

# Farmingdale State College

State University of New York

## **FARMINGDALE STATE COLLEGE EMERGENCY RESPONSE GUIDELINES**



**A Preparedness Guide for Students, Faculty, Staff and Visitors**

**Emergencies: Dial 911 or  
(934) 420-2111**

# INTRODUCTION

This guide has been provided to you by the New York State University Police and the Farmingdale State College Emergency Management program. Familiarize yourself with how Farmingdale State College plans for emergencies, and improve your understanding of emergency preparedness and response.

This guide is based on presently available information, as well as current federal- and state-recommended protective actions. The procedures and practices discussed in this guide may be updated when additional relevant information becomes available or when federal and state guidance is modified. **In every situation, common sense and awareness of personal safety should take precedence over any action described in this guide.**

## Campus Safety Numbers

<b>POLICE/FIRE/AMBULANCE</b>	911 or (934) 420-2111
<b>University Police</b>	(934) 420-2111
<b>Campus Mental Health Services</b>	(934) 420-2006
<b>Health &amp; Wellness Center</b>	(934) 420-2009
<b>Environmental Health &amp; Safety</b>	(934) 420-2105
<b>Campus Fire Marshal</b>	(934) 420-2603
<b>Physical Plant</b>	(934) 420-2017
<b>Title IX Coordinator</b>	(934) 420-2622
<b>Dean of Student's Office</b>	(934) 420-2104

## Off-Campus Numbers

<b>POLICE/FIRE/AMBULANCE</b>	911
<b>Poison Control</b>	1-800-222-1222
<b>Rape and Abuse Hotline</b>	(516) 542-0404 or 1-800-942-6906
<b>Suicide Prevention Line</b>	1-800-273-TALK (8255)
<b>CPEP Psychiatric Emergency Program</b>	
• Stony Brook Hospital	(631) 444-6050
• Nassau University Medical Center	(516) 572-4775
<b>Crime Victims Assistance Center</b>	1-888-846-3469

## Important University Websites

Farmingdale State College Main Page (for alerts)

[www.farmingdale.edu](http://www.farmingdale.edu)

University Police at Farmingdale State College

[www.farmingdale.edu/university-police/index.shtml](http://www.farmingdale.edu/university-police/index.shtml)

Campus Mental Health Services

[www.farmingdale.edu/campus-mental-health-services](http://www.farmingdale.edu/campus-mental-health-services)

Campus Health & Wellness Center

[www.farmingdale.edu/health-wellness-center](http://www.farmingdale.edu/health-wellness-center)

Employee Assistance Program (EAP)

[www.farmingdale.edu/human-resources/employee-assistance-program.shtml](http://www.farmingdale.edu/human-resources/employee-assistance-program.shtml)

Environmental Health & Safety

[www.farmingdale.edu/environmental-health-safety](http://www.farmingdale.edu/environmental-health-safety)

Title IX Sexual Harassment/Assault

[www.farmingdale.edu/equity-diversity/titleix-reporting.shtml](http://www.farmingdale.edu/equity-diversity/titleix-reporting.shtml)

### RAVE ALERT

Farmingdale State College utilizes the RAVE Alert system as its emergency notification system. It provides text messaging and email messaging.

RAVE Alert may be used to notify members of the campus community in the event of a campus emergency or closure.

Text messages can be sent or received by the University Police at any time of day or night as incidents occur.

To register your cell phone in RAVE, go to:

[www.getrave.com/login/farmingdale](http://www.getrave.com/login/farmingdale)

Your username is your current Farmingdale State College email address.



# EVACUATION PROCEDURES

A building evacuation goes into effect in case of a fire or other emergency that requires all occupants to immediately leave the building to ensure their safety.



## **How to prepare for a building evacuation:**

Familiarize yourself with emergency stairwells, exit routes and the assembly area for your primary location, as well as for all buildings that you frequent.

**Signals:** A building evacuation will be signaled by the building fire alarm, including strobe lights and audible alerts.

**Action:** When you receive the notification, leave the building and proceed to the assembly area in the building's evacuation plan.

**Reentering the building:** University officials will provide information at each assembly area. You may reenter a building only when authorized by them.

