TYPES OF CAMPUS NOTIFICATION

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**
- Alfred University Public Safety
- My.Alfred.edu/policies
- AlfredPD.org
- Alfred.edu/Students/student_services/counseling.htm

**EMERGENCY RESPONSE INFORMATION**

**RESPOND TO A CAMPUS EMERGENCY:**

**STUDENT EMERGENCIES:**

1. **IMMEDIATE THREAT/ EMERGENCY IN PROGRESS**
   - **CONCERNING EMOTIONAL BEHAVIOR**
   - During business hours, assist the student in receiving counseling services. Refer 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.

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**

**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 (2969) 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.

**EMERGENCY IN PROGRESS**

**THREAT OF PHYSICAL HARM:**

- **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:**

**STUDENT EMERGENCIES:**

1. **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.

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

3. **FIRE**
   - During business hours contact Counseling Services (2300) for guidance.

4. **NON-EMERGENCY SERVICES**
   - **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 (2969) 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.

**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.