

**EMERGENCY RESPONSE PLAN**

**Guidelines for**  
**Campus Emergency Response**  
**Booklet Information**

**Section 15**

Updated 02/2008  
05/2008  
03/2009

## **PUBLIC PREPAREDNESS/RESPONSE PROCEDURES**

### **AIRPLANE CRASH**

Background: Although the possibility of an aircraft accident on college property is remote, the following minimal guidelines are provided.

Procedures:

- a. Confirm the crash by calling University Police.
- b. University Police will secure the area.
- c. University Police will notify Oneonta Police Department, Oneonta Fire Department, the Oneonta Airport, FAA, State Police, and the Otsego County Emergency Services coordinator, and Oneonta Department of Public Works.
- d. The first concern is to rescue survivors. Triage teams from OSES and other emergency services agencies may be required.
- e. The Oneonta Police or State Police will normally notify the coroner. If there are a large number of fatalities, University Police may implement an emergency morgue plan.
- f. Notification to the FAA will include the following information:
  - a. Location of crash
  - b. Type of aircraft if known
  - c. Whether there is a fire
  - d. Injuries/fatalities/survivors
- g. Under no circumstances will the wrecked aircraft be removed unless its presence poses a threat to the safety of the college until the accident has been investigated by the appropriate authority.

**FAA Number:** 800-255-1111

## **BLOOD, BODY FLUID OR INFECTIOUS AGENT EXPOSURES**

An exposure means a specific eye, mouth, or other mucous membrane, non-intact skin or contact exposure with blood or other potentially infectious materials.

### **IF YOU ARE EXPOSED:**

- Immediately WASH area with soap and water or eye wash for 15 minutes as applicable;
- NOTIFY your supervisor;
- OBTAIN medical help;
- Identify product if possible

Monday – Friday, 8AM-4PM notify Health Center at 436-3573.

After hours (nights, weekends, holidays), call University Police at 436-3550.

If you are exposed after hours, IT IS REQUIRED that you notify Associate Vice President Facilities & Safety as soon as it reopens.

## **BOMB THREAT / EXPLOSION PROCEDURES**

Bomb threats are a criminal offense which are perpetrated to illicit fear. Therefore, several steps and items to remember are important.

1. Be calm and composed. Notify your supervisor and University Police as instructed. Talk to no one other than instructed by your supervisor/University Police Officer. Remember that the caller wants to get an emotional reaction. An over reaction will generate more “bomb scares.”
2. The exact time you receive the call is an important part, therefore, record the time.
3. Call University Police as soon as possible after receiving a bomb threat.
4. Complete the bomb threat form as soon as possible. Specific information given during a call will be needed, to make a threat assessment. The exact words are needed so listen and record them as specific as possible. a.) When is the bomb going to explode? b.) Where is the bomb right now? c.) What kind of a bomb is it? d.) What does it look like? e.) Why did you place the bomb?
5. The decision to evacuate or not evacuate should be made by a University official in consultation with University Police. These officials will control the response at that time.

**BOMB THREAT FORM**

INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY YOUR SUPERVISOR/UNIVERSITY POLICE BY A PREARRANGED SIGNAL WHILE CALLER IS ON LINE. THE SIGNAL IS "THE DIRECTORY IS AT 10:30."

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Number receiving call: \_\_\_\_\_

**Exact Words** of Person Placing Call: \_\_\_\_\_

**QUESTIONS TO ASK:**

6. When is the bomb going to explode? \_\_\_\_\_

7. Where is the bomb right now? \_\_\_\_\_

8. What kind of a bomb is it? \_\_\_\_\_

9. What does it look like? \_\_\_\_\_

10. Why did you place the bomb? \_\_\_\_\_

**TRY TO DETERMINE THE FOLLOWING: (CIRCLE AS APPROPRIATE)**

Caller's Identify: Male Female Adult Juvenile Age \_\_\_\_\_ years

Voice: Loud Soft High Pitch Deep Raspy Pleasant Intoxicated Other \_\_\_\_\_

Accent: Local Not Local Foreign Region

Speech: Fast Slow Distant Distorted Impediment Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul Other \_\_\_\_\_

Manner: Calm Angry Rational Irrational Coherent Incoherent  
Deliberate Emotional Righteous Laughing Intoxicated

Background Noises: Office Machines Factory Machines Bedlam Trains  
Animals Music Quiet Voices Mixed Airplanes  
Street Traffic Party Atmosphere

ADDITIONAL INFORMATION: \_\_\_\_\_

**ACTION TO TAKE IMMEDIATELY AFTER CALL:** Notify your supervisor and University Police as instructed.

Talk to no one other than instructed by your supervisor/University Police Officer.

