**On Campus (using a campus telephone) OFF CAMPUS**

**Fire / Police / Ambulance ……………… 3333 Fire Non-Emergency**

**University Police** Village of Fredonia ………………….. 672-2125

Non-Emergency …………….....… 3333 Dunkirk ………………………………... 336-2577

Emergency ………………..…..…. 3333 Chautauqua County Fire Control ……. 753-4341

Health Center ……………………………... 3131

Blue Emergency Phones … Just Pick One Up **Police Non-Emergency**

Environmental Health and Safety ……….. 3796 Village of Fredonia ………………….. 679-1531

Media Relations …………………………… 3323 Dunkirk ………………………………... 366-2266

Chautauqua County Sheriff ………….. 672-5151

New York State Police ………………. 679-1521

Emergency Numbers

**Crisis Lines Other Services**

University Counseling Center (8:30am-4:30pm) . 673-3424 General Campus Information ……………….. 673-3111

Residence Life ……………………………….. 673-3341 Crime Victims Assistance Center …………... 673-3133

Student Affairs Vice President ……………… 673-3271 Western New York Poison Information …. 1-800-888-7655

Athletic Director ………………………………. 673-3101 Domestic Violence / Rape and Crisis . 1-800-252-8748

 Chautauqua County 24-hr Crisis Line .. 1-800-724-0461

 Silent Witness Program ……………………... 673-3333

 Escort Bus Service …………………………... 673-4999

 Rabies Information …………………………… 858-7690

 After hours …………..………………. 898-4225

Important Telephone Numbers

**Procedures \***Smoke is the greatest danger in a fire,

**In an emergency dial 3333 or use a Blue Light Phone** so stay near the floor where the air is less toxic\*

**if outdoors.**

**7)** Once outside, move to a clear area at least 200 yards away

from the affected building. Keep streets, fire lanes, hydrants and

**IN ALL CASES OF FIRE, THE UNIVERSITY POLICE** walkways clear.

**DEPARTMENT MUST BE NOTIFIED IMMEDIATELY! 8)** A Campus Emergency Command Post may be set up near

the emergency site.Keep clear of the Command Post unless you

1. Know locations of fire extinguishers, exits and have official business.

alarm systems and how to use them. Do not attempt **9)**  DO NOT RETURN TO AN EVACUATED BUILDING, unless

to fight a fire unless trained to do so. ***Training and*** told to do so by a University official.

 ***information are available through Environmental***

***Health and Safety, 3796.*** *NOTE: If you become trapped in a building during a fire and a*

1. If an emergency exists, activate the building’s *window is available, place an article of clothing (shirt, coat, etc.)*

nearest red fire-alarm pull box. *outside the window as a marker for rescue crews. If there is no*

1. IMMEDIATELY evacuate all rooms and close *window, stay near the floor where the air is less toxic. Shout at*

doors. DO NOT LOCK DOORS! *regular intervals to alert emergency crews of your locations.*

1. An evacuation alarm means an emergency exists. *DO NOT PANIC!*
2. Walk away quickly to the nearest exit and alert others

to do the same.

1. If possible, assist any person with a disability in

exiting the building. DO NOT USE ELEVATORS!

 

Fire

**Procedures**

**If you receive a threatening call (bomb, other physical The decision to evacuate will be made by the University Police,**

**Harm, etc.) do not hang up. Have someone else call the based on an assessment of the information and circumstances University Police at 3333 (on campus) from another surrounding the threat.**

**Extension if possible. Attempt to engage the caller in a**

**conversation. And obtain as much information as possible. Evacuation:**

**Take notes. Once the decision to evacuate has been made and specific**

• What exactly is the threat? **instructions for evacuation are issued, try to remain calm and**

• Is the voice familiar in any way? **avoid panic.**

• Male of female? Young or old?

• Calm? Angry? Stutter? Accent? Walk to the nearest exit:

• What sounds are in the background?

• Record the caller’s words, if possible. • Make sure that others are evacuating (University Police, Building

 Coordinators, Environmental Health and Safety staff may assist in

**If it is a bomb threat, ask these questions as well:** the evacuation)

• When is the bomb going to explode? • Evacuate 200+ yards from the area containing the bomb.

• What does it look like? What kind is it?

