

Rochester Institute of Technology



Emergency Action Plan

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EMERGENCY ACTIONS — QUICK REFERENCE

In an emergency, stay alert for RIT Alerts and instructions from Public Safety or emergency responders. Depending on the situation, you may be directed to take one of the following protective actions.

EVACUATE — Leave the building or area

EVACUATE means: Leave the building or affected area and move to a safe location.

- ☐ Leave immediately using the nearest safe, available exit.
- ☐ Use stairs — do not use elevators.
- ☐ Assist others if it is safe to do so.
- ☐ Once outside, move well away from the building and emergency response activity.
- ☐ Do not re-enter until authorized by Public Safety or emergency responders.

SHELTER IN PLACE — Stay inside and seek protection

SHELTER IN PLACE means: Stay inside a safe location rather than evacuating into a potentially hazardous environment.

- ☐ Remain inside or immediately move into a nearby building.
- ☐ Move away from windows, exterior doors, and other hazards.
- ☐ Select an interior location appropriate for the emergency.
- ☐ Monitor RIT Alerts and follow instructions from Public Safety.
- ☐ Remain sheltered until told it is safe to leave or conditions require another action.

SECURE / HIDE — Protect yourself from an immediate threat

SECURE/HIDE means: Put physical barriers and distance between yourself and an immediate threat.

- ☐ If you can safely leave the threat area, evacuate.
- ☐ If you cannot safely leave, secure or barricade the room.
- ☐ Turn off lights, silence phones, remain quiet, and stay out of sight.
- ☐ Call 911 or RIT Public Safety when it is safe to do so.
- ☐ Follow instructions from responding to law enforcement.

WHEN IN DOUBT

The safest action depends on the emergency.

- ☐ Call 911 for an immediate life-threatening emergency.
- ☐ Contact RIT Public Safety: 585-475-3333 or Text: 585-205-8333.
- ☐ Monitor RIT Alerts for official instructions.
- ☐ Follow directions from Public Safety and emergency responders.
- ☐ Do not place yourself in danger to assist others.

Evacuate when it is safer outside. Shelter when it is safer inside. Secure yourself when there is an immediate threat. Follow official instructions as conditions change.

Reporting Emergencies

You can report any emergency (or suspicious activity) to RIT Public Safety. They are available 24 hours per day, 7 days per week, 365 days per year.

- 585-475-3333 (v/tty); or just 3333 on a campus telephone
- 585-205-8333 (text)
- [Tiger Safe App](#)

You may also call or text **911** to reach the Monroe County Emergency Communications Department

Emergency Notification

RIT ALERT is the university's emergency notification system. It is used to notify the campus community in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members.

The system, when activated, can send messages via voice and text to mobile phones, to alert beacons, to desktop alerts, and post messages on RIT's main and emergency web pages, as well as the official RIT social media platforms.

For the system to be effective, individual students, staff and faculty should ensure that their mobile phone numbers are available for alerts.

- Faculty and Staff – go to myinfo.rit.edu and log in. Review and update information in the *Phone Numbers and Emergency Notification Information* area.
- Students – go to [SIS](#) and enter in the Cell/Mobile phone field of the *Personal Information* area

Building Evacuation Notification and Emergency Signals

In the event of an emergency, building occupants may be alerted by any one or a combination of the following:

- The sound of a fire alarm
- Fire alarm strobes
- RIT Alert notification
- Sign Language or Written Orders

Evacuation Exits and Procedures

In the event of an emergency, all building occupants must respond to emergency signals and notifications. In the event evacuation is necessary, all occupants will evacuate immediately using the **nearest** available marked exit. In the event of fire, all building occupants are to evacuate immediately. Occupants who are unable to evacuate should contact Public Safety at (585) 475- 3333 (voice) or 585-205-8333 (text).

Use the stairs for evacuation; **do not use elevators**. Assist others along the way if it can be done so safely. Once outside, move well away from the building; do not congregate around the exits.

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

Portable Fire Extinguisher Use

In the event of a fire, you should alert others and immediately evacuate the building. Employees are not expected to fight fires.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, faculty, and staff are not expected to utilize these devices to fight fires due to the potential danger to their personal safety. from products of combustion and the threat of a spreading fire.