RECEIVING TELEPHONE NUMBER

PERSON RECEIVING CALL

## **CONFINED SPACE EMERGENCY**

No confined space shall be entered without proper authorization and training.

Confined space means a space that the space:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
- Is not designed for continuous employee occupancy.

All personnel, college/university staff and/or contractors must comply with OSHA 29 CFR 1910.146 in regards to confined space identification, entry and rescue.

- Whether college/university staff, or hired contractors are performing confined space entry work, a rescue team must be identified prior to the work beginning.
- Identification of a confined space rescue team should be completed prior to an entry being made (do not assume that calling 911 will provide you with appropriately trained rescuers).

## **GENERAL SEXUAL ASSAULT INFORMATION**

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- If you are a victim of a rape or sexual assault, seek medical attention immediately.
- Contact University Police at 436-3550 or 911. Female officers are available upon request.
- University Police can provide you with transportation to the hospital, and a Crisis Services sexual assault advocate will meet you there.
- It is also suggested that you:
  - DO NOT bathe, douche, wash your hands;
  - DO NOT change clothing, comb your hair or brush your teeth;
  - DO NOT disturb the area in which the crime occurred.
- If you think that you may have been assaulted while under the influence of rohypnol, GHB or any other 'date rape drug', it is also suggested that you should not urinate before providing urine samples. Notify University Police and medical providers of this immediately.
- If possible, collect any glasses from which you drank.

## **FIRE**

- Follow the general evacuation procedures as soon as you hear the fire alarm. A building occupant is required by law to evacuate the building when the fire alarm sounds.
- If there is a fire in your work area:
  - First, notify the fire department by pulling the pull station and (from a safe distance) calling University Police at 436-3550 or 911 to provide details of the situation.
  - If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
  - Evacuate the building as soon as the alarm sounds and report to Building Representative.
  - On your way out, warn others nearby.
  - Move away from fire and smoke. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
  - Close doors and windows if time permits.
  - Touch closed doors. Do not open them if they are hot.
  - Use stairs only; do not use elevators.
  - Move well away from the building and go to your designated *Immediate Assembly Area (IAA)*.
  - Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- If you become trapped in a building during a fire
  - DO NOT PANIC
  - Isolate yourself from the fire and smoke in an office or stairwell
  - If a phone is available, contact University Police at 436-3550 or 911 and provide details of your location and situation
  - If a window is available, place a large piece of brightly colored fabric (shirt, coat, tablecloth, etc.) outside the window as a marker for rescue crews.
  - If there is no window, stay near the floor where the air is less toxic.
  - Make noise (tap pipes, bang furniture, blow whistle, shout, etc.) at regular intervals to alert emergency crews of your location.



## **HEALTH CONCERN, PUBLIC**

### **Pandemic Flu**

- A pandemic influenza is a worldwide outbreak of a new flu virus for which there is little or no immunity (protection). No one can predict when the next pandemic flu will occur or how soon it will be. What is known is that flu pandemics have occurred three times in the last century. The virus spread easily from person-to-person, may cause serious illness and can sweep across the country and round the world in a very short time. A flu pandemic may come and go in waves.

### **Infestation**

- The use of any insecticide products on University property is strictly limited to specifically trained and licensed staff members and contractors with authorization to perform such activities.
- If you see evidence of cockroaches, mice, ants or other pests, notify Physical Facilities at 436-2507 immediately.
- Everyone must ensure that they behave in a manner that minimizes the potential for pest infestation including, but not limited to, maintaining housekeeping, utilizing rodent-proof trash receptacles and securing door/window/wall penetrations and other access points.

### **Ventilation / Indoor Air Quality**

- If unusual odors come from the ventilation system or an undetermined area, immediately notify Physical Facilities at 436-2507. If necessary, cease all operations and vacate the area.
- If smoke is present, activate the fire alarm system by pulling the pull station and call 911 from a safe location.

