

QUICK GUIDE FOR EMERGENCY PROCEDURES

FIRE

Evacuate building • Knock on doors and alert occupants on your way out the building • Close doors as you exit • Call Campus Safety x5555 • Activate a fire alarm pull station if possible

- Remain outside until emergency personnel approves re-entry

BUILDING EVACUATION PROCEDURES

Exit through closest doorway • Knock on doors and alert occupants on your way out the building • Take stairs, do not take elevator • Take IDs and wallets if possible, dress for the weather

- Follow directions from emergency personnel

ACTIVE SHOOTER

If you are inside, remain behind closed doors and lock and/or barricade the door • If you are outside, enter the closest building and seek shelter in bathrooms or other inner rooms • Close blinds or shades, then stay away from windows • Once secure, call Campus Safety x5555 • Stay behind barricaded/locked doors until emergency personnel signal safety

BOMB THREAT

Stay calm • Gather as much information as possible from the person making the threat: Where is the bomb? When will the bomb detonate? What is the bomb made of? If not possible, at least note identifying information of the caller: gender, age, any background noise you hear

- Call Campus Safety x5555 • Follow directions from emergency personnel

SUSPICIOUS PACKAGES

Do not touch or disturb the package • Evacuate building

- Call Campus Safety x5555

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN

Call Campus Safety x5555 • Do not confront the person

- Do not allow others in the area of the person • Do not block access to an exit for those in the area

WEATHER EMERGENCIES

Remain inside or enter the nearest building • If tornado is predicted, stay within interior hallways or basements • Remain inside until emergency personnel approve re-entry

LOCKDOWN/SHELTER IN PLACE

Lock and/or barricade room or office • Do not allow anyone in the room until emergency personnel signal safety • Close blinds or shades and stay away from windows • Do not lock exterior doors

- Call Campus Safety x5555 once you are in locked/barricaded room

GAS LEAKS, FUMES, VAPORS

Call Campus Safety x5555 • Exit through closest doorway

- Knock on doors and alert occupants on your way out the building
- Take stairs, do not take elevator • Take IDs and wallets if possible, dress for the weather • Follow directions from emergency personnel
- Do not touch light switches or electrical equipment

HAZARDOUS MATERIALS SPILLS

Call Campus Safety x5555 • If indoors, and it is safe to do so, close all doors to isolate the area of the spill • Exit through closest doorway

- Knock on doors and alert occupants on your way out the building
- Take stairs, do not take elevator • Take IDs and wallets if possible, dress for the weather • Follow directions from emergency personnel
- Provide the following information if possible:

- Name of material
- Quantity of material
- Time of the spill
- Location of the spill
- Any injuries or exposure
- If fire or explosion has occurred

MEDICAL EMERGENCIES

Heart Attack

Call Campus Safety x5555 • Locate an Automated External Defibrillator if one is available • Perform CPR

Burns

Remove cause of burn • Flush the area with water • Do not apply creams, lotion or dressing • Call Campus Safety x5555

Bleeding

Apply firm but gentle pressure to the wound with clean cloth or tissue

- Immobilize the body part • Call Campus Safety x5555

EMERGENCY MESSAGES AND THEIR MEANINGS

If you receive a text message or email with an emergency message:

Potential acts of violence

Active shooter: A person believed to be armed and firing a weapon.

Active situation: A dangerous situation that our Campus Safety staff is dealing with right now.

Evacuation: Leave the building immediately and gather in a designated space so authorities can account for your safety.

Shelter-in-place: Stay where you are. If possible, get to a small, interior room with no or few windows and stay there, away from doors or windows, until further notice.

Perpetrator: A person committing a crime.

Lockdown: An emergency protocol aimed at keeping people safe by protecting them inside a facility. If you are in a room, staying in place may be safest. Stay in place if authorities advise it. If you are in a hallway area or outside, go inside as quickly as possible and stay there until further notice.

Suspect: A person who is suspected of committing a crime.

WEATHER

Advisory: Bad weather could occur; take care when outdoors or while driving.

Watch: Risk of bad weather has increased, but still uncertain. Watches indicate that conditions are favorable for storms to develop.

Warning: Bad weather event is imminent or is already occurring. Take action immediately.

Severe thunderstorm: A thunderstorm with damaging winds and/or large hail.

Campus Safety EMERGENCIES:

315-229-5555 (x5555 from campus phones)

Campus Safety Non-Emergencies and Information:

315-229-5554 (x5554 from campus phones)

Canton FIRE: 911 or 9-911 from campus phones

Canton POLICE: 911 or 9-911 from campus phones



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