

Cornell University Emergency Response Guide

In an emergency dial 911
or
255-1111 from cell phones

En cas d'urgence cadran 911

Im Notfall Vorwahlknopf 911

In caso d'urgenza manopola 911

En un dial 911 de la emergencia

[場所・位置・方向などを表わして]

在一个紧急情况的拨号盘911

911 صرق ؤلوزم ئراط ي

This guide is designed to help you respond to emergencies on campus. Keep it readily available near your telephone. Review it from time to time. Know your emergency coordinator and the evacuation plan for your building. Take time to review the Cornell University Emergency Plan at: http://www.epr.cornell.edu/central_plan/

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Emergency services at Cornell

Cornell Police (emergencies) **Dial 911**
255-1111 from cell phones

Cornell Police will respond to your call or route it to the needed response units; Ithaca Police Department, Ithaca Fire Department, ambulance and other services.

Non-Emergency services at Cornell

Cornell Police (non-emergencies)....255-1111

Environmental Health and Safety ... 255-8200

Facilities-related Emergencies.....255-5322

Health Services 255-5155

Operating Status/Inclement Weather Phone255-3377

University Operating Status: <http://www.cornell.edu/about/status/index.cfm>

University Special Conditions: <http://cuinfo.cornell.edu/SpecialConditions/>

University Network Status <http://networkstatus.cit.cornell.edu/>

Emergency Planning and Recovery: <http://www.epr.cornell.edu/>

Blue Light Phone Services

http://www.cupolice.cornell.edu/emergency/blue_light.cfm

Reporting a Problem

A 911 emergency is one that requires immediate response to preserve life or property, such as – but not limited to – fires, chemical spills, injuries, illnesses, crimes in progress, unknown odors.

Call 911 (or 255-1111 from cell phone) to report police, fire, medical or health & safety emergencies at Cornell.

(Do not dial 5-911 or 9-911) **Just 911**. Emergencies can also be reported to Cornell Police by picking up any Blue Light telephone located in many areas on campus and emergency phones located in various campus buildings. Try to know where they are.

Call from a safe location, if possible. Remain calm. Speak slowly and clearly. Do not hang up the phone until the dispatcher tells you to, or hangs up.

When reporting a 911 emergency, be prepared to give:

- Location of the emergency – building, room, directions.
- Type and severity of the emergency.
For example:
 - Fire – type and size of fire.
 - Medical – type of illness or injury, cause, number of patients.
 - Police – type of crime, description of suspects and direction of travel.
 - Chemical – chemicals involved quantity, hazards and injuries.
 - When the incident occurred.
 - Your name, location and phone number so responders can find you.

Non-emergency situations

A non-emergency situation is one that does not require immediate attention, such as an accident without serious injury, missing property, complaints of excessive noise, and similar police-related matters.

To report a non-emergency situation

- Call 255-1111 (or 5-1111 from campus telephones) to contact Cornell Police.
- Call Environmental Health & Safety at 255-8200 (or 5-8200 from campus telephones) for health & safety issues.
- Call Facilities Customer Service at 255-5322 (or 5-5322 from campus telephones) for facility related issues.
- Call Gannett: Cornell University Health Services at 255-5155 (or 5-5155 from campus telephones) for medical and mental health issues.

Animal Incidents

Only trained animal technicians should handle animals. Untrained persons should not attempt to approach animals. Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, is a serious issue and should be reported to Gannett Health Services at 255-5155 (or 5-5155 from campus telephones) as soon as possible.

If an animal such as a bat or raccoon is found inside a building, isolate it in a room by closing doors behind it and keeping people away. Call Facilities Customer Service at 255-5322 (or 5-5322 from campus telephones).

If you are unable to isolate the animal, **call** Cornell Police at **911** (or 255-1111 from a cell phone). If an animal has bitten, scratched or had direct contact with a person, call Cornell Police at 911 as soon as possible.

If you see a suspicious animal wandering loose on campus, call Facilities Customer Service at 255-5322, (or 5-5322 from campus telephones).