## **MEDICAL EMERGENCIES**

The following procedures arise from our past experiences with student emergencies. These situations generally tend to appear in the middle of the night and on weekends when our usual resources are not readily available.

Not one of the emergency situations we have experienced has been identical to any other, and no policy will ever resolve all facets of an emergency situation. Staff members should know what our emergency procedure is, but should be prepared to deal with each situation depending on its own unique variables as they emerge.

### **Definition:**

An emergency situation, as defined here, is one which requires immediate intervention and/or supervision.

The primary response to any emergency situation is to treat it as a medical emergency. Medical care should be provided as quickly as possible.

### **Procedure:**

1. Keep the individual under constant observation utilizing the R.A., roommate(s), friend, facilities staff.
2. Contact University Police, 436-3550 or 911 (University Police will contact OSES, Health Center or Ambulance).
3. Contact Central Staff person on duty.
4. On duty Residence Hall Director to be contacted and briefed by the Residence Hall Director of the hall in the case of a life threatening or serious incident.

### **If University Police is contacted directly by a student call, they will:**

1. Call the resident director of that hall.
2. Call the on-duty residence hall director if the hall director is not there.
3. Call Central Staff if neither of the above are available.

## **MENTAL HEALTH EMERGENCY**

A mental health emergency is any situation involving individuals in distress who are unable to appropriately manage themselves.

A mental health emergency or psychological crisis may include:

- Suicidal behavior
- An individual threatening harm to themselves and/or others
- A psychotic break (sudden loss of contact with reality and or bizarre behavior)
- An unusual or prolonged reaction to traumatic event(s)
- Any behavior that is unreasonably disturbing to the academic, work or living environment

Response procedures

- Contact University Police at 436-3550 or 911.
- Call the Health Center at 436-3573. (Mon – Fri, 8am – 4:30pm)

For any unusual or potentially dangerous situation:

- Never try to handle a situation that is potentially dangerous to you or others. Call University Police at 436-3550 or 911.
- Clearly state that immediate assistance is needed. Report your name, where you are calling from and the nature of the problem.
- All suicide attempts need to be reported to University Police so that proper procedures can be followed to ensure the safety of those involved.

Avoiding violent situations

- Inform your supervisor of University Police about any individuals deemed to be threatening or dangerous.
- Eliminate opportunities for violence by:
  - Alerting University Police
  - Knowing your escape route
  - Placing a barrier between yourself and the aggressor
  - Using effective people / communication skills

- Having a second person with you.

Reacting to violent situations:

- Maintain eye contact and a positive posture to send out positive signals
- Do not touch or approach a person who may become violent
- Keep the person talking as you maintain a controlled, calm demeanor.
- Show concern yet maintain a safe distance; avoid being alone with the person.
- Call 911 or have someone else contact University Police at 436-3550.

## **SEVERE WEATHER - FLOOD**

- If you live in a flash flood area such as a mountain valley, be especially alert for floods. If you suspect a flash flood, do not wait until you are instructed to move. Go immediately to higher ground.
- Never disregard a flood warning.
- If you receive a flood warning, listen to your radio for emergency instructions. Proceed with emergency preparations if evacuation is not yet necessary.
- If you are the first in your immediate area to know about the flood, report the situation to authorities.
- Do not tie up telephone lines. Keep the lines open for emergency use.
- Do not pass along rumors.
- Be ready to help with rescue operations if called upon.
- Never disregard an official evacuation advisory. If you are advised to evacuate, do so immediately. Family safety is more important than protection of property or possessions. Evacuation is much simpler and safer before flood waters are too deep for ordinary vehicles. Listen to your radio and follow directions for evacuation routes.
- Never drive through flooded roadways “Turn around Don’t Drown”.

## SEVERE WEATHER – EARTHQUAKE

If Inside:



**DUCK** or **DROP** down on the floor



**DUCK** or **DROP** down on the floor



Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

- Do not run outdoors.
- Do not use elevators.
- Follow directions of emergency personnel.

If in a crowded stadium, theatre or lecture hall:

- Stay in your seat; protect your head and neck.
- Do not rush for the exits.
- Follow directions of emergency personnel.

