Emergency Procedures

Campus Safety 518-580-5566 • Police Emergency 911

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.

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.

SUSPICIOUS OBJECT
- Do not touch or disturb object.
- Call 518-580-5566.
- Notify your supervisor and/or the building coordinator.
- Develop a "buddy" system to help in your evacuation.

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.

OUTDOOR EVACUATION ASSEMBLY POINTS
- 2. Dining Hall
- 3. JKB Theater
- 4. Sports Center

FIRE
- Activate the nearest fire alarm pull station and call 518-580-5566.
- Go to closest Evacuation Assembly Point.
- Close doors as you leave.
- Do NOT use elevators.
- Do not re-enter a building until authorized by authorities.

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 518-580-7669
- TIPS Line 518-580-9477

MEDICAL EMERGENCIES
- Call 518-580-5566. Provide as much information as possible about the incident.

EVACUATION ASSEMBLY POINTS
- See Map.

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