## Evacuation for People with Disabilities

People with physical disabilities that prevent them from exiting the building with others should:

- » Proceed to the nearest stairwell and wait there to be evacuated by a member of the fire department.
- » If possible, ask another person to accompany you to the stairwell. Ask him/her to immediately notify emergency responders of your exact location once he/she has evacuated.
- » Once in the stairwell, call the Farmingdale State College Emergency Dispatch Center at (934) 420-2111 and provide the following information:
  - + Exact location (floor, stairwell number, etc.)
  - + Name
  - + Cell phone number
  - + Any information needed to assist in evacuation

**If help does not arrive within 5-10 minutes, call the Dispatch Center again. Be persistent!**

# MEDICAL EMERGENCY OR SERIOUS INJURY

In the event of a medical emergency:

- » Call the Farmingdale State College Emergency Dispatch Center at (934) 420-2111.
- » Provide as much information about the individual as possible to the dispatcher, including:
  - + Age (approximate if unknown).
  - + Gender.
  - + Illness or injury circumstances (if known).
  - + Level of consciousness (alert, confused, unresponsive, etc.).
  - + Interventions performed [e.g., CPR, use of an Automated External Defibrillator (AED)].
- » Remain with the individual until emergency personnel arrive.
- » Ask a bystander to remain in the lobby or building entrance to direct emergency responders.
- » If you are trained in CPR/AED and/or first aid, begin treatment of any life-threatening injuries or conditions in accordance with your training while waiting for Emergency Medical Services (EMS) to arrive.
  - + When EMS personnel arrive, be sure to provide a description of the treatment you have provided to the individual.

EVAC. PROC.  
MEDICAL  
EMERG.

The American College of Emergency Physicians (ACEP) recommends seeking immediate medical attention for the following symptoms:

- » Trouble breathing or shortness of breath
- » Pain or pressure in the chest or upper abdomen
- » Abnormal pain in the abdomen
- » Fainting or feeling dizzy or weak
- » Visual irregularities
- » Sudden or sharp pain
- » Bleeding that won't stop
- » Severe or ongoing vomiting or diarrhea
- » Coughing or vomiting blood
- » Trouble speaking
- » Confusion or altered mental state
- » Feeling suicidal

# FIRE

**In all cases of fire, the Farmingdale State College Emergency Dispatch Center must be immediately notified!**

In an emergency, call **(934) 420-2111** or use an outdoor **Blue Light Phone**.

## If you discover a fire:

- » Activate the nearest pull station to engage the building fire alarm system.
- » If safe to do so, immediately exit the building, closing the doors behind you. **DO NOT use elevators during an evacuation!** Flip to the "Evacuation Procedures" tab.
- » Once safely outside the building, call the Dispatch Center at (934) 420-2111.

## What to do once the fire alarm is activated:

- » Use the back of your hand to feel closed doors. **DO NOT open if hot!**
  - + If you are unable to leave, use a wet cloth to seal cracks under the door and to cover air vents. Call the Dispatch Center at (934) 420-2111 to notify them of your location and situation.
- » Walk to the nearest exit. **DO NOT use elevators!**
- » Inform emergency responders about people who have not been evacuated, or if you know that someone is trapped.
- » Gather outside at the designated assembly area and follow instructions from University officials. Do not attempt to reenter the building until instructed to do so by University Police or the Fire Department.





Those who are unable to evacuate the building rapidly, such as people with physical disabilities, should move to a stairwell landing and contact the Dispatch Center at (934) 420-2111. Wait for assistance from trained emergency responders. Flip to the "Evacuation Procedures" tab for more information.

### If you are caught in smoke:

- » Drop to your hands and knees and crawl toward an exit.
- » Stay low to the floor, as smoke rises to the ceiling level.
- » Hold your breath as much as possible.
- » Breathe shallowly through your nose, and use a filter such as your shirt or a towel.

### If you are trapped in a room:

- » Place wet cloth material around or under the door to prevent smoke from entering the room.
- » Close as many doors as possible between you and the fire.
- » Be prepared to signal someone outside, but **DO NOT BREAK GLASS unless absolutely necessary!**
- » Call the Dispatch Center at (934) 420-2111 with your exact building and room number.



