



EMERGENCY RESPONSE PLAN

FOR
Faculty and Staff



Emergency Phone Numbers

Area Code (845)

University Police

Emergency..... *from a campus phone* 911
Police Business *from a campus phone*2222
Police Business *from a cell phone or off-campus*..... 257-2222

Campus Emergency Information

Weather-Related Closings,
Emergency Announcements, etc. 257-INFO (4636)
Office of Emergency Management3310
Environmental Health and Safety 257-3310
Facilities. 8 a.m. – 4 p.m. weekdays 257-3301
after 4 p.m. weekdays and
24 hours weekends and holidays 257-3327

NP Alert.....my.newpaltz.edu

Off Campus Emergencies 911

New Paltz Police..... 255-1323
New York State Police..... 691-2922

www.newpaltz.edu/emergency

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This Emergency Response Plan is designed for use by faculty and staff.

Purpose

The purpose of this Emergency Response Plan is to provide important information in the event that an emergency or natural disaster occurs within the College or the general area impacting academic and other operations. Together with the other emergency plans developed by this institution, this plan will assist in anticipating emergencies and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

The rules are designed to ensure the safety of all personnel and students. Failure to follow the emergency guidelines as outlined may result in sanctions, both administrative and legal. This plan will be reviewed and updated annually.

Overall Emergency Response Plan

Mission

The mission of the College with respect to emergency response is to safeguard the lives of faculty, staff, and students; to lessen the extent of personal injuries that may occur; and, to protect assets in the event of an emergency or natural disaster.

This plan was prepared by the College's Emergency Management Team (EMT), established by the College President to implement the Chancellor's Task Force Recommendations on Critical Incident Management. The EMT recommends that each department and office on campus take time at a departmental staff meeting to review this plan and develop a telephone contact list (with home and cell numbers) and a "unit plan" for their office. A unit plan is a mini-emergency response plan specific to your unit. Go to page 2 for a list of EMT members.

Plan Activation

In case of any type of campus emergency, individuals making the discovery should **first move to a safe location** and **then contact University Police** at 911 or 257-2222. The police officer will follow standard operating procedures for contacting Fire, EMS, etc. as necessary. The campus' Emergency Management Team may be activated depending on the level of the emergency.

Emergency Situation

Emergency information is communicated by either a Fire Alarm (indicating the need to perform a building evacuation) or by a text message system (NP Alert). We also have a mass notification system, which will include a public address system and siren. Emergency information can also be communicated by person, by voice mail to campus extensions, and by e-mail to official campus e-mail addresses.

Outside Communication

The Office of Communication & Marketing, in conjunction with the College's leadership and department heads, will handle all communication to media and the outside community. Communication & Marketing, in conjunction with Student Affairs, will draft and communicate any necessary messages to parents. Mechanisms for communication include the INFO line 257-INFO (x4636), e-mail, College Web site, TV, radio, and text messaging to individual cell phones (NP Alert). If you are approached by the media, refer all inquiries to Communication & Marketing, x3245.

Information

For emergency information regarding events that are affecting or may impact normal College operations, sign up for the text message service (in my.newpaltz.edu), contact the emergency hotline 257-INFO (x4636) or visit the College Web site, www.newpaltz.edu.

Overall Emergency Response Plan

The **Emergency Management Team (EMT)** consists of the following individuals from across the campus:

Scott Schulte (Chair) Director, Office of Emergency Management [<i>Chief, University Police</i>]	x2387
Mary Ritayik Chief, University Police [<i>Deputy Chief, University Police</i>]	x3337
Michele Halstead VP Administration & Finance [<i>Assistant VP, Finance</i>]	x3295
Gary Buckman Director, Facilities Operations and Maintenance [<i>Assistant Director, Facilities Operations & Maintenance</i>]	x3306
Peter Fairbrother Internal Controls Coordinator [<i>Assistant Vice President of Administration</i>].....	x6960
Ginger Jurecka Blake Director, Organizational Development & Training (HRD&I) [<i>HRD&I Development Manager</i>]	x3167
Matthew Skillman Director, Digital Media [<i>Web Developer/Designer</i>]	x2615
Chrissie Williams Assistant Director, Media Relations[<i>Director of Communication</i>].....	x3274
John Oles Marketing & Social Media Manager [<i>Director of Communication</i>].....	x2698
John Reina Assistant VP for Technology/CIO [<i>Information Security Officer</i>]	x3685
Michael Malloy Director of Environmental Health & Safety [<i>Assistant Director, EH&S</i>].....	x3285
Deb Gould Assistant Provost [<i>Provost/Vice President for Academic Affairs</i>].....	x3377
Jay Palen Director, Telecommunications [<i>Assistant Director, Telecommunications</i>].....	x3993
John Shupe Assistant VP for Facilities Management [<i>Director, Facilities Operations & Maintenance</i>]	x3335
Jean Vizvary Director, Disability Resource Center [<i>Assistant Director, Disability Resource Center</i>].....	x3020
Vacant General Manager, Food Services [<i>Executive Director, Campus Auxiliary Services</i>]	x3353
Roman Tavarez Complex Director-Lenape Hall, Office of Residence Life [<i>Director of Residence Life</i>].....	x4301

Departmental Emergency Response Coordinators

Departmental emergency response coordinators –A Department Emergency response coordinator has a vital role in the SUNY New Paltz Emergency Management Plan. The Dept emergency coordinator may be asked to facilitate departmental communication in the event of an emergency. The departmental ER coordinator has the willingness and the authority to elicit departmental cooperation and to coordinate dissemination of emergency information through the use of a phone tree.

An effective way of providing emergency information to a large number of people is through the use of phone trees. The College encourages each department, division, or area on campus to develop a phone tree to communicate emergency information to the staff of that area. In an emergency department emergency coordinators will be notified by phone about the status of the college and what you should do. Department emergency coordinators should then use the phone tree to notify their staff.

ACTIVATION of Phone Tree communication

The EMT (or designee) may activate emergency phone trees, whenever emergency information needs to be communicated to the campus community.

The department emergency coordinator starts by calling the primary callers (the back-up callers would be called if the primary is not available) and gives them the information which needs to be passed on. The primary caller then calls all the people on their list passing on the information. This process is followed each time new information needs to be passed on.

For a phone tree to be effective the primary caller should call no more than ten people. Phone trees greater than one to ten often result in an information bottle-neck and defeat the purpose of a phone tree, which is the quick dissemination of emergency information.

Departmental emergency response coordinators will:

- Learn and stay informed about basic emergency response guidelines.
- Sign up for *NP Alert* and agree to be on special distribution lists to receive updates in case of an emergency.
- Develop an effective emergency communication plan for the department. This includes developing and maintaining up-to-date phone and e-mail contact information for all employees, including adjunct instructors and part-time employees, and establishing a communication chain. This type of information is helpful not only in a crisis but when problems with buildings (power outages, etc.) occur.
- Collect and maintain emergency contact/notification information for department personnel. (Of course, privacy issues should be respected.)
- Ensure that the entire department reviews the Emergency Management Plan at least once a year.

The following is a list of current departmental emergency coordinators; if you would like to be included please have your supervisor contact Valerie McAllister at 257-3379.

