

Emergency Information for Faculty and Instructors in the Classroom

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. Students, even in the university environment, 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 save lives).
- Know how to report an emergency from the classroom (or nearby location – locate emergency phones).
- Communicate the evacuation route and assembly area outside the building in case of emergency.
- 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 responders to access 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?

- Dial x7111 from a campus phone or 315-792-7111 or 911. (program University Police's number into your cell phone)
- State the nature of emergency.
- Remain on the line until the operator 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 on building walls throughout the hallways. Know the evacuation routes for your classroom. Look for illuminated EXIT signs in larger classrooms to determine primary and secondary Exits. All fire alarms require mandatory evacuation.

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 in the campus' Emergency Procedures Guide (2017 revision in progress).

- If you cannot get to your assembly area, evacuate to at least 50 feet from the building and away from 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.

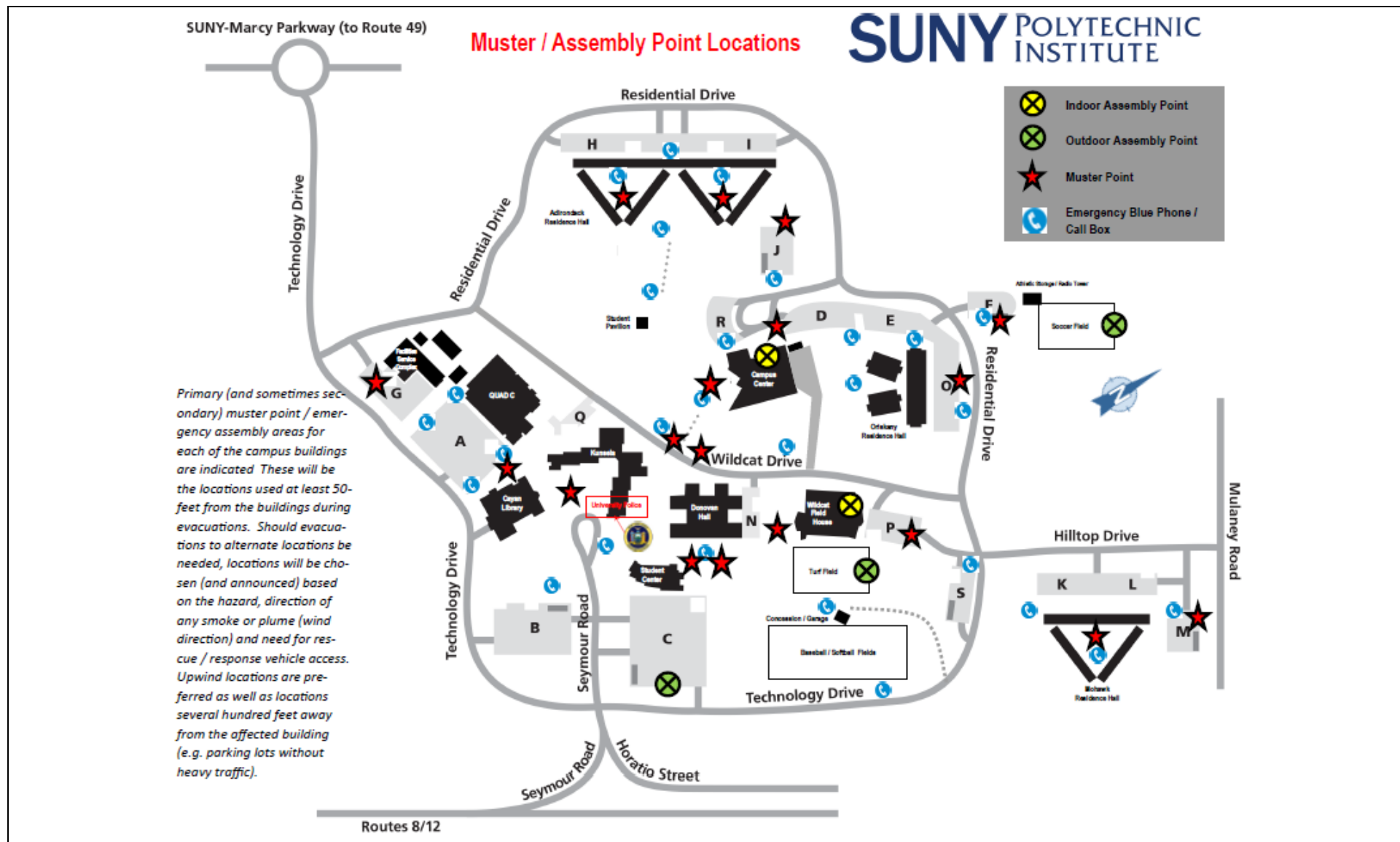
What if there is violence or an active shooter?

