



# **Emergency Preparedness Procedures**

**BINGHAMTON**  
**UNIVERSITY**  
*State University of New York*

**NEED**

**HELP**

ON CAMPUS (using a campus telephone)

<b>Fire / Police / Ambulance</b> .....	<b>911</b>
<b>University Police</b>	
NON-EMERGENCY .....	7-2393
<b>Harpur's Ferry Ambulance</b>	
EMERGENCY .....	911
TRANSPORT SERVICE .....	7-3579
Infirmary .....	7-2221
Blue Emergency Phones .....	Just Pick One Up
Environmental Health and Safety .....	7-2211
Customer Service Center	
(Monday–Friday 7a.m.–3:30p.m.) .....	7-2226
Emergency Customer Service Center	
(All other times) .....	7-2341

**(911 from a cell phone connects you to Broome County Emergency Services. 911 from a campus phone connects you to University Police.)**

OFF CAMPUS

<b>Fire Non-Emergency</b>	
Binghamton, City of .....	723-7475
Endicott .....	757-2466
Johnson City .....	797-2311
Vestal .....	778-1918
Broome County Fire Control .....	778-1911
<b>Police Non-Emergency</b>	
Binghamton, City of .....	723-5321
Endicott .....	778-1919
Johnson City .....	729-9321
Vestal .....	786-7608
Broome County Sheriff .....	778-1911
New York State Police .....	775-1241

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**Ambulance Non-Emergency**

Binghamton, City of .....	721-0342
Endicott .....	754-3555
Johnson City .....	754-3555
Vestal .....	754-2111
Town of Union .....	754-3555
Broome County .....	778-1911
Broome County Communications .....	778-1911

**Other Crisis Lines**

University Counseling Center .....	7-2772
High Hopes Counseling Center .....	7-DRUG
.....	and 7-HELP

**Other Services**

General Campus Information .....	777-2000
Crime Victims Assistance Center .....	723-3200
Poison Information .....	1-800-252-5655
Rape and Abuse Center .....	722-4256
Suicide Line .....	762-2302 or 1-800-451-0560
Women's Center .....	7-2458
<b>Hospital Emergency Rooms:</b>	
Binghamton General .....	762-2231
Lourdes .....	798-5231
Wilson .....	763-6611

## Procedures

In an emergency dial **911** or use a **Blue Light Phone** if outdoors.

**IN ALL CASES OF FIRE, THE UNIVERSITY POLICE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!**

- 1) Know locations of fire extinguishers, exits and alarm systems and how to use them. Do not attempt to fight a fire unless trained to do so. *Training and information are available through Environmental Health and Safety, 7-2211.*
- 2) If an emergency exists, activate the building's nearest red fire-alarm pull box.
- 3) IMMEDIATELY evacuate all rooms and close doors. **DO NOT LOCK DOORS!**
- 4) An evacuation alarm means an emergency exists. Walk quickly to the nearest exit and alert others to do the same.
- 5) If possible, assist any person with a disability in exiting the building. **DO NOT USE ELEVATORS!**

Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.



- 6) Once outside, move to a clear area at least 200 yards away from the affected building. Keep streets, fire lanes, hydrants and walkways clear.
- 7) A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- 8) **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

*NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!***

**FIRE**

## Procedures

If you receive a threatening call (bomb, other physical harm, etc.), do not hang up. Have someone else call the University Police at **911** (on campus) from another extension if possible. Attempt to engage the caller in a conversation and obtain as much information as possible.

### Take notes.

- What exactly is the threat?
- Is the voice familiar in any way?
- Male or female? Young or old?
- Calm? Angry? Stutter? Accent?
- What sounds are in the background?
- Record the caller's words, if possible.

### If it is a bomb threat, ask these questions as well:

- When is the bomb going to explode?
- What does it look like? What kind is it?
- What will cause it to explode?
- Where is the bomb?
- Who placed the bomb?
- Why was the bomb placed?

The decision to evacuate will be made by the University Police, based on an assessment of the information and circumstances surrounding the threat.



### Evacuation:

Once the decision to evacuate has been made and specific instructions for evacuation are issued, try to remain calm and avoid panic.

Walk to the nearest exit:

- Make sure that others are evacuating (University Police, building administrators, Environmental Health and Safety staff may assist in the evacuation).
- Evacuate 200+ yards from the area containing the bomb.

