emergency medical treatment.
  - Notify University Police at extension -7111 (315-792-7111). Stay on the phone until instructed to hang up.
  - 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.
  - 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.

CPR

American Heart Association - Hands-Only CPR Can Save Lives. Most people who experience cardiac arrest at home, work or in a public location die because they don't receive immediate CPR from someone on the scene. As a bystander, don't be afraid. Your actions can only help. When calling 911, you will be asked for your location. Be specific, especially if you're calling from a mobile phone as that is not associated with a fixed address. Answering the dispatcher's questions will not delay the arrival of help.

How to Give Hands-Only CPR. If you see a teen or adult suddenly collapse, call University Police at extension -7111 (315-792-7111) or 911 and push hard and fast in the center of the chest to the beat of any tune that is 100 to 120 beats per minute. Immediate CPR can double or even triple a person's chance of survival.

Automated External Defibrillators (AEDs) are available in every occupied building on campus. These units can be used by trained personnel.

Opioid Overdose Prevention Program (Narcan) – SUNY Poly's OOPP includes the availability of Narcan in all AEDs on campus. These may only be used by trained individuals and are only for use during a suspected opioid overdose situation. Training is provided to all Res Life staff and others on campus as needed.

Conscious Choking

If you encounter a conscious, choking individual who is coughing, encourage continued coughing. If the victim is unable to cough, speak, or breathe:

- Send someone to call for help - extension -7111 (315-792-7111)
- Lean the victim forward and give 5 back blows with heel of your hand
- Administer 5 quick abdominal thrusts by standing behind the victim, placing the thumb-side of your fist against the middle of the abdomen just above the navel, grabbing your fist with the other hand, and quickly pulling your fists into the abdomen
- Repeat until the object the person is choking on is forced out and person breathes or coughs on their own

Injury reporting

- After the emergency has ended, employees, students, or visitors must file Accident Form (CS-13). This form must be completed by either University Police or EHS. Additional forms may be necessary. The **EMPLOYEE** must call the "Accident Reporting System (ARS) at 1-888-800-0029 to report a work-related injury or illness 8 a.m. to 5 p.m., Monday through Friday (excluding State holidays).

Hazard reporting

- Spilled liquids and wet floors are some of the major causes of slips, trips and falls.
  - If you spill something, please clean it up immediately.
  - If you discover a spill or wet floor and need assistance, contact Facilities at extension -7456 (315-792-7456) (weekdays 8am – 4pm) or University Police at extension -7222 (315-792-7222).

Report all other hazards (e.g., malfunctioning equipment, holes in the sidewalk, loose carpet, etc.) to Facilities immediately at extension -7456 (315-792-7456).

SUNY POLYTECHNIC INSTITUTE

Equivalent form - EHSU-00026-F7 R1 Employee Accident and Investigation Report

REPORT OF ACCIDENT OR INJURY (CS-13)
(OTHER THAN A MOTOR VEHICLE ACCIDENT)

NYS ARS Number (1-888-800-0029):	Report ID (EHS assigned):	
	Report Date:	

Campus	Date of Accident:	Time of Accident (24hr)	Did accident involve personal injury? (Y/N)
2827 - SUNY Poly - Utica			

Victim Information:

Victim Last Name	Victim First Name	Victim MI	Gender:	Date of Birth
			Female / Male / Other	ID Number:

Job Title	Job Grade	Employment Date	Bargaining Unit

Victim Status: A - Student; B - Faculty / Staff; C - Patrol Officer; D - FSA; E - Patient; F - Vendor / Contractor; G - Visitor; H - Other (specify):

Name of employer / office / department where victim is regularly assigned or visiting:

Marital Status: A - Single; B - Married; C - Separated; D - Divorced; E - Unknown

Home Address:	Campus Address / Office:
# / Street	Office / Room #:
City / State	Building:
Zip	Phone 1:
Phone 1	Phone 2:
Phone 2	Email:
Email	

Reporter of Accident: A - Faculty / Staff; B - Victim; C - UP; D - HWC; E - Other

Reporter Last Name	Reporter First Name	MI

17d. Reporter Contact Information:

# / Street / Office		Phone 1	
City / State		Phone 2	
Zip		Email	

Injury Information:

Was victim in authorized area? Yes / No

General area of Occurrence: A1 - Adirondack Dorm; A2 - Mohawk Dorm; A3 - Oriskany Dorm; A4 - Hilltop Dorm; B - Campus Center; C - Student Center; D - Donovan; E - Field House; F - Athletic Field / Concession; G - Kunsela; H - Library; I - Facilities Main; J - Facilities - Vehicle; K- Facilities - Generator; L - Parking Lot; M - Road / Sidewalk; N - Grounds

Indicate Specific area of Occurrence (room, area, unit, etc...)

24a. Accident/ Injury Circumstances: A - Athletic; B - Academic; C - Job Related; D - Other

Location of Bodily Injury (note specifics e.g. Rt / Lt, which finger): A - Abdomen; B - Ankle; C - Arm; D - Back; E - Chest; F - Elbow; G - Eye; H - Face; I - Finger; J - Foot; K - Hand; L - Head; M - Hip; N - Knee; O - Leg; P - Lip; Q - Neck; R - Nose; S - Shoulder; T - Spine; U - Teeth; V - Thigh; W - Toes; X - Trunk; Y - Wrist; Z - Other - specify -->

Details

If Physical Injury, extent: A - Fatal; B - Major; C - Minor (at time of incident); D - Unknown (at time of incident)

If Physical Injury, nature: A - Temporary; B - Permanent; C - Unknown

Medical Assistance provided: A - 1st Aid by Staff; B - HWC; C - Urgent Care; D - Primary Care Physyican; E - Ambulance; F - Hospital; G - Other; H - None

Indicate who provided assistance:

If Physical Injury, type of injury: A - Abrasion; B - Amputation; C - Bruise; D - Burn; E - Burn (chemical); F - Concussion; G - Cut; H - Dislocation; I - Fracture; J - Laceration; K - Puncture; L - Swelling; M - Tooth (broken); N - Sprain; O - Strain; P - Other (specify) -->

Details

Other Injury Related Information - OBJECT OR SUBSTANCE THAT DIRECTLY INJURED EMPLOYEE (e.g. the machine person struck against or which struck them; the vapor or poison inhaled or swallowed; chemical that irritated the skin. In cases of strains, the thing(s) person was lifting, pulling, etc.)

