RIT Public Safety Department
Community Hazards Response Checklist

In an Emergency, contact: 585-475-3333 (V/TTY)

**FIRE**
- Evacuate building using nearest available stairwell or exit
- If alarm not sounding, pull red fire alarm on your way out if possible
- Close doors on your way out if possible
- Assist mobility impaired persons
- Move away from exits and entrances
- Stay at least 100 feet away from building or as directed

**DISRUPTIVE or UNSAFE BEHAVIOR**
- **SUSPICIOUS BEHAVIOR**
  - Stay calm
  - Do not confront subject
  - Contact Public Safety, 585-475-3333

**ARMED INTRUDER**
- Stay calm
- Contact Public Safety, 585-475-3333, and 9-1-1:
  - Provide location
  - Number of people at location
  - Number & type of injuries (if any)
  - Assailant information

**MEDICAL EMERGENCY**
- Contact Public Safety, 585-475-3333 if on campus or 911 if off campus
- Provide:
  - Your name and phone number
  - Your location
  - Nature of the emergency
  - Stay on the phone
- Render first aid, if trained
- Do not move victim unless in danger
- Stay calm

**BOMB THREAT**
- **SUSPICIOUS OBJECT**
  - Do not touch or move the object
  - Do not use cell phones in the immediate area
  - Clear the area
  - Contact Public Safety, 585-475-3333

**TELEPHONE THREAT**
- Check caller ID on phone (if possible)
- Note date and time of the call
- Ask the caller where, when, how and why the bomb was placed
- Note the age, gender, speech pattern, attitude, background noise, accent, etc of the caller
- Contact Public Safety, 585-475-3333

**WRITTEN THREAT**
- Handle the written threat as little as possible
- Note the date, time, location, you received the written threat
- Provide the written threat or forward e-mail to Public Safety

**HAZARDOUS MATERIALS EMERGENCY**
- Contact Public Safety, 585-475-3333
- Stay away from area
- Do not come in contact with people who have been exposed
- If directed to shelter-in-place:
  - Cover mouth with damp cloth
  - Move to higher floor levels
  - Close windows, turn off fans
  - Place wet towels in cracks under doors

**SEVERE WEATHER**
- Move indoors if possible

**INDOORS**
- Go to lowest level of building
- Stay away from windows

**OUTDOORS**
- Lay in low area away from power lines, trees and buildings
- Cover your head