

SUNY Orange



Emergency Management Plan

September 2026

External

Table of Contents

Introduction.....	2
Section 1: Emergency Management Team	
1.1 Organizational Chart	3
1.2 College Response and Protocol.....	3
Section 2: Specific Emergency Procedures	
Emergency Phone List.....	4
2.1 Reporting General Emergencies.....	5
2.2 Reporting Medical Emergencies	5
2.3 Weather-Related Emergencies	6
2.4 Campus/Building Evacuation.....	7
2.5 Procedures for “Lockdown” and “Shelter-in-Place”	9
2.6 Disorderly Behavior	11
2.7 Verbal/Physical Threats	11
2.8 Sexual Assault	12
2.9 Abduction or Missing Person	12
2.10 Fires	12
2.11 Explosive Devices/Threats	13
2.12 Hostage Situation	14
2.13 Chemical/Bio-Hazard Emergencies	15
2.14 Active Shooter.....	15
2.15 Free Speech and Public Assembly	16
Section 3: Post-Emergency Assessment	
3.1 Assessment	18
Appendices	
A Explosive Device Report Form A	19
B Safety Data Sheet (SDS)	21
C Middletown Campus Map	22
D Newburgh Campus Map.....	23

Introduction

SUNY Orange will remain a safe haven for education. The College provides campus security services and regularly reviews the qualities of those services to ensure students, staff and faculty are protected at all times, and that the College is prepared to handle any situation that may arise.

However, there may be incidents that occur that require a broader response involving a greater number of College personnel and resources. Since most emergencies and/or crises occur suddenly and without warning, the College has developed a flexible plan to address a wide array of potential incidents.

The basic emergency procedures outlined in this Emergency Management Plan (EMP) are to enhance the protection of lives and property through effective use of the resources of the College and the College community. The College President, or designee, may implement this EMP whenever an emergency affecting SUNY Orange reaches proportions that cannot be handled by routine measures. This plan will help organize faculty, staff members and students during an emergency and will serve as the foundation for emergency preparedness, as well as crisis management planning and training for the entire College community.

This Emergency Management Plan was modeled after the Incident Command System (ICS), a nationally recognized organizational structure that provides for role assignment and decision-making while planning for, and reacting to, critical incidents of all types. Implementing ICS allows College personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role.

Because most emergency responders use some form of ICS to manage emergency events, SUNY Orange is equipped to work more efficiently with responding police, fire or governmental agencies should a crisis or emergency occur.

Emergency Phone List

	Phone
Safety & Security Emergency (Middletown)	341-4710
Safety & Security Emergency (Newburgh)	341-9533
Safety & Security Cell Phone (Middletown)	239-9497 / 551-1139
Safety & Security Cell Phone (Newburgh)	248-6676
City of Middletown Police Department	343-3151
City of Middletown Fire Department	343-4169
City of Newburgh Police Department	561-3131
City of Newburgh Fire Department	562-1212

Section 1: Emergency Management Team (EMT)

1.1 Organizational Chart

The College’s Emergency Management Team (EMT) will consist of the following personnel:

	Office
Dr. Kristine M. Young (President)	341-4700
Dr. Erika Hackman (Provost)	341-4768
Paul Martland (V.P. for Administration & Finance)	341-4905
Dr. Jean Leandre (V.P. for Workforce, Strategy & Innovation)	341-4062
Madeline Torres-Diaz (Associate V.P. for Student Engagement & Completion)	341-4407
Leland Hach Jr. (Chief Information Officer)	341-4012
Iris Martinez-Davis (Assoc. V.P. for Human Resources)	341-4662
Mike Albright (Executive Director for Communications)	341-4728
Patrick Martin (Interim Dir. of Administrative Services/Facilities)	341-4901
Joe O’Dea (Director of Safety & Security)	341-4934
Chris Clark (Assoc. Dir., Safety & Security, Newburgh campus)	341-9510
Likkia Moody (Executive Director, Newburgh Campus)	341-9552
Liz Carris (Governance President)	341-4234

1.2 College Response and Protocol

In preparation for an emergency situation, the Director of Administrative Services/Facilities and the Director of Safety & Security will create and maintain an “Emergency Contacts” list of essential staff members—including, but not limited to, Emergency Management Team members—to be notified of any evening or after-hours crisis. This list will include members of the College community who hold expertise in a wide range of disciplines. As the situation warrants, the College President and other key administrators will coordinate the College’s response and utilize the “Emergency Contacts” list to involve those campus “experts” in the response.

