

Evacuation Information

- Evacuate building using the nearest exit, or alternate if blocked.
- **Do not** use elevators.
- Take personal belongings (keys, purses/wallets, etc.).
- Secure any hazardous materials or equipment before leaving.
- Go to nearby 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.

Earthquake, Severe Weather

- Drop and cover under a table or desk or against an inside 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 nearby Evacuation Assembly Point identified on the map.
- Do not leave the area/campus without informing a College official.

Tornado Warning

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

Fire Emergencies and Evacuations

If you discover fire

- Immediately pull the nearest fire alarm (located near stairwell exit doors) and exit the building, closing doors as you leave.
- Contact Campus Safety at 518-580-5566.

If you hear the fire alarm

- Take your immediate possessions and exit building.
- 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 stairwells for smoke and heat. If present, use alternate exits.
- Proceed to nearby Evacuation Assembly Point.
- **Never** use the elevators during a fire evacuation.
- Elevator Safety—During power outages there may not be emergency lighting. The emergency phones should work. They provide direct contact to Campus Safety to arrange assistance.
- **Never** attempt to re-enter a building until authorized by authorities.

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 and 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 and 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.

Power Outage

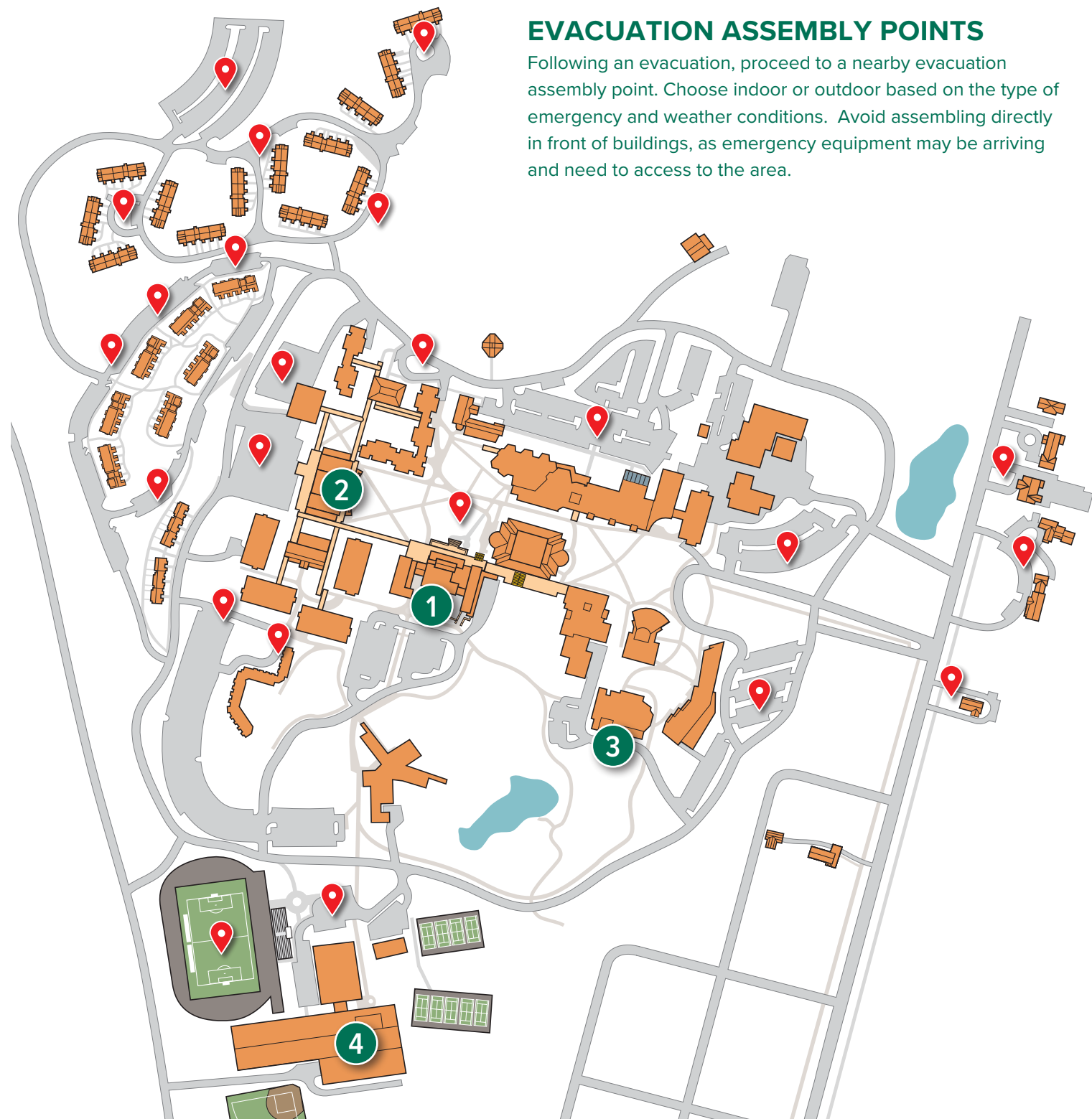
- Remain calm; provide assistance to others if necessary.
- Move cautiously to lighted area. Exits may be indicated by lighted signs if emergency power is operating. Emergency lighting lasts only long enough to move to an Evacuation Assembly Point.
- Turn off and unplug computers and other voltage-sensitive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

Suspicious Object

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

Important Do’s and Don’ts

- **Do** register for the SUNS System.
- **Do** become familiar with these procedures.
- **Do** get to know the building evacuation procedures.
- **Do** make sure you are aware of the needs of anyone with disabilities in your area.
- **Do** ensure your current personal contact information is up-to-date with your department and Human Resources.
- **Do** understand your roles and responsibilities during an emergency.
- **Do** make sure students/employees under your direction are aware of emergency procedures by discussing at the beginning of each term.
- **Do** find out if you are on a Recovery Team.
- **Do** find out the name of your Building/Area Coordinator.
- **Do not** reenter a building after evacuating.
- **Do not** speak to the media. All media inquiries must be directed to the Office of Communications 518-580-5733.



EVACUATION ASSEMBLY POINTS

Following an evacuation, proceed to a nearby evacuation assembly point. Choose indoor or outdoor based on the type of emergency and weather conditions. Avoid assembling directly in front of buildings, as emergency equipment may be arriving and need to access to the area.

EXTERIOR EVACUATION ASSEMBLY POINTS

INTERIOR EVACUATION ASSEMBLY POINTS

- 1** CASE CENTER
- 2** DINING HALL
- 3** JKB THEATER
- 4** SPORTS CENTER
Not to be used during a tornado or hurricane

EMERGENCY NUMBERS

Campus Safety	518-580-5566
Police Department	911
Fire Department	911
Health Services	518-580-5550
Facilities	518-580-5860
Weather Line	518-580-7669
TIPS Line	518-580-8477