

St. Elizabeth College of Nursing



# Campus Safety and Security Manual 2020-2021

Reports, Policies and Procedures for a Safe  
Environment

Campus Safety and Security Committee

2020

## TABLE OF CONTENTS

<b>Campus Safety &amp; Security Overview .....</b>	<b>3</b>
<b>Crimes and Incident Reporting .....</b>	<b>4</b>
Reportable Crimes and Other Criminal Offenses .....	4
Campus Safety Authorities (CSA) .....	4
What to Expect When a Crime is Reported .....	5
Crime and Incident Report Log.....	5
Applicable Laws Regarding Sexual Offenses .....	5
Policies Regarding Crimes and Other Offenses .....	5
Access and Security at St. Elizabeth College of Nursing .....	5
Discrimination, Harassment & Sexual Misconduct .....	6
Procedure for reporting an incident .....	6
Personal Safety and Crime Prevention Tips, General Guidelines ...	7/8
<b>Psychological Crisis .....</b>	<b>8</b>
<b>Fire Safety and Awareness .....</b>	<b>9</b>
Fire Safety, Prevention and Protection .....	9
What to Expect in the Event of a Code Red .....	9
Emergency Exits .....	10
Fire Extinguishers and Fire Alarm Boxes .....	10
<b>Code List for Emergencies .....</b>	<b>11</b>
<b>Emergency Operation Plan (EOP): SEMC and College of Nursing .....</b>	<b>12</b>
<b>Active Shooter on Campus: How to Respond .....</b>	<b>13</b>
<b>Emergency Notification and Communication .....</b>	<b>15</b>
What to Expect in an Emergency .....	15
Notification and Alert Preferences .....	15
How to Proceed in the Event of an Emergency .....	16
Definitions and Terms .....	16
Why Emergency Notification is Important .....	16
Evacuation Drills and Emergency Preparedness .....	17
<b>Community Resources and Emergency Phone Numbers .....</b>	<b>18</b>

## **CAMPUS SAFETY & SECURITY OVERVIEW**

All colleges and universities in New York State must provide information to incoming students about: Laws and penalties for sex offenses; procedures at colleges for dealing with sex offenses; the availability of support services for victims; the nature of sex offenses on college campuses; and the methods for advising and updating students about security procedures.

An Advisory Committee on Campus Safety was established in January 1991 as required by Title II of Public Law 101-542 Crime Awareness and Campus Security Act of 1990. The composition of the committee consisting of students, faculty, and administrative staff is in compliance with this law. The goal of the committee is to develop policies, regulations, and protocols for the prevention of campus crime, resulting in a safe environment for students, faculty, and staff.

The Advisory Committee will provide upon request all campus crime statistics as reported to the United States Department of Education. For further information contact United States Department of Education's web site at [www.ope.ed.gov/security](http://www.ope.ed.gov/security).

In compliance with this law, St. Elizabeth College of Nursing (SECON) is issuing this packet of materials to all students, employees of the College of Nursing, and security personnel. Furthermore, workshops, seminars, and other educational programs will be planned annually for your information and protection. Please note that this catalog is most up to date at time of publishing. It is encouraged that internal college constituents refer to the MVHS intranet and SECON website for most up to date policies. External constituents are referred to the SECON website, [www.secon.edu](http://www.secon.edu), and/or to contact College Administration for further information.

We are required by law to distribute this information to all students and employees. Please read the following information carefully. If you have questions consult the Health Center, 801-8142, the Activities Director, 801-8212 or College of Nursing Administration, 801-3358.

**Welcome to the College of Nursing!**

## CRIMES AND INCIDENT REPORTING

### Reportable Crimes and Other Criminal Offenses

The most important part in reporting a crime or criminal offense is being able to identify whether either has taken place. Reportable crimes include but are not limited to:

- Murder
- Non-negligent Manslaughter
- Negligent Manslaughter
- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Hate Crimes involving Larceny, simple assault, intimidation, vandalism/damage or destruction of property
- Domestic Violence
- Dating Violence
- Stalking

Violations Reporting includes the following, but is not limited to:

- Liquor Law Violations
- Drug Abuse/Possession
- Weapons Carrying/Possession

### Who is your Campus Safety Authority (CSA)?

A Campus Safety Authority is someone who is responsible for assisting members of the College Community with reporting crimes and offenses to the Medical Center Security Department and/or applicable law enforcement officials. The Campus Safety Authority also will seek and refer members of the College Community for emotional and medical support if needed.

