



# EMERGENCY RESPONSE PLAN

FOR  
**Students**



# Emergency Phone Numbers

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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 Management .....3310  
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](http://www.newpaltz.edu/emergency)**

# Contents

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Emergency Phone Numbers .....	inside front cover
Emergency Phone Numbers .....	inside front cover
Emergency Management Team .....	ii
Overall Emergency Response Plan .....	1
Purpose and Mission	
Communication	
Types of Emergencies:	
Active Shooter, Hostile Intruder/Violent or Suicidal Individual, Suspicious Behavior.....	2
Bio-Threats – Suspicious Letters or Packages .....	6
Bomb Threats or Suspicious Unattended Items.....	9
Carbon Monoxide Alarms.....	10
Crime .....	11
Evacuation Guidelines for Students and Staff with Disabilities.....	12
Fire and Facility Evacuation .....	14
Hazardous or Chemical Materials Spills.....	15
Natural Disasters.....	16
Hurricanes/Flood/Winter Storm	
Thunderstorm	
Tornado	
Wild Animals on Campus	
Serious Injury/Illness/Mental Health Emergency/Discovery of Death .	21
Cardiac Arrest and AED.....	21
Medical Emergency and Student Health Service information .....	24
Pandemic .....	25
Meningitis, Bacterial .....	27
Heat Related Issues .....	29
Terorist Attack.....	30
Utility Failure.....	31
Elevator Failure	
Flooding or Water Break	
Gas Leak	
Power Outage	
Water Line/Sewer Failure	
Shelter-in-Place/Emergency Lockdown.....	33
Blue Light Phone Map .....	35
Bomb Threat Checklist.....	at end of book

# Emergency Management Team

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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 &amp; 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&amp;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&amp;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 &amp; 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

# Overall Emergency Response Plan

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This Emergency Response Plan is designed for use by students.

## OVERALL PURPOSE & MISSION

The mission of SUNY New Paltz with respect to emergency response is to safeguard the lives of students, faculty and staff, and to lessen the extent of personal injuries and/or mental health trauma that may occur. Secondly, the College will attempt to protect College assets in the event of an emergency or natural disaster. The purpose of this Emergency Response Plan is to provide important information to students in the event that an emergency or natural disaster may occur within or near the College.

## COMMUNICATION

### 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 257-2222 or call 911. The Police will contact and summon the necessary College and outside resources required to contain and control the emergency.

### Emergency Situation

Emergency information is communicated by either a fire alarm (indicating the need to evacuate), by text message (sign up for emergency text messaging (NP Alert) in [my.newpaltz.edu](http://my.newpaltz.edu)), by e-mail to official campus e-mail addresses, or voice mail to campus extensions (including residence hall extensions). Communication with parents is typically conducted by telephone and the SUNY New Paltz Web site, when necessary. Parent/guardians may also receive emergency alerts sent out by the College (Have your student add your cell phone number and/or email address to their *NP Alert* account.) See inside back cover for more information on our emergency app available for cell phones. The College also utilizes a PA/mass notification system to broadcast emergency alerts throughout the campus.

### Information

For emergency information regarding events that are affecting or may impact normal College operations, contact the emergency hotline, 257-INFO (x4636), visit the College Web site [www.newpaltz.edu](http://www.newpaltz.edu). Information is also available by campus radio and television.

### Outside Communication

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 students and parents. Mechanisms for communication include the College Hotline 257-INFO (x4636), e-mail, College Web site, TV, radio, and text messaging to individual cell phones. If you are approached by the media, refer all inquiries to Communication & Marketing, x3245.

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

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## **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](http://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 person making the discovery shall **immediately contact University Police** 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, close and lock or barricade your room doors and turn off the lights to that area. Stay calm and as quiet as possible. Remain in the locked/barricaded room until informed by police personnel that it is safe to come out of the area. Use cell phones to notify UPD and County 911 of the situation.
- **If a Shelter-in-Place has been sounded**, do NOT attempt 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 University Police, Fire Department or Environmental Health & Safety 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 and county 911 to notify them of the situation.
- UPD will respond, contain and resolve the incident.