If you see something that appears to be an explosive, or if a bomb is found, **DO NOT** move, jar or touch the object or anything attached to it. Leave it for professionals.

**BOMB THREAT**

## Procedures

### 1) Location:

- a. The siren unit is located on top of the Bartle Library.

### 2) Capabilities:

- a. The unit has both voice and siren modes.
- b. The unit is intended to be heard outdoors only. It is not intended to be heard inside campus buildings.

### 3) Procedures:

- a. The siren will be played to alert the campus to a number of emergency situations. Examples of these are: Weather Emergency – tornado, severe lightning storm, flash flood; Other Emergency – dangerous situation, hazardous condition. The siren may also be used for testing purposes, or to draw attention to an urgent announcement.
- b. Once the siren is heard, TAKE SHELTER IN THE NEAREST BUILDING OR ANOTHER SAFE LOCATION. Follow any verbal instructions that may accompany the warning.

- c. Further information may be obtained through the following means: Emergency alert (text messaging, voice messaging, e-mail, fax); Electronic LED message boards and TV Screens; BU Alert line 777-7700; Campus voice mail; University Web page; University cable channel 42; Campus Radio; Local TV and radio; Mobile Public Address systems and Internet Browser Redirect.\*



\*Further information on the Outdoor Warning Siren and on Emergency Notification Methods may be found at the university web site: "[Emergency.Binghamton.edu](http://Emergency.Binghamton.edu)." Click *Emergency Notification*, then *Notification Methods* or *Outdoor Siren*.

EMERGENCY SIREN

## Procedures

### Identifying Suspicious Packages and Envelopes

*Some characteristics of suspicious packages and envelopes include the following:*

- **Inappropriate or unusual labeling**
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Misspellings of common words
  - Strange return address or no return address
  - Incorrect titles or title without a name
  - Not addressed to a specific person
  - Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
  - Marked with threatening language
  - Postmarked from a city or state that does not match the return address
- **Appearance**
  - Powdery substance on the package or envelope
  - Oily stains, discolorations or odor

- Lopsided or uneven envelopes
- Excessive packaging material such as masking tape, string, etc.



- **Other Suspicious Signs**
  - Excessive weight
  - Ticking sound
  - Protruding wires or aluminum foil

If a package or envelope appears suspicious, **DO NOT OPEN IT!**

### Handling Suspicious Packages or Envelopes

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope on a stable surface; do not sniff, touch, taste or look closely at it or at any contents that may have spilled.

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- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors and take action to prevent others from entering the area. If possible, shut off the ventilation system.
  - WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If at work, notify a supervisor, security officer or law enforcement official. If at home, contact the local law enforcement agency.
  - If possible, create a list of persons who were in the room or the area when this suspicious letter or package was recognized and a list of persons who may have also handled this package or letter. Give this list to both the local public health authorities and law enforcement officials.

## SUSPICIOUS PACKAGES (CONTINUED)

## Procedures

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

### How to respond when an active shooter is in your vicinity

- **Evacuate**
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep your hands visible
- **Hide Out**
  - Hide in an area out of the active shooter's view
  - Block entry to your hiding place and lock the doors
  - Silence your cell phone and/or pager
- **Take Action**
  - As a last resort and only when your life is in imminent danger

- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter



### CALL 911 WHEN IT IS SAFE TO DO SO

#### How to respond when law enforcement arrives

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements towards officers such as attempting to hold on to them for safety
- Do not stop to ask officers for help or direction when evacuating

#### Information you should provide to law enforcement or 911 operator

- Location of active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

**ACTIVE SHOOTER**

## Procedures

### Responding to Injuries to Students, Visitors or Employees

If any situation appears to be a medical emergency, contact University Police at **911** to get help immediately.

In the event of an accident involving injury or illness:

- 1) If life threatening, seek emergency medical treatment.
- 2) Notify University Police at **7-2393** or **911** from a campus phone. Stay on the phone until instructed to hang up.
- 3) Be prepared to give as much information as possible, such as location, nature of injury, cause of injury and any hazards that may be present.
- 4) Employees must notify their immediate supervisor as quickly as possible of any on-the-job injury or illness. If it is not an emergency, the supervisor should be notified **BEFORE** the employee seeks medical treatment.

### Injury Reporting

After the emergency has ended, file a University Accident Form (CS-13). These are available from your supervisor or Environmental Health and Safety, 7-2211.