A fire extinguisher may be utilized to clear a safe path to an exit if you are trapped. Before using a fire extinguisher, you should know how to properly select and operate one.

Areas of Rescue Assistance

Areas of Rescue Assistance are specifically designed areas in stairwells of buildings constructed after 2010. Individuals who cannot evacuate using the stairs should contact the Disability Services Office- DSO (students) or Human Resources (employees), including for temporary circumstances. DSO and HR will work with Environmental Health and Safety to discuss and preplan evacuation options. During an emergency contact RIT Public Safety to let them know of your location and wait for assistance.

Critical Operations

There are no critical operations that would require anyone to delay evacuation from any building.

Medical or Rescue Duties

Only trained emergency responders are assigned to perform medical or rescue duties. No other employees are assigned to perform medical or rescue duties during emergencies. Provision of first aid should be provided by trained persons only.

Meeting Areas

After an emergency evacuation, move well away from the building at least 100ft to allow emergency responders easy access. Note that there are some situations that will require people to move as far as 400 feet away from the building. In these cases, emergency responders will advise occupants.

Accountability Following Evacuation

After getting out of the building, individuals should report to their supervisor or instructor that they have gotten out safely.

Response to Specific Hazards

Hazards most likely to impact RIT have been identified with specific response actions individuals should take for each.

1. Fire
2. Medical Emergencies
3. Medical Emergencies Involving Hazardous Materials
4. Hazardous Material Spill
5. Utility Failure
6. Severe Weather
7. Natural Disasters
8. Armed Intruder
9. Bomb Threat
10. Suspicious Package or Object
11. Civil Disturbance
12. Water Emergency
13. Tornado

1. Fire

What you should do:

- Evacuate the building using the nearest available stairwell or exit. Do not use elevators
- If an alarm is not sounding, pull red fire alarm on your way out, if possible
- Close doors on your way out, if possible
- Assist mobility impaired persons
- Report to your department's pre-determined meeting area and move well away from the building
- Follow all instructions from emergency responders
- Await further instructions

All building occupants are to evacuate the facility. There are no critical operations that would require anyone to remain behind during an emergency evacuation.

What you should know:

- All Rochester Institute of Technology facilities are equipped with an automatic fire alarm system, and many are equipped with fire sprinkler systems.
- Most facilities contain both audible and visual notification appliances for alarms
- Only use fire extinguishers if you have been trained

2. Medical Emergencies

What you should do:

- Notify Public Safety or direct someone to do so and provide the following information:
 - Building name
 - Exact location within the building
 - Your name and phone number
 - Nature of the emergency /description of injured person's injury or illness
 - Do not hang up until advised to do so by dispatcher
- Render first aid if you are trained to do so
- AEDs are available in each building; you may administer if you are trained to do so.
 - AED locations can be found here: <https://www.rit.edu/ehs/emergency-response-stations>
- Keep injured person warm with a coat or blanket
- Do not move the injured person unless there is danger of further injury
- Do not give the injured person anything to eat or drink
- If someone is experiencing a seizure, do not put anything in their mouth or prevent their body from moving during an active seizure. Move objects away from them to protect them from injury, and observe breathing and airway to ensure they are breathing and not choking, notify Public Safety or 911.

What you should know:

- Medical emergencies and accidents may occur at any time and may involve a student, employee, or visitor.
- Some emergencies may only require first aid care, while others may require immediate medical attention.
- RIT Public Safety officers are trained in first aid; each of their patrol vehicles has an AED.

3. Medical Emergency Involving Hazardous Materials

What you should do:

- Evacuate the building if the hazardous material cannot be contained or controlled.
- Clear the area to ensure no additional hazardous material exposures are occurring.
- Once you are in a safe place, notify Public Safety or direct someone to do so and provide the following information:
 - Building name
 - Your name and phone number
 - Exact location within the building
 - Nature of the emergency /description of injured person's injury or illness
 - The name of the hazardous material/chemical the injured person was exposed to.
 - Do not hang up until advised doing so by dispatcher (unless calling from the hazard area)
- Pull and review the Safety Data Sheet (SDS), previously referred to as Material Safety Data Sheet (MSDS), of the hazardous material/chemical to determine exposure response and have it available for emergency responders.
- Follow the instructions from the SDS and/or Dispatcher.

