

**ST. ELIZABETH COLLEGE OF NURSING**



# Campus Safety and Security Manual 2011-2012

Reports, Policies and Procedures for a  
Safe Environment

Campus Safety and Security Committee

10/13/2011

## TABLE OF CONTENTS 2011-2012

<b>Campus Safety Overview .....</b>	1
<b>Crimes and Incident Reporting .....</b>	2
Reportable Crimes and Other Criminal Offenses .....	2
Campus Safety Authorities (CSA) .....	2
What to Expect When a Crime is Reported .....	3
Crime Log and Incident Reporting .....	3
Applicable Laws Regarding Sexual Offenses .....	3
St. Elizabeth Medical Center Policies Regarding Crimes and Other Offenses .....	4
College-Specific Policies Concerning Access and Security at St. Elizabeth College of Nursing .....	4
Harassment (Sexual Harassment) .....	5
Harassment (Sexual Harassment) Complaint Procedure .....	5
Hate Crimes and Criminal Offenses/Violations .....	6
Personal Safety and Crime Prevention Tips .....	6
Psychological Crisis .....	8
<b>Fire Safety and Awareness .....</b>	9
Fire Safety, Prevention and Protection .....	9
What to Expect in the Event of a Condition Yellow (Fire) .....	9
Emergency Exits .....	10
Fire Extinguishers and Fire Alarm Boxes .....	10
<b>Code List for Emergencies .....</b>	11
<b>Disaster Plan: SEMC and College of Nursing .....</b>	12
<b>Active Shooter on Campus: How to Respond .....</b>	13
<b>Emergency Notification and Communication .....</b>	16
What to Expect in an Emergency .....	16
Notification and Alert Preferences .....	16
How to Proceed in the Event of an Emergency .....	17
Definitions and Terms .....	17
Why Emergency Notification is Important .....	18
Evacuation Drills and Emergency Preparedness .....	18
<b>Community Resources and Emergency Phone Numbers .....</b>	19
<b>Figures and Tables</b>	
Figure 1: Sample Notification Alert .....	17
Figure 2: Sample Notification Alert .....	18
Table 1: SEMC Safe Areas .....	18
Table 2: College of Nursing Safe Areas .....	19

**SEMC Policies relating to Campus Safety and Security***Located at the rear of the manual*

Disruptive Behavior Policy (SPP091.000)

Drug-Facilitated Sexual Assault (NE-EDI003.001)

Gun Policy (SPP118.001)

Harassment (HRP020)

Sexual Offense Policy ( MC-NS-EDP004)

St. Elizabeth College of Nursing

Building Fire Safety & Evacuation Plan (MC-CNP001.001)

Weapons and Contraband (MC-SEP043)

## **CAMPUS 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.

In addition, colleges are required to have an advisory committee comprised of students, faculty and administrators to review campus security policies/procedures and to make recommendations for improvement.

In compliance with this law, St. Elizabeth College of Nursing 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.

We are required by law to distribute this information to all students and employees. Please read it carefully. If you have questions consult the Health Center, ext. 8142, the Activities Director, ext. 8212 or College of Nursing Administration, ext. 8125, 8126.

**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

Violations Reporting include 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:

Ms. Laurie Franklin, Dean of Academic Affairs  
St. Elizabeth College of Nursing .....315-798-8126

Mr. Edmund Yeboah, Director of Security  
St. Elizabeth Medical Center .....315-235-7436

### **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 CSAs 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 the St. Elizabeth Medical Center Risk Management Department and can be accessed by calling 734-4406.

### **Applicable Laws Regarding Sexual Offenses**

#### *Summary of NYS Law prohibiting Sexual Offenses*

- A person is guilty of sexual misconduct when he or she engages in sexual intercourse with another person without the latter's consent.
- A person is guilty of sexual abuse when he or she subjects another person to sexual contact without the latter's consent.
- A person is guilty of forcible touching when he or she intentionally and forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's desire.
- A person is guilty of facilitating a sex offense with a controlled substance when he or she administers a controlled substance or prescription drug to another person without the latter's consent and commits or attempt to commit a sexual offense that is a felony.
- A person is deemed incapable of consent when he or she is mentally disabled, mentally incapacitated, physically helpless, or less than 17 years old.
- A sexual misconduct charge could be first, second, or third degree rape depending on the level of force and the relative ages of the parties.

