

## CONTACT NUMBERS AND NOTIFICATIONS

### Contact Numbers

#### Campus Safety (Fire/Police/EMS)

- Non-emergency use - **778-5083**
- Emergency use - **911 (9-911 from a campus phone)**

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Student Health Services – 778-5181

Student Counseling Center - 778-5210

Campus Operations – Maintenance - 778-5007

### Notification

During a campus emergency, BCC will distribute information to the campus community utilizing the following methods:

BCC Homepage <http://www.sunybroome.edu> and <http://BCCToday.sunybroome.edu>

Wireless Text Message Alerts. Sign up online at <http://www.suny.edu/SUNYALERTsec>

Campus phone line **607-778-5000**.

Building Coordinators.

Local Media/Campus TV/Radio Broadcasts.

## ACTIVE SHOOTER (SHELTER-IN-PLACE) PROCEDURES

### AIRPLANE CRASH

### AMMONIA LEAK – ICE CENTER

### BOMB THREAT / EXPLOSION PROCEDURES

### CHEMICAL ATTACKS

### CIVIL DISTURBANCE/DEMONSTRATION PROCEDURES

### CRIMINAL OR VIOLENT BEHAVIOR

### EVACUATION PROCEDURES

### FIRE

### MEDICAL EMERGENCY/ ACCIDENT

### MENTAL HEALTH EMERGENCY

**SEXUAL ASSAULT INFORMATION**  
**STRUCTURAL COLLAPSE / FAILURE**  
**SUSPICIOUS PACKAGES**  
**TORNADO**  
**UTILITY FAILURE**

**ACTIVE SHOOTER (SHELTER-IN-PLACE) PROCEDURES**

- Move to the nearest location that can be secured by a locked door or barricade with furniture and turn out lights.
- Allow other trusted individuals into your secure location.
- Remain quiet (keep cell phones in a silent ring mode)
- Do not do anything that will draw attention to you.
- Notify Campus Safety.

**AIRPLANE CRASH**

**If inside the building:**

- Seek cover under a desk, table or other heavy furniture which can provide protection from flying glass and debris.
- Remain inside the building until it is safe to exit.
- Follow directions of emergency response personnel.

**If outside the building:**

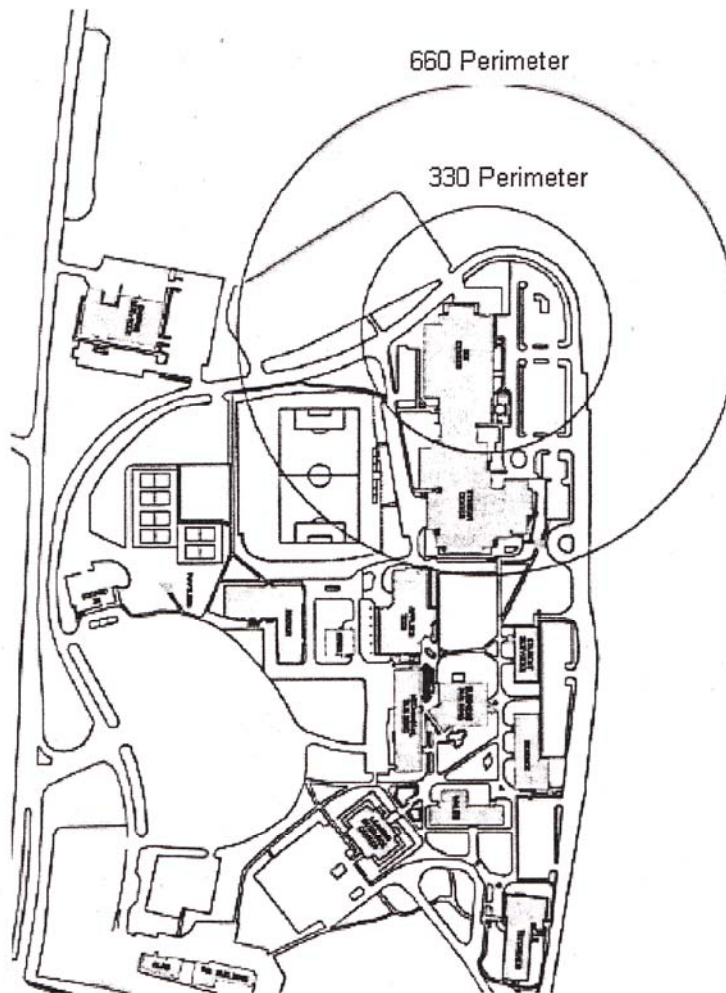
- Follow DROP AND COVER procedures (see “Severe Weather – Earthquake”).
- Move away from the aircraft
- Proceed to a safe area.
- Follow directions of emergency response personnel.

