



SIENACollege

DEPARTMENT OF
PUBLIC SAFETY

EMERGENCY RESPONSE GUIDE



FOR FACULTY, STAFF, & STUDENTS

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EMERGENCY PHONE NUMBERS

| Public Safety Emergencies | Public Safety Non-Emergencies | Health Services* |
|--------------------------------------|--------------------------------------|--------------------------------------|
| Using a cell phone (518) 783-2999 | Using a cell phone (518) 783-2376 | Using a cell phone (518) 783-2554 |
| Using a campus phone 911 | Using a campus phone 2376 | Using a campus phone 2554 |

*Monday-Friday 8:30am-4:30pm

When Calling Public Safety 911:

- Speak slowly and clearly.
- Provide your name.
- Provide the name of the building(s) and the exact location of the emergency.
- Provide a thorough description of the incident to ensure that the proper resources are dispatched.
- Stay on the line with the dispatcher. DO NOT hang up until the dispatcher tells you to do so.

****Note:** It is important when calling on a cell phone to call (518) 783-2999 to reach the Siena College Public Safety Dispatcher. If you dial 911 on a cell phone you will be connected to the Town of Colonie Police Dispatcher.**

PUBLIC SAFETY IS LOCATED ON THE FIRST FLOOR OF HINES HALL-EAST WING ON PADUA ROAD

TERMS TO KNOW/DEFINITIONS

The following directions may be issued in the event of an emergency. Always use your best judgment, based upon the specific situation, as to whether it is safe to do as directed. It is important to assess your location compared to the incident location before you take appropriate action.

Evacuate: Move out of an unsafe location into safety. Walk quickly in an orderly fashion to the nearest safe exit. If evacuating a building because of a fire, close all doors between you and the fire, and DO NOT use elevators.

Shelter-in-Place: You may have to Shelter-in-Place when an evacuation is not safe (e.g. severe weather, hostile intruder, or hazardous material spills). Seek immediate shelter and remain there during an emergency rather than evacuate the area. In a hostile intruder scenario, you should lock the door and barricade yourself in the room with the furniture or anything you can push against the door. The preferred Shelter-in-Place location would be an interior room or hallway.

Seek Shelter: If outside during an incident, drop to the ground immediately, lying face down as flat as possible. If within 15-20 feet of a safe place or cover, stay close to the ground and run to it. Attempt to move or crawl away from the threat, trying to utilize any obstruction between you and the threat. The ultimate goal is to put as much distance between you and the shooter. When you reach a relatively safe place, stay down and do not move. If possible, seek shelter in a building and shelter-in-place.

SIENA college

Department of Public Safety
Emergency Response Guide for
Faculty, Staff and Students

SIENA ALERT SYSTEM

Siena College has a state-of-the-art emergency notification system, the Siena Alert System (SAS). This mass-notification system enables officials from the College to send urgent alert messages to email accounts, and text messages to cell phones that support text messaging.

Siena students, faculty and staff are responsible for individually subscribing to the Siena Alert System and for any charges their service providers may impose for delivering the text messages. Siena Alert messages will be sent only in cases where there is a genuine need to provide immediate information to the Siena College Community.

Registering for the Siena Alert System

1. Go to www.siena.edu/sienaalert
2. Click on "Login to the Siena Alert System"
3. Login using your Siena email ID and password
4. Enter the information required
5. Click "Create Account"

Please refer to the College's emergency website, www.siena.edu/emergencyinfo, for further information during an emergency.

****Note:** If you have specific questions or would like assistance related to the Siena Alert System (SAS) registration process, please send an email to sienaalertsystem@siena.edu or contact Sandy Serbalik, Director of Risk Analysis and Project Management at (518) 783-2596.**

EMERGENCY CALLBOX NUMBERS AND LOCATIONS

Siena College maintains over 30 outdoor emergency phones around the campus. These phones are mounted in blue boxes and have a blue light on top. Pushing the call button activates a direct phone line with Siena College Public Safety that automatically pinpoints the caller's location. Students and staff are encouraged to learn the locations of the emergency call boxes and utilize them for all security and emergency communications.

- 1 Parking Lot U (South End)
- 2 Parking Lot S (Southwest Side)
- 3 Parking Lot B (East of Cushing Village)
- 4 Parking Lot O (Main Entrance / Northeast Side)
- 5 Parking Lot L (North Side)
- 6 Parking Lot H (Center of Lot on "H" Pole)
- 7 Chapel Road (West Side / Across from Chapel)
- 8 Parking Lot F (North of Baseball Field on Walkway)
- 9 Parking Lot W (North Side on Sidewalk)
- 10 Francis Drive at Friars Road (T Intersection)
- 11 Maloy Circle at Colbeth Hall
- 12 Parking Lot A (St. Francis Garage)
- 13 Athletic Field (North Side)
- 14 Foot Bridge (Between MacClosky and Cushing)
- 15 Cushing Village (Inner Pathway – North End)
- 16 Francis Drive (Cushing Village – South End)
- 17 Parking Lot Q (South Lawn of Hines Hall)
- 18 Parking Lot R (South Side)
- 19 Foot Bridge (Pole 15 – East Side of Bridge)
- 20 Parking Lot U (Pole 190 – East Side of Lot)
- 21 Parking Lot M (Pole 305 – West Side of Siena Hall)
- 22 Academic Quad (Pole 125 – Center of Quad)
- 23 Pathway (Northeast Corner of RB by Library)
- 24 Parking Lot G (Pole 207 – Northeast Corner of Morrell)
- 25 Chapel Road (Pole 277 – South End)
- 26 Parking Lot W (Pole 183 – Southwest Corner)
- 27 Behind Cushing 135 & 137 (On Pathway – Pole 26)
- 28 Northwest Corner of MacClosky Square on Clare Circle
- 129 On Scoreboard (South Side of All Purpose Athletic Field)
- 131 Serra Manor Pathway (33 Fiddlers Ln.)
- 132 Parking Lot C (Snyder Hall)
- 133 Wetlands Bridge (E)
- 134 Wetlands Bridge (W)
- 135 Front of Trustco Bank Center
- 136 Rear of Trustco Bank Center
- 137 Grotto

