Bard College

Emergency Safety Information

1. General Emergency Information
2. Fire
3. Severe Weather And Natural Disasters
4. Power Outage
5. Major Water Leak/Flood
6. Hazardous Materials, Fumes, Vapors, And Gas Leaks
7. Assault/Fight
8. Civil Disturbances
9. Medical Emergencies
10. Behavioral Concerns, Suicide Threats/Attempts, And Other Psychological Emergencies
11. Missing Student
12. Active Shooter And Weapons On Campus
13. Bomb or Bomb Threat
14. Shelter-In-Place And Lockdown
15. On Campus AED Locations

Office of Safety & Security Emergency Line: 845-758-7777

Rev. Oct. 2026

General Emergency Information

Prepare For Emergencies

- Save the Bard Office of Safety & Security emergency line (845-758-7777) number in your cell phone.
- Know your exits and evacuation routes. Practice the different routes.
- Know which rooms in your building can be most easily secured.
- Know who else is in your building. Create an office phone tree.
- If there are persons with disabilities, plan what help they may need in an emergency where elevators cannot be used.

Response To Any Emergency

- Try to remain calm.
- Ensure your safety first, then the safety of others.
- If there is an immediate additional risk, alert others in the immediate area of the emergency.
- Notify Security at 845-758-7777 or 911 (if necessary).
- Notify any CPR/First Aid-certified persons in the area near medical emergencies.
- Be aware of the potential need to evacuate or shelter-in-place.
- Seal off the area of the emergency. Try to prevent others from entering the area.
- Take charge of area until incident is contained or relieved by Security.
- Preserve any evidence. Keep detailed notes of the incident.
- Refer any media to Public Relations. Do not give statements without approval.

What To Report When Calling Security Or 911

- Your name, location, and phone number.
- The nature, location, and severity of the emergency.
- Any important details (sights, sounds, smells, description/identity of individuals involved, etc.)
- The location of any injured persons or people with disabilities who may be at risk.

Shelter-In-Place Procedures

- Identify a safe area in the building you are in. Go to that location.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- Stay in the room until you receive notice from Security or emergency responders.

Lockdown Procedures

- Direct all students, staff, and visitors inside and into rooms.
- Close and lock all doors and windows. If possible, cover windows to help conceal your location.
- Move all persons away from windows and doors.
- Stay in the room until you receive notice from Security or emergency responders.

Fire

Immediate Actions

- Shout a warning to others, activate the fire alarm, and begin immediate evacuation of the building.
- Don't hesitate, gather your things, or look for others. Leave as quickly and orderly as possible.
- Check door handles before opening doors. If a handle is hot, don't open the door.
- If there is smoke in your immediate area, crawl on the floor to see and avoid heat and toxic air.
- Close doors and windows as you exit (if safe to do so) to help prevent the fire from spreading.
- Provide assistance to persons with disabilities and other individuals in your immediate area.
- Evacuation may not always be necessary or advisable for people with disabilities. If people with mobility-related disabilities cannot be transported from the building without using an elevator, assist them to the nearest fire stairway landing on each floor of the building. Immediately notify Safety & Security staff or other rescue workers on scene of the location of people with disabilities.
- Go to the nearest exit and leave the building. Use alternate routes, if necessary.
- **Use stairs. Do not use elevators.**

What To Do After Exiting

- Proceed to your designated gathering point and stay there until you have checked in with someone of authority. Try to account for everyone who was in your building.
- Call Security at 845-758-7777 and report the fire.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and workers.
- Do not return to an evacuated building until given the "all clear" sign by Safety & Security staff.

What To Report To Security

- Your location, name, and telephone number.
- The location and extent of the fire, if known.
- Any people with disabilities in the area that may need to be relocated.
- Any injured or trapped persons remaining in the building.

If You Are Unable To Exit

- Call Security and give your name, phone number, and location.
- Periodically call out loudly for help so rescue workers can locate you.
- Open a window to hang a piece of clothing outside to mark your whereabouts for rescue workers. Once the piece of clothing is secure, close the window to minimize oxygen flow to the fire.
- Stay near the floor, where visibility will be better and the air will be less toxic.
- Avoid flammable liquids, compressed gas cylinders, etc. that may be in a room or lab with you.
- If possible, use wet cloth to cover your mouth and nose and block smoke from entering the room.

