



# Quick Reference for **EMERGENCY PROCEDURES**

## **PHONE Numbers**

**Campus Safety: 315-792-3046**  
(x. 3046 OR use **panic button** on any campus phone)

Utica and New Hartford Fire Departments: 911\*  
Utica and New Hartford Police Departments: 911\*

\* Please note that **you must dial a 9** before making any **outside calls** on a campus phone

### ***FIRES***

- Activate a fire alarm pull station
- Call Campus Safety
- Notify occupants and if possible help those needing assistance
- Evacuate the building
- Confine the fire by closing doors as you exit
- DO NOT re-enter the building until authorized to do so by emergency personnel

### ***BUILDING EVACUATION PROCEDURES***

- When the fire alarm is activated, evacuation is mandatory
- Do not use elevators
- Take personal belongings (ID's, wallet) and dress appropriately for the weather
- Close doors as you exit
- Move to a safe area, away from the building

### ***BOMB THREATS***

- Remain Calm
- Gather as much information as possible from the person making the threat (i.e where, when, gender, age, background)
- Call Campus Safety
- Follow instructions from emergency personnel

### ***SUSPICIOUS PACKAGES***

- Do not touch or disturb the object/package
- Evacuate the area
- Call Campus Safety
- Warn others not to touch or move the item

### ***SUSPICIOUS BEHAVIOR/ PERSONS OF CONCERN***

- Do not confront the person exhibiting the behavior
- Do not let anyone into a locked room/building
- Do not block access to an exit
- Call Campus Safety

### ***ACTIVE SHOOTERS***

- If the shooter is in the building and it is possible to escape, exit the building immediately and call Campus Safety
- If you cannot exit, remain behind closed doors in a locked or barricaded room
- Stay away from windows; if communication is available, call Campus Safety
- Evacuate the room only when authorities have arrived and instructed you to do so
- Do not leave or unlock the door to see "what is happening"
- Do not assume someone else has called the police or emergency personnel

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# *Campus Safety: 315-792-3046*

## ***WEATHER EMERGENCIES***

- Remain in or proceed to the nearest permanent structure
- In the event of a tornado, move to interior halls or basements
- Remain in place until advised by officials that it is safe to leave
- For updates check e-mail, text messages (**UC alert will send updates to the phone number currently on file for you**), visit [utica.edu](http://utica.edu), or monitor local TV/radio stations

## ***LOCKDOWN/SHELTER IN PLACE***

- Lock door to room or office
- Do not allow anyone into a room or office until it is deemed safe to do so by authorities
- Close blinds/shades and stay away from windows
- Do not lock exterior doors
- Contact Campus Safety with information or questions

## ***GAS LEAKS, FUMES, VAPORS***

- Do not pull fire alarms
- Do not touch light switches or electrical equipment
- Call Campus Safety
- Clear the area immediately

## ***HAZARDOUS MATERIALS SPILLS***

- If the incident is indoors, and it is safe to do so, close all the doors to isolate the area
- Evacuate
- Call Campus Safety
- Be prepared to provide the following information:
  - Name of the material
  - Quantity of the material
  - Time of the incident
  - Location of the incident
  - If anyone is injured or exposed to material
  - If a fire or explosive is involved
  - Your name, phone number, and location
- Follow instructions provided by the emergency responders

## ***MEDICAL EMERGENCIES***

### ***Cardiac Arrest/Heart Attack***

- Call Campus Safety
- Locate an Automated External Defibrillator (AED), if one is available\*
- Perform CPR

### **\*Current AED Locations:**

- Health Center (Strebel Student Center)
- Campus Safety vehicle
- Clark Athletic Center
- Portable AED with Athletic Trainer
- 1st floor ECJS building
- Gordon Science Center
- 1st, 4th, 5th floor Clark City Center
- Burrstone House Lobby
- 1st floor DePerno Hall
- Facilities Garage, break room
- Most Academic & Residence Buildings

### ***Burns***

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

### ***Bleeding***

- Apply firm but gentle pressure to the wound with a clean cloth or tissue
- Immobilize the body part
- Call Campus Safety

## ***MEDIA INQUIRIES***

Do not attempt to answer media question about campus emergencies, either in person or by phone. If you are contacted by reporters, please refer them to **Kelly Adams 315-792-3315 in the Office of Marketing and Communications 315-792-3047.**

***In an emergency, call Campus Safety at 315-792-3046***