

TOMPKINS CORTLAND COMMUNITY COLLEGE EMERGENCY READINESS & RESPONSE GUIDE 2023



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ABOUT US

Campus Police

The Campus Police Department is operational 24/7/365 from Room 118 in the College main building and is staffed by sworn law enforcement professionals who have completed a New York State Department of Criminal Justice Services Basic Police Academy. All officers hold police or peace officer status with the New York State Department of Criminal Justice Services. Campus Police can be reached at 607.844.6511, 6511 from any College phone, or by dialing 911 for emergencies.

The Campus Police Department is responsible for providing support services and education to the College community including, but not limited to: enforcing the laws of New York State and the rules and policies of the College; emergency and critical incident response; victim and student support services; crime prevention, fire safety and emergency preparedness educational programming; safety escorts; lost and found; and assistance with special events.

The Campus Police recognize the value of building relationships within the campus community and working collaboratively with other campus offices in order to provide safety services that are responsive to the needs of the campus community and make all members of the community feel safe, valued and supported.

Partners in Safety and Emergency Preparedness

All campus community members play an integral role in keeping our campus safe. The Campus Police rely heavily on community members to report crimes, concerns, suspicious behavior, and other safety-related issues to the Campus Police in a timely manner. Timely reporting is critically important to our success in protecting the campus community.

An emergency is defined as any unforeseen situation that requires an immediate response to prevent or mitigate the loss of life or property. Knowledgeable and prepared campus community members are key to helping the College deal with emergencies successfully. Publication of this guide, as well as ongoing emergency readiness and response planning and outreach, is fundamental to providing our community members with the basic skills and knowledge to keep themselves, and their coworkers, safe during an emergency.

Reporting Procedures

MAIN CAMPUS: DRYDEN, NY

All incidents of concern, crimes, safety-related issues or emergencies on the main campus, or immediately surrounding the main campus, should be reported to the Campus Police Department without delay. The Campus Police Department can respond quickly and, when necessary, initiate contact with other local first responders to include law enforcement, fire and emergency medical services.

Calling 911 from any cellular phone or College landline phone will connect you with Tompkins County 911 Center; the 911 Center will immediately dispatch Campus Police to your emergency.

Emergency Contact Information:

Campus Police Department: 607.844.6511/ 6511 from any College phone/ 911 emergencies

CORTLAND EXTENSION CENTER CAMPUS; CORTLAND, NY

All incidents of concern, crimes, safety-related issues or emergencies on the Cortland Extension Center campus, or immediately surrounding the campus, should be reported to the Cortland City Police Department without delay. The Cortland City Police Department can respond quickly and, when necessary, initiate contact with other local first responders to include law enforcement, fire and emergency medical services.

Secondary notification should be made to the Campus Police Department.

Emergency Contact Information:

Cortland City Police Department: 607.756.2811 / 911 emergencies

Campus Police Department: 607.844.6511

ITHACA EXTENSION CENTER CAMPUS & COLTIVARE; ITHACA, NY

All incidents of concern, crimes, safety-related issues or emergencies on the Ithaca Extension Center or Coltivare campus, or immediately surrounding the campus, should be reported to the Ithaca City Police Department without delay. The Ithaca City Police Department can respond quickly and, when necessary, initiate contact with other local first responders to include law enforcement, fire and emergency medical services.

Secondary notification should be made to the Campus Police Department.

Emergency Contact Information:

Ithaca City Police Department: 607.272.3245 / 911 emergencies

Campus Police Department: 607.844.6511

Fire alarms at all College locations can be activated by pulling any of the building’s fire alarm pull stations. By activating the fire alarm, the building will be evacuated and the 911 Center appropriate to your location will immediately dispatch first responders to your location.

EMERGENCY COMMUNICATIONS

Efficiently and effectively providing information to the campus community about the existence of an emergency and specific instructions for responding to the particular emergency is critical to the protection of life. The totality of the means by which the College provides emergency communications to the campus community is referred to as the College’s Mass Notification System.

