

LE MOYNE
Greatness meets Goodness

CAMPUS SECURITY

Emergency Preparedness Guide

EMERGENCY TELEPHONE NUMBERS

EMERGENCY INFORMATION

MEDICAL EMERGENCIES

FIRE OR EXPLOSION

SUSPICIOUS PACKAGE/MAIL

CRIMINAL ACTIVITY

ACTIVE SHOOTER/ACTIVE THREAT

UTILITY FAILURE

BOMB THREAT

HAZARDOUS MATERIAL SPILL/RELEASE

EVACUATION PROCEDURES

EVACUATION PLAN FOR PERSONS W/ DISABILITIES

WEATHER EMERGENCY/NATURAL DISASTER

EMERGENCY NOTIFICATION SYSTEM

LE MOYNE

Greatness meets Goodness

CAMPUS SECURITY

(315) 445-4444

or

Ext. 4444

from any campus phone

In an emergency situation don't delay! Help is just a phone call away.

On the Le Moyne campus, Campus Security should be your first point of contact to report crimes, fires, medical emergencies or for a general call for service. Please stay on the line with the Campus Security dispatcher until you have been advised that he or she has all the necessary information. Campus Security is available 24 hours a day, seven days a week, in an effort to make the campus environment a safer place to live, learn and work.

See Something! Say Something!
Campus Security (315) 445-4444
or Ext. 4444 from any campus phone

****Note:** Blue light emergency telephones are located throughout campus and automatically connect to Campus Security.

Emergencies can occur without warning, any time, day or night. Planning and having a well-coordinated emergency response helps reduce injuries and property damage. This Emergency Preparedness Guide has been developed as part of the College's Emergency Management Plan to provide faculty, staff and students of Le Moyne College with a quick reference for steps to take during a variety of emergencies.

List of emergencies covered:

- Medical
- Fire or Explosion
- Bomb Threat
- Suspicious Packages/Mail
- Criminal Activity
- Active Shooter/Active Threat
- Weather Emergency/Natural Disaster
- Hazardous Material Spill/Release
- Utility/Power Failure
- Evacuation Procedures
- Evacuation Plan for Persons with Disabilities

In the event of a serious injury, illness or other medical emergency:

- **Call Campus Security immediately at (315) 445-4444. If you call 911, call Campus Security right after your 911 call. Be prepared to provide the following information:**

- Type of emergency
- Identify your location (building name or number, office or room number)
- Victim's condition and information:
 - what has happened
 - nature of injury/illness
 - medical history if known
 - approximate age or age of victim
 - male or female
- Give your name and phone number.
- Stay on the line until the Campus Security dispatcher or 911 dispatcher advises you it is OK to hang up.

While waiting for emergency personnel:

- Remain calm.
- Never attempt to move a seriously injured person, unless a life-threatening emergency exists in the immediate area.
- Provide first aid or CPR if you are trained and qualified to do so.
- Alert other employees/students that an emergency is occurring.
- Have someone stand by to flag down and direct any arriving emergency responders.
- Stay with the injured/ill person until emergency responders arrive.

FIRE OR EXPLOSION

Fire safety is very important for everyone to understand and review periodically. Regardless of your location, you should be observant and aware of at least two exit points in the event of an emergency.

In the event of a fire or explosion, or if you detect smoke or a burning odor, immediately:

- Pull the nearest fire alarm.
- Follow the building evacuation plan.
 - Do not use elevators
- Check doors for heat before opening. If the door is warm to the touch or smoke is seeping in through the door, do not open it.
- If you get caught in smoke, get down low to the floor and crawl, taking short breaths with your nose. Crawl to the nearest exit if possible.
- After evacuating, immediately notify **Campus Security at (315) 445-4444 and/or 911**. Be prepared to provide the following information:
 - Identify location (building name) of the fire or explosion
 - Give the current status of the fire and the suspected cause (if known)
 - Give your name and phone number
- Exit the building as quickly as possible. Do not remain in lobby or near entrances. Move at least 200 feet away from the building so you do not obstruct emergency responders.
- Follow all directions of Campus Security or responding emergency personnel.
- Do not attempt to re-enter the building until told to do so by campus security or emergency responders.