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 pressure to wounds and elevate bleeding arms or legs).
- If there are no other options, commit to fighting the assailant.

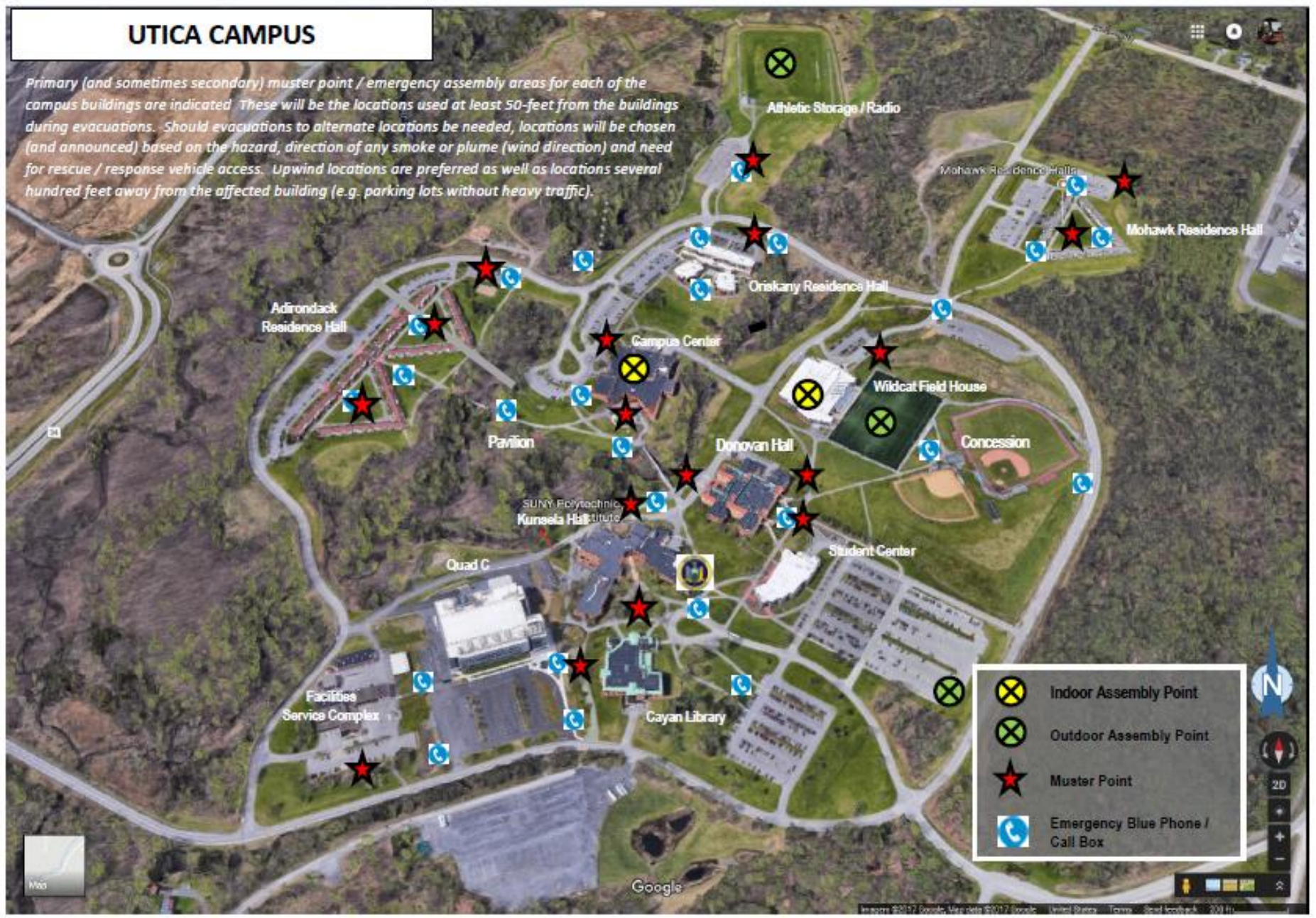
Muster / Assembly Points for SUNY Poly (Utica) Buildings