Section 2: Specific Emergency Procedures

Emergency Phone List

	Phone
Safety & Security Emergency (Middletown)	341-4710
Safety & Security Emergency (Newburgh)	341-9533
Safety & Security Cell Phone (Middletown)	239-9497 / 551-1139
Safety & Security Cell Phone (Newburgh)	248-6676
City of Middletown Police Department	343-3151
City of Middletown Fire Department	343-4169
City of Newburgh Police Department	561-3131
City of Newburgh Fire Department	562-1212

Location of Emergency Call Boxes and Towers

All yellow emergency call boxes on the Middletown campus and the blue emergency call towers/wall units on the Middletown and Newburgh campuses will ring directly to that campus' Safety and Security office. All faculty, staff and students are encouraged to familiarize themselves with the locations of all available emergency communications options on both campuses.

Middletown campus Exterior Yellow call box:

- Inner campus entrance to Bio-Tech (outside of doors near Mastodon)

Middletown campus Blue call towers:

- Front entrance to Morrison Lab School
- Rear entrance to Morrison Lab School

Newburgh campus Blue call towers/centers:

- Kaplan Hall parking garage (wall units: four on Level 1, three on Level 2 and three on Level 3)
- Kaplan Hall street-side entrances (wall unit at Grand Street entrance, wall unit at First Street entrance, wall unit at garage entrance)
- Inner campus (tower by Grand Street lobby, tower by playground and wall unit along steps to lower promenade)
- Tower Building courtyard (one unit at north perimeter). One wall unit located on Colden Avenue, rear of Tower building, and loading dock area.

The following specific emergencies are addressed in this section:

- Reporting General Emergencies
- Reporting Medical Emergencies
- Weather-Related Emergencies
- Campus/Building Evacuations
- Shelter-in-Place Procedure
- Disorderly Behavior
- Verbal/Physical Threats
- Sexual Assault
- Abductions/Missing Person
- Fires
- Explosive Devices
- Chemical/Bio-Hazard Emergencies
- Hostage Situations
- Active Shooter
- Public Demonstrations

2.1 Reporting General Emergencies

To report an emergency, dial 911 or contact SUNY Orange Safety & Security [Middletown (845) 341-4710 or Newburgh (845) 341-9533]. In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

- What you saw, heard or found
- The exact location of the incident
- The phone number you are calling from
- Details of the situation
- Your name and address
- **Stay on the line** until you are told to hang up

REMAIN CALM . . . KEEP OTHERS CALM!

2.2 Reporting Medical Emergencies

In the event of any accident or medical emergency on either campus:

- Dial 911 immediately and/or contact Safety & Security on your campus [Middletown (845) 341-4710 or Newburgh (845) 341-9533].
- Provide the following information:
 - ☐ Immediately notify emergency personnel if the victim is unconscious or not breathing.
 - ☐ Describe the type of emergency and assistance needed to the best of your ability.
 - ☐ Give your name and extension from which you are calling.
 - ☐ Give name of victim if known, and their exact location.
 - ☐ Hang up last to ensure that emergency personnel have no further questions.
- Be prepared to handle an emergency with the following advance planning:

- ❑ Know the location of nearest first aid kit in your building.
 - ❑ Have someone meet first responders or ambulance attendants at a specified location.
 - ❑ Be ready to give as much detail as possible regarding the situation (time of occurrence, potential injuries and possible causes).
- Following are additional emergency phone numbers:
 - ❑ Wellness Center (341-4870)
 - ❑ Safety & Security (Middletown: 341-4710; Newburgh: 341-9533)
 - ❑ Empress EMS (845) 621-9300 or (845) 414-2903 or empressems.com
- Please be aware that an incident report must be filled out by the Wellness Center on the Middletown campus or Safety & Security on the Newburgh campus for insurance claims purposes on all accidents involving staff or students

The Wellness Center on the Middletown campus is staffed with a part-time Registered Nurse (RN). Nursing hours will vary, and an RN may not always be available. Please note that there are no Registered Nurses at the Newburgh campus.

2.3 Weather-Related Emergency

In the event of a tornado or severe storm, all faculty, staff and students should stay away from all windows and seek shelter in an interior hallway on the lowest floor of the building. Do not move to a gymnasium or auditorium with large, poorly supported roofs.

