



EMERGENCY READINESS & RESPONSE GUIDE

Nazareth College
Office of Campus Safety

Contents

Introduction: Be our Partner in Preparedness	1
Emergency Readiness and Response Planning: Nazareth Crisis Action Plan and Crisis Action Team	1
If You See Something, Say Something	2
Reporting Emergencies.....	2
Emergency Communications and Notifications	3
NazAlert – Mass Emergency Notification System (ENS).....	3
Campus Safety Alerts.....	3
Timely Warnings	4
Emergency Notifications.....	4
Inclement Weather.....	4
Shelter-in-Place and Evacuation: Definitions and Guidelines for Action	5
Emergency Conditions	7
Active Shooter	8
Hostage Situation	10
Bomb Threats	11
Severe Weather Conditions	12
Thunderstorms and Tornadoes.....	12
Winter Weather Warnings, Watches, and Advisories.....	14
Power Outages	15
Fire or Hazardous Materials.....	15
Guidelines for Suspicious Letters and/or Packages.....	17
Suspicious Letter/Package References and Resources	18

Introduction: Be our Partner in Preparedness

As a member of the College's Crisis Action Team (CAT), Campus Safety is committed to bringing safety and security awareness to the forefront of your day-to-day activities because a safe and secure environment requires resolve and response by all community members at all times.

Every member of our campus community has a role in an emergency; foremost is knowing what to do and where to go for instruction and guidance. To ensure the best-coordinated response, we must recognize our individual and collective readiness responsibility — and be ready to collaborate. As such, this guide advances a participatory approach to emergency preparedness and response.

Please commit to the sizeable responsibility you share for your personal safety and the safety of those around you by familiarizing yourself with the information in this guide. Be ready! Be Safe!

Emergency Readiness and Response Planning: Nazareth Crisis Action Plan and Crisis Action Team

Nazareth College is committed to the health, safety, and well-being of its students, faculty, staff, guests, and visitors. The College maintains an emergency response plan that was developed in accordance with applicable rules and regulations, as well as with principles and best practices specific to college campuses.

- **Crisis Action Plan:** The College's comprehensive Crisis Action Plan follows the [National Incident Management System's guidelines](#) created by the [Federal Emergency Management Agency](#). The Plan applies an "all hazards approach" to event readiness, response, and recovery and is referenced whenever a natural or induced situation occurs that threatens the health, safety, or reputation of the college, its students, faculty, or staff. The Plan is flexible to accommodate situations of all types, magnitudes, and duration, including but not limited to severe weather conditions, fire or hazardous materials, bomb threats, active shooter situations, suspicious letters and packages, and more. Maintaining a safe and secure environment is always at the forefront and the College stands ready to respond.
- **Crisis Action Team:** The College's Crisis Action Team is an appointed, inclusive, core group of college administrators and staff representing a multitude of experience and disciplines. The Team is responsible for making decisions regarding crisis situations that affect Nazareth College and its community members. The team is trained in response (specialized roles and responsibilities) and meets regularly to plan and participate in crisis simulations. Debrief meetings after all incidents evaluate the campus's response, and response plans and procedures are regularly updated to reflect the latest industry best practices.

The Team includes all of the vice presidents, deans, and representatives from the following key offices/areas:

- Residential Life
- Campus Safety
- Health and Counseling
- Center for Spirituality
- Marketing and Communications
- Facilities Services, Grounds, and Food Services
- Information Technology Services
- Human Resources
- Controller/Risk Management
- Campus & Conference Operations

If You See Something, Say Something

It takes a community to protect a community. Because only you know what is ordinary in your everyday routine, if you see something unusual that you know shouldn't be there — or someone's behavior doesn't seem quite right — say something. Public safety is everyone's responsibility. Report suspicious activity to Campus Safety (on campus), local law enforcement (off campus) or a person of authority. When reporting, focus on observable behavior and key descriptors versus assumptions based on appearance.

How to Report Suspicious Activity

Describe specifically what you observed, including:

- Who or what you saw
- When you saw it
- Where it occurred
- Why it's suspicious

If You See Something, Say Something is a national campaign sponsored by the U.S. Department of Homeland Security, dhs.gov/see-something-say-something.

