

# 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



### 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.



### POWER OUTAGE or UTILITY FAILURE

- Notify University Customer Service Center (273-4567) on the type of failure.



### 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:

- **R**elocate or rescue anyone in immediate danger.
- **A**ctivate the fire alarm. Call Public Safety at X13 or 275-3333.
- **C**onfine the fire by closing all doors in the area.
- **E**xtinguish fire if small and if the user is trained, otherwise evacuate.



### 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.



### 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

### WHAT ELSE SHOULD I KNOW?

- Add Public Safety to your cell phone's contacts.
- Review your Comprehensive Emergency Response Plan: [http://www.safety.rochester.edu/homepages/ep\\_homepage.html](http://www.safety.rochester.edu/homepages/ep_homepage.html).
- 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/> 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>.



### ACTIVE SHOOTER

**RUN** - when an active shooter is in your vicinity:

- If possible, evacuate whether others agree to or not.
- Leave belongings.
- Help 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.



### 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: \_\_\_\_\_