Attending Physician Information		Hospital / Urgent Care Information	
Name		Name	
Office Name		Location Name	
# / Street		# / Street	
City / State		City	
Zip		Zip	
Phone 1		Phone 1	
Fax		Fax	
Email			

Other Information:

Were safeguards provided?	Yes	No	N/A	Explain			
Any Witnesses? (contact info in Narrative)	Yes	No	List				
Did Employee leave work after injury?	Yes	No	Date returned to work		Indicate Dates off due to Injury:		
Employee has restricted duties (Rx)?	Yes	No	Explain				

Supervisor Information:

Was Supervisor Notified?	Yes	No	Date of Notification:		Time of Notification:		Supervisor's Name:	

SUMMARY OF INCIDENT / NARRATIVE - HOW DID ACCIDENT OR EXPOSURE OCCUR?: Give description of who, what, where, when, how, etc. Describe fully the events that resulted in injury or occupational disease. List witnesses names and addresses. WHAT WAS PERSON DOING WHEN INJURED? (BE SPECIFIC; identify tools, equipment or material the person was using).

Report completed by:	Title	Date:
Safety Supervisor Signature:	Title	Date:

rev. 11/17/2020

For copy of form, contact EHS at PolyEHS@sunypoly.edu

Mental Health Emergency

Guidelines for dealing with emotionally distressed persons

As a staff or faculty member, you are in a good position to spot a person who may be emotionally distressed. You may observe that at certain times of the year, particularly during examinations and holidays, people experience more anxiety. While some of this is to be expected, you might notice a person acting in a way that is inconsistent with your normal experiences with them. This could constitute a cry for help in an attempt to draw attention to their plight.

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 threat and/or behavior
- An individual threatening harm to themselves with the intent of killing themselves and/or others
- A psychotic break (sudden loss of contact with reality, signs or hallucinations, delusions, extreme paranoia
- Any behavior that is unreasonably disturbing to the academic, work or living environment
- Extreme agitation, angry or violent
- Excessive absenteeism (inability to take care of self, hygiene, changing clothes, brushing teeth, etc.)

Response procedures

- Contact University Police at extension -7111 (315-792-7111)
- Call the College Counseling Center at extension -7172 (315-792-7172, Mon – Fri, 8:30am – 4:30pm)

For any unusual or potentially dangerous situation:

- Never try to handle a situation that is potentially dangerous to you or others. Call University Police at extension -7111 (315-792-7111).
- Clearly state that immediate assistance is needed. Report your name, where you are calling from and the nature of the problem.
- 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 and University Police about any individuals deemed to be threatening or dangerous.
- Eliminate opportunities for violence by:
  - Alerting University Police
  - Knowing your escape route
  - Placing a barrier between yourself and the aggressor
  - Using effective 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
- Keeps the person talking as you maintain a controlled, calm demeanor.
- Show concern yet maintain a safe distance; avoid being alone with the person.
- Call University Police at extension -7111 (315-792-7111) or have someone else contact University Police

Some signs of distress include:

- Increased irritability.
- Undue aggressiveness or abrasive behavior.
- Infrequent class attendance.
- Excess procrastination.

- Little or no work completed.
- Poorly prepared work.
- Marked change in personal hygiene.
- Withdrawal.
- Dependency (the person who hangs around or makes excessive appointments to see you).
- Excess indecisiveness.
- Confusion

The "Do's"

- Do openly acknowledge that you are aware of their distress.
- Do let them know that you are concerned about their welfare.
- Do tell them that you are willing to help.
- Do listen carefully to what they are troubled about.
- Do try to see the issue from their point of view without necessarily agreeing or disagreeing.
- Do help them explore alternatives.
- Do make a referral to an appropriate campus department.

The "Don'ts"

- Don't ignore the unusual behavior.
- Don't make the problem your own.

Don't involve yourself beyond the limits of your time or skill.

CARE Team

SUNY POLY CARE TEAM
CONNECT WITH CARE

Care is a SUNY Polytechnic Resource Team that addresses challenging, disruptive, or harmful behavior and situations by providing helpful interventions that are aimed at community safety and student success.

Care exists to promote and maintain safety and health by identifying and assisting struggling students to become more connected to services.

Some referrals may include mental health care and/or safety intervention.

If you are in crisis and need immediate assistance, call University Police from your cell phone or campus phone - 315-792-7111 or 911. Care is not an emergency response team.

