

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:

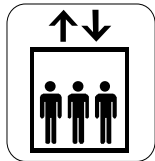
- Stay in your room or work area and call University Police (x2222).
- If the emergency is in your room/suite/work area, get to a safe location and then call University Police (x2222).



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.

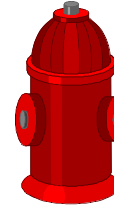


Fire Evacuation Procedure

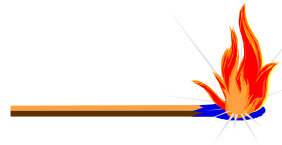
If there is a fire in your building or work area:

- 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.



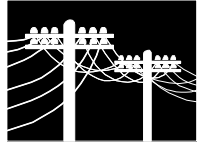
Gas Leak

- 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.)

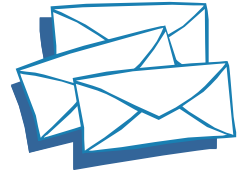
- Stop doing/using what ever you are doing/using and leave the area.
- If smoke is present, activate the fire alarm.
- Evacuate the building if an alarm sounds (See General Evacuation Procedure).
- Contact the Physical Plant (x2598) during regular College business hours.
- Contact University Police all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

Explosion or Bomb Threat Procedure

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.

SUNY POTSDAM EMERGENCY PROCEDURES



THE STATE UNIVERSITY OF NEW YORK

Potsdam

University Police
(315) 267-2222

Residence Life
(315) 267-2350

Environmental Health & Safety
(315) 267-3123

Physical Plant
(315) 267-2598

Heating Plant
(315) 267-2603

Accommodative Services
(315) 267-3267

Student Health Center
(315) 267-2377