



# Basic Emergency Actions

In an emergency, contact RIT Public Safety

585-475-3333 (v/tty)

Text to 585-205-8333

## 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

- ✓ Do not confront subject
- ✓ Contact Public Safety, 585-475-3333

## ARMED INTRUDER

- ✓ 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
- ✓ Evacuate (if you can do so safely)
- ✓ Hide
  - Lock or barricade doors
  - Turn off lights
  - Close blinds, block windows
  - Turn off radios and computer monitors
  - Keep calm and quiet
  - Take cover and stay out of sight
  - Silence cell phones if not communicating with authorities
- ✓ Fight (as a last resort)
  - attack the intruder
  - used improvised weapons
  - commit to your actions

## 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

## 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

## 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

## 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