

Safety Preparedness Guide



Campus Safety
Dean of the College

Colgate University

Dear Members of the Colgate Community:

In any campus emergency, Campus Safety should be the first contact since it is the office on campus best equipped to deal with emergency situations. This guidebook is intended to be a tool to help educate our campus community about safety policies and practices. Please take the time to review this book and become familiar with its contents.

Remember, in all emergency situations, your personal safety is the first priority. Here are some simple things that you should do to increase your personal safety:

- 1) Log on to the Colgate portal (<http://portal.colgate.edu>) and click on the RAVE Alert link. RAVE Alert allows the university to send important safety information to students, faculty, and staff via mobile devices and e-mail. RAVE Alert automatically utilizes the contact information listed in your portal account, so individual registration is not necessary. Please make sure you have entered your cell phone information in order to receive text alerts.
- 2) **Take a few minutes now and record emergency contact information in your cell phone. When using an off-campus phone, Campus Safety can be reached at 315-228-7911.**
- 3) **When using a phone line on campus, Campus Safety can be reached by dialing 911 or extension 7911.**
- 4) Keep the exterior doors to your room or residence locked at all times!
- 5) Be aware of your surroundings and report suspicious persons or activities.
- 6) Familiarize yourself with all evacuation routes in your residence hall as well as your classroom buildings and the assigned meeting areas for those buildings in the event of an evacuation.

Let's all do what we can to keep Colgate an even safer university!

Suzy Nelson
Vice President and Dean of the College

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EMERGENCY CONTACT NUMBERS

Campus Safety – Urgent	315-228-7911
Campus Safety – Business	315-228-7333
Associate VP & Dean of Students	315-228-7370
Counseling & Psychological Services	315-228-7385
Residential Life	315-228-7367
Environmental Health & Safety	315-228-7994
Student Health Services	315-228-7750

In addition to Campus Safety, Colgate has other groups that support emergency preparedness. These groups include our Emergency Management Team and Executive Group.

Emergency Management Team (EMT): The EMT is comprised of campus management staff having a direct operational role during emergency operations. The EMT will meet when a possible emergency could arise or is currently occurring. Working in concert with law enforcement and fire officials, they will evaluate the circumstances and make appropriate decisions on the steps that will be taken.

Executive Group: The Executive Group is comprised of senior level staff who, will advise and be directly involved in the decision making process in collaboration with the Emergency Management Team.

EMERGENCY NOTIFICATION SYSTEMS

Colgate has a variety of modalities it can use in an emergency. These include:

- RAVE Alert – allows Colgate University to send time sensitive emergency messages to students, faculty and staff via email and any other contact information listed in your portal account. Registration is not necessary but you should enter cell phone information to receive text alerts. Log on to the Colgate portal (<http://portal.colgate.edu>) and click on the RAVE Alert link to make sure your contact information is up-to-date.
- Cooper Outdoor Wide-Area Mass Notification System – Speaker arrays are placed in designated areas across campus.
- Informacast - sends alerts via the university telephone system.

- Colgate webpage
- Every Colgate classroom is equipped with a phone that can be used in the event of an emergency. Picking up that phone and dialing 911 will allow you to immediately contact Campus Safety. You may also reach Campus Safety by dialing extension 7333 or 7911.
- Community Leaders each have a campus phone in his/her room. These phones can be used to contact Campus Safety in the event of an emergency.
- All administrative offices at Colgate are equipped with at least one campus phone.

SHELTER-IN-PLACE

In the event that an emergency situation requires Campus Safety to issue a 'Shelter-in-place' alert message, the following guidelines are aimed at keeping you safe while remaining indoors:

- Stop classes or work, or close business operations.
- If there are students, faculty, staff, or visitors in the building, provide for their safety by asking them to stay and not leave.
- When University authorities suggest to 'Shelter-in-Place'; everyone should take those steps now, where they are, and not drive or walk outdoors.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select interior room(s) above the ground floor, with the fewest windows or vents.
- The room(s) should have adequate space for everyone to be able to sit in.
- Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, copy and conference rooms without exterior windows will work well.
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes.
- It is ideal to have a hard-wired telephone in the room(s) you select. Have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room(s). Shut and lock the door(s).

