

Rochester Institute of Technology  
Emergency Action Plan  
Basic Information for All Buildings



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This document contains all of the basic information related to building emergency action plans as required by OSHA. It also includes individual emergency actions for specific types of hazards.

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## 1. Quick Reference

We each have a responsibility to know how to respond in an emergency. In addition to knowing how to report an emergency, the three basic things you need to know are how to Get In/Stay In, Get Out/Stay Out, Get Away/Stay Away.

Depending on the type of emergency and where you happen to be when the emergency occurs, you'll need to take one (or more) of these actions. Refer to Appendix 10 (Responses to Specific Hazards) for more detailed information on what individuals should do.

### 1.1. Report an Emergency

RIT Public Safety	585-475-3333 Phone (v/tty) 585-205-8333 Text RITPUBLICSAFETY on AIM Instant Message TigerSafe mobile phone app
Local Emergency Responders	911

### 1.2. Get In or Stay In

Emergencies such as an armed intruder, severe weather and an outdoor hazardous material release trigger the get in or stay in response.

#### Outdoor Hazardous Material Release/Severe Weather

- Stay inside in a safe location. Do not exit the building
- If you are outside, enter the closest building
- Close doors and stay away from windows
- Wait for further instructions from authorities

#### Armed Intruder

- "Run" - Evacuate if you can safely
- "Hide"
  - Stay or go inside a safe room
  - Lock or barricade the door
  - Get out of sight and stay low and quiet
  - If possible, turn off lights, computers and silence cell phones
- "Fight"
  - ONLY AS A LAST RESORT
  - Use improvised weapons
  - Commit to your actions

### 1.3. Get Out or Stay Out

Emergencies such as a fire, smoke, bomb threat, and indoor hazardous material release trigger the get out or stay out response.

- Evacuate the building using the nearest available exit
- Report to the pre-determined meeting area, if assigned
- Do not re-enter the building until authorized.

### 1.4. Get Away or Stay Away

In general, people should move away and/or stay away from the affected area. Emergency responders will provide direction on where to go to be safe.

## 2. 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 sounding of an alarm
- RIT Alert notification (<http://www.rit.edu/fa/buscont/content/rit-alert-emergency-notification-system>)
- Verbal Orders
- Sign-Language or Written Orders

Situation	Alarm
Fire	Fire Alarm (with strobes)
Smoke	Fire Alarm (with strobes)
Heat	Fire Alarm (with strobes)
Natural Gas	Verbal Order (with signs or hand signals) Text and/or e-mail message
Hazardous Material	RIT Alert Notification Verbal Order Sign-Language or Written Order
Bomb Threat	RIT Alert Notification Verbal Order Sign-Language or Written Order
Armed Intruder	RIT Alert Notification Verbal Order Sign-Language or Written Order  If in immediate area of the intruder, warning could be the sound of shots or screams

## 3. 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 Phone (v/tty), 585-205-8333 Text RITPUBLICSAFETY on AIM Instant Message or 911 or use the TigerSafe app to request assistance and provide location information.

DO	DO NOT
Use the stairs	Use the elevators
Move with deliberate speed and quietly	Rush or scream
Assist others as needed	Re-enter the building
Move well away from the building	Congregate around doors or access areas

## 4. Portable Fire Extinguisher Use

Only trained personnel are authorized to use any portable fire extinguisher that may be present to fight fires.

## 5. Areas of Refuge/Rescue Assistance

Certain buildings constructed after 2010 including Institute Hall, Golisano Institute of Sustainability and the Slaughter Hall addition containing the health clinic and Institute of Health Sciences and Technology (IHST) contain Areas of Refuge/Rescue Assistance. These areas are located in stairwells and have communications capability with Public Safety. Individuals who cannot use the stairs to evacuate may use these areas to contact Public Safety and to wait for rescue assistance.

Contact Public Safety at 585-475-3333 (phone/tty), (585) 205-8333 (text) and advise them of your location.

## 6. Critical Operations

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

## 7. 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.

## 8. Meeting Areas

After an emergency evacuation, move well away from the building or to the assigned meeting areas. See Meeting Area maps at <http://emergency.rit.edu/actions.php>. Note that there are some situations that will require people to move as far as 400 feet away from the building. In these cases, occupants will be advised by the Building Marshal, Public Safety, Fire Department, Law Enforcement or other officials.

## 9. Accountability Following Evacuation

After getting out of the building, individuals should report to their supervisor or instructor that they have gotten out safely. Building marshals, area marshals and supervisors are responsible for coordinating accountability and report to emergency responders that someone may be unaccounted for.

## 10. Response to Specific Hazards

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

These hazards include:

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

## 10.1 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 the pre-determined meeting area or 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

## 10.2 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
- If an AED is available, you may administer if you are trained to do so
- 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

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 in it

### 10.3 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 to do 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 MSDSs for each chemical that you are working with so that you are familiar with exposure response procedures
- Be familiar with where the MSDSs 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



## 10.4 Hazardous Materials Release

What you should do:

Spill/Release Inside the 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 Outside the 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;

- Mercury spills should only be cleaned up by someone trained to do so such as a stockroom lab technician or the Environmental Health & Safety Department.
- If an outdoor release poses a threat to human health, property or the environment then an emergency response is required
- You may be instructed to seek shelter

## 10.5 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 to do 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 food services
- 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 to do 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

## 10.6 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 or has wind gusts of at least 58 miles per hour.
- Every thunderstorm produces lightning, which kills more people each year than tornadoes or hurricanes.
- 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.

Severe Thunderstorm Watch - Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued.

Severe Thunderstorm Warning - Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property.

