



EMERGENCY PREPAREDNESS REFERENCE GUIDE

In case of Fire Pull Fire Alarm
To Report an Emergency

Call Campus Safety @ ext. 8111 or (716)-286-8111

To Request an Ambulance

Call **9-911** from Campus Phone or cell phone **911**
(After ambulance request is made, contact Campus Safety)

EMERGENCY CONTACT INFORMATION	INTRODUCTION	ACTIVE SHOOTER	BOMB THREAT
BUILDING EVACUATION	CAMPUS EVACUATION	DAM FAILURE	EARTHQUAKE
EXPLOSION, AIRCRAFT CRASH ON CAMPUS	FIRE	HAZARDOUS MATERIAL RELEASE	MEDICAL
SHELTER IN PLACE	STUDENT UNREST	THREAT OF VIOLENCE	TORNADO
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Emergency Contact Information

In case of Fire Pull Fire Alarm

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Call Campus Safety @ ext. 8111 or (716)-286-8111

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In the event of a Campus Emergency, information will be provided by Niagara University's Mass Notification Network via the following means:

- NU Web page: www.niagara.edu
- On-campus e-mail and voice mail systems
- Automated text and cell-phone messaging
- Campus-wide digital signage
- Mass-notification speaker system

The following policies and procedures apply to actual and/or simulated exercises and shall be adhered to by all members of the university community, including those with special needs, vendors, invitees and guest.

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Introduction

Niagara University Emergency Preparedness Reference Guide

Emergencies can occur at any time and without warning. This quick reference guide provides actions and/or steps to take. The effects of an emergency may be minimized by becoming familiar with the information contained in this reference guide. This guide is available both in hard copy and on MyNU. The guide should be kept in an easily accessible location.

In any emergency – **DO NOT PUT YOURSELF AT RISK!!**

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Active Shooter

Protect yourself first-by moving to a safe location, call Campus Safety.

How to **(react)** if Active Shooter is in your vicinity:

1.) Evacuate: If there is an accessible escape route, attempt to evacuate the premises.

- Have an escape route and plan in mind
- Leave your belongings behind
- Help others escape if possible and discourage individuals from entering the area
- Follow instructions provided by Campus Safety / Law Enforcement
- Keep your hands visible at all times
- Wounded individuals will be treated and/or moved by trained emergency personnel

2.) Shelter-in-Place: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. **Your hiding place should be:**

- Out of the active shooter’s view
- Hiding place should provide protection if shots are fired in your direction (i.e. office / room with closed locked door)
- Lock all door(s) or blockade the door with heavy furniture
- Silence your cell phone (**do not turn off**)
- Turn off other sources of noise (i.e., radios / televisions)
- Hide behind large items (i.e., cabinets / desk) **REMAIN QUIET**

3.) Take Action: As a **last resort**, and **only when your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter

- Acting aggressively as possible against active shooter
- Group actions may be more successful than an individual effort(s)
- Throw items and improvise weapons
- Yelling can be used as a manner of distraction

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Bomb Threat

If you receive a bomb threat, find out as much as you can about the caller and bomb location.

- Keep talking to the caller as long as possible and record the following:
 - A. Caller ID and time of call
 - B. Estimated age and sex of caller
 - C. Speech pattern, accent, possible nationality
 - D. Emotional state of the caller
 - E. Background noise

Call Campus Safety

- Do not touch the object, open drawers, cabinets, or turn lights off
- Niagara University’s Mass Notification Network will provide emergency evacuation instructions
- In the event the fire alarm has sounded, walk quickly to the nearest marked exit, alert others to do the same
- Assist people with disabilities to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and/or Campus Safety may also assist with the evacuation of people with special needs. It may be that individuals with special needs will be led to the nearest stairway (away from the problem area)
- Once outside, move to a clear area at least 500 feet away from the affected building (s) Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews
- Do not return to an evacuated building until the “**all-clear**” is given by emergency personnel

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Building Evacuation

Building evacuation notices are posted in the main entrance of every building.

In the event it is deemed necessary by the Emergency Coordinator, individuals evacuating a building are asked to report to a safe location outside of building, referred to as (*immediate assembly area*). Depending on complexity of incident and/or inclement weather conditions, individuals will be instructed to relocate to a safe area, (*intermediate assembly area*). In the event a long term displacement should occur, individuals will be directed to move to the Kiernan Center (*primary shelter area*).