Venomous Animals

In case of a venomous animal bite or an allergic reaction to an insect or other animal, **call 911** (or 255-1111 from a cell phone) immediately for emergency medical assistance.

- Be prepared to give your name, location, and if possible, the species involved.
- Remove the affected person from danger. •Immobilize the bite area.
- Administer anti-venom medicine if you are trained to do so.
- Tell others to vacate the area if the animal has not been captured.

Help the victim remain as comfortable as possible until medical assistance arrives.

Bomb Threat

If you receive a bomb threat by telephone, try to remain calm and obtain as much information as possible from the caller. Try to write down the exact words and time of the call.

Ask for and try to obtain the following information:

- When is it going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? •Why?
- What is your name and address? (Check to see if the caller's phone number or location is displayed on your phone.)

Write down information about the call:

- Was this a man's voice or a woman's?
- Approximate age?
- Unusual speech traits?
- Tone of voice and attitude?
- Foreign or regional accent?
- Diction?
- Background noise?

If the threat was delivered or left in your area, try to recall a description of the deliverer or any suspicious person(s) in the area.

- Immediately notify Cornell Police by **calling 911** (or 255-1111 from a cell phone) or using a Blue Light phone.
- Report the time, location and content of the threat, as well as your location and phone number. Stay on the line with the 911 dispatcher until the 911 dispatcher terminates the phone call.
- Take no other action unless directed by Cornell Police. Do not create a panic situation.
- Take a quick visual look around your area for any suspicious object(s). Do not touch or move the object.
- If you are told to evacuate the area, take your notes about the call with you.
- Follow your unit's evacuation and report to the pre-determined meeting site.

Buildings & Utilities

Call 911 (or 255-5111 from cellular phones) and evacuate the building. Follow your unit's emergency plan and evacuation procedure, in cases of:

- Fire
- Smoke
- Explosion
- Gas leak
- Structural damage or collapse
- Chemical spills or hazardous odors or fumes

Call 911 and await further instructions in cases of:

- Unknown odors
- Hazardous conditions
- Activated residence hall room smoke detectors
- Persons trapped in elevators

Power Outage Procedure

Assess the extent of the outage in the unit's area.

- Report the outage to Cornell Customer Service Center at 255-5322.
- Assist other building occupants to move to safe locations. Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.
- Implement the unit's power outage plan. Evaluate the unit's work areas for hazards created by power outage. Secure hazardous materials. Take actions to preserve human and animal safety and health. Take actions to preserve research.
- Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances. Keep refrigerators and freezers closed throughout the outage to help keep them cold.
- If needed, open windows (in mild weather) for additional light and ventilation.
- Release of faculty, staff and students during an extended power outage is decided on by the EEMT (policy decision will determine).

For emergencies in Campus Life facilities

Call the Campus Life Facilities Office at 5-0423

(or 255-0423 from a cell phone), or the area service center, for problems in Campus Life facilities (including residence halls), such as:

- Electrical outage
- Heating or air-conditioning failure
- Flooding
- Building or room security issues
- If the problem occurs between 5 p.m. and 8 a.m., or on weekends, call the Residence Life staff on call.

For emergencies in other campus facilities:

Call Facilities Customer Service at 5-5322
(or 255-5322 from a cell phone) for problems such as:

- Electrical outage
- Gas leak
- Heating or air-conditioning failure
- Major flooding
- Water leak

In case of **electrical emergencies**, avoid touching equipment that is smoking, sparking, tripping circuit breakers or giving electrical shocks.

In case of telephone or computer network failure, call your unit's network administrator, or Cornell Information Technologies at 5-8990 (or 255-8990 from a cell phone), or the Network Operations Center at 5-9900 (or 255-9900 from a cell phone).

In case of **flooding**, call Facilities Customer Service at 5-5322 (or 255-5322 from a cell phone). Never enter areas where there is submerged electrical equipment. If you are trained to do so and it is safe:

- Unplug electrical equipment before water reaches it.
- Turn off circuit breakers for flooded areas.
- Use plastic or tarps to cover water-sensitive materials and equipment.
- Move materials from floors and other flooded areas to a safe location.