Using A Fire Extinguisher

- Activate the fire alarm and report the fire to Security at 845-758-7777 before attempting to extinguish the fire.
- Use the extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt about your ability to fight the fire, exit immediately.
- If you decide to use the fire extinguisher, place yourself between the fire and your exit.

- To use the fire extinguisher, follow the **PASS** method:
  - **P**ULL the pin. This will break the tamper seal if a seal is applied.
  - **A**IM low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
  - **S**QUEEZE the handle to release the extinguishing agent.
  - **S**WEEP from side to side at the base of the fire until the fire is out. Wait in the area. If the fire reignites, repeat the steps above.

Severe Weather And Natural Disasters

Severe Weather Preparedness

- Security will monitor the National Weather Service radio and will initiate notifications when severe weather bulletins are issued for the immediate area.
- Unless notified otherwise, assume classes will be held. The College will send notices of any closings or disruption of shuttle service.
- The safest place to be during severe thunderstorms, hurricanes, and tornadoes is inside a secure structure, since most damage occurs as a result of broken glass and flying debris.
- Do not leave your building or initiate a building evacuation when severe weather strikes. Power may be disrupted, causing alarms to sound. If fire is not immediately present, and a clear exit is maintained, everyone should remain until the severe weather passes.
- If there is significant damage to any or all of the structures at Bard affecting utilities, such as gas or electricity, it may be necessary to evacuate buildings. If an evacuation is necessary, the College will send an emergency notification with instructions.

Tornado/Hurricane/Thunderstorm/Wind Watch

- Indicates that weather conditions are favorable for the formation of tornadoes in the area or that severe thunderstorms are possible in the area. If you hear thunder outside, go immediately indoors to avoid being struck by lightning. Lightning can strike as far as 10 miles from a storm.
- Normal operations will continue**.**
- Employees should keep a close eye on changing weather conditions and be prepared to take action if necessary

Tornado/Hurricane/Thunderstorm/Wind Warning

- Indicates that the stated hazardous condition has been spotted or identified on radar in the area or that radar has indicated storm circulation that can quickly spawn a tornado.
- For a thunderstorm, take shelter in a fully enclosed building or a vehicle with a metal roof (not a covered patio, open garage, or convertible). Avoid showers, sinks, and electronic equipment during an electrical storm. Stay inside for 30 minutes after the last sound of thunder.
- For a tornado, seek shelter in a basement or an interior hallway of a sturdy building immediately. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway, stairwell, etc.) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table near a wall and use your arms to protect your head and neck. Do not open windows.

Blizzard Warning

- Indicates that sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.

Flooding

- **Flood Warning**: Indicates that flooding is occurring or will occur soon. If advised to evacuate, do so immediately.
- **Flash Flood Watch**: Indicates that flash flooding is possible. Be prepared to move to higher ground.
- **Flash Flood Warning**: Indicates that a flash flood is occurring. Seek higher ground on foot immediately.

Tornado/Earthquake Safety

- **If Outside:** Try to get to a low, clear area, if possible. Avoid trees, signs, utility lines, and other hazards. Lie flat in a nearby ditch or depression and cover your head with your hands.
- Avoid windows, exterior walls, and areas with large ceiling span (such as gyms or auditoriums).
- Remain in designated shelter location until given an "all clear" notice.
- **If in a Moving Vehicle**:
  - Stop as quickly as safety permits and stay inside the vehicle.
  - Avoid stopping near or under buildings, trees, bridges, overpasses, and utility lines.
  - Proceed cautiously once the earthquake has stopped or the tornado has passed.
  - Avoid roads, bridges, or ramps that might have been damaged.
- **If Trapped Under Debris:**
  - Do not light a match.
  - Do not move about or kick up dust.
  - Cover your mouth with a handkerchief or clothing.
  - Tap loudly on a pipe or wall to alert rescuers to your location. Shout only as a last resort, to avoid inhaling a dangerous amount of dust.