Departmental Emergency Response Coordinators

* denotes member of campus Emergency Management Team (EMT)

DEPARTMENT	CONTACT NAME	CAMPUS EXT.	E-MAIL CONTACT
President's Office	Richard Winters	3297	wintersr@newpaltz.edu
President's EMT representative	*Shelly Wright	3291	wrightsh@newpaltz.edu
The Benjamin Center	Joshua Simons	2845	simonsj@newpaltz.edu
Institutional Research	Lucille Walker	3229	walkerl@newpaltz.edu
Communication & Marketing	* Melissa Kaczmarek	3454	kaczmar@newpaltz.edu
Communication & Marketing	* Matt Skillman	2615	skillmam@newpaltz.edu
Human Resources	* _____	3166	____@newpaltz.edu
VP - Academic Affairs	* _____	3561	____@newpaltz.edu
Academic Advising	Dante Cantu	3592	cantud@newpaltz.edu
Center for Student Success	Dante Cantu	3592	cantud@newpaltz.edu
Graduate & Extended Learning	Shala Mills	3550	millss@newpaltz.edu
Honors Program	Pat Sullivan	3456	sullivap@newpaltz.edu
International Programs	Jeff Pollard	2903	pollardj@newpaltz.edu
Library	Mark Colvson	3719	colvsonm@newpaltz.edu
Samuel Dorsky Museum	Wayne Lempka	3845	lempkaw@newpaltz.edu
Sponsored Programs	Carrie Corti	3281	cortic@newpaltz.edu
Sponsored Programs - alternate	Catherine Hoselton	3283	hoseltoc@newpaltz.edu
VP - Administration	* Peter Fairbrother	6960, 3295	fairbrop@newpaltz.edu
Academic Computing	Lura Speth	3598	spethl@newpaltz.edu
Accounting Services	Rosemarie LaTourette	3180	latourer@newpaltz.edu
Campus Auxiliary Services	Steve Deutsch	3371, 3370	deutschs@newpaltz.edu
Computer Services	* John Reina	3685, 3130	reinaj@newpaltz.edu
Design, Printing & Mail Svcs	James Lyons	2646	lyonsj@newpaltz.edu
Environmental Health & Safety	* Mike Malloy	2385	malloym@newpaltz.edu
Emergency Management	* Scott Schulte	2387	schultes@newpaltz.edu
Facilities Management	* John Shupe	3335, 3304	shupej@newpaltz.edu
Facilities Operations & Maint.	* Gary Buckman	3306, 3307	buckmang@newpaltz.edu
Instructional Media Svcs. (IMS)	Emily Trapp	3634	trappe@newpaltz.edu
Payroll	Julie Walsh	2632, 3147	walshj@newpaltz.edu
Procurement	Maureen Maxwell	3191	maxwellm@newpaltz.edu
Telecommunications	* Jay Palen	3993	palenj@newpaltz.edu
Telecommunications - alternate	William White	3002	whitew@newpaltz.edu

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DEPARTMENT	CONTACT NAME	CAMPUS EXT.	E-MAIL CONTACT
VP - Development & Alumni Relations			
Alum Relations/Dev'mt/Found.	Erica Marks	3238	markse@newpaltz.edu
VP - Enrollment Management			
Admission (Undergraduate)	TBD		
Financial Aid	Maureen Lohan-Bremer	3256	lbremerm@newpaltz.edu
Records & Registration	_____	3102	____@newpaltz.edu
Student Accounts	Niza Cardona	3157	cardonan@newpaltz.edu
Veteran & Military Services	Jason Gilliland	3120	gillilaj@newpaltz.edu
VP - Student Affairs			
Athletics	* Stephanie Blaisdell	3257, 3260	blaisdes@newpaltz.edu
Career Resource Center	Stuart Robinson	3910, 3908	robinsos@newpaltz.edu
Children's Center	F. Mark McFadden	3236	mcfaddem@newpaltz.edu
Counseling Center	Marcia Villiers	2910	villierm@newpaltz.edu
Disability Resource Center	Gweneth Lloyd	2920, 2912	lloydg@newpaltz.edu
EOP	Jean Vizvary	3018	vizvaryj@newpaltz.edu
Residence Life	Antonio Bonilla	3224	bonillaa@newpaltz.edu
Student Activities	Corinna Caracci	4469	caraccic@newpaltz.edu
Student Association	Mike Patterson	3012	pattersm@newpaltz.edu
Student Development	Linda Lendvay	3071	lendvayl@newpaltz.edu
Student Health Services	Michelle Combs	3022	combsm@newpaltz.edu
TCMC-Ctr for Student Media	Jack Ordway, M.D.	3414	ordwayr@newpaltz.edu
University Police Dept.	William Clark	2350	clarkw@newpaltz.edu
University Police Dept.	* David Dugatkin	3337	dugatkind@newpaltz.edu
University Police Dept.	* Mary Ritayik	3344	ritayikm@newpaltz.edu
Academic Offices			
<i>Business</i>			
School of Business	Kristin Backhaus	2930, 2956	backhauk@newpaltz.edu
<i>Education</i>			
Dean's Office & Educ'l Admin.	Michael Rosenberg	2800, 2802	rosenbem@newpaltz.edu
Educ'l. Studies & Leadership	Shannon McManimon	2828	mcmanim@newpaltz.edu
Teaching & Learning	Gleides Lopes Rizzi	2843	rizzig@newpaltz.edu
Migrant Education	Guy Visk	2848	viskg@newpaltz.edu
Field Experience	Margaret Veve	2823	vevem@newpaltz.edu

Departmental Emergency Response Coordinators

* denotes member of campus Emergency Management Team (EMT)

DEPARTMENT	CONTACT NAME	CAMPUS EXT.	E-MAIL CONTACT
<i>Fine & Performing Arts</i>			
Dean's Office	Jeni Mokren	3860, 3862	mokrenj@newpaltz.edu
Art (including Art Education)	Beth Thomas	2641	thomasb@newpaltz.edu
Art History	Susan DeMaio Smutny	3873	demaio@newpaltz.edu
Music	Vincent Martucci	2701	martuccv@newpaltz.edu
Theatre Arts	Ken Goldstein	3870	goldstek@newpaltz.edu
<i>Liberal Arts & Sciences</i>			
Dean's Office	Nancy Johnson	3551	johnsonn@newpaltz.edu
Dean's Office - alternate	Stella Turk	3521	turks@newpaltz.edu
Anthropology	Kenneth Nystrom	2986	nystromk@newpaltz.edu
Black Studies	Major Coleman	2765	colemanm@newpaltz.edu
Communication	Stella Deen	2744	deens@newpaltz.edu
Communication Disorders	Stella Turk	3521	turks@newpaltz.edu
Digital Media & Journalism	Douglas Maynard	3426	maynardd@newpaltz.edu
Economics	Edith Kuiper	2378	kuipere@newpaltz.edu
English	Andrew Higgins	2724	higginsa@newpaltz.edu
Geography	John Sharp	3969	sharpj@newpaltz.edu
History	Heather Morrison	2329	morrish@newpaltz.edu
Languages, Literatures & Cultures	Patricia Fitzpatrick	3519	fitzpatp@newpaltz.edu
Philosophy	David Elstein	2314	elsteind@newpaltz.edu
Poli Sci & Int'l Relations	Kathleen Dowley	3558	dowleyk@newpaltz.edu
Psychology	Jonathan Raskin	3471	raskinj@newpaltz.edu
Sociology	Karl Bryant	3035	bryantk@newpaltz.edu
Women's, Gender & Sexuality St.	Anne Roschelle	2978	roschela@newpaltz.edu
<i>Science & Engineering</i>			
Dean's Office	Daniel Freedman	3728, 3795	freedmad@newpaltz.edu
Biology	Aaron Haselton	3778	haseltoa@newpaltz.edu
Chemistry	Megan Ferguson	6935	fergusom@newpaltz.edu
Computer Science	Chirakkal Easwaran	3514	easwarac@newpaltz.edu
Electrical & Computer Eng	Julio Gonzalez	3724	gonzalj@newpaltz.edu
Geology	Frederick Vollmer	3760	vollmerf@newpaltz.edu
Mathematics	David Hobby	3563	hobbyd@newpaltz.edu
Physics & Astronomy	Stacie Nunes	2695	nuness@newpaltz.edu
Physics & Astronomy - alternate	Amy Bartholomew	3750	bartha@newpaltz.edu

Shelter-in-Place/Emergency Lockdown

Shelter-in-place and lockdown are two options for protecting students faculty and staff at SUNY New Paltz and is included in emergency plans covering a variety of crises, including fire, earthquakes, and intruders.