# ACTIVE SHOOTER

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## If the shooter is NOT in your building:

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- » If you receive notification that there is someone with a weapon on campus, but not in your building, immediately go to the nearest room.
- » Close and lock the door behind you, if possible.
  - + If the door cannot be locked, barricade the doorway with heavy, solid objects (e.g., desks, tables, cabinets).
- » Place yourself and others in the room behind a solid object away from the interior door.
- » Close any blinds facing interior spaces.
- » Turn off lights and computer monitors.
- » Place cell phones on silent, but monitor them for RAVE Alert updates, and check the Farmingdale State College main webpage for alerts and information.
- » Remain out of sight of uncovered windows and doors with windows.
- » Keep others calm and quiet.
- » Should a fire alarm go off in your building while the incident is in progress and the "All Clear" has **not** been given, disregard the alarm unless you can see or smell smoke and/or fire.

## If the shooter is IN your building but you CANNOT see or hear the shooter:

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- » **And** if you have a clearly visible and readily available exit, leave the building immediately.
- » **DO NOT signal an evacuation using the fire alarm.**
- » Once outside the building, move quickly across any open areas and try to keep large objects such as cars and trees between you and the shooter as you run.
- » Immediately move to another building and take protective cover. Remain there until police arrive or you receive an official "All Clear" message.



## If the shooter is IN your building and you CAN see or hear the shooter:

- » If you are in an open area or unsecured space, immediately move yourself and all others into an office, classroom or other area that can be secured.
  - + If you are unable to move inside to an area that can be secured, do your best to hide.
- » Close and lock the door behind you, if possible.
  - + If the door cannot be locked, barricade the doorway with heavy, solid objects (e.g., desks, tables, cabinets).
- » Place yourself and others in the room behind a solid object away from the interior door.
- » Close any blinds facing interior spaces.
- » Turn off lights and computer monitors.
- » Place cell phones on silent, but monitor them for RAVE Alert updates.
- » Remain out of sight of uncovered windows and doors with windows.
- » Keep others calm and quiet.
- » Should a fire alarm go off in your building while the incident is in progress and the "All Clear" has **not** been given, disregard the alarm unless you can see or smell smoke and/or fire.



## How to respond when an active shooter is in your vicinity:

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### **Run**

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

### **Hide**

- + Hide in an area out of the shooter's view.
- + Block entry to your hiding place and lock the doors.
- + Silence your cell phone and other electronic devices.

### **Fight**

- + Do this as a last resort and only when your life is in imminent danger.
- + Attempt to incapacitate the shooter(s).
- + Act with physical aggression. Throw items at the shooter(s).

## When law enforcement arrives:

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- » Remain calm and follow the officers' instructions.
- » Put down any items in your hands (e.g., cell phone, bag, jacket).
- » Immediately raise your hands and spread your fingers.
- » Keep your hands visible at all times.
- » Avoid quick movements toward officers, such as attempting to hold on to them for safety.
- » Do not stop to ask officers for help or directions when evacuating.

### Information to give to law enforcement or the 911 operator:

- » Location of the active shooter
- » Number of shooters
- » Physical description of shooter(s)
- » Number and type of weapon(s)
- » Number and location of potential victims

## SHELTER-IN-PLACE

Shelter-in-place goes into effect during emergency situations where it is important to minimize exposure to outdoor hazards.

These situations may include:

- » Extreme weather.
- » Dangerous air quality due to the accidental or intentional release of hazardous materials.

**Signals:** Shelter-in-place will be signaled by activating the RAVE Alert system. Other forms of communication may include the campus siren and announcement system.

**Action:** If a shelter-in-place order is given, enter the nearest building and move to an interior room away from exterior windows.

Information about the situation will be communicated via the RAVE Alert system as it becomes available.

- » Once it is safe to resume normal activities, an "All Clear" message will be sent via the system.





# SUSPICIOUS VEHICLE

## Signs of a suspicious vehicle include:

- » Rental vehicle or trailer parked near a building, at or near the loading dock or in a parking lot without prior authorization.
- » Vehicle with missing or forged license plate.
- » Vehicle with covered or taped windows.
- » Any vehicle that appears overloaded or has any substance leaking from it.
- » Vehicle containing drums, barrels or other bulk containers.
- » Any vehicle parked illegally or parked at an unusual location.
- » Any type of vehicle that appears to be abandoned (e.g., inspection sticker missing, registration expired or missing).