• What will cause it to explode? **If you see something that appears to be an explosive, or if a**

•Where is the bomb? **bomb is found, DO NOT move, jar or touch the object or**

• Who placed the bomb? **anything attached to it. Leave it for professionals.**

• Why was the bomb placed?

 [](http://images.google.com/imgres?imgurl=http://www.h4x3d.com/feat/themes/bomb.jpg&imgrefurl=http://www.h4x3d.com/themes/bomb/&h=389&w=400&sz=23&hl=en&start=1&um=1&usg=__r0Y4LDmhTWdi-Y2DHaIqGYaKlM8=&tbnid=CC5joW5zY_xnAM:&tbnh=121&tbnw=124&prev=/images%3Fq%3Dbomb%26ndsp%3D20%26um%3D1%26hl%3Den%26sa%3DN)

Bomb Threat

**Procedures**

**Identifying Suspicious Packages and Envelopes** - Lopsided or uneven envelopes

- Excessive packaging material such as masking tape, string,

*Some characteristics of suspicious packages and etc.*

*Envelopes include the following:*

• **Other Suspicious Signs**

• **Inappropriate or unusual labeling**

 - Ticking sound

- Excessive postage - Protruding wires or aluminum foil

- Handwritten or poorly typed address - Excessive weight

- Misspellings of common words If a package or envelope appears suspicious, DO NOT OPEN IT!

- Strange return address or no return address

- Incorrect titles or title without a name **Handling Suspicious Packages or Envelopes**

- Not addressed to a specific person

- Marked with restrictions, such as “Personal,” • Do not shake or empty the contents of any suspicious package or

“Confidential,” or “Do not x-ray” envelope.

- Marked with threatening language • Do not carry the package or envelope, show it to others or allow

- Postmarked from a city or state that does not others to examine it.

Match the return address • Put the package or envelope on a stable surface; do not sniff, touch, taste or look closely at it or at any contents that may have spilled

• **Appearance**

- Powdery substance on the package or envelope

- Oily stains, discolorations or odor

 

Suspicious Packages (1 of 2)

• Alert others in the area about the suspicious package • If at work, notify a supervisor, security officer or law enforcement

or envelope. Leave the area, close any doors and take official. If at home, contact the local law enforcement agency.

action to prevent others from entering the area. If possible, • If possible, create a list of persons who were in the room or area

shut off the ventilation system. When this suspicious letter or package was recognized and a list of

• WASH hands with soap and water to prevent spreading persons who may also handled the package or letter. Give this list

potentially infectious material to face or skin seek additional to both the local public health authorities and law enforcement

instructions for exposed or potentially exposed persons. officials.

 

Suspicious Packages (2 of 2)

**Procedures**

**Responding in Injuries to Students, Visitors or Hazard Reporting**

**Employees**

 **SLIPS, TRIPS AND FALLS**

If any situation appears to be a medical emergency, contact

University Police at 3333 to get help immediately. Spilled liquids and wet floors are one of the major causes of slips,

 trips and falls. If you spill something, please clean it up

In the event of an accident involving injury or illness: immediately. If you discover a spill or wet floor and need

 assistance, please contact Custodial Services. Report all other trip

1. If life threatening, seek emergency medical treatment. And fall hazards (malfunctioning elevators, holes in the sidewalk,
2. Notify University Police at 3333 from a campus phone. loose carpet, etc.) to immediately.

Stay on the phone until instructed to hang up.

1. Be prepared to give as much information as possible,

Such as location, nature of injury, cause of injury and any

Hazards that may be present.

1. Employees must notify their immediate supervisor as

quickly as possible of any on-the-job injury or illness. If it is

no an emergency, the supervisor should be notified BEFORE

the employee seeks medical treatment.



Serious Injury / Accident

**Procedures**

 **IN AN EMERGENCY – 5)** DO NOT return to an evacuated building unless told to do so

 **POLICE / FIRE / AMBULANCE** by a University official.

 **Dial 3333**

If a building evacuation occurs, every department should have a

**Building Evacuation** specific predetermined area where employees, students and

visitors should meet to check in with the supervisor once they

1. All building evacuations will occur when a fire alarm have evacuated. The State University Police or other emergency

sounds and / or upon notification by University Police, response personnel should be notified of missing persons so that

a building administrator or other authorized personnel. A search can be conducted.

