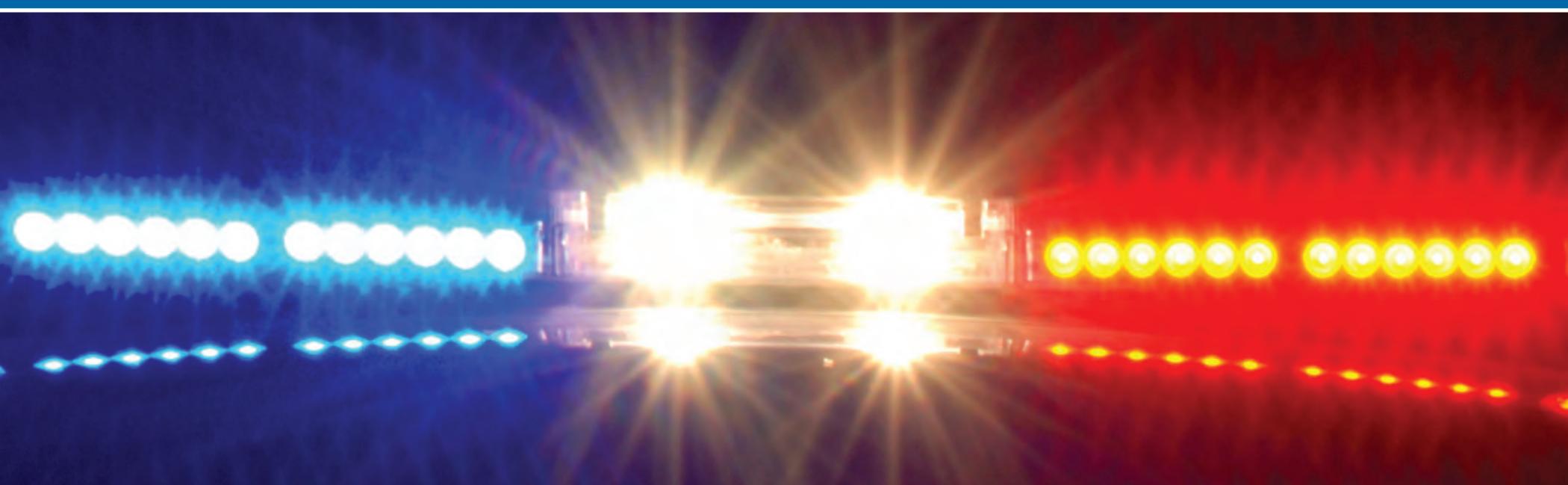


EMERGENCY RESPONSE HANDBOOK



Genesee Community College

Emergency	911
Public Safety Emergency	343-0055 (ext. 6500)
	6500 (from a campus phone)
Public Safety Non-Emergency	343-0055 (ext. 6240)
	6240 (from a campus phone)



EMERGENCY CONTACT

If a structure collapses or suffers severe, moderate, or even seemingly light damage:

- Immediately contact GCC Public Safety at ext. 6500 and/or 911
- Move to a safe location and protect yourself and others from secondary collapses



If you know that someone is trapped or missing:

- Do not attempt to enter the structure to perform a rescue
- Immediately notify emergency responders

STRUCTURAL DAMAGE

During a campus emergency, GCC will distribute information to the campus community utilizing one or more the following methods:

- GCC Website:
www.genesee.edu
- Wireless Text Message Alerts:
To register for NY-ALERT:
 - **Visit the College Website (www.genesee.edu)**
 - **Click “Login to Genesis” and enter your username and password**
 - **Click “SUNY-NY ALERT” in the left column**
 - **Complete the NY-ALERT form**
- Building Representatives
- Local Media/Campus TV/Radio Broadcasts



NOTIFICATION

If inside the building:

- Seek cover under a desk, table or other heavy furniture which can provide protection from flying glass and debris
- Remain inside the building until it is safe to exit
- Follow directions of emergency response personnel

If outside the building:

- Seek cover
- Move away from the aircraft
- Proceed to a safe area
- Follow directions of emergency response personnel



If you have any information about the incident, contact GCC Public Safety at ext. 6500 and/or 911

AIRPLANE CRASH

Active Shooter in Your Vicinity

Determine the Best Way to Protect Your Life

Evacuate

- Have an escape route and plan in mind
- Leave your belongings
- Keep hands visible

Hide Out

- Hide out of the active shooter's view
- Block entry to your hiding place and lock the doors
- Silence electronic devices

Take Action

Only if your life is in danger

- A last resort – only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression – throw items at the shooter



