

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 designated by a  or  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.

SUSPICIOUS 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 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 closest Evacuation Assembly Point identified on the map.
- Do not leave the area/campus without informing a College official.

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 equipment.

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.

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.

EVACUATION ASSEMBLY POINTS

- See Map.

Evacuation Assembly Points

Outdoor evacuation assembly points key

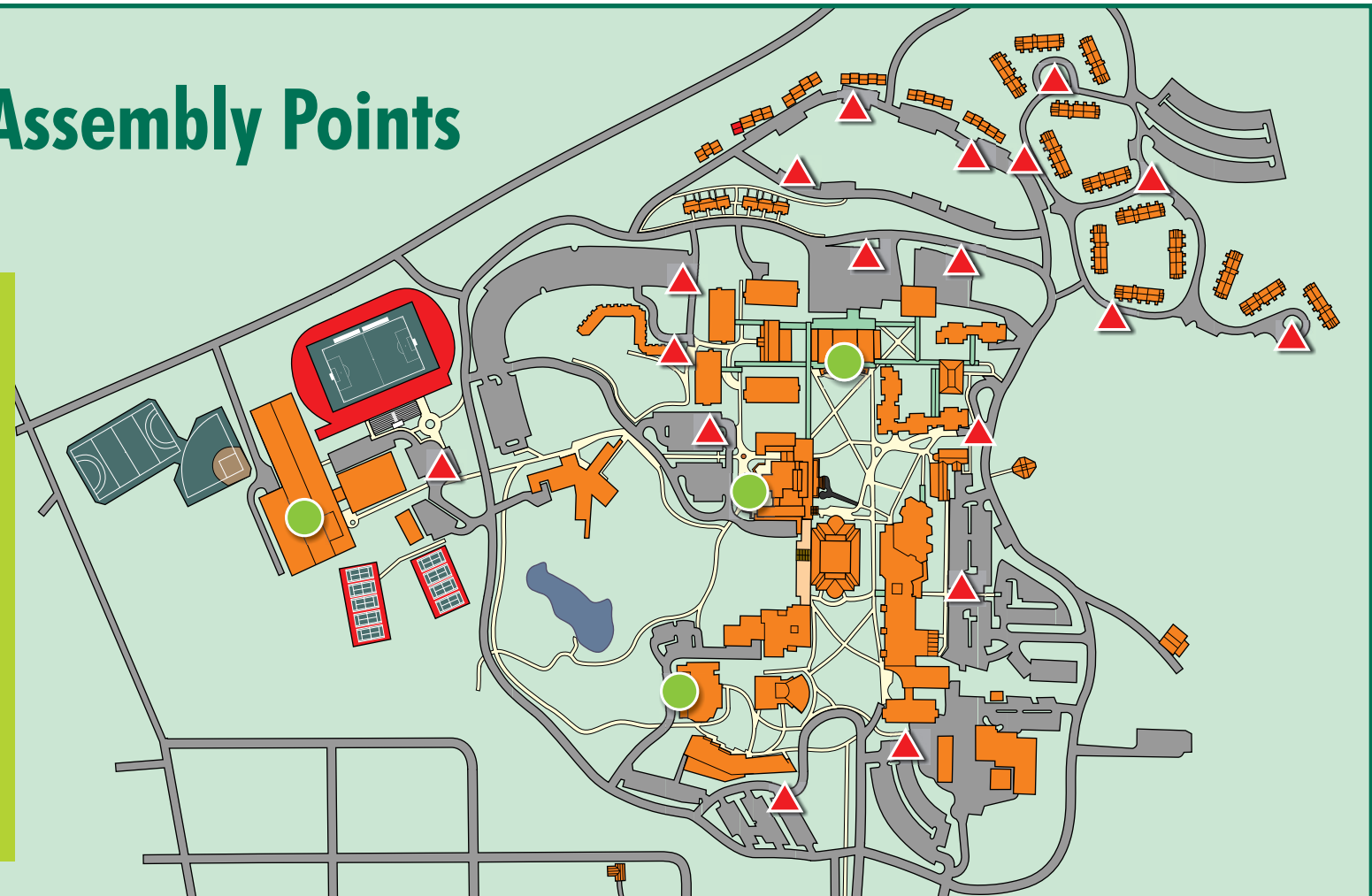


Outdoor evacuation assembly points



Indoor evacuation assembly points

Following an evacuation - proceed to the closest evacuation assembly point - choose indoor or outdoor based on emergency and weather



Emergency Response Instructions

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	518-580-8477

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.

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.

IMPORTANT DO’S AND DON’TS

- Do register for the SUNS System
- Do keep a copy of this information with you at all times.
- 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.

- 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.

SKIDMORE
COLLEGE