MEDICAL EMERGENCIES

Life Threatening Medical Emergency:

- Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone). Tell them exactly where you are on campus and the nature of the emergency.
- If you suspect a head or spinal injury, DO NOT MOVE the victim(s) unless there is an immediate life-threatening emergency.
- For medical emergencies involving biological, chemical, or radioactive materials, call Public Safety immediately and meet responding emergency personnel. Inform emergency and medical personnel about the specific hazard. Public Safety will contact the appropriate safety officer (Biosafety and Radiation Safety Officer, Chemical Hygiene Officer) as soon as possible.
- In case of cardiac arrest (no heart beat detected) **CPR must be started** along with using an **Automatic External Defibrillator (AED)**.
 - AED's are located in the following areas of the college:

| | |
|---|--|
| Siena Hall – Room 210/Faculty Lounge | Chapel-Ministry Office Area |
| Foy Hall - Second Floor Lounge Area | Lonnstrom Dining Hall-Inside Main Entrance |
| Sarazen Student Union-By Information Desk | Morrell Science Center-Breezeway Entrance |
| Library-Main Entrance | MAC-By Pool and in the ARC |
| Hennepin-Main Lobby | Hines-Main Hallway Lobby 2d Floor |
| Snyder Hall-Main Lobby | Padua-Main Lobby |
| Plassmann Hall-Main Lobby | Ryan Hall-Main Lobby |
| MacClosky Square Commons Building | Serra Manor-By the Kitchen (33 Fiddler's Ln) |
| Athletic Bus | Rosetti Hall-Main Lobby |
| TRUSTCO Bank Center-Main Lobby | Hines Hall – Public Safety Lobby |

- Mounted wall signs mark exact location of AED's

Non-Life Threatening Injuries:

- To obtain medical attention students report to Health Services located in the lower level of MacClosky Square Townhouse Complex, Monday-Friday 8:30am – 4:30pm. Health Services can be reached at (518) 783-2554 (from a cell phone) or 2554 (from a campus phone).
- If Health Services is closed and medical attention is needed, contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone), to arrange a ride by taxi, to an urgent care facility, hospital emergency room or local care provider.
- Notify Public Safety **immediately** for incidents involving biological, chemical or radioactive materials. Public Safety will contact the appropriate safety officer (Biosafety and Radiation Safety Officer, Chemical Hygiene officer) as soon as possible as well as emergency responders.

RESPONSE TO SPECIFIC INCIDENTS

If qualified while waiting for emergency responders

****Do not attempt unless you are qualified****

Victim Is Not Breathing and Has No Pulse

1. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone), begin CPR using a pocket mask and disposable gloves when available.
2. Give 30 chest compressions to a depth of 2 inches followed by 2 full breaths (enough to make the chest rise).
3. After completing the cycle of breaths and compressions, recheck pulse and breathing for 10 seconds.
4. At this time, either continue CPR cycle or monitor victim's condition.

Choking Victim

1. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone), approach victim from the front.
2. Get victim's permission to help.
3. If victim is coughing, encourage them to keep coughing in trying to dislodge the object.
4. When victim is unable to cough, speak or breathe, give 5 back blows between their shoulder blades using the heel of your hand followed by 5 abdominal thrusts using your fist just above their navel in an inward and upward motion.
5. If needed, repeat 5 back blows followed by 5 abdominal thrusts until the object is expelled.

Severe Bleeding

1. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone), use disposable gloves, if available.
2. Apply direct pressure to the wound and a pressure point above the wound.
3. Elevate wound if possible.
4. Stay with victim keeping them comfortable until help arrives.
5. Do not give the victim anything to eat or drink.

Seizures or Unconscious Victim

1. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone), keep all dangerous objects away from victim.
2. Protect the victim's head by placing a towel or a pillow under the head.
3. Do not place anything in the victim's mouth.
4. Stay with the victim until help arrives.

RESPONSE TO SPECIFIC INCIDENTS cont.

Heat Illness

1. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone) get the victim to a cool place.
2. Loosen any tight or restrictive clothing if possible.
3. Apply cool moist cloths to the skin.
4. Give victim small sips of cool water.
5. Wait for help to arrive.

ALCOHOL POISONING

Symptoms of Alcohol Poisoning:

- Person is off balance, having difficulty walking.
- Inability to focus/respond.
- Person vomits, especially while sleeping.
- Person demonstrates aggression/fighting/erratic behavior.
- Person has unexplained or suspicious injuries.
- Eyes are red/closing, crying, slurred speech.
- Person makes a medical or mental health complaint.
- Person smells of alcohol.
- Any other questionable or unusual behavior that is observed.

Response to Alcohol Poisoning:

1. Get help – Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
2. Do not leave the person unattended.
3. Turn the person to his/her side to prevent choking on vomit.
4. Monitor the person's breathing.
5. Wait for help to arrive.

FIRE EMERGENCY

*****Always take fire alarms seriously*****

Fire Safety Tips

1. Know your exits.
2. Keep exit paths clear.
3. Know where the nearest fire alarm and fire extinguisher are located.
4. Never leave an open flame unattended.
5. Never overload electrical power strips or continue to operate defective equipment.