In case of a stalled elevator, do not try to exit the elevator car. Use the emergency telephone in the elevator to call for help, if there is one. If there is no emergency telephone, call 255-1111 from a cell phone or bang on the doors and shout for assistance. Do not try to force the doors open or exit the car. Wait for trained personnel to assist you from the elevator.

Crime

Call 911 (or 255-1111 from a cell phone) to report a crime in progress or criminal behavior to Cornell Police.

Do not approach or attempt to apprehend the person(s) involved. Take only actions necessary for self defense. If you are safe, stay where you are until the police arrive. Otherwise, try to move to a safe location.

Report as much information as possible including:

- Type of crime.
- Description of persons involved, including height, weight, sex, clothing and any weapons.
- Location of crime.
- Direction of travel.
- Vehicle description, including color, year, make, model and license.

Call Cornell Police at 255-1111 to report non-emergency criminal activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc.

Earthquakes

While earthquakes are not a high risk in the Ithaca area, they are possible here. If you feel the ground shaking, it could be due to an earthquake.

- Duck or drop to the floor.
- Cover yourself under a piece of heavy furniture, a stairwell or a doorjamb (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms. Keep away from appliances, large windows and heavy hanging objects.
- Hold on securely and stay covered until the shaking stops.
- Evacuate the building as soon as the shaking stops, following your unit's emergency plan and evacuation procedure.

If you are outdoors, move to a clear area away from trees, signs, buildings and electrical wires and poles. If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

If you are driving, pull over to the side of the road and stop. Avoid overpasses, power lines and other hazards. Stay inside the vehicle until the shaking stops. Once the shaking has stopped, proceed cautiously. Avoid bridges and ramps that may have been damaged.

After the shaking has stopped:

- Anticipate aftershocks, and plan where you will take cover from them.
- Check for injuries.
- Give first aid as necessary.
- Remain calm.
- Avoid broken glass.
- Check for fire - Take appropriate actions and precautions.
- Check gas, water and electric lines.

If they appear damaged, or if you smell gas, open windows and leave the building immediately.

Contact Facilities Customer Service at 5-5322 immediately. (or 255-5322 from a cell phone)

- Replace all telephone receivers and use the phone for emergencies only.
- Tune to an emergency broadcast station on radio or television. Listen for emergency bulletins.
- Stay out of damaged buildings.

Evacuation

General Introduction

Whenever a fire alarm sounds, a building evacuation is mandatory. Building occupants should exit immediately, putting the unit evacuation plan into effect. After the building has been evacuated, occupants must wait for a safety inspection before re-entry. Do not reenter the building until emergency responders have given the “all clear” signal.

If a complete campus evacuation and closure is necessary during an emergency, it will be announced and coordinated by the Cornell Emergency Management Committee from the University Emergency Operations Center. Campus evacuations will be sequential to maintain safety and avoid traffic gridlock.

Note that it may or may not be necessary to vacate a specific area during an emergency incident. Occupants in the area may simply be directed to remain on-site and shut down systems, or they may be asked to move to other sectors of their floor or building. In some events (such as extended power outages), evacuations are not necessary unless the incident has generated a hazardous materials incident or immediate health and safety risk. In limited emergencies, wait for evacuation instructions and engage the unit's Emergency Response Team to communicate the information throughout the unit.

