

EMERGENCY RESPONSE QUICK REFERENCE GUIDE

More detailed information is available in the *Siena College Emergency Response Guide* at <http://www.siena.edu/publicsafety>

**REPORT ALL EMERGENCIES
TO SIENA COLLEGE PUBLIC SAFETY**

CALL 518-783-2999

IMPORTANT INFORMATION FOR ALL EMERGENCIES

- Report all emergencies by calling 518-783-2999 from a cell phone or 911 from a campus phone
- Always follow instructions provided by emergency personnel, Siena ALERT and campus officials
- Stay away from the affected area until given the "all clear" by emergency personnel
- Whenever possible, assist persons with special needs

NOTE: Classroom doors can be locked from the inside/should be locked when told to SHELTER IN PLACE

BUILDING EVACUATION

- Gather personal belongings if safe to do so. DO NOT delay evacuation.
- Immediately evacuate building using nearest safely accessible exit closing doors and windows behind you.
- DO NOT use elevators.
- Meet outside at area specified by instructor and await further instructions. (Assemble in the designated areas as instructed by Public Safety, emergency personnel)
- Assist persons with special needs as able.
- DO NOT attempt to re-enter the building until instructed to do so.

THREATENING PERSON

- Any threat to person or property immediately contact Public Safety
- Do not confront the person
- Do not block the person's access to an exit
- When calling Public Safety (518) 783-2999 or 911 (from an on campus phone) provide as much information as possible about the person and their direction of travel

FIRE

- Evacuate building immediately when alarm is activated or there is evidence of a fire
- Manually activate the nearest fire alarm system if alarm isn't already sounding
- Close doors and windows behind you
- DO NOT use elevators
- Call 518-783-2999 to report location of fire or smoke
- Notify fire personnel if you suspect someone is trapped in the building
- **If trapped in a room/building** – close as many doors and windows as possible between you and the fire
- Place cloth material (wet if possible) around/under door
- Attempt to signal to someone outside the building

HOSTILE INTRUDER/ACTIVE SHOOTER

These incidents are dynamic and evolve rapidly. If you hear gunfire or see a person with a gun, take immediate steps to protect yourself. The steps below are a guide – but you need to use good judgment and common sense based on YOUR SPECIFIC LOCATION.

- **RUN**-Try to escape the area if safely possible
- **HIDE**-You may have to Shelter in Place when an evacuation is not safe
- If HIDING/SHELTERING IN PLACE, lock yourself in the room you're in or move to the nearest location that can be secured & turn off all lights
- Seek a corner NOT visible through a window
- Silence cell phones & remain quiet
- If suspect is in close proximity, the Department of Homeland Security recommends you may have to **FIGHT** as last resort, 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)**
- Attempt to incapacitate the shooter. Act with physical aggression and throw items at the shooter
- When the threat is over, a Public Safety or Colonie Police officer or College Official will notify everyone by giving an area "All Clear" message. A message will also be sent via Siena Alert.

SHELTER-IN-PLACE

- Instructions will be issued via Siena Alert and other available emergency notification systems
- Seek immediate shelter and remain there during the emergency if evacuation is not safe
- Assess your location compared to the incident.
- In a hostile intruder scenario, lock the door and barricade yourself in the room with furniture.
- Stay out of sight from all doors and windows.

SUSPICIOUS OBJECT/PACKAGE

- Remain calm
- Do not touch or disturb the item
- Do not use a cell phone near the item
- Evacuate immediately
- Call Public Safety