

Emergency Procedures

Campus Safety 518-580-5566
Police Emergency 911

EVACUATION INFORMATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do **NOT** use elevators.
- Take personal belongings (keys, purses/wallets, etc.).
- Secure any hazardous materials or equipment before leaving.
- Go to closest Evacuation Assembly Point (EAP) designated by a red number on map on reverse side.

PERSONS WITH DISABILITIES

- Assist persons with disabilities.
- Develop a "buddy" system to help in your evacuation.
- On upper floors, contact Campus Safety and proceed to evacuation refuge areas (stairwells). Responding rescue personnel will assist you in evacuating.

SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call 518-580-5566.
- Notify your supervisor and/or the building coordinator.
- Be prepared to evacuate.

TORNADO WARNING

- Evacuate buildings with large, weakly supported roofs (e.g. Sports Center) and seek shelter in lower areas of more substantial structures.

EARTHQUAKE, SEVERE WEATHER

- Drop and cover under a table or desk or against an inside wall—not in a doorway—until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.
- Go to closest Evacuation Assembly Point designated by a red number on map on reverse side.
- Do not leave the area/campus without reporting your status to someone in charge.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Emergency lighting only lasts long enough to evacuate to an Assembly Point.
- Turn off and unplug computers and other voltage-sensitive equipment.
- For information about a prolonged outage, call Campus Safety at 518-580-5566.

EVACUATION ASSEMBLY POINTS

- SEE REVERSE SIDE

LOCKDOWN—SHELTER IN PLACE

- For armed subject, hazardous materials spill, etc.
- **LOCK YOURSELF IN YOUR ROOM.** Close windows—remain quiet.
- Do not let anyone into a locked room until area is deemed clear by authorities.
- Do not block the person's access to an exit.
- Call 518-580-5566. Provide as much information as possible about the incident.

HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call Campus Safety at 518-580-5566.
- Move away from the site of the hazard to a safe location. Stay **UPWIND** of material.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed.

FIRE

- Activate the nearest fire alarm pull station and call **518-580-5566**
- Go to closest Evacuation Assembly Point designated by a red number on the map on reverse side.
- Close doors as you leave.
- Do **NOT** use elevators.
- Do not re-enter a building until authorized by emergency personnel.

SKIDMORE COLLEGE

Emergency Response Instructions (Rev. 9/07)

The purpose of this document is to provide you with instructions on how to respond to incidents/disasters affecting Skidmore College.

EMERGENCY PROCEDURES

For your safety and well-being, it is important that you become familiar with these Emergency Procedures.

EMERGENCY TELEPHONE NUMBERS

Campus Safety	518-580-5566
Police Dept.	911
Fire Dept.	911
Health Services	518-580-5550
Facilities	518-580-5860
Weather Line	518-580-7669
TIPS Line	518-580-8477

MEDICAL EMERGENCIES

- Tell the dispatcher.
 - Your location, including building and floor.
 - Name and condition of patient.
- Remain on the phone with the dispatcher until help arrives.
- Check for medic alert bracelets.
- If possible, arrange to have someone meet EMS personnel to direct them to your location.

FIRE EMERGENCIES & EVACUATIONS

If you discover fire:

