

Guide To **EMERGENCIES**

Campus Security – 716-614-6400

Dial Extension 6400 or Extension 555

Emergency 911

Wellness Center – 716-614-6275

New York State Police - 716-297-0755

Poison Control - 1-800-222-1222

Niagara County Sheriff – 716-438-3393

CONTACT INFORMATION

FIRE

- **Call Campus Security at 614-6400, extension 6400, extension 555, 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

FIRE

EVACUATION

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 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, move at least 100 yards from college buildings, taking care not to block entrance ways, driveways or fire lanes to designated evacuation areas.

Be alert for the All Clear signal

EVACUATION

HAZARDOUS MATERIAL SPILL

Small spill:

- Follow established laboratory or workplace procedures for spill management
- Notify Campus Security at 614-6400
- Ensure cleaned-up material is properly disposed

Large spill:

- **Notify Campus Security at 614-6400 Call, extension 6400, extension 555, 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 614-6400, extension 6400, extension 555, or Emergency at 911, or Wellness Center at 6275**
- Inform of the chemical or product name
- Have someone else contact the Poison Control Center at 1-800-222-1222

HAZARDOUS MATERIAL SPILL

ACCIDENTS/INJURY

If an ambulance is not needed:

- **Call Campus Security at 614-6400, extension 6400, extension 555, or Wellness Center at 6275** ; further instructions will be given at that time.

If an ambulance is needed:

- **Call Campus Security at 614-6400 extension 6400, extension 555, Wellness Center at 6275**
- 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

ACCIDENTS/INJURY

SHELTER IN PLACE

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

SHELTER IN PLACE

CODE RED LOCKDOWN

Code Red Lock Down – an immediate threat exists on campus that requires campus be secured.

1. All personnel should immediately and quickly move to a lockable room.
2. Close and lock doors
 - 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.

CODE RED LOCKDOWN

ACTIVE SHOOTER

Active shooter- is as 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 614-6400, extension 6400, extension 555, 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
- Lock the door and cover any windows facing hallways
- Keep quiet and do not answer the door
- If possible, **Call Campus Security at 614-6400 extension 6400, extension 555, 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.**

ACTIVE SHOOTER

BOMB THREAT

BOMB THREAT BY PHONE:

Use the next page to capture information from the phone call

Call Campus Security at 614-6400 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

BOMB THREAT

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

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar: If voice is familiar, who did it sound like? _____	
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter			
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy	
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep	<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged	<input type="checkbox"/> Loud
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Crying	<input type="checkbox"/> Cracking Voice	
<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised	<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent	

BACKGROUND SOUNDS

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Voices	<input type="checkbox"/> Clear
<input type="checkbox"/> PA System	<input type="checkbox"/> Static	<input type="checkbox"/> Music	<input type="checkbox"/> Local	<input type="checkbox"/> House Noises	
<input type="checkbox"/> Motor	<input type="checkbox"/> Booth	<input type="checkbox"/> Office Machinery		<input type="checkbox"/> Other	

THREAT LANGUAGE

<input type="checkbox"/> Well Spoken (educated)	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Foul	<input type="checkbox"/> Taped
<input type="checkbox"/> Irrational	<input type="checkbox"/> Message read by threat maker		

REPORT ALL CALLS TO SECURITY 614-6400, ext 6400, or ext 555

[Return](#)