If people are injured, employ the following procedures to report a medical emergency:

- Dial 911 immediately and/or contact Safety & Security
- Provide the following information:
 - ❑ Immediately notify emergency personnel if the victim is unconscious or not breathing.
 - ❑ Describe the type of emergency and assistance needed to the best of your ability.
 - ❑ Give your name and extension from which you are calling.
 - ❑ Give name of victim if known, and their exact location.
 - ❑ Hang up last to ensure that emergency personnel have no further questions.
- Be prepared to handle an emergency with the following advance planning:
 - ❑ Know the location of nearest first aid kit in your building.
 - ❑ Have someone meet first responders or ambulance attendants at a specified location.
 - ❑ Be ready to give as much detail as possible regarding the situation (time of occurrence, potential injuries and possible causes).
- Following are additional emergency phone numbers:
 - ❑ Wellness Center (341-4870)
 - ❑ Safety & Security (Middletown: 341-4710; Newburgh: 341-9533)
 - ❑ Empress EMS (845) 621-9300 or (845) 414-2903 or empressems.com
- Please be aware that an incident report must be filled out by the Wellness Center on the Middletown campus or Safety & Security on the Newburgh campus for insurance claims purposes on all accidents involving staff or students

2.4 Campus/Building Evacuations

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by SUNY Orange Safety & Security personnel, local police or local fire officers. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Remember that evacuations can unfold quickly. Familiarize yourself with multiple evacuation pathways so you can exit safely on your own. Safety & Security personnel, if on site, can also direct you along the safest evacuation route.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, areas and walkways clear for emergency vehicles and personnel. **DO NOT** return to an evacuated building unless told to do so by the SUNY Orange Safety & Security personnel.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

DO NOT USE THE ELEVATORS DURING ANY EVACUATION

2.4.1 Campus Evacuation

Evacuation of all or part of campus grounds will be announced by the Safety & Security Office. All persons (students and staff) are to evacuate the area of campus in question immediately and relocate to an off-campus location or another part of the campus grounds as directed.

2.4.2 Procedure for Emergency Evacuation of Individuals with Disabilities

The following procedures are intended to assist disabled persons with an emergency evacuation from any building on the campus of SUNY Orange. College policies and procedures require all persons in a facility to evacuate that facility any time the fire alarm system is activated or in the case of any emergency that requires building evacuation. Persons with disabilities may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during an evacuation.

General Guidelines

- Remember that individuals with similar disabilities are unique. Listen to the individual; he/she is the expert regarding his/her own disability.
- Always ask the individual if there are any special considerations or items that need to come with him/her during the evacuation.
- There are “hidden” disabilities that may need assistance, including health, psychiatric disabilities (anxiety disorders, depression, personality disorders, etc.), and some vision or hearing impairments.
- Some individuals may utilize service animals such as guide dogs, hearing dogs or assistance animals. When possible, keep the team together.
- Persons with disabilities that limit mobility may be defined as anyone who uses assistive devices such as canes, crutches, or wheelchairs or who has slower mobility due to illness or

injury. Also, persons with limited vision and hearing may need assistance to evacuate. All of these individuals are encouraged to utilize a “Buddy” when evacuation is necessary.

- During the first week of class, persons with limited mobility are encouraged to make acquaintances with fellow students, class members, faculty, or staff, and to inform them of any special assistance that may be required in the event of a fire alarm.
- If conditions allow, the “Buddy” may choose to assist the person with the disability during the evacuation of the building.

ELEVATORS ARE NOT TO BE USED IN AN EMERGENCY EVACUATION

Elevators will stop in the event of a power outage and persons will become trapped inside.

Evacuation Options

The following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation:** Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of the corridor, or outside if on ground level.
- **Vertical (Stairway) Evacuation:** Stairways can be used by those who are able to evacuate with or without assistance. Enclosed stairways are a safe refuge due to fire and smoke doors that enclose the area. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door. Contact Safety & Security. Give your name, location and the reason you are calling. Phone lines normally remain in service during most building emergencies. If the phone lines do fail, you can signal from the window by waving a cloth, towel, sheet, or other object to attract attention.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair):** Persons using wheelchairs should stay in place or utilize some type of horizontal evacuation with their “Buddy” when the alarm sounds. The evacuation “Buddy” should immediately proceed to the evacuation assembly point outside the building and inform emergency personnel about the location of the person with disability. If the person with disability is alone, he/she/they should call 341-4710 in Middletown or 341-9533 in Newburgh and inform Safety & Security personnel of his/her/their location.
- **Mobility Impaired (Non-Wheelchair):** Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor),

the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.

- **Hearing Impaired:** All SUNY Orange fire alarms are equipped with flashing strobe lights to notify hearing impaired people of an emergency. However, persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations. A “Buddy” should offer assistance to the individual in evacuating a building, including providing necessary information that will be of help to the hearing-impaired person.
- **Visually Impaired:** Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since emergency evacuation routes could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A “Buddy” should offer assistance to the individual with visual impairment and guide him/her/them through the evacuation route.

