

## Emergency Procedures

Campus emergency procedures are posted at entrances to every campus building. Students should be familiar with these procedures. In general they are:

### 1. Building Evacuations – GET OUT!

- When a fire alarm activates, building occupants are required to evacuate the building.
- Evacuations should occur through the nearest exit. Residents are to identify the exit nearest their residence hall room upon arrival.
- Always know a second way out in case you cannot leave the way you came in.

### 2. Shelter-In-Place – STAY IN!

- If students 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 actual emergency situations ever occur.

## Evacuation Drills

Two unannounced evacuation drills are conducted in each residence hall every semester. At least one of these drills is conducted at night.

Students unable to hear or respond to the Evacuation/Fire Alarm should notify their Area Coordinator. Accommodations/safeguards can be implemented.

Unannounced evacuation drills are also conducted as required by NYS Fire Code in each campus academic and administration building.

## Campus-Wide Emergency Response and Communication Process

### Emergency Response Process

University Police (UPD) responds immediately 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 UPD 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
- additional police agencies (Geneseo Police,  
County Sheriff, State Police, etc.)
- other response personnel, as required

## EMERGENCIES ON CAMPUS

Call University Police at  
**585.245.5222**  
**or Dial 911**

Blue light phones automatically  
connect to University Police

[www.geneseo.edu/emergency](http://www.geneseo.edu/emergency)

INFORMATION FOR YOUR SAFETY

# GENESEO

DIVISION OF  
Student and  
Campus Life

OFFICE OF  
Environmental  
Health and Safety

## Emergency Response — AND — Preparedness — FOR — Students and Families

Emergencies on campus  
call University Police  
at 585.245.5222 or dial 911

FOR MORE INFORMATION:

[www.geneseo.edu/ehs](http://www.geneseo.edu/ehs)  
[www.geneseo.edu/emergency](http://www.geneseo.edu/emergency)

## Emergency Planning at SUNY Geneseo

1. The SUNY Geneseo Disaster Planning and Response Task Force was formed with representation from:
  - President's Cabinet
  - University Police Department
  - Environmental Health and Safety (EHS)
  - Student Health and Counseling
  - Dean of Students
  - Student and Campus Life
  - Student Life
  - Facilities Services
  - Provost's Office
  - Campus Auxiliary Services
  - Computing & Information Technology (CIT)
  - Communications and Marketing
  - College Advancement
  - Intercollegiate Athletics and Recreation
2. Each campus department has a Continuity of Operations Plan for implementation in emergency situations.
3. The College has implemented the NY-Alert system on campus. When NY-Alert is activated, emergency and safety information is sent to students, faculty, and staff by a variety of electronic means. Students can register for NY-Alert at [www.geneseo.edu/ny-alert](http://www.geneseo.edu/ny-alert) or update their contact information on KnightWeb.

## Campus-Wide Emergency Response and Communication Plans

The task force determined potential campus emergencies fall into five general categories, and have developed specific plans for each category:

### 1. Actions Requiring Police Response

EXAMPLES:

- weapons situations
- bomb threats
- hostage situations
- threats to life or property

### 2. Response to Campus Personnel Situations

EXAMPLES:

- death or serious injury to a student

### 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
- pandemic flu
- ebola

## Student and Family Emergency Communications Plans

The College recognizes the vital importance of communication during an emergency situation.

The College will post web-based messages to students during local power outages at [www.geneseo.edu](http://www.geneseo.edu). Access to the internet on campus, does, in most cases, rely on the availability of electricity.

The College also recommends that students and their families develop **Family Emergency Communication Plans** should primary means of communication be interrupted at the campus or at the student's home.

For example, **identify a relative or family friend that lives distant to home and the campus to call and relay messages.**

All family members should know the agreed-upon phone number—and have it accessible in written form.

## Departmental Emergency Plans

Individual campus departments have also developed Departmental Emergency Response and Communication Plans. Students are urged to become familiar with appropriate departmental protocols, including those that govern working with chemicals and restrictions on working after-hours in departmental spaces.