Supervisors, Department Heads, 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.



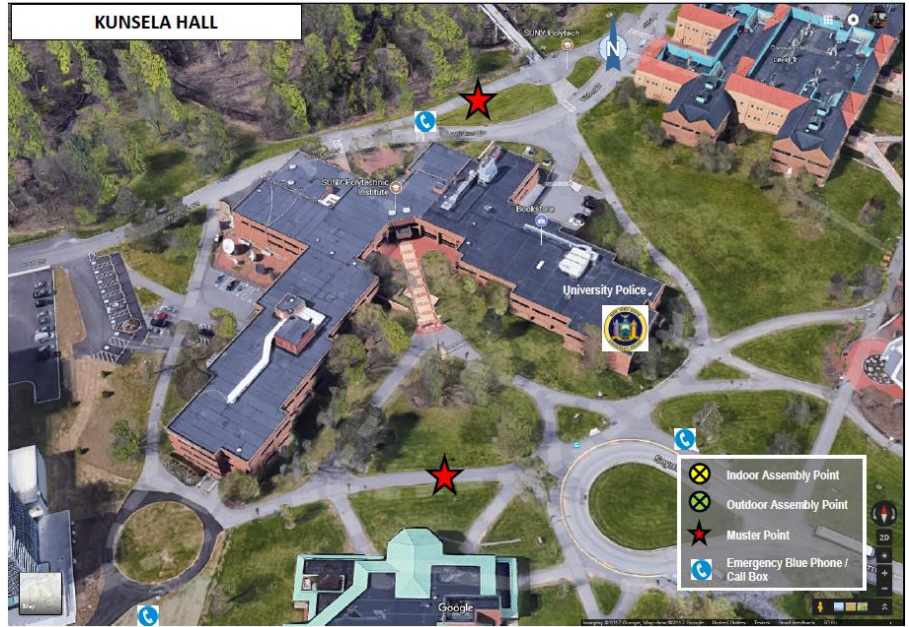
UTICA CAMPUS

Primary (and sometimes secondary) muster point / emergency assembly areas for each of the campus buildings are indicated. These will be the locations used at least 50-feet from the buildings during evacuations. Should evacuations to alternate locations be needed, locations will be chosen (and announced) based on the hazard, direction of any smoke or plume (wind direction) and need for rescue / response vehicle access. Upwind locations are preferred as well as locations several hundred feet away from the affected building (e.g. parking lots without heavy traffic).





Muster Points = West of building across Wildcat Drive and East of building near Student Center parking area.



Muster Points = North of building across Wildcat Drive and South of building near Cayan Library.



Muster Point = North of building near Kunsela Hall Main Entrance (all occupants).



Muster Points = South of building at far end of Circle patio and North West corner of building near parking lot.

WILCAT FIELD HOUSE / CONCESSIONS



Muster Points = South of building near Donovan Hall and North of building above main parking lot.