If You Discover a Fire

1. Manually activate the nearest fire alarm system.
2. Immediately exit the building using the stairs and closing doors/windows behind you.
3. DO NOT use elevators.
4. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
5. Assemble in the designated area as instructed by the Community Living staff (RA's, RD's, etc.) and/or Public Safety Officers.
6. Do not attempt to re-enter the building or leave the premises until instructed to do so by the Community Living staff, Public Safety or emergency personnel.

Once Alarm is Activated

1. Walk quickly to the nearest exit, closing doors between you and the fire.
2. If possible, assist people who have special needs. Contact Public Safety for assistance.
3. Notify Public Safety and/or fire personnel if you suspect someone is trapped inside the building.
4. Assemble in the designated area as instructed by the Community Living staff (RA's, RD's etc.) and/or Public Safety Officers.
5. Do not attempt to re-enter the building or leave the premises until instructed to do so by the Community Living staff, Public Safety or emergency personnel.

If Trapped in a Room/Building

1. Close as many doors and windows as possible between you and the fire.
2. Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room. Duct tape may also be used as an alternative to seal the room.
3. Attempt to signal to someone outside the building.
4. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone).

If Caught in Smoke

1. Drop to hands and knees, and crawl towards the nearest exit.
2. Stay low as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through nose, and use a filter such as a shirt or towel.

FIRE EMERGENCY cont.

If Forced to Advance through Flames

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.
5. If your clothing catches fire, immediately STOP, DROP and ROLL to smother the flames. If someone else's clothing catches fire and they are in a panic, knock that person to the floor and roll them around to smother the flames.

Using a Fire Extinguisher

1. Report the fire first by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
2. Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
3. If you have any doubts of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method:

Pull the pin. This will break the tamper seal if one is provided.

Aim low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

Squeeze the handle to release the extinguisher agent.

Sweep from side to side at the base of the fire until the fire is out. Watch the area.

If the fire re-ignites, repeat the steps above.

Fire in a Laboratory

- Manually activate the nearest fire alarm and exit the building immediately. Close the door behind you to prevent the fire's spread. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone). Be available to Public Safety so that you can tell them of the exact location, details of the fire, what hazardous materials are stored and used in the laboratory.
- A fire contained in a small vessel can usually be suffocated by covering the vessel with a lid or cover across the lid opening.
- If a person's clothing catches on fire, the individual should immediately cover their face and drop to the floor, and roll to smother flames. Safety showers should be used only if immediately at hand within the laboratory. Get medical attention promptly.

FIRE/FIRE DRILL DESIGNATED ASSEMBLY POINTS

| BUILDING NAME | ASSEMBLY POINT |
|--------------------------------|--|
| Hennepin Hall | Lawn area between Plassmann Hall and Lonnstrom Hall* |
| Hines Hall | Lawn area between Padua and Sarazen Student Union* |
| Padua Hall | Lawn area between Padua and Sarazen Student Union* |
| Plassmann Hall | Lawn area between Lonnstrom Hall and the Standish Library* |
| Ryan Hall | Lawn area between Padua and Sarazen Student Union* |
| MacClosky Square Townhouses | Lawn area in front of Townhouses** |
| Cushing Village Townhouses | Lawn area in front of Townhouses*** |
| Snyder Hall | Parking Lot B |
| Siena Hall | Academic Quad sidewalk/lawn area |
| Foy Hall | Academic Quad sidewalk/lawn area |
| Roger Bacon Hall | Academic Quad sidewalk/lawn area |
| Morrell Science Center | Sidewalk along Parking Lot "F" by baseball field |
| Haas Plant Operations building | West side of building of MacClosky |
| St. Francis House | Lawn and sidewalk leading to 33 Fiddlers |
| Colbeth Hall | Sidewalk leading to Parking Lot "D" by Snyder Hall |
| Clare House | Sidewalk and Parking Lot "E" |
| Marcell Athletic Complex | Sidewalk and lawn leading to Plassmann Hall |
| Fr. Ben Kuhn House | Sidewalk leading to the MAC and Parking Lot "W" |
| McGuire Hall | Sidewalk and lawn area leading to Parking Lot "T" |
| Chapel/Chaplain's Office | Sidewalk on north side of Chapel in front of Kiernan |
| Kiernan Hall | Academic Quad sidewalk/lawn area |
| Sarazen Student Union | Academic Quad sidewalk/lawn area |
| Lonnstrom Dining Hall | Academic Quad sidewalk/lawn area |
| Standish Library | Academic Quad sidewalk/lawn area |
| St. Thomas More House | Driveway and lawn area |
| 5 Fiddlers Lane | Driveway and lawn area |
| Serra Manor/33 Fiddlers Lane | Lawn and sidewalk leading to St. Francis House |
| Rosetti Hall | Parking Lot H |
| Trustco Bank Center | Front Lawn |

Residence Halls have a pre-determined inclement weather assembly points:

- *Sarazen Student Union
- **MacClosky Commons
- ***Cushing Village Commons

All other building occupants will follow the direction of Public Safety in the case of inclement weather.

