

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IX:16:00

Date: 2009

Subject: Emergency Procedures for Buffalo State College

New York Alert

Register for NY Alert for personalized emergency notification, via telephone, email:

Faculty/Staff:

- Log in at:
<https://www2.sysadm.suny.edu/employeeservices/login/login.cfm>
- Click "SUNY Emergency Contact System/NY Alert".
- Follow prompts.

Students:

- Use BANNER account.

Other Communication Devices

- Blue light phones
- Outdoor alert horn (at campus Power Plant)

General Evacuation Procedures

When evacuating your building or work area:

- Stay calm, do not rush and do not panic;
- Gather your personal belongings if it is safe to do so (remember medications);
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. DO NOT use the elevator;
- Wait for any instructions from emergency responders;
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- Take "go-kit" with you (see Emergency Supplies section).

A building occupant is required by law to evacuate the building when the fire alarm sounds.

For Shelter-in-Place, if so directed:

- Secure doors and windows, then move toward room interior;
- Await communication from authorities via telephone, email, and NY Alert.

Evacuation Policy for People with Disabilities

Blindness or Visual Impairment:

- Give verbal instructions to advise about the safest route using directional terms;
- Ask if he/she would like to hold on to you as you exit.

Deafness or Hearing Loss:

- Get attention by touch and eye contact, writing a statement;
- Point or use maps to advise the safest route.

Mobility Impairment:

- Move evacuee to a safer area (e.g. enclosed stairwells);
- Notify emergency responders where people are located.

Fire

If there is a fire in the work area:

- Pull the pull station and call UPD (716-878-6333);
- Evacuate when the alarm sounds;
- Close doors and windows if time permits;
- Touch closed doors. Do not open them if they are hot. Use ONLY the stairs.
- Go directly to your designated Immediate Assembly Area (IAA) and follow instructions of emergency responders.

Utility Failure

Water/Steam/Electric/Gas

Contact:

- Campus Services during business hours (716)-878-6111).
- UPD all other times (716-878-6333).

Elevator Failure

Use the emergency telephone to call for assistance, or use the emergency alarm to signal for help. Do NOT attempt to free yourself from the elevator.

Bomb Threat

DO NOT handle or touch a suspicious looking object. Call UPD (716-878-6333) from a safe area. Do not activate the fire alarm.

Bomb threat by telephone:

- Stay calm and pay attention to details;
- Talk to caller to get as much information as possible;
- Call UPD (716-878-6333) and give them your notes, then follow their instructions.

Civil Disturbance

Call UPD (716-878-6333).

- Lock doors and windows (close blinds);
- Await directions from authorities.

Criminal or Violent Behavior

Report suspicious situations or persons to UPD (716-878-6333). Tell them the:

- Nature of the incident;
- Locations of the incident;
- Description of the person(s)/property involved.

Suspicious Envelopes/Packages

Take note of:

- Excessive postage;
- Incorrect title;
- Oily stain or odor;
- No return address;
- Excessive weight;
- Uneven envelope.

What to do:

- Cover spilled contents with anything;
- Leave the room immediately and close the door to prevent others from entering;
- Wash your hands with soap and water;
- Report the incident to UPD (716-878-6333) and notify your supervisor.

Pandemic

- Wash hands frequently;
- Follow cough/sneeze etiquette;
- Consult www.pandemicflu.gov or www.cdc.gov/flu/Pandemic ;
- Prepare for campus closure and student evacuation.

Emergency Supplies

Have a “go-kit” prepared with the following items:

- 3+ day supply of necessary medications;
- Change of clothes and toiletries;
- Sleeping bag and pillow;
- Water, non-perishable snacks (3-4 day supply);
- Flashlight and batteries;
- Portable/weather radio and batteries;
- Small first-aid kit;
- Extra cell phone battery (charged);
- Copies of personal emergency contact, medicines, etc. and identification (keep in plastic zip bag).

Medical Emergencies

- Always call University Police (716-878-6333) for any physical or mental health emergency. UPD officers will assess the situation and call for emergency medical personnel, as required.
- Non-emergency care is provided for students at Weigel Health Center (716-878-6711).
- Automatic Electronic Defibrillators (AEDs) are available in all campus buildings at clearly marked locations. Training in use of AED equipment, CPR and related emergency response procedures is provided by the Weigel Health Center. Call 716-878-6711 for information and a schedule of training sessions.

Mental Health Concerns

- The Dean of Students chairs a behavior assessment team assigned to identify and respond to students in distress with appropriate resources and referral to prevent harm.

- The Behavior Assessment Committee provides support and advice about student behaviors that concern faculty, staff or other students (e.g., depressive, anxious, angry, or other behaviors) or concerns about the student's safety and the safety of the community.
- If you notice a student displaying behaviors that cause you concern, always call: Dean of Students (716-878-4618), Counseling Center (716-878-4436), or University Police (716-878-6333 – 24 hours) for a consultation. You should also inform your supervisor of your concerns.

Disruptive Behavior

- If a student's behavior is disruptive, unruly in class or on campus, they may be violating campus behavior codes.
- Call for assistance from University Police (716-878-6333), the Dean of Students (716-878-4618), or Judicial Affairs Office (716-878-46180).
- In an emergency, always call University Police immediately for 24 hour assistance.
- If mental health consultation is requested, also call the Counseling Center (716-878-4436).