If You Are Outside And Cannot Reach Shelter During A Tornado

- Watch out for and try to avoid any flying debris.
- Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of any potential flooding.
- Do not try to get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Leave the vehicle immediately for safe shelter.

Personal Protection During An Earthquake

- **DROP** to the ground,
- Take **COVER** by getting under a sturdy desk or table, and
- **HOLD ON** to it until the shaking stops.
- Be prepared to move with the desk or table until the shaking stops. If you are not near a desk or table, drop to the floor against a corner of an interior wall and protect your head and neck with your hands and arms.
- Do not try to run to another room to get under a table. Do not stand in a doorway.
- Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass.
- Do not run outside. Trying to run in an earthquake is dangerous, as the ground is moving and you can easily fall or be injured by debris or glass. Running outside is especially dangerous, as glass, bricks, or other building components may be falling. You are much safer to stay inside and get under a table.

Power Outage

Immediate Actions

- Refer to the Bard Emergency Notification Line x7000 for updates and information.
- Contact Security at 845-758-7777 if there is immediate danger.
- Provide assistance to persons with disabilities. Notify Security if people with disabilities are in the area and may need to be relocated.
- Provide assistance to other individuals in your immediate area.
- Secure files, turn off and unplug electronic equipment, and lock windows and doors if you leave.
- If the location is safe, remain where you are until directed otherwise. If directed to relocate, proceed cautiously to the assigned designated safe location.
- Do not light candles or other types of flames for lighting. Use flashlights or emergency glow sticks.
- Do not attempt to use elevators.

If Trapped In An Elevator

Use the intercom, emergency telephone, or emergency call button. Security Officers and/or the local responding Fire Department will be dispatched to your location to assist you.

Major Water Leak/Flood

Identify The Source

- If you know the source of the water, the area is safe, and you are confident of your abilities to stop it (i.e. unclog a drain, turn off water, etc.), do so cautiously.

Contact Authorities

- Call 845-758-7777 for Security.

What To Report

- Report your name, phone number, and the location and severity of the leak or flood. Indicate whether art collections, books, or other valuables are involved or are in imminent danger.
- Report any persons with disabilities who are in the area and may need to be relocated.

Protect Items From Water Damage

- Carefully remove small or light objects out of the emergency area
- Cover large objects with plastic sheeting

Provide Assistance

- Provide assistance to persons with mobility related disabilities. Notify Security if persons with mobility related disabilities are in the area and may need to be relocated.
- Provide assistance to other individuals in your immediate area.

Use Caution

- If there are electrical appliances or electrical outlets near the leak, use extreme caution.
- If there is any possible danger, evacuate the area.
- Floodwater can be contaminated. Avoid contact with dirty water, as it poses a serious health risk.
- Avoid standing in floodwater, as it can carry electrical current.
- Avoid walking through flooded areas. As few as six inches of moving water can knock a person down.

Hazardous Materials, Fumes, Vapors, And Gas Leaks

Hazardous Material Spills

- All hazardous material spills must be immediately reported to Security at 845-758-7777.
- Stop the SOURCE of the spill if possible to do so safely, but DO NOT attempt to clean up the spill yourself unless you are fully trained and have the proper equipment.
- Evacuate persons in the immediate area and close the door behind you.
- Make yourself available to supply critical information to assist with response.

Fumes And Vapors

- Toxic fumes can come from various sources, such as improperly stored chemicals, faulty building systems and equipment, fires, engine exhaust, etc.
- If the presence of toxic fumes is suspected, evacuate the affected area.
- Use a telephone away from the area and notify Security at 845-758-7777.
- It may be possible to ventilate an affected area by opening windows and/or activating exhaust fans, provided such action is undertaken by trained personnel.