SEXUAL VIOLENCE

All the steps below should be discussed with the reporting individual and initiated with the victim's consent. Let the victim make their own choices. Be supportive and non-judgmental. Information may also be obtained at the website: www.Siena.edu/SexualViolencePrevention. If you or someone you know experiences an incident of sexual violence, consider the following:

Immediate Action(s):

- Call Public Safety or 911 if you or someone else is in immediate danger.
- Get yourself/victim to a safe place (e.g. friend's place, RA office, etc.)
- Call a supportive person; a friend, family member, RA, RD, or an advocate from a crisis line.
 - Albany County Crime Victim & Sexual Violence Center: (518) 447-7716
 - New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906
- Seek Medical Assistance as soon as possible to treat the full extent of any injury or physical trauma, to consider possibilities of STI/STD and risk of pregnancy and to preserve evidence in case you decide to pursue legal action.
- Save evidence.
 - Do not shower, wash or change your clothes. Important physical evidence can be gathered up to 72 hours after an assault. Evidence can only be gathered at a hospital.
- A Sexual Assault Nurse Examiner (SANE) is on call at area hospitals. Albany Memorial Hospital is the closest hospital to Siena and can provide medical services to victims of sexual violence. A SANE nurse has specific training and experience in supporting survivors of sexual violence and in evidence collection. These services are available at no cost.
- The victim may be more comfortable choosing a provider of their choice. Depending on the provider, this may require that you pay a fee.
- If requested, a member of the Siena on-call Community Living Staff can accompany the victim to the hospital for a SANE exam.
- An on-call advocate from Albany County Crime Victim & Sexual Violence Center can meet the victim at the hospital to assist them through the process and provide support. The victim/survivor may accept or refuse the advocate's presence.

Reporting Options:

- Victims have a right to make a report to Public Safety, local law enforcement like the Colonie Police Department, and/or the New York State Police, or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and safety resources from the College including access to the Title IX Coordinator.
- Victims may make a confidential report to **only** the College Chaplain and Friars, a Counselor in the Counselling Center and a Medical Provider in the College Health Services Office.
- Victims have the right to make a report with privacy when reporting to College officials, to the extent possible under the circumstances. However, information must be shared with other members of the community if there is a need to know to provide safety resources, investigate and/or seek resolution.

Sexual Violence Consolidated
Emergency Assistance Contact Information:

Emergency Response

Colonie Police Emergency: 911

Siena College Public Safety:
518-783-2999

New York State Police
Dedicated 24 hour hotline:
1-844-845-7269

Health and Safety

Albany Memorial Hospital:
518-471-3111

St. Peter's Hospital
518-525-1550

Siena College Health Services:
(Confidential)
518-783-2554

Counseling

Siena College Center for Counseling
Center: **(Confidential)**
518-783-2342 *

Siena College Chaplain Office:
(Confidential)
518-783-2332 *

Albany County Crime Victim &
Sexual Violence Center Crisis
Hotline: **(confidential)**
518-447-7716

New York State Hotline for
Sexual Assault and Domestic
Violence:
(Confidential)
1-800-942-6906

*May be reached after business
hours by calling Public Safety.

DATING & DOMESTIC VIOLENCE

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length and type of the relationship
- The frequency of interaction between the persons involved in the relationship

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

If you have been a victim or witnessed a Domestic or Dating Violence, you should:

- Call Public Safety or 911 if you or someone else is in immediate danger.
- Get yourself to a safe place (e.g. friend's place, RA Office, etc.)
- When injuries are present or suspected, seek medical help.
- If possible and safe to do so, safeguard and preserve any potential evidence.
 - Evidence may include:
 - Physical Injury
 - Clothing worn during incident
 - Weapon or dangerous instrument used during incident
 - Electronic communications (e-mail, text messages, twitter messages, social media, etc.)
 - Vandalized property
 - Written communication including graffiti as well as photographs or video

Reporting Options:

- Victims have a right to make a report to Public Safety, local law enforcement like the Colonie Police Department, and/or the New York State Police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and safety resources from the College including access to the Title IX Coordinator.
- Victims may make a confidential report to **only** the College Chaplain and Friars, a Counselor in the Counseling Center and a Medical Provider in the College Health Services Office.
- Victims have the right to make a report with privacy when reporting to College officials, to the extent possible under the circumstances. However information must be shared with other members of the community if there is a need to know to provide safety resources, investigate and/or seek resolution.

Information may also be obtained at the website: www.Siena.edu/SexualViolencePrevention

STALKING

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for his or her safety or the safety of others or
2. Suffer substantial emotional distress.

If You Have Been Involved In or Have Witnessed a Stalking Incident, You Should:

- Call Public Safety or 911 if you or someone else is in immediate danger
- Get yourself to a safe place (e.g. friend's place, RA Office, etc.)
- When injuries are present or suspected, seek medical help.
- If possible and safe to do so, safeguard and preserve any potential evidence.
 - Evidence may include:
 - Electronic communications (e-mail, text messages, twitter messages, social media, etc.)
 - Compromised computer files
 - Physical injury
 - Vandalized property
 - Written communications including graffiti
 - Photographs or video
 - Unwanted gifts, parcels or letters

Reporting Options:

- Victims have a right to make a report to Public Safety, local law enforcement like the Colonie Police Department, and/or the New York State Police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and safety resources from the College including access to the Title IX Coordinator.
- Victims may make a confidential report to **only** the College Chaplain and Friars, a Counselor in the Center for Counseling and Student Development and a Medical Provider in the College Health Services Office.
- Victims have the right to make a report with privacy when reporting to College officials, to the extent possible under the circumstances. However information must be shared with other members of the community if there is a need to know to provide safety resources, investigate and/or seek resolution.
- Seek support and counseling. There are a variety of resources both on and off campus that can assist you.

Information may also be obtained at the website: www.Siena.edu/SexualViolencePrevention

BULLYING AND CYBER-BULLYING

Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.