- Be vigilant for Rave Alert updates until you are told all is safe or you are told to evacuate. These updates may call for evacuation of specific areas.

In the event of a ‘Shelter-in-Place’ status, you should go to a **SAFE ZONE** as described below. Please try to:

- Remain calm,
- Lock any doors,
- Close and lock any windows and shut blinds.

If you can do so **SAFELY**:

- Inform others in your area of the ‘Shelter-in-Place’ status.
- If someone needs assistance, help get the person to an area where he/she can shelter-in-place safely.
- If you are in an area with a door that does not lock; use all available items including desks, dressers, tables, chairs, etc. to keep the door(s) secure.
- Stay low on the floor and away from windows and doors.
- Stay under desks if possible.
- **DO NOT** leave the area until you are told to do so by Campus Safety and/or other authorized personnel.

SAFE ZONES

SAFE ZONES are any lockable rooms on campus that can help to prevent access by a possible intruder. These areas may include offices, residence hall rooms, classrooms, locker rooms and tunnel areas. If you are in these areas during a ‘Shelter-in-Place’ status, stay in them until you receive further instructions from Campus Safety or other authorized personnel. If you are not inside of a safe area when an emergency arises, you should move to one as quickly as you can safely do so.

MEDICAL EMERGENCY

In the event of a medical emergency:

- Remain calm and contact **Campus Safety at 315-228-7911**.
- Do not move the injured/ill person. If it is **SAFE** to do so, comfort them and reassure them that help is on the way.

- Do **NOT** touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming into contact with bodily fluids.
- If you are certified in first aid and it is **SAFE** to do so, provide care to the person to the extent you are capable.
- Follow all directions given to you by Campus Safety and/or other authorized personnel.

FIRE

If the fire alarm sounds:

- Remain calm, do not run and immediately evacuate the building by the nearest exit.
- If you observe smoke or a fire and the alarm is not sounding, leave the building **IMMEDIATELY** and while doing so attempt to find the nearest pull station and **ACTIVATE** the fire alarm if it is **SAFE** to do so.
- Close doors behind you if possible and **SAFE** to do so.
- Shut down any hazardous operations quickly if it is **SAFE** to do so.
- If it is not safe to use the nearest exit, go to the next closest available exit.
- **DO NOT** use elevators!
- Contact **Campus Safety at 315-228-7911** as soon as possible.
- Evacuate the building via the nearest exit and stay together so that an accurate account of building occupants can be made.
- If you can do so **SAFELY**, assist any person(s) with disabilities with their evacuation as well.
- If you know of anyone who may possibly be trapped inside the building provide their last known location to Campus Safety, the Fire Department or other authorized personnel.

EVACUATION

In the event that evacuation is needed due to a fire or other emergency:

- Please remain calm.
- Evacuate your building at the nearest exit.
- Do not run or use elevators!

- Once you have evacuated, please get at least 600 feet away from the building and stay together so that an accurate account of building occupants can be made.
- If someone needs assistance leaving the building and you can do so **SAFELY**, please assist this person out of the building and get at least 600 feet away from the building.
- Please remain away from the building until you receive further instructions from Campus Safety and/or other authorized personnel.
- Evacuation diagrams and/or maps are posted in all Colgate buildings.

POWER FAILURE

If there is a power failure on campus:

- Report it to **Campus Safety at 315-228-7911**.
- Follow all instructions given to you by Campus Safety and/or other authorized personnel.
- If the power failure is expected to be of long duration, you will be informed of this once it is known.
- You may be requested to assist in helping others to safely precede to assigned evacuation site/meeting areas if leaving campus is not possible.
- Please assist in accurately accounting for members of the campus community by reporting any missing persons immediately to Campus Safety.

BOMB THREAT

In the event you receive or overhear a bomb or other mass casualty threat: Contact Campus Safety immediately.

