



EMERGENCY PROCEDURES

..... QUICK REFERENCE

PHONE NUMBERS

UNIVERSITY POLICE

Emergencies: **5555**

Non-Emergencies: **5317**

FACILITIES MANAGEMENT: 5228

WEATHER LINE: 255-6000

WEBSITE: www.cobleskill.edu

WHAT TO DO.....

FIRES

- Activate the nearest fire alarm pull station
- Call University Police at **5555**.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger.

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call University Police at **5555**.
- Notify your building administrator, Residence hall director or RA.

BOMB THREATS

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call University Police at **5555**.
- Follow instructions from emergency personnel.

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call University Police at **5555**.

ACTIVE SHOOTERS

- If possible, exit the building immediately and call University Police at **5555**.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call University Police at **5555**.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see "what is happening".
- Do not attempt to confront or apprehend the shooter, unless as a last resort.
- Do not assume someone else has called police or emergency personnel.

WEATHER EMERGENCIES

- Call the Emergency Weather Hotline at **255-6000**.
- Throughout the event, continue to check the website at www.cobleskill.edu.
- For updates, monitor local television and radio stations for announcements.

IN AN EMERGENCY, DIAL 911

..... QUICK REFERENCE

WHAT TO DO.....

FLOODING

Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:

- If you can do so safely:
 - Secure vital equipment, records and hazardous materials.
 - Shut off non-essential electrical equipment.
 - Wait for instructions from University Police or Facilities Management.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by University Police or Facilities Management.
- Call Facilities Management for assistance with flood clean-up at **5228**.

GAS LEAKS, FUMES, VAPOR

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call University Police at **5555**.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

HAZARDOUS MATERIALS SPILLS

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area: Call University Police at **5555**
- Be prepared to provide the following information:
 - Name of the material.
 - Quantity of material
 - Time of the incident
 - Location of the incident
 - If anyone is injured or exposed to material
 - If a fire or explosive is involved
 - Your name, phone number and location
- Follow instructions provided by emergency responders.
- Evacuate, if necessary.

MEDICAL EMERGENCIES

- Cardiac Arrest/Heart Attack
 - Assess the scene for danger.
 - Check the victim.
 - Call or instruct someone to call **911**
 - Locate an Automated External Defibrillator (AED) if one is available.
 - Perform CPR.
- Burns
 - Remove the cause of the burn.
 - Flush the area with water.
 - Do not apply dressing or creams or lotions.
 - Call University Police/EMS at **911**
- Bleeding
 - Apply firm but gentle pressure to the wound with a clean cloth or tissue.
 - Immobilize the body part.
 - Keep person lying down.
 - Call University Police/EMS at **911**.

MEDIA INQUIRIES

Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by a news reporter, refer them directly to the Office of Communications and Public Affairs at **(518) 255-5524**.



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