If you have any information about the incident, contact Campus Safety or give the officer-on-scene details.

**AMMONIA LEAK – ICE CENTER**

- In the event of an ammonia leak, an alarm horn will sound in the refrigeration room.
- Occupants of the Student Center and Ice Center should evacuate as needed and move at least 330 feet up wind of the ice center. Typically uphill away from Front Street.
- Do not re-enter the building until told by Campus Safety or emergency responders that the building is safe.

**Safe  
Distance  
Perimeters  
in the  
Event of an  
Ammonia  
Leak**



**BOMB THREAT / EXPLOSION PROCEDURES**

**If You Receive a Bomb Threat (via telephone):**

- If you receive a threatening call (bomb, or other physical harm, etc.) do not hang up. Have someone else call Campus Safety from another extension if possible. Attempt to engage the caller in conversation and obtain as much information as possible. Stay calm and keep your voice calm. Ask questions and take notes. Write down, the date and time of call and phone number from caller ID. Note call details (background noise, gender, accent, stutter, emotional state, etc.)
  - What exactly is the threat?
  - When will it explode?
  - Where was the bomb left?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?

- Who placed the bomb?
  - Who is the target?
  - Why was the bomb placed?
  - What is your address?
  - What is your name?
- Call Campus Safety and follow Campus Safety instructions.
- **If You Receive a Bomb Threat (via E-mail, Letter or Note):**
  - If you receive a bomb threat via e-mail, letter or note, telephone Campus Safety and save note as evidence to be turned in to Campus Safety.

## **CHEMICAL ATTACKS**

- Stay alert for attack warning signs and contact Campus Safety.
- Move upwind from the source of the attack.
- If evacuation from the immediate area is impossible, move indoors (if outside) and upward to an interior room on a higher floor.
- Once indoors, close all windows and exterior doors and shut down air conditioning or heating systems to prevent circulation of air.
- Cover your mouth and nose. If gas masks are not available, use a surgical mask or a handkerchief.
- Cover bare arms and legs and make sure any cuts or abrasions are covered or bandaged.
- If splashed with an agent, immediately wash it off using copious amounts of warm soapy water or a diluted 10:1 bleach solution.
- Seek medical attention if there is any possibility that you were exposed

## **CIVIL DISTURBANCE/DEMONSTRATION PROCEDURES**

- Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the Campus Safety.
- If a disturbance seems to threaten occupants, report it to Campus Safety and:
  - Alert all persons in the area of the situation.
  - Lock all doors and windows.
  - Close blinds to prevent flying glass.
  - If necessary, your department may decide to cease work operations.
  - If necessary to evacuate, follow directions from Campus Safety.

## **CRIMINAL OR VIOLENT BEHAVIOR**

- Be alert to and report suspicious situations or persons and criminal activity to Campus Safety.
- Be prepared to provide the following:
  - Nature of the incident
  - Location of the incident
  - Description of the person(s) involved

- Description of the property involved

### Avoiding violent situations

- Inform Campus Safety about any individuals deemed to be threatening or dangerous.
- Eliminate opportunities for violence by:
  - 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 **Campus Safety** or have someone else call.

## **EVACUATION PROCEDURES**

- Campus Evacuation
  - If it is necessary to evacuate the campus, exit in the direction given by Campus Safety or other emergency authority.
  - Do not put your vehicle in a position where it blocks the way for others.
  - If the road is not usable, leave your vehicle off of the roadway and evacuate by foot.
- Building Evacuation
  - If safe, close your office door and window, but do not lock them.
  - Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
  - Wait for any instructions from emergency responders.
  - Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

### **Handicapped Evacuation Procedures**

- Individuals with disabilities shall move to the evacuation staging areas which are near exits and tops of stairwells.

- Building Representatives will assist in evacuation and/or notify emergency responders immediately about any people remaining in the building and these locations.
- Campus Safety or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.