As a part of these emergency plans, we have trained key personnel in the schools to respond to incidents that might require either Sheltering-In-Place or to lockdown a campus.

Shelter-in-place

The Shelter-In-Place plan protects students and staff in the event of potential exposure to a dangerous chemical that could be released through:

- An industrial accident
- A chemical spill
- A break in a natural gas pipeline
- Materials transported through our community
- A terrorist attack

The Shelter-In-Place plan has proven to be a safer approach than evacuating students, faculty and staff into a potentially contaminated outdoor environment. Generally, the duration of these situations would last minutes or hours, not days.

Emergency Lockdown

A campus lockdown occurs when there is a threat or potential threat to staff or student safety in the area. Most often, this is due to police activity unrelated to the school, but in the vicinity. In a lockdown, the campus is closed to all visitors, and students are supervised indoors.

Do not panic. Lockdown situations are highly controlled events where police and campus officials are together and in coordination following predetermined procedures that will best insure the safety of all involved.

Communication

- Text messaging, intercom, instant alert to computer, voice mail and e-mail via NP Alert or other voice communication (UPD may simply go from room to room announcing instructions.) will announce a Shelter-in-Place.
- For emergency notifications, it is recommended that the instructor or students in a class keep a cell phone on vibrate in order to receive text messages, although this is left to the discretion of the instructor.
- If a situation that may require a Shelter-in-Place or a Lockdown is discovered, the individual making the discovery shall immediately move to a safe location, contact the University Police and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.

Procedures

- Close classroom and other doors, barricade and/or lock, if possible.
- Close windows and window treatments.
- Turn off lights.
- Everyone is to remain quiet and not enter hallways.
- **If an Emergency Lockdown has been sounded, and should the fire alarm sound, do NOT evacuate the building unless:**
 - You have first-hand knowledge that there is a fire in the building, or
 - You have been advised by University Police, Fire Department, or Environmental Health & Safety to evacuate the building, or
 - There is imminent danger in the immediate area.
- Crouch down in areas that are out of sight from doors and windows.
- Students in hallways are to seek shelter in the nearest classroom or office.
- Students in outdoor areas should immediately take cover.

Release

UPD will advise when students, faculty & staff will be released from a Shelter-in-Place. This will depend solely on when police determine the situation is safe to do so.

Active Shooter, Hostile Intruder/Violent or Suicidal Individual, Suspicious Behavior

ACTIVE SHOOTER

The Department of Homeland Security has compiled the following information on how to identify and respond if you find yourself in a situation involving an active shooter.

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL University Police at 845-257-2222 or 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and guests are likely to follow the lead of faculty and staff during an active shooter situation. RUN, HIDE or FIGHT

1. Evacuate (RUN)

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

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out (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 (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, 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

3. Take action against the active shooter (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 him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location Remember, the first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Prevention and Training

- Foster a respectful workplace, residence and study –
- Be aware of indications of workplace violence or unusual behavior and take remedial actions accordingly contact UPD at 845-257-2222

**Watch the video “RUN, HIDE, FIGHT” on my newpaltz.edu
www.newpaltz.edu/police/active_shooter.html**

An active shooter in your workplace may be a current or former student or staff or an acquaintance of one.

Intuitive students, faculty or staff may notice characteristics of potentially violent behavior in an individual. Alert your residence staff, supervisor or human resources department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence

Individuals typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated.

Indicators of potentially violent behavior by an individual may include:

- Depression/withdrawal.
- Repeated violations of company policies.
- Explosive outbursts of anger or rage without provocation.
- Behavior that may suggest paranoia (e.g., “everybody is against me”).
- Escalation of domestic problems into the workplace.
- Talk of severe financial problems.
- Talk of previous incidents of violence.

Report violent acts or threats of violence to your residence staff, immediate supervisor, university police or human resources. Regardless of the type of violence, the chances for prevention improve with increased awareness of potential warning signs and rapid response to a problem.

HOSTILE INTRUDER/ VIOLENT OR SUICIDAL INDIVIDUAL

- If a hostile intruder or violent or suicidal individual is discovered on the campus, the individual making the discovery shall move to a safe location, and **immediately contact University Police** (x2222) and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the reporting person should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.
- If gunshots are heard within a building, faculty or staff will, if possible, close and lock or barricade their doors and turn off the lights to that area. Faculty should try and calm student fears and keep them as quiet as possible. Faculty will stay in the locked/barricaded room, to the degree possible, until informed by Police personnel that it is safe to come out of the area. Faculty should use their cell phones to notify UPD (x2222) and County 911 of the situation.
- **Under no circumstances** should the fire alarm be activated. No attempt should be made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
 - You have first-hand knowledge that there is a fire in the building, or
 - You have been advised by police to evacuate the building.
- If an individual is suspected of being suicidal, obtain as much information as possible. Remain with the person IF THERE IS NO WEAPON and contact UPD.
- Office personnel in the affected building will close and secure their office areas and immediately call UPD to notify them of the situation.
- UPD will respond, contain and resolve the incident. UPD active shooter policy may be activated. EOC may be activated. Outside assistance will be requested as needed.
- Once outside, emergency service, police, or EMS arrive, UPD will coordinate any information or assistance with them, and the EOC will be activated.
- Incident Commander will determine when re-entry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings.

SUSPICIOUS BEHAVIOR

Report any of the following suspicious behavior or circumstances to UPD at 257-2222:

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring various areas, buildings or entrances .
- People requesting information with no apparent need for such information.
- People taking photographs of critical facilities.
- People dressed inappropriately for weather conditions (suicide bomber).

Bio-Threats

Suspicious Letters or Packages

General Guidance

Campus Communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

Anthrax Information

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the 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 the appropriate antibiotics. Anthrax is not spread from one person to another 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

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as Personal or Confidential
- Shows a city or state in the postmark that does not match the return address

In the Instance you receive a SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS "ANTHRAX":

- First and Foremost DO NOT PANIC
- Do not shake or empty the contents of any suspicious envelope or package.
- Do not open the envelope or package
- PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- Keep others away from yourself as well.
- WASH your hands with soap and water to prevent spreading any powder to your face. Use the closest sink and do not let others in this area.
- If you are at HOME, then report the incident to local police.
- If you are at WORK, then report the incident to University Police at X2222, and notify an available supervisor.
- LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

IF THE ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:

- DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
- Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- Keep others away from yourself as well.
- WASH your hands with soap and water to prevent spreading any powder to your face. Use the closest sink and do not let others in this area.
- REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Await further instructions from emergency responders.
- SHOWER with soap and water as soon as possible. Do Not Use Bleach Or Other 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 both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.
- You will be given further instructions by responding Emergency personnel

Room Contamination by Aerosolization

For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.