Although the victim will be given the option of reporting an offense to the authorities, there are some cases where the CSA will be required to document and/or file a report with law enforcement regardless if charges are filed (such as in cases of rape and/or sexual assault).

### Campus Safety Authorities for the College of Nursing are:

Jessica Eldred, Dean of Student & Faculty Development, Title IX Coordinator  
St. Elizabeth College of Nursing .....315-801-3029

*(After hour contact information - St. Elizabeth Medical Center Switchboard 315-801-8100 and request College Administration be contacted immediately)*

Christopher Kilmartin, Manager, Security  
Mohawk Valley Health System.....315-624-6146

## What to Expect When a Crime is Reported

1. College of Nursing CSA's will collect information from the victim for the purposes of filing a report with the Medical Center Security Department.
2. The Medical Center Security Department will contact local law enforcement if necessary to report a crime or criminal offense. The information presented will also be recorded in the Crime/Incident Reporting Log. Student identifiers will not be publicized in the College Crime Log; however, the offense must be publically disclosed via the Log within two days of the incident.
3. College of Nursing CSA's will seek out and refer students who request medical or emotional support or services.

## Crime & Incident Report Log

The College of Nursing is required to maintain a Crime/Incident Reporting Log that is readily available to the public. The current Log is available via St. Elizabeth College of Nursing at (315) 801-8206.

## Applicable Laws Regarding Sexual Offenses

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Article 129 A & B of New York State Education Law
- Title IX of the Education Amendments of 1972
- Violence Against Women Act of 1994; reauthorized 2013

## Policies Regarding Crimes and Other Offenses

Internal constituents shall refer to the MVHS Intranet for the most current policies and information. Outside constituents may refer to the SECON website, [www.secon.edu](http://www.secon.edu) and/or contact personnel at the College of Nursing for more information.

St. Elizabeth College of Nursing is bound by the policies of St. Elizabeth Medical Center and Mohawk Valley Health Systems regarding the following:

- **Carrying of Weapons (MV-03-006)**
- **Workplace Harassment (MV-06-001)**
- **Fire Safety Management Plan (MV-03-018)**
- **Facility Lock In/Lock Out/Lock Down (MV-03-023)**
- **Discrimination and Sexual Misconduct (CNG-100.28)**
- **Security Alert/Hostile Situation (MV-03-027)**
- **Suspected Abuse/Referral/Report: Child or Adult (MV-19-007)**

Violations to the Medical Center policies above can result in immediate dismissal from the College of Nursing program depending on the severity of the offense regardless if formal charges are filed with law enforcement.

## Access and Security at St. Elizabeth College of Nursing

Members of the College Community should be aware of the following:

- Students, Faculty and Staff accept the responsibility of guests while in the building.

- Lobby doors are locked in the evening until the following morning. Students, faculty and staff can access the building during these hours with their ID badge.
- Alarms will sound on all emergency exit doors if one leaves the building by that route.
- Medical Center Security performs routine checks of all College rooms and facilities to ensure the safety of the College community.
- Students must carry and display their Student ID badge at all times while in the College of Nursing, within the Medical Center or anywhere they are assigned for clinical experiences.
- Students, Faculty and Staff must use their ID badge to gain access to the College of Nursing entrance.
- Security phones are located in the Library and Student Recreation Room.
- An Emergency Pull Box is located in the Student Recreation Room.
- Security is available 24/7 for escorts to the College or from the College to designated parking areas via the hospital switchboard or by dialing 801-8536 or extension 8238.

### **Discrimination, Harassment and Sexual Misconduct**

Sexual Harassment is a form of misconduct that undermines an individual's integrity and human dignity. Furthermore, it is a violation of the law. The St. Elizabeth College of Nursing Discrimination, Harassment and Sexual Misconduct Policy has been adopted to ensure that all students, faculty, staff, and guests may work, study and enjoy the benefits of the CON community without being subjected to discrimination, harassment or any form of non-consensual sexual activity.

The institution's intent is not to interfere in the relationships that people may enter into freely away from the workplace; however, such situations are often subject to individual perceptions. Any employee, student, physician, visitor or other guest of St. Elizabeth Medical Center/SECON has a right to make a complaint if they feel they have been, or may have been sexually harassed. This institution encourages any person to seek clarification or advice regarding sexual harassment from his or her supervisor, SECON Title IX Coordinator, the Personnel (Human Resources) Department or the Administration of the Medical Center.