2.5 Procedures for “Lockdown” and “Shelter-in-Place”

An emergency situation may prevent the safe evacuation of a SUNY Orange building and require steps to isolate students, staff and employees from danger. Depending on the situation, the College or specific areas of the College may need to be completely secured from the inside.

In such instances, the College will announce either a “Lockdown” or a “Shelter-in-Place.” A Lockdown signifies a more severe event than a Shelter-in-Place. Following are the definitions of each:

- **LOCKDOWN:** A lockdown may be instructed during situations such as the presence of a hostile or armed intruder on a campus where a building or buildings needs to have exterior doors/entrances locked, to prevent an unauthorized person or persons from entering the building.
- **SHELTER IN PLACE:** A shelter in place is the use of a structure to temporarily separate you from a hazardous outdoor atmosphere. This can be because of a hazardous material incident, weather-related incident or a local emergency (nearby police activity).

When necessary, personnel from Safety & Security will lock any open doors manually or by computer system. Communication via College portable radios is permissible as long as the incident does not involve an explosive device or a suspect in possession of a radio or scanner.

When the College requires either a Lockdown or a Shelter-in-Place procedure, the following announcements will be made using all available campus communication resources, including the SUNY Orange e-mail system, web site alerts, text messaging, interior building monitors, loudspeakers, telephone messaging and social media.

SAMPLE ALERT MESSAGE: LOCKDOWN

“SUNY Orange is Entering a Lockdown. If indoors, secure students and/or staff in your classroom or office. Move away from windows. If outdoors, move away from danger and seek shelter or depart campus immediately.”

SAMPLE ALERT MESSAGE: SHELTER-IN-PLACE

“SUNY Orange is Entering a Shelter-in-Place. If indoors, secure/lock doors to your classroom or office. If outdoors, seek shelter or depart campus immediately.”

During a Lockdown or Shelter-in-Place situation, special attention will also be given to the areas of the College where numerous students are gathered in an unsecured environment, such as the Alumni Green, Shepard Center Student Lounge, the Richards Theatre, the Library, and Sarah Wells Café on the Middletown campus and the Great Room, Hudson View Café, and Lahey Library on the Newburgh campus. Arrangements will be made so those students in these areas can be moved to nearby secure locations, if necessary.

2.5.1 Response to a “Lockdown” Announcement

When an employee/instructor hears the “Shelter-in-Place” announcement, he/she/they should follow these directions:

- Entry or exit to buildings will be prohibited and exterior doors will be locked automatically
- Secure the classroom/office door immediately, utilizing door locks, desks, chairs, etc. Clear all hallways.
- Advise students/employees that there is some type of emergency ongoing.
- Project a calm attitude to maintain student behavior.
- Relocate out of site and keep all students/employees away from doors and windows.
- Turn out lights and silence/mute cell phones
- Use caution and discretion in allowing entry into the classroom/office. Request College ID for safety measures.
- Take attendance and prepare a list of missing students/employees and extra students/employees in the room. Prepare to take this list with you when you are directed to leave the classroom/office.
- When or if people are asked to move from the room, assist them in moving as quietly and quickly as possible to assigned areas.
- If there is a cell phone, you may call the following numbers (faculty and staff may also refer to the emergency flip cards posted within each classroom or office area):

	Middletown	Newburgh
Safety & Security	(845) 341-4710	(845) 341-9533

- Remain in the room until the “all clear” is given by law enforcement or a SUNY Orange Safety & Security officer. An all clear message will also be sent via the emergency communications systems used by the College.
- If outside when the Lockdown is announced, move away from any danger you may see, seek safe shelter and/or depart campus immediately.
- Be prepared to initiate the “Run. Hide. Fight” protocol, whether inside or outside, if needed
- Fire alarm activation is not used normally to signal evacuation of a building during a Lockdown procedure. You should not evacuate unless directed by Safety & Security personnel or officials from local police or fire departments.