What you should know:

- Be familiar with the SDSs for each chemical that you are working with so that you are familiar with exposure response procedures.
- Be familiar with where the SDSs are stored for the chemicals you are working with.
- Wear appropriate personnel protective equipment to avoid exposure incidents.
- Avoid working with hazardous material alone so that a partner can assist you in the event of an exposure incident.

4. Hazardous Materials Release

What you should do:

Spill/Release Inside of a Building:

- Evacuate the building if the hazardous material spill cannot be contained or controlled.
- Clear the area to ensure no hazardous material exposures are occurring.
- Once you are in a safe place, notify Public Safety and provide the following Information:
 - Building Name
 - Your name and phone number
 - Location of the spill and/or materials released
 - Characteristics of spill (colors, smells, visible gases)
 - Name of substance, if known
 - Injuries, if any
 - Do not hang up until advised to do so by dispatcher (unless calling from the hazard area)
- You can remain inside building unless ordered to evacuate by the Public Safety.
- DO NOT eat or drink anything or apply cosmetics in the area impacted by the spill.

Spill or Release Outside of a Building:

- Notify Public Safety and provide the following information:
 - Building address, including nearest cross street or nearest adjacent bldg(s)
 - Your name and phone number
 - Location of the spill and/or materials released
 - Characteristics of spill (colors, smells, visible gases)
 - Name of substance, if known
 - Injuries, if any
 - Do not hang up until advised to do so by dispatcher (unless calling from the hazard area)
- Alert others in the immediate area to leave the area
- Restrict access to the affected area
- Try to protect drainage areas and soil from contamination
- Appropriate person should pull the MSDS, if available, for the spill

What you should know:

- Hazardous material spills may occur inside a building, such as a spill in a chemistry lab
 - More likely, incidents of disaster magnitude will occur outside, such as a truck accident involving large quantities of toxic material
 - An emergency response is not required for incidental spills which are classified as minor spills that pose no threat to human health, property or the environment
 - If an indoor release meets one or more of the following conditions, it shall constitute an emergency and require emergency response efforts:
 - Over 500-milliliters of a liquid or 1-pound of a solid for known chemicals or any size of acutely toxic, radioactive or unidentified chemical or combination of chemicals (i.e. strong oxidizers, phenol, reactive, peroxide, carcinogen, P and U listed waste);
 - Human fluids, such as but not limited to blood, urine, and saliva, should ONLY be cleaned up by someone who has received Blood borne Pathogens training. Refer to the RIT Blood borne Pathogens Plan;

5. Utility Failure

Power Outage

What you should do:

- Notify Public Safety and provide the following information:
 - Location of the site affected
 - Type of problem or outage
 - Do not hang up until advised doing so by dispatcher
- Advise employees/students of the problem and actions to be taken once a determination has been made.

What you should know:

- Depending on the extent and expected duration of the outage, the Critical Incident Management Team will be activated to determine follow-on responses such as relocation and consolidation of operations.
- During failure of electricity, gas, water, or other utilities RIT will remain in operation to the extent possible
- There is no need to immediately evacuate. Wait for instructions. You may be advised to Shelter in Place

Natural Gas Odor

What you should do:

- Evacuate the building and report to the pre-determined meeting place. DO NOT PULL THE FIRE ALARM. Do not use a lighter, match or other source of flame or spark.
- Notify Public Safety after evacuation and provide the following information:
 - Location of the site affected
 - Type of problem or outage
 - Do not hang up until advised doing so by dispatcher

What you should know:

- Natural gas is colorless and odorless – sulfur-like odor is added so leaks can be detected.
- During failure of electricity, gas, water, or other utilities RIT will remain in operation to the extent possible

6. Severe Weather/Natural Disasters

Severe Thunderstorm

What you should do:

- Remain in or move indoors.
- If you cannot move indoors, get into a hard-topped vehicle (car, van, truck)
- Go to a safe level of the building, generally lower levels.
- Stay away from windows or glass exterior doors.
- Follow instructions from authorities.