Internal constituents shall refer to the MVHS Intranet for the most current policies and information. Outside constituents may refer to the SECON website, [www.secon.edu](http://www.secon.edu) and/or contact personnel at the College of Nursing for more information.

### **Procedure for reporting an incident**

The Medical Center will investigate every incident of claimed sexual harassment. This investigation will be conducted in a professional and private manner that protects the identity of both the person lodging the complaint and the person accused to the highest extent possible. Pursuant to this, please refer to the Discrimination and Sexual Misconduct Policy (**CNG-100.28**) located on the MVHS intranet and SECON website.

## Hate Crimes and Criminal Offenses/Violations

A Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

There are 6 categories of hate crimes:

1. Race
2. Gender
3. Religion or belief
4. Sexual Orientation
5. Ethnicity/national origin
6. Disability

Reportable criminal offenses punishable by law *specifically for hate crimes* include but are not limited to:

1. Larceny-theft
2. Simple assault
3. Intimidation
4. Vandalism/destruction/damage to personal property.

If any individual feels they have been a victim of a hate crime, this should be reported immediately to your CSA for review.

**St. Elizabeth College of Nursing will not tolerate any activities related to violence or discrimination on the College campus. If a student does engage in such illegal activity, he/she faces not only legal prosecution but also disciplinary action to include suspension and/or dismissal from the College of Nursing.**

Internal constituents shall refer to the MVHS Intranet for the most current policies and information. Outside constituents may refer to the SECON website, [www.secon.edu](http://www.secon.edu) and/or contact personnel at the College of Nursing for more information.

## Resources for Personal Safety and Crime Prevention Tips

Campus Safety Tips for College Students. (2019). Retrieved July 11, 2019 from <https://www.affordablecollegesonline.org/campus-safety-guide/>

Hollister, B. A., Scalora, M. J., Hoff, S. M., Hodges, H. J., & Marquez, A. (2016). College student reporting responses to hypothetical and actual safety concerns. *Journal of School Violence*. DOI: 10.1080/15388220.2015.1129498.

Sulkowski, M. L., & Lazarus, P. J. (2011). "Contemporary responses to violent attacks on college campuses". *Journal of School Violence*, 10, 338-354.

### ***General Guidelines for Protection against Violence***

- Promote a clear, consistent, firm anti-violence stance throughout the college. Trust your instincts (If a situation does not feel right, chances are it is not.)
- Do not worry about being impolite and hurting someone's feelings when verbalizing feelings about being uncomfortable.
- Project a confident, assertive manner; carry a whistle or keys in your hands.
- Be alert to the surroundings and the possible escape routes on the street (95% of campus crimes that are violent are alcohol and drug related).
- Recognize your vulnerability, BE AWARE.
- Go out in groups rather than singly. Use the buddy system and watch out for your neighbor.
- Avoid unsafe situations.

## **PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to a severe drug reaction or psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or complete withdrawal. Psychological crises may occur in response to traumatic or tragic events affecting the campus community.

In addition, psychological crises may involve individuals in severe distress who are unable to manage themselves and may be creating serious adverse responses in people around them.

### ***Quick Response...Protect Yourself***

***Call SEMC Security: 315-801-8536***

***Call Emergency 315-801-8911***

***Call Student Health Services: 315-801-8142***

***Call Crisis Hotline: 315-732-6228***

***YWCA Crisis Hotline: 315-797-7740***

#### **\*\*Unusual or Potential Dangerous Situations\*\***

1. Never try to handle a situation by yourself that you feel is dangerous. Call SEMC Security.
2. Clearly state that you need immediate assistance. Give your name, where you are calling from, and state the nature of the problem.
3. All suicide attempts should be reported to SEMC Security so that proper procedures may be followed to ensure the safety of those involved.

#### **\*\*Reacting to Violent Situations\*\***

1. Send positive body signal by keeping a positive posture and maintaining eye contact.



2. Do not touch or approach a person who may become violent.
3. Be in control by not getting angry and keeping the person talking.
4. Show concern yet maintain a distance.
5. Don't forget to call 315-801-8911 or have someone else call!