If in an elevator:

- If power fails, elevators will stop and lights will go off.
- Be patient. Emergency personnel will rescue you as soon as possible.

If outside:

- Move to a clear area if safe to do so. Avoid falling hazards.
  - Duck, cover and hold in an open area. Protect your head and neck.
- Follow directions of emergency personnel.

If in a vehicle:

- Pull over and stop in clear area. Avoid overpasses, power lines and structural hazards.
- Stay with your vehicle.

After the shaking stops:

If inside a campus building:

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
- Use your training to provide first aid, use fire extinguishers, clean-up spills, etc.
- Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- **DO NOT EVACUATE AUTOMATICALLY.** Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and emergency supplies only if convenient and safe to do so.
- Follow directions of emergency responders.

If outdoors on campus:

- Stay clear of buildings, trees or other falling hazard areas.
- Move to evacuation assembly areas.
- Follow directions of emergency personnel.

When to go home:

- In the event of a major earthquake, be prepared to stay on campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized. The campus is prepared to provide emergency care and shelter in partnership with the American Red Cross.

## **SEVERE WEATHER – TORNADO**

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (or sometimes as a result of a hurricane) and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. The damage from a tornado is a result of the high wind velocity and wind-blown debris. Tornado season is generally March through August, although tornadoes can occur at any time of year. They tend to occur in the afternoons and evenings: over 80 percent of all tornadoes strike between noon and midnight.

### Fujita-Pearson Tornado Scale:

- F-0: 40-72 mph, chimney damage, tree branches broken
- F-1: 73-112 mph, mobile homes pushed off foundation or overturned
- F-2: 113-157 mph, considerable damage, mobile homes demolished, trees uprooted
- F-3: 158-205 mph, roofs and walls torn down, trains overturned, cars thrown
- F-4: 207-260 mph, well-constructed walls leveled
- F-5: 261-318 mph, homes lifted off foundation and carried considerable distances, autos thrown as far as 100 meters

### Tornado Danger Signs:

- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

### What to do during a tornado:

#### If at home:

- If you have a tornado safe room or engineered shelter, go there immediately.
- Go at once to a windowless, interior room; storm cellar; basement; or lowest level of the building.
- If there is no basement, go to an inner hallway or a smaller inner room without windows, such as a bathroom or closet.
- Get away from the windows.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use arms to protect head and neck.
- If in a mobile home, get out and find shelter elsewhere.

#### If at school or work:

- Go to the area designated in your department's emergency plan.
- Avoid places with wide-span roofs such as auditoriums, cafeterias, large hallways, or shopping malls.



- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use arms to protect head and neck.

If outdoors:

- If possible, get inside a building.
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
- Use arms to protect head and neck.

If in the car:

- Never try to out-drive a tornado in a car or truck.
- Get out of the car immediately and take shelter in a nearby building.
- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

General Safety Precautions that could help you avoid injury after a tornado:

- Continue to monitor your battery-powered radio or television for emergency information.
- Be careful when entering any structure that has been damaged.
- Wear sturdy shoes or boots, long sleeves, and gloves when handling or walking on or near debris.
- Be aware of hazards from exposed nails and broken glass.
- Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to the police and the utility company.
- Use battery-powered lanterns, if possible, rather than candles to light homes without electrical power. If you use candles, make sure they are in safe holders away from curtains, paper, wood, or other flammable items. Never leave a candle burning when you are out of the room.
- Hang up displaced telephone receivers that may have been knocked off by the tornado, but stay off the telephone, except to report an emergency.
- Cooperate fully with public safety officials.
- Respond to requests for volunteer assistance by police, fire fighters, emergency management, and relief organizations, but do not go into damaged areas unless assistance has been requested. Your presence could hamper relief efforts, and you could endanger yourself.

If a tornado "watch" is issued for your area, it means that a tornado is "possible."

If a tornado "warning" is issued, it means that a tornado has actually been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately

## **SEVERE WEATHER – WINTER STORM (snow/ice)**

### **Emergency Snow Plan**

**Background:** The SUNY College at Oneonta is a “public trust” institution. As such, it must remain in constant operation, even if classes are cancelled, 24 hours a day/7 days a week. The campus roads, sidewalks, parking lots and service drives must be cleared for operation.

