Emergency Procedures

**EVACUATION INFORMATION**
- Evacuate building using the nearest exit (alternate if nearest exit is blocked).
- Do NOT use elevators.
- Take personal belongings (keys, purses/wallets, etc.).
- Secure any hazardous materials or equipment before leaving.
- Go to closest Evacuation Assembly Point designated by on the map.

**PERSONS WITH DISABILITIES**
- Assist persons with disabilities.
- Develop a “buddy” system to help in your evacuation.
- On upper floors, contact Campus Safety and proceed to stairwells.
- Responding rescue personnel will assist you in evacuation.

**SUOSPICIOUS OBJECT**
- Do not touch or disturb object.
- Call 518-580-5566.
- Notify your supervisor and/or the building coordinator.
- Be prepared to evacuate.

**TORNADO WARNING**
- Evacuate buildings with large, weakly supported roofs (e.g. Sports Center) and seek shelter in lower areas of more substantial structures.

**EARTHQUAKE, SEVERE WEATHER**
- Drop and cover under a table or desk or against a supported wall—not in a doorway—until the shaking stops.
- After the shaking stops, check for injuries and move toward the nearest exit or alternate.
- Go to closest Evacuation Assembly Point indicated on the map.
- Do not leave the area/campus without informing a College official.

**FIRE OUTAGE**
- Remain calm, provide assistance to others if necessary.
- Move cautiously to lighted area. Exits may be indicated by lighted signs if emergency power is operating.
- Emergency lighting lasts only long enough to move to an Evacuation Assembly Point.
- Turn off and unplug computers and other voltage-sensitive equipment.

**FIRE EMERGENCIES & EVACUATIONS**
- If you discover fire:
  - Immediately pull the nearest fire alarm, located near stairwell exit doors.
  - Exit the building after closing doors.
  - Contact Campus Safety at 518-580-5566.
- If you hear the fire alarm:
  - Take your immediate possessions and exit building.
  - Close the door.
  - Proceed to the nearest Evacuation Assembly Point.
  - NEVER use the elevators during a fire evacuation.
- Elevator Safety—During power outages there may not be emergency lighting. However, the emergency phones should work. They provide direct contact to Campus Safety to arrange sending assistance.

**HAZARDOUS MATERIALS RELEASE**
- If an emergency or if anyone is in danger, call Campus Safety at 518-580-5566.
- Move away from the site of the hazard to a safe location. Stay UPWIND of material.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed.

**LOCKDOWN — SHELTER IN PLACE**
- For armed subject, hazardous materials spill, etc.
- Lock yourself in a room if possible.
- Close windows—remain quiet.
- Do not let anyone into a locked room until area is deemed clear by authorities.
- Do not block an armed subject’s access to an exit.
- Call 518-580-5566. Provide as much information as possible about the incident.

**MEDICAL EMERGENCIES**
- Tell the dispatcher:
  - Your location, including building & floor.
  - Name and condition of patient.
- Remain on the phone with the dispatcher until help arrives.
- Check for medic alert bracelets.
- If possible, arrange to have someone meet EMS personnel for direction to the exact location of the patient.

**EMERGENCY TELEPHONE NUMBERS**
- Campus Safety 518-580-5566
- Police Dept. 911
- Fire Dept. 911
- Health Services 518-580-5550
- Facilities 518-580-5860
- Weather Line 518-580-7649
- TIPS Line 518-580-8477

**IMPORTANT DO’S AND DON’TS**
- Don’t reenter a building after evacuating.
- Don’t speak to the media. All media inquiries must be directed to the Office of Communications: 518-580-5733.

**ADDITIONAL SAFETY PRECAUTIONS**
- Never attempt to return to your work area after leaving following an alarm.
- Close all doors behind you as you leave to prevent the spread of fire.
- Do not open doors that feel hot to the touch.
- Check stairwell for smoke and heat. If present, use an alternate stairwell.

For your safety, it is important to become familiar with these emergency procedures.