QUICK GUIDE FOR EMERGENCY PROCEDURES

FIRE
Evacuate building • Knock on doors and alert occupants on your way out the building • Close doors as you exit • Call Campus Safety x5555 • Activate a fire alarm pull station if possible • Remain outside until emergency personnel approves re-entry

BUILDING EVACUATION PROCEDURES
Exit through closest doorway • Knock on doors and alert occupants on your way out the building • Take stairs, do not take elevator • Take IDs and wallets if possible, dress for the weather • Follow directions from emergency personnel

ACTIVE SHOOTER
If you are inside, remain behind closed doors and lock and/or barricade the door • If you are outside, enter the closest building and seek shelter in bathrooms or other inner rooms • Close blinds or shades, then stay away from windows • Call Campus Safety x5555 • Stay behind barricaded/locked doors until emergency personnel signal safety

BOMB THREAT
Stay calm • Gather as much information as possible from the person making the threat; Where is the bomb? When will the bomb detonate? What is the bomb made of? If not possible, at least note identifying information of the caller: gender, age, any background noise you hear • Call Campus Safety x5555 • Follow directions from emergency personnel

SUSPICIOUS PACKAGES
Do not touch or disturb the package • Evacuate building • Call Campus Safety x5555

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN
Call Campus Safety x5555 • Do not confront the person • Do not allow others in the area of the person • Do not block access to an exit for those in the area

LOCKDOWN/SHELTER IN PLACE
Lock and/or barricade room or office • Do not allow anyone in the room until emergency personnel signal safety • Close blinds or shades and stay away from windows • Do not lock exterior doors • Call Campus Safety x5555 once you are in locked/barricaded room

GAS LEAKS, FUMES, VAPORS
Call Campus Safety x5555 • Exit through closest doorway • Knock on doors and alert occupants on your way out the building • Take stairs, do not take elevator • Take IDs and wallets if possible, dress for the weather • Follow directions from emergency personnel • Do not touch light switches or electrical equipment

HAZARDOUS MATERIALS SPILLS
Call Campus Safety x5555 • If indoors, and it is safe to do so, close all doors to isolate the area of the spill • Exit through closest doorway • Knock on doors and alert occupants on your way out the building • Take stairs, do not take elevator • Take IDs and wallets if possible, dress for the weather • Follow directions from emergency personnel • Provide the following information if possible: Name of material \ Quantity of material \ Time of the spill \ Location of the spill \ Any injuries or exposure \ If fire or explosion has occurred

MEDICAL EMERGENCIES
Heart Attack
Call Campus Safety x5555 • Locate an Automated External Defibrillator if one is available • Perform CPR

Burns
Remove cause of burn • Flush the area with water • Do not apply creams, lotion or dressing • Call Campus Safety x5555

Bleeding
Apply firm but gentle pressure to the wound with clean cloth or tissue • Immobilize the body part • Call Campus Safety x5555

EMERGENCY MESSAGES AND THEIR MEANINGS
If you receive a text message or email with an emergency message:
Potential acts of violence
Active shooter: A person believed to be armed and firing a weapon.
Active situation: A dangerous situation that our Campus Safety staff is dealing with right now.
Evacuation: Leave the building immediately and gather in a designated space so authorities can account for your safety.
Shelter-in-place: Stay where you are. If possible, get to a small, interior room with no or few windows and stay there, away from doors or windows, until further notice.
Perpetrator: A person committing a crime.
Lockdown: An emergency protocol aimed at keeping people safe by protecting them inside a facility. If you are in a room, staying in place may be safest. Stay in place if authorities advise it. If you are in a hallway area or outside, go inside as quickly as possible and stay there until further notice.
Suspect: A person who is suspected of committing a crime.

WEATHER
Advisory: Bad weather could occur; take care when outdoors or while driving.
Watch: Risk of bad weather has increased, but still uncertain. Watches indicate that conditions are favorable for storms to develop.
Warning: Bad weather event is imminent or is already occurring. Take action immediately.
Severe thunderstorm: A thunderstorm with damaging winds and/or large hail.

ST. LAWRENCE UNIVERSITY

Canton FIRE: 911 or 9-911 from campus phones
Canton POLICE: 911 or 9-911 from campus phones

Campus Safety EMERGENCIES: 315-229-5555 (x5555 from campus phones)
Campus Safety Non-Emergencies and Information: 315-229-5554 (x5554 from campus phones)