## FIRE SAFETY AND AWARENESS

### Fire Safety, Protection and Prevention

The College of Nursing participates in Fire Safety, Prevention and Protection procedures to ensure a safe environment. To ensure the College Community is prepared in the instance of a fire, drills are performed every semester in conjunction with the Medical Center Environmental Safety and Security Departments. The Medical Center has also instituted regulations in regards to fire prevention and safety:

- Electrical cooking appliances are only permitted in approved areas of the College. This includes the College kitchen, Faculty and Student Lounge, and the Staff Break room.
- All power surge strips for electrical use must be preapproved by the Medical Center Facilities Department.
- Un-popped microwave popcorn cannot be made or popped anywhere in the College. This item has been removed from all vending machines.
- Food items in microwaves cannot be left cooking unattended. Do not attempt to microwave aluminum foil.
- Christmas lights in offices and/or wrapping doors to decorate during the holidays are not permitted, unless lights are battery operated and shut off when no one is in the office.
- Televisions and stereos in the Student and Faculty Lounges need to be powered off when no longer in use.

Internal constituents shall refer to the MVHS Intranet for the most current policies and information. Outside constituents may refer to the SECON website, [www.secon.edu](http://www.secon.edu) and/or contact personnel at the College of Nursing for more information.

### What to Expect in the Event of a Code Red (smoke or fire)

**On campus** – An alarm will sound that can be heard on all floors and levels of the College of Nursing. When this alarm sounds, all fire doors will automatically shut. Faculty and staff are to close the windows and doors of personal offices and those adjacent to them, as well as classrooms that are vacant.

Students, faculty and staff will proceed to first floor of the building and exit via the nearest exit (whether a drill or an actual fire). Do not attempt to use the elevators to transit to the first floor. It is important that all parties remain calm. Once outside go to the assembly area located at the Genesee St. Lobby entrance and remain under the overpass until clearance to return into the building is given from either the Fire Department or Medical Center Fire Marshal/Safety Officer. In the event that there is an actual fire you will be directed to the safe area (Our Lady of Lourdes Church).

Once the situation is under control, a *Condition Clear* will be announced and authorities will give clearance to re-enter the College Building.

**Emergency Exits:**

1<sup>st</sup> floor – Front, southeast, facing court yard  
 Front, northeast, facing driveway  
 Rear, east to parking area  
 Rear, east next to Receiving Room

All other floors – Exits are stairways on North and South sides of corridors.

**Fire Extinguishers and Fire Alarm Boxes:**

- Located on all floors between Storage Room and Stairway on North side
- All floors between elevator and stairway on south side
- 1<sup>st</sup> floor alarm boxes—Near emergency exit doors
- There are hand extinguishers in the science lab (4<sup>th</sup> floor), in Room 306, and in the duplicating room (1<sup>st</sup> floor)
- It is our policy not to use fire extinguishers unless they are needed to exit the area of a fire for threats of life or death

***Off campus*** – Students who are inside the Medical Center for scheduled clinical experiences will be advised of the Code Red, at the College of Nursing, via the Communications Department (Switchboard). The switchboard operators will page, “Code Red, College of Nursing” periodically until the situation has cleared. During this time, Students and Faculty will not be permitted to enter the College building.

Members of the College Community who are scheduled for preceptor or clinical experiences off campus will be advised of the Code Red, at the College of Nursing, via an ***emergency notification***. This may come via a text or e-mail alert to cell phones and/or e-mail accounts. More information about emergency notification is available in the designated section of this manual. During this time, Students and Faculty will not be permitted to enter the College building.

## CODE LIST FOR EMERGENCIES

### St. Elizabeth Medical Center Emergency Code List

*\* Internal constituents are referred to the MVHS intranet for most current list of emergency codes\**

**Active Shooter:** Active shooter situation

**Code Airway:** Intubation only required

**Code Amber:** Child/infant abduction

**Code Blue:** Cardiopulmonary resuscitation

**Code Elopement:** Patient/Resident elopement

**Code Manpower:** Manpower needed for behavioral issue

**Code MI:** Cardiac case entering the Emergency Department

**Code Orange:** Prisoner elopement

**Code PALS:** Pediatric cardiopulmonary resuscitation

**Code Red:** Smoke or fire

**Condition Clear:** Emergency condition resolved

**Decon Team Activation:** Activation of Decontamination Team

**Facility lockdown/lockout:** No one can go in or out of the building

**Incident Command:** Activation of hospital disaster plan

**Rapid Response:** Change in patient's condition

**Security Alert/Hostile Situation in (Location):** Weapons display or hostage situation

**Trauma Code:** Trauma case entering the emergency department

## **EMERGENCY OPERATION PLAN (EOP) SEMC AND COLLEGE OF NURSING**

Incident Command is activated and is located in Administrative Conference Room



College of Nursing will be notified by overhead page



President of College (or Designee) reports if requested



Faculty on Nursing Units remain on unit with students



Faculty in College of Nursing remain in building until called...faculty may be called at home if assistance is needed