- Remain Calm
- Turn off local fans or ventilation units in the area (FOC will attempt this at work).
- LEAVE area immediately.
- CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- Wash affected areas with soap and water as soon as possible. Do Not Use Bleach Or Other Disinfectant On Your Skin.
- REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Remain in the general area for first responders
- If you are at HOME, then dial 911 to report the incident to the local police.
- If you are at WORK, then dial X2222 to report the incident to University Police and notify an available supervisor.
- If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.
- You will be given further instructions by responding Emergency personnel

Bomb Threats or Suspicious Unattended Items

BOMB THREAT

If a suspicious package is discovered on the campus, the individual making the discovery shall first move to a safe location then contact University Police (x2222) and provide as much information as possible. If a telephone call or information is received stating a bomb is somewhere on the campus:

- Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice (to include male/female, accent, age, etc.) and the possible location.
- Be calm, be courteous, and listen. While caller is on phone, notify supervisor or police.
- DO NOT HANG UP, even if the caller does.
- Recipient immediately contacts University Police from another phone, advises them of the call, and provides a detailed written text.
- UPD will be posted to ensure no one enters the building until the building is searched and the area is declared safe. UPD may enlist volunteers from the faculty and/or staff for posts to ensure no one enters the building while UPD conducts a search.
- All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest building.
- If outside emergency services are needed, the University Police coordinates their response.
- UPD will advise when reentry to the building can be made. There is no specified time limit for when students, staff and faculty will be permitted back into the isolated area. This will depend solely upon the information the police receives and the results of the findings.

Bomb Threat Checklist located in back of book.

SUSPICIOUS UNATTENDED ITEMS

Suspicious packages can come in all shapes and sizes. In general terms, a suspicious package is any bag, box, backpack, package or other item left unattended or that otherwise seems out of place. For example, a package on a mailroom counter is not necessarily suspicious. But, place that same unattended package in an elevator, it becomes suspicious.

University Police will determine if evacuation or other action is necessary. University Police respond to reports of suspicious packages. Although in many cases there is no actual security threat, the mere possibility is enough to disrupt the lives of hundreds of people. Of course, the inconveniences caused by these "false alarms" pale in comparison to the destruction that results when suspicious packages turn out to be something more dangerous.

The best defense against suspicious packages is awareness of your surroundings. Suspicious packages should be immediately reported to University Police at 257-2222.

Campus Disturbance or Demonstration

Policy

Generally, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible. Rules of the Board of Trustees, Section 535.4 states, "No student, faculty or other staff member or authorized visitor shall be subject to any penalty solely for the expression of his views nor for assembling with others for such purpose." Section 535.3 outlines conduct that is prohibited.

General Guidance

A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with normal operations of the College.
- Prevention of access to office, building, or other College facilities.
- Threat of physical harm to people.
- Threat or actual damage to campus property.

If any of these conditions do exist, notify the University Police 257-2222, the University Police will ask the demonstrators to terminate the disruptive activity and inform them that failure to discontinue the specified action will result in disciplinary action and/or arrest. Student Affairs will be notified to assist in communicating with student participants.

For more information please visit www.newpaltz.edu/saus/thirdpartypolicy.pdf

Crime

If a crime is 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, hair color, approximate age, clothing, method and direction of travel. If the criminal is entering a vehicle, note the license plate number, make, model, color and any outstanding characteristics.
- Call University Police at 911 or 257-2222. Give your name, location, and phone number. Advise them of the situation and specific details.
- Stay Calm.

Personal Safety Tips

- Avoid walking or jogging alone, especially after dark.
- If you must travel alone at night, ask someone to escort you to your destination. Contact UPD for assistance at 257-2222.
- Be alert to your surroundings. If you suspect that you are being followed, quickly run in a different direction toward a lighted area, a group of people, or a street with traffic.
- Be aware of the location of blue phones on campus. (See map on page 9.)
- Have your keys ready when returning to your residence hall or apartment, and keep your personal items concealed and close to your body.
- Don't investigate a suspicious person or noise outside by yourself—call for help.
- Remember that the majority of assaults involve alcohol—be aware of your limits.

Tip Line

The telephone tip line, 257-2230, will allow callers to leave a voice mail message around the clock. Callers can remain anonymous if they wish or can leave us a phone number or e-mail address if they would like us to contact them for follow-up or for the results of our investigation.

UPD now has three ways for callers to leave anonymous messages and criminal activity tips:

website: **www.newpaltz.edu/police** click on “silent witness”

e-mail: **upd@newpaltz.edu**

phone: **257-2230**

Evacuation Guidelines for Students and Staff with Disabilities

The evacuation of the building during a fire alarm is required, regardless of cause. In accordance with regulatory requirements and SUNY New Paltz policies and procedures, everyone must evacuate a building in which a fire alarm is sounding. Fire alarms include, but are not limited to accidental alarm, false alarm or conditions caused by fire and/or smoke.

Individuals requiring special evacuation assistance in the event of an alarm should evacuate accordingly and by following the directives of on-site emergency personnel.

Buddy System

Individuals requiring special evacuation assistance should develop a buddy system

- Buddies need to be willing and capable of assisting in an evacuation. A “buddy” could be a friend, classmate, instructor, supervisor, or co-worker
- Persons with disabilities and buddies must be able to contact each other quickly.
- Designate at least two buddies.

Guidelines

The following are the Emergency Evacuation Guidelines for persons with special needs and/or disabilities at SUNY New Paltz. As standard practice:

Persons with limited mobility: Individuals who walk with canes, crutches, walkers, etc. and those who utilize wheelchairs should decide whether or not they can descend stairs or evacuate a building in an emergency with little assistance from others.

If not, they should:

Go to the nearest stairwell or Move to a Designated *Area of Refuge and notify UPD at 845-257-2222 of their location (tell UPD of the Bld , Floor and look for a nearby office number just outside stairwell and tell them of your disability).

Persons who are blind or have low sight: Persons who are blind/low sight can, with the assistance of others, evacuate a building using the stairs, if they are familiar with their immediate surroundings and frequently traveled routes and if stairs are safe to use.

If the blind/low sight person is unfamiliar with the emergency evacuation route, they should either:

- Move to a Stairwell near their office, or
- Move to an area of refuge, as described below.
- And Notify UPD at 845-257-2222

Persons who are deaf/hard of hearing: All buildings on campus are equipped with fire alarm strobe lights; some individual alarms within those buildings may be just sound, but there are adequate coverage with visual alarms.

Students with special needs and/or disabilities needing accommodations should contact the Director of Disability Resource Center, 845-257-3020, Student Union, Room 210.

Evacuation Options

Persons with special needs and/or disabilities have three basic evacuation options:

- **Horizontal evacuation:** using building exits to the outside ground level or going into adjacent buildings in multi-building complexes.
- **Stairway evacuation:** using steps to reach ground level exits from the building.
- **Move to an Area of Refuge*:** If an individual requiring special evacuation assistance move to an area of Refuge or Stairwell, they should dial 845-257-2222 immediately and report their location to University Police, who will in turn relay that information to on-site emergency personnel.

If you remain in the stairwell or Designated Area of Refuge*:

- Notify others or your “buddy” (if possible) that you are doing so.
- Close the door to prevent smoke and fire entry.
- Call 845-257-2222 and report your location so that on-site emergency personnel can be informed and respond.

***Area of refuge:** An area of refuge is an area that can be used as part of the required means of egress for persons that are disabled. *These areas, located in stairwells, and can be used by disabled persons until rescue can be facilitated by the Fire Department.* Areas of refuge can be pressurized stair enclosures in high rise buildings, or designated by signage in newer renovated buildings.

With an evacuation assistant or a buddy, go to an area of refuge away from obvious danger. The evacuation assistant should then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

NOTE: Elevators in most buildings are pre-set (as required) to return automatically to the bottom floor. Elevators are like chimneys. Smoke on any floor can be drawn up through the elevator exposing people to high levels of all fire gases including carbon monoxide, hydrogen, and cyanide.