Mass Notification System Components

ACTIVE BROADCAST

The College maintains a public address emergency notification system. The public address system

consists of a high-power external speaker array, as well as internal speakers designed to broadcast to all public areas of the main building, athletic facility and childcare center. This system allows emergency personnel to provide specific spoken information to the public areas in and around the building(s) on campus. This system also includes visual alert strobe lights in all public areas of the main building, athletic facility and childcare center.

PASSIVE AND INDIVIDUAL BROADCAST

The College provides a mobile emergency alert system. This alert system pushes emergency messaging to campus community members via email and cell phone text messaging.

All registered students and employees are automatically included in the alert system and all are encouraged to keep the official contact information that they provide to the College updated.

Emergency Communication with External Agencies

College first responders communicate with external first responder agencies as part of the Tompkins County common public safety radio (800 MHz) system.

METHODS OF MASS NOTIFICATION

Campus Police are responsible for protecting life and property on campus, and ensuring the health and safety of all campus community members. To achieve this goal, Campus Police, along with members of the College's Crisis Management Team, will provide the campus community with timely notification regarding any situation on campus, or in the immediate vicinity of the campus, that poses an immediate or ongoing threat to the health and safety of campus community members. Depending on the type, severity, and immediacy of the threat to the campus community, an Emergency Alert Notification or Timely Warning may be issued.

Emergency Alert Notification (EAN)

In the event that a situation arises on campus that represents a significant emergency or dangerous situation involving an immediate threat to the health and safety of members of the campus community, an Emergency Alert Notification (EAN) will be made. An EAN may consist of any combination of: PA announcement, siren, strobes, emergency text alert, and email.

As appropriate, an EAN may be targeted at only a segment or segments of the campus community that is at risk, and the method and content of the notification will be dictated by the circumstances surrounding the threat to the campus community.

An EAN will be made without delay unless making a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Timely Warning

In the event that a crime occurs on, or in the immediate vicinity of, campus that represents a serious or continuing threat to members of the campus community, a Timely Warning will be issued. A Timely Warning will be sent as an emergency text alert and email. A Crime Alert will also be posted to the Campus Police web page and, depending on the nature of the crime, written notices may be posted in residence halls and other campus buildings.

When a Timely Warning is issued, it will be sent to the entire campus community. The amount and type of information contained in the warning will vary depending on the circumstances of the crime, and certain information may be withheld from the warning if, in the professional judgment of responsible authorities, release of that information will significantly impair law enforcement efforts related to the crime.

A Timely Warning will be issued, without delay, once pertinent information is available for dissemination.

EMERGENCY PROCEDURES

Evacuation

One message you may receive by Emergency Alert Notification is to evacuate. To evacuate is to leave an area or building that is, or is about to be, negatively affected and move to a safe area. Evacuation requires all community members to exit a building or area, and in some instances, the campus.

One primary factor in determining evacuation (versus sheltering-in-place) is whether evacuation can be facilitated without jeopardizing the life and safety of the evacuees. There may be cases where evacuation is not an option. Rather, circumstances may arise where there is a campus-wide or community-wide disaster of such magnitude that evacuation is rendered unsafe and sheltering-in-place is a better option or even a requirement.