What you should know:

- A thunderstorm is considered severe if it produces hail at least 1 inch in diameter (approximately quarter-sized), wind gusts of at least 58 mph (50 knots), and/or a tornado.
- Every thunderstorm produces lightning
- Heavy rain from thunderstorms can cause flash flooding, and high winds can damage homes and blow down trees and utility poles, causing widespread power outages.

Terms

Severe Thunderstorm Watch — BE PREPARED: Severe thunderstorms are possible in or near the watch area. Stay informed, monitor changing conditions, and be prepared to take action if a Severe Thunderstorm Warning is issued.

Severe Thunderstorm Warning — TAKE ACTION: A severe thunderstorm is occurring or imminent in the warned area, based on radar or reliable reports. Damaging winds and/or large hail are expected. Seek shelter inside a substantial building and stay away from windows.

Tornado

Although rare in New York, tornadoes do occur in New York State and in the western New York area. These tornadoes are generally no more powerful than an F3, but they can cause severe damage due to their 158 – 207 mph winds.

What You Should Do:

Act immediately when you learn of a tornado warning! RIT will activate the RIT Alert system when a tornado warning has been issued for Monroe County. However, tornadoes form quickly and one may move through the campus area before there's opportunity to activate the system.

Indoors

- Seek shelter immediately!
- Move to the lowest level possible, if you have time. Do not use elevators as power may fail leaving you trapped.
- Move away from windows and glass doorways / main entrances.
- Go to the center of an interior room or hallway without windows or glass doors.
- Put as many walls as possible between you and the outside.
- If possible, get under a sturdy table or desk.
- Do not open windows.
- Crouch down and use your arms and hands to cover your head and neck.

Outdoors

- Never try to outrun a tornado.
- Lie flat in the nearest ditch or depression, away from power lines, buildings, trees, and vehicles. Use your arms and hands to cover your head and neck.
- Watch out for flying debris. Flying debris from tornadoes cause most fatalities and injuries.

In a Vehicle

- Get out immediately and go to the lowest floor of a sturdy, nearby building
- If there are no buildings nearby, lie flat in the nearest ditch or depression, away from power lines, buildings, trees, and vehicles. Use your arms and hands to cover your head and neck.
- Watch out for flying debris. Flying debris from tornadoes cause most fatalities and injuries.

What You Should Know

Tornado Watch - Tornadoes are possible in and near the watch area. Be ready to act

quickly if a warning is issued or you suspect a tornado is approaching.

Tornado Warning - A tornado has been sighted or indicated by weather radar. Tornado warnings indicate imminent danger to life and property.

Earthquake

What you should do:

Indoors

- If possible, stand in a doorway, against an interior wall or seek protection underneath furniture, such as a desk or table
- Place your arms over your head to protect yourself from head injuries
- Distance yourself from windows that may break and large or heavy objects which may fall
- Wait for the shaking to cease before leaving the building

Outdoors

- Distance yourself from trees, power lines, utility poles and buildings
- If you are driving, pull your vehicle over in a location away from trees, bridges, power lines, utility poles and buildings
- Wait for the shaking to cease before leaving your vehicle

Afterwards

- Once the shaking has stopped, begin to carefully evacuate. Take items such as keys, wallet, medicines or other emergency supplies only if they are within reach
- While leaving the building, be cautious about falling objects and structural damage. Be alert for people who are injured or trapped
- If available, turn on a radio or television for information
- Phone systems may become overloaded for 15-30 minutes after an incident, which may delay emergency responders. Only use the phone during this time if it is an emergency

What you should know:

To prepare for an earthquake, you should:

- Secure shelves and prevent objects from falling by using latching doors or raised edges. Place breakables and heavy objects on lower shelves.
- Bolt top-heavy furniture and equipment to the walls or floor. Overhead lights, heavy artwork, and mirrors need to be anchored.
- Store flammable liquids in appropriate storage cabinets (as required)
- Aftershocks may occur after an earthquake, though generally not as strong

7. Armed Intruder

What you should do:

Based on what you know about what's happening, take actions to protect yourself by remembering **"Run, Hide, Fight."** This action should be taken in the order they are necessary based upon what is happening at the time.