- For security reasons it is best to, if possible, avoid using a cell phone or two-way radio when reporting the threat.
- Do not activate any fire alarms.
- In the event the threat is received by phone, try to document any pertinent information you can gather from the call.
- Follow all instructions that are given to you by Campus Safety and/or other authorized personnel.

- If evacuation is required, do so calmly and move at least 600 feet away from the building and stay together so that an accurate account of building occupants can be made.

SUSPICIOUS PACKAGE OR SUBSTANCE

If you discover a suspicious package or substance:

- Do not touch the item.
- **DO NOT** use a cell phone near the area.
- Remain calm and immediately leave the area, and warn others of the possible danger.
- Once you can safely do so, contact Campus Safety and advise them of the situation. Be sure and provide any information you can recall regarding the location of the item, size, description, etc.
- Follow all instructions given to you by Campus Safety and/or other authorized personnel.
- If physical contact is made with the package or substance, wash all affected areas of the body as soon as possible.

EXPLOSION

- Take immediate cover under tables, desks or other objects that will give you protection from falling glass and debris.
- Do your best to remain calm and once it is **SAFE** to do so, evacuate the building and move at least 600 feet away and stay together so that an accurate account of building occupants can be made.
- If others around you need assistance and you can **SAFELY** do so, assist them in exiting the building.
- Use caution when opening doors or exiting via the windows.
- As soon as possible, contact **Campus Safety at 315-228-7911** and tell them as much information as possible including the location of the explosion, other locations in the building where injured people may be and any injuries you have observed.
- Please remain away from the building and follow all instructions given to you by Campus Safety and/or other authorized personnel.

HAZARDOUS MATERIAL EXPOSURE AND/OR SPILL

In the event there is a hazardous material spill:

- Remain calm.
- Immediately leave the area if it is **SAFE** to do so and go to a safe area.
- If you or another person needs medical assistance or to use the decontamination facilities in another building and it will not affect your safety, please do this first.
- As soon as you or another person is able to, contact **Campus Safety at 315-228-7911**.
- Provide as much information as possible including identity of hazardous material involved, the location and how many people are affected.
- Follow all the instructions that are given to you by Campus Safety and/or other authorized personnel.

WEAPONS ON CAMPUS

If you observe a weapon on campus:

- You should remain calm and immediately contact **Campus Safety at 315-228-7911**.
- **DO NOT TOUCH THE WEAPON.**
- If the situation warrants, remove yourself from the area in which the weapon is located.
- Advise Campus Safety of your exact location and a description of the weapon. Follow all instructions given to you by Campus Safety and/or other authorized personnel.

If you observe a person(s) with a weapon on campus:

- **DO NOT APPROACH** the person(s) with the weapon.
- Remain calm and contact **Campus Safety at 315-228-7911** as soon as it is **SAFE** to do so.
- Provide all available information to Campus Safety including your name, phone number, and a description of yourself, a description of the person with the weapon, the types of weapon (if you know) and the number of weapons you have observed as well as any other information that could be pertinent.
- Follow all instructions given to you by Campus Safety and/or other authorized personnel.

INTRUDER ON CAMPUS

If you come across or learn of an intruder or someone who is threatening the safety of individuals on campus, immediately contact Campus Safety as soon as you can do so safely. In addition, remove yourself from danger. Do not approach the person. Be prepared to give a full description of the individual, as well as his or her location.

ACTIVE SHOOTER ON CAMPUS

If you see or hear of an active shooter **ON** campus:

- Immediately contact **Campus Safety at 315-228-7911**.
- Do **NOT** approach the person with the weapon.
- Remain calm and if it is **SAFE** to do so, immediately leave the area and advise others to do the same.
- If possible, enter a building and go to a classroom or **SAFE ZONE** and secure the door, close the windows, turn off the lights and stay low to the floor, away from the door.
- If the door will not lock, use barricades to help stop it from opening.
- Do **NOT** leave the area until you are instructed to do so by Campus Safety or Police.
- Follow **ALL** instructions given to you by Campus Safety or Police.

