

NAZARETH COLLEGE

EMERGENCY QUICK REACTION GUIDE

It takes a community – Be a partner in preparedness

Maintaining a safe and secure environment requires resolve and response by all community members.

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. The Emergency Quick Reaction Guide is an abbreviated version of the College's Emergency Readiness and Response Guide, a tool that informs and promotes a participatory approach toward emergency preparedness and response.

Please commit to the sizable responsibility you share for your personal safety and the safety of those around you by familiarizing yourself with the emergency preparedness and response materials and resources available on the Campus Safety website.

RESOURCES

Are you ready?

Visit the Campus Safety website at naz.edu/campus-safety to view available programming and to access the following materials and resources:

NazAlert

NazAlert is the College's emergency mass notification system (email, voicemail, and text messaging) for simultaneous notification of an emergency on campus, the nature of the incident, and precautionary actions to take.

► [Sign up at \[getrave.com/login/naz\]\(http://getrave.com/login/naz\).](http://getrave.com/login/naz)

Security Escort Alarm

A personal key-chain device to be used in the case of an emergency. Upon activation, Campus Safety can quickly locate and respond to you, when used anywhere on campus. Free to all students, faculty, and staff.

Blue Light Phones (for emergencies or assistance)

Two-way call boxes strategically located throughout campus (including the tunnels) that dial direct to Campus Safety.

Emergency Readiness & Response Guide

Information on the College's Crisis Action Plan, emergency communications, notifications, and safety/security measures for responding to a variety of emergency conditions ranging from weather to active intruder.

Annual Security & Fire Safety Report

In compliance with federal reporting requirements, Campus Safety is responsible for publishing this report by October 1 of each year. The purpose is to communicate information regarding campus safety and security policies and procedures. The publication can be accessed (in full) from the Campus Safety website.

REPORTING EMERGENCIES

See something, say something

Safety is everyone's responsibility. Immediately report any dangerous condition, safety hazard/risk, unusual/suspicious person, vehicle, activity, or package to Campus Safety. Campus Safety will coordinate emergency providers as needed, including police, fire, and/or emergency medical response:

- ▶ **Call Campus Safety: (585) 389-2850**
- ▶ **Visit our office at 021 Shults Center**

It takes a community to protect a community. If you see suspicious activity, report it to Campus Safety (on campus), local law enforcement (off campus) or a person of authority. Emphasis is on observing and reporting behavior and conditions indicative of criminal activity.

Emergency ON campus

- Call campus safety from campus phone or cell phone: (585) 389-2850.
- Use blue light phones strategically located throughout campus, including the tunnels.
- Use your Security Escort Alarm.

Emergency OFF campus

- Call 911 (preferred).
- Alternatively, text 911 (Verizon, ATT, T-Mobile, & Sprint Customers)
- Text communication is not always instantaneous and used only in situations when a call can't be placed
- Provide as much detail as possible including your precise location
- Call Campus Safety if immediately adjacent to the campus; local police,

fire, or emergency medical services will be notified as needed.

When your call is answered by Campus Safety

- Stay calm.
- Provide information about the type, extent, and location of the emergency, suspicious condition, or describe the behavior that was unusual/out of the ordinary.
- Provide your name and location.
- If it is safe to do so:
 - Stay on the phone even if you are put on hold or if you need to move (cell). The dispatcher will let you know when you can end the call.
 - Remain in the area and let emergency personnel know who you are.

SHELTER OR EVACUATE

Do I shelter or evacuate?

In the event of an emergency condition, knowing what to do when asked to shelter or evacuate can protect life and property.

Shelter: Stay inside or go inside

Shelter-in-place is used when there is not time to evacuate or when certain conditions may render it unsafe to do so.

- 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.

Guidelines for action:

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 but keep nearby
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection

Evacuate: Leave at once

Evacuation requires an immediate exit from a building or area.

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 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. If calling Campus Safety is not possible, use your Security Escort Alarm.

Note: Phone is the preferred method for reporting an emergency condition, since the Security Escort Alarm does not allow for two-way dialogue and exchange of pertinent information.

FIRE-RELATED EMERGENCY

If you find or suspect smoke or fire

- If the building fire alarm is not active, pull the nearest pull station to warn others; pull stations are generally found near the stairwells and/or exits.
- Use the fire extinguisher only if the fire is small and you have a clear exit path. If you are uncomfortable EVACUATE.

If the fire alarm is activated:

When the fire alarm sounds, you must immediately exit the building via the nearest exit*

- Always assume a real emergency exists; do not hesitate or take time gathering personal items.
- The elevators will not be operational, use stairwells only.

1. If a smoke condition exists, try an alternative exit path.

- If possible, cover your nose and mouth with a wet towel or cloth.
- Stay low and get on your hands and knees to get below the smoke.
- Once outside, move away from doorways so that arriving emergency personnel can get access to the building.