Gas And Gas Leaks

- Cylinders of compressed gas may be toxic, explosive, or asphyxiating. Petroleum gases (bottled) are heavier than air and will fall to lower levels in a room.
- Natural gases are lighter than air and will rise. Natural gas is odorless, but an odorant (similar to the odor of rotten eggs) is often added. The odorant level is noticeable when there is as little as 1% gas in the air. Natural gas becomes flammable and will ignite if as little as between 5% and 15% gas is in the air and an ignition source is present.
- Gas leaking through soil (industrial gases, sewer gas) may have the odorant removed.

Emergency Treatment For Hazardous Substance Spills, Fumes, Or Vapors

- Persons who may be contaminated by a spill, fume, or vapor are to:
  - Seek medical attention immediately;
  - Avoid contact with others; and
  - Alert responders/emergency personnel of any injuries.
- If toxic chemicals come in contact with your skin, immediately flush the affected area with clean water for at least 15 minutes.
- If possible, aid any victims until emergency personnel arrive.

What To Report If There Is A Hazardous Material Spill Or Gas Leak

- When calling Security, try to have the following information:
  - Your name, phone number, and current location
  - Location of the incident
  - Time of the incident
  - Name of the material
  - Quantity of the material released
  - If anyone was or exposed to or injured by the material or if anyone is still in the area
  - If a fire or explosion was involved

What To Do If There Is A Gas Leak

- Shut off the source of the gas leak if immediately apparent, if it can be easily corrected, and if you have the knowledge and ability to do so without risking your personal safety.
- Turn off any flame or spark producing equipment in the area.
- Ventilate the area.
- Leave ventilation systems operating unless instructed by Security Officers to shut them off.
- Evacuate the building or area quickly and orderly.
- If the spill or leak happened outside, always stay upwind of the hazardous material.
- Identify people with disabilities and provide assistance, if possible.
- Notify Security at 845-758-7777 from an unaffected area.

Caution: What Not To Do Near A Gas Leak

- Do not use any phone in the area of the leak.
- Do not turn light switches on or off.
- Do not turn electrical equipment on or off.
- Do not activate the fire alarm system.
- Do not use elevators in the area.
- Do not return to the evacuated area until advised to do so by Security.

Assault/Fight

Preventative Means To Avoid Confrontations

- If you see someone behaving in a way that is aggressive or threatening to you or anyone else, alert Security at 845-758-7777.
- Try to recognize early warning signs of abuse in relationships.
- Learn strategies to lower your risk for unwanted outcomes when choosing to drink alcohol.
- Create environments where people are comfortable asking for help and supported when they do.
- If you are worried about someone or if you are having any sort of difficulty, seek help.

Be Aware

- Of your surroundings, exits, and residence/office/class routines.
- Of your coworkers, friends, students, and peers.
- Of different types of violence, of warning signs, and of the resources available.
- Of how you report a threat or concerning behaviors.
- Of how you refer an employee or student for help.
- Remember – naturally occurring or spontaneous events may be triggers for confrontations.

How To Respond To A Violent Person

- Remain calm.
- Ensure your safety and safety of those around you. Get to a secure location as soon as possible.
- Deescalate the situation, if possible. Do not try to be the mediator.
- Take note of if weapon was used, victim has physical injury causing substantial pain or physical impairment, or if assault involved sexual contact (including areas covered by clothing).
- Call Security at 845-758-7777 or 911, if necessary.
- Contain the area where the assault took place.

Civil Disturbances

Civil disturbances include riots, disruptive demonstrations, and other non-peaceful assemblies. Most campus demonstrations such as marches, meetings, picketing or rallies will be peaceful and non-obstructive, and they should not be interfered with. However, an immediate notification should be made to Security for any of the below conditions:

INTERFERENCE with normal operations of the College
PREVENTION of access to office, buildings, or other College facilities
THREAT of physical harm to persons or damage to College facilities

Peaceful, Non-Obstructive Demonstrations

- Notify Security at 845-758-7777. Give the exact location and details about the disturbance.
- Do not interrupt or become involved with the participants.
- Efforts should be made to conduct College business as usual.

