

# HOBART AND WILLIAM SMITH COLLEGES

## Quick Reference for **EMERGENCY PROCEDURES**

### PHONE Numbers

**Campus Safety: Emergencies 315-781-3333  
(ext. 3333)**

**Campus Safety: Non-Emergencies 315-781-3000**

- **Geneva Fire Department: 911\***
- **Geneva Police Department: 911\***

*\* Note that you cannot dial 911 from campus phones; call Campus Safety at ext. 3333*

#### **FIRES**

- Activate a fire alarm pull station
- Call Campus Safety
- Notify occupants and if possible help those needing assistance
- Evacuate the building
- 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 (IDs, wallet) and dress appropriately for the weather
- Close doors as you exit
- Move to a safe area, away from the building

#### **BOMB THREATS**

- Remain Calm
- Gather as much information as possible from the person making the threat (i.e. where, when, gender, age, background)
- Call Campus Safety
- Follow instructions from emergency personnel

#### **SUSPICIOUS PACKAGES**

- Do not touch or disturb the object or package
- Evacuate the area
- Call Campus Safety
- Warn others not to touch or move the item

#### **SUSPICIOUS BEHAVIOR/ PERSONS OF CONCERN**

- Do not confront the person exhibiting the behavior
- Do not let anyone into a locked room/building
- Do not block access to an exit
- Call Campus Safety

#### **ACTIVE SHOOTERS**

- If the shooter is in the building and it is possible to escape, exit the building immediately and call Campus Safety
- If you cannot exit, remain behind closed doors in a locked or barricaded room
- Stay away from windows; if communication is available, call Campus Safety
- 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 assume someone else has called the police or emergency personnel

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**In an emergency, call Campus Safety at 315-781-3333**

## **Campus Safety: Emergencies 315-781-3333**

### **WEATHER EMERGENCIES**

- Remain in or proceed to the nearest permanent structure
- In the event of a tornado, move to interior halls or basements
- Remain in place until advised by officials that it is safe to leave
- For updates, check e-mail, check voicemail for recorded instructions, go to [www.hws.edu](http://www.hws.edu) or, monitor local television and radio stations

### **LOCKDOWN/SHELTER IN PLACE**

- Lock door to room or office
- Do not allow anyone into a room or office until it is deemed safe by authorities
- Close blinds/shades and stay away from windows
- Do not lock exterior doors
- Contact Campus Safety with information or questions

### **GAS LEAKS, FUMES, VAPORS**

- Do not pull fire alarms
- Do not touch light switches or electrical equipment
- Call Campus Safety
- Clear the area immediately

### **HAZARDOUS MATERIALS SPILLS**

- If the incident is indoors, and it is safe to do so, close all the doors to isolate the area
- Evacuate
- Call Campus Safety
- 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 the emergency responders

### **MEDICAL EMERGENCIES**

#### **Cardiac Arrest/Heart Attack**

- Call Campus Safety
- 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 a dressing, creams or lotion
- Call Campus Safety

#### **Bleeding**

- Apply firm but gentle pressure to the wound with a clean cloth or tissue
- Immobilize the body part
- Call Campus Safety

### **MEDIA INQUIRIES**

Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by reporters refer them to the **Office of Communications at 315-781-3540**.