## **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

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### 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

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## 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.

# Carbon Monoxide Alarms in On-Campus Residence Halls

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The State Fire Prevention and Building Code Council adopted the rule, Amanda's Law, which went into effect on February 22, 2010, and to preserve public safety by clarifying requirements for Carbon Monoxide Alarms in Residence Halls.

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc., can produce carbon monoxide. When a faulty or unusual condition exists, carbon monoxide may be vented into areas where people are present. Levels of 1–8 ppm are considered normal.

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue and dizzy spells.

## Location of CO detection

- Current buildings/areas with CO detection that report an alarm to Police
  - All Residence Halls with fuel gas Boilers or hot water heaters (located adjacent to mechanical room with fuel gas boilers or hot water heaters (includes Children Center).
  - Crispell residence hall in basement level sleeping quarters with recent building renovation
  - LeFevre Hall
  - Ridgeview Hall
- \*Current building/areas with CO detection that sound a local alarm only – (battery operated)
  - Children's Center – Class/playroom areas
  - Residence Halls - basement levels or first level sleeping quarters where there are no basement level sleeping quarters.

*\* Understand these are stand alone units, not tied into a central system... if they alarm they will alarm only in the room it detected the issue... students will have to evacuate and call UPD 257 -2222 and RA/RD if they alarm*

## Notification

Direct Reporting systems will notify UPD and they will facilitate a response

For battery operated CO monitors (Most Res halls and Children's Center)

- High CO alarm would be 4 quick beeps with 5 seconds silence then repeat sequence
- Low battery Alarm would be a single beep every 30 seconds
- Batteries are three AA, and should be available from Residence Life RA/RD for replacement, tell caller to contact RA/RD for batteries replacement

## If high level alarm occurs

(High CO alarm would be 4 quick beeps with 5 seconds silence then repeat sequence)

## Evacuate the room and residence hall and call 257-2222 and notify RD/RA

(other than a malfunction or low battery).

# Crime

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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](http://www.newpaltz.edu/police)** click on “silent witness”

e-mail: **[upd@newpaltz.edu](mailto:upd@newpaltz.edu)**

phone: **257-2230**

# Evacuation Guidelines for Students and Staff with Disabilities

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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

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## **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.).

## **Evacuation**

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. Faculty, staff and students are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

- 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. Do not use cell phones.
- 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

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## 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

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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.

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

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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.

<b>BUILDING</b>	<b>LOCATION</b>	<b>BUILDING</b>	<b>LOCATION</b>
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
Athletic & Wellness	Indoor track warm-up area	Engineering	
Awosting Hall	Main floor lobby	Innovation Hub	Main lobby across from elevator
Bliss Hall	Main floor lobby	Esopus Hall	Main floor lobby
Bouton Hall	Main floor lobby	Faculty Office Building	Main Entrance Lobby
Capen Hall	Main floor lobby	Fine Arts Building	2nd floor lobby
Central Heating Plant	Main Entrance	Fine Arts Building	3rd floor lobby
Child Care Center	Lobby by Kitchen	Fine Arts Building	Basement lobby
College / Shango Hall	Main floor lobby - across from RA office	FOC	Vehicle 328 (M. Banach)
College / Shango Hall	Honors Center	Gage Hall	Main Floor lobby
College / Shango Hall	Near RA office - across from room 163 in College hall	Grimm House	Main Entrance
Coykendall Science	Basement South end	Grounds Shop	Building 12
Coykendall Science	2nd floor North end	Grounds Trailer	By door
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**

<b>BUILDING</b>	<b>LOCATION</b>	<b>BUILDING</b>	<b>LOCATION</b>
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		

## Medical Emergency and Student Health Service Information

### ALL EMERGENCIES

AREA CODE IS 845

*On-campus students:* contact University Police 257-2222 or 911

*Off-campus students:* call 911

### STUDENT HEALTH SERVICE (on campus)

#### NON-EMERGENCIES

Phone 257-3400, Fax 257-3415

#### NON-EMERGENCIES AFTER HOURS AND WEEKENDS

Call (845) 257-3400 for the MD on call.

