EMERGENCIES
Contact Public Safety at: V/TTY 5-3333
Text 585-475-205-8333
IM RITPUBLICSAFETY on AIM
IM RITPUBLICSAFETY on AIM
Contact Public Safety at: V/TTY 5-2853
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/buscont/massnotification.html
Web: http://finweb.rit.edu/publicsafety/aboutus/
INSTITUTE CLOSING & CANCELLATIONS 5-7075
TTY 5-7076
• The emergency mass notifications 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 and 5-2842
Contact Facilities Management Services (FMS) if you are experiencing problems with:
Flooding, Electrical, Gas Odor, Air Conditioning, Heat, Lighting, etc.
Web: http://facilities.rit.edu/
**RIT TELEPHONE BOMB THREAT REPORT 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)

<table>
<thead>
<tr>
<th>DATE:</th>
<th>TIME:</th>
</tr>
</thead>
</table>

**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></td>
<td>Intoxicated</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**