What to Refer to the CARE Team (https://sunypoly.edu/care/what-to-refer.html)**:**
The Care Team may be the right place to turn if you are concerned about an individual on campus. You may be concerned about an individual's behavior. That behavior may not necessarily be threatening to others, but you think may be unusual or that they may need help. Those behaviors might include;

- personality changes
- changes in behavior
- lack of engagement, missing classes more than in the past
- aggression
- extreme sadness

- cutting
- suggestions of self-harm
- eating disorders
- poor hygiene
- persistent disruption/rudeness in residence, off campus, in classes, clubs, organizations
- unhealthy drug/alcohol use
- Our Care team can also help you with:
- Overwhelming sadness or feeling alone
- Death in your family, personal or college life
- Divorce
- Feelings of uncertainty about attending SUNY Poly or considering the need for a break from college
- Unexpected illness for you or someone you care about
- Life changes you did not expect or did not know would impact your college career

You can reach out to us if you or someone else is experiencing changes or challenges in your life and you need some help. These are things our Care Team can discreetly and privately assist with. If you are a student, friend, family member, faculty or staff member who is concerned for another student or yourself, you may contact the Care by submitting a referral. (https://cm.maxient.com/reportingform.php?SUNYPoly&layout_id=91)

Our Care Team is also trained and skilled in violence and threat assessment, and we want to know about any of the following behaviors as often and early as possible. As it pertains to the prevention of violence, early reporting of alarming behaviors from everyone in our community is critical. Report immediately;

- Threatening words or actions toward faculty, students or staff
- Online posting in social media or journals that are threatening or demonstrate violence
- Online postings or writing that could be described as a “manifesto” or plans to act out against others with violence
- Suggestions of an attack in person, online or in written submissions or discovered in personal notes
- Uncharacteristic and/or extreme aggression toward others
- Projects or papers that convey clear intentions to harm self or others
- Observed self-injurious behavior, such as extreme thinness, burns or cuts
- Suicidality, including threats, gestures, ideation and known attempts of suicide
- Relationship violence
- Stalking
- Aggressive acts toward an identified group
- Students with weapons or an infatuation with fire, firearms, bombs, ammunition or weaponry
- Paranoia or delusion
- Flat affect or extreme lack of responsiveness
- Excessive class absenteeism
- Uncharacteristic poor academic performance
- Extreme/dangerous substance abuse

It is important to note that our team is not a punitive arm of SUNY Polytechnic Institute. Our goal is to help all students succeed in their academic and personal goals, and to keep all students, faculty and staff safe, both the ones we receive reports regarding and all others at our campus. We work with you to determine what level of concern the behavior is causing and to make the appropriate, supportive response.

While we also work in partnership with many offices, and share information that is appropriate for their action, University Police, Community Standards and other departments respond in line with process and procedure as prescribed in the SUNY Polytechnic Student Code of Personal Conduct. All offices that work with the Care team must do their due diligence to intervene when appropriate, and with the same fair procedures they would us.

Public Health Concern

Pandemic Illness

- A pandemic illness is a worldwide outbreak of a new illness (e.g., COVID-19) for which there is little or no immunity (protection). No one can predict when the next pandemic will occur or how soon it will be. What is known, is that pandemics have occurred several times in the last century. Viruses often spread easily from person-to-person, may cause serious illness and can sweep across the country and around the world in a very short time. A pandemic may come and go in waves.

Infestation

- The use of any insecticide products on college property is strictly limited to specifically trained and licensed staff members and contractors with authorization to perform such activities.
- If you see evidence of cockroaches, mice, ants or other pests, notify Facilities at extension -7456 (315-792-7456), immediately.
- Everyone must ensure that they behave in a manner that minimizes the potential for pest infestation including, but not limited to, maintaining housekeeping, utilizing rodent-proof trash receptacles and securing door/window/wall penetrations and other access points.

Ventilation / Indoor Air Quality

- If unusual odors come from the ventilation system or an undetermined area, immediately notify Facilities at extension -7456 (315-792-7456) and EHS at extension -7101 (315-792-7101). If necessary, cease all operations and vacate the area. After 4:00 PM, on weekends, or on holidays, call University Police at extension -7111 (315-792-7111).
- If smoke is present, activate the fire alarm system by pulling the pull station and call extension -7111 (315-792-7111) from a safe location.

Foodborne Illness

A foodborne illness is any illness resulting from the consumption of food contaminated by pathogenic bacteria, viruses, parasites or toxins. Symptoms vary. A foodborne illness outbreak is when two or more people (usually unrelated) get the same illness from the same contaminated food or drink, the event. Confirmation of foodborne illness may be necessary to reduce the possible spread of illness to others. If you suspect of foodborne illness, contact:

University Police	315-792-7111	Health & Wellness Center	315-792-7172
EHS	315-792-7101	Food Service (Wildcat Hospitality)	315-792-7224

For any other public health concerns, notify University Police, EHS and/or the Health & Wellness Center.

Severe Weather

Guidelines for Dealing with Severe Weather Conditions

Only the Governor can officially close a State University campus. In the event of severe weather; students, faculty, and staff are expected to use personal judgment concerning travel safety. In the event of severe weather, individual faculty members may choose to cancel class.

In the event of inclement weather, please do not call University Police unless it is absolutely necessary. A large volume of calls could disrupt emergency telephone communications.

Report any hazardous ice conditions to University Police at extension -7111 (315-792-7111).

Upon receiving a severe thunderstorm or tornado warning, University Police will attempt to contact the Athletic Department and Facilities Department advising of the warning. Coaches and/or supervisors with students or employees outdoors should consider instructing them to go inside the closest siren/mic.
Hurricane events can involve a variety of conditions including other severe weather conditions (e.g., tornados, flooding), as well as other concerns such as loss of utilities (e.g., power outage). These conditions may be of short duration, or may last for days or weeks. Refer to applicable conditions for Responsibilities and Public Preparedness and Response Procedures.

SUNY Polytechnic Institute Notification of Delays and Cancellations Due to Weather (2023)

In the event that inclement weather leads to the decision to delay or cancel all classes at SUNY Polytechnic Institute, we want to clarify where students, faculty, and staff will be able to find out the latest information as we seek the most streamlined way to inform our community. Please keep in mind that while SUNY Poly leadership and individual professors may cancel classes, only the governor can close SUNY Poly's campus.

A notice will be placed on the website's homepage as well as the news release page and social media accounts, including Facebook and Twitter. The cancellation notice will be e-mailed to the SUNY Poly community. When cancellations are required, every effort will be made to provide any updates as early as possible as the situation and weather predictions warrant. Utica area media will publicize the notice, including WUTR-TV, WFXV-TV, WKTV-TV, and WSYR-TV, as well as CNYHomepage.com.

