

# TYPES OF CAMPUS NOTIFICATION

A COMBINATION OF TEXT MESSAGING, EMAIL, VOICE MAIL, PERSONAL NOTIFICATION IN RESIDENCE HALLS, AND LOUDSPEAKERS MAY BE USED TO NOTIFY CAMPUS COMMUNITY MEMBERS OF EMERGENCY SITUATIONS.

## 1. IMMEDIATE THREAT/ EMERGENCY IN PROGRESS

We will use as many of the above methods as possible as quickly as possible.

## 2. CLERY ACT NOTIFICATIONS

The Clery Act requires campuses to give 'timely warnings' in the event of specific crimes that may pose an ongoing threat to students and employees. Such notification will occur via email.

## 3. GENERAL CAMPUS NOTICE

The University may choose to notify the campus of situations that do not fall under The Clery Act. The method will vary depending upon the situation.

## 4. WEATHER RELATED CLOSINGS

Weather-related closing decisions are made in the morning. Notice is made via mass email, voice mail and by broadcast to local radio stations.

## NON-EMERGENCY SERVICES

### CONCERNING EMOTIONAL BEHAVIOR

During business hours, assist the student in receiving counseling services. Offer to walk them there. Call 2300 to request an outreach, or fill out an online Student Alert, or contact the office of Student Affairs (2132) for guidance.

After hours contact the office of Public Safety to file a report, the office will respond as appropriate through the emergency response channel.

### NEED FOR ACADEMIC ACCOMMODATIONS

Contact the office of Special Academic Services (2148)

### NON-EMERGENCY MEDICAL TRANSPORT (NEMT)

Contact the office of Public Safety 2108 to request NEMT. Non-emergency transport is not guaranteed.

### NON-EMERGENCY FACULTY/STAFF ISSUES

During business hours contact Human Resources (2909) or The Employee Assistance Program (607.962.3148) for confidential counseling services for employees and their eligible dependants who may be experiencing personal or workplace related problems.

Alfred University

# EMERGENCY RESPONSE INFORMATION

TO REPORT  
A CAMPUS  
EMERGENCY

CALL:

{911} OR

[2108] FOR

PUBLIC SAFETY

## RESPOND TO A CAMPUS EMERGENCY:

### BOMB THREAT

If you receive a bomb threat by phone, remain calm and try to get as much information as possible from the caller. Call Public Safety Immediately, then notify a supervisor. DO NOT pull the fire alarm.

### FIRE

Leave the building and pull the fire alarm on your way out. Assist in taking people in your immediate area out of the building as you leave. Call 911 as soon as you are safe.

### ACCIDENT or MEDICAL EMERGENCY

Call Public Safety or 911; report the nature and location of the emergency. Do not be the first one to hang up the phone.

### LAB/STUDIO ACCIDENT

Call 2108 for Public Safety or 2190 for Environmental Health and Safety as soon as you can safely report the situation.

## IF YOU ARE NOTIFIED THAT AN EMERGENCY IS OCCURRING:

### SHELTER IN PLACE

If a dangerous situation is occurring on campus, you may be asked to remain in the building where you are, or go to the closest building if you are outside. If you are off campus you will be asked to stay away from campus until the dangerous situation is past.

### RESIDENCE HALLS

Remember that outside doors of Residence Halls are locked 24 hours/day. If you need to find shelter attempt to enter a non-residential building first.

### EVACUATION

In the event of fire or other dangerous situation occurring within a building, you may be asked to leave the building. Remain at least 100 feet from the building, meet at the designated meeting location, allow emergency response personnel to respond to the situation and return to the building only after an official has given permission to do so.

## STUDENT EMERGENCIES:

### STUDENT ILLNESS or INJURY

Call 2108 to request an officer be dispatched to evaluate the situation or call 911 to request an ambulance.

### SEXUAL ASSAULT

The first point of contact for students is Counseling Services (2300). After business hours contact Public Safety (2108) and ask for the counselor on call. Students may also request assistance from all Residence Life staff members.

### SERIOUS EMOTIONAL DISTRESS

During business hours call Counseling Services (2300) for guidance. If you reach voicemail call Public Safety (2108) to speak with the counselor on call. After business hours call Public Safety to make a report. They will evaluate the urgency of the situation and respond as appropriate.

### THREATENING BEHAVIOR or CRIME IN PROGRESS

Call Public Safety (2108) immediately.

## THREAT OF PHYSICAL HARM:

### THREAT BY EMAIL, TEXT, IM or PHONE CALL

Save the message and/or write down the threat and the details that were included. Call Public Safety (2108) immediately to make a report and discuss measures that will help you feel safe.

### THREATENING or AGGRESSIVE BEHAVIOR

Leave the area if possible and help to remove others to a safe place. Call Public Safety (2108) as soon as you are able to safely report the situation.

### PNG NOTICES

Personae Non Grata (keep-away) notices can be sent to restrict contact on campus in certain situations. Contact the Dean of Students (2132) for help in obtaining a PNG notice. This is not the same as a police order of protection, which can be obtained through the Alfred Police Department.

In compliance with federal law, Alfred University maintains a public log of reportable crimes, which can be reviewed at the Public Safety Office. Annual crime statistics are published on the Public Safety website.

## WEBSITES OF INTEREST

AU OFFICE OF PUBLIC SAFETY

[my.alfred.edu/publicsafety](http://my.alfred.edu/publicsafety)

AU POLICIES AND JUDICIAL SYSTEM

[my.alfred.edu/policies](http://my.alfred.edu/policies)

ALFRED POLICE DEPARTMENT

[alfredpd.org](http://alfredpd.org)

ENVIRONMENTAL HEALTH AND SAFETY

<http://my.alfred.edu/index.cfm/fuseaction/ehs.first.cfm>

TEXT MESSAGE ALERT SIGNUP

Sign up for NY ALERT with bannerweb [www.banweb.alfred.edu](http://www.banweb.alfred.edu)

COUNSELING SERVICES AT THE WELLNESS CENTER

[alfred.edu/students/student\\_services/counseling.htm](http://alfred.edu/students/student_services/counseling.htm)

ADDITIONAL  
INFORMATION --->