To Implement an Evacuation

- Remain calm.
- Alert Emergency Response Team to assist with evacuation.
- Communicate clearly and succinctly.
 - Example:
 - We have a _____ type of emergency.
 - Evacuate to _____.
 - Take personal items, such as a coat and keys.
 - DO NOT use the elevators.
- Assist persons with disabilities, as per your unit's emergency plan and disability evacuation procedure.
- Check offices, classrooms, and restrooms.
- Turn equipment off, if possible.
- Close doors, but do not lock them.
- Take emergency supplies, rosters.
- Keep exiting groups together.
- Instructors assist students.
- Gather at the pre-determined meeting site and await instructions.
- Account for faculty, staff and students

Actual Evacuation Procedures

Evacuation is required:

- any time the fire alarm sounds,
 - an evacuation announcement is made, or
 - a university official orders you to evacuate.
1. Turn equipment off, if possible
 2. Quickly, safely shutdown any hazardous operations or processes and render them safe. Critical emergency coordination staff must follow the unit emergency plan. All emergency plans for critical operations must be reviewed and approved by Environmental Health & Safety.
Without prior review and approval, staff members may not remain in a building once an evacuation signal or order has been given.
 3. Notify others in the area of the alarm if they did not hear it.
 4. Take emergency supplies and staff rosters, if possible.
 - Exit the room
 - Take jackets or other clothing needed for protection from the weather.
 - Close windows and close, but do not lock doors as you leave.
 - Leave room lights on.
 - If you are away from the unit's room when the alarm sounds you should exit the building immediately and not return to the unit's room.

If you are unable to leave the building due to a physical disability:

- Go to the nearest area where there are no hazards.
 - Use a telephone to **call** Cornell Police at **911** from any campus phone (or 255-1111 from cell phone), or use other means to advise them of the unit's situation.
 - Be sure to give them the room number so they can send help to you.
 - If possible, signal out the window to on-site emergency responders.
 - One person may remain with you if they wish to assist you.
5. Exit the building via the nearest safe exit route. Walk, do not run. Do not use elevators to exit.
 6. Move away from the building, report to the unit's pre-determined meeting site and report in to your unit's Evacuation Coordinator. Report any missing or trapped people to your Evacuation Coordinator.
 7. Account for faculty, staff and students and sign in at evacuation point.
 8. Keep existing groups together.
 9. Wait at pre-determined meeting site for further instructions.

Do not reenter the building until emergency staff gives the "all clear" signal. The silencing of the building fire alarm system is normally used as the "all clear" signal. In some cases the fire alarm will be silenced and staff members placed at building entrances to keep people out until the incident has been resolved.

Evacuation of Persons with Disabilities

Be aware that faculty, staff and students with "hidden" disabilities (arthritis, cardiac conditions, back problems, learning disabilities, etc.) may also need individual assistance. Use the following list to assist both helpers and disabled persons. Use a "buddy system" naming who is responsible for whom.

(Follow your unit emergency plan and disability evacuation procedure)

To Assist Visually Impaired Persons

- Announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going, obstacles you encounter
- Assist to the pre-determined meeting site. When you reach safety, ask if further help is needed

To Alert People with Hearing Limitations

- Turn lights on/off to gain the person's attention, or

- Indicate directions with gestures, or
- Write a note with evacuation directions
- **To Evacuate People Using Crutches, Canes, or Walkers**

- Evacuate these individuals as injured persons
- Assist and accompany to pre-determined meeting site, if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry individual

To Evacuate Wheel Chair Users

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- Others have minimal ability to move – lifting may be dangerous
- Some non-ambulatory persons have respiratory complications
- Remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance
- Most wheelchairs are too heavy to take down stairs
- Consult with the person to determine best carry options.
- Reunite the person with the chair as soon as it is safe to do so.

Fire, Smoke & Explosion

All fires must be reported to Cornell Police, including those that have been extinguished. Do not hesitate to activate the fire alarm if you discover smoke or fire.

- Alert people in the immediate area of the fire and evacuate the room, following your unit's emergency plan.
- Confine the fire by closing doors as you leave the room.
- Activate a fire alarm by pulling on an alarm box.
- Notify Cornell Police of the location and size of the fire **by calling 911** from a campus phone, or 255-1111 from a cell phone or off campus phone, or using a Blue Light or Emergency Telephone. Always call from a safe location.
- Evacuate the building using your unit's emergency evacuation procedure. Report to the pre-determined meeting site. Do not use elevators to evacuate unless directed to do so by emergency responders.
- Notify emergency responders of the location, nature and size of the fire once you are outside.