Conditions That May Require Evacuation

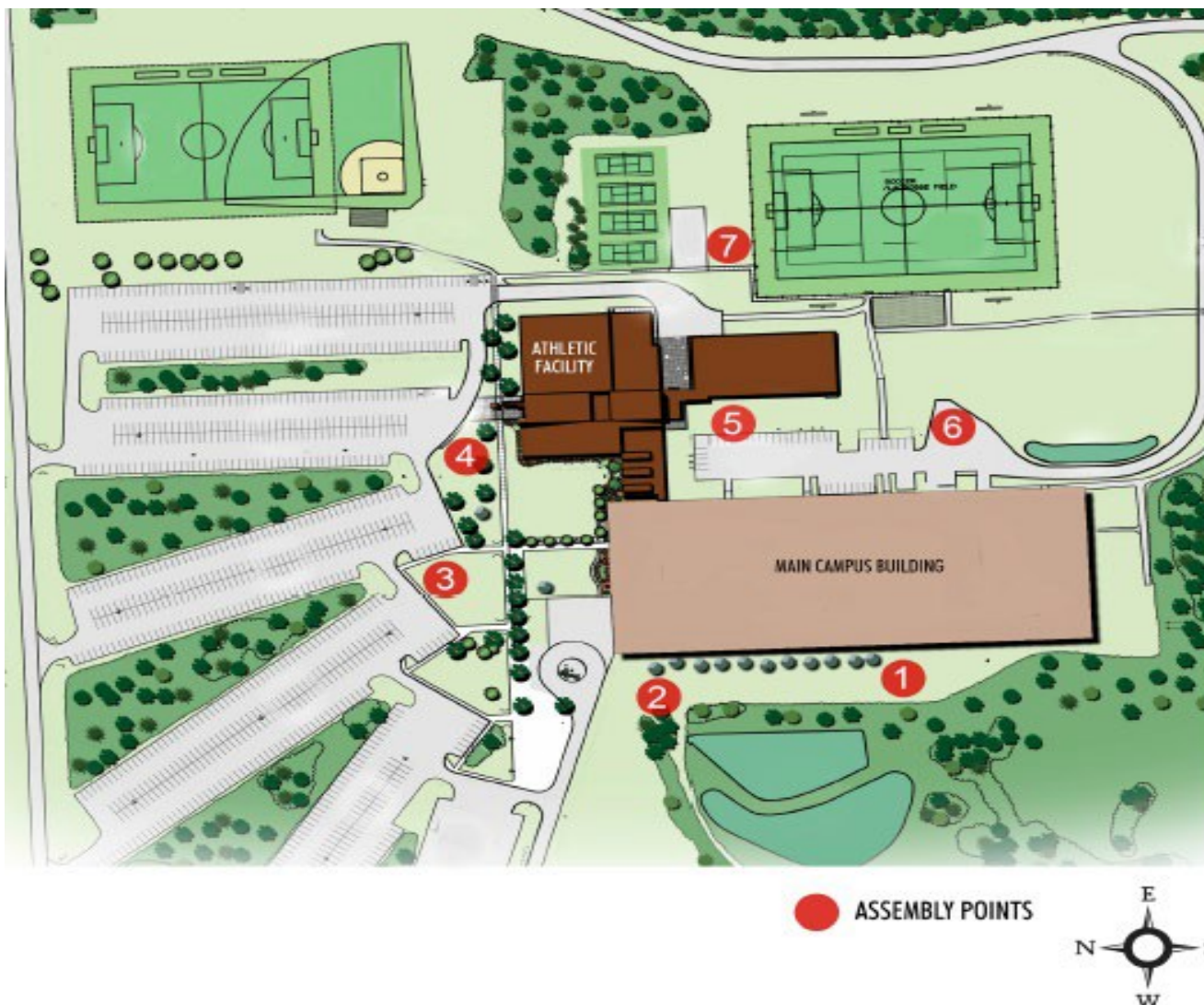
- Fire
- Hazardous materials / environmental contaminants
- Explosion
- Bomb threat
- Impending severe weather (e.g., lightning, tornado, high winds)
- Water supply failure or damage / dangerous condition within a building
- Air assaults or bombing raids

Evacuation Guidelines

- When a notice to evacuate is received, prepare to evacuate immediately.

- Quickly grab important personal items such as cellphones, keys, coat, etc.
- Identify possible exit locations.
- Close doors behind you.
- Walk, do not run.
- Evacuation must be quick and orderly.
- Do not use elevators. Occupants should exit by way of accessible stairwells.
- If safe to do so, assist people with special needs/disabilities. Contact the Campus Police at 607.844.6511, 6511, or 911 for assistance if you encounter any individual who is unable to evacuate for any reason.
- Once outside, move to a designated assembly point at least 50-100 feet from the building or another safe location as conditions dictate. Be sure to allow room for first responder vehicles to access the scene.
- Listen for further instructions from first responders, the Mass Notification PA system and/or watch for emergency mobile alerts (text and email).