Reporting Emergencies

Timely information sharing is critical to our success in protecting our community. For emergency conditions occurring on and immediately adjacent to campus, Campus Safety is the best point of contact because we can respond quickest, are intimately familiar with the campus, and are available 24/7, year round. When you contact Campus Safety at **585-389-3333**, the dispatcher will contact appropriate authorities and/or emergency care providers as needed, including police, fire, and/or emergency medical responders.

Immediately report any dangerous conditions, safety hazards, and unusual/suspicious persons, vehicles, activity, or packages to Campus Safety:

- **On-campus phone:**
 - extension **3333** for emergencies, or 585-389-3333

- extension **2850** for non-emergencies, or 585-389-2850
- **Security Escort Alarm:** Free to all Nazareth students, faculty, and staff who request it, this key-chain device has a transmitter you can activate to enable Campus Safety to locate and provide assistance anywhere on campus. For more information, visit the [Campus Safety website](#).
- **Blue light phones:** strategically located throughout campus, including the tunnels

Note: Dialing “9-1-1” from a cellular phone will put you in direct contact with Monroe County’s Emergency Communications Department (point of central reception). In general, for activity occurring on the Nazareth campus, the county 9-1-1 center will then contact and relay information to Nazareth Campus Safety.

Emergency Communications and Notifications

NazAlert – Mass Emergency Notification System (ENS)

Nazareth College partners with Rave Mobile Safety to provide a centralized, easy-to-use emergency notification system (ENS) called “NazAlert” that is capable of delivering mass notifications to reach all students, faculty, and staff with time-sensitive information during unforeseen events or emergencies. The system is part of the College’s multi-layered approach to emergency management and uses voice, e-mail, and text messaging to allow Nazareth College officials to provide pertinent details and instruction in an emergency.

NazAlert is used when it is imperative to contact students, faculty, and staff as quickly as possible, requiring members to take action to mitigate risk and safeguard persons and properties. This can include, but is not limited to: severe weather, cancellation of classes due to severe weather conditions, a dangerous or unsafe condition, situations or circumstances necessitating evacuation or sheltering in place, or a criminal incident that poses an imminent and ongoing threat to the campus community.

How NazAlert works: When you register, you choose how NazAlert contacts you. NazAlert systems simultaneously contact all students, faculty, and staff using their preferred communication methods and continually attempts to make contact until it receives confirmation. Notification options include:

- Calls to home, office, and/or mobile phone
- Text messages (SMS) to mobile devices
- Emails to your Nazareth email account or other personal/private account

All members of the Nazareth College community are strongly encouraged to register for NazAlert. For details and to sign up for this free service, go to getrave.com/login/naz.

Campus Safety Alerts

Timely Warnings, Emergency Notifications, and Inclement Weather

The College has very specific requirements for issuing communications intended to keep our campus community informed about certain crime and potential threats to health and safety, while at the same time providing protective safety information.

Timely Warnings

Timely Warnings are triggered by certain “Clery” crimes (in compliance with federal “Clery Act” requirements) that have already occurred but represent an ongoing threat to the campus community. For a list of Clery crime classifications and definitions, refer to the College’s Annual Security and Fire Safety Report (available on the Campus Safety website). Timely Warnings are issued as soon as pertinent information is available and contain information that promotes safety and aides in the prevention of similar crime.

Timely Warnings are issued via a combination of methods. Timely Warnings are issued by Campus Safety in coordination with the Office of Marketing and Communications, using the College e-mail system for distribution to students, faculty, and staff. Campus Safety will also post notices on the Campus Safety website. After electronic dissemination, Campus Safety will coordinate with the Office of Residential Life to post copies of the alert in each residence hall and at the main entry doors of on-campus facilities.

Emergency Notifications

Emergency notifications are triggered by a significant event occurring that potentially poses an imminent threat to the campus. Emergency notifications are issued **upon confirmation of a dangerous or unsafe condition**. Whereas Timely Warnings are specific to certain (Clery) crimes and conditions, Emergency Notifications have a much broader scope — wide-ranging situations or circumstances that involve an immediate threat to health or safety.