#### NORMAL SCHOOL SESSION

Monday – Friday 8:30 a.m.–4:30 p.m. Phone calls welcome and doors are open.

#### INTERSESSION AND SUMMER

Monday – Friday 8:00 a.m.–3:30 p.m. Phone calls welcome and doors are open.

### LOCAL EMERGENCY RESOURCES FOR STUDENTS

#### LOCAL HOSPITALS (OPEN 24 HRS.)

##### KINGSTON

**Health Alliance of the Hudson Valley** [approx. 26 minutes]

**396 Broadway campus**

334-2890 Emergency Room  
331-3131 Switchboard

**111 Mary's Avenue campus**

338-2500

##### POUGHKEEPSIE

**Saint Francis Hospital**

[approx. 23 minutes]

**241 North Road**

431-8220 Emergency Room  
471-2000 Switchboard

##### POUGHKEEPSIE

**Vassar Brothers Hospital**

[approx. 22 minutes]

**45 Reade Place**

431-5680 Emergency Room  
454-8500 Switchboard

#### WALK-IN URGENT CARE CENTERS

##### FIRST CARE

[approx. 11 minutes]

**222 Rt. 299, Highland**

691-3627

**M-F** 8:30 a.m.–7:30 p.m.

**Sat.-Sun.** 10:00 a.m.–4:00 p.m.

##### EMERGENCY ONE

[approx. 23 minutes]

**40 Hurley Ave., Kingston**

338-5600

**M-F** 8:00 a.m.–8:00 p.m.

**Sat.-Sun.** 8:00 a.m.–4:00 p.m.

## **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.

## **Meningitis, Bacterial**

Meningitis is an infection that can lead to a dangerous swelling of the fluid surrounding the brain and spinal cord. The disease can be caused by either a virus or bacteria. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, learning disability, or death. About 2600 people get bacterial meningitis each year in the U.S. 10 to 15% of these cases are fatal, in spite of treatment with antibiotics.

College students have a greater risk of bacterial meningitis infection than the general population because of activities that are often part of college life, such as living in residence halls, eating in dining halls and attending classes.

Bacterial meningitis is transmitted through air droplets and direct contact with anyone already infected with the disease. The infection is spread through close contact with oral secretions, such as shared drinks, utensils and cigarettes, through coughing, or through intimate contact such as kissing.

Early symptoms of meningitis may include:

- High fever
- Rash
- Vomiting
- Severe headache
- Neck stiffness
- Lethargy
- Sensitivity to light

Because the infection progresses rapidly, you should seek immediate medical care if two or more of these symptoms occur at the same time. If you are a SUNY New Paltz student and have two or more of these symptoms at the same time, contact Student Health Center at 845-257-3400.

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Appropriate antibiotic treatment should reduce the risk of fatal meningitis to below 15%, although the risk is higher among the elderly.

## **Prevention**

You can minimize your risk of bacterial meningitis by receiving a vaccine. The meningitis vaccine is generally safe and effective and is used for immunization against bacteria strains A, C, Y, and W-135, which account for the majority of bacterial meningitis cases. At this time, it is unclear how long immunity lasts, so booster shots may be required in the future. As with any vaccine, not all individuals will be protected 100% after receiving the immunization.

The bacterial meningitis vaccine is generally well tolerated with a low incidence of side effects. Some people may experience a local reaction (warmth, redness, swelling, or soreness) at the injection site for one to two days. However, as with any drug or vaccine, there is a possibility that allergic or other more serious reactions may occur.

## **You should NOT get the meningitis vaccine if you have:**

- A serious, active infection
- If you are or are planning to become pregnant

For more information about meningitis and the vaccine please visit the SUNY New Paltz student health website or contact Student Health Center at 845-257-3400.



## 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:

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

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

# Terrorist Attack

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## **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

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## 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.

# Shelter-in-Place/Emergency Lockdown

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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.







## 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 your 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.

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

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(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](http://www.newpaltz.edu/emergency)**