Knowledge and preparation by both persons with special needs and/or disabilities and persons without disabilities is key to reducing the impact of emergencies.

Fire and Facility Evacuation

Procedures to be followed:

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm box, usually located at exit stairwells and building exits.
- When a fire alarm is activated, all occupants are to evacuate the building in a timely and responsive manner.
- Should a person have to remain in the building due to circumstances beyond his/her control, notify the University Police of the person's location and the condition of the individual (e.g., disabled, wheelchair bound, injured, etc.).
- UPD will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. UPD will then go to that location to determine the response needed and will inform the arriving New Paltz Fire Department personnel of their findings and will assist with traffic and crowd control.

Evacuation

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner.

- Become familiar with your work area and at least two building exit locations.
- When the fire alarm sounds, prepare to evacuate immediately.
- In buildings containing laboratories, all experiments in progress need to be stopped, e.g. bunsen burners and electrical equipment turned off.
- Close, but do not lock doors.
- Do not panic but walk quickly to the closest emergency exit. Proceed to a location away from windows or potential falling debris, a minimum of 50 yards.
- Do not use elevators.
- Walk in a calm manner through corridors and stairwells.
- Avoid unnecessary talking and keep the lines moving.
- Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance. Notify responding authority of your location.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
- No one is to return to the building until permission is granted by the University Police or the New Paltz Fire Department.

Hazardous or Chemical Materials Spill

HAZMAT incidents may be:

- indoor and outdoor fuel spills;
- solvent or other chemical spills in shops;
- chemical or biological spills in buildings and laboratories;
- chemical odors in buildings;
- natural gas smells and leaks; or
- fires in a laboratory or other facility involving highly toxic chemicals, infectious substances, and radioactive materials.

TIP

Safety Data Sheets, which contain information about hazardous materials on campus, are available in hard copy in every department in which hazardous materials are used or stored. They can be made available to you upon request.

Response

OUTDOORS

- If you witness an accidental or intentional release of hazardous material into the environment (air, water, ground), move upwind from the spill's vicinity.
- Immediately notify UPD, x2222, of the spill's location and scope.
- Warn other individuals to stay away from the spill site.
- UPD will call medical personnel, if necessary, and direct them to your location.

INDOORS

- Alert all individuals who might be harmed to evacuate the immediate area and go to a location that will not impede emergency personnel.
- Notify UPD on a phone located a safe distance from the hazard to report:
 - the nature of the incident, and name of the hazardous materials, if known,
 - the exact location,
 - whether there are injuries,
 - symptoms being exhibited by exposed individuals, and
 - any other details that would assist officials in preparing their response.

Natural Disasters

General Guidance

The Emergency Response Plan defines weather monitoring and the College's overall response to weather-related threats. Faculty and staff activities at such time shall focus on safety of students and personnel and, in certain cases, the protection of College assets. Faculty and staff are responsible for securing work area assets and for conducting preliminary damage assessments of work areas (see Campus Closing Checklist and Initial Damage Assessment forms in the back of this document).

Hurricane/Flood/Winter Storm

- The College may close (only by order of the Governor) or classes may be cancelled before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students. Storm personnel, employees required to work, police and Facilities Management personnel will have individual unit plans in place.
- Faculty and staff are required to secure their work areas for wind and flooding prior to being released or housed on campus. This may include shutting down sources of open flame, securing high voltage supplies, separating and/or storing reactive materials.

Thunderstorm

Observe the following rules if severe and proximate lightning is occurring or is about to commence:

- Avoid water fixtures, telephone lines, and any electrical conducting materials.
- Stay inside buildings and off campus grounds.
- Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes. However, during violent thunder/wind storms, stay away from large exterior windows.
- If you are working outdoors or are not at work, depending on your location, keep the following in mind:
 - In your residence hall or a classroom or office - follow the above-mentioned rules.
 - In your car, because cars are low profile and supported on rubber tires (an effective electric insulator) they are generally (but not always) safe from lightning strikes.
 - Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).

- In an open area - go to the nearest ditch or ravine and drop to your knees. There are a number of “do nots” to keep in mind. **Do not** do any of the following:
 - Stand in an open area.
 - Stand underneath a tall tree (especially if it is in an isolated area).
 - Seek shelter in a small structure in an open area.
 - Stand in or around a body of water.
- In a wooded area - go to a low area of small trees/bushes.
- Stay away from anything metal - farm equipment, golf clubs, wire fences, etc.
- If you feel your hair standing on end, drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

Tornado

General Guidance

In a typical year, tornados have been known to develop in the month of July/August, although they are possible anytime of the year. Large thunderstorms can often spawn tornados on the outer fringes of the storm.

Learn to recognize weather signs. Tornado weather is usually hot, humid and oppressive, with southerly winds. An hour or two before the storm the clouds may have a greenish-black color, and may seem to bulge down instead of up. Rapidly moving lower clouds may be shot with lace-like lightning.

Know what a tornado looks and sounds like. The funnel of a tornado looks like a spinning, twisting rope at its bottom, and fans out into a rotating funnel-shaped cloud extending down from the base of a thundercloud. It is usually gray or black.

A nearby tornado usually sounds like the roar of a jet plane or a diesel freight train. Heavy rain and hail may add to the damage of the tornado itself.

Where to Go During a Tornado

Knowing what to do during a tornado may mean the difference between life and death. If you hear a tornado warning, seek shelter immediately. Stay away from windows.

MOST BUILDINGS

- **Most office/school/residence halls or buildings**—Go to an interior hallway on a lower floor, preferably in the basement, or designated shelter area. Stay away from windows. Choose an inside wall away from windows and lie flat against it. Central halls, bathrooms, and closets are good places. Get under heavy furniture, if possible, to protect yourself from flying glass and debris. Avoid gymnasiums, or pool area with large, free-span roofs.

SPECIFIC BUILDINGS

- **The Atrium** – Occupants to relocate to the lowest possible floor of the Student Union away from open areas.
- **Faculty Office Building** – Occupants to relocate to the lowest possible floor of Coykendall Science Building if time and safety permits.
- **DASNY Office Trailer** – Occupants to relocate to the lowest possible floor of the Central Heating Plant if time and safety permits
- **SUCF Office Trailer** – Occupants to relocate to the lowest possible floor of the Central Heating Plant if time and safety permits
- **South Faculty Building** – Occupants to relocate to the lowest possible floor of the Service Building if time and safety permits
- **South Classroom Building** – Occupants to relocate to the lowest possible floor of the Service Building if time and safety permits
- **Facilities Warehouse** – Occupants to relocate to the lowest possible floor of the Service Building if time and safety permits
- **Grounds Shop and outbuildings** – Occupants to relocate to the lowest possible floor of the Service Building if time and safety permits
- **Hopfer Alumni House** – Occupants to relocate to the lowest possible floor of the Student Union if time safety permits.
- **Grimm House** – Occupants to relocate to the lowest possible floor of the Student Union if time and safety permits.
- **Elting Gym** – occupants to stay out of large gymnasium or pool area with large roof spans.

- **Do not stay in your car**, since it is an unsafe place during a tornado.

- **If caught outdoors** and you have no time to escape, lie flat in the nearest ditch, ravine, culvert or under a bridge, but not where you could be trapped by flood waters.

Tornado Warnings—What They Mean

Tornado Watch

A tornado watch indicates that weather conditions may cause tornados to develop in an area. A watch does not mean that a tornado has been sighted. You should be prepared for a possible tornado. Residents of the designated area need not seek shelter or disrupt their normal routine during the tornado watch, but they should tune in to local web broadcasts, radio or TV and be alert for threatening weather conditions. The Campus will use NPALERT and or the Emergency Speaker System if the watch gets elevated to a Warning and a funnel has been spotted in campus area.