Non-Violent, Disruptive Demonstrations

- Notify Security at 845-758-7777. Give the exact location and details about the disturbance.
- Do not interrupt or become involved with the participants.
- If the disturbance is in your work area, log off computers and secure all sensitive information.
- In the event that a demonstration blocks access to College facilities or interferes with the operation of the College, the demonstrators will be asked to terminate the disruptive activity and the situation will be monitored by Security.
- If the demonstrators are students, the President, Executive Vice President, Vice President of Administration, other key College personnel, and/or student leaders may be asked to go to the area and to assist.

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent:

- Ensure safety of students and staff. Warn others, if possible.
- Notify local police at 911, and Security at 845-758-7777. Give the exact location and details about the disturbance.
- Do not interrupt or become involved with the participants.
- If the disturbance is in your work area, log off computers and secure all sensitive information.
- If outdoors, immediately leave the area, stay in groups, and seek shelter indoors.
- If indoors, close and lock all doors and windows, shelter in place, and await updates from Security. If evacuation is necessary, follow instructions and announcements.

Medical Emergencies

There are many different reasons someone may need medical attention.

For minor medical needs, such as tick bites or headaches, students may seek assistance from Student Health Services, located in Robbins Annex on North Campus.

For immediate medical attention on campus, call Security at 845-758-7777 and ask for Bard EMS. Bard EMS is a free and confidential student-run emergency medical service, made up of New York State certified EMT-Bs and operating 24/7 on campus while college is in session. Bard EMS can often be on scene faster than local ambulances, with an average response time of 3 to 5 minutes. All Bard EMTs are trained to handle medical emergencies including trauma, poisoning, bone fractures, opioid overdose, cardiac arrest, respiratory distress, allergic reactions, seizures, behavioral disorders, and other common problems.

For serious medical emergencies, call **911** immediately. Be ready to tell the operator your exact location and status of the injured person. Do not move an injured person unless you are in immediate danger. Call Security at 845-758-7777 after calling 911.

Assessing The Status Of An Injured Person

- Remember the "**ABC**" of first aid: **A**wake, **B**reathing, and **C**ontinue Care.
- **Awake**: Ask the person if they can hear you. Speak loudly and clearly. If they are conscious and lucid, explain what has happened and ask if they want help. If there is no answer, ask them to open their eyes and gently shake their shoulder while watching for any response. If the person is still not responsive, shout for help and make sure someone has called **911**.
- **Breathing**: If there is no breathing, prepare to start CPR. Send help to get an Automatic External Defibrillator (AED locations are listed at the end of this document). Check the person's airway to enable breathing. If you are uncomfortable performing rescue breathing, continue with chest compressions at a rate of 100 per minute until the AED is ready to operate or a paramedic arrives.
- **Continue Care**: While help is on the way, continue care by using first aid techniques to control any bleeding, while also maintaining the person's airway and monitoring their condition.

Spinal Injuries

If a spinal injury is suspected, call 911 immediately. Avoid moving the person. If you absolutely must roll the person because they are vomiting, choking on blood, or in danger of further injury, you need at least one other person to help. With one of you at the head and another along the side of the person, work together to keep their head, neck and back aligned while rolling them onto their side.

Choking

Call **911** immediately. If a person appears to be choking, ask them if they want your help. Encourage them to continue breathing, but if all gasping for air has stopped and they are not breathing normally, perform the Heimlich maneuver (if you have been trained). If a person is passed out from apparent choking, apply the Heimlich maneuver. Check their airway and continue care until help arrives.

Controlling Bleeding

Put pressure directly on the wound. If you have some type of gauze, use it. Gauze pads hold the blood on the wound and help the components of the blood to stick together, promoting clotting. Stop The Bleed kits are available at AED locations and in Security vehicles. If you don't have gauze, terrycloth towels or other clean fabrics can work almost as well. If the gauze or towel soaks through with blood, add another layer on top. Never take off the gauze. Peeling the gauze off of a wound removes vital clotting agents and encourages bleeding to resume.