Flood

- If you live in a flash flood area such as a mountain valley, be especially alert for floods. If you suspect a flash flood, do not wait until you are instructed to move. Go immediately to higher ground.
- Never disregard a flood warning.
- If you receive a flood warning, listen to your radio for emergency instructions. Proceed with emergency preparations if evacuation is not yet necessary.
- If you are the first in your immediate area to know about the flood, report the situation to authorities.
- Do not tie up telephone lines. Keep the lines open for emergency use.
- Do not pass along rumors.
- Be ready to help with rescue operations if called upon.
- Never disregard an official evacuation advisory. If you are advised to evacuate, do so immediately. Family safety is more important than protection of property or possessions.

Evacuation is much simpler and safer before flood waters are too deep for ordinary vehicles. Listen to your radio and follow directions for evacuation routes.

Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (or sometimes as a result of a hurricane) and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. The damage from a tornado is a result of the high wind velocity and wind-blown debris. Tornado season is generally March through August, although tornadoes can occur at any time of year. They tend to occur in the afternoons and evenings: over 80% of all tornadoes strike between noon and midnight.

Tornado Danger Signs:

- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

- What to do during a tornado:

If at home:

- If you have a tornado safe room or engineered shelter, go there immediately.
- Go at once to a windowless, interior room; storm cellar; basement; or lowest level of the building.
- If there is no basement, go to an inner hallway or a smaller inner room without windows, such as a bathroom or closet.
- Get away from the windows.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use arms to protect head and neck.

If in a mobile home:

- Get out and find shelter elsewhere.

If at work:

- Go to the area designated in your unit's emergency plan.
- Avoid places with wide-span roofs such as auditoriums or cafeterias.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use arms to protect head and neck.

If outdoors:

- If possible, get inside a building.
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
- Use arms to protect head and neck.

If in the car:

- Never try to out-drive a tornado in a car or truck.
- Get out of the car immediately and take shelter in a nearby building.
- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

General Safety Precautions that could help you avoid injury after a tornado:

- Continue to monitor your battery-powered radio or television for emergency information.
- Be careful when entering any structure that has been damaged.
- Wear sturdy shoes or boots, long sleeves, and gloves when handling or walking on or near debris.
- Be aware of hazards from exposed nails and broken glass.
- Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to the police and the utility company.
- Use battery-powered lanterns, if possible, rather than candles to light homes without electrical power. If you use candles, make sure they are in safe holders away from curtains, paper, wood, or other flammable items. Never leave a candle burning when you are out of the room.
- Hang up displaced telephone receivers that may have been knocked off by the tornado, but stay off the telephone, except to report an emergency.
- Cooperate fully with public safety officials.
- Respond to requests for volunteer assistance by police, fire fighters, emergency management, and relief organizations, but do not go into damaged areas unless assistance has been requested. Your presence could hamper relief efforts, and you could endanger yourself.

If a tornado "watch" is issued for your area, it means that a tornado is "possible."

If a tornado "warning" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately

Note: University Police has a "Weather Alert Radio"; if a warning is received, notifications will be made to the College Community.

Thunderstorms

- Remember: if you can hear thunder, you are close enough to a storm to be struck by lightning. Go to a safe shelter immediately.
- Use telephones for emergencies only.
- Do not take a bath or shower during the storm.

If you are outdoors:

- Find a low spot away from trees, fences and poles.
- Make sure the place you pick is not subject to flooding.

If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself the smallest target possible; minimize your contact with the ground.

Winter Storm

During a winter storm

- Should conditions worsen during the day, the administration may decide to close the campus early. When such determination is made, you will be notified through via media outlets and the college's website and weather phone line.
- If roads leading to your home have been closed, do not attempt to travel home.
- If you are unable to travel home, contact your supervisor, or the person who is next in line of authority.

If the storm has knocked power lines to the ground and it appears that the electricity will be off for an extended period of time, it may be necessary to take appropriate action to prevent injury to people or damage to property.

Sexual Assault

Information regarding Title IX, and Sexual Assault at SUNY Poly can be found at https://sunypoly.edu/titleix/how-to-report-an-incident.html.

Reporting Individuals have the right to make a report to University Police or Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to SUNY Polytechnic Institute; to be protected by SUNY Poly from retaliation for reporting an incident; and to receive assistance and resources from SUNY Poly.

Under Title IX and the SUNY policy, responsible employees are required to report incidents of alleged sexual discrimination to the Title IX Coordinator.

In accordance with the Students' Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the reporting options below:

Confidential Reporting Options:

To disclose confidentially an incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential reporting is available in the Options for Confidentially Disclosing and the Sexual Violence Policy posted under Policies & Procedures):

- SUNY Poly Wellness Center - Medical Services
  www.sunypoly.edu/student-life/student-resources/wellness-center
  Campus Center
  100 Seymour Road
  Utica, NY 13502
  315-792-7172

- SUNY Poly Wellness Center- Counseling Services
  https://sunypoly.edu/student-life/student-resources/wellness-center/counseling-services
  Campus Center
  100 Seymour Road
  Utica, NY 13502

To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines: opdv.ny.gov/help/dvhotlines.html. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages (or by calling 1-800-942-6906), and assistance can also be obtained through:

- SurvJustice: http://www.survjustice.org/our-services/civil-rights-complaints/
- Legal Momentum: www.legalmomentum.org/
- NYSCASA: nyscasa.org/responding
- NYSCADV: nyscadv.org/
- Pandora's Project: pandys.org/lgbtsurvivors.html
- RAINN: rainn.org/get-help
- Safe Horizons: safehorizon.org

(Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential resource or a private resource so that the campus can take appropriate action in these cases.)