In the event of conditions requiring more immediate notification, Campus Safety will coordinate with the Office of Marketing and Communications to issue a **Campus Safety Alert – Emergency Notification**. Emergency Notifications may be issued by the Office of Campus Safety and/or the Office of Marketing and Communications. Multiple methods of dissemination may be used to provide pertinent information on the situation as well as appropriate response, and may include any or all of the following:

- NazAlert (the College’s emergency mass notification system)
- social media (the College’s Twitter and Facebook accounts)
- media release
- the College e-mail system (for students, faculty, and staff)
- the College’s website home page, naz.edu
- a recorded message on the College’s main phone number, 585-389-2525

For more detailed information on the College’s Timely Warning and Emergency Notification policies and the issuance of Campus Safety Alerts, reference the College’s Annual Security and Fire Safety Report, available on the Campus Safety website.

Inclement Weather

Any change in the College's operating status such as emergency closure due to severe weather will be announced via:

- NazAlert (the College's emergency notification system using voice, email, and text messaging) and will say **Nazareth Weather Alert**
- Social media (the College's campus Twitter and Facebook accounts)
- Recording on the College's main phone number (585-389-2525)
- Local news and media outlets

Note: The College will, in general, remain in operation and continue classes and regular services despite adverse weather conditions that may affect transportation and utilities. The continuation of all activities is essential to meet the needs and expectations of our students in this residential campus community.

For additional information see section titled **Severe Weather Conditions**, including definitions for Advisories, Watches and Warnings. Know the difference and plan ahead.

Shelter-in-Place and Evacuation: Definitions and Guidelines for Action

SHELTER-IN-PLACE: STAY INSIDE OR GO INSIDE

What shelter-in-place means: One instruction you may be given in an emergency situation is to "shelter-in-place" due to an imminent or developing, dangerous condition. Seeking shelter (go inside) or sheltering (stay inside) means to immediately move to the nearest building and await further instruction, ideally in a small, interior room with no or few windows. Stay away from doors and windows and limit movement. Shelter-in-place is used when there is not time to evacuate or when certain conditions may render it unsafe to do so.

How you'll know to shelter-in-place: College authorities will announce the need via NazAlert.

Examples of conditions for which sheltering in place may be the best option:

- Severe weather (e.g., lightning, tornado, high winds)
- Active shooter
- Riot or civil disturbance
- Hostage situation
- Road, traffic, and/or transportation shutdown
- Special events/demonstrations
- Influenza pandemic or other infectious disease (i.e., isolating an immediate area and potentially exposed persons)
- Hazardous materials or conditions outdoors (e.g., chemical spill, pipeline rupture)

Guidelines for Action

Upon receiving a message to "shelter-in-place," remain calm and immediately assess your surroundings. Action steps must be quick:

- Stop what you are doing right away (i.e., classes, work, and business operations).
- Stop where you are and look for the best, accessible space for sheltering. Do not risk exposure by moving to another building whether by foot or by vehicle.
- Select interior room(s) with the fewest windows or vents. If the emergency involves severe weather, choose a location on the lowest floor possible. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, copy rooms, and conference rooms without exterior windows work well.
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes. It is ideal to have a hard-wired telephone in the room(s) you select.
- Close and lock all windows, exterior doors, and any other openings to the outside, where possible. If advised there is danger of an explosion, close the window shades, blinds, or curtains.
- Have the phone available if you need to report a life-threatening condition. Be mindful that cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room(s). Shut and lock the door(s). Be alert for ENS updates until you are told all is safe or you are told to evacuate. These updates may call for evacuation of specific areas.

Sheltering in an Active Shooter Situation

Without placing yourself in harm's way and when safe to do so:

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Silence cell phones
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection

Supplies for Sheltering-in-Place

For the workplace, where you may potentially be confined for several hours, the following supplies are suggested:

- Flashlight and extra batteries
- Cell phone with chargers, inverter, or solar charger
- Battery-powered radio
- Water
- Food (e.g., high-energy foods such as protein or granola bars; packed/prepared foods such as crackers, dry cereals, canned food, and manual can opener)
- Medications (if you use prescription medications keep a small supply available)
- First aid kit

For more information on emergency preparedness, consider US Department of Homeland Security's www.ready.gov and American Red Cross, www.redcross.org.

EVACUATION: LEAVE AT ONCE

Evacuate means leave the indicated location (whether it is indoors or outdoors) at once.