Behavioral Concerns, Suicide Threats/Attempts, And Other Psychological Emergencies

Emotional and mental wellness is an important concern within the campus community. Stress, physical abuse, substance abuse, chemical imbalances, and mental disorders can sometimes overwhelm a person, leading them to act destructively toward themselves or others. People may indicate their distress through behaviors like:

- Noticeable changes in personality, mannerisms, or appearance;
- Withdrawal from friends and family and disinterest in previously pleasurable activities;
- Reduced productivity or performance, persistent boredom, or difficulty concentrating;
- Increasing moodiness, irritability, or hostility; or
- Expressing feelings of despair.

Behavior can vary greatly depending on an individual's personality, level of intoxication, or other factors. Some, but not all, mental disorders are risk factors for suicide or may influence other types of violent behavior. We must pay attention to those around us and know that there are abundant resources for those who may need help.

If You Have Concerns About A Classmate Or Colleague

- Concerns about the behavior or emotional stability of a classmate or colleague should be communicated to the Dean of Students, an Assistant Dean, or Human Resources.
- Early intervention and support may help a person struggling with their issues to avoid long-term problems, better manage their condition, and reestablish their behavioral stability.
- Reporting your concerns, either individually or with comments from others, allows the College to offer the individual assistance, address worries, and make necessary decisions regarding our community's safety.

If there are immediate health and safety concerns surrounding a person's behavior because of written or spoken threats, previous violence or abuse, violations of the law or College policy, or possession of firearms or other weapons, alert Security at 845-758-7777.

If Someone Expresses Thoughts Of Suicide

- If it is safe to do so, try to create a private space where you can talk.
- Be willing to listen and non-judgmental. Speak directly, and allow expression of feelings.
- Try to determine whether the thoughts are general or specific, if the person has a plan, or if the person is in a state where they might take steps to attempt suicide.
- If the person has a plan or is in a state where they might take steps to attempt suicide, ask if you can help them by removing potential means of harm, such as weapons, pills, or car keys.
- While remaining with the person, call Security at 845-758-7777 and ask for the Administrator on Duty. Tell the AOD about your conversation with the person.

If Someone Has Taken Steps To Attempt Suicide

- Try to determine what steps the person has taken and **call 911 immediately**.
- Try to stop any bleeding. If the person has taken pills or other drugs, do not try to make them vomit, eat, or drink. Try to keep the person awake.
- Do not leave the person alone. Stay with the person until help arrives.

Missing Student

If you believe that a student has been abducted or has been missing for more than 24 hours, it is critical to report this information to Security by calling 845-758-7777.

Information To Report

- When, where and by whom the student was last seen.
- If the student missing from the campus, their family residence, or another location.
- If the student left a note.
- If the student has disappeared before.
- Locations of the student's residences, places frequented, and employment locations.
- Information about automobiles registered to or used by the student.
- The student's academic and work schedules.
- If the student despondent or mentally or physically disabled.
- If the student is experiencing academic, personal, or financial problems.
- Details about the student's lifestyle, including if the student has a criminal record.
- If the student has a known drug and/or alcohol problem.
- Information about parents and other family members, romantic interests, roommate(s) and friends/acquaintances.
- Information about instructors/professors, workplace colleagues, and others.
- If parents or other close family members have received recent visitors and callers.

Additional Information To Report If Foul Play Is Suspected

- Any potential descriptions of the perpetrator.
- If there a witness to or physical evidence of abduction or other foul play.
- If the student has received any threats or warnings.
- If the student or perpetrator left a note.
- If similar incidents have been reported within the area (attempted abductions, suspicious persons).
- The names of people who may normally be in the area for legitimate reasons (potential witnesses or suspects).
- Information about involved vehicles, including time and direction of travel.

A student is determined to be missing when Security has verified that reported information is credible and circumstances warrant declaring the student missing.

Bard College requires all students to list emergency contact information for parents or guardians. In addition, the College allows students to designate a confidential missing persons contact (this contact may be a different person than the student's emergency contact).

In the instance a student goes missing, Security will notify both emergency and missing person contacts no later than 24 hours after the student is determined to be missing by Security or local law enforcement.

