**General Evacuation Procedure**

When evacuating your building or work area:

- Stay calm; do not rush and do not panic.
- If safe, close your window and door, but **DO NOT** lock them.
- Use the nearest safe stairs and proceed to nearest exit. **DO NOT** use elevator.
- Wait for instructions and information from staff/emergency responders.
- **DO NOT** re-enter the building or work area until you have been instructed to do so by emergency responders/staff.

A building occupant is required by law to evacuate the building whenever the fire alarm sounds.

**Evacuation Policy for People with Disabilities**

If you are unable to evacuate the building by yourself or with assistance:

- Stay in your room or work area and call University Police (x2222).
- If the emergency is in your room/suite/work area, get to a safe location and then call University Police (x2222).

**Elevator Failure**

If you are trapped in an elevator, use the emergency telephone to call for assistance, or use the emergency alarm to signal for help. **DO NOT** attempt to free yourself from the elevator.

**Fire Evacuation Procedure**

If there is a fire in your building or work area:

- First, notify University Police (x2222) or by activating the nearest pull station. (Note: When the alarm rings, the fire department is **NOT** automatically dispatched.)
- Evacuate the building when the alarm sounds (See General Evacuation Procedure)
- Warn others as you leave the building. Move away from the building to a safe distance. Inform staff or emergency responders about the location of the emergency.
- Touch closed doors. **DO NOT** open them if they are hot. **DO NOT** use the elevator, use ONLY the stairs.
- For the residence halls, when instructed to, go directly to the Designated Assembly Area (Student Union) and follow instructions of the staff.

**Gas Leak**

- Stop whatever you are doing, do not do anything new and immediately evacuate the building.
- After evacuation, notify University Police (x2222) from a safe area and follow their instructions.
- **DO NOT** switch lights on or off, **DO NOT** use the phone in the building, and **DO NOT** use any appliances.

**Other Utility Failure**

In the event of any type of major utility failure (i.e. flooding, plumbing, steam line, ventilation, electric, etc.)

- Stop doing/using what ever you are doing/using and leave the area.
- If smoke is present, activate the fire alarm.
- Evacuate the building if an alarm sounds (See General Evacuation Procedure).
- Contact the Physical Plant (x2598) during regular College business hours.
- Contact University Police all other times (x2222)

**Suspicious envelopes or package**

TAKE NOTE OF:
- Excessive postage
- Incorrect title
- Oily stain or odor
- No return address
- Excessive weight

WHAT TO DO:
- **DO NOT** shake or empty its contents
- Place it in a plastic bag to prevent leaking.
- **DO NOT** try to clean up any powder or liquid.
- Cover spilled contents with anything.
- Leave the room immediately and close the door to prevent others from entering.
- Immediately notify University Police (x2222) and follow their instructions.
- Be sure to thoroughly wash your hands with soap and water.
- Remove contaminated clothing and seal in a plastic bag.
- Shower with soap and water ASAP.
If you observe a suspicious-looking package, object, or container, **DO NOT** handle or touch it. Call University Police (x2222) from a safe area and follow their instructions.

**IF THERE IS AN EXPLOSION:**
- Use the General Evacuation Procedure if it is safe to do so. Move well away from the building.
- If not, take cover under sturdy furniture, stay away from windows and wait for emergency responders.

**IF YOU RECEIVE A BOMB THREAT BY TELEPHONE:**
- Stay calm and pay attention to details.
- Listen and talk to the caller to get as much information as possible.
- Immediately notify University Police (x2222) and follow their instructions.

**IN ANY BOMB THREAT SITUATION:**
- Do not touch suspicious items.
- Immediately notify University Police (x2222) and follow their instructions.
- Use the General Evacuation Procedure if it is safe to do so. Move well away from the building.

**Criminal or Violent Behavior**

Report suspicious activity, situations or persons to University Police (x2222) immediately. Be ready to give them the following information:
- nature of the incident,
- location of the incident, and
- description of the person(s)/property involved.

If you witness a criminal act or College policy violation, report it immediately to University Police (x2222).

**General Safety and Security**

- All residence hall exterior doors are controlled by the card access system and checked regularly by the Staff and patrolled by University Police.
- You are responsible for carrying your key(s) and SUNY ID Card with you at all times.
- Make sure the exterior doors to your building are shut after you use them.
- **DO NOT** prop open the exterior building doors. Propping doors creates a potentially unsafe situation.
- Keep your room/suite/office doors locked at all times for your safety and the protection of your valuables. This includes when you are sleeping, doing laundry, in the bathroom, or in class.
- It is important that any strange activity, behaviors and/or persons are reported immediately to University Police (x2222).
- It is important that any safety concerns are reported immediately to University Police (x2222).
- **DO NOT** leave your personal property in an unsecured area, especially laundry unattended in the laundry room.
- It is recommended to mark personal belongings and record serial numbers. University Police can assist with this through their Operation ID program.
- **DO NOT** walk outside alone after dark.
- Take note of locations of blue light phones and courtesy phones.

* Portions of this brochure were taken from Buffalo State College’s Emergency Procedure brochure.