If you cannot evacuate:

- Remain calm, stay in place and close your door.
- If possible call **Campus Security at (315) 445-4444** and/or 911 and advise them of your specific location.
- Prevent smoke from entering your room by blocking any openings. Wet towels or clothing works best.
- Do not open or break the window unless absolutely necessary. Oxygen fuels fire.
- If there is smoke in your room, stay low to the ground and close to a window if you have one. If possible place a wet towel over your mouth and nose.
- Hang a white or bright towel or clothing out your window to alert emergency responders that the room is occupied if necessary.

Persons with Disabilities:

- Assist any disabled persons with evacuating if it is safe to do so. If they cannot fully evacuate, assist them to a secure location, generally in an evacuation stairwell, and notify **Campus Security at (315) 445-4444 and/or 911** of their exact location.

Attempt to extinguish the fire only if the fire is small, you are trained to use a fire extinguisher, and the fire department has already been contacted.

SUSPICIOUS PACKAGE/MAIL

You should always be familiar with the environment around you. A suspicious package or letter might contain explosives, chemical, radiological or biological agents. If a package or letter is suspicious to you, consider the following information provided by the United States Postal Service Inspectors.

Watch For

- Unexpected or unfamiliar senders
- Protruding wires or aluminum foil.
- Strange odor or stains.
- Possibly mailed from a foreign country.
- No return address.
- Excessive tape or string.
- Misspelled or badly typed words.
- Incorrect title or addressed to a title only.
- Excessive postage.
- Mailed to someone no longer with the organization or appears otherwise outdated.
- Marked with threatening language.

If you believe a package/letter is suspicious

- Stop! Don't handle it.
- Do not open, smell or taste.
- Isolate the area immediately. Leave the room and close the door and prevent others from entering the area.
- Notify **Campus Security at (315) 445-4444** immediately.
- Document the names of everyone who was present and have them all remain in a secure area until security/and or police arrive.
- Provide the list of names to Campus Security and/or law enforcement.
- Wash your hands thoroughly with soap and water.

Campus Security will respond and will notify/request any necessary emergency responders such as police, fire, EMS and/or hazardous material team.

Campus Security can be reached 24/7 by calling (315) 445-4444 or ext. 4444 from any campus phone.

In the event of criminal activity:

- Do not confront or attempt to apprehend the perpetrator.
- Call Campus Security immediately at 445-4444 and/or dial 911.

When you have connected with Campus Security or 911, be prepared to provide as much information as possible:

- Where and what is happening (or happened).
- Whether anyone is injured.
- Description of the suspect(s) – sex, race, height, weight, clothing.
- Description of weapon, if any.
- Direction suspect(s) fled from the scene and by what means.
- If vehicle used: make, model, color, license plate and direction of travel.
- Provide the dispatcher with your name and a call back number.

Move to a safe, well-lit area and advise the 911 dispatcher of your description and location.

If it is safe to do so, remain at the scene until Campus Security and/or police arrive.

In the unlikely event of an active shooter on the Le Moyne College campus you must quickly determine the most reasonable way to protect your own life. Have a plan. Planning can save your life.

Run, hide, fight are three action steps to consider.

RUN (Evacuate)

Run away from the threat if you can, as fast as you can.

- If there is an escape path, attempt to evacuate.
- Evacuate if others agree to or not.
- Have an escape route and plan in mind.
- Leave your personal belongings behind.
- Help others escape if possible.
- Keep your hands visible.

Hide

If you are not able to evacuate safely, hide out.

- Stay out of view.
- Block access to your room.
- Lock doors if possible.
- Hide behind large objects.
- Be out of the shooter's view.
- Silence cellphone.
- Turn off lights.
- Remain silent.

FIGHT (Take Action)

Take action as a last resort and only when your life is in imminent danger.

- Attempt to incapacitate the shooter/threat.
- Act with physical aggression.
- Improvise weapons: Use any object within reach that can be used as a weapon.

Call 911

Call 911 as soon as it is safe to do so. Be prepared to provide the following information:

- The location of the shooter/threat (be specific).
- The number of shooters, if more than one.
- Types of weapons being used.
- The number of victims and their location(s).
- Description of the shooter: gender, race, distinguishing clothing feature, identity if known.