**2)** When the building evacuation alarm is activated during

an emergency, leave by the nearest safe, marked exit and

alert others to do the same.

1. Assist the disabled in exiting the building!

**DO NOT USE THE ELEVATORS IN CASE OF FIRE!**

**4)** Once outside proceed to clear area that is at least

50 feet away from the affected building. Keep streets,

fire lanes, hydrant areas and walkways clear for emergency

vehicles and personnel.

 

Evacuation Procedures

**Procedures**

**Reporting Crime** • **Notify** **University Police (3333)** from a campus phone whether

the individual poses an immediate threat to you or not. Be

• Notify University Police immediately if you think a crime prepared to provide a situation assessment.

has occurred. • **Be realistic** about your ability to protect yourself. Stay calm and

• Be prepared to describe the situation, suspect or stolen avoid conflict. If possible, seek protection in a classroom / office

item. That locks and has phones access. Leave the building immediately

• Report any new information immediately to 3333. if this does not put you at risk with the individual.

• Report things that appear out of place or any suspicious •**REMEMBER:** Only you can decide which course of action is

activity immediately. Appropriate in each case.

• Report solicitors immediately.

• Be prepared to give accurate descriptions or race, age,

gender, appearance, location, etc.

**Threatening Individual**

A threatening individual is any person who you determine to

be a threat to you or those around you. The individual may have

a gun or knife or just make you feel uncomfortable. Trust your

instincts



Reporting Crime / Threatening Individual

***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*REPLACE THIS PAGE\*\*\*\*\*\*\*\*\*\*\*\*\*\****

**National Terror Alert Levels**

**Red-** Severe: Severe Risk of Terrorist Attacks The campus community will be notified of any change in the terror

**Orange-** High: High Risk of Terrorist Attacks threat level from Media Relations and University Police.

**Yellow-** Elevated: Significant Risk of Terrorist Attacks

**Blue-** Guarded: General Risk of Terrorist Attacks • Employees need identification

**Green-** Low: Low Risk of Terrorist Attacks • Check points / random package inspection may be implemented

 • Know all vendors making deliveries

**University Response to Terror Alert Levels** • Building security details may differ

SUNY Fredonia Media Relations, in conjunction with federal,

state and local law enforcement agencies, will notify the **Red – Severe Risk of Terrorist Attacks**

campus community in the event of an emergency through a • University Facilities may be closed.

variety of mechanisms, including e-mail and the homepage on • Identification badges must be worn at all times for access to all

the Web. Information of the current Terror Threat level can be areas of campus.

found on the University Presidents website: • All packages carried in to the University will be checked.

• Access to the University will be restricted.

**http:www.fredonia.edu/securityalert/index.asp** • All visitors to the University will be asked to show identification

 and their names will be entered into a visitor log.

**Orange – High Risk of Terrorist Attacks**

Incident Command Center will be activated and incident

Command Team will meet to review and assess any specific

risk to campus. Public safety officials will monitor communications

 from a variety of law enforcement agencies. For the duration of

 the threat, Incident Command Team will assess the threat to

campus and will make necessary changes.

 

Homeland Security

**Procedures**

**Tips for Drivers:** • When walking after dark, carry a flashlight and wear retro-

• Yield to pedestrians anywhere in a crosswalk and come to reflective materials that out-line the human form.

a complete stop if necessary. • In foul weather (rain, sleet or snow), allow extra time and distance

• Do not pass vehicles stopped at crosswalks. for a vehicle to stop. Do not let umbrellas/jacket hoods block your

• Slow down when driving on campus. Be alert to heavy foot view of approaching traffic.

traffic. • If your view of approaching traffic is blocked by something, move

• If an older adult of physically challenged person is crossing to where you can see (e.g., outside edge of a parked car), stop and

at an intersection or crosswalk, be patient. look left-right-left again.

• Watch out for pedestrians when you are making a turn or • Watch out for cars backing out of parking lot spaces. Stay out of a

backing up in parking lots or driveways. driver’s blindspot.

• As you drive, scan for pedestrians about to cross or enter • Where sidewalks are available, use them. Where sidewalks are

your path. Always be alert. not available, walk facing traffic and keep to the left of the roadway.