## What to do:



- » Immediately call the Farmingdale State College Emergency Dispatch Center at (934) 420-2111 and provide a description of the location, type of vehicle and other details.
- » Avoid radio or cell phone use close to the vehicle.
- » University Police will indicate whether or not to evacuate the area.
- » Follow directions given by emergency responders.

SUSPICIOUS VEHICLE

## SUSPICIOUS PACKAGE OR MAIL

### If you find a suspicious package:

- » Leave it alone. **DO NOT** move it or touch it!
- » Avoid radio and cell phone use in close proximity to the package.
- » Ask people in the immediate area if they own it.
- » Immediately call the Farmingdale State College Emergency Dispatch Center at (934) 420-2111 and provide a description of the location, type of package and other details. **Make sure to call using a landline phone.**
- » In some cases, it may be best not to evacuate. University Police, in partnership with local authorities, will decide whether or not to evacuate the area.
- » Follow directions given by emergency responders.

### What to do with suspicious mail:

- » Isolate the item immediately.
- » **DO NOT** shake or bump the item and do not open it, or smell or taste the contents.
- » Avoid radio or cell phone use in close proximity to the item.
- » Immediately call the Dispatch Center at (934) 420-2111 and provide a description of the location, type of item and other details. **Make sure to call using a landline phone.**
- » **DO NOT** discard the letter or package.
- » Wash your hands with soap and water.
- » University Police will indicate whether or not to evacuate the area.
- » Follow directions given by emergency responders.



## Identifying Suspicious Packages and Envelopes

### » Inappropriate or unusual labeling:

- + Excessive postage
- + Handwritten or poorly typed addresses
- + Misspellings of common words
- + Strange return address or no return address
- + Incorrect titles or title without a name
- + Not addressed to a specific person
- + Marked with restrictions, such as "Personal," "Confidential," or "Do Not X-Ray"
- + Marked with threatening language
- + Postmarked from a city or state that does not match the return address



### » Appearance:

- + Powdery substance on the package or envelope
- + Oily stains, discolorations or odor
- + Lopsided or uneven envelopes
- + Excessive packaging material, such as masking tape, string, etc.

### » Other suspicious signs:

- + Excessive weight
- + Ticking sound
- + Protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT!



# HAZARDOUS MATERIALS

If a hazardous material (hazmat) release occurs, take prompt and appropriate action.

**DO NOT** enter any area where there is an indication of a hazmat release.

- » Immediately call the Farmingdale State College Emergency Dispatch Center at (934) 420-2111 and provide the following information:
  - + Location/building name/room number of the leak or spill
  - + Source of the leak or spill, if it can be identified
  - + Extent of the leak or spill (e.g., diameter of spill area)
  - + Whether anyone is experiencing symptoms of exposure
- » If instructed by emergency responders or the dispatcher, pull the nearest fire alarm and evacuate the building. Flip to the "Evacuation Procedures" tab.



HAZMAT

SUSP. VEH.  
PKG.  
HAZMAT

## BOMB THREAT

If you receive a threatening call (bomb, threat of physical harm, etc.), do not hang up. Have someone else call the Farmingdale State College Emergency Dispatch Center at (934) 420-2111 from another phone if possible. Attempt to engage the caller in conversation and obtain as much information as possible.

- » If the threat is phoned in, listen carefully to the person(s) making the threat and write down what is said. If the threat is sent by email, print it out and save it on your computer.
- » Ask questions (see checklist below) and check for a caller ID number. Write down all the information you receive.
- » After the call is complete, immediately call the Dispatch Center at (934) 420-2111 to relay the information to the dispatcher.
- » If an evacuation order is given by University Police, **DO NOT pull the fire alarm** and **DO NOT USE TWO-WAY RADIOS OR CELL PHONES during the evacuation**. Flip to the "Evacuation Procedures" tab.
- » Gather outside at the designated assembly area and follow instructions from University officials.
- » Do not attempt to reenter the building until instructed to do so by University officials.