When Law Enforcement Arrives

- **Remain calm** – avoid yelling and screaming.
- Immediately raise your hands and keep your hands free of objects such as cellphones.
- Avoid quick movements toward officers.
- Be prepared to be:
 - Detained until situation is under control
 - Searched
 - Identified
 - Interviewed

UTILITY FAILURE

If there is an emergency power failure or someone is trapped in an elevator, it should be reported to Campus Security immediately at **(315) 445-4444**.

General Power Failures

- Minor failures of electricity, gas, heating and water should be reported to the **Physical Plant at (315) 445-4500** during normal business hours.
- After hours notification should be made to **Campus Security at (315) 445-4444** who in turn will make the necessary notifications.
- Turn off all electrical, office and computer equipment to avoid damage or an overload when service is restored.

Emergency Power

- Much of Le Moyne's campus is equipped with emergency generators capable of providing heat and electricity to critical areas of the campus.
- Temporary emergency lighting is provided in all other buildings and will remain lit long enough for the building to be evacuated if necessary.

Evacuation

- If an evacuation is warranted please follow the directions of Campus Security, Campus Life and Leadership staff, and/or emergency responders.
- You will be directed to a secondary location if weather conditions dictate or the evacuation will be for an extended period of time.

Campus Security can be reached 24/7 by calling (315) 445-4444 or ext. 4444 from any campus phone.

If you receive a bomb threat by phone:

- Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
 - Use the record function on your cellphone if possible to record the conversation
- Try to get as much information as possible about the location of the bomb and a description of the bomb and caller.
- Use the Bomb Threat Check List Form if available to record pertinent information. Ask the following questions:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you?
- What is your name?

- Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call **Campus Security at (315) 445-4444 and/or 911**.
- After the caller hangs up immediately call **Campus Security at (315) 445-4444 and/or 911**.
- If an evacuation of the building is ordered, take the Bomb Threat Check List Form with you and give it to Campus Security.

If a suspicious package or item is found:

- If you find an item you suspect may be a bomb, **DO NOT TOUCH, MOVE OR DISTURB IT.**
- Leave the office or room you are in before using your cellphone.
- Call **Campus Security immediately at (315) 445-4444**, then notify your supervisor or responsible College employee.
- Keep people away from the area until help arrives.
- Follow all directions given by Campus Security and/or arriving law enforcement.

If you are notified of a bomb threat on campus:

- Do not touch or disturb any suspicious package.
- Do not use your cellphone, portable radio or any other electrical device in the area of the suspicious package or threat.
- Stay clear of any suspicious package and help keep others away from it until Campus Security arrives.
- Follow all directions given by Campus Security and/or arriving law enforcement.

Evacuation:

- Remain calm and follow the buildings' evacuation plans.
- Stay away from windows, glass doors or other potentially hazardous areas.
- Exit the building as quickly as possible. Do not remain in the lobby or near entrances. Move at least 200 feet away from the building so that you do not obstruct emergency responders.
- Follow all directions given by Campus Security and/or arriving law enforcement.
- Do not attempt to re-enter the building until told to do so by Campus Security or law enforcement.

When a hazardous material spill/release occurs it is necessary to take prompt and appropriate action. The response to a spill/release will depend on the quantity of the material spilled and severity of the hazard it presents. Any chemical spill or release which is beyond the capabilities of trained users or other internal response providers to contain is classified as an emergency spill.

Any spill of a hazardous or radioactive material should be reported immediately to **Campus Security at (315) 445-4444 and/or 911**.

- In educational facilities - It is the responsibility of the faculty and the lab instructors to know the characteristics of the chemicals they work with and to take precautions to protect themselves and students in containing spills that occur.
- In work areas - It is the responsibility of employees to know the characteristics of the chemicals they work with and to take precautions to protect themselves and others in containing spills that occur.

Larger spills, highly toxic spills or spills/releases associated with a risk of fire/explosion will necessitate the response by a local fire department and often a HazMat Team.