STUDENT CENTER



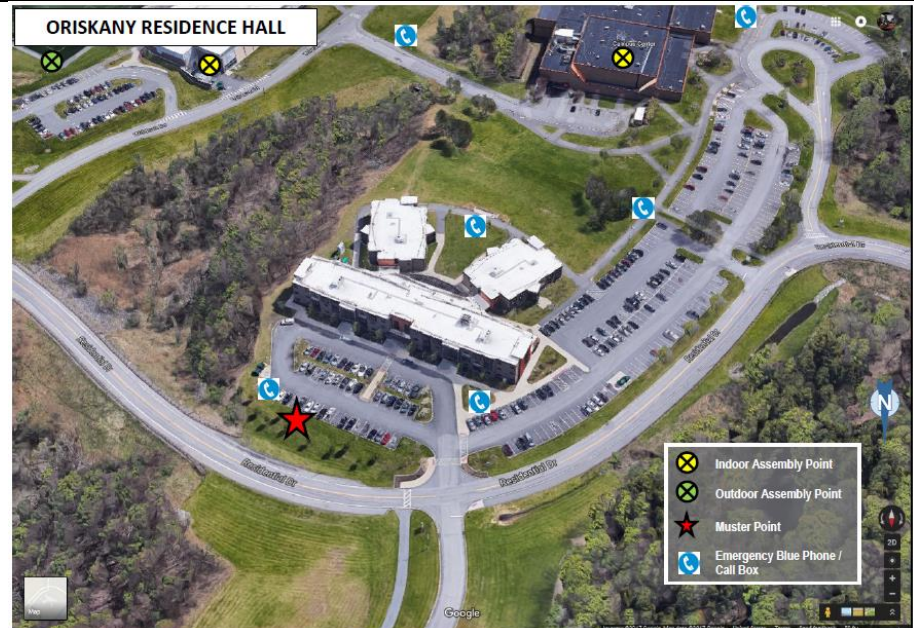
Muster Point = North of building near Donovan Hall (all occupants).

FACILITIES SERVICE COMPLEX



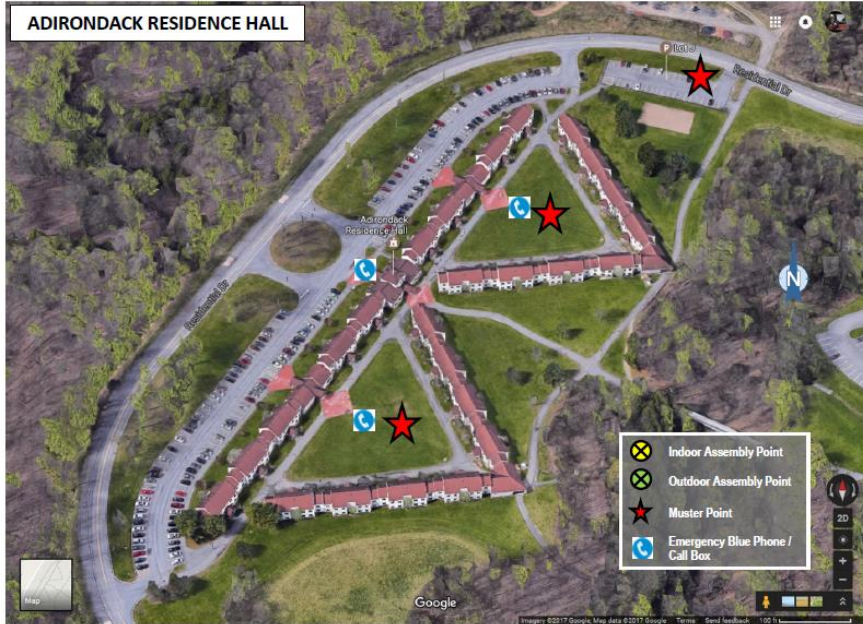
Muster Points = South of building at far end of parking lot (all occupants).

ORISKANY RESIDENCE HALL



Muster Point = North of building at far end of parking lot (all occupants).

ADIRONDACK RESIDENCE HALL



Muster Points = Primary – center grass “quads”, Secondary – North End of upper parking lot.

MOHAWK RESIDENCE HALL



Muster Points = Primary – center grass “quad”, Secondary – North End of upper parking lot.