If you have been trained and it is safe to do so, you may attempt to extinguish the fire with a portable fire extinguisher. Attempt to extinguish only small fires and make sure you have a clear escape path. If you have not been trained to use a fire extinguisher you must evacuate the area.

If clothing is on fire:

- Stop - Drop to the ground or floor and Roll to smother flames.
- Smother flames using a fire blanket.
- Drench with water from a safety shower or other source.
- Seek medical attention for all burns and injuries.

Fire Extinguishers

- If you have not been trained to use a fire extinguisher, you must evacuate.
- All fire extinguishers are inspected annually and maintained by EH&S.
- Laboratory personnel should perform regular visual checks (minimum on a monthly basis) to ensure fire extinguishers present in their labs are fully charged. For those fire extinguishers with a readout dial, labs only need to ensure the indicator arrow on the readout dial is within the green zone. If the indicator arrow is on either side of the green zone, which indicates a problem, then call EH&S at 255-8200 to have the fire extinguisher replaced.
- Any fire extinguisher that has been used at all, even if it wasn't fully discharged, needs to be reported to EH&S so a replacement fire extinguisher can be provided in its place. You can also obtain training in using a fire extinguisher by contacting EH&S at 255-8200. A description of the training can be found on the [EH&S Safety Education Catalog](#).

Hazardous Materials:

Chemical, Radioactive, Biological

All hazardous materials spills must be reported to Cornell Police immediately. **Call 911** (or 255-1111 from a cell phone) or use an emergency telephone to notify Cornell Police. Be prepared to spell chemical names and give the location, size and nature of the incident. Environmental Health and Safety is equipped to respond to and clean-up Hazardous Material Spills.

A Hazardous Material Emergency exists when:

- clean-up of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the immediate spill area, or
- the spill creates a situation that is immediately dangerous to the lives and health of persons in the spill area or facility.
- Alert people in the immediate area and evacuate the room, following your unit's emergency plan. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to wash off spilled chemicals. Flush the affected area with copious amounts of water for at least 15 minutes. **Call 911**(or 255-1111 from a cell phone) to report any personal contamination. Seek medical attention as required.
- Evacuate nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building, following your unit's emergency plan. Pull the fire alarm as you exit.
- Outside, identify yourself to emergency responders and report the location, nature and size of the incident. Provide any additional information you believe would be helpful. Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.
- Isolate contaminated persons and do not allow them to leave or spread contamination. Avoid contamination or chemical exposure to yourself.
- Report to your unit's pre-determined meeting site.

Lab Safety

Complete manual <http://www.ehs.cornell.edu/LRS/LSM.cfm>

Laboratory Emergency Shutdown Procedures

Each laboratory facility should develop a non-fire emergency plan or incorporate non-fire emergencies into a master emergency response plan. Employees must be trained on the contents of the plan and how to respond in a non-fire emergency. Cornell EH&S has devised a set of simple steps for the shutdown of labs in non-fire emergency situations. These and other steps, based on the requirements of the facility, should be included in the emergency response plan of each unit or facility. This list is by no means complete, but it gives laboratory personnel simple steps to ensure a safe lab shutdown.

- Close fume hood sashes.
- Be certain that the caps are on all bottles of chemicals.
- Turn off all non-essential electrical devices. Leave refrigerators and freezers on and make sure the doors are closed. Check the disconnects of large LASERs, radio frequency generators, etc. It may be necessary to check to ensure that essential equipment is plugged in to the power receptacles supplied by the emergency generator (usually orange or red).

Turn off all gas cylinders at the tank valves. Note: If a low flow of an inert gas is being used to "blanket" a reactive compound or mixture, then the lab worker may want to leave the flow of gas on. This should be part of a pre-approved, written, posted standard operating procedure for this material or process.