**Implementation:** *This plan will go into effect when a “winter storm warning” has been promulgated for the Oneonta, NY area.* Upon receipt of such notification, the campus will initiate a “NIMS” type incident command system. Personnel will be called to University Police HQ for a pre-planning meeting. An incident commander will be selected at that time. This team will be known as the Incident Command (IC) Team.

Representatives from the following departments will attend the meeting:

- President’s Office
- University Police
- Facilities Operations
- Custodial
- Grounds
- Human Resources
- Residence Life
- Dining Services
- Telecommunications
- Academic Affairs
- Athletics

Depending on the circumstances, other departments will be invited to attend as required.

**Communications:** An initial BROADCAST will be sent out via both telephone and email announcing the snow emergency with an update on the campus preparations, precautions, and information for students and employees. Follow-up communications will be promulgated by the IC. Communications with the media will be promulgated by the President’s Office. Communications with the City of Oneonta (Engineering/Oneonta Police/Oneonta Public Transit/Oneonta Fire/Mayor’s Office) will be maintained by the Incident Commander.

**Advance Preparations:** Certain parking lots and streets may be preemptively cleared at the discretion of the Incident Commander or University Police. For example, the Hays Hall lot may be cleared in advance of the storm. An emergency employee/contractor parking lot will be designated by the Incident Commander or University Police. Unless otherwise directed, this lot will normally be the lot between the Field House and the Maintenance Operations Center. Contractors may be “pre-contracted” by Facilities Operations in extreme cases. Fuel tank levels for heating oil, diesel fuel, and gasoline will be checked.

**Areas of Responsibility:** The IC will be concerned with all “main” campus operations as well as the operations of peripheral sites such as Bugbee School, the Biological Field Station, Moe Pond, the East Street House, SEMO Bunker and West Street House. The IC, with the prior approval of the President, will coordinate emergency services for OAS and Foundation sites in conjunction

with representatives of these organizations. With the approval of the President, the IC will also coordinate “off campus” matters of concern such as traveling student groups, athletic teams or for groups inbound to the campus for scheduled events.

**Snow Removal Operations:** Snow will be cleared, generally, as per the following priorities:

Main Roads (Ravine Parkway, East Dorm Drive, South Dorm Drive, West Dorm Drive, Grant Hall Drive)

Emergency Employee Parking Lot (normally the lot between the Field House and MOC)

Primary campus sidewalks

Main Fuel Tank Truck Delivery Area

Service drives

Secondary campus sidewalks

Parking lots as per the priority listed below\*

Stairs

Blue Phones

Fire Hydrants

West Street Houses

East Street Houses

Access to Fuel Tank Pumphouse

Golding Path (conditions permitting)

Artificial Turf Field

College Camp (conditions permitting)

Running Track

Unimproved parking lots by Bugbee School

\*Parking Lot Clearance Priorities:

MOC Lot (for service employees)

Rear area of Field House

Front area of Field House

Lot between Fine Arts and Field House

Primary Hunt Union Parking Lot

Bugbee School Parking Lot

Human Ecology Parking Lot

Dining Hall Loading Docks

Admin Parking Lot

Secondary Hunt Union Parking Lots

Fitzelle Hall Parking Lot

Milne Library Parking Lot

Resident and Commuter Lots

Other lots

**Other actions which may be implemented by the IC:**

- Implement “No Parking Zones” at critical locations such as West Dorm Drive
- Utilization of qualified non-Grounds/Custodial employees for snow removal as required
- Utilization of contractors for snow removal, particularly for Cooperstown locations

**Suspension of Classes:** The President or his designated representative is the sole authority for decisions regarding suspension of classes.

## **INCLEMENT WEATHER POLICY**

The State University of New York College at Oneonta is a public trust, and is committed to fulfilling all its obligations faithfully. College policy is that the campus will operate as scheduled: classes will be held, offices will be open, and services will be performed. It is recognized, however, that under certain extreme weather conditions, students and/or staff members cannot and should not attempt to come to campus; this is a decision which must ultimately be made by each individual, regardless of the reason.

Only under the most severe weather conditions, the President will make the final decision to cancel classes or curtail services.