Call 9-1-1 When Safe to Do So

ACTIVE SHOOTER/ IN YOUR VICINITY

Active Shooter

When Law Enforcement Arrives

How To React

- Remain calm and follow instructions
- Raise hands, spread fingers, keep hands visible
- Don't make quick movements
- Avoid pointing, screaming and/or yelling



Information to Provide

- Location of shooter(s)
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by the shooter(s)
- Number of potential victims

ACTIVE SHOOTER/ LAW ENFORCEMENT ARRIVAL

Campus Evacuation:

- If it is necessary to evacuate the campus, exit in the direction given by Public Safety or other emergency authority
- Do not put your vehicle in a position where it blocks the way for others
- If the road is not usable, leave your vehicle off of the roadway and evacuate by foot



Building Evacuation:

- If safe, close your office door and window, but do not lock them
- Use the nearest safe stairs and proceed to the nearest exit
- Do not use the elevator
- Wait for any instructions from emergency responders
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders

Handicapped Evacuation Procedures (procedures for assisting others):

- Individuals with disabilities shall move to the additional assistance areas which are on elevator bay bridges (do not use elevator)
Emergency red phones are located in these areas
- Building Representatives will assist in evacuation and/or notify emergency responders immediately about any people remaining in the building and these locations
- GCC Public Safety or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators

EVACUATION PROCEDURES

If you are a victim a sexual assault, get to a safe environment as quickly as possible. Seek medical treatment immediately.

If the assault is on-campus or is perpetrated by a student, report the incident immediately to GCC Public Safety at ext. 6500 and/or 911. Provide college officials with as much detailed information as you can. A formal charge may be filed with the police, the College or both.

Seek counseling and emotional support (see below for phone numbers).

Do not shower, bathe or clean up in any way (this will prevent the loss of valuable evidence).
Preserve all evidence in a paper bag.

Don't blame yourself; sexual assault is never the victim's fault.

For Emergency assistance, contact:

- **GCC Public Safety at ext. 6500 and/or 911**
- **Counseling Services 343-0055, ext. 6219**
- **Rap (Regional Action Phone) 24 hour hotline 343-1212 or 1-800-359-5727**



SEXUAL ASSAULT

- Pull the nearest pull station to alert other occupants and contact GCC Public Safety or emergency responders to provide details
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so; be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire
- Evacuate the building as soon as the alarm sounds
- On your way out, warn others nearby
- Move away from fire and smoke. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic
- Close doors and windows if time permits
- Touch closed doors. Do not open them if they are hot
- Use stairs only; do not use elevators
- Move to the safe area, at least 200 feet from the building
- Do not re-enter the building or work area until you have been instructed to do so by emergency responders



FIRE

- Move to a safe area and notify GCC Public Safety or emergency responders
- Move upwind from the source of the attack
- If evacuation from the immediate area is impossible, move indoors (if outside) and upward to an interior room on a higher floor
- Once indoors, close all windows and exterior doors and shut down air conditioning or heating systems to prevent circulation of air
- Cover your mouth and nose; if gas masks are not available, use a surgical mask or a handkerchief
- Cover bare arms and legs and make sure any cuts or abrasions are covered or bandaged



- If splashed with an agent, immediately wash it off using copious amounts of warm soapy water or a diluted 10:1 bleach solution
- Seek medical attention if there is any possibility that you were exposed

CHEMICAL ATTACK

Medical Emergency:

- Immediately contact GCC Public Safety at ext. 6500 and/or 911
- Keep the injured person in place; DON'T MOVE the person unless surroundings can cause further harm
- Clear the area around the injured person
- In the event of an accident involving injury or illness:
 - Stay on the phone until instructed to hang up.
 - Provide location, nature and cause of injury, and any hazards that may be present



Mental Health Emergency:

A mental health emergency is any situation involving individuals in distress who are unable to appropriately manage themselves and may include:

- Suicidal behavior
 - An individual threatening harm to themselves and/or others
 - A psychotic break (sudden loss of contact with reality and or bizarre behavior)
 - An unusual or prolonged reaction to traumatic event(s)
 - Any behavior unreasonably disturbing to the academic, work or living environment
- Immediately contact GCC Public Safety at ext. **6500** and/or **911**, or call the Campus Counseling Office at **585-343-0055 x6219**

MEDICAL OR MENTAL HEALTH EMERGENCIES

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, contact GCC Public Safety at ext. 6500 and/or 911.