2. If you are trapped or know someone who is trapped inside a building:

- Call Campus Safety (585) 389-2850 and provide as much information as possible: who they are, where they are, and what is going on outside the door.
- If you have access to a window, attempt to alert others by yelling or drawing attention to yourself.

3. If you or someone you know has LIMITED MOBILITY concerns:

- Evacuate the building if you are able and it is safe for you to do so. Remember that the elevators will be off-line.
- Shelter in place:
 - Find an open room and close the door (but keep unlocked).
 - Immediately call Campus Safety (585) 389-2850 and communicate who you are, where you are, and the nature of your limitations.
 - Follow instructions from Campus Safety, but stay in the room.
 - Campus Safety and/or the Fire Department will come to you if you are in harm's way.
 - You will only be physically evacuated by Campus Safety or the Fire Department if necessary.

** Remaining in your room, office, or building during a fire alarm is not only unsafe, but it is a crime punishable by law.*

MEDICAL EMERGENCY

- Immediately call Campus Safety for assistance or have someone call for you.
 - If you direct someone else to call for you, confirm the call was made and that help is on the way.
 - Use any blue light phone on campus.
 - Use your Security Escort Alarm if you do not have access to a phone.
- Do not move the injured person unless they are in danger of further injury as a result of their location. Always consider your safety and the safety of others in making this decision (e.g. electrical lines, violence, fire, and chemical exposure).
- If the person is conscious:
 - Speak to them to obtain a brief history including their name, emergency contact, associated medical conditions/medication, and how they are currently feeling.
 - Help the person to be as comfortable as possible and encourage privacy from onlookers.
- If the person is unconscious, speak to others in the area for details on what happened.
- To the extent that you are trained and comfortable in administering first aid, you may start treatment according to your training until emergency responders arrive.

As first responders, Campus Safety Officers receive ongoing training and certifications in key areas such as critical incident management, fire safety, CPR, first aid, NarCan administration (opioid-overdose), administering emergency oxygen, Automated External Defibrillators (AEDs), mental health first aid, alcohol and other drugs, sexual assault investigations, and more.

Campus Safety offers First aid/ CPR certification courses. Refer to the Campus Safety webpage for a schedule of courses to current students, staff, and faculty.

THREATS OF SUICIDE

We can prevent suicide. According to the American Foundation for Suicide Prevention, most people who take their lives exhibit one or more warning signs, either through what they say or what they do. Warning signs include a change in behavior or the presence of entirely new behaviors (especially when related to a painful event, loss, or change).

Suicidal thoughts or actions are a sign of crisis and should never be ignored. If you are unsure of what to do or how to proceed, call the Office of Health and Counseling Services at (585) 389-2500 for a consultation. Outside of business hours, contact Campus Safety at (585) 389-2850 or any of the free and confidential resources noted below.

For on campus emergencies contact Campus Safety. When you contact Campus Safety at **(585) 389-2850**, the dispatcher will contact appropriate authorities and/or emergency care providers as needed, including police, fire, and/or emergency medical responders.

Consider the following actions, if possible and when safe to do so:

- Stay with the person, or find someone who can, until help arrives.
- Attempt to escort the person to a quiet, private place where you can observe/monitor them until help arrives; listen empathetically until help arrives.
- If the person attempts to leave, do not restrain them; monitor and observe their behavior and direction of travel; notify first responders of any change in location.

24/7, free and confidential resources for non-urgent consultation:

- Monroe Mobile Crisis Team at (585) 529-3721 or Lifeline at (585) 275-5151. This is a mobile psychiatric emergency team who provides support to individuals who are experiencing a crisis in mental health.
- National Suicide Prevention Lifeline at (800) 273-8255 or text 741741

TITLE IX: SEXUAL MISCONDUCT, HARASSMENT AND DISCRIMINATION

(Includes dating violence, domestic violence, stalking, and sexual assault)

Nazareth College encourages all community members to report sexual assault and harassment. Deciding whether to make a report and how to proceed can be a difficult choice. For more information about how to report an incident, including resources, support, confidential reporting, and confidential services, go online to naz.edu/titleix for a copy of Nazareth College's Sexual Misconduct Policy.

Reporting assault/violence

- Immediately call for help: off campus dial 911; on campus call Campus Safety at (585) 389-2850.
- Provide as much detail as possible about what you observe or hear.
- Indicate whether you know if any weapons or dangerous instruments were involved
- Provide the names/descriptions of all parties involved.
- Do not attempt to become involved; even if you know the parties involved, you may be injured if you attempt to intervene.
- If any of the involved parties attempt to leave the area whether by foot, vehicle, or other means, obtain as much information as possible, such as: direction of travel; what they were wearing; physical features and clothing description; vehicle license plate number; vehicle description; and any other observations, no matter how slight or seemingly insignificant.

Reporting to Nazareth College

- Meet with the Title IX Coordinator to report an instance or fill out an anonymous online report form at <https://forms.naz.edu/sexual-misconduct/>.
- The Title IX coordinator will coordinate an initial assessment, investigation, and will respond to the allegations.