2.5.2 Response to a “Shelter-in-Place” Announcement

When an employee/instructor hears the “Shelter-in-Place” announcement, he/she/they should follow these directions:

- Entry or exit to buildings will be prohibited and exterior doors will be locked automatically
- Secure the classroom/office door immediately and remain in that space. Clear hallways.
- Advise students/employees that there is some type of emergency ongoing.
- Project a calm attitude to maintain student behavior.
- Use caution and discretion in allowing entry into the classroom/office. Request College ID for safety measures.
- Take attendance and prepare a list of missing students/employees and extra students/employees in the room. Prepare to take this list with you when you are directed to leave the classroom/office.
- When or if people are asked to move from the room, assist them in moving as quietly and quickly as possible to assigned areas.
- If there is a cell phone, you may call the following numbers (faculty and staff may also refer to the emergency flip cards posted within each classroom or office area):

	Middletown	Newburgh
Safety & Security	(845) 341-4710	(845) 341-9533

- Remain in the room until the “all clear” is given by law enforcement or a SUNY Orange Safety & Security officer. An all clear message will also be sent via the emergency communications systems used by the College.
- If outside when the Shelter-in-Place use a structure to separate you from the hazard, move away from any danger you may see, seek safe shelter and/or depart campus immediately.
- Fire alarm activation is not used normally to signal evacuation of a building during a Lockdown procedure. You should not evacuate unless directed by Safety & Security personnel or officials from local police or fire departments.

2.6 Disorderly Behavior

In the event that a person becomes disorderly on campus, contact Safety & Security immediately. Maintain a safe distance until help arrives. If a disorderly student refuses to leave the classroom upon request of the instructor, Safety & Security personnel will notify the local Police Department and proper legal procedures will be used.

NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN

2.7 Verbal/Physical Threats

Employees who receive verbal threats or feel threatened physically will immediately notify Safety & Security Personnel (341-4710). If necessary, contact will be made to local police or fire agencies.

If the threatened complainant feels imminent danger, the Director of Safety & Security will assign a security officer to the complainant.

2.8 Sexual Assault

If you are the victim of a sexual assault, witness a sexual assault or encounter a potential victim, contact Safety & Security immediately. If immediate medical attention is needed, dial 911 or contact the Wellness Center (341-4870).

2.9 Abduction or Missing Person

If you become aware of a SUNY Orange employee or student who appears to be unaccounted for over a period of time, or witness an abduction, contact Safety & Security immediately. Be prepared to provide as much information as you can about the incident and/or person involved.

2.10 Fires

In the event that you see smoke or fire prior to hearing a fire alarm, following these prescribed R.A.C.E. procedures:

- **Rescue:** Assist any injured or disabled persons in exiting the building or to a safe refuge.
- **Alarm:** Pull nearest fire alarm (know its location nearest your workstation or classroom).
- **Confine:** Confine the fire, and if possible, close all windows. Attempt to contain fire by use of proper fire extinguisher. Before leaving the room, take belongings and close doors.
- **Evacuate:** Leave the building by means of the closest safe stairway and exit in an orderly manner. DO NOT USE ELEVATORS.

2.10.1 Fire Evacuation

The sound of any fire alarm is to be taken seriously. The signal to evacuate a building for a fire drill or emergency is a series of rings on the building fire bells. Evacuation of the building is mandatory until the signal to re-enter has been given by appropriate personnel and the alarm bells have ceased ringing. Safety & Security personnel have studied and mapped out specific evacuation routes based upon many variables that may arise during an emergency. Safety & Security personnel will direct you along the safest evacuation route. When evacuating:

- Proceed in a calm and orderly fashion, using your nearest available exit.
- Assist the handicapped in leaving the building.
- Do not use elevators.
- If your pathways are filled with smoke, stay near the floor where the air is less toxic. Smoke is the greatest danger in a fire.

- Once outside the building, remain clear of the doorways and at least 500 feet from the building. Remain clear of all roadways as well.
- Where appropriate, Lab School staff and students will be safely evacuated to a safe location.

2.10.2 Fire Emergency Pre-Plan

To ensure your safety in the event of a fire, plan ahead by researching the following:

- Know the location of the nearest fire alarm.
- Know the location of fire extinguishers and how to use them:
 - ❑ Pull the pin and aim the extinguisher at base of fire
 - ❑ Squeeze the handle
 - ❑ Sweep at the base of fire
- Know where your nearest exits are
- Know the College emergency numbers to call:

	Middletown	Newburgh
Safety & Security	(845) 341-4710	(845) 341-9533

2.11 Explosive Devices/Threats

Explosive device threats against SUNY Orange may be received by phone, mail or in person. Any staff member receiving a threat of this nature should make every effort to follow the outlined procedures.