In the event that it is necessary to cancel classes or curtail services, the President's Office will inform the campus community and local media. Official announcements will be placed on the University Police Department's weather phone at (607) 436-2000. College officials will make every effort to see that closure announcements come as early as possible, so that those who must drive to campus can make appropriate plans. Due to the uniqueness of College operations, it is quite possible that the College will remain open on days when the public schools in the area have been closed. A large number of students live on campus, and these students are dependent upon food services, the heating plant, and University Police, regardless of weather conditions. The College will continue to provide these essential services, and, in addition, every effort will be made to keep the Library open. \*Commuting students who miss classes due to inclement weather will be permitted to make-up academic work without penalty.\*

The Office of Continuing Education will have the responsibility of canceling off-campus extension classes, when necessary, at each site, and making proper notification.

Employees who report to work despite weather conditions may be given alternate work assignments, not necessarily at their normal work stations. Provisions will be made for alternate campus work assignments and locations for those who cannot get to their regular work sites and/or when the completion of their regular work assignment is not possible because of building or weather conditions.

Please bear in mind, however, state regulations stipulate that unless the campus is officially closed by order of the Governor, all weather related absences must be charged to annual leave credits.

Regardless of any official action taken or not taken by the College, reasonable judgment should be considered regarding your own safety. If your personal safety is jeopardized, you may choose to stay at home.

\*Added at request of College Senate May 15, 1998

Adopted by  
President's Council  
October 4, 1988

Revised July 1998  
Revised March 1999

## **SUSPICIOUS PACKAGES**

### **MAIL THREAT**

#### General:

1. Common sense and care should be used in inspecting and opening mail or packages.
2. Examine unopened envelopes for foreign bodies or powder.
3. Do not open letters with your bare hands if they appear suspicious.
4. Based on your assessment, you may wish to take additional precautions such as wearing gloves and restricting the opening of mail to a limited number of trained individuals.

#### Types of Mail to Suspect:

1. Any letter or package that has suspicious or threatening messages written on it.
2. Letters with oily stains.
3. Envelopes that are lopsided, rigid, bulky, discolored or have a strange odor.
4. Envelopes with no return address.
5. Unexpected envelopes from foreign countries.
6. No postage, non-cancelled postage or excessive postage.
7. Improper spelling of common names, places or titles.

#### For suspect mail:

1. **DO NOT OPEN THE ENVELOPE OR PACKAGE**
2. **LEAVE IT** and evacuate the room. Close doors behind you.
3. **KEEP** others from entering.
4. Notify University Police 436-3550.
5. **DO NOT RETURN THE PACKAGE TO THE MAILROOM.**
6. **FOR UNIVERSITY POLICE:** Contact Maintenance and Facilities. Maintenance may elect to secure ventilation to the affected space.

#### For packages that are opened and which contain suspicious material:

1. **DO NOT PANIC**
2. Anthrax organisms can cause skin infections, gastrointestinal infection, or pulmonary infection. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist. It does not leap onto one's body. All forms of diseases are generally treatable with antibiotics.
3. Anthrax cannot be easily aerosolized out of an envelope or package containing powder. The same facts and conditions are generally true for other bacteria likely to be considered as biological weapons.

#### **CONTAIN THE EXPOSURE!**

1. Close off the room (doors and windows). Do not allow anyone other than qualified emergency personnel to enter.
2. Close the package or envelope to limit additional exposure. Do not clean powder up; keep others away.
3. Do not touch your eyes, or hose off any other part of your body.
4. If possible, wash your hands thoroughly with anti-bacterial soap and water.
5. If clothing is heavily contaminated, don't brush vigorously. Remove contaminated clothing.

6. If possible, close down the building's HVAC system.
7. Make a list of all personnel who may have had actual contact with the powder.

Notify the following:

1. University Police
2. Oneonta Fire Department
3. Hazmat Team
4. FBI
5. Otsego County Health Department

Cleanup:

1. Use anti-bacterial soap and water. Bleaches and ammonia may react with the powder.
2. Use Personal Protective Equipment (unvented goggles, "N95" masks, and nitrile gloves).

The following work centers have been trained in suspicious package handling and have been provided with gloves, masks, and goggles:

1. Mail Room
2. Central Receiving
3. Facilities
4. University Police

## **TERRORIST/SNIPER/HOSTAGE**

Background: Due to the sensitivity of situations covered under this topic, communications with management personnel in all departments is critical.