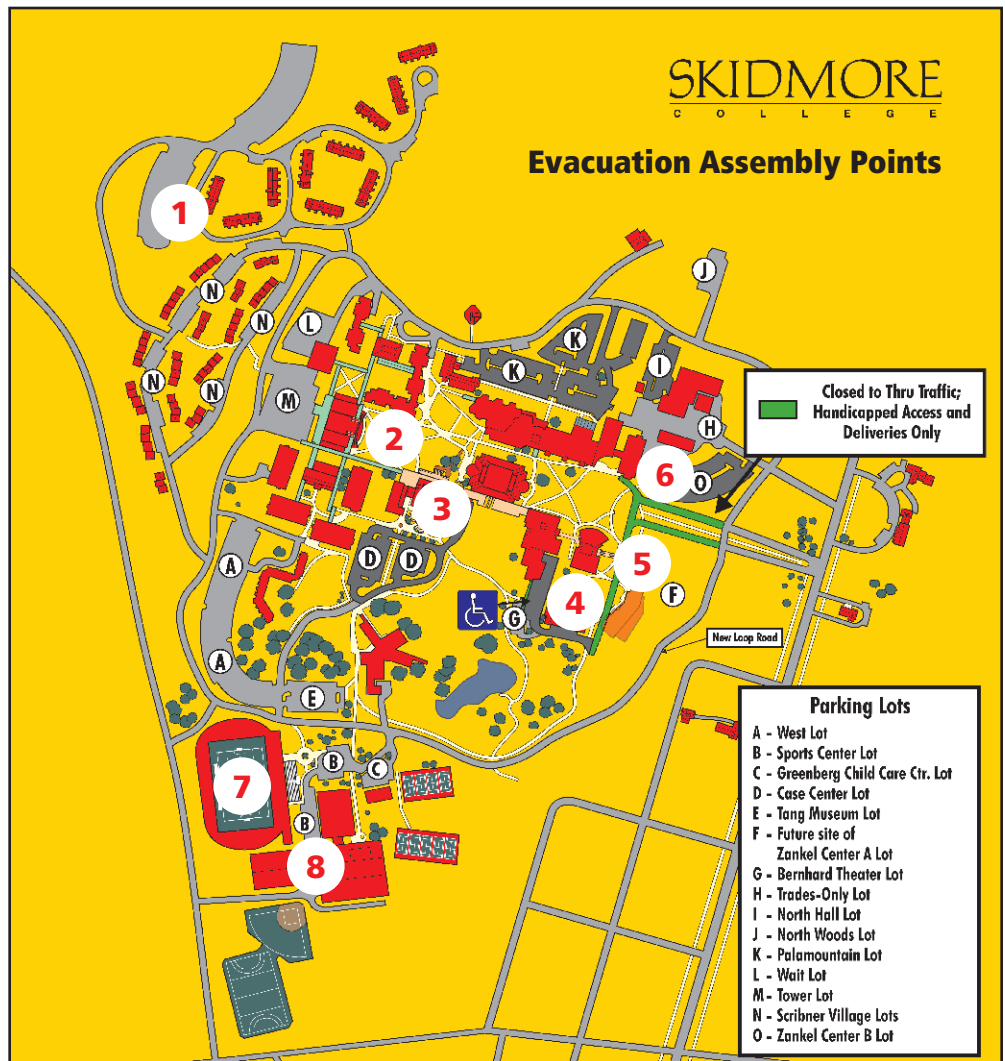
- Immediately pull the nearest fire alarm, located near stairwell exit doors.
- Exit the building after closing your door.
- Contact Campus Safety at 518-580-5566.

If you hear the fire alarm:

- Take your immediate possessions if necessary and exit the building.
- Close your door.
- Proceed to your designated Evacuation Assembly Point (see map).
- **Never use the elevators during a fire evacuation.**
- Elevator Safety—During power outages there may or may not be emergency lighting. However, the emergency phones should work. They provide direct contact to Campus Safety, which will arrange to send assistance.

ADDITIONAL SAFETY PRECAUTIONS

- Never attempt to return to your work area after leaving following an alarm.
- Close all doors behind you as you leave to prevent the spread of fire.
- Do not open doors that feel hot to the touch.
- Check stairwell for smoke and heat. If smoke/heat is present, use an alternate stairwell.



EVACUATION ASSEMBLY POINTS KEY

Following an evacuation proceed to the closest Evacuation Assembly Point (EAP)

- | | |
|---|--|
| 1. Northwoods Village South Lot (outside) | 5. Zankel Center A Parking Lot |
| 2. Case Green (outside) | 6. Zankel Center B Parking Lot |
| 3. Case Center (inside) | 7. Turf Field (outside) |
| 4. JKB Theater (inside) | 8. Sports Center (inside)—not to be used during a tornado or hurricane |

Choose an indoor or outdoor EAP based on emergency and weather.

- Learn the location of Refuge Areas in your buildings in the event you need assistance in evacuating a building.

IMPORTANT DO'S AND DON'TS

- **Do** keep a copy of this information with you at all times.
- **Do** get to know the building evacuation procedures.
- **Do** make sure you are aware of the needs of anyone with disabilities in your area of responsibility.
- **Do** ensure your personal contact details are up-to-date with your department and with Human Resources.

- **Do** understand your roles and responsibilities during an incident.
- **Do** make sure students/employees under your control are aware of emergency procedures and you discuss these at the beginning of each term.
- **Do** find out if you are on a Recovery Team.
- **Do** find out the name of your Building/Area Coordinator.
- **Don't** reenter a building after evacuating.
- **Don't** speak to the media. All media inquiries must be directed to the Office of Communications: 518-580-5733.