Emergency Actions

- First priority is First Aid.
 - Any spill that results in personal exposure or injury should be treated immediately
- Alert others in close proximity that a spill has occurred and get all personnel/students away from danger.
 - Keep others from entering the affected area.
 - Try to leave the building/area without passing through the contaminated area.
- Immediately notify security at **(315) 445-4444**.
- Provide the following information to help assess the severity of the spill:
 - Building name
 - Room number
 - Incident type
 - Suspected material (if known)
 - Approximate quantity
 - How many people have been effected (victims)

-
- If the nature of the spill threatens other occupants in the building (fumes, vapors, fire) activate the building's fire alarm and evacuate in a calm, orderly manner.
 - If you have been contaminated avoid contact with others. Wait in a safe area and be treated by emergency responders so you can be properly decontaminated.
 - If possible remove any contaminated clothing
 - Wash all areas your skin or clothing came into contact with the hazardous material
 - Campus Security will coordinate the necessary emergency response (i.e., fire, EMS, police, hazmat, NYS Department of Environmental Conservation, etc.).
 - Do not re-enter the area until it is completely decontaminated and the all clear has been given by authorized personnel.
 - Give emergency responders room to work and follow their instructions.

If a radiation hazard is present:

- Warn others and stay as far away from the hazard as possible.
- Take advantage of any large dense objects materials that can be used to shield you from the radiation source.
- If the radiation exposure is occurring outside, move inside to reduce any exposure.

NOTE: If you are thoroughly familiar with the hazards of the material and have been trained, you may consider attempting to contain a minor spill. However, no attempt to contain a minor spill should be made unless you are trained in and have access to the necessary personal protective equipment. Cleaning or containing a hazardous spill is dangerous and should be performed by professionally trained persons. Do not risk exposing yourself to danger.

EVACUATION PROCEDURES

Emergencies requiring an evacuation can occur when you least expect them, day or night, during any type of weather. You must be prepared to evacuate.

If a fire alarm sounds or a building evacuation is ordered:

- Immediately evacuate the building in a calm, orderly manner.
- If you are supervising students, instruct them to remain calm and to stay together.
- Assist people in immediate danger, but only if it is safe to do so without endangering yourself.
- Assist people with disabilities with evacuating as outlined in the Evacuation Plan for Persons with Disabilities.
- Do not use elevators.
- Use stairways for emergency evacuation.

Once you have evacuated the building:

- Do not remain in lobby or near entrances.
- Move well away from the building so you do not obstruct emergency responders.
- Follow all directions given by Campus Security and/or arriving emergency responders.
- Report the names of any persons with disabilities that you know require additional assistance and their last known location.
- Report the names of anyone missing to Campus Security or emergency responders with their last known location.
- Do not attempt to re-enter the building until told to do so by Campus Security or emergency responders.

If conditions prevent you from being able to evacuate:

- Remain calm, stay in place and close your door.
- If possible call **Campus Security at (315) 445-4444 and/or 911** and advise them of your specific location.
- Prevent smoke from entering your room by blocking any openings. Wet towels or clothing works best.
- Do not open or break the window unless absolutely necessary. Oxygen is fuel to a fire.
- If there is smoke in your room, stay low to the ground and close to a window if you have one. If possible place a wet towel over your mouth and nose.
- Hang a white or bright towel or clothing out your window to alert emergency responders that the room is occupied.

Emergency responders are usually available to assist with any evacuation. However, that is not always the case and you should have a plan. It may not be possible to know the exact location of all disabled students, employees or guests on campus at any given time.

Planning

- Individuals with mobility issues or other concerns that may make an independent evacuation difficult are encouraged to discuss alternate plans with instructors, supervisors, the director of disability support services or Campus Security in advance of any emergency.
- Become familiar with your area by knowing two exit points, location of stairwells, location of fire alarm stations, fire extinguisher locations and telephones.
- Establish areas of refuge if you are not able to evacuate the building.

Assistance

- Faculty and staff are asked to assist persons with disabilities during building evacuations.
- The director of disability support services, director of human resources, academic dean of the College of Arts and Sciences, the dean of the Madden School of Business, and the dean of the Purcell School of Professional Studies will provide Campus Security with a list of known students, staff and faculty requiring assistance during building evacuations. The list will include the person's office, classrooms and/or residence hall locations during different times of the day.
- During a building evacuation, assist persons with disabilities by helping them move to the nearest marked exit. A person who uses a wheelchair or a person with mobility impairment may use the building elevator, but never in the case of a fire or explosion.
- During a fire, assist persons with disabilities to the nearest stairwell and help them exit the building. If the person's disability prevents you from helping them exit the building, you should then assist him or her to a safe area, preferably an area with a telephone if they do not have a mobile phone, and call **Campus Security at 315-445-4444**, to inform them of the person's exact location.
- Campus Security, upon receiving notification that a person with a disability needs assistance, will direct officers, Physical Plant staff and/or emergency responders to the location.