- To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. These officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private but not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including, but not limited to, the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:

- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with SUNY Poly's policy and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. (Please see Options for Confidentially Disclosed Sexual Violence for additional information on Privacy versus Confidentiality.)

Title IX Coordinator:

- **Kathie Artigiani, Title IX Coordinator**
  - Kunsela Hall A229, 100 Seymour Road, Utica, NY 13502 – 315-792-7235 - artigik@sunypoly.edu

Anonymous disclosures of crimes can be made to University Police via the anonymous witness form at: www.sunypoly.edu/university_police/anonymousform. Please note that this online system is not designed for immediate response.

- To file a criminal complaint with SUNY Poly University Police and/or with local law enforcement and/or state police:

- **SUNY Poly University Police Department**
  - Kunsela Hall, Room B126 - extension 7111 (315-792-7111) (Emergency Number), extension -7222 (315-792-7222) (Non-Emergency Number) - upolice@sunypoly.edu

- **Local Law Enforcement (911 also for emergencies)**
  - Utica Area - Oneida County Sheriff's Office Headquarters - 6065 Judd Road, Oriskany, NY 13424 - 315-736-0141

NYS Campus Sexual Assault Victims Unit: To report a sexual assault, dating violence, domestic violence and/or stalking within a college campus in New York State, 24-hour hotline: 1-844-845-7269

- When the accused is an employee, a reporting individual may also report the incident to SUNY Poly Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

- **SUNY Poly Human Resources**
  - Kunsela Hall, Room A011 – extension -7191 (315-792-7191)

General Response Recommendations

- If you are a victim of a rape or sexual assault, seek medical attention immediately.
- Contact University Police at extension -7111 (315-792-7111).
- University Police can arrange for transportation to the hospital, and a Crisis Services sexual assault advocate will meet you there.
- It is also suggested that you:
  - DO NOT bathe or douche;
  - DO NOT change clothing, comb your hair or brush your teeth;
  - DO NOT disturb the area in which the crime occurred.
- If you think that you may have been assaulted while under the influence of rohypnol, GHB or any other "date rape drug," it is also suggested that you should not urinate before providing urine samples. Notify University Police and medical providers of this immediately.

If possible, collect any glasses from which you drank.

Shelter-In-Place

Shelter-in-Place (SIP) simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemical, biological radioactive materials or weather related to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter in Place events usually last only a few hours.

Immediate Shelter-In-Place:

- When the release is nearby and the need to seek shelter is immediate.
- Stay inside a building.
- If outside, enter nearest building.
- Remain in place until advised by emergency personnel that it is safe to leave.

Delayed Shelter-In-Place:

- When a release occurs off campus and there is time (30 minutes or more) to move people to large, enclosed areas.
- Follow directions of emergency personnel to move quickly to SIP location.
- Remain in place until advised by emergency personnel that it is safe to leave.

Additional Procedures:

- Move to floors above ground level. Shelter-in-place in an interior room without windows or with the least number of windows.
- Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only.
- If in a laboratory, reduce all operations to a safe condition as quickly as possible. Follow instructions of Faculty.
- Do not use elevators. Movement of elevators pumps significant amounts of air in and out of the building.
- Many buildings' ventilation systems are remotely controlled by Facilities. If necessary, locally turn off heat, fans, air conditioning or ventilation systems. Close vents as you are able.
- Follow instructions of emergency personnel.
- Make yourself comfortable. Look after each other.

All Clear:

- Emergency personnel will advise when the shelter-in-place is complete and everything is "All Clear"
- Open doors and windows.
- Return ventilation system to normal operations.
- Go outside until building has been vented.

Lockdown Procedures (Campus)

At times, a life-threatening, hostile, or hazardous situation may arise on or near the College campus requiring the implementation of what is known as a **LOCKDOWN**. Such a procedure exists to protect human life and property and make resolution of a threatening situation easier for law enforcement or other emergency personnel.

A "Lockdown" is a temporary "sheltering-in-place" technique utilized to limit human exposure to an apparent life-threatening, hostile or hazardous situation or threat. When a lockdown is declared by University Police or administrative officials, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry or exit to secured areas until the "all clear" confirmation has been given. Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g., shooter, bomb threat, etc.). In all cases, individuals must follow directions of University Police and appropriate law enforcement officials.

Examples of life-threatening or hazardous situations includes, but are not limited to:

- *Someone has a gun or weapon on campus or there is an active shooter or shots are heard on campus.*

- *Execution of a high-risk search or arrest warrant of a potentially dangerous suspect*
- *Serious crime that is actively occurring on campus (e.g., homicide, hostage situation, aggravated assault, robbery with a deadly weapon, sexual assault, etc.)*
- *Inclement weather (e.g., ice storm, tornado in close proximity to campus, etc.)*
- *Hazardous chemical spill*

Should the need for a lockdown occur, a public announcement will be made using the Mass Notification System, the RAVE EMERGENCY ALERT System, public address system, emails, phones, etc. with the following as an example:

Announcement – "This is a lockdown. (repeat) This is a lockdown. We have an emergency. Go to the nearest office or classroom and secure yourself inside."

Due to the varying scenarios and situations that might occur on campus or near SUNY Poly, and the dynamic nature each scenario presents, it is critical for individuals to stay alert and be aware of the proper precautions and procedures to take when a lockdown is necessary. When instructions are given for a "lockdown" by a member of University Police or administration official (e.g., President, Provost or Vice-President), the following procedures are to be implemented immediately:

A. BUILDING OR CAMPUS LOCKDOWN RESPONSE

- The decision to initiate a building or campus-wide lockdown rests with University Police or Administration official.
- A lockdown consists of moving all students, employees, visitors, and others off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- Always begin the lockdown procedure immediately following notification to do so.
- Cancel all outdoor activities until approved otherwise by University Police.
- No person shall leave a building under a lockdown order.
- The building or campus lockdown is to remain in effect until cancelled by University Police.
- Ensure all instructions issued by University Police are followed immediately.