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### Bomb Threat Call Checklist

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Date: \_\_\_\_\_ Time of call: \_\_\_\_\_

Time caller hung up: \_\_\_\_\_

Exact message (if possible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Ask Caller:

Where is bomb located? (Building, floor, room, etc.)  
\_\_\_\_\_

When will it go off? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Who put it there? \_\_\_\_\_

BOMB THREAT

Why? \_\_\_\_\_

Caller's name? \_\_\_\_\_

### Information About Caller:

Where is caller? (Describe background and level of noise)

\_\_\_\_\_  
\_\_\_\_\_

Sex: Male \_\_\_\_ Female \_\_\_\_

Pitch of Voice: Low \_\_\_\_ Moderate \_\_\_\_ High \_\_\_\_

Speech: Stutter \_\_\_\_ Accent \_\_\_\_ Peculiar Dialect \_\_\_\_

Other: \_\_\_\_\_

Estimated age: \_\_\_\_

### Caller's Voice:

- |                                   |                                   |  |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Crying   | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Normal   | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Cracking voice  |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Whispered       |

### Background Sounds:

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Voices        | <input type="checkbox"/> House noises      | <input type="checkbox"/> PA system    |
| <input type="checkbox"/> Music         | <input type="checkbox"/> Animal noises     | <input type="checkbox"/> Booth        |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Office machinery  | <input type="checkbox"/> Static       |
| <input type="checkbox"/> Clear         | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Crockery      | <input type="checkbox"/> Long distance     | _____                                 |
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Local             | _____                                 |

### Threat Language:

- |   |   |
|---|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Irrational             | <input type="checkbox"/> Taped                        |



# MENTAL HEALTH EMERGENCY

A mental health emergency is any situation involving individuals in distress who are unable to appropriately manage themselves.

A mental health emergency or psychological crisis may include:

- Suicidal behavior.
- An individual threatening harm to him/herself or others.
- A psychotic break (sudden loss of contact with reality and/or bizarre behavior).
- An unusual or prolonged reaction to traumatic event(s).
- Any behavior that is unreasonably disturbing to the academic, work or living environment.



## Quick Response:

- Call (934) 420-2111.
- Call Campus Mental Health Services at (934) 420-2006 (8:30 a.m. to 4:30 p.m., Monday-Friday).
- Call Stony Brook University Comprehensive Psychiatric Emergency Program (CPEP) at (631) 444-6050 or Nassau University Medical Center Psychiatric Emergency Department at (516) 572-4775.

## For unusual or potentially dangerous situations:

- Never try to handle a situation that is potentially dangerous to you or others. Call the Farmingdale State College Emergency Dispatch Center at (934) 420-2111.
  - + Clearly state that immediate assistance is needed.
  - + Report your name, where you are calling from and the nature of the problem.
- All suicide attempts need to be reported to University Police so the safety of the individual(s) can be properly addressed.

## Avoid Violent Situations

Inform University Police and your supervisor about any individual deemed to be threatening or dangerous.

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### Eliminate opportunities for violence by:

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- » Alerting University Police.
- » Knowing your escape route.
- » Placing a barrier between yourself and the aggressor.
- » Using effective people/communications skills.
- » Having a second person with you.

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### Reacting to violent situations:

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- » Maintain eye contact and a positive posture to send out positive signals.
- » Do not touch or approach a person who may become violent.
- » Keep the person talking as you maintain a controlled, calm demeanor.
- » Show concern, yet maintain a safe distance; avoid being alone with the person.
- » Call University Police at (934) 420-2111 or have someone else call.

The **Campus Mental Health Services**, at (934) 420-2006, provides the following services for students:

- » Crisis intervention
- » Individual and group counseling
- » Consultation
- » Referral services

**Farmingdale State College's Employee Assistance Program (EAP)** is National EAP and can be reached at **1-800-624-2593**. National EAP provide the following services for faculty and staff:

- » Consultation
- » Assessment and referral counseling
- » Arrangements for crisis intervention

## EMERGENCY SIREN

As part of Farmingdale State College's emergency notification system, the University utilizes an outdoor warning siren.

This public-address speaker/siren is designed to warn people who are **outdoors only**. It is not intended to be heard by people inside buildings on campus.

In the event of an emergency that urgently threatens the safety of people outdoors, the University may sound the siren. **The alert tones are very loud and distinct** and should be easily heard by anyone who is outdoors on the main campus.

The alert tone may or may not be followed by voice instructions. Whether you can understand the voice instructions or not, the default action anytime the siren is sounded is to **take shelter in the nearest building and seek further information**.

Examples of the warning alert sounds and voice instructions that may be played:

- Tornado warning
- Severe thunderstorm warning
- Flash flood warning
- Dangerous situation
- Hazardous condition
- Urgent emergency announcement
- All clear
- Testing

The siren may or may not be sounded for law enforcement actions, such as the response to an active shooter.