- Most threats are directed to personnel over the telephone. (98% are usually unfounded). These calls are usually very brief. Every effort should be made to remain calm and collected in order to obtain all possible data from the caller (refer immediately, if possible, to the Explosive Device Report Form A to assist you in obtaining the pertinent details). Explosive Device Report Form A is Appendix “A” in this Emergency Management Plan.
- If call is received on a digital phone, make note of the phone number illustrated on phone.
- Upon hanging up with caller, secure the telephone and do not use. If possible, immediately contact Safety & Security or the Department of Administrative Services (341-4901) from another nearby telephone and provide all known information.
- If requested, adhere to the College’s “Shelter-in-Place” procedures.
- If a suspicious package or explosive device is found, **do not touch, move or attempt to open.** Immediately evacuate that area. Once in a safe location, contact Safety & Security.
- The discovery or detonation of one explosive device does not remove the threat of additional devices. If evacuated, do not return to the area until given proper permission.
- In the event that a staff member receives an explosive device threat at their residence that could possibly be work related, they should: notify the Director of Safety & Security of the circumstances and contact their local police department to file an official complaint.

2.11.1 Mail Bombs/Suspicious Packages

If you suspect you are in receipt of a dangerous or suspicious package, contact Safety & Security immediately. **Do not touch, move or attempt to open.** Evacuate the area if possible.

Mail Bomb Characteristics:

- Package includes white powder or any other suspicious powder
- Letters feel rigid, appear lopsided or are bulkier than normal
- Oil stains may be present on the wrapper
- Use of an excessive amount of postage stamps
- The sender is not known by the individual or College personnel
- Unusual restricted endorsements, such as personal or private
- No return address or addressee does not normally receive personal mail at the College
- Name and title of addressee not accurate
- Address is prepared to insure anonymity of sender (home made labels, cut and paste lettering)
- Mailing appears to be dissembled or re-glued, or emits a peculiar odor
- Protruding wires, tinfoil or string is present
- Pressure or resistance is noted when removing the contents
- Several combinations of tape are used to secure the parcel
- Package makes a buzzing or ticking noise, or a sloshing sound

E-mail Bomb Threats

If you receive a threat of this kind, notify the Department of Safety & Security. **Do not turn off computer.**

2.12 Hostage Situation

In the event of a hostage situation on campus, College students and personnel should:

- Notify Safety & Security immediately.
- Follow directives and safety requirements as provided by Safety & Security personnel, the administrator in charge, the Middletown Police Department Hostage Unit or the Newburgh Police Department Hostage Unit.
- The Director of Safety & Security, or designee, will assure the affected area is secured and will designate one mediator to establish communication with the individuals(s) by phone, if possible. If unable to establish communication by phone, the mediator is to act prudently until the police department hostage unit arrives.

What to Do if Taken Hostage

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.

- The captor is emotionally imbalanced. Don't make mistakes that could endanger your life.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself, attempt to establish rapport with the captor.
- If medications, First Aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

2.13 Chemical/Bio-Hazard Emergencies

In the event of a chemical spill or leak, hazardous waste contamination, or bio-hazard emergency, conduct the following:

- Evacuate the immediate area and notify the Office of Safety & Security and/or Facility Services (341-4600).
- Follow any directions given for assessing the hazard and guidance related to containment and cleanup.
- If applicable, review Safety Data Sheet (SDS) to determine the urgency of the situation. The SDS is Appendix "B" in this Emergency Management Plan
- Responding into a contaminated area to save a fellow worker or student may put you in danger. Emergency personnel with the Proper Protective Equipment (PPE) will handle any rescue.
- Arrange to meet responding emergency personnel to provide them with appropriate information.
- Alert occupants in adjacent area if hazard has the potential to spread.
- Involve building engineer or custodian for ventilation information. This may involve limiting exposure by containing the fumes in the isolated area or diluting the fumes by opening the area for fresh air ventilation.

2.14 Active Shooter

In the event that you witness someone brandishing a weapon or hear shots fired in your vicinity on campus, prepare to:

- If possible, safely exit the building and move away from the immediate path of danger
- Notify anyone you may encounter to exit the building immediately
- Evacuate to a safe area away from the danger and take protective cover

- If you are directly involved in an incident, or exiting the building is not possible, the following action is recommended:
 - ❑ Go to the nearest room or office
 - ❑ Close and lock the door
 - ❑ Turn off the lights
 - ❑ Seek protective cover
 - ❑ Keep quiet and act as if no one is in the room
 - ❑ Do not answer the door
- Call 911 or contact Safety & Security by phone or by utilizing the **yellow emergency call boxes or blue emergency call towers/units** at the following locations:

Middletown campus

- ❑ **Exterior Yellow call boxes:** Inner campus entrance to Bio-Tech (outside of doors near Mastodon).
- ❑ **Blue call towers:** Parking Lot #7 (rear ramp of Shepard Student Center), front entrance to Morrison Lab School and rear entrance to Morrison Lab School.