Active Shooters And Weapons On Campus

If You Are Aware Of Someone With A Weapon On Campus

- Notify Security at 845-758-7777 immediately.
- Tell Security the name of the suspected person who brought the weapon, where the weapon is located, if the person has threatened anyone, or any other details that may prevent the person from hurting someone or themself.
- If someone threatens you with weapons, do not try to disarm them. Back away with your arms up. Try to remain calm.

If There Is An Active Shooter On Campus

RUN

- Have an escape route and plan in mind
- Leave belongings behind
- Keep your hands visible
- Don't let others enter the area
- Call 911 when you are safe

HIDE

- Hide in an area out of the shooter's view
- Lock doors and block them with heavy objects
- Move away from windows and pull blinds and shades

FIGHT

- As a last resort, only when your life is in imminent danger
- Act with physical aggression and throw items at the shooter. Attempt to incapacitate the shooter

Securing Your Immediate Area

- Lock and barricade doors; use heavy objects that might stop or slow someone trying to enter
- Turn off lights, computer monitors, radios, and other things that might draw attention
- Close blinds and block interior/exterior windows, if possible
- Silence cell phones and turn off vibrations
- Keep people calm, quiet, and out of sight
- Stay low; take cover behind concrete walls, thick desks, filing cabinets, or other objects
- Try to spread out – avoid congregating in a single area within the room

Contact Authorities: Call 911 and Security at 845-758-7777.

What To Report

- Number and location of assailants, physical description(s) (race, gender, clothing), shooter's identity (if known)
- Type and number of weapons, backpack, separate explosions from gunfire.
- Your specific location – building name, room number
- Number of people at your specific location
- Injuries – number & type of injuries (if any)

What To Do When Help Arrives

- If you're in a secure area, wait for police to clear the area before leaving
- Remain calm and follow officers' instructions – you can ask for identification
- Immediately raise hands and spread fingers – keep hands visible at all times
- If possible, provide location, number, and description of shooter(s)
- Do not stop to ask officers questions – move to area officers are entering from
- Avoid making sudden movements toward police or grabbing them
- Guide medical assistance to injured people

Bomb Or Bomb Threat

If You Observe A Suspicious Object Or Potential Bomb

- Do not touch the object.
- Secure the immediate area around the object to avoid other persons touching the object.
- Notify Security at 845-758-7777.

If You Receive A Suspicious Package

Letters and packages of most any shape and size can be made into lethal weapons using hazardous biological, chemical, energetic or incendiary materials. Below are some typical characteristics that should make you suspicious that a letter or package could be dangerous:

- Powdery residue or material on the outside.
- Arrives unexpectedly or comes from someone unfamiliar to you.
- Sent with excessive postage, handwritten or poorly typed addresses, has incorrect titles or uses only titles with no names, or has misspellings of common names.
- Addressed to someone who is no longer at that location or is otherwise outdated.
- No return address given or uses a non-verifiable address.
- Unusual weight for the size of the letter or package. Also could be lopsided or oddly shaped.
- Wrapped with an excessive amount of tape.
- Displays delivery restrictions such as “Personal for” or “Confidential.”
- Strange odor or stains on the envelope, box or wrapping.

What To Do

- Stop immediately. Do not open items further. Do not shake or empty contents. Do not move items or place items in water. Place package in plastic bag or other container to prevent leakage.
- Notify Security at 845-758-7777.
- Isolate the package and evacuate the area.
- Wash your hands with soap and water.
- Meet responding Safety & Security staff; provide them with specific info about the package and names of any persons who came in contact with the package.

If There Is An Explosion

- Take cover under sturdy furniture, or leave the building if directed to do so by Safety & Security.
- Stay away from windows.
- Do not light matches. Do not turn light switches on or off.
- Move well away from the site of the hazard (if known) to a safe location.
- Leave doors and windows open.
- Use stairs. Do not use elevators.
- Call 911, then call tSecurity at 845-758-7777.