Evacuation requires all community members to exit a building or area and in some instances the campus. Depending on the situation, evacuation may mean moving offsite but within the vicinity of the campus (such as the opposite side of the street), or moving to a remote location not immediately contiguous to the campus (such as a neighboring facility). Evacuation is more commonly the case for a fire, for example. One primary factor in determining evacuation (versus sheltering in place) is whether a backup building (emergency shelter) or safe space (secure room) is readily available, and whether evacuation can happen without jeopardizing people's life and safety. However, there may be cases where evacuation is not an option, such as a campus-wide or community-wide disaster of such magnitude that evacuation is unsafe and sheltering in place is a better option, or even a requirement.

Examples of conditions in which evacuation may be the best option:

- Severe weather (e.g., flooding; loss of power supply)
- Damage or dangerous conditions posed by the facility, rendering it unsafe for occupancy
- Fire
- Explosion
- Chemical spill (isolating an immediate area and potentially exposed persons)
- Loss of utilities/power failure (HVAC)
- Water supply failure
- Radiological and HAZMAT incidents
- Nuclear attack, bombing, or other assaults by air
- Airborne biological/environmental contaminants present
- Mass casualty events

Guidelines for Action:

- Don't use elevators; exit by accessible stairwells.
- Check landings and stairwells for individuals with mobility impairment or a disability who may need assistance.
- Evacuation must be timely and orderly; don't stop off or stay in the area to retrieve personal belongings.
- Move quickly and calmly; if a relocation site is indicated, go there and await further instruction.
- If you cannot evacuate, move to the nearest window and signal for help. Contact Campus Safety at 585-389-3333. If calling Campus Safety is not possible, use your Security Escort Alarm. **Note:** The phone is the preferred method for reporting an emergency condition, since the security escort device does not allow for two-way dialog and exchange of pertinent information.

Emergency Conditions

Active Shooter

The U.S. Department of Homeland Security defines the active shooter as "an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims."

Active shooter incidents are often unpredictable and evolve quickly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. College campuses are not immune to serious or violent crime. This section provides guidance on what to expect from responding police officers and what you can do.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation.

What to Expect from Responding Law Enforcement and Authorities: Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams; they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, try to remain calm, do as the officers tell you, and do not be afraid of them.

The first officers to arrive will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Remember that you are part of an active crime/crime scene. Do not leave until law enforcement authorities have instructed you to do so.

Options for Consideration – Active Shooter Preparedness:

The U.S. Department of Homeland Security video titled *Options for Consideration — Active Shooter Preparedness* demonstrates possible actions to take and choices to make if confronted with an active shooter scenario. The video also shows what to expect from law enforcement and how to assist authorities once law enforcement enters the scene: dhs.gov/options-consideration-active-shooter-preparedness-video

Run. Hide. Fight. Quickly determine the most reasonable way to protect your own life. The following is the most recent guidance from the U.S. Department of Homeland Security, including a short video titled ***Surviving an Active Shooter Incident: Run. Hide. Fight.*** youtube.com/watch?v=5VcSwejU2D0

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Guidelines for Action

1. **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
2. **Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Ideally, **concealment** will hide you from the view of the shooter and **cover** can protect you from gunfire (e.g., brick wall). Quickly consider your best option; your hiding place should:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any other source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding are not possible:

- Try to remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **Take action against the active shooter:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling

- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

HOW TO REACT 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 making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims

To learn more about the DHS "whole community approach" to active shooter preparedness and for additional resources, visit the U.S. Department of Homeland Security website, www.dhs.gov/active-shooter-preparedness

Hostage Situation

While not necessarily associated, hostage-taking can be associated with an active shooter scenario or other crimes. Hostage-taking is defined by the U.S. Department of Justice (in part) as "the seizing or detention of an individual coupled with a threat to kill, injure, or continue to detain such individual in order to compel a third person or governmental organization to take some action."