Newburgh campus

- ❑ **Blue call towers/centers:** Kaplan Hall parking garage (wall units: four on Level 1, three on Level 2 and three on Level 3), Kaplan Hall street-side entrances (wall unit at Grand Street, wall unit at First Street, tower at garage entrance), inner campus (tower by Grand Street lobby, tower by playground and wall unit along steps to lower promenade), and Tower Building (one unit at both the north and south perimeters of the courtyard and one at loading dock).
- When contacting authorities, provide the following information:
 - ❑ Your name
 - ❑ Location of the incident (be as specific as possible)
 - ❑ Number of shooters (if known)
 - ❑ Identification or description of shooter(s)
 - ❑ Number of persons who may be involved
 - ❑ Your exact location
 - ❑ Injuries to anyone, if known
 - Wait for local police or security to assist you out of the building. Local police departments are trained and equipped to respond to an emergency incident of this nature.
 - Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

2.15 Free Speech and Public Assembly (Public Demonstrations)

As per the College's BP2.44 (Free Speech and Public Assembly), Orange County Community College will protect the rights of freedom of speech, petition and peaceful assembly as set forth in the U.S. Constitution. The College maintains the right to regulate reasonable time, place and manner restrictions. Any acts that are disruptive to the normal operations of the College including, but not limited to, classes and College business, or invade the rights of others, will not be tolerated. The

College reserves its right to address the matter consistent with its rules and regulations, and under the law.

The Alumni Green on the Middletown campus and the Larkin Plaza on the Newburgh campus have been identified by the College as peaceful and orderly assembly areas. Other areas may be designated by the Director of College Safety & Security as assembly areas to accommodate free speech in special circumstances.

For public demonstrations, the College will follow its policy and procedures for BP2.44.

Section 3: Post-Emergency Assessment

3.1 Assessment

Following any situation in which SUNY Orange is required to implement its Emergency Management Plan, the College will conduct a post-emergency assessment to evaluate how the incident was handled and what, if any, adjustments must be made to the Emergency Management Plan. The evaluation will investigate all aspects of the College's response and will include the following:

- Account for all personnel and resources following the crisis.
- Hold a non-critical debriefing meeting of all College personnel involved in resolving the crisis
- Ensure there is proper follow up on all necessary areas of concern
- Identify and request any additional resources needed to have the College return to normal operation
- Document findings and implement changes in the Emergency Management Plan to facilitate improvements

Appendix A: SUNY Orange Explosive Device Report Form A

Instructions: Remain calm, be courteous, listen, do not interrupt the caller. Immediately press the TRAP/TRACE BUTTON (if on switchboard). If phone is equipped with Caller ID, note the internal or external number.

Caller's Identity: Male _____ Female _____ Adult _____ Juvenile _____

Caller's Message (exactly as stated):

Explosive Device Data (if caller will answer questions):

- a. When will bomb go off?
- b. Where is bomb located?
- c. What does it look like?
- d. Why did you place the bomb?
- e. Did caller seem familiar with college area? Yes _____ No _____

Caller's Voice Impressions:

Accent: American _____ Foreign _____ Other _____
Manner: Angry _____ Calm _____ Laughing _____ Emotional _____ Other _____
Speech: Fast _____ Slow _____ Distinct _____ Stuttering _____ Slurred _____
Other _____

Background Noises:

Street Noises _____ Factory Machinery _____ Crockery _____
Animal Noises _____ Music _____ Quiet _____ Airplanes _____
Other _____

Additional Information:

Persons Contacted Following Call:

Name

Administrative Officer
Police Department
Fire Department
Director of Safety & Security

Person Receiving Call:

Time

Date/Day

Appendix B: Guide to Safety Data Sheet (SDS)

GUIDE TO THE SAFETY DATA SHEET (SDS)

The Safety data Sheet (SDS) contains a vast amount of technical information about the chemicals on our campus. This user's guide to the SDS pinpoints the sections that give you the information you need to work safely.

SDS Sections 1-2

Learn the common names for the chemicals and the names of substances in the chemical that may be dangerous, including:

- What the substance is.
- Who makes it?
- What it is made of (composition)?

SDS Section 3

This section provides chemical information, including:

- What the chemical looks like.
- What kind of odor it has.
- How it reacts with water.
- Its specific gravity (whether it floats or sinks in water).
- Its vapor pressure (how easily it vaporizes).
- Its vapor density (If a chemical is heavier than air, will it accumulate in low places?).

SDS Sections 4-5

These sections tell you if the chemical is hazardous when mixed with other substances or exposed to air or water, along with information regarding:

- If the chemical is combustible, flammable or explosive.
- The flash point of the substance (The lowest temperature at which the chemical vapors will ignite in the presence of a spark or fire).
- The auto-ignition temperature (The temperature at which the chemical will ignite without spark).