Procedures: Upon notification of a terrorist situation, University Police will immediately notify the following authorities as required:

1. Oneonta Police Department
2. Oneonta Fire Department
3. Otsego County Emergency Services
4. Otsego County Sheriff
5. State Police
6. A.O. Fox Hospital/Bassett Hospital

Internally:

1. College President
2. Provost
3. VP for Student Development
4. VP for Administrative Affairs
5. Health Center Director
6. Assoc. VP for Facilities and Safety
7. Director of Physical Plant
8. Director of Residential Life

Anyone knowing any pertinent information concerning the situation should communicate with the University Police Chief. Such information will be valuable to the police department hostage/terrorist team.

First Responding Officer:

1. The decisions made by the first arriving officer will often determine the outcome of the situation. He or she will be faced with a number of urgent responsibilities. All are important and all must be done to the best of his or her ability.
2. Since he or she can expect assistance almost immediately from surrounding police resources, it is imperative that specific assignments be given to all responding units. Each person must be assigned a specific location with a specific purpose or assigned a staging area to await instructions.
3. The first officer to respond to the scene will be in charge of the scene and shall remain in command until specifically relieved by a senior officer.



## **TRANSPORTATION EMERGENCIES**

Plane, train, and tanker truck accidents generally are not limited to the immediate area of the incident. The secondary threat of explosion and release of toxic vapors and fumes should be anticipated and an evacuation of the affected area should be conducted with special emphasis to the area down wind from the disaster.

A train derailment involving an explosion or release of toxic gas may require immediate evacuation of the university. In this case, the immediate potential for harm will require exit from the university by foot or automobile in a direction opposite the danger source. It can reasonably be anticipated that there would not be sufficient time to mobilize buses and transport people off the campus.

Generally, if there were a toxic spill and/or release of toxic gas, the safest plan of action would be to immediately move away from the area at right angles to the prevailing wind and seek an area of higher elevation.

## UTILITY FAILURE

- General
  - For all utility emergencies, notify Physical Facilities at 436-2507 weekdays and University Police evenings, weekends and holidays. At any time, you may notify University Police at 436-3550.
  - Evacuate the building if the fire alarm sounds and/or upon notification by University Police.
- Power Outage
  - A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building.
  - In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored. Laboratory personnel should secure experiments or activities that may present a danger when the electrical power is off or when it is restored unexpectedly. Close sashes on fume hoods and clean up or put away chemicals. Do not perform procedures using hazardous materials until power is restored.
- Flooding or Water Break
  - If flooding occurs, stop using all electrical devices.
  - Notify University Police by calling 436-3550 or 911 from a campus phone and evacuate the area or building.
- Gas Leak
  - If the odor of gas has been detected or if you have reason to believe that a gas leak has occurred, then take the following actions:
    1. Eliminate flames, heat sources and spark-producing devices.
    2. Notify University Police at 436-3550.
    3. Notify Maintenance at 436-2507.
    4. If Maintenance is unable to address the problem, notify Oneonta Fire Department at 433-3480. Request that they respond to the scene with their gas detector.
    5. Upon request of Maintenance or Oneonta Fire Department, notify NYSEG at 1-800-572-1121 and request that they respond.

6. Restrict traffic
7. Open windows
8. Adjust ventilation as required.

The following buildings are supplied with propane:

<u>Building</u>	<u>Tank Location</u>
Fine Arts	Removed for Infrastructure protection
Morris Conference Center	
Science 1	
Physical Science	

The following buildings are supplied with natural gas, which is supplied via underground piping:

Hunt Union  
 Heating Plant  
 Maintenance  
 Field House  
 Fitzelle Hall  
 Bugbee School  
 Human Ecology

The following building's boilers are supplied by natural gas with backup propane tanks:

<u>Building</u>	<u>Propane Tank Location</u>
Hunt Union	Removed for Infrastructure protection
Fitzelle Hall	

- Elevator failure
  - If individuals are trapped in an elevator car during the loss of service, the following procedures shall be followed:
    1. Contact Maintenance at 436-2507
      - a. Maintenance will contact Otis Elevator. If Maintenance is not available, notify Otis directly.
    2. Provide assurance to the trapped individuals that assistance will be provided to safely evacuate them. Some elevator cars are equipped with emergency telephone units.