Tornado Warning

Tornado warnings are issued by local weather bureau offices when a tornado funnel has actually been sighted or indicated by radar. The Campus will use NPALERT and or the Emergency Speaker System if the watch gets elevated to a Warning and a funnel has been spotted in campus area.

The warning will indicate where the tornado was detected and the area through which it is expected to move. A tornado warning means that persons in the expected path of the storm should take shelter immediately.

Tornado Survival Rules

Know the difference between a tornado watch or forecast and a tornado warning:

- A tornado watch means that tornado conditions exist in an area.
- A tornado warning means that a tornado has actually been sighted and that residents of the campus should take shelter.

Protect yourself against the “sandblasting” effect of flying glass and bits of sharp metal. Cover yourself with an old rug and crouch under heavy furniture.

Listen to instructions on NPALERT or Emergency Speaker System.
Call UPD at x2222 if you are injured or trapped.

Beware of possible dangers:

- Flying objects
- Falling trees
- Broken windows

Wild Animals on Campus

Prevent wild animals from entering buildings by not removing existing screens from open windows, and keeping exterior doors closed. Windows should be closed at night for additional deterrence.

Animals may pose physical hazards from bites and scratches, and alive or dead can spread disease. Avoid all contact with wild animals. Call UPD at 845-257-2222.

BATS (specific information) If you find a live or dead bat in a building please call the UPD at 845 257-2222. Please note that occasionally a bat will be seen roosting on the side of a building during the day. These bats do not pose any risk to humans as long as they are left alone. Most likely they will fly away at night.

If you are bitten by a bat — or if infectious material (such as saliva) from a bat gets into your eyes, nose, mouth, or a wound — wash the affected area thoroughly and get medical advice immediately. Because bats have small teeth which may leave marks that are not easily seen, there are situations in which you should seek medical advice even in the absence of an obvious bite wound. You can not get rabies from seeing a bat or having a bat fly by you. In addition, you can not get rabies from having contact with bat guano (feces), blood, or urine.

Contact includes:

- Bite or scratch from an animal.
- Exposure of eyes, nose, mouth and non-intact (cut, scratched, burned, etc.) skin to animal blood or saliva.

To report a nuisance animal in a building or posing a threat:

Notify University Police at 845-257-2222 (and notify RD on duty for issues in Residence Halls).

1. Be prepared to tell University Police the following information:
 - Your name, phone number and location from which you are calling.
 - The nature of the incident (type of animal, animal behavior, injuries sustained).
2. Do not attempt to remove or disturb the animal.
3. Depending on the circumstances, Facilities will arrange to have the animal removed. The room / area may have to be temporarily closed while an animal is being removed.
4. Remove yourself and others from the space in which the animal is confined while making an effort to keep the animal contained. This may include closing doors and windows so the animal cannot escape, but no such effort should be taken that places you at a perceived risk. Do not try to capture the animal. Only designated persons should attempt capture (Facilities or Facilities Contractor). Use only reasonable attempts to contain the animal so that it may be captured and submitted for testing.
5. Students may be displaced from sleeping area while animal is captured.
6. Students that have had contact with a wild animal must contact Student Health Center at 845-257-3400.
7. Employees that have had contact with a wild animal must contact the Ulster County Department of Health @ 845-340-3150 to be evaluated for disease preventative measures such as vaccinations.

Serious Injury/Illness/Mental Health Emergency/Discovery of Death

Survey the area to see if it is safe for you to assist.

- Do not remain on the scene should the individual possess a weapon.
- If an individual is suspected of being suicidal, obtain as much information as possible (i.e., name, what the individual has used to attempt suicide, emails or suicide notes from the scene), remain with the person and contact UPD.
- Call University Police at 911 or 257-2222. Give your name, location, and phone number. Give as much information as possible regarding the nature of the injury/illness/mental health emergency; whether the victim is conscious.
- Do not move a seriously injured person unless it is life threatening.
- If victim is conscious and alert, keep the victim calm and as comfortable as possible.
- Remain with the victim until University Police or emergency personnel arrive.
- If victim exhibits obvious death symptoms like rigormortis, back away from the scene, do not disturb the area and call UPD at 911 or 257-2222.
- If victim is unconscious and unresponsive to touch or noise, proceed with CPR/AED if trained to do so. If you are not trained nor wish to administer CPR, back away from the scene, do not disturb the area and call UPD at 911 or 257-2222.

An Automated External Defibrillator (AED) is located in each building. Training sessions are periodically announced by EH&S via campus e-mail and other intra-campus memoranda.

Automatic External Defibrillators (AED) on Campus

Automatic External Defibrillators (AED) are a proven method of reducing morbidity and mortality from sudden cardiac arrest (heart attack). An AED is a device that attaches to a victim's chest to assess the heart's rhythm and, if needed, automatically recommends whether or not a shock be delivered to correct the heart's rhythm. An adult who has just gone into sudden cardiac arrest is most likely in urgent need of defibrillation and a metered electrical charge can often restore the heart to healthy function and save a life.

To provide a realistic chance of survival, defibrillation must be available soon after cardiac arrest. The automatic external defibrillator (AED) will enable University personnel or the public who are trained in CPR/AED to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responder's use of the AED should not replace the care provided by emergency medical service (EMS) providers but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive.

Upon arrival of the EMS providers, patient care should be transferred to EMS personnel.

Having campus community members trained in CPR and the use of AEDs is valuable for each member and visitor to the University. Recognizing that an emergency exists and contacting 911, providing immediate patient care (including CPR), and initiating the use of a nearby AED are each links in the Cardiac Chain of Survival. Combined with the final link – the intervention of Advanced Life Support care given by trained medical personnel, promotes better opportunities for an individual's survival during a cardiac emergency.

For more information on the University's Automatic External Defibrillator Program or Cardio Pulmonary Resuscitation/AED training, please contact Assistant Director, Environmental Health and Safety at extension 2386.

BUILDING	LOCATION	BUILDING	LOCATION
Ashokan Hall	Main floor lobby	Elting Gym	Baseball shed (stored in Weight room during Winter)
Athletic & Wellness	Entrance Hallway Wall	Elting Gym	South Turf (stored in Weight room during Winter)
Athletic & Wellness	Main Entrance lobby	Elting Gym	Softball Shed (stored in Weight room during Winter)
Athletic & Wellness	West Weight Room	Elting Gym	Tennis shed (stored in Weight room during Winter)
Athletic & Wellness	East Weight room	Elting Gym	basement - Weight room 116
Athletic & Wellness	West gym	Elting Gym	Soccer shed/Alumni field (stored in Weight room during Winter)
Athletic & Wellness	East gym	Elting Gym	Cross country team Engineering
Athletic & Wellness	Indoor track warm-up area	Innovation Hub	Main lobby across from elevator
Awosting Hall	Main floor lobby	Esopus Hall	Main floor lobby
Bliss Hall	Main floor lobby	Faculty Office Building	Main Entrance Lobby
Bouton Hall	Main floor lobby	Fine Arts Building	2nd floor lobby
Capen Hall	Main floor lobby	Fine Arts Building	3rd floor lobby
Central Heating Plant	Main Entrance	Fine Arts Building	Basement lobby
Child Care Center	Lobby by Kitchen	FOC	Vehicle 328 (M. Banach)
College / Shango Hall	Main floor lobby - across from RA office	Gage Hall	Main Floor lobby
College / Shango Hall	Honors Center	Grimm House	Main Entrance
College / Shango Hall	Near RA office - across from room 163 in College hall	Grounds Shop	Building 12
Coykendall Science	Basement South end	Grounds Trailer	By door
Coykendall Science	2nd floor North end		
Coykendall Science	Main entrance lobby		
EH&S	Vehicle 111		
EH&S	Vehicle 112		
EH&S	Vehicle 113		
Elting Gym	North Turf field (stored in Weight room during Winter)		
Elting Gym	Pool		
Elting Gym	Lobby		