- Check all cryogenic vacuum traps (Nitrogen, Carbon dioxide, and solvent). The evaporation of trapped materials may cause dangerous conditions. Check all containers of cryogenic liquids to ensure that they are vented to prevent the buildup of internal pressure.
- Check all pressure, temperature, air, or moisture sensitive materials and equipment. This includes vacuum work, distillations, glove boxes used for airless/moistureless reactions, and all reactions in progress. Terminate all reactions that are in progress, based on the known scope of the emergency.
- If experimental animals are in use, special precautions may need to be taken to secure those areas such as emergency power, alternative ventilation, etc.
- All non-essential staff/students must leave the building, following your unit's emergency plan.
- Depending on the nature of the emergency, some designated essential staff may need to stay behind to facilitate the start-up of essential equipment once the lab is reopened. These plans must be reviewed and approved by EH&S. Without prior review and

approval, staff members may not remain in the building once an evacuation signal or order has been given.

- It is important to remember that some equipment does not shut down automatically – such as large cryogenic magnets, sources of radioactivity, and other pieces of equipment. Be sure to check any special operating procedures for your equipment before an emergency occurs.

Mail – Suspicious Mail and Packages

If you receive or observe a suspicious piece of mail, package or material, do not move, open, cover or interfere with it.

- Move people away from suspicious items. Avoid contaminating other areas and people.
- **Call** Cornell Police immediately at **911** (or 255-1111 from a cell phone) from a safe location.
- Be prepared to give the location of the item, the context of what you've observed, and your name and phone number.
- Follow directions of the Cornell Police. Do not create panic. If you are told to evacuate, follow your unit's evacuation procedure.

Characteristics of a suspicious piece of mail or package that is received unexpectedly or is unknown may include:

- excessive postage
- misspellings of common words
- excessive weight
- rigid envelope
- foreign mail, air mail, or special delivery
- handwritten or poorly typed address
- restrictive markings; such as confidential, personal, etc.
- an excessive amount of securing material used, such as masking tape, string, etc.
- incorrect titles
- oily stains or discoloration
- visual distractions
- lopsided or uneven writing
- titles but no names
- no return address
- protruding wires or foil

Medical and Mental Health Emergencies

Call 911 from any campus phone (or 255-1111 from a cell phone) in any emergency that requires immediate police, fire or medical response to preserve a life.

These include

- serious injury or illness
- serious mental health issues that might lead to suicide, assault or homicide

Health care consultation is available 24 hours a day. Call Gannett Health Services at 5-5155 (or 255-5155 from a cell phone).

- Protect the victim from further injury or harm by removing any persistent threat to the victim or by removing the victim to a safe place if needed, however do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance if it is safe to do so.
- Notify Cornell Police of the location, nature and extent of the injury by **calling 911** or using a Blue Light or Emergency Telephone. Always call from a safe location.
- Provide first aid until help arrives if you have appropriate training and equipment, and it is safe to do so.
- Send someone outside to escort emergency responders to the appropriate location, if possible.

Alcohol Intoxication/ Poisoning

Alcohol poisoning can be fatal.

Do not allow someone who has drunk too much to “sleep it off.”

Stay beside the person and **call 911** (or 255-1111 from a cell phone) immediately if the person:

- cannot be roused
- is incoherent and is vomiting
- breathes shallowly
- has cold clammy skin
- looks bluish or pale
- has taken other drugs with alcohol
- has a head injury

For information about campus health care services and for health information go to:

<http://www.gannett.cornell.edu/>.

First Aid Kits

Although there are areas at Cornell where people work that could be considered hazardous, Cornell's main campus has no legal requirements to have first aid kits in work spaces within the campus buildings. This reasoning is addressed by OSHA (29 CFR 1910.151) and cited in the ANSI standard (Z308.1-1998) that states if medical attention can be reached within a reasonable time, or distance, to rely on the professionals and make that part of an emergency plan. Cornell's EH&S department has fully training emergency responders on call 24 hours a day, 7 days a week. Injured personnel are encouraged to take advantage of this service by calling 911 from a campus phone or 255-1111 from a cell phone.