Cyber-bullying is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

If You Have Been Involved In or Have Witnessed any form of Bullying, You Should:

- Call Public Safety or 911 if you or someone else is in immediate danger.
- Get yourself to a safe place (e.g. friend's place, RA Office, etc.)
- When injuries are present or suspected, seek medical help.
- If possible and safe to do so, safeguard and preserve any potential evidence.
 - Evidence may include:
 - Electronic communications (e-mail, text messages, twitter messages, social media, etc.)
 - Compromised computer files
 - Physical injury
 - Vandalized property
 - Written communications including graffiti
 - Photographs or video
- Consider filing a report with Public Safety and/or Colonie Police
- Consider meeting with a member of the Dean of Students Office to obtain information about possible accommodations, cease and desist orders (of protection) and the steps taken when filing a report. Students are not obligated to file a report after obtaining information.
- Harassment and Assault (physical and/or sexual) are violations of Siena Life policies and the state criminal code. Violators could face disciplinary action under either or both systems.
- Seek support and counseling. There are a variety of resources both on and off campus that can assist you.

Available Resources for Students:

- Counseling Center: 783-2342 / www.siena.edu/ccsd
- Dean of Students: (518)783-2328 or go to: www.Siena.edu/SexualViolencePrevention
- Title IX Coordinator: (518) 782-6673

PSYCHOLOGICAL EMERGENCY

*****Faculty and Staff may also refer to the guide provided by the Counseling Center for additional information*****

Suicide Threat – Psychological Emergency:

- If it appears an individual may cause harm to themselves or others, call (518) 783-2999 (from a cell phone) or 911 (from any campus phone)
- Be prepared to give detailed information about the emergency.
- Ensure that the person is not left alone.
- Stay with the person until emergency personnel arrive.
- Keep other people away from the scene.
- Do not handle weapons, containers or other possible evidence.

Available Resources for Students:

- Counseling Center: (518) 783-2342
- Dean of Students: (518) 783-2328
- Chaplain's Office: (518) 783-2332

HOSTILE INTRUDER/ACTIVE SHOOTER

Hostile Intruder/Active Shooter incidents are dynamic and evolve rapidly. The information provided in this document can serve as a guide for members of the college community. It is very difficult to predict how incidents such as this will unfold and it is important to use good judgment and common sense while responding to this type of incident. A college representative will notify law enforcement authorities and inform the community via the Siena Alert System when informed of an incident.

Shelter-in-Place: It is important to assess your location compared to the incident location before you take appropriate action. You may have to **Shelter-in-Place** when an evacuation is not safe. Seek immediate shelter and remain there during the emergency rather than evacuate the area. Lock the door and barricade yourself in the room with the furniture or anything you can push against the door. The preferred Shelter-in-Place location would be an interior room or hallway.

RESPONSE OPTIONS FOR HOSTILE INTRUDER/ACTIVE SHOOTER

If the shooter/ hostile intruder is OUTSIDE your building

1. Get to a room that can be locked; close and lock windows and doors.
2. Turn off the lights, computer monitors, radios and silence cell phones.
3. Try to get everyone down on the floor so that no one is visible from outside the room.
4. When it's safe to do so, have one person call 911 or dial 783-2999 for Public Safety.
5. Stay in place. Remember, calls from an unfamiliar voice may be the attacker attempting to lure you.
6. Do not respond to any voice commands until you are sure that they come from a police officer or a public safety officer.

If the shooter/ hostile intruder is INSIDE your building

1. If possible and safe to do so, run/exit the building immediately utilizing the nearest escape route that YOU determine to be safe.
2. If you choose to escape, leave belongings behind (books, backpacks, laptop, etc.)
3. If you encounter the Police, keep your hands empty and in plain view. Do not carry anything which may be mistaken as a weapon.
4. Notify anyone you may encounter to exit the building immediately.
5. When it's safe to do so, call 911 (campus phone for Public Safety or dial 783-2999).
6. If exiting the building is not possible, go to the nearest room or office and shelter in place.

RESPONSE OPTIONS FOR HOSTILE INTRUDER/ACTIVE SHOOTER cont.

If INSIDE – Shelter in Place

1. Ensure your own safety.
2. Hide and do not attempt to interfere with the suspect.
3. Lock yourself in the room you're in or move to the nearest location that can be secured by a door with a lock.
4. If a locked door is not available, move far away from the threat as safely possible.
5. Isolate yourself and restrict entry in any way that is possible.
6. Barricade yourself in the room with furniture or anything you can push against the door.
7. Seek interior rooms with no windows and doors that can be locked from inside. If not possible, seek a corner of the room NOT visible through the door window.
8. Turn off lights. Close blinds leaving approximately 6-8 inches from the bottom of the window, so emergency personnel can see inside the room.
9. Place signs in the exterior windows to identify the location of injured people.
10. Turn off radios and computer monitors. Silence cell phones. Remain quiet and do not do anything to draw attention to yourself.
11. If possible, keep yourself out of sight and take adequate cover.
12. Call Public Safety at (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
13. If possible assist others.
 - a. Allow other trusted individuals into your secure location.
 - b. Instruct them to remain calm and quiet.

If INSIDE AND Suspect is Within Close Proximity, the Department of Homeland Security recommends:

1. Fight as a last resort and only when your life is in imminent danger and self-protection is your final option for survival (use your own discretion when engaging a shooter for survival).
2. Attempt to incapacitate the shooter
3. Act with physical aggression and throw items at the active shooter

If OUTSIDE – Seek Shelter

1. Initially drop to the ground, lying face down as flat as possible. If within 15-20 feet of a safe place or cover, stay close to the ground and run to it. **Do not run in a straight line.**
2. Move or crawl away from gunfire, trying to utilize any obstruction between you and the gunfire.
3. The ultimate goal is to put as much distance between you and the threat.
4. When you reach a relatively safe place, stay down and do not move.
5. If possible, seek shelter in a building and shelter-in-place.
6. Wait and listen for directions from Public Safety, Police and/or other College Officials.