### Hazard Reporting

#### SLIPS, TRIPS AND FALLS

Spilled liquids and wet floors are one of the major causes of slips, trips and falls. If you spill something, please clean it up immediately. If you discover a spill or wet floor and need assistance, please contact Physical Facilities (7-2226). Report all other trip and fall hazards (malfunctioning elevators, holes in the sidewalk, loose carpet, etc.) to Physical Facilities immediately.

## Procedures

### **IN AN EMERGENCY – POLICE/FIRE/AMBULANCE Dial 911**

#### **Building Evacuation**

- 1) All building evacuations will occur when a fire alarm sounds and/or upon notification by University Police, a building administrator or other authorized personnel.
- 2) When the building evacuation alarm is activated during an emergency, leave by the nearest safe, marked exit and alert others to do the same.
- 3) Assist the disabled in exiting the building!

#### **DO NOT USE THE ELEVATORS IN CASES OF FIRE!**

- 4) Once outside, proceed to a clear area that is at least 200 yards away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

- 5) DO NOT return to an evacuated building unless told to do so by a University official.



If a building evacuation occurs, every department should have a specific predetermined area where employees, students and visitors should meet to check in with the supervisor once they have evacuated. The State University Police or other emergency response personnel should be notified of missing persons so that a search can be conducted.

## Procedures

### Reporting Crime

- Notify University Police immediately if you think a crime has occurred.
- Be prepared to describe the situation, suspect or stolen item.
- Report any new information immediately to **7-2393**.
- Report things that appear out of place or any suspicious activity immediately.
- Report solicitors immediately.
- Be prepared to give accurate descriptions of race, age, gender, appearance, location, etc.

### Threatening Individual

A threatening individual is any person who you determine to be a threat to you or those around you. The individual may have a gun or knife or just make you feel uncomfortable. Trust your instincts.

- **Notify the Police (911)** from a campus phone whether the individual poses an immediate threat to you or not. Be prepared to provide a situation assessment.



- **Be realistic** about your ability to protect yourself. Stay calm and avoid conflict. If possible, seek protection in a classroom/office that locks and has phone access. Leave the building immediately if this does not put you at risk with the individual.
- **REMEMBER:** Only you can decide which course of action is appropriate in each case.

## Procedures

**Sexual assault, of any kind, is a crime.**

If you are a victim of a rape or sexual assault, **seek medical attention immediately**. Call University Police on campus at **911** or 7-2393, or off campus at **911**. Female officers are available upon request. University Police can provide you with transportation to the hospital, and a Crisis Services sexual assault advocate will meet you there. It is also suggested that you:

- **DO NOT** bathe or douche;
- **DO NOT** change clothing, comb your hair or brush your teeth;
- **DO NOT** disturb the area in which the crime occurred.

**These actions destroy physical evidence that may be necessary to convict the attacker.**



If you think that you may have been assaulted while under the influence of Rohypnol or GHB (**Date Rape Drugs**), it is also suggested that, in addition to the above advice, you should not urinate before providing urine samples. If possible, collect any glasses from which you drank.

**GENERAL SEXUAL ASSAULT INFORMATION**

## Procedures

### Power Outage

- For all utility emergencies, notify Physical Facilities at 7-2226 weekdays and 7-2341 evenings, weekends and holidays. At any time, notify the University Police at 7-2393 or 911.
- If evacuation of the building is required, exit using the stairways. **DO NOT USE ELEVATORS**. Seek out persons needing assistance.
- When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels. Laboratory personnel should secure experiments or activities that may present a danger when the electrical power is off or when it is restored unexpectedly. Close sashes on fume hoods and clean up or put away chemicals. Notify the lab supervisor immediately. Do not perform procedures using hazardous materials until power is restored.

### Flooding or Water Break

- If flooding occurs, stop using all electrical devices.
- Notify University Police by calling 911 and evacuate the area or building.



### Gas Leak

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
- Do not switch lights on or off. Do not take time to open windows or close doors.
- Call University Police at 911 or 7-2393 by using a campus phone or one of the Blue Emergency Phones.
- **DO NOT** re-enter the building until cleared to do so by University Police or other proper authorities.

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### **People Trapped in Elevator**

- If you are trapped, use the emergency phone in the elevator or push the alarm button. Or use a wireless phone to call University Police. Wait for help to arrive. Remain calm.
- If you discover trapped people, talk to them and try to keep them calm until an officer or other help arrives.

