

## Emergency Preparedness for Facility Representatives

### **Personal Safety and Preparedness**

Know [what to do in an emergency](#) and [be prepared](#). Develop a personal safety plan, review the emergency exits and know two ways out, identify a meeting place in case of evacuation, and stress the importance of quick action while staying calm.

### **See Something, Say Something: Report an Emergency or Suspicious Activity**

Call 911 from a campus phone; or 607-255-1111 from a cell phone. You can also report emergencies or suspicious activity through campus [Blue Light phones](#) and the [Rave Guardian app](#) on your mobile device.

### **Emergency Alert Notification (CornellALERT)**

If a CornellALERT is received while at work, immediately share the information with those around you and follow the instructions given. Check [Cornell's emergency web site](#) for information and updates. [More about CornellALERT.](#)

### **Evacuation** (e.g., fire alarm, facility-related emergencies, order of evacuation)

Gather personal belongings (keys, cell phone, ID, etc.) if within reach, leave lights on, close doors and windows, and proceed to the nearest exit. Share the information with those around you. Help direct occupants to safe egress. Do not use the elevator. Inform emergency responders if occupants were unable to evacuate. Remain safely on site with emergency responders until authorized by emergency responders to leave or return to the building. Do not re-enter the facility unless directed to or escorted by emergency responders. Do not look for the cause of an alarm or search for people who have not evacuated. [More about evacuation.](#)

### **Medical Emergency**

Call 911 from a campus phone or 607-255-1111 from a cell phone. Only move the victim if there is a threat to your or their safety. Provide first aid, if trained, and reassure the person that help is on the way. Instruct others to go outside and help direct emergency responders to the scene. [More about medical emergencies.](#)

### **Active Threat to Life**

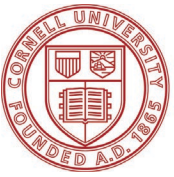
In the unlikely event of an assailant on campus, quickly determine if you should run, hide, or fight to avoid or deal with the threat. [More about active threat situations.](#)

**Run:** If the threat is nearby (e.g., sound of gun fire), quickly decide on an escape route. If you can get out safely and **avoid the assailant**, run out and away as fast as you can; grab your cell phone and leave other belongings. Call 911 when safe to do so. Keep hands visible and empty if you encounter police.

**Hide:** If you cannot escape the threat, find a safe room until the situation is resolved. Lock and barricade doors with heavy objects, turn off lights, silence cell phones, and remain quiet until help arrives. Call 911 when safe to do so. Keep hands visible and empty if you encounter police.

**Fight:** Fight back when presented with no other options. Collect objects (e.g., keys, books, chairs, fire extinguisher) to throw and distract, and/or incapacitate, and act with intent, speed, and aggression toward the attacker.

While awaiting emergency responders, and if safe to do so, care for individuals with life-threatening injuries such as uncontrolled bleeding (see ["Stop the Bleed"](#) for more information). Do not lock building entrances or restrict access unless directed to do so by law enforcement.



**Shelter-in-Place** (e.g., severe weather, hazardous materials incident, direction from authorities)

Guide occupants to interior rooms or stairwells with the fewest windows, and close and lock windows. Monitor [emergency.cornell.edu](http://emergency.cornell.edu) and CornellALERT messages for updates. Remain safely on site until authorized by emergency responders to leave or resume activities. Do not lock building entrances or restrict individual egress unless directed to do so by law enforcement. [More about shelter in place.](#)

**Lock Down**

Lock down refers to locking building entrances to prevent access and egress during an active threat situation. This is mostly commonly used in primary (K-12) school educational buildings, as well as other locations where occupants require adult supervision (e.g., hospitals, adult care facilities). Locking exterior building entrances is not a strategy commonly used on campus, as it impedes adults from potential places of refuge during an emergency. Do not lock building entrances or restrict access unless directed to do so by law enforcement.

**Incident Support**

Building coordinators should identify yourself to emergency responders and ask for direction to the command post or incident commander.

Provide emergency responders with information about the facility layout, equipment, people, operations, and emergency plans, as requested. Identify others with specific knowledge of the area involved in the emergency. Assist in notifications of affected building stakeholders. Implement relevant building and department emergency plans.

As requested, assist emergency responders in facility specific operations such as gaining access to facility, locating utility control points, adjusting building ventilation, locating safety data sheets, locating floor plans, requesting maintenance staff, etc. Do not enter areas that are unsafe.

Chemical spills, fires and other emergencies can go on for extended periods of time. Emergency responders will allow access to the facility only when it is safe to do so. Maintain communications to affected building stakeholders. Notify stakeholders and occupants when emergency responders have allowed re-entry.

**Additional Information**

When an evacuation alarm or order for evacuation occurs, always assume it is an actual incident and act accordingly. Follow the building evacuation plan and other appropriate emergency procedures. Conduct reviews after drills and incidents to identify actions or plans to improve emergency preparedness.

Find additional information about emergency preparedness and response in the [Emergency Action Guide](#). To receive text or voice emergency alerts on your mobile device, you must sign up at [emergency.cornell.edu/alert/](http://emergency.cornell.edu/alert/). Be mindful of academic, physical, and emotional [indicators of distress](#) in students and employees; consult [Caring Community](#) and [Cornell Health](#) resources for guidance.