## **FIRE**

- Notify fire department by pulling the pull station. Call Campus Safety to provide details.
- 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 to the safe area 200 feet from the building that has been identified by the Director of your department or the instructor.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

## **MEDICAL EMERGENCY/ ACCIDENT**

- If any situation appears to be a medical emergency, contact Campus Safety.
- In the event of an accident involving injury or illness:
  - Stay on the phone until instructed to hang up
  - Provide location, nature and cause of injury, and any hazards that may be present.

## **MENTAL HEALTH EMERGENCY**

A mental health emergency is any situation involving individuals in distress who are unable to appropriately manage themselves and 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 unreasonably disturbing to the academic, work or living environment

#### Response procedures

- Contact **Campus Safety**.
- Call the *Campus Counseling Center* at 778-5210. (*Mon – Fri, 8am – 5pm*)

### **SEXUAL ASSAULT INFORMATION**

- If you are a victim of a rape or sexual assault, seek medical attention immediately.
- Contact Campus Safety. Female officers are available upon request.
- Campus Safety can provide you with transportation to the hospital, and a Crisis Services sexual assault advocate will meet you there.
- To help with the investigation you should not:
  - bathe or douche;
  - change clothing, comb your hair or brush your teeth;
  - 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 Campus Safety and medical providers of this immediately.
- If possible, collect any glasses from which you drank.

### **STRUCTURAL COLLAPSE / FAILURE**

If a structure collapses or suffers severe, moderate, or even seemingly light damage:

- Immediately contact Campus Safety. .
- Move to a safe location and protect yourself and others from secondary collapses
- Do not attempt to enter the structure to perform a rescue.
- If you know that someone is trapped or missing, immediately notify emergency responders.



## **SUSPICIOUS PACKAGES**

### How to Identify Suspicious Envelopes or Packages

- Excessive postage
- Handwritten or poorly typed address
- Incorrect title
- Title without name
- Misspelling of common words
- Oily stain, discoloration, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Restrictive endorsements, such as "personal" or "confidential"
- City or state in the postmark that does not match the return address

### For Suspicious Unopened Envelopes or Packages Marked with Threatening Messages:

- Do not touch, shake or empty the contents of any suspicious envelope or package.
- If you have already picked up the package, place it on a stable surface. Do not sniff, touch, taste or look closely at it or any contents that may have spilled.
- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water.
- Report the incident to Campus Safety.
- If possible, list all people who were in the room or area when the envelope or package arrived. Give this list to responding authorities.

## **TORNADO**

- Go to a designated area for your building as follows
  - Basement: Applied Technology, Arts Annex, Business, Mechanical, and Titchener
  - BC Day Care Center - go to the hallway between the children's rooms
  - Campus Services - go to the hallway between the bookstore and room 112
  - Student Center - go to the hallway between the gym & the Food Court. Avoid Lobbies
  - Student Services - go to the hallway between the Security Office and the Financial Aid
  - Wales - go to the hallway between the Administrative Office and HR.

- Science                           - Main floor corridor
  - Decker                            - Around floor, hallways avoiding the Lobby
  - 901 Front Street               - Hall in faculty office area
  - LRC                               - Lower level corridor
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- Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways.
  - Get under a piece of sturdy furniture (e.g. workbench, heavy table, 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.
- 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.

## UTILITY FAILURE

- Power Outage
  - For all utility emergencies, notify *Campus Operations* and Campus Safety.
  - Evacuate building if fire alarm sounds and/or directed by Campus Safety.
  - Fume hoods do not operate during a power outage. Do not use laboratories 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 until power is restored.
- Flooding or Water Break
  - If flooding occurs, stop using all electrical devices.
  - Notify Campus Safety and evacuate the area or building.
- Gas Leak
  - Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
  - Do not switch lights on or off.
  - When you are a safe distance away from the leak, call Campus Safety.
  - DO NOT re-enter building until cleared told do so by Campus Safety.
- Elevator failure
  - If you are trapped, use the emergency phone in the elevator and/or push the alarm button.
  - If you have a cellular telephone, call Campus Safety. Remain calm and wait for help to arrive.
  - If you discover trapped people, notify **Campus Safety**, talk to the trapped people and try to keep them calm until an officer or other help arrives.
- Water line / sewer failure
  - Notify Campus Safety immediately. Advise them of the severity and location of the problem.
  - Stop using all electrical equipment.
  - If the source of the water is known and you can stop it safely, (i.e. unclog the drain, turn off the water), do so cautiously.
  - If safe to do so, protect objects from water damage by removing them from the area.

- If directed to evacuate, follow building evacuation procedures.