## PERSONAL SAFETY ON CAMPUS

- » Be alert and walk purposefully. Confidence may deter attackers.
- » Be prepared to scream "NO!" loudly and get away if threatened.
- » Avoid deserted or poorly lit places, especially at night. Walk with a friend, stay with a crowd. If you feel unsafe, you may call University Police at (934) 420-2111 and request to be escorted anywhere on campus.
- » Be wary of strangers, on foot or in cars, asking for directions. It's better to be rude than to be in trouble.
- » If someone follows you, go to a place where there are other people.
- » Respect your intuition. Don't allow rationality to override your "sixth sense" – it could protect you from danger.
- » Take a self-defense course.
- » When you're socializing, play it smart. One drink too many could make you vulnerable.





## REPORTING A CRIME

Call the Farmingdale State College Emergency Dispatch Center immediately at (934) 420-2111 if you think a crime is occurring or has occurred.

- » Be prepared to describe the situation, suspect or stolen item.
- » Immediately report any new information to (934) 420-2111.
- » Immediately report things that appear out of place or any suspicious activity.
- » Be prepared to give accurate descriptions of race, age, gender, appearance, location, etc.
- » The University Police maintains an anonymous report feature on its webpage: [www.farmingdale.edu/university-police/anonymous-crime-report.shtml](http://www.farmingdale.edu/university-police/anonymous-crime-report.shtml)

### Threatening Individual

A threatening individual is any person you determine to be a threat to you or those around you. The individual may have a weapon or just make you feel uncomfortable. Trust your instincts.

- » **Call the police** at (934) 420-2111 whether the individual poses an immediate threat to you or not. Be prepared to describe the situation.
- » **Be realistic** about your ability to protect yourself. Stay calm and avoid conflict. If possible, seek protection in a classroom/office that locks and has phone access. Leave the building immediately if this does not put you at risk.
- » **Remember:** Only you can decide which course of action is appropriate in each case.



# GENERAL SEXUAL ASSAULT INFORMATION

Sexual assault of any kind is a crime. If you are a victim of rape or sexual assault:

- Seek medical attention immediately.
- Call the Farmingdale State College Emergency Dispatch Center at (934) 420-2111.
  - + Female officers are available upon request.
  - + University Police can provide you with transportation to the hospital and a Crisis Services sexual assault advocate will meet you there.
  - + University Police can also assist with contacting campus resources, such as the Title IX coordinator and Mental Health Services.

Certain actions destroy physical evidence that may be necessary to convict the attacker. Follow these suggestions:

- **DO NOT** bathe or douche.
- **DO NOT** change clothing, comb your hair or brush your teeth.
- **DO NOT** disturb the area in which the crime occurred.

If you think you may have been assaulted while under the influence of alcohol or another drug (i.e., drug-facilitated rape):

- Try not to urinate before providing urine samples.
- If possible, collect any drinking glasses from which you drank.



SEXUAL ASSAULT

REP. CRIME

SEXUAL  
ASSAULT

# UTILITY EMERGENCY

## Power Outage

### If you are in a building:

- Report the outage to Physical Plant at (934) 420-2017 weekdays, or University Police at (934) 420-2111 after hours.
- Use a flashlight to illuminate your area. **DO NOT light candles!**
- Laboratory personnel should secure experiments or activities that may present a danger when ventilation systems are not functioning or when power is restored unexpectedly.

### If you are instructed to leave:

- Get your keys and any absolute necessities (e.g., medications, Farmingdale State College ID, wallet).
- Bring suitable clothing for the weather conditions.
- Lock the door to secure your belongings.
- Use a flashlight to illuminate your area. **DO NOT light candles!**

## Flooding or Water Line Break

- Stop using all electrical devices.
- Call the Farmingdale State College Emergency Dispatch Center at (934) 420-2111 and evacuate the area.

## Gas Leak

- Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
- Do not switch lights on or off.
- Do not take the time to open windows or close doors.
- Call the Dispatch Center at (934) 420-2111 after you have exited the area.
- **DO NOT** reenter the building until cleared to do so by a University official.