If you choose to have a first aid kit in your work space, then there are some additional requirements to address. There has to be the appropriate items in the kit to mediate an injury that could happen in your work area. There needs to be a responsible person in your work space that is trained - with their contact information posted on the kit. The kit should be maintained and complete at all times. A report should be completed when a first aid kit is used due to an accident/injury occurring on Cornell University property. [Complete Accident/Injury Report here.](#)

The ANSI Standard lists the following minimum fill requirements for a first aid kit:

- 1 - Absorbent compress, 4 x 8 in. minimum
- 5 yard Adhesive Tape
- 10 - Antiseptic applications, 0.14 fl.oz. each
- 1 - Triangular bandage, 40 x 40 x 56 in. minimum
- 16 - Adhesive Bandages, 1 x 3 inch
- 2 - Pair medical exam gloves
- 4 - Sterile pads, 3 x 3 in. minimum
- 6 - Burn treatment applications, 1/32 oz. each

EH&S can provide information on where to obtain the appropriate training if you choose to keep a first aid kit in your work space.

Workplace Violence

Your actions may help calm a potentially violent situation, or they may escalate the problem. Behave in a manner that helps calm a situation.

- Stay calm and don't be in a hurry.
- Be empathetic. Show you are concerned.
- Try to have the person and you sit down; sitting is a less aggressive position.
- Try to be helpful, for example, schedule an appointment for a later time.
- Give positive outcome statements, such as, "We can get this straightened out."
- Give positive feedback for continued talking, such as, "I'm glad you're telling me how you feel."
- Stay out of arms' reach.
- Have limited eye contact.
- Take notes.

Avoid exacerbating behaviors:

- Do not patronize.
- Do not yell or argue.
- Do not joke or be sarcastic.
- Do not touch the person

If someone becomes agitated:

- Leave the scene immediately, if possible.
- Call the Cornell Police from a safe place.
- Or, call a co-worker, using an agreed-upon code word to indicate trouble.

Practice preventive measures:

- Avoid scheduling appointments for times when no one else is in the area.
- Remove sharp and blunt objects from desks.
- Try to avoid working alone after hours.
- If you have to work late, advise a friend or family member.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
- Do not leave money or valuable belongings lying around. Purses should be locked in a desk or cabinet.
- Lock your office and/or lab doors when they are not in use, even when you are leaving for "just a moment."
- Always walk in well-lit areas and know your surroundings.

- If you think you are being followed, do not go home; go where there are other people. **Call** the Cornell Police at **911** (or 255-1111 from a cell phone) as soon as you are in a safe place.
- Report any strange or unusual activities immediately to your supervisor and the police.
- Report any locks, windows or lights that are in need of repair to your building coordinator.

Safety Guidelines for Active Shooter Situations on Campus

If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact Cornell Police at (607) 255-1111 or **dial 911** from a campus phone. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding law enforcement officers. Be aware that the 911 system, as well as cell phone systems, may become overwhelmed.

What is an "Active Shooter?"

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use other weapons and/or improvised explosive devices to cause additional victimization and act as an impediment to law enforcement and emergency services responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or may detonate on contact.

What makes an Active Shooter situation different from a hostage or barricaded subject situation?

Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent further harm to the community.

Hostage or barricaded subject situations often take place over a longer period of time, and usually there is no ongoing injury or loss of life. These situations are often managed through the deployment of specialized units, as time allows. Both hostage and barricaded subject situations can rapidly shift to Active Shooter situations, and vice versa.

Guidelines

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and **Call 911** as soon as possible.

What should I do if I find myself involved in an Active Shooter situation?

If an active shooter is outside your building or inside the building you are in, you should:

- Try to remain calm
- Try to warn other faculty, staff, students and visitors to take immediate shelter
- Proceed to a room that can be locked or barricaded
- Lock and barricade doors or windows
- Turn off lights
- Close blinds
- Block windows
- Turn off radios or other devices that emit sound
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets
- Silence cell phones

- Have one person **Call 911** and provide:

"This is Cornell University (give your exact location) we have an active shooter on campus, gunshots fired."

What additional information will law enforcement be looking for?

