



## **Siena College Guest Information**

*We are delighted that you will be staying at Siena College! The following information may be helpful to you while you are staying on our campus.*

### **IMPORTANT PHONE NUMBERS**

Director of Conference Services: 518-783-2580 and 518-782-6780

Public Safety: 518-783-2376

Public Safety Emergency- 911 from any Siena Phone or call 518-783-2999

### **SAINT CARDS**

You have been issued a Conference Saint Card. This card will allow you access to your assigned Residence Hall and dining hall meals. If your Saint Card is lost or stolen please report it to your conference coordinator immediately. Please be aware that there is a fee for lost cards.

### **KEYS**

You were issued a key at check-in. Your key will allow access to your room. If your key is lost or stolen please report it to your conference coordinator immediately. Please be aware that there is a fee for lost keys.

### **ROOM PROBLEMS**

Please report any maintenance concerns to your conference coordinator. Please be advised that a staff member may enter your room to make repairs without you being present. Please report after hour's emergency concerns to Public Safety.

### **MEALS**

Please see your conference schedule for times and locations. Vending machines are available in most Residence Hall Lobbies and the Sarazen Student Union.

### **ATM**

A Key Bank ATM is located in the DelGrosso Marketplace of the Sarazen Student Union.

### **BOOKSTORE**

The Siena College Bookstore is located in the Sarazen Student Union. The bookstore is open Monday – Thursday: 8:30 a.m. – 4:15 p.m. and Friday: 8:30 a.m. – 12:00 p.m.

### **U.S. POSTAL SERVICE**

A U.S. Post Office is located in the Sarazen Student Union should you need to mail items. The Post Office is open Monday – Thursday: 8:30 a.m. – 1:00 p.m., 1:30 p.m. – 4:00 p.m., Friday: 8:30 a.m. – 12:00 p.m., and Saturday (Limited Services): 8:30 a.m. – 11:30 a.m.



## EVACUATION

### **When an alarm sounds, know your fire evacuation procedures:**

1. Please leave the building immediately upon hearing the fire alarm sound. Under normal conditions, all guests are expected to evacuate from the residence halls in less than 3 minutes.
2. Locate the two exits nearest to your room. The closest exits may not always be the front entrance.
3. If possible, wear a jacket and shoes.
4. When you leave your room, please close the door.
5. If smoke is present, crawl low to the floor.
6. Only use stairways; never use an elevator.
7. Warn fellow guests by knocking on doors on your way to the nearest exit. Once outside, go to the building collection area at least 150 ft away from the building.
8. Re-enter the building only when instructed by Siena College Public Safety.
9. If you cannot leave your room:
  - a. Block all openings with wet towels;
  - b. Call the Siena College Emergency 911 Line at 518-783-2999 and advise the dispatcher of your location;
  - c. Stay close to the window holding a wet towel to your face;
  - d. Do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out the window.

## PERSONAL SAFETY/EMERGENCIES

Remember to always lock your door, whether you are in your room or not. Please refrain from propping open your room door or an outside door as it reduces the safety of all. All people entering the building must use their Saint Card to gain access. While staying with us, we encourage you to travel in groups and stay in well-lit areas. The Office of Public Safety offers escort service. You may contact Public Safety at (518) 783-2376, 24 hours a day.

## CHECK-OUT

Upon departure, please return your key and Saint Card to your conference coordinator. Please note that there is a fee associated with lost or unreturned keys and cards.

*Have a great conference!*