Guidelines for Action

If you are witness to a hostage situation:

1. Evacuate from the area. Alert others in the immediate area.
2. If you are unable to evacuate safely, lock and close your door until notified by authorities that it is safe to leave.
3. Immediately notify Campus Safety at 585-389-3333
4. Be prepared to tell the Campus Safety dispatcher:
 - a) Your name, location, and phone number
 - b) Location of the incident
 - c) Description of the hostage taker(s)
 - d) Number of hostages
 - e) Type(s) of weapons used (handgun, shotgun, knife, explosive, etc.)
 - f) Whether anyone has been injured

If you are taken hostage:

1. Try to remain calm and avoid extreme reaction.
2. DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
3. Follow the hostage taker's instructions. Do not speak unless spoken to.
4. Avoid arguments and political or ideological discussions.
5. Stay alert and be observant: observe the hostage taker(s) and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.

Bomb Threats

If you receive a bomb threat by telephone:

1. Remain calm and obtain as much information as possible.
 - a) DO NOT put the caller on hold.
 - b) DO NOT attempt to transfer the call.
2. Immediately notify another staff person in the office, preferably while the caller is still on the line.
3. Pay close attention to the caller and his/her words and speech:
 - a) Does the caller have any distinguishing voice characteristics such as an accent, stuttering, or mispronunciation?
 - b) Is the caller calm, angry, excited, irrational, or agitated?
 - c) Is the caller a man or woman? Young, middle-aged, or old?

- d) If you have caller ID, note the phone number of the caller.
4. Listen for background noises (traffic, train whistle, music, radio, TV, children, airplanes, etc).
5. Document all that you know and hear, including filling out the Bomb Threat Checklist (below).
6. Call Campus Safety at 585-389-3333.
7. Do not evacuate until told to do so by the Office of Campus Safety.

Bomb Threat Checklist

Stay calm and collect all the information you can. **Take notice of the caller's voice and listen for any background noise.**

1. Name of person taking the call
2. Date and time call was received and phone number (if displayed)
3. How the threat was reported (telephone, e-mail, in-person, by mail)
4. Location threatened (specific building, room, area, event, space)
5. Exact words used to make threat
6. Any observations of the caller's speech, tone, etc.

Questions To Ask The Person Making The Threat:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Who placed the bomb?
6. Why was the bomb placed?
7. Where are you calling from?

Severe Weather Conditions

The College is prepared to notify the campus community of severe weather emergencies via NazAlert (Mass Emergency Notification System) and other overlapping methods of communication as outlined in the section titled **Inclement Weather**.

Thunderstorms and Tornados

Definitions of WATCH and WARNING:

- **Watch: Caution.** Stay informed and be ready to act if a watch is issued. In a watch, the National Weather Service has determined that conditions are right for a severe

thunderstorm or tornado to develop. Continue with normal activities, but actively monitor the weather.

- **Warning: Take action.** Warnings indicate imminent danger to life and property. In a warning, the National Weather Service has radar or weather spotters who have identified a severe thunderstorm or tornado.

Tornado Safety: A tornado WATCH means a tornado is possible. A tornado WARNING means a tornado is already occurring or will occur soon. Go to a safe place immediately. The College's emergency notification system may be activated if there is imminent danger for the campus community, and if time permits. However, a weather watch can turn into a weather warning in a matter of seconds without advance notice.

Guidelines for Action:

- Know the location of the appropriate area(s) for your facility
- Identify a safe place to gather such as a basement, storm cellar, or an interior room on the lowest floor with no windows
- In a high-rise building, pick a hallway in the center of the building. You may not have enough time to go to the lowest floor
- If you are unable to go to a room with no windows, get under a desk or a table
- Remain in a protected area until the threat has ceased or the danger has passed
- Call Campus Safety at 585-389-3333 to report injuries or severe damage
- For more information on tornado safety, go to www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/tornado

Thunderstorm Safety: A thunderstorm is considered severe if it produces hail at least 1 inch in diameter or has wind gusts of at least 58 miles per hour. Every thunderstorm produces lightning, which kills more people each year than tornadoes or hurricanes. Heavy rain from thunderstorms can cause flash flooding, and high winds can damage homes and blow down trees and utility poles, causing widespread power outages.

Guidelines for Action:

- Listen to local news or NOAA Weather Radio for emergency updates; watch for signs of a storm, such as darkening skies, lightning flashes, or increasing wind.
- Postpone outdoor activities if thunderstorms are likely to occur; many people struck by lightning are not in the area where rain is occurring.
- If a severe thunderstorm warning is issued, take shelter in a substantial building or in a vehicle with the windows closed.
- If you can hear thunder, you are close enough to be in danger from lightning; if thunder roars, go indoors. The National Weather Service recommends staying inside for at least 30 minutes after the last thunderclap.
- Avoid electrical equipment and telephones; use battery-powered and cordless devices instead.
- Shutter windows and close outside doors securely; keep away from windows.
- Do not take a bath or shower; avoid water immersion.