• Use caution driving at night. Pedestrians and cyclists are • At intersections, scan over the shoulder for turning vehicles. Make

very difficult to see. eye contact with the driver of a stopped car while you are crossing

• In foul weather (rain, sleet or snow), remember that your in front or in back of it.

braking distance increases. • Do not be foolhardy and step in front or in back of a moving

• The behavior of alcohol-impaired pedestrians is unpredictable. vehicle, thereby forcing the driver to stop to avoid hitting you, even

Be particularly attentive after sporting events, late at night and if you have the “right of way,” such as at a crosswalk. Be alert and

on weekends. use good common sense.

**Tips for Pedestrians:**

• Look left-right-left before and during crossing.

• Always cross the street in marked crosswalks.

• Stay away from traffic after drinking alcohol or when taking

medication that causes dizziness or blurs vision. Call a cab if

necessary.

 

Pedestrian Safety (1 of 2)

**Personal Safety on Campus**

**Pedestrians’ Right of Way in Crosswalks:** • Be alert and walk purposefully. Confidence may deter attackers.

• When traffic-control signals are not in place or operational, • Carry a personal alarm, or be prepared to scream “NO!” loudly

the driver of a vehicle shall yield the right of way, slowing and get away if threatened.

down or stopping to yield to a pedestrian crossing the roadway • Avoid barren or poorly lit places, especially at night. Walk with a

or within a crosswalk upon which the vehicle is traveling., friend, stay with a crowd or call the Escort Bus Service at 673-4999.

except that any pedestrian crossing a roadway at a point • Be wary of strangers, on foot or in cars, asking directions. It’s

where a pedestrian tunnel or overpass has been provided shall better to be rude than to be in trouble.

yield the right of way to all vehicles. • If someone follows you, go to a place where there are other

• No pedestrian shall suddenly leave a curb or other place of people.

safety and enter into the path of a vehicle for which it is • Respect you intuition. Don’t allow rationality to override your

impractical for the driver to yield. “sixth-sense” – it could protect you from danger.

• Whenever any vehicle is stopped at a marked crosswalk or • Take a self-defense course.

at any unmarked crosswalk at an intersection to permit a • When you’re socializing, play smart. One drink too many could

pedestrian to cross the roadway, the driver of any other vehicle make you vulnerable.

approaching from the rear shall not overtake a pass such

stopped vehicle.

 

Pedestrian Safety (2 of 2) / Personal Safety

**Procedures**

*When a spill does occur, it is necessary to take prompt and* • Who first noticed spill and what time

*appropriate action.* • Call-back number(s)

**Major Spill Procedures: Minor Spill Procedures:**

• Notify others in your area that a spill has occurred. • Notify others in area that a spill occurred.

• Evacuate the room, floor or building as necessary. • Prevent others from coming in contact with the spilled chemical(s)

Do not hesitate to pull the fire alarm if necessary to evacuate • Wear proper personal protective equipment (PPE) such as

the building. goggles, gloves, etc. before cleanup

• Call 911 from a campus phone to report the spill. • Try to prevent spilled chemicals from entering waterways by

• For flammable materials, turn off all ignition sources. building a dike around the access points (sink, cup sinks, floor and

• Close doors to the area where the spill occurred. outside storm drains) Spread absorbent material on and around the

• Limit access to the area. Spill to absorb the chemical(s)

• Stand by the area outside the building until help arrives. • Sweep up the absorbed spill from the outside toward the middle.

• Report spill to Environmental Health and Safety at 673-3796. Scoop up and deposit in a leak-proof container. Label and dispose

 of the container through the hazardous waste management program.

**Provide the following when reporting a spill:**  • Wash the contaminated surface with soapy water. Report the spill

 to your supervisor and to Environmental Health and Safety at

• Personal injuries, if any 673-3796.

