Guide To EMERGENCIES-NFCI
Campus Security – 716-210-2555
Dial Extension 2555
Emergency 911

Niagara Falls Police Department – 716-438-4547

New York State Police - 716-297-0755
Poison Control - 1-800-222-1222

CONTACT INFORMATION
• **Call Campus Security at 716-210-2555, internally at extension 2555, or Emergency at 911** and give your name, building name, floor, location and related information

• If fire is in building, activate nearest fire alarm pull station and begin to evacuate to designated area

• Follow all instructions from emergency personnel
Evacuation – **when alarm bell sounds**

- Take all personal belongings with you
- Leave all lights on and close but do not lock doors
- If you are working on the second, third, or fifth floor and see someone who cannot use the stairs, escort them to the nearest stairwell and make your way out of the building. Alert Campus Security of the person’s location and they will reenter the building to assist.
- Once outside, Evacuated occupants will always move across the surrounding roadways (First, Rainbow, Falls streets) and proceed to the area along the North face of the Quality Inn. Be sure to stay out of the way of and do not block access for responding Fire Department, Police or EMS workers.
- Be alert for the All Clear signal
HAZARDOUS MATERIAL SPILL

Small spill:
- Follow established laboratory or workplace procedures for spill management
- Notify Campus Security at 210-2555 or internally at extension 2555
- Ensure cleaned-up material is properly disposed

Large spill:
- Notify Campus Security at 716-210-2555 Call, extension 2555, or Emergency at 911
- Evacuate the building using normal evacuation procedure
  - If you can’t evacuate, seek safe refuge area
- If people have been contaminated, use emergency showers if safe and available

Ingestion:
- Call Campus Security at 716-210-2555, extension 2555, or Emergency at 911.
- Inform of the chemical or product name
- Have someone else contact the Poison Control Center at 1-800-222-1222
ACCIDENTS/INJURY

If an ambulance is not needed:

- Call Campus Security at 716-210-2555, extension 2555.
  Further instructions will be given at that time.

If an ambulance is needed:

- Call Campus Security at 716-210-2555 extension 2555.
- Provide Officer with:
  - Location of emergency
  - Type of injury, if known
  - Brief description of injured person (gender, age, etc.)
  - Render first aid, if trained
  - Make injured as comfortable as possible
  - Make injured person as comfortable as possible until help arrives
When announced over the public address system:

1) Remain indoors – DO NOT evacuate
2) Close all windows and doors – DO NOT LOCK THEM
3) Turn off air handling units and exhaust fans that could help to bring in air from the outside

**Do not use the telephone unless you have an emergency in your area.**

Be alert for the all clear over the public address system.
Code Red Lock Down – an immediate threat exists on campus that requires campus be secured.

1. All personnel should immediately and quickly move to areas of the room least visible from doors or windows.

2. Close and lock doors if possible
   a. Once the door is secure, no one is allowed into your locked area.

3. Move to the corner of the room least visible from the door, turn off the lights, open the shades, and check that outside windows are closed.

4. When Campus Security and/or local law enforcement give the all clear over the campus PA system, rooms may be unlocked and occupants should follow the directions of Campus Security and/or law enforcement personnel.
Active shooter - is a person who may have a weapon and is an immediate threat to the campus at large.

If possible:
- Escape from the area immediately
- Notify others your encounter of the danger
- Call Campus Security at 716-210-2555, extension 2555, or Emergency at 911.
- If able to find a safe area, stay on the line and continue to provide the emergency dispatcher with updated information

If unable to escape immediately:
- Get to an office or room as far away from the scene as possible
- Move to the areas of the room least visible from doors or windows
- Keep quite and do not answer the door
- If possible, Call Campus Security at 716-210-2555 extension 2555, or Emergency at 911 and inform of where you are and what is happening
- Look for means of possible escape or self-defense

*If the shooter has fired on victims and you are faced with a life or death situation; only you can consider your next course of action.
BOMB THREAT BY PHONE:
Use the next page to capture information from the phone call

Call Campus Security at 716-210-2555 with information collected and wait for further instruction

- If you are directed to evacuate, you will hear a sustained alarm in your building
- Take all of your personal belongings with you so they will not be seen as suspicious
- Report any suspicious parcels that do not belong in your area to Campus Security
DO YOU KNOW WHAT TO DO IF YOU RECEIVE A BOMB THREAT OVER THE PHONE?

### Questions To Ask:

1. When is the bomb going to explode? ______________________
2. Where is it now? ______________________
3. What does it look like? ______________________
4. What kind of bomb is it? ______________________
5. What will cause it to explode? ______________________
6. Who put it there? ______________________
7. Why? ______________________
8. What is your name? ______________________
9. What is your address? ______________________________________________________________________

### WRITE DOWN THE EXACT WORDING OF THE THREAT:

- **Sex of caller:**
- **Race:**
- **Age:**

- **Length of call:**
- **Phone Line call received on:**

- **Time Call Received:** __________ AM / PM  
- **Date:**

### CALLER'S VOICE

- **Calm**  
- **Nasal**  
- **Slurred**  
- **Familiar: If voice is familiar, who did it sound like?**

- **Angry**  
- **Stutter**

- **Excited**  
- **Lisp**  
- **Slow**

- **Rapid**  
- **Deep breathing**

- **Laughter**  
- **Deep**

- **Normal**  
- **Disguised**

### BACKGROUND SOUNDS

- **Street Noises**  
- **Factory Machinery**  
- **Crockery**  
- **Animal Noises**  
- **PA System**  
- **Static**

- **Motor**  
- **Booth**

- **Office Machinery**

- **Voices**  
- **Clear**

- **House Noises**  
- **Local**

- **Other**

### THREAT LANGUAGE

- **Well Spoken (educated)**  
- **Incoherent**  
- **Foul**

- **Irrational**  
- **Message read by threat maker**

- **Taped**

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**REPORT ALL CALLS TO SECURITY 716-210-2555, ext 2555**