Serious Injury/Illness/Mental Health Emergency/Discovery of Death

BUILDING	LOCATION	BUILDING	LOCATION
Haggerty Admin. Bldg...	Concourse level lobby	Scudder Hall	Main floor Lobby
Haggerty Admin. Bldg...	Basement near stairs	Service Building	Ground floor outside FOC
Haggerty Admin. Bldg...	2nd floor	Shawangunk Hall	Main floor lobby
Haggerty Admin. Bldg...	3rd floor	Smiley Arts Building	Main Entrance lobby
Haggerty Admin. Bldg...	4th floor	Sojourner Truth Library	Office - Basement
Haggerty Admin. Bldg...	5th floor	Sojourner Truth Library	Basement
Haggerty Admin. Bldg...	6th floor	Sojourner Truth Library	Main lobby
Haggerty Admin. Bldg...	7th floor	Sojourner Truth Library	Concourse level by Aisle C9
Haggerty Admin. Bldg...	8th floor	South Classroom	Main Entrance lobby
Haggerty Admin. Bldg...	9th floor	South Faculty bldg	Main Entrance lobby
Hopfer Alumni House	Main Entrance	Southside house	Main Entrance
Humanities	Basement by room 22	Student Health Center	Nurse station
Humanities	1st floor by room 116	Student Health Center	Psychological Counseling
Humanities	2nd floor by room 217	Student Union	Dining area
Jacobsen Faculty Tower	Concourse level lobby	Student Union	1st floor by elevator across from rm 100
Jacobsen Faculty Tower	3rd floor	Student Union	2nd floor lobby elevators
Jacobsen Faculty Tower	5th floor	Student Union	2nd floor across from rm 204
Jacobsen Faculty Tower	7th floor	Student Union	3rd floor at elevators
Jacobsen Faculty Tower	9th floor	Student Union	4th floor at elevators
Lecture Center	Concourse level South	Student Union Atrium	By Emergency Exit doors
Lecture Center	Concourse level North	Student Union Atrium	By EOP office
Lenape Hall	Main floor lobby	Student Union Atrium	Main level
McKenna Theatre	East entrance by SDM	Student Union Bookstore	Bookstore
Minnewaska Hall	Main floor lobby	Terrace	Main Entrance
Mohonk Hall	Main floor lobby	UPD	Chief's car
Old Library	Main floor lobby	UPD	Patrol Unit 7F543
Old Main	Main floor lobby	UPD	Patrol Unit 7F544
Old Main	1st floor	UPD	Patrol Unit 7F545
Old Main	2nd floor	UPD	Patrol Unit 7F546
Old Main	3rd floor	UPD	Patrol Unit 7F547
Parker Theatre	Upper level - Starbucks Café	UPD	Patrol Unit 7F548
Parker Theatre	Lower level	van den Berg Hall	1st floor South by fountain
Peregrine Dining Hall	Lower level by CAS	van den Berg Hall	2nd floor at elevator
Peregrine Dining Hall	Main floor in Cafeteria	van den Berg Hall	3rd floor at elevators
Resnick Engineering	1st floor North Stairwell	Van Den Berg Hall Annex	3rd floor
Ridgeview Hall	Main floor lobby	Wooster	Main Entrance
Ridgeview Hall	Café	Wooster	3rd floor by elevator
Samuel Dorsky Museum	Main lobby		
Science Hall	basement by elevator		
Science Hall	1st floor by elevator		
Science Hall	3rd fl penthouse by Dry system		

Pandemic (Influenza, Mumps, etc.)

Should an outbreak occur, the University will begin to activate its emergency response plan. Steps will be taken to (a) help faculty, staff and students depart the University before national and international travel restrictions begin; (b) maintain a reduced level of key campus operations through remote or online interaction; (c) implement payment of wages and other payments through direct deposit and other electronic means; (d) communicate contingency responses; and (e) begin the recovery process once the outbreak has been controlled.

The University Pandemic Influenza Response Plan may be activated in several escalating levels and in consonance with guidance received from SUNY Central, the World Health Organization, the U. S. Department of Health and Human Services, the Center for Disease Control, and local Ulster County Health department. A synopsis of our levels or response follows:

Level 1

First cases of efficient human-to-human transmission internationally.

The campus stays open, business as usual, more enhanced and specific planning steps will be taken to prepare for the next level. Communication with the campus community will increase to keep everyone informed of plans being implemented.

Level IIa

First verified case is reported in North America AND one or more other triggering events.

The criteria of events that will trigger moving to Level 2 include (a) the World Health Organization declaration reflecting an increased and sustained transmission in the general U.S. population, (b) confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate), (c) rate/speed of disease spreading, (d) local public health recommendation to curtail/cancel public activities in county or state, (e) falling class attendance and/or students departing the campus, (f) rising employee absenteeism, (g) other regional schools and school systems closing, (h) transportation systems closing or curtailing interstate travel and (i) cases in the local area occurring early in the overall U.S. experience with the unfolding pandemic.

Social distancing measures will be adopted; steps will be taken to minimize large gatherings, including the possible cancellation of athletic events, other scheduled extra-curricula activities and some classes. Health and Counseling Center staffs will begin to implement emergency response procedures. Administrative departments, student service units and all academic programs will review procedures for possibly shutting down.

Level IIb

Suspected/confirmed case(s) are reported in local area.

Depending on national and local conditions, review plans necessary to close the University.

Level IIIa

Suspected/confirmed case is reported on campus.

Review capability to continue operations. Selected residence halls/apartments, administrative offices and academic buildings may need to be closed. Dining operations may need to be reduced. All research operations may be interrupted until the pandemic period has passed. All administrative and academic support units may be shut down until the campus reopens.

Level IIIb

The campus is closed. An emergency condition has been declared and the campus has been evacuated.

All facilities have closed except skeletal services for the student health center and temporary emergency shelter housing for students with extreme hardships. Access to campus has been sealed off for vehicles and pedestrians (except for essential employees for tasks related to securing and maintaining the campus and its facilities), and closure is sustained. All service contracts and construction projects will be suspended.

Recovery level

The pandemic is under control.

Once the danger of the pandemic has passed, the campus will reopen for business.

Heat Related Issues

The Hudson Valley Area can get very hot and humid during our warmer months. People who exercise or work in extreme heat are more likely to become dehydrated and get heat-related illness.

STOP all activity and get to a cool environment if you feel faint or weak.

- Limit outdoor activity, especially midday when the sun is hottest.
- Drink from two to four cups of water every hour. Don't wait until you are thirsty to drink.
- Avoid sugary drinks
- Apply and reapply sunscreen as indicated on the package.
- Schedule workouts, activities, and practices earlier or later in the day when the temperature is cooler.
- Pace activity. Start activities slow and pick up the pace gradually.
- Drink more water than usual and don't wait until you're thirsty to drink more. Muscle cramping may be an early sign of heat-related illness.
- Monitor a teammate's or partner's condition, and have someone do the same for you.
- Wear loose, lightweight, light-colored clothing.
- Seek medical care immediately if you or a teammate has symptoms of heat-related illness

Muscle cramping might be the first sign of heat-related illness, and may lead to heat exhaustion or stroke. Here is how you can recognize heat exhaustion and heat stroke and what to do:

HEAT EXHAUSTION	WHAT YOU SHOULD DO:
<ul style="list-style-type: none"> ▪ Heavy sweating ▪ Weakness ▪ Cold, pale, and clammy skin ▪ Fast, weak pulse ▪ Nausea or vomiting ▪ Fainting 	<ul style="list-style-type: none"> ▪ Move to a cooler location. ▪ Lie down and loosen your clothing. ▪ Apply cool, wet cloths to as much of your body as possible. ▪ Sip water. ▪ If you have vomited and it continues, seek medical attention immediately.