## Elevator Emergency Phones

Netzer Administration	436-2495
Fine Arts Passenger	436-4451
Fine Arts Freight	436-2510
Alumni Field House	436-4137
Fitzelle Hall	436-4452
Higgins Hall	436-4208
Hunt Union Freight	436-4455
Hunt Union Passenger	436-4456
Human Ecology	436-4006
Schumacher	436-4450

3. If the trapped individuals indicate that they are injured, or if there is no response, call Oneonta Fire Department for ambulance service.
  4. Maintenance and University Police personnel will be responsible for evacuating the elevator.
- Water line / sewer failure
    - In the event of a water line/sewer failure, remain calm and follow these steps:
      - Notify the University Police immediately at 436-3550. Advise them of the severity and location of the problem. Indicate if any people or objects are in imminent danger.
      - Use extreme caution if any electrical appliances/outlets are near the water. Stop using all electrical equipment.
      - If the source of the water is known and you are confident you can stop it safely, (i.e. unclog the drain, turn off the water), do so cautiously.
      - Assist with protecting objects from water damage by removing them from the area.

If directed to evacuate, follow the same directions for a building evacuation.

- Spill Procedures

These procedures must be posted as required by Section 16.13 (b), New York State Sanitary Code (10 NYCRR 16).

### Minor\* Spills

1. NOTIFY: Notify persons in the area that a spill has occurred.
2. PREVENT THE SPREAD: Cover the spill with absorbent paper.

3. CLEAN UP: Use disposable gloves and remote handling tongs. Carefully fold the absorbent paper and pad. Insert into a plastic bag and dispose of in the radioactive waste container. Also insert into the plastic bag all other contaminated materials such as contaminated gloves.
4. SURVEY: With a low-range, thin-window GM survey meter, check the area around the spill, hands, and clothing for contamination.
5. REPORT: Report incident to the Radiation Safety Officer.

#### Major\* Spills

1. CLEAR THE AREA: Notify all persons not involved in the spill to vacate the room.
2. PREVENT THE SPREAD: Cover the spill with absorbent pads, but do not attempt to clean it up. Confine the movement of all personnel potentially contaminated to prevent the spread.
3. SHIELD THE SOURCE: If possible, the spill should be shielded, but only if it can be done without further contamination or without significantly increasing your radiation exposure.
4. CLOSE THE ROOM: Leave the room and lock the door(s) to prevent entry.
5. CALL FOR HELP: Notify the Radiation Safety Officer immediately.
6. PERSONNEL DECONTAMINATION: Contaminated clothing should be removed and stored for further evaluation by the Radiation Safety Officer. If the spill is on the skin, flush thoroughly and then wash with mild soap and lukewarm water.

\*Define Minor and Major as they apply to your facility.

7. The Radiation Safety Officer will supervise the clean-up of the spill and will complete a report.

RADIATION SAFETY OFFICER: Nancy J. Bachman

OFFICE PHONE: 607)436-3061      HOME PHONE:

ALTERNATE NAMES AND TELEPHONE NUMBERS DESIGNATED BY THE  
RADIATION SAFETY OFFICER:

Sunil Labroo: (607)436-3323

Thomas Rathbone: (607)436-3224

\*\*The appropriate information for your facility should be supplied in these blanks when posting procedures or submitting them with the application.

## **PERSONS STRANDED IN AN ELEVATOR**

If individuals are trapped in an elevator car during the loss of service, the following procedures shall be followed:

1. Contact University Police 911 or 436-3550.
2. Contact MOC at 436-2507.
  - a. MOC will contact Otis Elevator. If MOC is not available, notify Otis directly
3. If needed, contact Oneonta Fire Department 433-3480 for assistance.
4. Provide assurance to the trapped individuals that assistance will be provided to safely evacuate them. Some elevator cars are equipped with emergency telephone units.
5. If the trapped individuals indicate that they are injured, or if there is no response, call Oneonta Fire Department for ambulance service and rescue.
6. MOC, University Police and Oneonta Fire Department personnel will be responsible for evacuating the elevator.