## Procedures

A mental health emergency is any situation involving individuals in distress who are unable to appropriately manage themselves.

**A mental health emergency or psychological crisis may include:**

- Suicidal behavior
- An individual threatening harm to themselves and/or others
- A psychotic break (sudden loss of contact with reality and/or bizarre behavior)
- An unusual or prolonged reaction to traumatic event(s)
- Any behavior that is unreasonably disturbing to the academic, work or living environment

### Quick Response:

- Call **911**.
- Call the University Counseling Center at 7-2772 (Mon.-Fri., 8a.m.-5p.m.).

- For crises after hours or on holidays, please call University Police (**911**) from a campus phone.

**For any unusual or potentially dangerous situation:**

- 1) Never try to handle a situation that is potentially dangerous to you or others. **CALL UNIVERSITY POLICE at 911 or 7-2393.**
- 2) Clearly state that immediate assistance is needed. Report your name, where you are calling from and the nature of the problem.
- 3) All suicide attempts need to be reported to University Police so that proper procedures can be followed to ensure the safety of those involved.

### Avoiding Violent Situations

Inform your supervisor or University Police about any individuals deemed to be threatening or dangerous.



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Eliminate opportunities for violence by:

- Alerting University Police
- Knowing your escape route
- Placing a barrier between yourself and the aggressor
- Using effective people/communication skills
- Having a second person with you

**Reacting to Violent Situations:**

- Maintain eye contact and a positive posture to send out positive signals.
- Do not touch or approach a person who may become violent.
- Keep the person talking as you maintain a controlled, calm demeanor.
- Show concern yet maintain a safe distance; avoid being alone with the person.
- Call **911** or have someone else contact University Police.

**The University Counseling Center (7-2772) provides the following services for students:**

- Crisis intervention and debriefing
- Individual and group counseling
- Consultation
- Referral services

**The Employee Assistance Program (7-6655) provides the following services for faculty and staff:**

- Consultation
- Assessment and referral counseling
- Arrangements for crisis intervention and debriefing services

## Procedures

*When a spill does occur, it is necessary to take prompt and appropriate action.*

### Major Spill Procedures:

- Notify others in your area that a spill has occurred.
- Evacuate the room, floor or building as necessary. Do not hesitate to pull the fire alarm if necessary to evacuate the building.
- Call **911** from a campus phone to report the spill.
- For flammable materials, turn off all ignition sources.
- Close doors to the area where the spill occurred.
- Limit access to the area.
- Stand by the area outside the building until help arrives.

### Provide the following when reporting a spill:

- Personal injuries, if any
- Location of the spill (building and room number)
- Name of material(s) involved (spell clearly and slowly)
- The amount of material spilled
- Immediate actions taken
- How spill occurred (if known or suspected)

- Who first noticed spill and at what time
- Call-back number(s)

### Minor Spill Procedures:

- Notify others in the area that a spill has occurred.
- Prevent others from coming in contact with the spilled chemical(s).
- Wear proper personal protective equipment (PPE) such as goggles, gloves, etc. before cleanup.
- Try to prevent spilled chemicals from entering waterways by building a dike around the access points (sink, cup sinks, floor and outside storm drains). Spread absorbent material on and around the spill to absorb the chemical(s).
- Sweep up the absorbed spill from the outside toward the middle. Scoop up and deposit in a leak-proof container. Label and dispose of the container through the hazardous waste management program.
- Wash the contaminated surface with soapy water. Report the spill to your supervisor and to Environmental Health and Safety at 7-2211.



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## Procedures

### Spills or Leaks from Fluorescent Light Fixtures:

- Caution! Light fixtures manufactured prior to 1980 may have ballasts that contain polychlorinated biphenyls (PCBs.)
- Isolate the leak/spill area to prevent people from coming in contact with the spilled material.
- Contact the Customer Service Center at 7-2226 or the Emergency Customer Service Center (ECSC) after business hours at 7-2341 for cleanup by trained University personnel.



## Procedures

### Tips for Drivers:

- Yield to pedestrians anywhere in a crosswalk and come to a complete stop if necessary.
- Do not pass vehicles stopped at crosswalks.
- Slow down when driving on campus. Be alert to heavy foot traffic.
- If an older adult or physically challenged person is crossing at an intersection or crosswalk, be patient.
- Watch out for pedestrians when you are making a turn or backing up in parking lots or driveways.
- As you drive, scan for pedestrians about to cross or enter your path. Always be alert.
- Use caution driving at night. Pedestrians and cyclists are very difficult to see.
- In foul weather (rain, sleet or snow), remember that your braking distance increases.
- The behavior of alcohol-impaired pedestrians is unpredictable. Be particularly attentive after sporting events, late at night and on weekends.