Designated Evacuation Assembly Points



Evacuation Guidelines for Persons with Disabilities

On the second floor or basement of the main building, persons using wheelchairs or otherwise unable to negotiate the stairways should assemble near the elevators in the red and yellow sections of the building; those on the third floor of the athletic facility should also assemble by the elevator. Call Campus Police at 607.844.6511, 6511, or 911 as appropriate to the situation. Trained personnel will report to these designated assembly areas and provide appropriate evacuation assistance by elevator (if safe), evacuation chair, or carry technique. At no time may an elevator be used during an emergency, except under direction of first responders.

If deemed unsafe to assemble near the above stated elevator locations, move to the nearest window, signal for help and call Campus Police at 607.844.6511, 6511, or 911 as appropriate to the situation.

Staff and faculty who, due to disability, may require assistance evacuating during an emergency are encouraged to proactively contact the Campus Police in order to create an individualized emergency evacuation plan.

Students who, due to disability, may require assistance evacuating during an emergency are encouraged to contact the Office of Access and Equity Services in Room 130 of the main building at 607.844.8222, EXT. 4415. The Office of Access and Equity Services will work with Residence Life and Campus Police to develop an individualized emergency evacuation plan.

Additional information regarding evacuation guidelines for persons with disabilities can be found at: [Emergency Evacuation Procedures for Persons with Disabilities | Tompkins Cortland Community College](#)

Shelter-in-Place

One message you may receive by Emergency Alert Notification is to shelter-in-place. Sheltering-in-place is used when there isn't time to evacuate or when certain conditions render it unsafe to do so. Sheltering-in-place means to remain in, or immediately move to the nearest building, and await further instructions. Moreover, certain shelter-in-place emergencies, such as an active threat incident or severe weather, may require you to seek shelter locations within a building that are able to be secured, have no/minimal windows, or are located in an internal space away from exterior walls.

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should a need ever arise; follow these guidelines, unless instructed otherwise by Campus Police or other first responders.

Conditions That May Require Sheltering-in-Place

- Hazardous materials incident (outdoors)
- Severe weather (e.g., lightning, tornado, high winds)
- Active threat / active shooter situation
- Hostage situation

- Hostile or violent intruder
- Road, traffic, and/or transportation shutdown
- Infectious disease outbreak / isolation effort

Shelter-in-Place Guidelines

- Stop what you are doing immediately.
- If safe to do so, collect any emergency shelter- in-place supplies, such as a cellphone, charging cables, water, and medication(s).
- If you are outdoors, proceed into the closest and safest building or seek a place of cover.
- Take immediate shelter indoors and isolate yourself away from the threat.
- Locate an interior room without windows or with the least number of windows.
- If there is a large group of people, several rooms may be necessary.
- Shut and lock and/or barricade doors.
- Turn off lights.
- Silence cellphones.
- Stay low, away from the door, and out of sight from windows.
- Seek shelter under or behind furniture.
- Once sheltered-in-place, should a fire alarm sound, do not evacuate unless:
 - You have first-hand knowledge of a fire in the building.
 - You have been advised to evacuate by a reliable source, such as first responders, the Mass Notification PA system or emergency mobile alerts (text and email).
 - You observe an imminent danger in your immediate area.
- Await further instructions from first responders, the Mass Notification PA system and/or watch for emergency mobile alerts (text and email).