- Building evacuations will occur when a fire alarm sounds and/or upon verbal/electronic directives given by Campus Safety or Emergency Coordinator
- When the fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Safely proceed to assembly area
- When the ability to evacuate the building is restricted, making your exit impossible, one should seek refuge in nearest enclosed stairwell furthest from the incident
- Once outside, remain at the assembly area site until emergency personnel are able to account for all building occupants. Further directions will be provided while at the assembly area
- Do not return to an evacuated building until the “**all-clear**” is given by emergency personnel

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Campus Evacuation

Should an emergency require a campus evacuation the following procedures will be implemented:

- The Emergency Coordinator or his/her designee will announce evacuation orders, via Niagara University’s Mass Notification Network
- All individuals are to vacate the site in question immediately and relocate, as directed
- The University community may be asked to assist in providing transportation for individuals needing transport
- Evacuation updates will be provided via Niagara University’s Mass Notification Network
- If you are off-campus when a full campus evacuation is implemented, do not report to the University

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Dam Failure

In the event of a reservoir (dam) failure, at the New York Power Authority, Niagara University's Mass Notification Network will advise those affected, to immediately seek shelter.

- If outdoors, you should seek shelter in the nearest multi-story building (**second floor and above**)
- Individuals in single story buildings should immediately relocate to the nearest multi-story building
- Individuals in a multi story building should immediately relocate to the (second floor and above)
- Stay away from windows and keep doors closed
- Do not attempt to use your vehicle for a shelter and/or attempt to drive thru flooded area
- **REMAIN CALM** and listen for further instructions

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Earthquake

In the event of an earthquake, Niagara University's Mass Notification Network will advise the University community.

During the earthquake:

Indoors

- Remain inside the building, **Do Not Use Elevators**
- Take cover under a desk, sturdy piece of furniture and hold onto it for support until the ground stops shaking
- Seek cover against an interior wall and protect your head with your hands and arms
- If you are taking cover beneath sturdy furniture, hold on to it Stay away from windows, hanging objects, tall furniture, bookcases, and filing cabinets
- Individuals with wheelchairs should remain in their wheelchairs, move to cover, if possible, lock the wheels and protect the head with the hands
- If you are in a high-rise building, remain on the floor you are on

Outside

- Move to an open area, away from trees, signs, street lights, buildings, electrical wires, or poles
- Once in the open, stay there until the shaking stops
- If on a sidewalk near a building, duck into a doorway covering the head with the hands to protect from falling debris

After the earthquake:

- Expect aftershocks, they may be as strong or stronger than the initial quake
- Listen to and be sure to follow all emergency orders given
- Niagara University's Mass Notification Network will provide updated emergency information

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Explosion, Aircraft Crash on Campus

In the event of an explosion or aircraft crash on campus:

- Immediately take cover under tables, desks or other shelters that will provide protection against falling glass or debris
- Activate the fire alarm, if necessary, or when directed to do so
- When the fire alarm is sounded, or when told to leave by emergency personnel, walk quickly to the nearest marked exit and ask others to do the same
- Assist people with special needs to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and/or Campus Safety may also assist with the evacuation of people with special needs. There could be times, special needs individuals could be led to the nearest stairway, away from the problem area
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and emergency personnel. Know your area assembly points
- Follow directives provided by emergency personnel
- A campus Incident Command Post (ICP) may be set up near the disaster site. Keep clear of the ICP unless you are requested to enter the area
- **Do not return** to an evacuated building until the “**all-clear**” is given by emergency personnel

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Fire

FIRST, activate the building fire alarm then call Campus Safety.

- Know the location of fire extinguishers, fire exits, and alarm systems in your area
- Evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS**
- When the building fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same. If door is hot, do not open look for alternate exit
 - Assist people with special needs to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and/or Campus Safety may also assist with the evacuation of people with special needs. There could be times, special needs individuals could be led to the nearest stairway, away from the problem area
- Once outside, move to a designated assembly area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews
- Follow directions given by emergency personnel
- An Incident Command Post (ICP) may be set up near the emergency site. Keep “clear” of the ICP unless you are requested to enter the area
- Do not return to evacuated building until the “all-clear” is given by emergency personnel

If you become “trapped” in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If possible, placed a soaked piece of clothing at the bottom of the door to prevent smoke from entering the room, if there is no window, stay close to the floor, where the air is less toxic. Shout at regular intervals to alert emergency personnel of your location.