- If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.
- If you are outside and cannot reach a safe building, avoid high ground, water, tall and/or isolated trees, and metal objects such as fences or bleachers (picnic shelters, dugouts, and sheds are NOT safe)
- For more thunderstorm safety information, visit <http://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/thunderstorm>

Winter Weather Warnings, Watches and Advisories

Winter weather-related warnings, watches and advisories are issued by local National Weather Service offices (e.g., Albany, Buffalo, and Binghamton) based on the local area and criteria. As an example, it takes more snow to trigger a “winter storm warning” for the Buffalo/Rochester area than many other places.

The following information and guidance is taken (in part) from the National Weather Service (NWS) and the American Red Cross (Be Red Cross Ready); both are nationally recognized as leaders in emergency preparedness and response.

Definitions

- **Advisories:** Be aware (monitor and stay informed)
- **Watches:** Be prepared (use caution)
- **Warnings:** Take action (immediate precautionary measures)

Know the Difference

- **Winter Weather Advisory:** Winter weather conditions are expected to cause significant inconveniences and may be hazardous. When caution is used, these situations should not be life threatening.
- **Winter Storm Watch:** Winter storm conditions are possible within the next 36 to 48 hours. People in a watch area should review their winter storm plans and stay informed about weather conditions.
- **Winter Storm Warning:** Life-threatening, severe winter conditions have begun or will begin within 24 hours. People in a warning area should take immediate precautions.

The College will, in general, remain open and continue classes and regular services despite adverse winter weather conditions that may affect transportation and utilities. The continuation of all activities is essential to meet the needs and expectations of our students in this residential campus community. As such, and even in rare situations resulting in College closure, essential personnel are expected to report. With safety first in mind, Nazareth community members are always encouraged to exercise discretion and use their best judgement when making determinations about travel.

For changes in the College operating status (i.e., closings and delays), NazAlert is one of several methods used when it is imperative to contact students, faculty and staff as quickly as possible. See **Emergency Communications and Notifications** section for details.

For more winter weather information and safety tips:

- National Weather Service: <http://www.nws.noaa.gov/om/winter/index.shtml>
- American Red Cross: <http://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/winter-storm#About>

Power Outages

In the event of a power outage Nazareth College has sufficient back-up generators (as well as portable generators) for emergency (egress) lighting indoors and outdoors (e.g., buildings, tunnels and some building exterior illumination). Egress lighting provides enough light to safely evacuate a building or area if needed and is designed to provide approximately 60-90 minutes of light. For buildings with emergency generators, card access and fire safety systems (including fire detection, audible/visual notification, and monitoring capability) will continue to be powered by electricity for as long as the generator is running. For buildings with no generator power, fire detection and monitoring remains intact by battery back-up for approximately 24 hours.

For prolonged outages you should be prepared. At minimum you should have basic supplies for 2-3 days, such as: water, non-perishable food, a multi-purpose tool, a battery powered radio (and batteries), a first aid kit, medications, blankets, extra cash and cellphones with adaptable chargers.

In the event of a major power outage affecting some or all of the campus, stand by for information and instruction from Campus Safety.

Guidelines for Action:

- Use flash lights in the dark – candles are strictly prohibited
- Limit movement to avoid accident or injury until the location and extent of the outage can be determined
- Eliminate unnecessary travel, especially by car; traffic lights may be out and roads may be congested
- For more power outage safety information: <http://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/power-outage>

Fire or Hazardous Materials

In a fire or hazardous materials emergency within a campus building, it is necessary and safest for occupants to evacuate. Without exception, everyone must evacuate.

A fire or hazardous materials emergency exists whenever:

- A building fire evacuation alarm is sounding
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus

- Smoke, or the odor of burning, exists
- There is an uncontrolled release of combustible or toxic gas or other hazardous material, or a flammable liquid spill
- Do not assume a building fire alarm evacuation is due to a fire or smoke condition; manual fire alarm activations may be a means for first responders to evacuate a building for other emergency situations

Surviving a building fire:

1. Activate the building fire alarm

Pull a fire alarm station on the way out. If the building is not equipped with a fire alarm, knock on doors and shout on your way out.