If You Receive A Bomb Threat By Phone

- If your phone has caller ID, record the number displayed.
- If possible, get someone near you to call **911**. If not call **911** immediately after you receive the entire threat.
- Try to keep the caller on the line long enough to complete the Bomb Threat Checklist (available on the back of this page). If a Bomb Threat Checklist is not available, try to obtain the following information:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What does the bomb look like?
  - What type of bomb is it? What will cause the bomb to explode?
  - Why was the bomb placed?
  - Who is calling?
  - Where is the person calling from?
- After hanging up phone, immediately dial *57 to trace the call.
- Try to record the exact time of the call and words spoken by the caller.
- Make note of the caller's voice, language, and any background noise.
- Call 911, then call Security at 845-758-7777.

Shelter-In-Place And Lockdown

Shelter-In-Place And Lockdown

- The term “shelter-in-place” means to **immediately** seek shelter and remain there during an emergency, rather than evacuate. This should **only** be done when evacuation is not safe.
- The term “lockdown” means to **immediately** seek concealed shelter and remain there during an emergency, rather than evacuate. This should **only** be done when evacuation is not safe.
- When it is understood that an eminently dangerous situation exists and evacuation is inadvisable, notification will be given to shelter-in-place or issue a lockdown alert.
- Lockdown alerts may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a College building.
- Alerts will be made using the College’s Emergency Notification System as soon as it is feasible, in order to give the campus community as much time as possible to take protective actions.
- In making shelter-in-place and lockdown decisions, the College consults with appropriate entities, such as state and local law enforcement and the National Weather Service.
- There are only a few emergency situations requiring community members to shelter-in-place or lockdown. These include incidents such as a tornado warning, hazardous material spill, or violent person. While similar in concept, each incident type has unique shelter-in-place considerations. Familiarization with these concepts will help with personal protection decision-making.

The Following Recommendations Should Be Considered:

- **Tornado/Severe Weather**: Try to shelter in a basement, small interior room, or stairwell with no windows or glass.
- **Hazardous Material**: Try to shelter in a room above ground level, turn off ventilation, and seal windows and door cracks.
- **Power Plant Release**: Try to shelter in a basement, turn off ventilation, and seal windows and door cracks.
- **Armed Threat**: Lock and barricade doors. An exterior window can be an escape route, if you are in the same building as the threat. Avoid sheltering in rooms with interior windows that would allow you to be seen, or cover these windows, if there is no other option.

Shelter-In-Place Procedures

- Identify a safe area in the building you are in. Go to that location.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- Stay in the room until you receive notice from Security or emergency responders.

Lockdown Procedures

- Direct all students, staff, and visitors inside and into rooms.
- Close and lock all doors and windows. If possible, cover windows to help conceal your location.
- Move all persons away from windows and doors.
- Stay in the room until you receive notice from Security or emergency responders.

On Campus AED Locations

Fisher Center for the Performing Arts
- T1- Lobby
- T2- Lobby
- Spiegeltent (Seasonal)

Ward Manor
- Main Entry (Near Café Entrance)

Health Services (Robbins House)
- Main Entry

Stevenson Gymnasium
- 2nd Floor Hallway
- Pool
- Training Office
- Honey Field
- Ferrari Field

Stevenson Library
- 1st Floor – Elevator Lobby (Near Circulation Desk)

Olin Humanities Building
- South Entry (Facing Security)

Olin Language Center
- Main Entry 1st Floor (Elevator Corridor)

Massena Campus
- Massena Mansion- 1st Floor Entry
- Main Building- 1st Floor Dining area
- Main Building - 3rd Floor Outside Elevator

Kline Commons
- Northeast Entry (Facing Library)

Bertelsmann Campus Center
- Information Desk

Reem-Kayden Center (RKC)
- 1st Floor North Elevator/Stairwell A Corridor (Closest to Ludlow)

Physical Plant (B&G)
- Shipping and Receiving Area

Avery/Bito/Blum
- Outside Room N122
- Main Entry

Hessel Museum (CCS)
- Main Entry

Blithewood/Levy Institute
- 1st Floor Telephone Closet (Near Conference Room)

Montgomery Place Squash Courts
- Public Bathroom Area

Finberg House
- Pantry