



Emergency Guidebook

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WEAPON ON CAMPUS

If you observe a weapon on campus: You should remain calm and immediately contact **Campus Safety by dialing 518-327-6300. 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 by dialing 6300** as soon as it is **SAFE** to do so. Provide all available information to Campus Safety including your name, phone number, a description of yourself, a description of the person with the weapon, the type 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.

WEAPONS ON CAMPUS

ACTIVE SHOOTER

If you see or hear of an active shooter **ON** campus, immediately contact **Campus Safety by dialing 518-327-6300**. 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, close all blinds or window coverings, 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 and/or other authorized personnel. Follow **ALL** instructions given to you by Campus Safety and/or other authorized personnel.

**ACTIVE
SHOOTER**

BOMB THREAT

In the event you receive or overhear a bomb or other mass threat, contact Campus Safety at 518-327-6300 immediately. For security reasons, 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, keep talking to the caller as long as possible and listen carefully, 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 respond to your assigned meeting place so that an accurate account of the building's occupants can be made.

**BOMB
THREAT**

CRIME REPORTING

Crimes on campus are reported to Campus Safety by dialing 518-327-6300 or 6300 from a campus phone.

If a student/staff member reports a crime to you, know your campus policies and procedures. Provide the victim with as many options as possible so that he/she can make an informed decision. If a student/staff member reports a crime to you, they probably trust you and your input will greatly help him/her.

Federal Law Compliance

Most importantly, know whether or not you are a “Campus Security Authority (CSA).” According to federal law, A “Campus Security Authority” is “an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” CSA’s are required to report criminal offenses that occur on-campus, off-campus, in residence facilities, in non-campus property and on public property. Contact Campus Safety by dialing 6300 if you are unsure of your responsibilities.

Victim Services

Educate yourself about what services are available on your campus and surrounding community for victims of crime. Some students/staff may not want to use campus services so be able to provide multiple options. Victim services are available through the New York State Police.

**CRIME
REPORTING**

EVACUATION

In the event that an 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 go to the meeting area assigned to your building and await further instructions. If someone needs assistance leaving the building and you can

do so **SAFELY**, please assist this person out of the building and to your assigned meeting area. Do not return to an evacuated building unless told to do so by Campus Safety and/or other authorized personnel.

EVACUATION

FIRE / EXPLOSION

FIRE

If the fire alarm sounds, remain calm 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**. While leaving 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 nearest available exit. DO NOT use elevators! Contact Campus Safety by dialing 518-327-6300 as soon as possible.** Remain calm, do not run! Go to your building's assigned meeting area 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. If you know of anyone who may possibly be trapped inside, notify Campus Safety and provide the trapped person(s) last known location.

EXPLOSION

If there is an 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 respond to your assigned meeting place so that an accurate account of the buildings 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 the windows of the building. As soon as possible, contact **Campus Safety by dialing 6300** 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. Follow all instructions given to you by Campus Safety and/or other authorized personnel.

**FIRE /
EXPLOSION**

HAZMAT SPILL

In the event there is a hazardous material spill, immediately leave the area if it is **SAFE** to do so and go to a safe area. Remain calm. If you or another person needs medical assistance or to use the decontamination facilities in another building and it will not affect your safety, do this first. Avoid contact with others during this process. As **SOON** as you or another person is able to, contact **Campus Safety by dialing 518-327-6300**. 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.

**HAZMAT
SPILL**

HIGHWAY EMERGENCY

Paul Smith's College's proximity to NY Routes 86 and 30 make it vulnerable to disruption during an emergency event on the main highway adjacent to college property.

In the event there is a hazardous material spill, immediately go to a safe area indoors. Close all doors and windows and shut off any ventilation systems that may introduce fresh outside air into the building. Remain calm. If you or another person needs medical assistance contact **Campus Safety by dialing 518-327-6300**.

If there is a motor vehicle accident or a fire, you will be instructed how to proceed. These emergencies may require the campus community to remain in place or exit the college via a different route than normal.

Follow all the instructions that are given to you by Campus Safety and/or other authorized personnel.

**HIGHWAY
EMERGENCY**

HOSTAGE SITUATION

If you see or hear of a possible hostage situation:

Immediately remove yourself from any danger. Remain calm and contact **Campus Safety by dialing 6300** 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 weapons 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 by dialing 518-327-6300 or 6300** from a campus phone 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. Stay low below the windows and behind cover if possible.

**HOSTAGE
SITUATION**

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 by dialing 518-327-6300 as soon as you can do so safely. In addition, remove yourself from danger, if safe to do so get to a **SAFE ZONE**. Do not approach the person. Be prepared to give a full description of the individual, as well as his or her location.

**INTRUDER ON
CAMPUS**

LOCKDOWN

In the event that an emergency situation requires, Campus Safety and/or other personnel will lockdown some or all buildings on campus. You will be notified of a lockdown by the College's Emergency Notification System, which includes a variety of ways to provide swift and accurate information to the community. This includes notification through PSC NY-Alert.

In the event of a lockdown, remain calm, lock your doors, close and lock your windows and shut blinds. If you can do so **SAFELY**, inform others in your area of the lockdown. If someone needs assistance and you can do so **SAFELY**, help get them to the lockdown area. If you are in an area that does not lock, use all available items including desks, dressers, tables, chairs, etc. to barricade doors. Stay low on the floor away from windows and doors and under desks if possible. **DO NOT** leave the area until you are told to do so by Campus Safety and/or other recognizable authorized personnel.

LOCKDOWN

MEDIA POLICY

If members of the media are on campus covering an emergency of any kind, they are to be referred to the college Public Information Officer in College Advancement (518-327-6297). Please direct all media inquiries to the that number.