2. Leave the building by the nearest exit

Crawl if there is smoke: If you get caught in smoke, get down and crawl; cleaner, cooler air will be near the floor

Feel doors before opening: Before opening any doors, feel the metal handle. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room

Go to the nearest exit or stairway.

- If the nearest exit is blocked by fire, heat, or smoke, go to another exit
- Always use exit stairs, not an elevator
- Elevator shafts may fill with smoke or the power may fail, leaving you trapped; stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside
- Close as many doors as possible as you leave; this helps to confine the fire
- Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you have received training. Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure Campus Safety and the fire department are called — even if you think the fire is out

If you get trapped, keep the doors closed.

- Place cloth material (wet if possible) around and under door to prevent smoke from entering
- Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, as outside smoke may be drawn inside

3. Notify emergency responders from a safe distance away from the building

- **Call Campus Safety:** 585-389-3333 or use an emergency call box (blue light phone)
- Dial 911. (From a campus phone, dial 9 for an outside line, followed by 9-1-1)

Signal for Help

Hang an object at the window (jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call 911 or 585-389-3333 and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked: go back to your room, close the door and seal cracks. Open the windows if safe, and wave something out the window and shout or phone for help.

If You are on Fire, Stop, Drop, and Roll

If your clothes catch fire, immediately stop, drop, and roll, wherever you are. Rolling smothers the fire. (Running accelerates fire.)

Obstacles

Storage of any items in corridors, including (but not limited to) boxes, bicycles, chairs, desks, and other items, is strictly prohibited in all exit ways, including stairwells. Obstacles block exits and impede evacuation, especially during darkness or with smoke conditions.

Guidelines for Suspicious Letters and/or Packages

The information and guidance in this segment was obtained from the Centers for Disease Control and Prevention, the Federal Bureau of Investigation, the Department of Homeland Security, and the United States Postal Service.

Identifying Suspicious Packages and Letters

Characteristics of suspicious packages and letters include:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Visual distractions
- Ticking sound
- Excessive packaging material such as masking tape, string, etc.
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

Once a Potential Suspicious Package has been identified:

- Stay calm; do not panic
- Do not move or handle a suspicious package
- Call Campus Safety at 585-389-3333

- If there is reason to suspect that a package may contain an explosive device based on characteristics described above, do not handle the package. Leave the area and immediately contact Campus Safety.
- If the suspicious letter or package is marked with a threatening message (such as "anthrax") or if a suspicious powder or substance spills out of the package or envelope, follow these guidelines to assist first responders:
 1. DO NOT CLEAN up a suspicious powder.
 2. TURN OFF local fans or ventilation units in the area if you suspect that a device has been activated and the fan/ventilation switches are quickly and easily accessible.
 3. SHUT down air handling system in the building, if possible.
 4. LEAVE the area immediately. Close the door, or section off the area to prevent others from entering. Call for help and keep others away from the area.
 5. WASH your hands with soap and water to prevent spreading any powder to your face.
 6. REMOVE contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. Give clothing bag to the emergency responders.
 7. SHOWER with soap and water as soon as possible if contaminated. Do not use bleach or other disinfectant on your skin.
 8. LIST all people who were in the area when the suspicious package was recognized.
 9. PROVIDE this list of people to Campus Safety for follow-up investigations and to obtain advice from local public health authorities and outside law enforcement officials .

First responders will assess the situation and follow specific guidelines.

Suspicious Letter/Package References and Resources

- Federal Bureau of Investigation Advisory
https://5aa1b2xfmfh2e2mk03kk8rsx-wpengine.netdna-ssl.com/wp-content/uploads/fbi_mail_advisory.pdf
- Centers for Disease Control Anthrax Information
<https://www.cdc.gov/anthrax/bioterrorism/threat.html>
- Guidance on Initial Responses to a Suspicious Letter / Container with a Potential Biological Threat (FBI – DHS – HHS/CDC Coordinated Document):
<https://emergency.cdc.gov/planning/pdf/suspicious-package-biothreat.pdf>

Updated 8/21/2017