

Guide To EMERGENCIES-NFCI

Campus Security – 716-210-2555

Emergency 911

Niagara Falls Police Department – 716-438-4547

New York State Police - 716-297-0755

Poison Control - 1-800-222-1222

CONTACT INFORMATION

FIRE

and give your name, building name, floor, location and related information

- If fire is in building, activate nearest fire alarm pull station and begin to evacuate to designated area
- Follow all instructions from emergency personnel

FIRE

Evacuation – when alarm bell sounds

- Take all personal belongings with you
- Leave all lights on and close but do not lock doors
- If you are working on the second, third, or fifth floor and see someone who cannot use the stairs, escort them to the nearest stairwell and make your way out of the building. Alert Campus Security of the person's location and they will reenter the building to assist.
- Once outside, Evacuated occupants will always move across the surrounding roadways (First, Rainbow, Falls streets) and proceed to the area along the North face of the Quality Inn. Be sure to stay out of the way of and do not block access for responding Fire Department, Police or EMS workers.
- Be alert for the All Clear signal

EVACUATION

Small spill:

- Follow established laboratory or workplace procedures for spill management
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ACCIDENTS/INJURY

If an ambulance is not needed:

Further instructions will be given at that time.

If an ambulance is needed:

- Provide Officer with:
 - Location of emergency
 - Type of injury, if known
 - Brief description of injured person (gender, age, etc.)
 - Render first aid, if trained
 - Make injured as comfortable as possible
 - Make injured person as comfortable as possible until help arrives

ACCIDENTS/INJURY

When announced over the public address system:

- 1) Remain indoors – **DO NOT** evacuate
- 2) Close all windows and doors – **DO NOT LOCK THEM**
- 3) Turn off air handling units and exhaust fans that could help to bring in air from the outside

Be alert for the all clear over the public address system

SHELTER IN PLACE

Code Red Lock Down – an immediate threat exists on campus that requires campus be secured.

- 1.

Active shooter- is as a person who may have a weapon and is an immediate threat to the campus at large.

If possible:

- Escape from the area immediately
- Notify others your encounter of the danger

- If able to find a safe area, stay on the line and continue to provide the emergency dispatcher with updated

BOMB THREAT BY PHONE:

Use the next page to capture information from the phone call

with information collected and wait for further instruction

- If you are directed to evacuate, you will hear a sustained alarm in your building

Questions To Ask: 1. When is the bomb going to explode _____ 2. Where is it now? _____ 3. What does it look like? _____

4. What kind of bomb is it? _____ 5. What will cause it to explode _____ 6. Who put it there? _____

7. Why? _____ 8. What is your name? _____ 9. What is your address? _____

WRITE DOWN THE EXACT WORDING OF THE THREAT:

Sex of caller: _____ - - j - 0 . 0 0 2 - 5 1

Return