- Sexual misconduct is a Class A misdemeanor; sexual abuse is a Class A or B misdemeanor or Class D Felony; aggravated sexual abuse is a Class B, C, D, or E felony; forcible touching is a Class A misdemeanor; facilitating a sex offense with a controlled substance is a Class D felony; rape is a Class B, D, or E felony.
- The possible sentences for conviction of a Class B misdemeanor includes a jail term of not more than three months; sentences for a Class B felony includes a jail term of one year to twenty-five years. Other levels of sexual misconduct or sexual abuse carry penalties between these extremes.

### **St. Elizabeth Medical Center Policies Regarding Crimes and Other Offenses**

St. Elizabeth College of Nursing is bound by the St. Elizabeth Medical Center's Policies regarding the following:

- **Disruptive Behavior (SPP091.000)**
- **Drug Facilitated Sexual Assault (NE-EDI003.001)**
- **Gun Policy (SPP118.001)**
- **Harassment (HRP020)**
- **Sexual Offense (NE-EDP004.000)**
- **Weapons and Contraband (SEP043.001)**

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.

These policies can be found at the rear of this manual for review.

### **College-specific Policies Concerning Access and Security at St. Elizabeth College of Nursing**

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

- All visitors and guests (non-employees) of the College must sign in and out at the Receptionist Desk. This includes the guests of students, faculty and staff.
- Students, Faculty and Staff accept the responsibility of guests while in the building.
- Lobby doors are locked in the evening until the following morning.
- Alarms will sound on all emergency exit doors if one leaves the building by that route.
- Medical Center Security performs routine checks of College rooms and facilities to ensure the safety of the College community.

- Students must carry and display their Student ID badge 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 is available 24/7 for escorts to the College or from the College to designated parking areas via the hospital switchboard or by dialing 798-8238 or x8238.

### **Harassment (Sexual Harassment)**

Sexual Harassment is a form of misconduct that undermines an individual's integrity and human dignity. Furthermore, it is a violation of the law.

St. Elizabeth Medical Center as a matter of policy and in compliance with the law strongly opposes any act of sexual harassment and strictly prohibits such action. It is illegal and against policy for any person connected to this facility to make unwanted sexual advances, makes requests for sexual favors, or engage in other verbal or physical conduct of a sexual nature.

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. This institution encourages any person to seek clarification or advice regarding sexual harassment from his or her supervisor, the Personnel (Human Resources) Department or the Administration of the Medical Center. Any employee, student, physician, visitor or other guest of St. Elizabeth Medical Center has a right to make a complaint if they feel they have been, or may have been sexually harassed.

### **Complaint Procedure**

The Medical Center will investigate every incident of claimed sexual harassment. This investigation will be conducted in a professional and confidential manner that protects the identity of both the person lodging the complaint and the person accused. Pursuant to this, the following procedure has been established:

1. If any person believes he or she has been sexually harassed, that person should immediately report the incident to his or her supervisor, Administration or the Director of Personnel.
2. The Director of Personnel or other recipient of the complaint will initiate an investigation into the reported incident and with the respective Administrator, decide on appropriate action, if any.
3. If incidents do constitute sexual harassment, the guilty party will be subject to the appropriate disciplinary actions, up to and including termination of employment.

4. Each alleged incident will be treated on a case-by-case basis, and therefore the outcome of each case will depend on precise facts and individual circumstances.
5. The complainant will be advised as to the final determination.

### **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
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.

**The 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.**

### **Personal Safety and Crime Prevention Tips**

*"Violence, defined as behavior that is intended to hurt another person, is the antithesis of student development; it damages both the individuals and the institution, sometimes in irreparable ways."* (Mary L. Roark) "Preventing Violence on College Campuses" J.C. and D. March 1987, Vol. 65.

### ***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.
- Women need to be more aggressive about stating boundaries to men (60-80% of women are assaulted by acquaintances).
- Women should project a confident, assertive manner; carry a whistle or keys in their 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.
- Take a stand against violence when it is portrayed or evidenced.
- Be aware of prejudice and counteract it if it is found.
- Go out in groups rather than singly. Use the buddy system and watch out for your neighbor.
- Avoid unsafe situations and patronize reputable eating places.
- Students should consider use of non-lethal self-protection devices, such as pepper-spray.

## 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: 315-235-7436*

*Call 911*

*Call Student Health Services: 315-798-8142*

*Call Crisis Hotline: 315-734-3456*

### **\*\*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 911 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.
- Christmas lights in offices and/or wrapping doors to decorate during the holidays are not permitted.
- Televisions and stereos in the Student and Faculty Lounges need to be powered off when no longer in use.