RESPONSE OPTIONS FOR HOSTILE INTRUDER/ACTIVE SHOOTER cont.

In a Rescue Situation Initiated by Police:

- Police will enter building to neutralize the threat.
- If you are still inside the building, do not run. Drop to the floor, place your hands behind your head and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all commands.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are the shooter or a victim.
- Even if you are handcuffed and searched, do not resist. Wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.

What to Report to Public Safety.

1. Your specific location – building name and office/room number.
2. Number of people at your specific location.
3. Injuries – number injured and types of injuries.
4. Assailant(s) – location, number of assailant(s), race/gender, clothing description, physical features, type of weapon (long gun or hand gun), backpack, assailant(s)' identity if known, number of gunshots, etc.

When the security threat is over, a Public Safety, Police Officer or other College Official will proceed throughout the buildings and areas, notifying everyone by giving an area "All Clear" announcement. Be sure to verify the individual making such an announcement is in fact an officer. A message will also be sent via the Siena Alert System.

- For further guidance on active shooter community response please visit the U.S. Department of Homeland Security Website at <http://www.dhs.gov/active-shooter-preparedness> or view the Run Hide Fight video at <https://www.youtube.com/watch?v=5VcSwejU2D0>

ASSAULT

If You Have Been Assaulted by a Stranger or Someone You Know, You Should:

- Call Public Safety or 911 if you or someone else is in immediate danger.
- Get yourself to a safe place (e.g. friend's place, RA office, etc.)
- Get medical help. You may have internal injuries that require medical attention.
- Consider filing a report with Public Safety and/or Colonie Police.
- Consider meeting with a member of the Human Rights Committee or Dean of Students to obtain information about possible accommodations, orders of no contact, and the steps taken when filing a report. Students are not obligated to file a report with the police after obtaining information.
- Assault is a violation of Siena Life and Human Rights policies and the state criminal code. Violators could face disciplinary action under either or both judicial systems.
- Seek support and counseling. There are a variety of resources both on and off campus that can assist you.

Available Resources for Students:

- Counseling Center: (518) 783-2342 www.siena.edu/ccsd
- Dean of Students: (518) 783-2328

CRIME/THREATENING INDIVIDUAL

If you observe a crime, believe a crime is in progress, or a threatening individual, you should do the following:

Reporting Crimes:

- Immediately call Public Safety at (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
- Report anything that is out of place or suspicious.
- Describe the location of the incident & person's age, gender, appearance, etc.

Threatening Individuals:

- Immediately call Public Safety at (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
- Protect yourself, stay calm and avoid conflict.
- Keep a safe distance, place barriers between you and the suspect.
- If possible, seek protection in a classroom/office with locks and a phone.
- Immediately leave the building and go to a safe location if it does not put you at risk.
- Trust your instincts and use sound judgment.

CRIMINAL DESCRIPTION SHEET

Physical Description

SEX _____

RACE _____

AGE _____

HEIGHT _____

WEIGHT _____

COMPLEXION _____

EYES _____

EYE TYPE _____

SCARS, MARKS, TATTOOS



HAT _____

HAIR _____

FACIAL HAIR _____

SHIRT _____

NECKTIE _____

JACKET OR COAT _____

WEAPON _____

RIGHT OR LEFT
HANDED _____

Method of Escape

DIRECTION _____

LICENSE PLATE _____

VEHICLE DESCRIPTION _____

REMARKS _____

PANTS _____

SNEAKERS/SHOES _____

BOMB THREAT/SUSPICIOUS PACKAGE

*** Remain calm and DO NOT evacuate buildings or areas unless directed by Public Safety***

If a Bomb is received by Phone, Ask:

Where is the bomb located? _____
When is the bomb going to explode? _____
What kind of bomb is it? _____
What does it look like? _____
Why did you place the bomb? _____
Your name and location _____

Record the Following Information:

Time of Call _____
Date of Call _____
Phone Number of Caller _____
Length of Call _____
Sex/Race of Caller _____
Age of Caller _____

EXACT WORDING OF BOMB THREAT:

Caller's Voice: Calm ___ Soft ___
Loud ___ Deep ___ Stutter ___
Excited ___ Angry ___ Rasp ___

BACKGROUND NOISES AND SOUNDS:

Background Noise:
Street Noise ___ House Noise ___
Factory Machinery ___ Music ___
Voices ___ Clear ___ Airport ___