Extreme weather events may create conditions where individuals will have to shelter-in-place for an extended period of time (i.e., overnight). Departmental supervisors should consider having a small supply of the following recommended items on hand:

- Flashlight
- Batteries
- Water
- Non-perishable food items, such as granola bars, protein bars, etc.
- First aid kit
- Blankets
- USB cords
- Sanitation supplies
- Duct tape

TYPES OF EMERGENCIES

ACTIVE THREAT INCIDENT

An active threat incident is defined as one or more persons, armed with a deadly weapon, actively engaged in killing or attempting to kill people in a confined or populated area. In most cases, the deadly weapon is a firearm(s), and there is no pattern or method to the selection of victims. These situations are dynamic and evolve rapidly, demanding structured pre-incident planning/preparedness and immediate deployment of law enforcement resources to stop the threat and mitigate casualties. This section provides guidance on what to do if you find yourself in an active threat situation and describes what to expect from responding police officers.

In general, how you respond to an active threat will be dictated by your immediate workplace surroundings and the specific circumstances of the encounter. If you find yourself involved in an active threat situation, try to remain calm and use the following guidelines to help you plan a strategy for survival:



RUN (avoid & evacuate): If you decide to run during an active threat situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, warn others of the danger, and follow the instructions of any police officers you may encounter.

Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

Proceed to a safe location of cover or concealment and call 911.

If you are unable to evacuate due to limited mobility or disability, move to the nearest designated active threat shelter-in-place/lockdown location and hide.

HIDE (shelter-in-place/lockdown): If an active threat is inside your building or close to your workplace, you should immediately hide and lockdown in the closest designated active threat shelter-in-place location. If you do not have a designated active threat shelter-in-place location near you, utilize a classroom or next best available option (e.g., lockable room w/ minimal windows, etc.). Close

and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. Hide behind any available furniture or objects.

One person in the room should quietly call 911 and advise the dispatcher of what is taking place, and inform them of your location; remain on the line with the dispatcher. If you can't speak, leave the line open, so the dispatcher can listen to what's taking place.

Remain in your hiding place until the police give the "all clear." Notification that you may exit your hiding place may be given via the Mass Notification PA system, emergency mobile alerts (text and email), or by direct law enforcement verbal direction. Unfamiliar voices may be the active threat offender attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer or other first responder.

If an active threat offender enters your office, classroom, or on-campus residence, try to remain calm. Call 911, if possible, and alert the dispatcher to the threat location; if you can't speak, leave the line open, so the dispatcher can listen to what's taking place.

FIGHT (head & hands): If there is no opportunity for running or hiding, attempting to incapacitate or overpower the active threat offender with force should be considered a very last resort. If there is more than one person engaged in fighting, all must work together and with conviction. It is best to focus your efforts on the offender's head and hands in order to most effectively incapacitate and/or manipulate the offender's ability to use his or her weapon effectively.

If the active threat offender leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the offender.

What to Expect from Responding Law Enforcement Officers:

Law enforcement officers responding to the active threat incident will be focused on responding to the threat location as quickly as possible in order to eliminate the threat.

Put down any bags or packages you may be carrying and keep your hands visible at all times. Do not make any quick movements with your hands and keep them empty.

Remain calm and do not expect officers to be able to assist you, or anyone who is wounded.

Quickly provide officers with any useful information about the offender(s), such as number of offenders, physical descriptors, weapon type(s), and location.

Keep in mind that once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point(s) authorities designate.

BOMB THREATS OR SUSPICIOUS UNATTENDED ITEMS

If you receive a bomb threat via telephone, here are some helpful things to keep in mind:

- Remain calm and obtain as much information as possible.
- Do not put the caller on hold.
- Do not attempt to transfer the call.
- The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line. This individual should contact Campus Police immediately.
- Pay attention to the caller and their words and speech patterns:
 - Does the caller have any distinguishing voice characteristics? Is the caller angry, excited, irrational, or agitated?
 - Does the caller sound young, middle-aged, or old?
- If you have caller ID, note the phone number of the caller.
- Listen for background noises such as traffic, television, children, airplanes, etc.
- It is important to document all that you know and hear.
- Please complete the **Bomb Threat Checklist** below:
 - Collect all the information you possible can.
 - If you are able to, try to get the name of the caller.
 - Date and time received.
 - The way the threat was received (telephone, e-mail, in person, by mail).
 - Where is the bomb located?
 - When is the bomb going to explode?
 - What kind of bomb is it?
 - What does it look like?
 - When was the bomb placed?
 - Why was the bomb placed?
 - Did you place the bomb?
 - Where are you calling from?
 - What is your name?