*For more detailed information the St. Elizabeth College of Nursing Fire Safety & Evacuation Plan (CNP001.001) is available at the rear of this manual.*

### What to Expect in the Event of a Condition Yellow (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 the main lobby of the College via the stairwells in a timely fashion. If a real fire is apparent, exit through the nearest fire door on the first floor. It is important that all parties remain calm. Do not attempt to use the elevators to transit to the first floor.

Members of the College Community will exit the Lobby via the Genesee St. entrance and remain under the overpass until clearance to return into the building is given from either the Fire Department or Medical Center Authorities.

When the situation is under control, a *Condition White* (All 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)

**Off campus** - Students who are scheduled for clinical experiences in the Medical Center will be advised of the condition yellow via the Communications Department (Switchboard). The switchboard operators will page, “Condition Yellow, 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 Condition Yellow at the College 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.

## CODE LIST FOR EMERGENCIES

### St. Elizabeth Medical Center Emergency Code List

**Code 99:** Cardiopulmonary arrest

**Rapid Response Team:** Designated clinical team needed immediately at specified location.

**Condition Yellow:** Internal fire/smoke emergency or fire drill

**Condition Red – Emergency Room:** Disaster response plan initiated

**Condition White:** All clear signal after Condition Yellow or Red

**Trauma Code – Emergency Room:** To alert Trauma Team of an incoming trauma patient

**Code Lockdown:** Building being locked down in response to a medical, hazardous material, security, or other threat.

**Code Pals:** A confirmed or imminent cardiopulmonary arrest or medical emergency requiring further assistance, for ages 0-14, within the hospital building

**Code Adam:** Child/infant abduction. Followed by description of the child, age, gender, etc.

**Code Orange:** Prisoner Patient Escape

**BMT:** Behavioral Management Team (behavioral emergency)

**BERT:** Behavioral Escape Response Team. Followed by description of patient: gender, age, hair color, clothing, etc.

**Code MI:** Cardiac Cath Lab activation. **Note:** This code is only paged overhead if pagers are out of service

## DISASTER PLAN: SEMC AND COLLEGE OF NURSING

Disaster Alert: Emergency Room Red



College of Nursing will be notified as a Silent Area by Operator



President of College (or Designee) reports to Control Center



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 to assist in case of disaster



Nursing students will be called as needed



May be called by  
Nursing to function in  
Disaster Area (ED)



May be called by Control Center  
to assist as transport runners

## **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 911 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 911 when you are safe!***
- ***Information to provide to 911 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
- Turn off any source of noise (i.e., radio, television)
- 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. Expects 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. **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 by completing a form in the Office of the Registrar at the College of Nursing.

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:

- ***Lock down***: 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 ***Lock down*** 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.

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

- ***Condition white***: 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. This will provide faculty and staff with the ability to take attendance from two central places.

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

Presenting Location	Safe Area 1	Safe Area 2
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>Faculty Lounge</b>	Basement Level	Emergency Exit available
<b>Student Lounge</b>	Basement Level	Emergency Exit available

*\*Not applicable in the event of a Condition Yellow (Fire)*

## COMMUNITY RESOURCES AND EMERGENCY PHONE NUMBERS

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

#### Community Resources

<b>Child Abuse Hotline.....</b>	1-800-342-3720
<b>Crisis Intervention.....</b>	315-734-3456
<b>Legal Aid Society of Utica.....</b>	315-732-2131
<b>NYS Domestic Violence Hotline.....</b>	(English) 1-800-942-6906 (Spanish) 1-800-942-6908
<b>Oneida County Department of Social Services</b>	
Adult Protective Services.....	315-798-5000
<b>Suicide Prevention.....</b>	1-800-273-8255
<b>YWCA Domestic Violence &amp; Sexual Violence Hotline</b>	
Oneida County.....	315-797-7740
Herkimer County.....	315-866-4120
Madison County.....	315-363-0048

#### Emergency Phone Numbers

<b>SEMC Security.....</b>	315-235-7436
<b>Emergencies.....</b>	911
<b>Utica Police Department.....</b>	315-735-3301 or 911
<b>Utica Fire Department.....</b>	911
<b>Oneida County Sherriff.....</b>	315-736-0141
<b>NYS State Troopers.....</b>	315-736-0121
<b>SEMC Emergency Department.....</b>	315-798-8111
<b>Faxton-St. Luke's Emergency Department.....</b>	315-624-6112
<b>Kunkel Ambulance.....</b>	315-797-4111