### Tips for Pedestrians:

- Look left-right-left before and during crossing.
- Always cross the street in marked crosswalks.
- Stay away from traffic after drinking alcohol or when taking medication that causes dizziness or blurs vision. Call a cab if necessary.

- When walking after dark, carry a flashlight and wear retro-reflective materials that out-line the human form.
- In foul weather (rain, sleet or snow), allow extra time and distance for a vehicle to stop. Do not let umbrellas/jacket hoods block your view of approaching traffic.
- If your view of approaching traffic is blocked by something, move to where you can see (e.g., outside edge of a parked car), stop and look left-right-left again.
- Watch out for cars backing out of parking lot spaces. Stay out of a driver's blindspot.
- Where sidewalks are available, use them. Where sidewalks are not available, walk facing traffic and keep to the left of the roadway.
- At intersections, scan over the shoulder for turning vehicles. Make eye contact with the driver of a stopped car while you are crossing in front or in back of it.
- Do not be foolhardy and step in front of a moving vehicle, thereby forcing the driver to stop to avoid hitting you, even if you have the "right of way," such as at a crosswalk. Be alert and use good common sense.



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### Pedestrians' Right of Way in Crosswalks:

- When traffic-control signals are not in place or operational, the driver of a vehicle shall yield the right of way, slowing down or stopping to yield to a pedestrian crossing the roadway or within a crosswalk upon which the vehicle is traveling, except that any pedestrian crossing a roadway at a point where a pedestrian tunnel or overpass has been provided shall yield the right of way to all vehicles.
- No pedestrian shall suddenly leave a curb or other place of safety and enter into the path of a vehicle for which it is impractical for the driver to yield.
- Whenever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake a pass such stopped vehicle.

### Personal Safety on Campus

- Be alert and walk purposefully. Confidence may deter attackers.
- Carry a personal alarm, or be prepared to scream "NO!" loudly and get away if threatened.
- Avoid barren or poorly lit places, especially at night. Walk with a friend, stay with a crowd or call the Escort Service at 7-2393.
- Be wary of strangers, on foot or in cars, asking directions. It's better to be rude than to be in trouble.
- If someone follows you, go to a place where there are other people.
- Respect your intuition. Don't allow rationality to override your "sixth-sense" — it could protect you from danger.
- Take a self-defense course.
- When you're socializing, play smart. One drink too many could make you vulnerable.



## National Terror Alert Levels

- Red** – Severe: Severe Risk of Terrorist Attacks
- Orange** – High: High Risk of Terrorist Attacks
- Yellow** – Elevated: Significant Risk of Terrorist Attacks
- Blue** – Guarded: General Risk of Terrorist Attacks
- Green** – Low: Low Risk of Terrorist Attacks

### University Response to Terror Alert Levels

Binghamton University Police and Public Safety, in conjunction with federal, state and local law enforcement agencies, will notify the campus community in the event of an emergency through a variety of mechanisms, including e-mail and the Police homepage on the Web.

Information on the current Terror Threat Level can be found on the Police website at

<http://police.binghamton.edu>.

The current Homeland Security Threat Level can be found on channel 42 on the BU cable television network.

### Orange – High Risk of Terrorist Attacks

Incident Command Center will be activated and Incident Command Team will meet to review and assess any specific risk to campus. Public safety officials will monitor communications from a variety of law enforcement agencies. For the duration of the threat, Incident Command Team will assess the threat to campus and will make necessary changes.

The campus community will be notified of any change in the terror threat level through e-mail and the Police website at

<http://police.binghamton.edu>

A recording with information of the terror threat level change will be left on voice mail.

- Employees need identification.
- Check points/random package inspection may be implemented.
- Know all vendors making deliveries.
- Building security details may differ.

### Red – Severe Risk of Terrorist Attacks

- University facilities may be closed.
- Identification badges must be worn at all times for access to all areas of campus.
- All packages carried into the University will be checked.
- Access to the University will be restricted.
- All visitors to the University will be asked to show identification and their names will be entered into a visitor log.



**ALL**

**CLEAR**