"Run" – Evacuate; – if there is a safe way out of the area, take it if you can

- Notify others of the danger as you leave an area
- Don't wait for others to leave
- Go to where you feel safe and notify Public Safety or 911

"Hide" – Put a protective barrier between you and the threat

- Secure the door. If the door has no lock and the door opens in, a good heavy door wedge can be used if available. Use heavy furniture or equipment to barricade the door
- If you have time and can do so safely lock windows, turn off lights, silence cell phones
- Get out of sight; stay low and quiet

"Fight" – if it's your last resort and only if your life is in imminent danger, attempt to disrupt or incapacitate the intruder by:

- Acting as aggressively as possible toward him/her
- Throwing items or improvising weapons
- Yelling at the intruder
- Committing to your actions

If you are outdoors, look for appropriate cover locations (trees, walls, boulders, parked vehicles). When you can, call 9-1-1 or Public Safety and inform them of the situation. Provide them with:

- Your name
- Location of the incident (be as specific as possible)
- Number of assailants (if known)
- Identification or description of assailant(s)
- Number of persons who may be involved
- Your exact location
- Injuries to anyone, if known

What You Should Know:

- Responding to an armed intruder training is available through the Public Safety Department. You may take a [CPD course](#) for further information and hands-on training.
- Understand how the rooms you are in can be locked; prepare them to be closed and locked at a moment's notice

8. Bomb Threat

What you should do:

Telephone threat:

- Keep the caller on the telephone as long as possible to obtain further information
- Listen carefully to all information provided by the caller and to make a note of any voice characteristics, accents, or background noises, as these may also be important clues
- Use the Bomb Threat Report Form (Attachment 2)
- Notify Public Safety as soon as possible

585-475-3333

Text: 585-205-8333

Written or E-Mailed threat:

- Handle the written threat as little as possible
- Note the date, time, location you received the written threat
- Notify Public Safety
 - Provide the written threat to Public Safety on the first floor of Grace Watson
 - Forward the email to publicsafety@rit.edu

Evacuation Due to a Credible Bomb Threat or Suspicious Object/Package

- Do not use the fire alarm system to signal for evacuation
- Communication to evacuate will be verbal or written
- You may not be able to use a primary evacuation route due to the location of a suspicious package; use an alternate evacuation route
- Follow the instructions of Public Safety, Building Managers, or other officials upon evacuating
- You may need to move at least 400 feet from the building

What you should know:

- The Telephone Bomb Threat Report Form (found in Attachment 2) is intended to obtain important information relative to the severity of the threat as well as identifying the person responsible for making the threatening call
- When the incident is reported to Public Safety, they will take appropriate measures and employ appropriate resources to thoroughly investigate the threat including notification to law enforcement; conducting facility searches; notifying the RIT community; and bolstering security on campus

9. Suspicious Letter/Package or Object

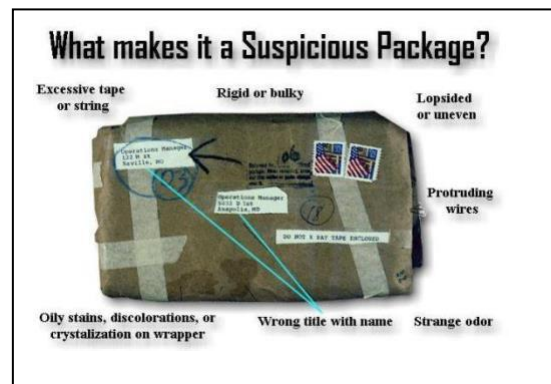
What you should do:

Letter or Package

- Handle with care – do not shake or dump
- Isolate and look for indicators like:
 - No return address
 - Excessive postage
 - Restrictive markings (special delivery, personal, confidential)
 - Greasy stains
 - Misspelled words
 - Incorrect titles or names
 - Protruding wires
 - Excessive tape or string
 - Strange odor
- Treat it as suspect
- Notify Public Safety

585-475-3333

Text: 585-205-8333



Object

Explosive objects can be made out of a variety of things, many of which are easily accessible. The devices may vary in design, container and initiation system.