**MEDIA
POLICY**

MEDICAL EMERGENCY

Remain calm and contact **Campus Safety by dialing 518-327-6300**. 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 or CPR 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.

**MEDICAL
EMERGENCY**

MISSING PERSON

If there is a student, faculty, staff member or other person missing:

You should immediately contact **Campus Safety by dialing 518-327-6300**. Be prepared to give your name and phone number as well as provide all information possible regarding the missing person including a physical description, what they were wearing when they were last seen, where they were last seen, what physical condition they were in when last seen, if they are driving or have a vehicle and its description and who they were with. Be prepared to provide information on any medical or other special conditions that you know about. Provide cell phone and home phone numbers if available.

**MISSING
PERSON**

PSC NY-ALERT

PSC NY-Alert is a system to allow PSC to warn students, employees, visitors, and parents of an impending emergency and provide timely information to protect lives and minimize campus disruption. Messages can be received via cell phone (text and/or voice), telephone, email, and fax. Students, Faculty and Staff will automatically be signed up to receive e-mail alerts via their paulsmiths.edu addresses.

How to Sign-Up

The PSC community can provide emergency contact data for individuals by completing an Emergency Contact and NY Alert Information Form available on the Campus Safety webpage. Completed forms should be returned to Campus Safety.

- Students – “Emergency Contact and NY Alert Information Form”
- Faculty and Staff – “Employee Emergency Contact and Information Form”

**NY
ALERT**

SEXUAL ASSAULT

In the event that a student/staff member discloses that he/she was the victim of a sexual assault, **listen and do not be judgmental. This person is telling you because he/she trusts you.** Reassure the student/staff member that what happened is not his/her fault and that he/she should do what is best for him/her.

Offer options so that the victim can make an informed decision about what is best for him/her. Do not make his/her choices for him/her. Offer to contact a friend or relative to assist the victim through the investigative process.

Ask the victim if they are injured or in need of medical care. If they need medical assistance offer them the choice to see Student Health Services or the Adirondack Medical Center Emergency Room and arrange for transportation.

Options can include:

- Report the assault to Campus Safety. (518-327-6300)
- Report the assault to the New York State Police. (518-897-2000)
- Complete a Confidential Sexual Assault Reporting Form.
- See a trained professional in the Student Development Office. (518-327-6340)
- Call the Sexual Assault Hotline to have questions answered. (877-212-2323)

**SEXUAL
ASSAULT**

STALKING/INTIMATE PARTNER VIOLENCE (IPV)

If a student/staff member reports to you that he/she believes that he/she is in an abusive relationship or is being stalked, he/she may be in either imminent danger or not immediately at risk. **Stalking and intimate partner violence is a serious crime and is often minimized. College campuses are closed environments and for that reason pose a great risk to victims of intimate partner violence/stalking.**

If the victim believes he/she is in imminent danger: Call campus safety at 518-327-6300. Locate a safe place: campus safety, residence unknown to assailant, domestic violence shelter, church, or public place. Immediate safe rooms are available on campus through Campus Safety.

If the victim believes he/she is not immediately at risk: offer options to call campus safety, office of student development – on campus, and off-campus victim service agency. These entities will explain protection/restraining orders, stalking laws, documentation of events, contingency/escape planning.

If a student/staff believes that he/she is being stalked, explain to him/her to maintain a log recording all stalking-related behaviors including, but not limited to, electronic mail, phone calls, text messaging, and in-person contact. Regardless of whether or not he/she chooses to report the events, they will have documentation.

SUICIDE ATTEMPT

If there is a possible suicide attempt: In the event a person expresses suicidal thoughts or attempts suicide, do not leave the person alone if you can remain with them **SAFELY**. Contact **Campus Safety by dialing 518-327-6300**. Remain calm. If weapons are present, leave the area immediately. **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** contact **Campus Safety by dialing 6300** and report the situation. 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.

**SUICIDE
ATTEMPT**

SUSPICIOUS PACKAGE

If you discover a suspicious package or substance, do not touch the item. Remain calm and immediately leave the area, and warn others of the possible danger. If physical contact is made with the package or substance, wash all affected areas of the body as soon as possible. **DO NOT use a cell phone near the area.** Once you can safely do so, contact Campus Safety by dialing 518-327-6300 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.

THEFT/ROBBERY

In the event of a burglary or robbery in a classroom, dormitory, office or other campus property, **contact Campus Safety by dialing 6300** immediately so that an investigation can begin and members of the campus can be warned.

A robbery is the attempt to take something by using force. If this occurs, report items missing along with a description of the perpetrator. If a student reports a mugging or robbery to you, contact Campus Safety by dialing 6300 immediately. **On college campuses, most perpetrators of robberies are serial offenders and will continue to prey on the community.**

A burglary occurs when no one is present or no force is used while belongings are taken from a dormitory, office, classroom, or other campus property. Report items missing and suspicious persons to **Campus Safety by dialing 518-327-6300 immediately.**

WEATHER EVENT

In the event of severe weather, the National Weather Service will issue a warning or advisory. Weather alerts can include, but are not limited to, ice storms, snow storms, thunderstorms, or tornado watches and warnings. 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. The college will utilize the PSC NY-Alert system to advise you of proper procedure to keep yourself and others safe during the storm.

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Remember, during and emergency

ALWAYS CALL 911 FIRST!

**For Police/Fire/Medical
Emergency dial 911**

**Paul Smith's College Campus Safety
On campus 6300
Off campus/cell phone (518) 327-6300**

**Facilities
On campus 6438
Off campus/cell phone 518-327-6438**

**Emergency Alert Information Line
On campus 6219
Off campus/cell phone (518) 327-6219**