

## Emergency Procedures

Entrances to every campus building are posted with campus emergency procedures. All campus personnel should be familiar with these two procedures.

### 1. Building Evacuations

When the fire alarm sounds (and flashes), building occupants are required to evacuate the building.

While many residence halls have a single point of entry for security reasons, evacuations should occur through **the nearest exit**. Residents should identify the exit nearest their residence hall room upon arrival.

After evacuation, campus personnel should meet at the primary assembly area to provide any information to emergency response personnel on the nature or location of the emergency—and location of any persons remaining in the building.

### 2. Shelter-In-Place

If campus personnel are notified of the need to implement a Shelter-In-Place, they should close all opened windows and doors and move to a central location within the building.

*Emergency Response personnel will provide additional instructions should emergencies requiring implementation of these procedures ever actually occur.*

Evacuation  
**GET OUT!**

Shelter-in-Place  
**STAY IN!**

Additional Instructions will be provided by Emergency Response Personnel

## Evacuation Drills

Two unannounced evacuation drills are conducted at each Residence Hall every semester. At least one of these drills is conducted at night.

Campus personnel unable to hear or respond to the Evacuation/Fire Alarm should notify their Resident Director. Accommodations/safe guards can be implemented.

All Campus Emergencies are to be reported to University Police  
UP Emergency Number

**5222**

*Blue Light Phones automatically connect to University Police*

*Dial 245-5222 from cell phones.  
Do not call 911 for campus emergencies.*

### Emergency Response Process

University Police immediately respond to any emergency situation. They assess the situation and determine what, if any, additional emergency response personnel are needed.

Desired emergency response personnel are then summoned by UP through direct radio contact to the Livingston County 911 center. These can include:

- Village of Geneseo Fire Department/Ambulance
- Livingston County Haz Mat Team
- Livingston County Emergency Management
- Private Ambulance Companies
- Additional Police Agencies (Village of Geneseo, County Sheriff's, State Police, etc.)
- Other response personnel, as required

## Information for Your Safety:

## Campus Emergency Preparedness

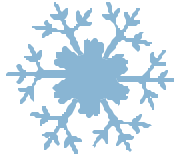
- What are the Emergency Plans?
- What are procedures for students?
- Family Communication Plan recommendations
- Campus Emergency Phone Number (5222)



## Emergency Planning at SUNY Geneseo



**Snowstorms**  
**Ice Storms**  
**Power Outages**  
**Fires**



*These are all emergency situations that have and may again occur on the SUNY Geneseo campus.*

While we cannot control the weather and unfortunately emergencies will happen, the negative effects these occurrences have on campus activities and operations can be minimized through preparation.

In 1996, the SUNY Geneseo Emergency Planning Team was formed with representation from:

University Police  
EHS  
Health Services  
Residence Life  
Facilities Services  
Students  
Campus Auxiliary Services  
Institutional Research

The team developed Campus-Wide Emergency Response and Communications Plans to be implemented in emergency situations. These procedures are presented in flowchart form to provide quick reference for immediate action and communication.

## Campus-Wide Emergency Response and Communication Plans

The Emergency Planning Team determined potential campus emergencies fell into five general categories:

1. Actions Requiring Police Response  
Examples:
  - Weapons Situations
  - Bomb Threats
  - Hostage situations
  - Threats to Life of Property
2. Response to Campus Personnel Situations
  - Death or serious injury to student or other campus personnel
3. Campus Response to Off-site Emergencies  
Examples:
  - Off-site Hazardous Material release
  - Request to house others
4. Physical Catastrophe  
Examples:
  - Building Fire
  - Weather-related Emergencies
  - Gasoline Spill from vehicle on campus
5. Communicable Disease or Other Significant Health Threat  
Examples:
  - Measles
  - Meningitis
  - Whooping Cough

These flowchart format plan are available on the EHS website at: [www.geneseo.edu/~ehs](http://www.geneseo.edu/~ehs).

For security reasons, access to this site is limited to campus-based computers.

## Departmental Emergency Response Plans

In support of the Campus-Wide Emergency Response and Communication Plans, each campus department is responsible for developing specific procedures and protocols to ensure mission critical department services and operations are recovered as quickly as possible after an emergency.

## Student/Family Emergency Communications Plans

The Emergency Planning Team recognizes the vital importance of communication during an emergency situation.

The campus phone system is not reliant upon electricity. **Phones will be operations during electrical outages** enabling family members to contact students with campus phone service.

Remote access to the internet has been established that will allow the campus to post web-based messages during local power outages at [www.geneseo.edu](http://www.geneseo.edu).

The Emergency Planning Team also recommends that students and their families develop a Family Emergency Communication Plan should primary means of communication be interrupted at the campus or at the students home.

This simple process involved *identifying a relative or family friend that lives distant to home and the campus to call and relay messages*. All family members should know the phone number—and have it accessible in written form.

*Hi, Aunt Ida.  
Please tell Mom I'm OK when she  
calls. I don't want her to worry.*