If a disturbance seems to threaten occupants, report it to GCC Public Safety at ext. 6500 and/or 911 and:

- Alert all persons in the area of the situation
- Lock all doors and windows
- Close blinds to prevent flying glass
- If necessary, your department may be directed to cease work operations
- If evacuation is necessary, follow directions from emergency responders



CIVIL DISTURBANCE

WHAT TO DO DURING A TORNADO:

If at school or work:

- Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it
- Use arms to protect head and neck

If outdoors:

- If possible, get inside a building
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building; be aware of the potential for flooding
- Use arms to protect head and neck

If in the car:

- Never try to out-drive a tornado
- Get out of the car immediately and take shelter in a nearby building
- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle; be aware of the potential for flooding

WHAT TO DO DURING AN EARTHQUAKE:

If Inside: DUCK - HOLD - DROP

- DUCK and DROP down on the floor
- If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it, hold the position until the ground stops shaking and it is safe to move
- Do not run outdoors
- Do not use elevators
- Follow directions of emergency personnel

If in a theatre or lecture hall:

- Stay in your seat, protect your head and neck
- Do not rush for the exits
- Follow directions of emergency personnel

If in an elevator:

- If power fails, elevators will stop and lights will go off
- Be patient; emergency personnel will rescue you as soon as possible

If outside:

- Move to a clear area if safe to do so; avoid falling hazards
- Duck, cover and hold in an open area; protect your head and neck.
- Follow directions of emergency personnel

If in a vehicle:

- Pull over and stop in a clear area; avoid overpasses, power lines and structural hazards
- Stay with your vehicle

WINTER STORM (SNOW/ICE)

- During a winter storm, should conditions worsen during the day, the administration may decide to close the College early; when such determination is made, you will be notified via media outlets and the College's website
- If roads leading to your home have been closed, do not attempt to travel home
- If you are unable to travel home, contact your supervisor, or the next person who is next in line of authority
- If the storm has knocked power lines to the ground and it appears that the electricity will be off for an extended period of time, it may be necessary to take appropriate action to prevent injury to people or damage to property
- Follow the College's emergency closing procedures listed on the website

DURING ANY SEVERE WEATHER EMERGENCY ~ COOPERATE FULLY WITH EMERGENCY PERSONNEL

If You Receive a Bomb Threat (BY TELEPHONE):

If you receive a threatening call (bomb, or other physical harm, etc.) do not hang up. Have someone else call GCC Public Safety at ext. 6500 and/or 911 from another extension if possible. Stay calm and keep your voice calm. Ask questions and take notes. Write down the date and time of call and phone number from caller ID. Note call details (background noise, gender, accent, stutter, emotional state, etc.) Attempt to engage the caller in conversation and obtain as much information as possible.

- What exactly is the threat?
- When will it explode?
- Where was the bomb left?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- Who placed the bomb?
- Who is the target?
- Why was the bomb placed?
- What is your address?
- What is your name?

Call GCC Public Safety at ext. 6500 and/or 911 and follow their instructions

If You Receive a Bomb Threat (BY E-MAIL, MAIL OR TEXT MESSAGE):

Call GCC Public Safety at ext. 6500 and/or 911 and save the message as evidence to be turned in



How to identify suspicious envelopes or packages:

- Excessive postage
- Handwritten or poorly typed address
- Incorrect title
- Title without name
- Misspelling of common words
- Oily stain, discoloration, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Restrictive endorsements, such as “personal” or “confidential”
- City or state in the postmark that does not match the return address



For suspicious unopened envelopes or packages marked with threatening messages:

- Do not touch, shake or empty the contents of any suspicious envelope or package
- If you have already picked up the package, place it on a stable surface. Do not sniff, touch, taste or look closely at it or any contents that may have spilled
- Leave the room and close the door or section off the area to prevent others from entering (i.e., keep others away)
- Wash your hands with soap and water
- Report the incident to GCC Public Safety at ext. 6500 and/or 911
- If possible, list all people who were in the room or area when the envelope or package arrived; give this list to responding authorities

SUSPICIOUS PACKAGES

Be alert to and report suspicious situations or persons and criminal activity to Public Safety or emergency responders.



Be prepared to provide the following information:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

Avoiding violent situations:

- Inform GCC Public Safety or emergency responders about any individuals deemed to be threatening or dangerous
- Eliminate opportunities for violence by:
 - Knowing your escape route
 - Placing a barrier between yourself and the aggressor
 - Using effective people / communication skills
 - Having a second person with you

Reacting to violent situations:

- Maintain eye contact and a positive posture to send out positive signals
- Do not touch or approach a person who may become violent
- Keep the person talking as you maintain a controlled, calm demeanor.
- Show concern yet maintain a safe distance; avoid being alone with the person
- Call GCC Public Safety at ext. 6500 and/or 911, or have someone else call

CRIMINAL OR VIOLENT BEHAVIOR

CLEAR

ALL

NEED

HELP