- At the time that the report is made, you do not have to decide whether or not to request disciplinary action.
- Nazareth may be able to impose interim measures, to eliminate the hostile environment and protect all parties involved. These may include, but are not limited to:
 - Access to counseling services and assistance in setting up an initial appointment
 - Imposition of an on-campus "no-contact" directive
 - Rescheduling assignments or exams
 - Changing class schedules or on-campus housing
 - Providing academic support services

Reporting to local law enforcement

- Students who wish to pursue a formal complaint with local law enforcement can enlist the help of the Title IX Coordinator, Campus Safety or call the Monroe County Sheriff's Office directly by dialing 911.
- Nazareth College will generally respect your choice unless the college determines that there is an overriding issue with respect to the safety or welfare of the college.

BOMB THREAT

If you observe a suspicious object or what you believe to be a bomb on campus, do not attempt to handle; clear the area and immediately contact Campus Safety.

If you receive a bomb threat by telephone: Remain calm and obtain as much information as possible. DO NOT put the caller on hold; DO NOT attempt to transfer the call. **If you have caller ID, record the phone number of the caller** and proceed as follows:

LISTEN - Pay close attention to the caller and their words and speech:

- Does the caller have any distinguishing voice characteristics such as an accent, stuttering, or mispronunciation?
- Is the caller calm, angry, excited, irrational, or agitated?
- Does the caller's voice appear to be male or female; younger or older?
- Listen for background noises (traffic, train whistle, music, radio, TV, children, airplanes, etc.).

DOCUMENT – Record all that is known, heard, and said:

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

ENGAGE - Questions to ask the person making the threat:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Who placed the bomb?
- Why was the bomb placed?
- Where are you calling from?

If you receive the bomb threat via voicemail, text, or social media, do not delete the message or attempt to forward. Campus Safety will consult with law enforcement and Nazareth College IT Services, as needed, for best means to preserve the message as evidence.

SUSPICIOUS LETTERS AND PACKAGES

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 and immediately contact Campus Safety at (585) 389-2850.
- Do not move or handle a suspicious package; leave the area immediately.
- If the object 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 if the 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.

MISSING PERSON

If a student, employee, or other individual has reason to believe that a student who resides on campus is missing, he or she should immediately notify Campus Safety.

When the College receives a missing person report from any member of the College community or a student who resides in on-campus housing, the report will be forwarded within 24 hours to Campus Safety. If Campus Safety receives a report of a missing student and upon investigation determines that a student has been missing for more than 24 hours, then Campus Safety will act in accordance with established policy and procedure. To view the College's missing person policy in full, refer to the Annual Security & Fire Safety Report located on the Campus Safety website at naz.edu/campus-safety.

If you suspect or become aware of a report of a missing person, take the following actions:

- If the missing person is a minor, contact Campus Safety immediately. A missing minor from campus will generate an immediate outreach to law enforcement.
- If you suspect a student, staff, or faculty member is missing, contact Campus Safety even if it appears to be an off-campus concern. Campus Safety may be able to assist local law enforcement with their investigation.
- Be prepared to provide specific reasons why the person may be missing and attempts you and others have made to reach the person. If the initial Campus Safety investigation does not locate the person or if there is reason to believe the person is in danger, law enforcement will be contacted to assist in the investigation.
- Campus Safety will report all missing person reports to law enforcement after 24 hours; however this does not preclude contacting law enforcement in less than 24 hours if information or circumstances warrant a more immediate response.

ACTIVE INTRUDER

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN (evacuate):

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route in mind.
- Move quickly; leave belongings; leave even if others refuse to follow.
- Prevent individuals from entering an area, if possible.
- Keep your hands visible. Follow the instructions of any first responders encountered.
- Call 911 when you are safe.

2. HIDE (conceal and take cover):

If evacuation is not possible, 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.
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock and barricade the door.
- Silence your cell phone and/or pager.
- Text 911 to communicate information without being heard.
- 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. FIGHT (take action against the intruder):

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by any means necessary.

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions and taking the shooter down.

POWER OUTAGES

In the event of a power outage effecting some or all of the campus, stand by for information and instruction from Campus Safety. Some buildings have back-up generators which will provide limited power; other buildings do not.

Here are some things to keep in mind:

- 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. Limited emergency lighting and building power will be provided.
- Buildings with no generator power, fire detection and monitoring remains intact by battery backup for approximately 24 hours. However, egress lighting is provided for only 60-90 minutes via battery.

Consider the following measures:

- Move to a building that has an emergency generator, if it is safe to do so, unless otherwise instructed.
- Use flashlights in the dark – candles are unsafe and 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.

WEATHER WARNINGS, WATCHES, & ADVISORIES

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. While more often associated with winter weather, adverse weather can present itself at any time and even without notice, despite the season, current conditions, or projected forecast.

Definitions: Know the difference, be prepared, and be ready to act quickly.

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

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); sign up now at getrave.com/login/naz.
- 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

Situation dependent and in general, the College will remain open 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. 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 judgment when making determinations about travel.