If you are the primary call-taker for your department or office suite, you should print off a copy of the U.S. Department of Homeland Security Bomb Threat Checklist and have the checklist handy at all times. The U.S. Department of Homeland Security Bomb Threat Checklist can be found at this link: [Bomb Threat Checklist \(fema.gov\)](https://www.fema.gov/bomb-threat-checklist)

If you receive a bomb threat by email, or any other means, you should contact the Campus Police immediately at 607.844.6511, 6511, or 911.

If a suspicious package is discovered on campus, the individual making the discovery should first move to a safe location, then contact Campus Police at 607.844.6511, 6511, or 911 and provide as much information as possible.

FIRE AND HAZARDOUS MATERIALS INCIDENTS

In the event of a fire or hazardous materials emergency within a campus building, it is necessary for the safety of all occupants to evacuate, without exceptions.

A fire or hazardous materials emergency may exist whenever the following occurs:

- A building fire alarm is sounding.
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus.
- The presence of smoke or the odor of burning.
- An uncontrolled release of combustible or toxic gas or other hazardous material, or flammable liquid spill.

What to do if you discover a building fire:

- Activate the building fire alarm -
 - Pull a fire alarm station on the way out of the building.
 - Notify others of the fire and the need to exit, as you calmly exit the building.
- Leave the building by the nearest exit -
 - If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor.
 - Feel doors before opening: feel the metal handle before opening any doors. If the handle is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, close the door and stay in the room.
 - If the nearest exit is blocked by fire, heat, or smoke, go to another exit or stairway.
 - Do **not** use the elevator. Elevator shafts may fill with smoke and toxic air or the power may fail, leaving you trapped and in danger.
 - Close as many doors as possible as you leave. This helps to contain the fire. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside.
 - Once outside, and at least 50-100 feet from the affected building, call 911 and stay on the line with the dispatcher. Do not stand in areas that will block or impede emergency vehicle access.
- If you get trapped, keep the doors closed -
 - Place cloth material (wet if possible) around and under the door to prevent smoke from entering.
 - Signal for help. Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, as outside smoke may be drawn inside.
 - Call Campus Police immediately to report your exact location at 607.844.6511, 6511, or 911.

If your clothes catch on fire, stop, drop, and roll wherever you are. Rolling helps smother the fire.

HOSTAGE SITUATION

If you hear or see a hostage situation:

- Immediately remove yourself from any danger.
- Immediately notify Campus Police by calling 607.844.6511, 6511, or 911.
- Be prepared to provide the following information, if deemed safe to do so:
 - Location and room number of incident.
 - Physical description and names of perpetrators, if known.
 - Number of possible hostages.
 - Any weapons the perpetrators may have.
 - Your name, phone number, and your location.

If you are taken hostage:

- Remain calm, be polite and cooperate with the perpetrators.
- Do not attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive in hostage situations.
- Speak normally. Do not complain, avoid being belligerent, and comply with orders and instructions.
- Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks.

Observe the perpetrators and try to remember their physical traits, voice patterns, clothing, or other details that can help provide a description later.

- Avoid getting into political or ideological discussions.
- Try to establish a relationship with the perpetrator and get to know them.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

If you are in a rescue situation:

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, hold your empty hands out away from your body with fingers spread, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a perpetrator or a hostage. Just wait for the confusion to clear.
- You will be taken to a safe area where proper identification and status will be determined.