B. ACTIVE SHOOTER OR HOSTAGE SITUATION:

If preceding an order to "lockdown" gunshots are heard in or around a building or once the notice to "lockdown" has been issued, take the following actions:

- If incident is first noted by individual, class, group - Notify University Police of the situation as soon as possible without endangering yourself. Indicate the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence and your name. Provide as much information as possible.
- Contact University Police as soon as possible of any medical emergencies.
- Try to remain calm – but follow instructions of University Police or administrative official. Stay with your students, visitors, employees, or associate workers.
- Remain indoors and go to the nearest room trying to stay away from windows.
- Do not seek shelter in open areas such as hallways or corridors. Go to the nearest classroom, office, conference, or storage room that can be locked.
- Once a "lockdown" has been initiated individuals are not allowed to leave buildings unless an all clear has been sounded or directed to by University Police or the administrative official.
- Lock all doors and windows.
- If an individual is not in a room that can be locked, try to find a space that has a locking door.
- Turn off all lights.
- Individuals should attempt to stay away from doors and windows. This may require hiding under a desk or behind furniture.
- Remain silent so as not to attract attention.
- Turn off all radios or other devices that emit sound.

- Silence cell phones.
- Only use a cell phone to contact University Police or law enforcement. Talking or any type of noise could draw the attention of a shooter so be careful.
- If gunshots are heard lay on the floor, preferably behind a heavy object, such as a desk, table or filing cabinet. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible. Block the door with heavy items if possible.
- If gunshots are fired and fleeing is necessary, run away in a zig-zag manner, not a straight line.
- If appropriate turn off-gas and electric appliances to reduce noise or the threat of a fire.
- If outdoors, seek shelter behind a building, wall, or large tree. It is important to "hide" from a shooter.
- If there is a group of individuals clustered together (such as a classroom, meeting or office), the instructor or leader should compile names and keep attendance to make sure everyone remains present and accounted for should an evacuation be necessary. Report any missing person to University Police.
- Do not unlock doors or attempt to leave until instructed to do so by University Police or administrative official. The "all-clear" will be announced via an appropriate system, such as the RAVE EMERGENCY ALERT SYSTEM, public address system, emails, phones, etc.
- Always stay alert to rapidly changing and dynamic situations. Staying calm is crucial. Hysteria can lead to making poor decisions or taking needless risk. Maintain a calming influence over your group. Reassure students, visitors and employees that everything possible is being done to return the situation to a normal condition.
- Remain in the secure room until released by University Police.

C. SERIOUS CRIME OCCURRING OR COMMITTED IN CLOSE PROXIMITY TO CAMPUS:

- Specific instructions / actions to be taken will be based upon the specific crime or incident that is or has recently occurred, and will be disseminated by the appropriate means to the campus community.
- The actions listed under *Active Shooter Incident* above may apply, but will ultimately be determined by University Police. It is critical for everyone subject to a lockdown to follow instructions of University Police or the designated administrative official.

D. INCLEMENT WEATHER-RELATED INCIDENT:

- Specific instructions / actions to be taken will be based upon the specific weather-related incident that is actively occurring, and will be disseminated by the appropriate means to the campus community.
- In the event of a tornado it may require evacuation of individuals into interior building locations (e.g., locker rooms, storage rooms, mechanical rooms, or spaces without windows). Individuals need to stay alert to changing weather conditions and follow the instructions of University Police or the designated administrative official. A list of primary shelter locations can be found in Section 6 Appendix 2.

The following list contains designated "safe" locations for events such as Tornados or similar weather events.

BUILDING	SEVERE WEATHER SHELTER-IN-PLACE
ATHLETIC STORAGE BUILDING	• Go to Oriskany Hall or other nearby building
CAMPUS CENTER	• 1st Floor – Gymnasium, Corridors on east and west sides of Gymnasium • 2nd Floor – Walking Track
CAYAN LIBRARY	• 1st Floor - Center of building near office
BASEBALL CONCESSIONS	• Go To Field House
DONOVAN HALL	• 1st Floor or Ground Floor – Interior Corridors between atrium stairwells. • Classrooms without exterior windows.
KUNSELA HALL	• 1st Floor - Auditorium • Ground Floor Near HR office away from doors & windows
FACILITIES (MAIN)	• Ground Floor – Interior Corridor away from doors/windows. • Trade shops with closed doors.
FACILITIES (GENERATOR STORAGE)	• Go to Facilities Main
FACILITIES (VEHICLE STORAGE)	• Go to Facilities Main
FIELD HOUSE	• 1st Floor – Inner Corridor (avoiding gymnasium and glass rooms)
STUDENT CENTER	• 1st Floor – Multipurpose room – along interior wall

STUDENT RECREATION PAVILLION	• Go to Campus Center
ADIRONDACK HALL	• Interior Hallways of Suites (with doors closed) • 1st Floor - Interior Vestibule
HILLTOP HALL	• If possible, go to First floor - Interior Corridors away from all windows
MOHAWK HALL	• Interior Hallways of Suites (with doors closed) • 1st Floor - Interior Vestibule
ORISKANY HALL	• Interior Corridors of 1st Floor away from doors / windows

E. HAZARDOUS MATERIALS SPILL INCIDENT:

- Specific instructions / actions / containment procedures to be taken will be based upon the specific hazardous materials-related incident that is actively occurring, and will be disseminated by the appropriate means to the campus community.
- In the event of a chemical spill toxic fumes may result. Individuals need to stay alert to wind direction and weather conditions and follow instructions of University Police or the designated administrative official.

CONSEQUENCES FOR NON-COMPLIANCE WITH LOCKDOWN PROCEDURES:

In the event a student or employee fails to comply with an order from a member of University Police or administrative official during a "lockdown" situation, they may be subject to disciplinary and/or criminal charges.