HOSTAGE SITUATIONS

If you see or hear of a possible hostage situation:

- Immediately remove yourself from any danger.
- Stay low below windows and behind cover if possible.
- Remain calm and contact **Campus Safety at 315-228-7911** as soon as you can do so **SAFELY**.
- Be prepared to give as much information as possible to Campus Safety including; your name and phone number, the location, number of possible hostages, number of possible hostage takers, physical descriptions of the hostage takers, any possible injuries and the types of weapon being used.

If you are taken hostage:

- Remain calm and cooperate with your captors.
- Do **NOT** attempt to escape unless there is **NO** danger in doing so.
- If possible, call **Campus Safety at 315-228-7911** and leave the line open.
- Do **NOT** draw attention to yourself. Do what you are told to do.
- Do not speak unless spoken to and do **NOT** try to intimidate the captors.

SEVERE WEATHER EVENTS

In the event of severe weather:

- The National Weather Service, as well as New York Alert, issues warnings or advisories.
- Weather alerts can include but are not limited to ice storms, snow storms or thunderstorms.
- If you hear of a weather alert, please follow its instructions.
- If possible, stay inside your building, away from windows and other areas with glass.
- Do **NOT** use your cell phone or any type of portable phone during a thunderstorm.
- If you are outside, immediately go into a building to avoid possible falling tree limbs and other debris.
- Stay inside your building until the weather event has passed.
- If you receive an alert from the Rave Alert system follow any instructions provided or await further instructions from Campus Safety or other authorized personnel.

TORNADO / HURRICANE:

- Remain calm and immediately take cover in the lower section of a building including basements, tunnels and lower covered stairwells if there is the possibility of a tornado or hurricane.

NATURAL DISASTERS:

- Report any natural disasters to **Campus Safety at 315-228-7911**.
- Follow all instructions given to you by Campus Safety.
- If others need assistance getting to the safer areas and you can do so **SAFELY**, please assist them.
- Do **NOT** leave the safe area until you are instructed to do so by

Campus Safety and/or other authorized personnel.

FLOODS:

- Remain calm and immediately get to a safe area that is above the flooding. If outside, seek higher ground. If inside a building, go to the upper levels.

MISSING PERSON

If there is a Student, Faculty, Staff or other person missing:

- Immediately contact **Campus Safety at 315-228-7911**.
- Be prepared to give your name and phone number as well as provide all information possible regarding the missing person including a physical description: where the person was last seen and what he/she was last wearing, what physical condition the person was in when last seen, if he/she was driving or has a vehicle and its description, who the person was with, and where you believe the person may be heading.
- Be prepared to provide information on any medical or other special conditions that you know about.

SUICIDE ATTEMPT or SUICIDE

In the event a person expresses suicidal thoughts or attempts suicide:

- Do not leave the person alone if you can remain with them **SAFELY**.
- If weapons are present, leave the area immediately.
- Contact **Campus Safety at 315-228-7911**.
- Remain calm.
- **DO NOT** touch any weapons or other items that the person may consider using, or has used, to ensure your personal safety.
- Advise Campus Safety of all possible weapons or other items if you can do so **SAFELY**.
- Show support to the person without being judgmental.
- Follow all directions given to you by Campus Safety and/or other authorized personnel.

If there is a possible suicide:

- **DO NOT** touch anything in the area.
- **IMMEDIATELY** call **Campus Safety at 315-228-7911**.
- Remain calm and be prepared to give all information possible to Campus Safety including your name, phone number, location, name of victim if known and any other pertinent information.

EMERGENCY SUPPLIES

For the workplace, where you might be confined for several hours, the following supplies are suggested to have available:

- Flashlight
- Battery-powered radio
- Food - High-energy foods (granola bars, energy bars, etc.)
- Water
- Medications - If you use prescription medications, keep at least a small supply of these available.

More Information

If you would like more information on Emergency Preparedness please check the American Red Cross website:

www.redcross.org/services/disaster/beprepared

MEDIA POLICY

The Vice President for Public Relations and Communications will be the university's spokesperson and will address all questions from the media.

Please direct all questions from any media to Colgate's communications office at 315-228-7417.