SEVERE WEATHER CONDITIONS

The following terms are utilized by the National Weather Service (NWS) and likewise will be utilized by Campus Police to determine if an Emergency Alert Notification (EAN) is needed.

| | |
|------------------------|---|
| <i>WARNING</i> | A warning is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action. |
| <i>ADVISORY</i> | An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property. |
| <i>WATCH</i> | A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so. A watch means that hazardous weather is possible. People should have a plan of action in case a storm threatens and they should listen for later information and possible warnings especially when planning travel or outdoor activities. |

TORNADOS -

Tornado Watch: Indicates that weather conditions may cause tornados to develop in the area. This does not mean that a tornado has been sighted. You may continue activities but stay tuned in to local news in the event the tornado watch develops into a tornado warning.

Tornado Warning: Radar or weather spotters have identified that a tornado funnel has been sighted in the area. Campus Police will activate an EAN.

What to do if you are notified of a tornado warning:

- Know the location of the appropriate shelter-in-place spaces in your building. This can be a locker room, restroom, ground floor hallway, interior rooms preferably without windows, or the frame of a door.
- If you are unable to go to a room without windows, get under a desk or table immediately.
- Remain in a protected area until the threat has ceased or the danger has passed. You will be notified by the Mass Notification PA system and emergency mobile alert (text and email).
- Call Campus Police at 607.844.6511, 6511, or 911 immediately to report injuries or if an individual is not able to relocate to a safe location.
- Report severe damages to infrastructure to Campus Police.

If you are outdoors:

Seek shelter indoors immediately.

Green/white and blue/white Severe Weather Shelter Area signs identify primary shelter locations in the main campus buildings.

The primary main building weather shelter locations are:

- 1st Floor Restrooms







- First floor interior rooms: 114, Panther Pantry (116A&B), 121 (A, B, C & D), 123 & 123B, 147 (A&B), 149, 150
- Pool
- Corridor east of the pool between rooms 160 and 174
- Athletic Facility: 1st Floor Restrooms and Locker Rooms

If in a residence hall during a weather-related emergency that requires shelter, it is recommended that you move to the hallways between apartments (preferably 1st floor level), and avoid the windows associated with lobby areas.

If in the Childcare Center during a weather-related emergency that requires shelter, it is recommended that you move to the hallways between classrooms, and avoid areas exposed to windows as much as possible.

THUNDERSTORMS -

Applicable to Severe Thunderstorm Warnings with the highest damage threat categories of 4 MDT or 5 HIGH. It is unlikely that most Severe Thunderstorm Warnings will result in an Emergency Alert Notification (EAN).

| Understanding Severe Thunderstorm Risk Categories | | | | | |
|---|--|--|--|--|---|
| THUNDERSTORMS (no label) | 1 - MARGINAL (MRGL) | 2 - SLIGHT (SLGT) | 3 - ENHANCED (ENH) | 4 - MODERATE (MDT) | 5 - HIGH (HIGH) |
| No severe* thunderstorms expected | Isolated severe thunderstorms possible | Scattered severe storms possible | Numerous severe storms possible | Widespread severe storms likely | Widespread severe storms expected |
| Lightning/flooding threats exist with <u>all</u> thunderstorms | Limited in duration and/or coverage and/or intensity | Short-lived and/or not widespread, isolated intense storms possible | More persistent and/or widespread, a few intense | Long-lived, widespread and intense | Long-lived, very widespread and particularly intense |
|  |  |  |  |  |  |
| <ul style="list-style-type: none"> • Winds to 40 mph • Small hail | <ul style="list-style-type: none"> • Winds 40-60 mph • Hail up to 1" • Low tornado risk | <ul style="list-style-type: none"> • One or two tornadoes • Reports of strong winds/wind damage • Hail ~1", isolated 2" | <ul style="list-style-type: none"> • A few tornadoes • Several reports of wind damage • Damaging hail, 1 - 2" | <ul style="list-style-type: none"> • Strong tornadoes • Widespread wind damage • Destructive hail, 2" + | <ul style="list-style-type: none"> • Tornado outbreak • Derecho |
| <small>* NWS defines a severe thunderstorm as measured wind gusts to at least 58 mph, and/or hail to at least one inch in diameter, and/or a tornado. All thunderstorm categories imply lightning and the potential for flooding. Categories are also tied to the probability of a severe weather event within 25 miles of your location.</small> | | | | | |

If an EAN is issued for a thunderstorm, observe the above steps (for tornados) if you are indoors and/or able to seek shelter indoors.

