

# SCHENECTADY COUNTY COMMUNITY COLLEGE EMERGENCY PROCEDURES

September 2009

Strengthening a culture of safety and care.

**THE CAMPUS SAFETY COUNCIL** constantly reviews the campus safety and emergency preparedness plan. The **SCCC Critical Incident Management Plan** is distributed each semester and made available to all employees on line. Recommendations to improve and strengthen the safety and security of the campus are submitted by the Council to the President of the College. Feedback and suggestions are always welcome: Please contact: Martha Asselin, Campus Safety Council Chair, Student Services Office, Room 222 E, telephone 381-1336; e-mail: [asselimj@sunysccc.edu](mailto:asselimj@sunysccc.edu).

## CAMPUS SECURITY

**LOCATED IN THE LOBBY (GROUND FLOOR) OF ELSTON HALL OFF OF THE COMMONS AREA**

Campus Security can be reached 24/7 by dialing from any College phone extension **1308** or **1309**

Or using a “**red emergency phone**” located on campus.

**From off-campus phone  
381-1308 or 381-1309**

Emergency response from local community authorities is reached by dialing **9-1-1**.

## EVACUATION INFORMATION

- Follow directions of authorities.
- Take your personal belongings.
- Exit quickly using designated & alternate evacuation routes.
- Do not use the elevators.
- Close the classroom door when you leave.
- Exit in an orderly fashion.
- Report to Security anyone injured or unable to evacuate.

**SHELTER IN PLACE.** At times it may be safer to stay where you are. In these situations, stay calm and quiet, pay attention to surroundings, and follow directions of authorities.

## Emergency Closing Procedures

Classes at SCCC will be held as scheduled UNLESS you hear a radio/TV announcement to the contrary. When the decision to cancel or delay classes is made, due to hazardous weather or other emergency situations, the College notifies local television and radio stations so announcements can be made. If classes are delayed, a specific start time will be announced. An announcement regarding class cancellation and delays is also provided on the College phone system, **(518) 381-1200** and on [www.sunysccc.edu](http://www.sunysccc.edu).

## In the Event of a Fire

Activate the nearest emergency fire alarm “pull box”. Do not attempt to extinguish the fire yourself. Stay low to the floor while evacuating quickly and calmly. Do not use elevators. Assist others in evacuating.

## Suspicious or Threatening Behavior/Incident

Do not confront the situation or person. Contact Security immediately and provide detailed information. Do not let anyone into a locked building/office. **If it is unsafe to escape:** seek immediate protection, secure area by locking or barricading entrance, minimize noise, call local authorities at 9-1-1 and follow all directions of authorities.

## In the Event of a Medical Emergency

Contact Security immediately and provide the nature of the emergency, the location and whether or not EMS is required. Campus EMT will always respond. If EMS is needed, Security will notify local EMS and will escort them to the scene.

**Stay informed about the H1N1 Virus.** Take actions to stay healthy.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you
- Cough or sneeze. Use alcohol-based hand cleaners.
- Stop the spread of germs – don’t touch your eyes, nose, mouth.
- Stay home if you get sick and limit contact with others.
- Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.
- Call 1-800-CDC-INFO for more daily updates and information.

## NY-Alert Emergency Notification

SCCC uses NY-Alert for notification about campus emergencies and personal safety advisories. SCCC considers all members participants; however, participation is voluntary. If you wish **not** to participate in NY-Alert **OR** wish to add other contact information then complete the form on [www.sunysccc.edu](http://www.sunysccc.edu) or notify Student Services, 222 Elston Hall.



# SCHENECTADY COUNTY COMMUNITY COLLEGE HEALTH AND SAFETY PROCEDURES

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## CAMPUS SAFETY, POLICIES & PROCEDURES

At SCCC, the safety and well-being of our students, faculty, staff and visitors is a high priority. Historically, SCCC has been a safe campus with few major incidents; however, a safe and secure environment can only be maintained through the cooperation of all members of the campus community.

All individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking common sense precautions. Providing this information is part of our effort to ensure that this collaborative endeavor is effective.

All SCCC community members **MUST** carry their **SCCC Photo Identification Card** with them at all times.

SCCC Photo ID Cards are issued at the SCCC College Store.

**Remember online safety.** Be smart about information you post on services like MySpace, Twitter, Facebook, or other internet community sites. Don't post your phone number or address, and be mindful of the possibility of online stalking. Report any suspicious contacts or incidents.

## FOLLOW COMMON SENSE SAFETY PRACTICES

- Don't walk alone, especially at night. If a companion is unavailable you may call Campus Security for an escort (ext. 1308 or 1309).
- When working in any building or office at night or during weekend hours when the area is usually locked, notify Security so your presence can be taken into account in the event of an emergency.
- Be aware of use and abuse of alcohol or other drugs. Sexual assaults and other violent acts occur more often when people are under the influence of alcohol or other drugs.
- Don't permit access of others into locked buildings/offices.
- Take responsibility for all personal items you bring to campus – to include: laptops, cell phones, car keys, and USB drives.
- If you bring a vehicle to campus, keep the windows rolled up and the doors locked at all times. If you leave valuables in your car, lock them in the trunk where they cannot be seen by others.
- Don't let yourself be a threat to safety. Remember that violence is an unacceptable means of conflict resolution. Staff members in Security and Student Affairs are available to assist with effective, non-violent ways to resolve disputes and issues.
- Immediately report all security-related maintenance needs to Campus Security. Emergency repairs are made quickly when a maintenance problem poses a considerable, immediate threat to safety.
- Firearms and/or weapons of any type, including concealed weapons for which the carrier has a legal permit, are prohibited on campus.
- Take advantage of informative programs on crime prevention and enhancing personal safety that are offered on campus. Knowledge acquired through these programs can make a difference in a crisis.
- Stay informed of all safety advisories and health alerts.
- Be aware that on the rare occasions when a significant potential threat to security is known to exist, the College issues timely public notice to the campus community. Depending on circumstances, notice may be posted on: NY-Alert through phones, e-mails, faxes; on the SCCC website at [www.sunysccc.edu](http://www.sunysccc.edu); by campus-wide memo or e-mail; by postings on the message system television monitors located at all entrances around campus. Pay attention to such announcements; they may contain information crucial to your safety.
- Anyone needing emergency assistance on campus can reach the Security Office at any time by dialing ext. 1308 or 1309 from any College phone, by dialing 381-1308 or 381-1309 from an off-campus phone, or by using any "red emergency phone" located on campus. Emergency response from local authorities is reached by dialing 911.

**It's no secret: Safety is everyone's business. Safety is paramount.  
If you see something, say something.**