

Union College

Campus Safety

Emergency Action Guide

Emergency Telephone Numbers

At Union College, for all campus emergencies dial Campus Safety at ext. 911. (If the line is busy on a second try, dial "6911".) Cell phone users dial 518-388-6911.

In the City of Schenectady, dial "911" for LOCAL police, fire and medical emergencies.

Injury Emergency

Regardless of the source or type of Injury Emergency, careful attention to administrative procedures must be paid to ensure the handling of injuries.

After a Workplace or classroom Injury or Illness:

1. Notify your supervisor or instructor immediately.
2. Seek medical treatment by either contacting Campus Safety at 911 for an ambulance, or contact the Nurse in Health Services at ext. 6120.
3. Make sure a report is filed with the Campus Safety Department or the Health Services Department.
4. If the incident occurred within a Science Lab, notify EHS as well -388-6340

Tornado/Severe Weather

1. A tornado warning is issued when a tornado has been sighted in the area.
2. Once notified, remain calm. It may be necessary to move to a place of safety. Lead your students/employees following directions posted in the room for Tornado Evacuation. Stay indoors, away from windows and large unsupported ceilings. Account for everyone in your room.
3. If outside, take shelter inside the nearest building in either a center room or basement area.
4. After the storm has passed, call Campus Safety (ext. 6911" to report any injuries or damage to buildings.
5. If the building is severely damaged, evacuate the building as soon as possible after the storm has passed.

Remember to never put yourself in harm's way.

Hazardous Material Spills — Exposure

1. Preplanning is essential when working with chemicals and other hazardous materials. Know what substances are in your work area, and the dangers they present.
2. To report any incident call Campus Safety (ext. 6911). Be prepared to explain:
 - Location and type of spill
 - Injuries
 - Approximate amount of material involved
 - Any identifiable reaction
 - Who was in contact with spilled substance
3. Equipment or processes containing hazardous materials should be halted and the area evacuated. Close doors to contain the situation until trained responders arrive or you have knowledge that opening doors and windows to ventilate area is appropriate. If a determination has been made to contain the area, contact the building engineers to shut off the ventilation system.
4. Account for everyone in the room and compile a list of all individuals who might have been contaminated by the spill.
5. If direct contact is made with a spilled substance, immediately remove contaminated clothing. Flush any point of bodily contact with plenty of water for at least 15 minutes. Report the injury to Campus Safety at ext. 6911.

Crisis Management

1. Become familiar with the areas you use. Before an incident occurs, know your evacuation route and where to take shelter depending on the emergency.
2. STAY CALM. Do not make the situation worse. Do not let people take foolish chances. Others will respond as you do. Set the example.
3. Control the flow of information. Evaluate what is most essential and forward only that. Have a plan to disseminate: What, Who, How, When, etc.
4. If you find yourself in charge of an area, delegate duties. Clearly communicate your needs and trust others to do their part. This will aid others who need to feel useful.
5. Use plain language during a crisis. Everyone will be under stress. Keep things simple and straightforward.
6. Be aware of those around you. Aid those who you can without added risk. Follow instructions when they are relayed.
7. Talk to each other. Simply talking to each other and discussing what could happen and how to respond prepares us for crisis.
8. Remember personalities. Stress, fear, fatigue and anger might be present in those around you. Be prepared to deal with human nature. Do not let it frustrate you.

Utility Failures

At Union College, in case of utility failure (electrical, water, gas, or telephone), call the Facilities Services office on campus at ext. 6181 or Campus Safety at ext. 6911.

If phones are out, use of college e-mail or cell phones may be of assistance.

Remain in place until notified by Campus Safety to leave or the utility failure is over. Exit hallways, exit stairs, or exit doors should be used to evacuate while emergency lights are on.

Emergency lighting is temporary and is not provided to continue building operations. The college President's Office will determine if employees should continue working or if the college will close.

Fire

1. Upon discovering fire, smoke or an explosion in the building, stay calm and activate the nearest Fire Alarm.
2. At Union College call Campus Safety at ext. 911. Be prepared to give information on location, size and cause of the incident, as well as the nature of injuries.
3. Follow posted room evacuation routes and account for all occupants of the room. **DO NOT USE ELEVATORS**, as electrical power might be cut off.
4. If trapped in a room, retreat and close as many doors as possible between you and the fire. Place cloth material around/under the door to stop smoke from coming in. Signal from windows, but **DO NOT** break the glass unless absolutely necessary.
5. Provide assistance to mobility-impaired individuals. If necessary, notify Campus Safety at ext. 6911 of special assistance needs.
6. If the fire is beyond the means at your disposal (local fire extinguishers), do not stay to fight the fire.
7. If forced to travel through smoke, stay low and breath shallowly using a shirt or jacket as a filter.
8. If a closed door feels hot to the touch, **DO NOT OPEN IT**.
9. Do not attempt to re-enter the building or leave the campus until accounted for and/or instructed to do so.

