



# EMERGENCY PROCEDURES

## ..... QUICK REFERENCE .....

### PHONE NUMBERS

#### UNIVERSITY POLICE

Emergencies: **718-409-7311** or **911** from landline

Non-Emergencies: **718-409-7311**

**FACILITIES: 7323**

**WEATHER WEBSITE:** [www.noaa.gov](http://www.noaa.gov)

**WEBSITE:** [www.sunymaritime.edu](http://www.sunymaritime.edu)

## WHAT TO DO.....

### FIRES

- Activate the nearest fire alarm pull station
- Call University Police at **718-409-7311**.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

### BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger.

### SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call UPD at **718-409-7311**.
- Notify your building Residence hall director or RA.

### BOMB THREATS

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call UPD at **718-409-7311**.
- Follow instructions from emergency personnel.

### SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call University Police at **718-409-7311**.

### ACTIVE SHOOTERS

- If possible, exit the building immediately and call University Police at **718-409-7311**.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call University Police at **718-409-7311**.
- 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 attempt to confront or apprehend the shooter, unless as a last resort.
- Do not assume someone else has called police or emergency personnel.

### WEATHER EMERGENCIES

- Check the Emergency Weather Hotline [www.noaa.gov](http://www.noaa.gov)
- Throughout the event, continue to check the website at [www.sunymaritime.edu](http://www.sunymaritime.edu)
- For updates, monitor local television and radio stations for announcements.

**IN AN EMERGENCY, DIAL 911**

..... QUICK REFERENCE .....

# WHAT TO DO.....

## FLOODING

Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:

- If you can do so safely:
  - Secure vital equipment, records and hazardous materials.
  - Shut off non-essential electrical equipment.
  - Wait for instructions from University Police or Facilities Management.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by University Police or Facilities Management.
- Call Facilities Management for assistance with flood clean-up at **718-409-7323**.

## GAS LEAKS, FUMES, VAPOR

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call University Police at **718-409-7311**.
- Clear the area immediately if instructed to do so by the emergency dispatcher.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

## HAZARDOUS MATERIALS SPILLS

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area: Call UPD at **718-409-7311**.
- Be prepared to provide the following information:
  - Name of the material.
  - Quantity of 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 emergency responders.
- Evacuate, if necessary.

## MEDICAL EMERGENCIES

- Cardiac Arrest/Heart Attack
  - Assess the scene for danger.
  - Check the victim.
  - Call or instruct someone to call **911**
  - Locate an Automated External Defibrillator (AED) if one is available.
  - Perform CPR.
- Burns
  - Remove the cause of the burn.
  - Flush the area with water.
  - Do not apply dressing or creams or lotions.
  - Call University Police/EMS at **911**
- Bleeding
  - Apply firm but gentle pressure to the wound with a clean cloth or tissue.
  - Immobilize the body part.
  - Keep person lying down.
  - Call University Police/EMS at **911**.

## MEDIA INQUIRIES

Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by a news reporter, refer them directly to the Office of Communications at **(718) 409-7277**.



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