Evacuation is not possible

- Remain calm, stay in place and close your door if you have one.
- If possible call **Campus Security at (315) 445-4444 and/or 911** and advise them of your specific location and type of assistance you need.
- Prevent smoke from entering your room by blocking any openings. Wet towels or clothing works best.
- Do not open or break the window unless absolutely necessary. Oxygen is fuel to a fire.
- If there is smoke in your room, stay low to the ground and close to a window if you have one. If possible place a wet towel over your mouth and nose.
- Hang a white or bright towel or clothing out your window to alert emergency responders that the room is occupied.

WEATHER EMERGENCY/NATURAL DISASTER

In Central New York our weather is unpredictable and we must be prepared for the worst. A weather emergency can take several forms, including, but not be limited to, snow emergencies, tornados and floods. Planning and preparation is very important.

Blizzards

- Monitor approaching winter storm conditions - freezing rain, sleet, heavy snow, wind-chill conditions.
- Ensure that employees and students are aware of cold weather safety rules and understand College policy for operating and closing under adverse weather conditions.
- If conditions are too severe to travel, stay on campus and wait out the storm.

Floods

- In heavy rains, be aware of flash flooding.
- Seek high ground.
- Do not drive or walk through standing or running water.

Extreme High Winds

- Indoors – stay away from glass doors and windows whenever possible.
- Outdoors – move indoors as quickly as possible. Be alert for flying objects.

Severe Thunderstorm

- Take cover immediately.
- Avoid trees.
- Avoid electrical equipment, water, metal, telephones.
- Stay far away from downed power lines.

Tornado

- Close all doors; stay away from windows.
- Move students/employees to a lower level hallway or basement.
- Remain in the sheltered area until an all clear is given.

If you receive a warning that severe weather is approaching, proceed to a safe area where you can stay inside and gain access to weather-related information. Important terms and action steps for various severe weather events are outlined below:

Key Weather Terms

- **Watch:** Means conditions are favorable for severe weather. Remain alert and prepared to implement a plan of action.
- **Warning:** Severe weather is occurring (such as a tornado). Take immediate action.

Best areas for shelters:

- Basement
- Inside walls on opposite side of corridor from which storm is approaching
- Restrooms without windows
- Interior hallway on lowest or ground floor (no windows and doors secured at either end)

Areas to Avoid:

- Lobbies
- Walkways
- Atriums
- Rooms with large roof spans, such as gymnasiums, and auditoriums.
- End rooms in one-story buildings
- Rooms with a large glass area
- Hallways that could become “wind tunnels”

When outside in the open:

- Move at right angles away from the tornado
- Attempt to reach a shelter, such as a building basement
- If there is no time to escape or find shelter, lie flat in a ditch or depression

It is the intent of the College to operate according to normal schedule whenever possible and to cancel classes or close offices only when it is extremely difficult for students and employees to commute.

College Closing

- In the event that weather or other acts of God render conditions so serious as to necessitate closing College offices and canceling classes, the following actions will be taken:
 - Heights Alert System will be activated if necessary
 - Campus wide email will be sent out
 - Class cancellation line (445-4780) will be updated
 - Office of Communications will alert all pertinent media outlets
- Regardless of the reason for the College closing, some essential employees will be expected to stay at work or report to work. If conditions are so severe that employees cannot travel or report to work, on duty staff will be required to stay and work overtime.

Call Campus Security at (315) 445-4444 immediately to request assistance or to report any damage or injuries.

The Heights Alert system has been implemented by Le Moyne College in order to quickly notify our students, faculty and staff in the event of an emergency.

If you have questions regarding Heights Alert, please contact **Campus Security at (315) 445-4444.**

SIGN UP or UPDATE TODAY! IT ONLY TAKES A FEW MINUTES!



To sign up or update your user information go to:
www.lemoyne.edu/heightsalert

LE MOYNE
Greatness meets Goodness

Campus Security
Le Moyne College
315.445.4444