• Location of the spill (building and room number)

• Name of material(s) involved (spell clearly and slowly)

• The amount of material spilled

• Immediate actions taken

• How spill occurred (if known or suspected)

 

Hazardous Materials

**Procedures**

A mental health emergency is any situation involving **For any unusual or potentially dangerous situation:**

individuals in distress who are unable to appropriately manage

themselves. **1)** Never try to handle a situation that is potentially dangerous to

 you or others. CALL UNIVERSITY POLICE at 911 or 3333

**A mental health emergency or psychological crisis may 2)** Clearly state that immediate assistance is needed. Report your

**include:** name, where your calling from and the nature of the problem

 **3)** All suicide attempts need to be reported to University Police so

• Suicidal behavior that proper procedures can be followed to ensure the safety of

• An individual threatening harm to themselves and / or others those involved

• A psychotic break (sudden loss of contact with reality and / or

bizarre behavior) **Avoiding Violent Situations**

• An unusual or prolonged reaction to traumatic event(s)

• Any behavior that is unreasonably disturbing to the academic, Inform your supervisor or University Police about any individuals

work or living environment deemed to be threatening or dangerous.

**Quick Response:** Eliminate opportunities for violence by:

 • Alerting University Police

• Call 911 • Knowing your escape routine

• Call the University Counseling Center at 673-3424 • Placing a barrier between yourself and the aggressor

(Mon. – Fri. 8:30 am-4:30 pm) • Using effective people / communication skills

• For crises after hours or on holidays, please call University Police • Having a second person with you

(911) from a campus phone.

 

Mental Health Emergency (1 of 2)

**Reacting to Violent Situations: The Employee Assistance Program (673-3586) provides the**

 **Following services for faculty and staff:**

• Maintain eye contact and a positive posture to send out positive

signals. • Consultation

• Do not touch or approach a person who may become violent. • Assessment and referral counseling

• Keep the person talking as you maintain a controlled, calm • Arrangements for crisis intervention and debriefing services

demeanor.

• Show concern yet maintain a safe distance; avoid being alone

with the person.

• Call 911 or have someone else contact University Police.

**The University Counseling Center (673-3424) provides the**

**Following services for students:**

• Crisis intervention and debriefing

• Individual and group counseling

• Consultation

• Referral services

 

Mental Health Emergency (2 of 2)

**Procedures**

**Power Outage Flooding or Water Break**

• For all utility emergencies, notify Facilities Management • If flooding occurs, stop using all electrical devices.

at 3452 weekdays and 3454 evenings, weekends and • Notify University Police by calling 911 and evacuated the area or

holidays. At any time, notify the University Policy at 3333 building.

or 911.

• If evacuation of the building is required, exit using the **Gas Leak**

stairways. DO NOT USE ELEVATORS. Seek out persons

needing assistance. • Cease all operations immediately and evacuate the area as soon

• When mechanical ventilation is interrupted, vapors of as possible, notifying others as you leave.

chemicals may reach hazardous concentration levels. • Do not switch lights on or off. Do not take time to open windows or

Laboratory personnel should secure experiments or close doors.

activities that may present a danger when the electrical • Call University Police at 911 or 3333 by using a campus phone or

power is off or when it is restored unexpectedly. Close or one of the **Blue Emergency Phones**.

sashes on fume hoods and clean up or put away chemicals. • DO NOT re-enter the building until cleared to do so by University

Notify the lab supervisor immediately. Do not perform Police or other proper authorities.

procedures using hazardous materials until power is restored.

 

Utility Emergency (1 of 2)

**People Trapped in Elevator**

• If you are trapped, use the emergency phone in the elevator

Or push the alarm button. Or use a wireless phone to call

University Police. Wait for help to arrive. Remain calm.

• If you discover trapped people, talk to them and try to keep

them calm until an officer or other help arrives.

 

Utility Emergency (2 of 2)

**Procedures**

**Sexual assault, of any kind, is a crime.**

If you are a victim of a rape or sexual assault, seek **medical**

**attention immediately**. Call University Police on campus at If you think that you may have been assaulted while under

911 or 3333, or campus at 911. Female officers are available the influence of Rohypnol of GHB (**Date Rape Drugs**), it is

upon request. University Police can provide you with also suggested that, in addition to the above advice, you

transportation to the hospital, and a Crisis Services sexual should not urinate before providing samples. If possible,

assault advocate will meet you there. It is also suggested that collect any glasses from which you drank.

you:

• **DO NOT** bathe or douche;

• **DO NOT** change clothing, comb your hair or brush your

teeth;

• **DO NOT** disturb the area in which the crime occurred.

**These actions destroy physical evidence that may be**

**necessary to convict the attacker.**

 

General Sexual Assault Information