1. **Criminal charges** may be filed against anyone disregarding a lawful order of University Police, law enforcement personnel, or designated administrative official during a lockdown. Disregarding orders can place others in danger and have a serious impact on the safety of individuals and property. It is important for everyone involved in a lockdown to follow the directions of those in charge of managing the situation.
2. **Disciplinary penalties/measures** may be utilized for student or employees who willfully fail to comply with a lawful order of University Police, law enforcement personnel or designated administrative official during a lockdown. The penalty may include suspension from school or work. Any disciplinary action would be coordinated with either the Assistant Vice President for Student Affairs for a student or a respective supervisor, in the case of an employee.
3. **Civil penalties** may be assessed against anyone creating a situation that may lead to a lockdown. Charges will be decided by University Police on a case-by-case basis depending on the gravity of the situation.

   FOR EXAMPLE: A shooting has occurred near campus and the suspect is last seen running toward SUNY Poly property. University Police order a "lockdown" of all buildings. Everyone is ordered to stay indoors and in the nearest room of safety. An employee (or student) decides to disregard the order and goes out to the parking lot and drives their vehicle off campus. This would be an example of disregard for the "lockdown" situation. It may lead to criminal charges being filed, especially if the lives of others are put at risk.

- It is anticipated that everyone involved in a lockdown situation on campus will comply with all directions and orders issued by University Police or an administrative official. The circumstance leading to a "lockdown" are normally quite serious and can lead to loss of life or injury if not followed. It is important for University Police and administrative officials to remain in control of such volatile situations in order to protect public safety and property. While the college does not want to discipline people for non-compliance to a lockdown order, it does retain the right to prosecute such behavior or discipline individuals who willfully endanger their life or the lives of others around them by willful non-compliance.

Shelter Operations

If a campus building / facility is chosen as a receiving site to house evacuees, please monitor campus communication channels (e.g., web site, television, radio, etc.) and listen for news updates. News updates will include the status of the following:

- Campus closures
- Need for volunteers

  - Weather conditions
  - Need for material donations (e.g., clothes, blankets, etc.)
- Unless requests for volunteers or materials have been made, do not go to, or bring materials to the evacuation site.

Structural Collapse/Failure

If a structure collapses or suffers severe, moderate, or even seemingly light damage:

- Immediately contact University Police at extension -7111 (315-792-7111)
- Move to a safe location and protect yourself and others from potential secondary collapses.
- Do not attempt to enter the structure to perform a rescue. Because of the extreme danger, all rescues shall be performed by trained emergency responders.
- If you know the identity or location of someone that is trapped or missing, immediately notify emergency responders.

Earthquake

Earthquakes can be a primary cause of structural collapse / failure.

If Inside:

- **DUCK** or **DROP** down on the floor.
- Take **COVER** under a sturdy desk, table or other furniture.
  - If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
- If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
- Do not run outdoors.
- Do not use elevators.
- Follow directions of emergency personnel.





If in a crowded stadium, theatre or lecture hall:

- Stay in your seat; protect your head and neck.
- Do not rush for the exits.
- Follow directions of emergency personnel.

If in an elevator:

- If power fails, elevators will stop and lights will go off.
- Be patient. Emergency personnel will rescue you as soon as possible.

If outside:

- Move to a clear area if safe to do so. Avoid falling hazards.
- Duck, cover and hold in an open area. Protect your head and neck.
- Follow directions of emergency personnel.

If in a vehicle:

- Pull over and stop in clear area. Avoid overpasses, power lines and structural hazards.
- Stay with your vehicle.

After the shaking stops:

If inside a campus building:

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
- Use your training to provide first aid, use fire extinguishers, clean-up spills, etc.
- Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- DO NOT EVACUATE AUTOMATICALLY. Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and emergency supplies only if convenient and safe to do so.
- Follow directions of emergency responders.

If outdoors on campus:

- Stay clear of buildings, trees or other falling hazard areas.
- Move to evacuation assembly areas.
- Follow directions of emergency personnel.

When to go home:

- In the event of a major earthquake, be prepared to stay on campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized.

IMPORTANT: After evacuating the building, look for others that were with you in the building. Notify authorities if you are unable to locate anyone that you were with.

Suspicious Mail and/or Packages

If you receive or observe a suspicious piece of mail, package or material, do not move, open, cover, or interfere with it. Move people away from the item. Avoid contaminating other areas and people. Notify University Police immediately from a safe location by calling extension -7111 (315-792-7111). Give the location of the item, the context of what you've observed, your name and phone number. Follow the directions of the University Police. Do not create a panic situation.

How to Handle Threats of Anthrax or Other Biological Agents

- DO NOT PANIC
- Anthrax organisms can cause infection in the skin, gastrointestinal system, or lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with appropriate antibiotics. Anthrax is not spread from person to person.
- For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

For Suspicious Unopened Envelopes or Packages Marked with Threatening Messages:

- Do not shake or empty the contents of any suspicious envelope or package.
- Place any suspicious envelope or package in a plastic bag or other type of container to prevent the contents from leaking.
- If you do not have a container, cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering (e.g., keep others away).
- Wash your hands with soap and water to prevent spreading any substance to your face.
- Report the incident to University Police at extension -7111 (315-792-7111) and notify your supervisor.
- If possible, list all people who were in the room or area when the envelope or package arrived. Give this list to responding authorities.

For Envelopes or Packages That Have Been Opened and Contain Powder:

- Do not try to clean up any powder. Cover any spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering (e.g., keep others away).
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Report the incident to University Police at extension -7111 (315-792-7111) and notify your supervisor. Arriving emergency personnel will assist you with the following tasks:
  - Remove heavily contaminated clothing and place in a plastic bag or other container that can be sealed. Give this clothing to responding emergency personnel.
  - Receive medical evaluation and follow-up information from medical personnel
- Before leaving the scene, shower with soap and water as soon as possible. Do not use bleach or other type of disinfectant on your skin.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to responding authorities.

