The Nazareth College Department of Campus Safety is your first point of contact for any emergency on campus. Campus Safety will dispatch campus safety officers to the emergency AND contact law enforcement, fire department, medical personnel, and other resources based on the type of emergency you are experiencing. Campus safety officers are certified in CPR, first aid, and conflict resolution. They are also familiar with the campus and able to respond quickly so that the proper resources can be dispatched to assist you.

These guideline provide basic procedures. Your ability to remain calm and summon assistance to an emergency situation will help to preserve life and minimize injury. Participating in drills and training opportunities and knowing your surroundings will help you be prepared to deal with emergencies on campus, at home, and in your communities. If you have any questions, concerns, or suggestions, please contact Campus Safety.
EMERGENCY ON CAMPUS

- From on-campus phone—ext. 2850 or ext. 3333
- Blue light phones are located throughout campus, including the tunnels.
- Use your security escort device (Campus Safety can provide one free of charge).
- From off-campus or cell phone—585-389-2850 or 585-389-3333
- Off campus—call 911.

WHEN YOUR CALL IS ANSWERED BY CAMPUS SAFETY:

- **Stay calm.**
- Provide information about the type, extent, and location of the emergency.
- Provide your name.
- If it is safe to do so:
  - Stay on the phone even if you are put on hold. The dispatcher will let you know when you can end the call.
  - Remain in the area and let emergency personnel know who you are.
  - From a cell phone: Stay on the phone even if you have to move.
FIRE-RELATED EMERGENCY

IF A FIRE ALARM SOUNDS:

• Immediately exit the building via the nearest exit.
• If you observe or suspect a fire, activate the fire alarm system by using the nearest pull station.
• Do not use an elevator. Use the stairwell.
• If there is smoke:
  • First, try another exit path.
  • Second, STAY LOW and get on your hands and knees to get below the smoke.
• Once outside, step away from doorways so that arriving emergency personnel can get access to the building.
• If you are trapped or know someone who is trapped inside a building:
  • Call Campus Safety and provide as much information as possible: who they are, where they are, and what is going on outside the door.
  • If you have access to a window, attempt to alert others by yelling or drawing attention to yourself.
• If possible, cover your nose and mouth with a wet towel or cloth.
• If you are or know a person with limited mobility concerns and the fire alarm sounds:
  • Evacuate the building if it is safe for you to do so
  • Shelter in place:
    • Find an open room and close the door (but keep unlocked).
    • Immediately call Campus Safety and communicate who you are, where you are, and the nature of your limitations.
    • Follow instructions from Campus Safety, but stay in the room. Campus Safety will come to you.
MEDICAL EMERGENCY

• Immediately call Campus Safety for assistance or have someone call for you.
  • If you direct someone else to call for you, confirm the call was made and that help is en route.
  • Use your security escort device if you do not have access to a phone.
• Do not move the injured person unless they are in danger of further injury as a result of their location. Always consider your safety and the safety of others in making this decision (e.g. electrical lines, violence, fire, and chemical exposure).
• If the person is conscious:
  • Speak to them to obtain a brief history including their name, emergency contact, associated medical conditions/medication, and how they are currently feeling.
  • Help the person to be as comfortable as possible.
• If the person is unconscious, speak to others in the area for details on what happened.
• If you are trained in CPR or first aid and you feel comfortable doing so, you may start treatment according to your training until the campus safety officers arrive.

First aid/CPR courses are taught regularly at Nazareth College through the Campus Safety Dept. Please refer to the Campus Safety webpage for a schedule.
THREATS OF SUICIDE

All threats of suicide are a serious matter. Contact Campus Safety immediately and get help.

- Listen to the person and let them know you are worried about him/her.
- Listen for signs of helplessness or hopelessness or any observations that they have a plan or have acted on the plan to commit suicide (open pill container, suicide note, or other forms of communication).
- When Campus Safety arrives, provide as much detail as possible.
ASSAULT/SEXUAL ASSAULT/VIOLENCE

Consider obtaining a security escort device from Campus Safety.

- Immediately call for help.
- Provide as much detail as possible about what you observe or hear.
  - Are there any weapons involved?
  - Provide the names/descriptions of all parties involved.
- Do not attempt to become involved. Even if you know the parties involved, you may be injured if you attempt to intervene.
- If the perpetrator and/or victim attempt to leave the area by vehicles, obtain a plate number, vehicle description, and direction of travel, if possible.
SUSPICIOUS PACKAGE/BOMB THREAT

• If you observe a suspicious object or what you believe to be a bomb on campus, do not handle. Clear the area and contact Campus Safety from a desk or wall phone.

• If you receive a bomb threat by phone, stay calm and attempt to determine and record the following:
  • Time of the call
  • Age and sex of the caller
  • Speech pattern, accent, possible nationality, etc.
  • Emotional state of the caller
  • Background noises
  • Ask the following questions:
    • When is the bomb going to explode?
    • Where is the bomb located?
    • What kind of bomb is it?
    • What does the bomb look like?
    • Why did you place the bomb?

• Immediately notify Campus Safety.

• If you receive the bomb threat via voice mail, text, or social media, DO NOT DELETE the message or attempt to forward. Campus Safety will consult with law enforcement (and where appropriate Nazareth College IT Services) about how to preserve the message as evidence.
MISSING PERSON

• If the missing person is a child, contact Campus Safety immediately. A missing child from campus will generate an immediate outreach to law enforcement.

• If you suspect a student, staff, or faculty member is missing, contact Campus Safety even if it appears to be an off-campus concern. Campus Safety may be able to assist local law enforcement with their investigation.

• Be prepared to provide specific reasons why the person may be missing and attempts you and others have made to reach the person. If the initial Campus Safety investigation does not locate the person or if there is reason to believe the person is in danger, law enforcement will be contacted to assist in the investigation.
ARMED INTRUDER

- Contact Campus Safety AS SOON AS POSSIBLE. Campus Safety will contact 911.
- Provide your location, what you have observed or heard, a description of the intruder, and your name.
- You may be placed on hold while the dispatcher gets assistance to you and contacts 911. Stay on the line until the dispatcher instructs you to hang up.
- If it is safe to do so, clear the area. If not, find a location where you can hide and/or seek cover.
- Silence your phone if possible so that your location is not revealed.
- Do not attempt to secure the weapon and assume there ARE other weapons.
OTHER RESOURCES

STUDENT WELLNESS CENTER:
ext. 2500 or 585-389-2500

SEXUAL ASSAULT RESPONSE TEAM:
24-hour off-campus answering service 585-258-0080

ON-CAMPUS ESCORT SERVICE THROUGH CAMPUS SAFETY:
ext. 2850 or 585-389-2850

TRAINING OPPORTUNITIES THROUGH CAMPUS SAFETY:
ext. 2850 or 585-389-2850

FOR MORE DETAILED AND COMPLETE INFORMATION
about the services offered by Campus Safety, please refer to the website at
www.naz.edu/campus-safety.