HEAT STROKE	WHAT YOU SHOULD DO:
<ul style="list-style-type: none"> ▪ High body temperature (above 103°F)* ▪ Hot, red, dry or moist skin ▪ Rapid and strong pulse ▪ Possible unconsciousness 	<ul style="list-style-type: none"> ▪ Call 845-257-2222 immediately (on campus) 911 off campus — this is a medical emergency. ▪ Move the person to a cooler environment. ▪ Reduce the person's body temperature with cool cloths or even a bath. ▪ Do NOT give fluids.

Terrorist Attack

Weapon of Mass Destruction – Definition

A weapon of mass destruction includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

General Guidelines

Emergency action steps will depend upon the type of device and/or agent used and whether it is used on campus, in a campus building, or off campus. The College has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

Move to a safe location.

Notify University Police (UPD) - Call 911 or x2222.

- Avoid Contamination
 - At the point of the release.
 - By exposed individuals.
- Do not touch or move any suspicious object.
 - Do not use radios, cell phones, etc. that may trigger detonation.
 - Evacuate the area.
- If an unknown material has been released:
 - Facilities will shut down ventilation systems.
 - If the release is internal, secure the affected area and evacuate.
 - Affected individuals should quarantine themselves at a safe location.
 - If the release is external, secure the perimeter and do not evacuate.
- If a hazardous release occurs off campus:
 - If the contamination is expected to affect the campus, you will be given instructions to remain indoors.
 - If the contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas.

Utility Failure

Utility Failure

- For all utility emergencies, notify Facilities at Ext. 3301 weekdays and Ext. 3327 evenings, weekends, and holidays. At any time, you may notify University Police at 911 from a campus phone or 257-2222 from a cell phone.
- Evacuate the building if the fire alarm sounds and/or upon notification by University Police, Fire Department, or Environmental Health & Safety.

Elevator Failure

- If you are trapped, use the emergency phone in the elevator.
- If you have a cellular telephone, call University Police at 257-2222. Remain calm and wait for help to arrive.
- If you discover trapped people, notify University Police at 911 from a campus phone or 257-2222 from a cell phone, talk to the trapped people and try to keep them calm until an officer or other help arrives.

Flooding or Water Break

- If flooding occurs, stop using all electrical devices.
- Notify University Police by calling 911 from a campus phone or 257-2222 from a cell phone and evacuate the area or building.

Gas Leak

- If you detect natural gas, fumes or any unusual odors or vapors:
- Evacuate the area immediately, leaving doors and windows open as you exit and avoiding the use of elevators.
- Do not use electric switches, telephones (including cell phones), or anything that could cause a spark.
- Provide assistance to persons with special needs, if possible; otherwise, provide their location to emergency responders.
- Call UPD at 257-2222 from a safe location.
- Provide your location and the location of the odor or vapor to the dispatcher.
- Provide as many details as possible about the nature of the smell.

TIP

A gas leak typically smells like sulfur or rotten eggs, due to an additive in the natural gas supply.

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.
- In laboratory buildings, 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.

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 911 from a campus phone or 257-2222 from a cell phone. Advise them of the severity and location of the problem. Indicate if any people or objects are in imminent danger.
 - Use extreme caution if any electrical appliances/outlets are near the water. Stop using all electrical equipment.
 - If the source of the water is known and you are confident you can stop it safely, (i.e. unclog the drain, turn off the water), do so cautiously.
 - Assist with protecting objects from water damage by removing them from the area.

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

Campus Closing Checklist

Wind & Flood (Hurricane) Threat

Often the College will have prior notice of a threatening storm. In the event that the College suspends normal operations in response to the threat of a hurricane or other severe wind and/or flood event, the following activities should be carried out in each unit prior to faculty and staff being released. Of course, in all situations personal safety is more important than securing College property.

- Back up computer hard drives. Secure diskettes and CD's in zip-lock bags and take duplicate copies off site.
- Unplug computers, printers and other electrical appliances.
- All occupants relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
- Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
- For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
- Cover and secure or encase and seal equipment and other valuables with plastic.
- Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
- Close and latch (or secure with tape) all filing cabinets.
- To the extent possible, turn bookcases and shelving units around to face walls.
- Place telephones in desk drawers. Leave telephones plugged in (you will be able to receive emergency messages).
- Empty trash receptacles of items likely to rot.
- Take home all personal items of value.
- Close and latch all windows. Close and lock all doors.

Additional Steps in lab areas:

- Store sensitive apparatus and glassware.
- Attend to critical utility-dependent processes and make arrangements for back-up supply.
- Assure all hazardous and biohazards materials and wastes are properly protected.
- Check contents of refrigerators and set temperature appropriately.

Initial Damage Assessment

Offices and Rooms

Building _____
 Inspected By _____

Room _____
 Date _____

CATEGORY	CONDITION	PRIORITY
Electrical Equip.		
Computers		
Printers		
Monitors		
Peripherals		
Copiers		
Calculators		
Other		
Communications		
Telephones		
Cellular Phones		
Two-way Radios		
Fax Machines		
Switchboard		
E-mail		
Other		
Supplies		
Paper		
Forms		
Other		
Furniture		
Chairs		
Desks		
Credenzas		
Tables		
File Cabinets		
Other		

Initial Damage Assessment Labs

Building _____
 Inspected By _____

Lab _____
 Date _____

CATEGORY	CONDITION	PRIORITY
Critical Substances		
Radioactive Materials		
Compressed Gas		
Flammable Materials		
Biological Materials		
Spills		
Power		
Temperature Sensitive		
Ventilation Control		
Laser		
Life Support		
Other		
Other		
Other		

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the back of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. If you phone has a display, copy the number and/or letters on the window display. If a voicemail is left, do not delete it.
4. Try to keep the caller talking to learn more info.
5. If possible, gain the attention of a colleague to call University Police or, as soon as the caller hangs up, immediately call them yourself.
6. Complete the bomb threat checklist on the reverse side immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact UPD immediately with information and await instructions.

If a bomb threat is received by handwritten note:

1. Call University Police at x2222.
2. Handle the note as minimally as possible.

If a bomb threat is received by email:

1. Call University Police at x2222.
2. Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT touch the package or use two-way radios or cellular phones; radio signals have the potential to detonate a bomb.

DO NOT evacuate until police instruct you to.

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CALL UPD AT 845-257-2222 (OR EXT.2222)

(back)



BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time caller hung up: _____

Caller ID display: _____

ASK CALLER:

- Where is the bomb located? (building, floor, etc.)

- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did YOU place the bomb? _____
- Why? _____
- What is your name? _____

EXACT WORDS OF THREAT:

INFORMATION ABOUT THE CALLER:

- Where is the caller located? (Background and level of noise) _____

- Estimated age: _____
- Is voice familiar? If so who does it sound like?

- Other points: _____

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Crackling voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow

Sounds

- Animals
- Kitchen
- Street
- Conversation
- Music
- Motor
- Static
- Machines
- Factory

(back)



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www.newpaltz.edu/emergency