Quick Reference for EMERGENCY PROCEDURES

Campus Safety: 315-792-3046 (x. 3046 OR use panic button on any campus phone)
Utica and New Hartford Fire Departments: 911*
Utica and New Hartford Police Departments: 911*
* Please note that you must dial a 9 before making any outside calls on a campus phone

PHONE Numbers

FIRES
- Activate a fire alarm pull station
- Call Campus Safety
- Notify occupants and if possible help those needing assistance
- Evacuate the building
- Confine the fire by closing doors as you exit
- DO NOT re-enter the building until authorized to do so by emergency personnel

SUSPICIOUS PACKAGES
- Do not touch or disturb the object/package
- Evacuate the area
- Call Campus Safety
- Warn others not to touch or move the item

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN
- Do not confront the person exhibiting the behavior
- Do not let anyone into a locked room/building
- Do not block access to an exit
- Call Campus Safety

ACTIVE SHOOTERS
- If the shooter is in the building and it is possible to escape, exit the building immediately and call Campus Safety
- If you cannot exit, remain behind closed doors in a locked or barricaded room
- Stay away from windows; if communication is available, call Campus Safety
- Evacuate the room only when authorities have arrived and instructed you to do so
- Do not leave or unlock the door to see “what is happening”
- Do not assume someone else has called the police or emergency personnel

BUILDING EVACUATION PROCEDURES
- When the fire alarm is activated, evacuation is mandatory
- Do not use elevators
- Take personal belongings (ID’s, wallet) and dress appropriately for the weather
- Close doors as you exit
- Move to a safe area, away from the building

BOMB THREATS
- Remain Calm
- Gather as much information as possible from the person making the threat (i.e where, when, gender, age, background)
- Call Campus Safety
- Follow instructions from emergency personnel

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WEATHER EMERGENCIES
- Remain in or proceed to the nearest permanent structure
- In the event of a tornado, move to interior halls or basements
- Remain in place until advised by officials that it is safe to leave
- For updates check e-mail, text messages (UC alert will send updates to the phone number currently on file for you), visit utica.edu, or monitor local TV/radio stations

LOCKDOWN/SHELTER IN PLACE
- Lock door to room or office
- Do not allow anyone into a room or office until it is deemed safe to do so by authorities
- Close blinds/shades and stay away from windows
- Do not lock exterior doors
- Contact Campus Safety with information or questions

GAS LEAKS, FUMES, VAPORS
- Do not pull fire alarms
- Do not touch light switches or electrical equipment
- Call Campus Safety
- Clear the area immediately

HAZARDOUS MATERIALS SPILLS
- If the incident is indoors, and it is safe to do so, close all the doors to isolate the area
- Evacuate
- Call Campus Safety
- Be prepared to provide the following information:
  - Name of the material
  - Quantity of the material
  - Time of the incident
  - Location of the incident
  - If anyone is injured or exposed to material
  - If a fire or explosive is involved
  - Your name, phone number, and location
- Follow instructions provided by the emergency responders

MEDICAL EMERGENCIES
Cardiac Arrest/Heart Attack
- Call Campus Safety
- Locate an Automated External Defibrillator (AED), if one is available*
- Perform CPR

*Current AED Locations:
- Health Center (Strebel Student Center)
- Campus Safety vehicle
- Clark Athletic Center
- Portable AED with Athletic Trainer
- 1st floor ECJS building
- Gordon Science Center
- 1st, 4th, 5th floor Clark City Center
- Burrstone House Lobby
- 1st floor DePerno Hall
- Facilities Garage, break room
- Most Academic & Residence Buildings

Burns
- Remove the cause of the burn
- Flush the area with water
- Do not apply a dressing, creams or lotion
- Call Campus Safety

Bleeding
- Apply firm but gentle pressure to the wound with a clean cloth or tissue
- Immobilize the body part
- Call Campus Safety

MEDIA INQUIRIES
Do not attempt to answer media question about campus emergencies, either in person or by phone. If you are contacted by reporters, please refer them to Kelly Adams 315-792-3315 in the Office of Marketing and Communications 315-792-3047.

In an emergency, call Campus Safety at 315-792-3046