SDS Section 6

This section will explain the health hazards of the chemical, including:

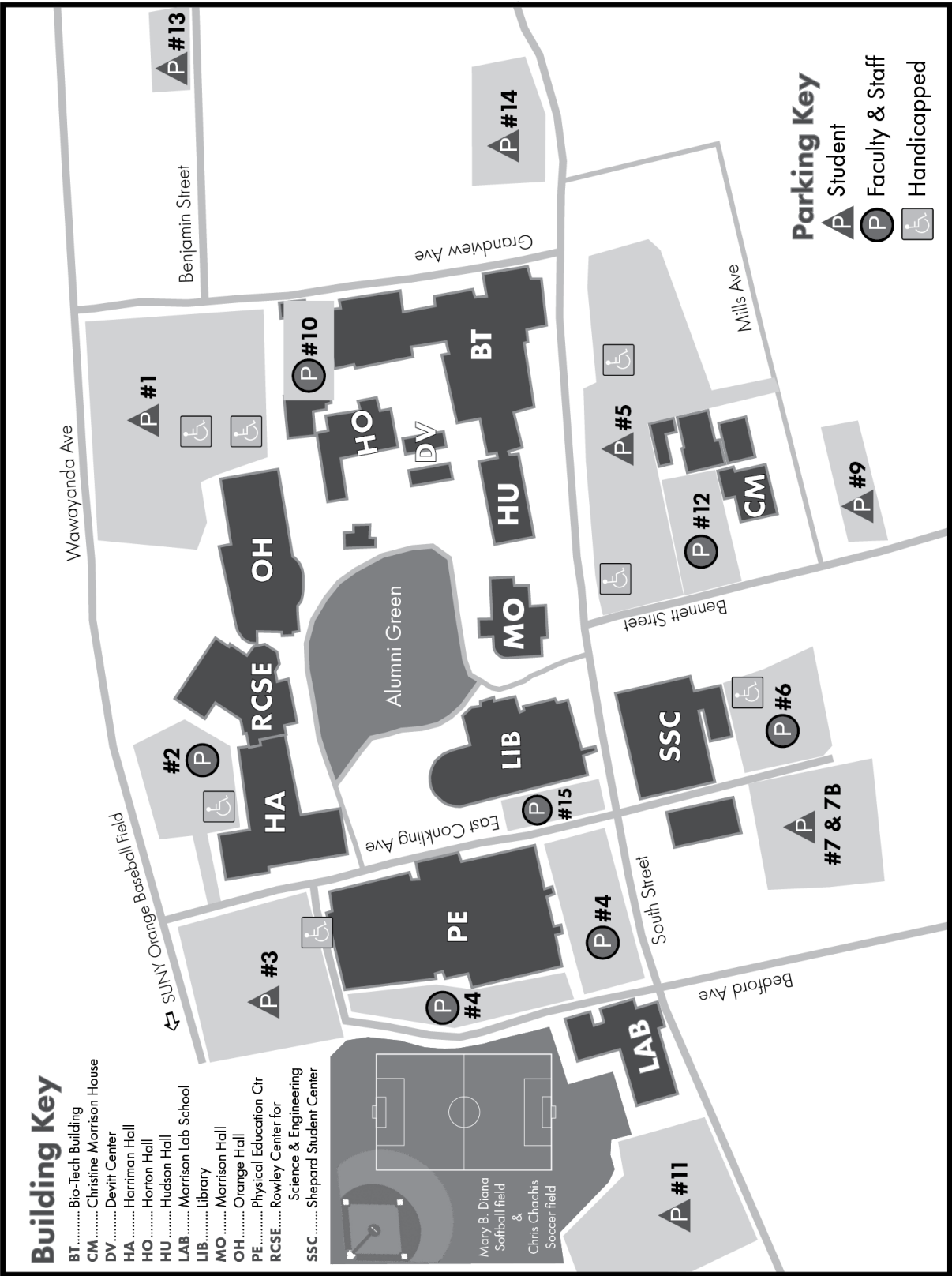
- The symptoms of exposure.
- Emergency first aid and treatment for exposure.
- How the chemical enters your body.
- Whether the substance is carcinogenic or an irritant.

SDS Sections 7-8

This section offers methods for handling chemicals, including:

- The type of personal protective equipment (PPE) and clothing to wear when you handle this substance.
- Special precautions to take when you store or transport the substance.

Appendix C: Middletown Campus Map



Appendix D: Newburgh Campus Map