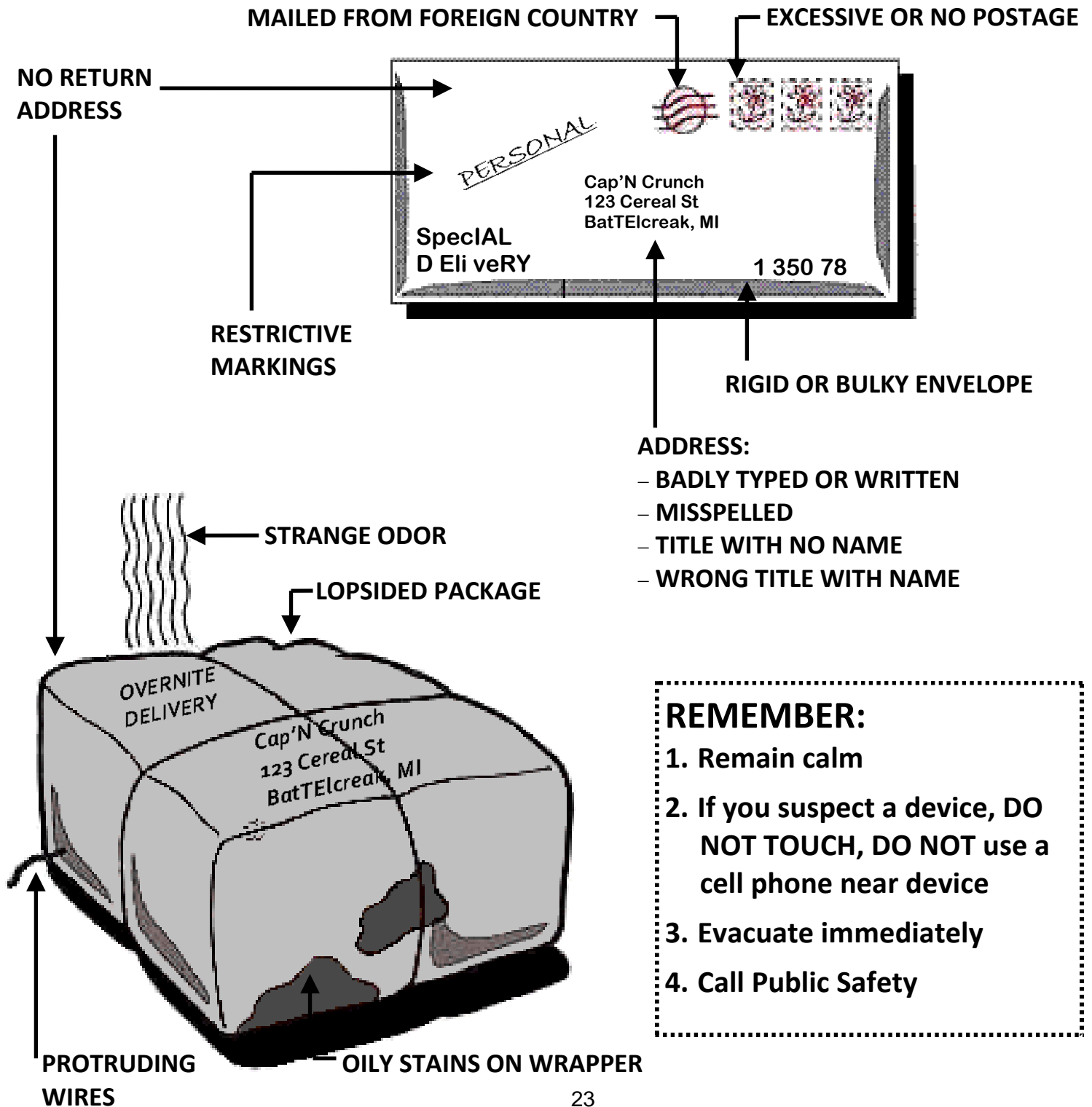
- What Will Happen Next?**
- A building/area search is made by the appropriate people
 - Public Safety personnel will contact and interview the person who received the bomb threat
 - An evacuation may take place
 - When authorized, the "All Clear" will be given by Public Safety, Police or other College Officials

SUSPICIOUS PACKAGE

If You Receive or Encounter a Suspicious Package or Device:

- Remain calm. **DO NOT** touch, inspect or move it.
- Move calmly and quietly from the immediate area.
- DO NOT USE A CELL PHONE WITHIN 300 FEET OF THE SUSPICIOUS PACKAGE.
- IMMEDIATELY CALL Public Safety (518) 783-2999 (from a cell phone) or 911 (from a campus phone)
- Leave the threatened building or area of suspicious device and go to a place that is out of the line of sight to the threat location and provides shielding.

SUSPICIOUS PACKAGE INDICATORS



POWER OUTAGE

Be Prepared:

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

Localized Power Outage (affects one building or section of campus)

1. Remain calm.
2. In the event of a power outage, residence hall buildings/townhouses are equipped with emergency lighting to aid in evacuations.
3. To report a localized power outage, contact Public Safety at (518) 783-2376 (from a cell phone) or 2376 (from a campus phone).
4. Public Safety will notify Facilities Management and others as required.
5. If the power outage presents an emergency, call Public Safety at (518) 783-2999 (from a cell phone or 911 (from a campus phone).

General Response to a Power Outage affecting Morrell Science Center and Roger Bacon Hall

When there is no ventilation in the Morrell Science Center or Roger Bacon Hall, immediately suspend all work with hazardous materials. If it is safe to do so, cap containers, stabilize reactions and close hood sash(s). Evaluate whether it is safe to remain in the laboratory. If all hazardous materials cannot be safely contained in closed systems, then immediately evacuate the laboratory. The laboratory will be considered safe only if all sources of hazardous materials are contained in closed systems. If power is not restored in one hour, then the School of Science Dean, with assistance from the Office of Public Safety, will make an announcement that the building is to be evacuated and classes in the building are canceled until power is restored.

In the Event of a Large Scale Power Outage (affects majority/all of campus)

1. Remain calm.
2. Do not light candles or use other types of flames for lighting.
3. Unplug electrical equipment, including computers, and turn off light switches.
4. Follow directions provided by Public Safety, Community Living staff, and any messages delivered via the Siena Alert System.
5. If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If you have special needs or need assistance, call Public Safety at (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
6. Secure all vital equipment, records, experiments and hazardous materials if it is safe to do so.

If People Are Trapped in an Elevator

1. Use the elevator phone or cell phone to call Public Safety at (518) 783-2999.
2. Tell passengers to stay calm and that you are getting help.
3. Provide specific information and the number of individuals trapped if known to the Public Safety Emergency Dispatcher.
4. Stay near passenger(s) if it is safe to do so until emergency personnel arrive on site.

