

# IN CASE OF EMERGENCY

Cornell University Fire Safety Plan (March 2012)

CALL  
911

EMERGENCY

## Fire Emergency

### EVACUATION ALARM SIGNALS

may include

**HORNS / STROBES / VOICE**

#### 1. REPORT

- Alert others in the immediate area and evacuate the room.
- If present, activate a fire alarm pull box on your way out of the building.
  - The fire department is automatically notified.
- CALL 911 from a safe location
  - Report the location and size of the fire

#### 2. CONFINE THE FIRE BY CLOSING THE DOOR TO THE ROOM.

#### 3. EXIT VIA THE NEAREST SAFE ESCAPE ROUTE

- Feel Door Knob and Upper Part of the Door - do not open the door if either are hot.
- Open door slowly if it is cool, be ready to close it if smoke or heat is present.
- Walk, do not run to the exits. Always use stairwells to exit the building, do not use elevators.

#### 4. MOVE TO YOUR EMERGENCY MEETING SITE

- Move away from the building
  - If you are unable to leave the building due to a physical disability:
    - Go to the nearest protected area where there are no hazards.
    - Use a telephone to call Cornell Police at 911 from any campus phone (or 607-255-1111 from cell phone), or use other means to advise them of your situation.
    - Give your name, your location and room number.
    - If unable to call, signal out the window to on-site emergency responders.
    - One person may remain with you if they wish to assist you.
- Report any missing or trapped people to the emergency responders.

## Medical Emergency

#### 1. PROTECT VICTIM FROM FURTHER INJURY

- Remove any persistent threat to the victim. Do not move the victim unnecessarily.

#### 2. CALL 911 TO OBTAIN EMERGENCY MEDICAL CARE

- Report the location of the person and the nature and extent of injuries.

#### 3. PROVIDE FIRST AID IF YOU HAVE APPROPRIATE TRAINING

## Police Emergency

#### 1. PROTECT YOURSELF FROM HARM

- Attempt to remove yourself from any danger.

#### 2. CALL 911 TO OBTAIN POLICE ASSISTANCE

- If possible, call from a safe location.

#### 3. PROVIDE THE FOLLOWING INFORMATION TO THE POLICE:

- Location of Crime
- Nature of crime & specifics
- Any injuries
- Description of suspects
- Direction of travel of suspects
- Description of vehicles involved

#### 4. DO NOT PURSUE OR ATTEMPT TO DETAIN SUSPECTS

## Other Emergencies

#### 1. EVACUATE IF NEEDED AND CALL 911 TO REPORT OTHER EMERGENCIES