EMERGENCIES
Contact Public Safety at: V/TTY 5-3333
General Public Safety Information V/TTY 5-2853
Mobile Escort Service: V/TTY 5-2853

How to Report an Emergency:
- Remain calm & talk slowly
- Describe the emergency, injury, illness, fire, accident, etc.
- Give the exact location of the emergency
- Give your name & victim’s name, if known
- Give the telephone number from which you are calling

Handling Telephone Bomb Threats:
- Keep the caller on the phone for as long as possible
- Be calm and courteous
- Identify the source of the call
  - Name or number displayed on your phone
  - On or off campus
- Note the time of the call.
- Use the Bomb Threat Form to record your observations

In Case Of Fire:
- R - remove anyone in immediate danger, only if you can do so safely
- A - activate the fire alarm system by setting off the nearest pull station
- C - confine the fire by closing doors and windows as you leave
- E - evacuate the building and move well away from the area

Medical Emergencies: V/TTY 5-3333
Do not move the patient unless circumstances dictate. Make the person as comfortable as possible and keep him or her warm until help arrives. Public Safety or RIT Ambulance personnel will respond to all reported emergencies.

During the academic year, 24-hour ambulance service is available seven days a week through the RIT Ambulance Corps, a NYS Department of Health certified volunteer ambulance. The organization, a student governed auxiliary of the Student Health Center, serves the RIT community, including its adjoining apartment complexes and the RIT Inn & Conference Center.

RIT Alert
RIT Alert allows RIT to contact the community in the event of an emergency by sending messages via Instant Message, text message to cell phones, voice message (mobile or land-line) and e-mail. To learn more about RIT Alert, including instructions on how to update personal emergency contact information, go to http://finweb.rit.edu/publicsafety/aboutus/

INSTITUTE CLOSING & CANCELLATIONS 5-7075 TTY 5-7076
- The emergency mass notification systems will be used
- Area radio & TV stations also carry announcements about class & event cancellations
- The main RIT web page (www.rit.edu) will contain information on institute emergencies, announcements, cancellations and closures

Web: http://emergency.rit.edu http://www.rit.edu/news

FACILITIES
5-6771
5-2842
Contact Facilities Management Services (FMS) if you are experiencing problems with:
- Air Conditioning
- Electricity
- Elevators
- Flooding
- Heating
- Gas Odor
- Lighting
- Plumbing

Web: http://facilities.rit.edu/

INFORMATION & TECHNOLOGY SERVICES (ITS) SUPPORTED ACCOUNTS, COMPUTERS, NETWORK, & TELEPHONES
Contact the ITS Service Desk at:
5-4357
TTY 5-2810

Web: http://www.rit.edu/its/

INTERPRETERS or C-PRINT REAL-TIME CAPTIONING SERVICES
The Department of Access Services provides interpreting and C-Print real-time captioning services.
Contact Access Services at:
5-6281
AIM:
NTIDAccess
Web: http://myAccess.rit.edu

TECHNOLOGY RECYCLING PROGRAM
Purchasing provides an Electronic Waste Recycling program for the RIT community. The disposal of electronic waste is being handled by Maven Technologies. They will remove, refurbish, re-use, recycle and dispose of electronic waste. Please contact Maven at 585-458-2460 ext 225 to schedule a pick-up.

They currently accept all desktops, laptops, and monitors and any office equipment that utilizes circuit boards-- except for large multi-function printers. Contact the Purchasing Office at x5-2107 for information on these items.

Un-used or broken RIT-owned phone equipment should be returned to ITS, Communication Services for repair and reuse.

For more information, visit Purchasing’s Surplus Property website or call Purchasing at x5-2107.

Web: http://finweb.rit.edu/purchasing/surplus/

RIT MESSENGER SYSTEM (VOICEMAIL) SERVICE
RIT has a voicemail service available to RIT departments:
- Getting Service:
  http://www.rit.edu/its/services/tele/voice.html
- User Manual:
  http://www.rit.edu/its/services/tele/user_manual/index.html
- Features Quick Reference Chart:
  http://www.rit.edu/its/services/tele/user_manual/rms_quickchart.jpg

Web: http://www.rit.edu/its/tele/

ABOUT THE CAMPUS DIRECTORY
All phone numbers in the campus directory have the 585 area code & 475 prefix unless otherwise specified. General telephone dialing instructions and feature use directions can be found on the web at:
http://www.rit.edu/its/services/tele/dialing_instructions.html

The directory is divided into two sections, “College & Divisional Listing” and “Alphabetical Listing.” The first is based on the hierarchal structure of the colleges & divisions and may not include everyone in the department. The second, on the other hand, is an alphabetical listing of most RIT faculty, staff, and organizations.

Each department’s phone coordinator has provided this content.

Questions about the directory and telephone service should be directed to the ITS Help Desk, (V) 5-4357 (TTY) 5-2810.

Web: http://www.rit.edu/its
# Bomb Threat Form

## INSTRUCTIONS:
Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor / security officer by prearranged signal while caller is on the line.

Report the call to Public Safety at 585-475-3333 (V/TTY)

### DATE:    | TIME:
---|---

#### SOURCE OF TELEPHONE CALL

- Name or # displayed on your phone.
- Call from on or off campus?

#### EXACT WORDING OF THE THREAT:

### QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. What will cause it to explode?
6. Why did you place the bomb?
7. What is your name and address?

#### TRY TO DETERMINE THE FOLLOWING - CIRCLE AS APPROPRIATE

<table>
<thead>
<tr>
<th>Caller’s Identity</th>
<th>Male</th>
<th>Female</th>
<th>Adult</th>
<th>Juvenile</th>
<th>Age _____ years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voice</td>
<td>Loud</td>
<td>Soft</td>
<td>High-pitched</td>
<td>Deep</td>
<td>Intoxicated</td>
</tr>
<tr>
<td>Accent</td>
<td>Local</td>
<td>Foreign</td>
<td>Region (describe)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td>Fast</td>
<td>Slow</td>
<td>Distinct</td>
<td>Distorted</td>
<td>Stutter</td>
</tr>
<tr>
<td>Language</td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
<td>Foul</td>
</tr>
<tr>
<td>Manner</td>
<td>Calm</td>
<td>Angry</td>
<td>Rational</td>
<td>Irrational</td>
<td>Coherent</td>
</tr>
<tr>
<td></td>
<td>Deliberate</td>
<td>Righteous</td>
<td>Laughing</td>
<td>Intoxicated</td>
<td></td>
</tr>
<tr>
<td>Background Noise</td>
<td>Office Machines</td>
<td>Factory Machines</td>
<td>Bedlam</td>
<td>Trains</td>
<td>Animals</td>
</tr>
<tr>
<td></td>
<td>Voices</td>
<td>Airplanes</td>
<td>Street-Traffic</td>
<td>Party-atmosphere</td>
<td>Mixed</td>
</tr>
</tbody>
</table>

### ADDITIONAL INFORMATION