- Object or item looks out of place or unusual for that area
- It is a personal carry item (back pack, brief case) that has been left alone in a public area
- There are obvious wires, timing devices or other objects that look like explosive devices
- Do not handle the object or item
- Report objects or items that look out of place or don't belong immediately to Public Safety.
- Be prepared to evacuate the area or the building; you may not be able to use a primary evacuate route due to the location of the suspicious object – use an alternate route
- You may need to move at least 400 feet from the building; follow instructions from authorities

10. Civil Disturbances

What you should do:

- Report disruptive circumstances to Public Safety
- Do not argue with participant(s)
- Have employees, visitors or students leave the immediate area of disturbance
- Lock all doors
- Stay away from windows and exterior doors
- Remain inside building, unless instructed otherwise by Public Safety
- Public Safety will issue further instructions upon arrival

What you should know:

- Inserting yourself in a violent situation may only lead to you and others getting hurt
- Let the authorities deal with the situation

11. Water Emergency

If there is water contamination issue in this area, the Monroe County Water Authority (MCWA) will issue one of three orders:

- Boil Water
- Do not drink
- Do not use

Boil Water Order

- Bring tap water to a rolling boil, boil for one minute, and cool before using (this can be done on the stove or in the microwave oven)
- Or use bottled water certified for sale by the New York State Department of Health. Boiled or bottled water should be used for drinking, making ice, washing dishes, brushing teeth, and preparing food until further notice

Do Not Drink Order

- DO NOT use water from faucets or hoses for human consumption purposes
- Use bottled water or water from alternative sources
- Tap water must NOT be used for drinking, making ice cubes, washing food, brushing teeth or any other activity involving consumption of water

Do Not Use Order

- DO NOT use water from the tap for any purpose. Use bottled water or water from an alternative source
- Discard any products prepared with water collected during the period of concern (ice cubes, baby formula, etc.)
- Do not shower or flush toilets until approved to do so by the Monroe County Department of Public Health or Monroe County Water Authority

What you should know:

- The Monroe County Water Authority will issue drinking water orders after consultation with the Monroe County Public Health Department
- The notices will be communicated via television, radio, and web.

Attachment 1 - Telephone Bomb Threat Report Form

Be calm, courteous and listen. Do not interrupt the caller.
Report the call to Public Safety.

DATE:	TIME:	
SOURCE OF TELEPHONE CALL		
Name or number 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		
Caller's Identity	Male	Female Adult Juvenile Age_years
Voice	Loud	Soft High-pitched Deep Intoxicated Other _
Accent	Local	Foreign Region(describe) _
Speech	Fast	Slow Distinct Distorted Stutter Slurred Nasal
Language	Excellent	Good Fair Poor Foul Other _
Manner	Calm	Angry Rational Irrational Coherent Incoherent Deliberate Righteous Laughing Intoxicated
Background Noise	Office Machines	Factory Machines Bedlam Trains Animals Music Voices Airplanes Street-Traffic Party-atmosphere Mixed Other
ADDITIONAL INFORMATION		

Document Changes/Revision History Log

Date	Section Changed	Reason for Change	Person(s) Making Revision
6/6/2022	- Updated to current “brand” formatting - Removed hyperlink to meeting place map because they are not used. - Added information in the first aid section with regard to seizures. - Added Gary Moxley’s email as contact for armed intruder training request	Annual review	Jody Nolan
01/31/23	- Editorial Changes to fire extinguishers and areas of refuge sections - Minor edits for MSDSs to SDSs and building marshals to managers.	Review/updates	Jody Nolan Sarah Klein
2/3/23	- Removed the old RIT Alert image and updated Alert info. - Removed personal email from CPD course for armored intruder training. - Removed hyphens from all instances of “911.”	Review/updates	Luke Decker
2/3/2023	Editorial changes and formatting	Review/updates	Melinda Ward
9/14/2026	Editorial changes and formatting	Review/Updates	David Stofanak