- **If There Is Question of Room Contamination by Aerosolization** (e.g., a device is triggered or a warning is received that a ventilation system is contaminated or that a biological agent has been released in a public space):
  - Turn off local fans and ventilation units in the area.
  - Leave the area immediately.
  - Close the door or section off the area to prevent others from entering (e.g., keep others away).
  - Report the incident to University Police at extension -7111 (315-792-7111) and notify your supervisor.
  - If possible, shut down the ventilation system in the building (contact Facilities at extension -7456 (315-792-7456).
  - If possible, list all people who were in the room or area. Give this list to responding authorities.

- **How to Identify Suspicious Envelopes or Packages**
  - A suspicious envelope or package might include the following:
    - Excessive postage
    - Incorrect title
    - Misspelling of common words
    - No return address
    - Lopsided or uneven envelope
    - Ticking sound
    - City or state in the postmark that does not match the return address
    - Handwritten or poorly typed address
    - Title without name
    - Oily stain, discoloration, or odor
    - Excessive weight
    - Protruding wires or aluminum foil
    - Visual distractions
    - Restrictive endorsements, such as "personal" or "confidential"

- Excessive security material such as masking tape, string, etc.

Terrorism

Before a terrorist event

- Be alert and aware of your surroundings. Report anything suspicious to University Police at extension -7111 (315-792-7111).
- Know the emergency exits of your residence halls and place of employment.
- Do not open mail which looks suspicious (e.g., excessive postage, unknown origin, overseas return address).

During a terrorist event

- Never rush into a suspected terrorist event. You probably will not know what hazards are present or if a chemical / biological / nuclear agent has been released. Do not become a victim!
- Decrease your time, increase distance and shielding from the suspected incident.
- If you are exposed to a chemical / biological / nuclear agent, do not flee the scene, you may expose others.
- If an emergency responder (police / fire / ambulance) directs you to do something, do it immediately.

After a terrorist event

- If you are a victim of a terrorist incident, expect to undergo decontamination on scene. This will probably involve the fire department using water to wash you down.
- Do not try to enter the scene from a safe location to help affected individuals. You may become a victim yourself. Report any suspicious activity to law enforcement.
- Remember, some of the victims may actually be suspects.

Utility Failure

General

- For all utility emergencies, notify Facilities at extension -7456 (315-792-7456) (weekdays 8 am – 4 pm) and University Police at extension -7111 (315-792-7111) (including evenings, weekends and holidays). At any time, you may notify University Police at extension -7222 (315-792-7222).
- Evacuate the building if the fire alarm sounds and/or upon notification by University Police.

Flooding or Water Break

- If flooding occurs, stop using all electrical devices.
- Notify Facilities at extension -7456 (315-792-7456) (Monday – Friday, 8am – 4pm) and evacuate the area or building. If Facilities staff are unavailable, notify University Police at extension -7111 (315-792-7111)

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.
- From a safe distance call University Police at extension -7111 (315-792-7111) or by using one of the Emergency Call Boxes or 'Red Emergency Phones'.
- DO NOT re-enter the building until cleared to do so by University Police or other proper authorities.

Elevator failure

- If you are trapped, push the alarm button.
- If you have a cellular telephone, call University Police at extension -7111 (315-792-7111). Remain calm and wait for help to arrive.
- If you discover trapped people, notify University Police at extension -7111 (315-792-7111), talk to the trapped people 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 immediately at extension -7111 (315-792-7111). 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, (e.g., 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 a building evacuation.

Power Outage

- A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building.
- Fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.
  - 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. Do not perform procedures using hazardous materials until power is restored.

Hazardous chemicals that are required to be stored under refrigeration must remain under refrigeration during power outages. Emergency power provisions must be connected to those areas / equipment requiring continuous refrigeration or ventilation.

WORKPLACE VIOLENCE

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, overt sexual behavior, etc., do not take any unnecessary risk. Notify University Police at extension -7111 (315-792-7111) as soon as possible and give them the following information:
  - 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 extension -7111 (315-792-7111).
- Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

Your Actions:

If you are confronted with a potentially violent situation, your actions can help to calm the situation or escalate the problem. The types of behavior that can help calm a situation include:

- Stay calm and don't be in a hurry.
- Be empathetic; show you are concerned.
- Have the person and yourself sit down; sitting is a less aggressive position
- Try to be helpful (i.e. schedule an appointment for a later time).
- Give positive outcome statements (i.e. "we can get this straightened out").
- Give positive feedback for continued conversation (i.e. "I'm glad you're telling me how you feel").
- Stay out of arms reach.
- Have limited eye contact.
- Take notes

Behavior to avoid:

- Do not patronize
- Do not yell or argue back
- Do not joke or be sarcastic
- Do not touch the person
- Do not make promises you cannot keep
- Do not gang-up

How to summon help during a hostile situation:

- Get away. Excuse yourself and leave the area. Notify University Police by calling extension -7111 (315-792-7111).
- Call a co-worker with your ***code word***. Decide on a word to use.
    - Tell the hostile person that you need to make an important call to a co-worker or other person.
    - Call whomever you have your *code system* set up with and give your predetermined message **(i.e. "*cancel my meeting with Dr. Baden*")**
    - The person called should then ask yes/no questions to get more information from you. Questions to ask;
        - Do you want a co-worker to help?
        - Do you want University Police to respond?
        - Are you being threatened?
        - Does the person have a weapon?

The person called would then take the appropriate action to summon assistance for you.

NOTE: Calling University Police in front of a hostile person may aggravate the situation or may scare the person away. It is best to call from a safe, private area.