## 10.7 Armed Intruder

What you should do:

**“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
- Move toward any police or Public Safety unit (keep hands on head and do what police/safety officials tell you)

**“Hide”** – if you can't evacuate

- If you are in a classroom, room or office, TAKE COVER:
- 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 the door has a window, cover it if you can
- Lock windows
- Turn off lights
- Silence cell phones
- Get out of sight and stay low and quiet

**“Fight”** – if it's your last resort and only if your life is in imminent danger and there is no other alternative, 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) o Number of persons who may be involved o Your exact location
- Injuries to anyone, if known

## 10.8 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

#### **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](mailto: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 Marshals, or other officials upon evacuating
- You may need to move at least 400 feet from the building

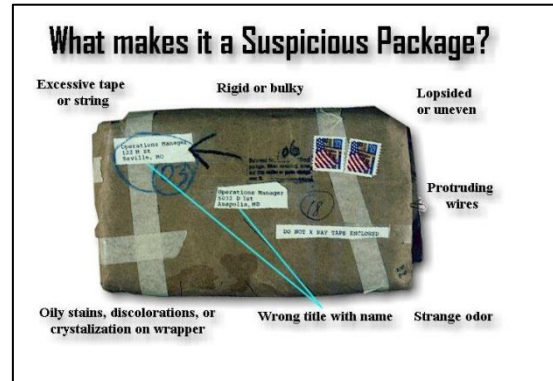
### What you should know:

- 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

## 10.9 Suspicious Letter/Package or Object

### Letter or Package

- Handle with care – do not shake or dump
- Isolate and look for indicators
- 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



### 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

## 10.10 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



## 10.11 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 persons 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

## 10.12 Water Emergency

If there is a 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

What you should do:

### **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 foods, 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 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 County Public Health Department
- The notices will be communicated via television, radio, and web
- RIT will take immediate action based on the type of order and will keep students, staff, and faculty informed via usual communication methods (see communication methods described at <http://emergency.rit.edu>)

## Attachment 1 - Roles and Responsibilities

### Environmental Health and Safety Department

- Overall responsibility for EAPs
- Technical guidance related to evacuation routes and areas of refuge
- Conducting EAP training/reviews as necessary
- Conducting fire drills

### Business Continuity Office

- Administrative management of EAPs
- Integration of EAPs into the overall emergency management program
- Coordination with and training of Building Marshals
- Evacuation drill scheduling and recording of drill information

### Building Marshal

- Ensure Area Marshalls are trained in their duties and responsibilities
- Coordinate with Environmental Health and Safety to conduct drills
- Ensure each area of refuge has the appropriate placard identifying it as such
- Collect accountability information from Area Marshals/Department Representatives
- Coordinate with first responders (Public Safety, Fire, Police, EMS, etc.)
- Work with emergency responders to keep people from re-entering the building until allowed by competent authority

### Area Marshal

- Know the evacuation plan for their assigned floor / area
- Work with emergency responders to keep people from re-entering the building until allowed by competent authority
- Go to assigned Meeting Area and take accountability

### Individual Staff and Faculty

- Review the building Emergency Action Plan
- Take appropriate action according to the Plan
- Do not delay when instructed to evacuate, shelter-in-place or other action directed by authorities

### Classroom/Lab Instructors (class in session)

- Inform students in class of evacuation / shelter guidelines
- Assist students with evacuation, shelter-in-place, or other action as directed by authorities
- Do not delay when instructed to evacuate, shelter-in-place or other action directed by authorities

### Students

- Follow instructions from classroom/lab instructors
- Do not delay when instructed to evacuate, shelter-in-place or other action directed by authorities

## Attachment 2 - 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 475-3333 (V/TTY)

DATE:	TIME:
<b>SOURCE OF TELEPHONE CALL</b>	
Name or number displayed on your phone.	
Call from on or off campus?	
<b>EXACT WORDING OF THE THREAT:</b>	
<b>QUESTIONS TO ASK:</b>	
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?	
<b>TRY TO DETERMINE THE FOLLOWING - CIRCLE AS APPROPRIATE</b>	
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
<b>ADDITIONAL INFORMATION</b>	

## Attachment 3 – RIT Alert Template Messages

NOTE: These template messages may be modified to fit the actual situation or incident.

Subject	Message
All Clear	R. I. T. Alert. ALL CLEAR. Emergency is over. ALL CLEAR.
Area Evacuation	R.I.T. Alert. EVACUATE [ ] Hall and nearby area IMMEDIATELY. Follow instructions from responders.
Armed Intruder	R. I. T. Alert. ARMED PERSON near [ ] Hall. Lock or barricade doors. If not on campus, stay away. Wait for instructions.
Bomb Threat	R. I. T. Alert. BOMB THREAT has been made against R.I.T. Evacuate [location] . If not on campus, stay away. Wait for instructions.
Building Emergency	R. I. T. Alert. Building emergency at [ ] Hall. Stay away from that area. Wait for instructions.
Campus Closure	R.I.T. Alert. R I T is closed on [day] due to severe weather conditions. Go to <a href="http://www.rit.edu">www.rit.edu</a> for updates.
Campus-Wide Emergency	R. I. T. Alert. Campus-wide emergency. Seek shelter indoors. Close windows and doors. If not on campus, stay away. Wait for instructions.
Flood Warning	R. I. T. Alert. SEVERE FLOOD WARNING. Seek higher ground immediately. Wait for instructions.
System Test	This is a TEST of R.I.T. Alert, the Emergency Notification system. NO ACTION IS NEEDED. This is only a test.
Tornado Warning	R. I. T. Alert. TORNADO WARNING. Seek shelter indoors, at lowest level, away from windows and doors. Wait for instructions.