Threats — Bomb or Biological

Bomb Threat

1. Most bomb threats are received by telephone.
2. Immediately call Campus Safety at ext. 911. Provide them with as much information as possible from the bomb threat call.
3. Immediately examine your area for any unusual or unfamiliar items. DO NOT handle, move or touch suspicious items, but report them to police.
4. Move to a safe location, outside and far from the device if possible, and wait for police. The police or administration will make a determination as to whether an evacuation is warranted based on the assessment of the threat level.

Biological Threat

1. Do not shake, open or empty a suspicious package.
2. Cover the package with anything available.
3. Leave the room with all occupants, closing the door. Make a list of all people who were in the room, and anyone who was in contact with the item.
4. Immediately call Campus Safety at ext. 911;
5. Wash any exposed skin areas with soap and water. Remove any contaminated clothing and seal it in a plastic bag.

Evacuation of the Mobility Impaired

In cases of emergencies, those individuals with mobility impairments, may need assistance with building evacuation.

Ambulatory Individuals

Ambulatory individuals are those with disabilities that might impair rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to the designated meeting area.

Non-Ambulatory Individuals

Non-ambulatory individuals are those with disabilities that require the use of wheelchairs. To assist those individuals, proceed as follows:

1. At Union College call Campus Safety at ext. 6911. Provide as much information as possible. Most importantly, provide the individual's location.
2. Move the impaired individual near the stairwell and await assistance if there is no immediate danger within the vicinity of the stairs.
3. If the hazard becomes life-threatening, move the individual into a room and close the door. If evacuation is deemed necessary, attempt to gain volunteer assistance and proceed to evacuate by way of the established route. Inform Campus Safety immediately of the individual's new location.

NOTE: In the case of fire or other emergency situations that might affect electricity, DO NOT USE ELEVATORS for evacuation.

Workplace Violence

Workplace violence may take many forms and may include use of deadly weapons. Advance warning of the violence is unlikely. Contact Campus Safety at 388-6911 in the event of any incident of workplace violence.

Gunfire/Weapons Observed

1. If gunfire is heard, seek refuge in an area that can be locked from within if possible. Choose a room without windows or stay out of sight from room windows. Hide quietly and remain hidden in the room.
2. If possible, call Campus Safety at ext. 6911. If it is safe to do so, stay on the line with the dispatcher.
3. Take no action to intervene.

Explosion/Bomb

1. Immediately evacuate the building using established evacuation routes. Account for all building or room occupants. Do not disturb, move or touch any suspicious boxes or packages.
2. Call Campus Safety (ext. 911). Provide as much information as possible, and if it is safe to do so, stay on the line with the dispatcher.

Hostage Situation

1. Immediately evacuate the building if this action does not put you in greater danger. Carefully avoid the attention of those taking hostages.
2. Take no action to intervene. Be alert and observe who is in the area that may be suspicious.
3. Call Campus Safety (ext. 911). Provide as much information as possible and if safe to do so, remain on the line with the dispatcher.

Illness Emergency

Regardless of the source or type of Illness Emergency, careful attention to administrative procedures must be paid to ensure the handling of Illnesses.

1. Notify Campus Safety at 911 immediately.
2. Make sure you listen to the emergency dispatcher and answer his/her questions. They will want to know if the person is conscious and breathing.
2. Try to provide as much privacy for the patient.
3. Make sure you are protected. Try to keep your distance if the person appears contagious.
3. Make sure a report is filed with Campus Safety or the Health Services Department.

Terrorism/Weapons of Mass Destruction (WMD)

Be calm and be patient.

Follow the advise of local emergency officials.

Listen to your radio or TV for news and instructions.

If the disaster occurs near you, check for injuries. Give first aid and get help for seriously injured people.

Do not use the telephone unless it is a life-threatening emergency.

Shelter-in-place

Close all windows

Turn off all fans, heating & air conditioning units

Go to an above-ground room (not the basement) with the fewest windows and doors

Wet some towels and jam them in the crack of the doors.

Stay in the room and listen to your radio until you are told all is safe or you are told to evacuate.