Nursing students will be called as needed



Students/Faculty may be called by Nursing/Incident Command for assistance

## **ACTIVE SHOOTER ON CAMPUS: HOW TO RESPOND**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### **Good Practices for Coping with an Active Shooter Situation:**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 315-801-8911  
WHEN IT IS SAFE TO DO SO**

### **How to Respond when an Active Shooter is in Your Vicinity:**

Quickly determine the most reasonable way to protect your own life.

#### **Evacuate**

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

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- ***Call 315-801-8911 when you are safe!***
- ***Information to provide to 801-8911 operator (if possible) includes location of active shooter, number of shooters (if more than one), physical description of shooter(s), number and type of weapons held by the shooter(s), and number of potential victims at the location***

### Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movements

### To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

### If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

### If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### Take action against the active shooter

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

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

### How to Respond when Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers, who usually arrive in teams of four (4), may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, or handguns.
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

### How to React when Law Enforcement Arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for directions or help when evacuating, just proceed in the direction from which officers are entering the premises.

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so. Do not discuss events with the media as it may jeopardize others who may not have escaped.

## EMERGENCY NOTIFICATION AND COMMUNICATION

### What to Expect in an Emergency

In the event of an actual emergency the college community will be notified either via e-mail or cellular text alerts. The type of emergency and instructions for how to proceed will be included. Students, faculty and staff will be responsible for regularly checking their e-mail and cellular text accounts within SONIS WEB (Student Information System). **It is important that all parties update their contact information as soon as possible when an e-mail account is closed or your cellular number has changed.** This can be done in SONISWEB. (<https://www.seconsonisweb.com>)

The College Community will be advised of a significant emergency in one or all of the following occurrences:

- Extreme weather (approaching tornado/hurricane)
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder (shooter on campus)
- Bomb threat
- Civil unrest/rioting
- Explosion
- Nearby chemical or waste spill
- Outbreak of a serious communicable disease

Emergency Notifications *will not be* used for:

- Snow closings
- Power outages
- String of larcenies

### Notification and Alert Preferences

The College of Nursing will request both Primary and Emergency Contact Information from members of the college community in the event of an emergency; however, the emergency notification and/or alert will be sent to the primary contact information first. It is important that your primary e-mail address is current as this will be the default gateway for notification. Cellular phones will also be used for notification via short message signals (SMS) texts if one is available on the individual's record.

## How to Proceed in the Event of an Emergency

### Definitions and Terms

Please become familiar with the following terms:

- **Code Lock down/lockout:** an order that prevents any individual from entering or leaving a designated side, floor or area of the building. This is only used in emergency situations.
- **Defend in place:** an order that instructs the individual to remain in the room or area they are currently in and to take precautionary measures to ensure their safety. This may include proceeding to a safe area, moving away from windows so that one is not visible, and/or locking doors to prevent intruder entry from the hallways.
- **Shelter/Remain in place:** this is more applicable for extreme weather related events. This order means individuals should seek cover away from windows and/or doors and not attempt to transit to a different area of the College. If possible they should seek refuge in a designated safe area which can be identified in **table 1**.
- **Evacuate:** an order that instructs the individual to exit the College of Nursing building in a calm, timely manner. During an evacuation students will be advised as to what Safe Area they will need to report to. Safe areas are also identified in **table 1**.

#### Figure 1. Sample Notification Alert\*

**College Security Alert:** Please be advised that a **Code Lockdown/Lockout** has been initiated at the College of Nursing. On campus: *Defend in place* until instructed otherwise. Off campus: Do not attempt to return to the College of Nursing at this time.

\* The format of italics and bold print will not appear in the alert. This serves to help identify key terms in the message.

