**UR Emergency Guidelines**

**When in doubt - Call Public Safety X13.**

**QUICK REFERENCE**

INTERNAL PHONE  X13
ANY NON-UR PHONE  275-3333
AT&T/VERIZON PHONE  #413

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**SEVERE WEATHER**
- During a Winter Storm:
  - Follow your departmental policy.
- During a Tornado:
  - Stay away from windows.
  - Stay near inside walls when possible.
  - Listen to the latest National Weather Service warnings or call UR Information Line at 275-6111.

**MEDICAL EMERGENCY**
- Check victim(s) and determine medical needs.
- Call Public Safety at X13 or 275-3333.
- Provide care if trained; if not, provide assurance but do not move victim(s).

**FIRE**
- When dealing with a fire, use the RACE acronym to remember how to proceed:
  - Relocate or rescue anyone in immediate danger.
  - Activate the fire alarm. Call Public Safety at X13 or 275-3333.
  - Confine the fire by closing all doors in the area.
  - Extinguish fire if small and if the user is trained, otherwise evacuate.

**BOMB THREATS**
- Obtain as much information as possible. See P.2 to complete form.
- Call Public Safety at X13 or 275-3333.
- Give nature and location of threat.
- Notify the available supervisory person in the area.
- Notify NO ONE ELSE unless there is an obvious, immediate danger to personnel.
- If threat is written, handle the written note as little as possible. Preserve the written threat and give it to Public Safety.
- If authorized to evacuate, move 300’ away from the original area.

**ACTIVE SHOOTER**
- **RUN** - when an active shooter is in your vicinity:
  - If possible, evacuate whether others agree to or not.
  - Leave belongings.
  - Warn others escape if possible.
  - Warn others from entering area.
  - When safe call Public Safety at X13 or 911.
- **HIDE** - if evacuation is not possible, find a place to hide:
  - Lock and/or blockade the door.
  - Silence your cell phone/pager/radio/TV/computer.
  - Hide behind solid objects.
  - Remain very quiet.
- **FIGHT** - as a last resort and only if your life is in danger.

**POWER OUTAGE or UTILITY FAILURE**
- Notify University Customer Service Center (273-4567) on the type of failure.

**SUSPICIOUS ACTIVITY**
- If practical, ask, “Can I help you?”
- If they provide information that doesn’t make sense or if they ignore you, contact Public Safety.
- If you feel unsafe or that the person may be harmful, contact Public Safety at X13 or 275-3333.

**SUSPICIOUS PACKAGE**
- Leave package undisturbed.
- Evacuate exposed person(s) to adjacent room.
- Do not brush off clothes.
- Wash hands.
- Prevent others from entering.
- Contact Public Safety at X13 or 275-3333.

**WHAT ELSE SHOULD I KNOW?**
- Add Public Safety to your cell phone’s contacts.
- Request training on Run/Hide/Fight from River Campus Crime Prevention office or Main Headquarters at 275-3437.
- Sign up for AlertUR at [https://alert.rochester.edu/](https://alert.rochester.edu/) for emergency notifications to your work phone, email, cell phone or home phone.
- The UR Prepared webpage is intended to provide our community with general planning tips and suggestions on how to prepare for an emergency along with suggestions to help get through the crisis. [http://www.safety.rochester.edu/ep/pdf/URprepared.pdf](http://www.safety.rochester.edu/ep/pdf/URprepared.pdf).

**SHELTER-IN-PLACE LOCKDOWN**

**Shelter-in-Place Directive:** Usual threat is hazardous condition or weather. Go indoors, close and secure doors and windows. Take cover from flying glass and avoid windows.

**Lockdown Directive:** Usual threat is an intruder. Restrict access to your location; lock doors and windows and barricade entrances. Hide from view and silence your cell phone/pager/radio/TV/computer. Cover yourself with anything capable of stopping or deflecting a bullet or flying debris.
Bomb Threat Questionnaire
Threatening Call Questionnaire

Attempt to ask the caller the following questions:

WHEN is the bomb going to explode? ________________________________

WHERE is the bomb now? _______________________________________

WHAT kind of bomb is it? _______________________________________  

WHAT does it look like? ________________________________________

WHY did you place the bomb? ___________________________________


COMPLETE THE FOLLOWING IMMEDIATELY:

Exact words used of person placing the call: _______________________

                                                                
                                                                
                                                                
                                                                
                                                                
                                                                
                                                                

Sex: ____________  Age: ___________  Young ☐  Middle age ☐  Old ☐

Tone of voice and description: __________________________________

Background sounds: _____________________________________________

Time caller hung up: ___________________________________________

Date: _____________  Time: _____________  Name of recipient:___________

Phone number on which call was received: _________________________

Remarks: _______________________________________________________

9/2014