- If you were able to see the offender(s), give a description of the persons(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity ? if known.
- If you observed any victims, give a description of the location and number of victims.
- If you observed any suspicious devices (improvised explosive devices), provide the location seen and a description.
- If you heard any explosions, provide a description and location.

What else should I look for?

- Wait patiently until a uniformed law enforcement officer, or a university official known to you, provides an "all clear".
- Do not respond to voice commands until you can verify with certainty that they are being issued by a law enforcement officer or university official; unfamiliar voices may be an active shooter trying to lure you from safety.

- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.

What if the Active Shooter comes into the area where I am?

If an active shooter enters your office or classroom, you should:

- Try to remain calm
- Try not to do anything that will provoke the active shooter
- If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s)
- **Call 911**, if possible, and provide the information listed in the previous guideline
- If the active shooter(s) leaves the area, barricade the room, or proceed to a safer location

If you are in an outside area and encounter an active shooter, you should:

- Try to remain calm
- Move away from the active shooter or the sound of gunshot(s) and/or explosion(s)
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration
- Try to warn other faculty, staff, students and visitors to take immediate shelter
- **Call 911** and provide the information listed in the first guideline

What should I expect from responding officers?

The objectives of responding law enforcement officers are:

- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior
- Identify threats such as improvised explosive devices
- Identifying victims to facilitate medical care, interviews and counseling
- Investigation

Law enforcement officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns.

Do exactly as the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

In case you must flee, do not go to the normal gather site for your building. Get as far away from the shooting scene as possible, and **call 911**.

Weather

In case of fast-developing storms (thunderstorms, tornadoes):

- Unplug all unnecessary equipment and appliances, including sensitive electronic instruments and computers.
- Store all equipment in safe areas away from windows. Keep curtains/blinds closed.

If a tornado alert is given or you see a funnel cloud:

- Seek shelter in a substantial building immediately.
- If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head.

If you are in a building:

- Go to the basement or an interior room on the lowest floor. Stay away from windows. Closets, bathrooms and other interior rooms offer the best protection.
- Get under something sturdy or cover yourself with a mattress, if possible.
- Do not use elevators.

If a thunderstorm approaches:

- Go to safe shelter immediately. Remember that if you can hear thunder, you are close enough to be struck by lightning. Use phones only in an emergency. Do not take a bath or shower.
- If there is no shelter nearby:
- Squat low to the ground on the balls of your feet if you feel your skin tingle or your hair stand on end.
- Place your hands on your knees with your head between them. Make yourself the smallest target possible. Minimize your contact with the ground.
- Find a low spot away from trees, fences and poles. Make sure the place you pick is not subject to flooding.
- If you are in the woods, take shelter under the shortest trees.

Weather-related closings

During a natural disaster or severe weather, people may be prevented from entering or leaving the university for hours or days.

Notice of a decision to close the university or delay its opening will be communicated as quickly as possible by e-mail, phone trees, local radio and television stations, and postings to the university's Operating Status web page.

Call 255-3377 to hear a recorded message about closings or delayed openings of the University. Do not call Cornell Police, Facilities Customer Service or radio and television stations.

Winter ice and snow storms

When severe winter weather is predicted, monitor weather reports closely. Information is available from the University Operating Status/Inclement Weather Phone at 255-3377 and these websites;

University Operating Status:

<http://www.cornell.edu/about/status/index.cfm>

University Special Conditions: <http://cuinfo.cornell.edu/SpecialConditions/>

College/Unit and Building Information

Building Name _____

Street Address _____

Facility Inventory Number _____

Building/Unit - **Meeting Site** for Evacuation

Alternate Meeting Site for Evacuation

Building Coordinator

Name _____

Phone _____

Alternate Phone _____

E-mail _____

College/Unit - **Emergency Coordinator**

Name _____

Phone _____

Alternate Phone _____

E-mail _____

Alternate College/Unit - **Emergency Coordinator**

Name _____

Phone _____

Alternate Phone _____

E-mail _____