SCIENCE LABORATORY EMERGENCIES

Power Outage in a Laboratory

1. If you are working with hazardous materials in a laboratory, cap containers if it is safe to do so.
2. Ensure experiments, equipment, machinery or apparatus are stabilized or safe if you can.
3. If ventilation is not adequate, evacuate the area until power is restored.
4. If you are working with hazardous chemicals in a fume hood:
 - Cap all chemical containers that are safe to cap, and then close the fume hood sashes to within an inch to maintain a chimney effect to keep some air flowing in the hood.
 - Leave the room and post signage that no one should enter if unsafe conditions exist.
5. If you are working with bio hazardous agents or materials in a biosafety cabinet:
 - Stop work and secure the bio hazardous agents or materials, taking care not to create aerosols.
 - Leave the laboratory and assure that others have left.
 - Secure the laboratory from entry by other personnel.
 - If the agent poses a hazard to humans, contact Public Safety immediately.
 - When power is restored, Public Safety will notify personnel that it is safe to return. Generally, you must wait at least 30 minutes before re-entering the space to allow airborne particles to dissipate.
 - Verify the operation of the biosafety cabinet and disinfect the work area.

Responding to Hazardous Material Incident

1. General Response Procedures
 - Protect yourself and notify people in your area of a hazardous materials spill and/or exposure or of a security breach involving hazardous materials.
 - Evacuate the room, floor or building as necessary.
 - Close doors to prevent people from entering the area.
 - Call Public Safety at 518-783-2999 or 911 from a campus phone for any hazardous materials incident.
2. Responding to a Spill: A spill of material may be hazardous by inhalation or body contact. Do not attempt to clean-up a spill that you do not have the training or personal protective equipment and materials to safely contain. If hazardous material is spilled, inform others in the laboratory. If there is risk of inhalation exposure evacuate the laboratory and close the laboratory door. Contact Siena College Public Safety Office for spill clean-up assistance. Public Safety Officers will assess the situation and contact the appropriate officer or hazardous materials spill response firm for clean-up.

SCIENCE LABORATORY EMERGENCIES cont.

3. Responding to an Exposure

- Call Public Safety immediately.
- For exposure to skin and mucous membranes, individuals should follow the instructions on the Safety Data Sheets. Safety showers, eye wash stations and sinks are available if instructions dictate to wash the area with soap and water or flush the affected area with large amounts of water for 15 minutes (i.e.) as appropriate.
- Meet responding emergency personnel. Inform emergency and medical personnel about the specific hazard.
- In the event of inhalation exposure, the Safety Data Sheet may advise moving to fresh air.

4. Responding to a Security Breach (i.e. theft, suspicious visitors)

- Call Public Safety as soon as you are aware of the security incident.
- Notify people in the area of the security breach.
- Inform Public Safety of the incident details.

WEATHER EMERGENCIES

Severe weather conditions can occur suddenly or be predicted ahead of time. Severe weather likely to occur in this area includes: accumulations of snow and ice, heavy rains, and high winds.

Personal Safety Guidelines:

Snow and ice: To the greatest extent possible, walk only on paths that have been cleared and sanded. Exercise extreme caution when driving.

Heavy rains and flooding: In the case of extensive roof, window leaks, or imminent flooding, unplug electrical devices and secure all equipment by moving or covering it.

High winds: If possible, remain inside the building and away from windows. When outside, avoid areas with the heaviest concentration of trees. Stay clear of sagging or downed power lines.

Thunderstorm: If you can hear thunder, you are close enough to the storm to be struck by lightning. If you are outside, immediately move to a sturdy building or car. DO NOT use your cell phone or any electrical devices during a thunderstorm.

Tornado: Move to the lowest level of the building, preferably the basement. Put as many walls between you and the outside. Get under a sturdy table and use arms to protect your head and neck. Stay away from windows and open spaces. Stay there until danger has passed. If there is no basement, go to an interior room on the lowest level. DO NOT open windows.

Key Weather Terms:

Watch: Threatening weather is likely. Remain calm and alert and prepared to implement a plan for action.

Warning: Severe weather is occurring or has been indicated by radar. The key is to remain calm, but take precautionary action IMMEDIATELY to protect your life and property.

*If the weather requires an emergency response, a message will be sent via the Siena Alert System

GENERAL HAZARDOUS MATERIALS INCIDENT

Responding to a Hazardous Material Incident:

- Protect yourself and notify people in your area about the hazard.
- Turn off all ignition sources around flammable materials.
- Evacuate the room, floor or building as necessary.
- Activate the “Push to Purge” or “Panic” buttons if impacted area is equipped.
- Close doors to prevent people from entering the area.
- Call Public Safety at (518) 783-2999 (from a cell phone) or 911 (from a campus phone)

When Reporting a Spill, Identify:

- Any personal injuries that occurred.
- The location of the spill (townhouse, building, room number or area)
- The name of the material spilled, spell it slowly and clearly.
- The amount of material spilled.
- How the spill occurred, if known or suspected.
- Who saw the spill & when it occurred?
- Give a call-back phone number.

EXPLOSION

In the Event of an Explosion in the Building, Individuals Should Remain Calm and Take the Following Actions:

1. Take shelter against a desk or sturdy table.
2. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
3. Do not move seriously injured persons unless they are in immediate danger of being killed by a subsequent fire, building collapse, or other occurrence.
4. Call Public Safety at (518) 783-2999 (from a cell phone) or 911 (from a campus phone)
5. Follow the instructions of Public Safety, Colonie Police, or fire personnel at the scene. Evacuate when instructed to do so.
6. Open the door carefully and watch for falling objects.
7. DO NOT use elevators, matches or lighters, or re-enter the building until instructed to do so.