- **Condition clear:** an order to announce that the situation is all clear or under control. When this is announced it is safe to resume operations at the College. Members of the college community in addition to the clients and visitors of the Medical Center offices located in the College building will be permitted to return into the building.

### Why Emergency Notification is Important

In some cases, it may not be appropriate to overhead page a Lock Down within the College building. This may be done to prevent a panic or to avoid alerting the intruder. In this instance electronic alerts will be sent to the college community and they will be instructed on how to proceed.

#### Figure 2. Sample Notification Alert\*

**College Security Alert:** Please be advised that a **Lock down** has been initiated at the College of Nursing **Business Side**. On campus: *remain in place* until instructed otherwise. Off campus: do not attempt to return to the College of Nursing at this time.



## Evacuation Drills and Emergency Preparedness

The Emergency Notification System will be routinely tested during the semester to ensure notifications are received in a timely matter and that all gateways are utilized appropriately.

Drills will also be performed at least once a year to ensure that the College community is aware of the procedures in place and that they are followed accordingly.

### Identified Safe Areas

In the event of an evacuation, students, faculty, and staff will be instructed to proceed to the following locations.

**Table 1**  
**St. Elizabeth Medical Center Safe Areas**

<b>Presenting Location</b>	<b>Safe Area 1</b>	<b>Safe Area 2</b>
College of Nursing	Urgent Care/ED Waiting Room	Radiology Waiting Room

**Table 2**  
**College of Nursing Safe Areas\***

<b>Location</b>	<b>Floor/Level</b>	<b>Safe Area</b>
<b>Room 208</b>	2 <sup>nd</sup> Floor	Storage Area in classroom located behind whiteboard
<b>Room 413</b>	4 <sup>th</sup> Floor	Storage Area in classroom located behind whiteboard
<b>Microbiology Lab</b>	4 <sup>th</sup> Floor	Storage Area in lab located in front of lab (behind blackboard)
<b>Nancy Roman Nursing Resource Center</b>	3 <sup>rd</sup> Floor	Storage Area in classroom located in the right rear area
<b>Room 306 and Room 308</b>	3 <sup>rd</sup> Floor	Storage Area in classroom located between the two classrooms
<b>Library</b>	2 <sup>nd</sup> Floor	Library Quiet Room and/or Library's emergency exit.
<b>Multipurpose Room</b>	2 <sup>nd</sup> Floor	Open area can be used once secured by authorized personnel (UPD)
<b>Faculty Lounge</b>	Basement Level	Emergency Exit available
<b>Student Lounge</b>	Basement Level	Emergency Exit available

*\*Not applicable in the event of a Code Red*

## COMMUNITY RESOURCES AND EMERGENCY PHONE NUMBERS

### REFERRAL SOURCES FOR VICTIMS OF ABUSE AND/OR CRIMES

#### Community Resources

<b>NYS Office of Children &amp; Family Services/Child Protective Services Child Abuse Hotline</b>	1-800-342-3720
<b>The Legal Aid Society of Mid-New York, Inc.</b>	315-793-7000
<b>Mobile Crisis Assessment Team (MCAT) Emergency Mental Health &amp; Crisis Services</b>	315-732-6228
<b>National Suicide Prevention Lifeline</b>	1-800-273-8255
<b>NYS Domestic Violence Hotline</b>	(English & Spanish) 1-800-942-6906
<b>Oneida County Dept. of Social Services Adult &amp; Child Protective Services</b>	315-798-5264 or 1-800-342-3720
<b>YWCA Domestic Violence &amp; Sexual Violence Hotline</b>	
Oneida County.....	315-797-7740
Herkimer County.....	315-866-4120

#### Emergency Phone Numbers

<b>St. Elizabeth Medical Center Security Dept.</b>	315-801-8536
<b>Emergencies - On Campus Only</b>	315-801-8911
<b>Emergencies - Off Campus Only</b>	911
<b>Utica Police Department</b>	315-735-3301 or 911
<b>Utica Fire Department</b>	315-801-8911 or 911
<b>Oneida County Sherriff</b>	315-736-8364 or 911
<b>NYS State Troopers (Marcy, NY)</b>	315-357-3333
<b>St. Elizabeth Medical Center Emergency Dept.</b>	315-801-8111
<b>Faxton St. Luke's Emergency Dept.</b>	315-624-6112
<b>Kunkel Ambulance</b>	315-797-4111