If you cannot seek shelter indoors:

- Try to get to an area away from tall objects, metal structures, trees, downed power lines, and bodies of water. Avoid areas where there is likely to be falling debris.
- Seek shelter in a car, if possible. Rubber tires are an effective electric insulator which may provide safety from lightning strikes. Close the windows and avoid metal objects.
- Or, find an area such as a ditch, ravine or depression to shelter in.
- If you feel your hair stand up, immediately assume a crouched position, place your elbows on your legs, your hands over your ears, and then lower your head. Be sure not to lie flat on the ground.

FLASH FLOODS-

A flash flood is a rapid flooding of low-lying areas: ditches, roads and walkways, washes, rivers, dry lakes and depressions. It may be caused by heavy rain associated with a severe thunderstorm, hurricane, tropical storm, or meltwater from ice or snow flowing over ice sheets or snowfields.

Due to the relative elevation of the main campus buildings compared to the surrounding geography, it is extremely unlikely that flash flooding will have a direct impact on health and safety on the main campus. That said, flash flooding does directly impact the safety of campus community members who are commuting to or from the main campus, and potentially those at extension center sites.

Below are some important points to keep in mind when flash flood warnings are in place. Bear in mind that a flash flood warning means that flooding is about to occur or is already happening.

- Monitor local news and weather reports through your mobile device.
- Use available information to determine if you feel it is safe to leave campus and drive home.
- If you feel you need to remain on campus until the flash flood warning has expired, you should inform your supervisor.
- If you drive:
 - **Don't drive around barricades:** If you come across a barrier blocking a flooded road, do not drive around it. Instead, back up and find an alternate route.
 - **Avoid driving on bridges over fast-moving water:** Floodwater can wash out a bridge with little or no warning. If water is moving quickly under a bridge, avoid driving over the bridge.
 - **Avoid driving through floodwater:** Driving through floodwater is dangerous, as it only takes 12 inches of water for a small sedan or SUV to float, according to the NWS. You should also avoid driving through large puddles. They may look shallower than they are, and can disguise hazards such as a washed-out road or sharp debris.
 - **Stay in your vehicle if you're surrounded by fast-moving water:** Unless water is rising inside your vehicle, do not exit the vehicle when you're surrounded by quickly-moving floodwater. If water is rising inside your vehicle, exit the car and get onto the roof.

SERIOUS INJURY/ILLNESS

If you are a witness to someone experiencing a serious injury or medical emergency:

- Call Campus Police immediately by dialing 911, or have someone call for you. If someone else calls, have the person report back to you to verify they have called 911.
- If safe to do so, protect the victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily.
- If an Automatic Electric Defibrillator (AED) is needed because a person has no pulse and is unresponsive, turn the device on, and follow the audio prompts. In the main campus buildings, AEDs are located in or near the following locations:
 - Health Center – Room 118A
 - Room 146
 - Room 243
 - Student Center Main Office
 - Athletics Building:
 - 1st floor near ATM
 - 2nd floor near fitness center
 - Athletic training room (316)
- Provide first aid until help arrives if you have appropriate training and equipment. If the victim is conscious and alert, be sure to obtain consent from the victim before providing first aid.
- Send someone outside to escort first responders to the appropriate location.
- Report all on-campus medical emergencies and injuries to the Campus Police.

QUESTIONS & COMMENTS

Thank you for taking the time to read the Tompkins Cortland Community College Emergency Readiness and Response Guide. With your help, we are now one step closer to a safer and more secure campus for all members of the campus community.

If you have any questions or comments about this guide, please feel free to reach out to me directly by calling 607.844.6511, emailing geboj@tompkinscortland.edu, or by stopping by room 118 in the main building.

Best regards,

John E. Gebo

Director, Campus Police