**POWER OUTAGE, FLOOD, GAS LEAK**

## Elevator Failure

### If you are inside the elevator:

- » Use the emergency phone or button to contact University Police.
- » Provide your name and the exact location (building and floor, if known) to the dispatcher.
- » Stay away from the doors. **DO NOT attempt to pry the doors open.**

### If you are outside the elevator:

- » Knock on all elevator doors to determine whether the elevator is occupied.
- » **DO NOT attempt to rescue the occupants. DO NOT attempt to pry the doors open.**
- » Call the Dispatch Center at (934) 420-2111 and provide the exact location of the elevator.
- » If the elevator is occupied, reassure the occupant(s) that help is on the way.

EMERGENCY



HELP



ELEVATOR FAILURE

UTILITY  
EMERGENCY



# PEDESTRIAN SAFETY

## Tips for Pedestrians

- » Look left-right-left before and during crossing.
- » Always cross the street in marked crosswalks.
- » Avoid the use of headsets or in-ear audio devices when crossing roadways.
- » Stay away from traffic after drinking alcohol or when taking medication that may cause dizziness or blurred vision. Call a cab if necessary.
- » When walking after dark, carry a flashlight and wear retroreflective materials.
- » In foul weather, allow extra time and distance for a vehicle to stop. Do not let umbrellas or jacket hoods block your view of approaching traffic.
- » If your view of approaching traffic is blocked, move to where you can see traffic before crossing. Stop and look left-right-left again.
- » Watch out for cars backing out of parking spaces. Stay out of a driver's blind spot.
- » Where sidewalks are available, use them. If sidewalks are not available, walk facing traffic and keep to the left of the roadway.
- » At intersections, scan over your shoulder for turning vehicles. Make eye contact with the driver of a stopped car while you are crossing in front or in back of it.
- » Do not be foolhardy and step in front of a moving vehicle, even if you have the right of way. Be alert and use common sense.



TIPS FOR PEDESTRIANS

## Pedestrians' Right-of-Way in Crosswalks

- » When traffic-control signals are not in place or not operational, the driver of a vehicle must yield the right of way, slowing down or stopping to yield to a pedestrian crossing the roadway or within a crosswalk.
  - + Exception: A pedestrian crossing a roadway at a point where there is a pedestrian tunnel or overpass must yield the right of way to all vehicles.
- » A pedestrian must not suddenly leave a curb or other place of safety and enter into the path of a vehicle where it is impractical for the driver to yield.
- » If a vehicle is stopped at a marked crosswalk or at any intersection with an unmarked crosswalk to permit a pedestrian to cross the roadway, the driver of a vehicle approaching from the rear must not pass the stopped vehicle.

### Tips for Drivers

- » Yield to pedestrians anywhere in a crosswalk and come to a complete stop if necessary.
- » Do not pass vehicles stopped at crosswalks.
- » Slow down when driving on campus. Be alert to heavy foot traffic.
- » If an older adult or physically challenged person is crossing at an intersection or crosswalk, be patient.
- » Watch out for pedestrians when you are making a turn or backing up.
- » As you drive, scan for pedestrians about to cross or enter your path. Always be alert.
- » Use caution driving at night. Pedestrians and cyclists are difficult to see.
- » In foul weather, remember that your braking distance increases.
- » The behavior of alcohol-impaired pedestrians is unpredictable. Be particularly attentive late at night, on weekends and after sporting events.



# FARMINGDALE STATE COLLEGE EMERGENCY RESPONSE GUIDELINES

## Emergency Notification and Communication

Farmingdale State College uses a variety of methods to notify the campus community of incidents that occur on campus. These methods include but are not limited to:

- » RAVE Alert
- » Local television and radio
- » Campus email lists
- » Outdoor siren
- » Campus webpage
- » Outdoor Public Address system

These methods are employed depending on the situation and may be utilized before, during and/or after an event. It is important to monitor appropriate outlets for information, including those operated by local and regional agencies.

**To register your cell phone for RAVE Alert, go to:**

**Go to [www.getrave.com/login/farmingdale](http://www.getrave.com/login/farmingdale)**

**Your username is your current Farmingdale State College email address.**

For additional information on emergency notification methods and emergency preparedness, visit the Farmingdale State College University Police webpage at:  
[www.farmingdale.edu/university-police/index.shtml](http://www.farmingdale.edu/university-police/index.shtml)