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Hazardous Material Release

In the event of a hazardous material release in the vicinity of the University perform the following:

- Seek shelter indoors
- Close windows and doors
- Turn off window air conditioner units
- Call Campus Safety
- Check Niagara University’s Mass Notification Network for further instructions

In the event of a hazardous material release in a building:

- Call Campus Safety
- When reporting the incident, be specific about the nature of the involved material and exact location
- Anyone who may have been exposed and or contaminated by the spill, should evacuate to a safe area, is to avoid contact with others as much as possible (remain in the vicinity) and give his/her name to campus safety upon arrival
- If the fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same
- Assist people with special needs to exit the building. **DO NOT USE ELEVATORS IN CASE OF FIRE. REMAIN CALM.** Residence life staff and or Campus Safety may also assist with the evacuation of people with special needs. There could be times, special needs individuals could be led to the nearest stairway, away from the problem area
- Once outside, move to a clear area away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel
- A campus Incident Command Post (ICP) may be set up near the emergency site. Keep clear of the ICP
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Medical

Medical Emergency occurs when an individual exhibits any of the following symptoms and/or conditions:

- Loss of consciousness
- Difficulty breathing
- Bleeding profusely
- Chest pain

IMMEDIATELY CALL an AMBULANCE
From a campus phone 9-911 or cell phone 911
AND
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Shelter in Place

Shelter-in-Place means taking immediate shelter wherever you are.

Emergency Personnel will advise or require you to shelter-in-place during rare instances, (i.e. police action in the area, environmental hazard or weather related event), which do not pose a direct threat to all individuals inside campus buildings.

Niagara University's Mass Notification Network will be used to notify the campus community.

- Seek shelter in the nearest appropriate room or office, advise others with you to do same
- Ensure anyone in your area with special needs is assisted
- Listen for and follow further instructions
- Do not leave building until instructed to do so and/or **“all clear”** is given by emergency personnel

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Student Unrest

In the event any demonstration becomes disorderly, disrupts any regular or essential operation of the university, or if there is a potential threat of violence from the participants and or bystanders.

- Do not become involved with disorderly demonstrations
- Distance yourself from the demonstration area and participants
- Niagara University's Mass Notification Network will provide updated emergency information

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Threat of Violence

If you suspect, see actions or hear something that indicates and/or poses a threat of physical harm, property damage, harassment, or violence, this information should be immediately reported to one of the following:

- Campus Safety
- Immediate Supervisor
- Human Resource Department
- Resident Hall Staff
- Dean of Student Affairs

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Tornado

In the event of a tornado warning, Niagara University's Mass Notification Network will advise those affected.

REMAIN CALM, but take the following immediate action:

If you are outdoors:

- Seek shelter in the nearest substantial building
- If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head
- Do not try to out-run a tornado in your car

If you are in a building:

- Go to an interior room or hallway on the lowest floor
- Do not use the elevators, use the stairs
- Stay away from large open areas and windows
- Get under something sturdy or cover your head with your hands and/or other protective items

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Utility Failure

In the event of a building wide utility failure, notify Campus Safety and perform the following:

- **Electrical Failure:** Unplug or turn off all electrical equipment including computers
- **Elevator Failure:** If trapped in an elevator, use the elevators emergency phone to notify Campus Safety
- **Gas Leak:** Cease all operations, evacuate building. **DO NOT SWITCH LIGHTS ON OR OFF**
- **Steam Line Failure:** Go to a safe area
- **Ventilation Problem:** Smoke and/or odors coming from ventilation system, go to a safe area
- **Plumbing Failure:** Cease using all electrical equipment, turn off all faucets and/or plumbing fixtures, and go to a safe area

Do not return to the evacuated area until the “**all clear**” is given by emergency personnel

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Violent Aggressor

If you are being physically attacked, call Campus Safety:

- Yell or scream—Try shouting words like **STOP** or **HELP**
- Escape and run, if you can, to the most visible populated area
- If the attacker attempts to pull or drag you, fall to the ground and roll
- Ask bystander(s) to call Campus Safety / Law Enforcement
- If they reach for your personal belongings, **DO NOT RESIST**. Throw the item(s) to the ground several feet away and run in the opposite direction
- **DO NOT CHASE** the attacker
- Immediately report incident to Campus Safety, regardless of severity

If you are being robbed:

DO NOT PUT YOURSELF AT RISK---- give them whatever they are asking for.

REMAIN CALM

- Listen carefully to what the robber says. Do not volunteer information
- Tell the robber that a friend will soon be entering the area. Do not surprise the robber
- Do not stare or gaze too long at the person robbing you
- Do not delay, argue, or look for a weapon to use against the robber
- Do not chase or impede the robber from exiting the area
- Immediately report incident to Campus Safety
- Give the Campus Safety your name, where you are located, and a description of the robber and vehicle
- Do not touch any surface area(s) that the robber may have touched

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Weather Emergency

The campus community will be notified of weather related emergency information including campus closures. Notification methods are as follows:

- Niagara University's Mass Notification Network
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- Local TV and Radio stations

During any weather related event, students and employees should adhere to road condition warnings and/or travel advisories issued, before making their decision to travel.

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