

# EMERGENCY Procedures

Listed below are guidelines to follow during emergency incidents that may occur on the Morningside Campus. Some incidents may require you to shelter in place while others may require evacuation of the facility.

## FIRE EMERGENCY (EVACUATE)



- If the building fire alarm is activated, immediately evacuate the building.
- Proceed to the nearest exit (NEVER use the elevator), closing doors as you exit.
- Continue down the stairs and exit the building.
- Do not re-enter building until authorized by emergency responders or Public Safety personnel.

### IF UNABLE TO EVACUATE

- Call Public Safety at 212-854-5555. Give name, exact location inside the building and the nature of the condition.
- Close door and seal cracks to prevent smoke from entering.
- If possible, open window at top and bottom (never break the window).
- Stay at window breathing the fresh air as it enters.
- Signal for help.
- If smoke enters the window, close the window and stay as close to the floor as possible.



## SUSPICIOUS OBJECT

- Do not disturb or move the object.
- Warn others to leave the area and secure the area, if possible.
- Retreat to a safe distance—at least 300 feet.
- Do not use cellular phone or other electronic devices while in the area.
- Call Public Safety at 212-854-5555. Give name, exact location inside the building and the nature of the condition.
- Do not reoccupy space until authorized by emergency responders or public safety personnel.



## HAZMAT SPILL HAZARDOUS SUBSTANCE

### INDOORS

- Call Public Safety at 212-854-5555. Give name, exact location inside the building and the nature of the condition.
- Alert people in immediate area and evacuate.
- Confine the hazard by closing doors as you leave.
- Do not reoccupy space until authorized by emergency responders or public safety personnel.

### OUTDOORS

- Call Public Safety at 212-854-5555. Give name, exact location and the nature of the condition.
- Close all doors and windows.
- Await further instructions from emergency responders.

## ACTIVE SHOOTER



- If event is outdoors, seek cover indoors. Call Public Safety at 212-854-5555. Give name, exact location and the nature of the condition.
- If event is indoors:
  - Lock and barricade doors and windows and close blinds.
  - Do not stand by windows or doors.
  - Call Public Safety at 212-854-5555. Give name, exact location inside the building and the nature of the condition.
  - Silence cell phones and turn off radios/computer monitors.
  - Keep out of sight and take adequate cover.
  - Wait until emergency personnel verify that threat is over before leaving a place of safety.



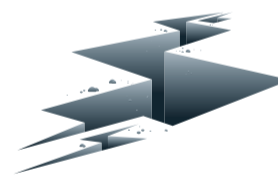
## MEDICAL EMERGENCY

- Call Public Safety at 212-854-5555. Give name, exact location and the nature of the condition.
- If trained, provide appropriate first aid.
- Stay with individual(s) until medical assistance arrives.



## WEATHER EMERGENCY

- Monitor local TV, radio and the Columbia homepage.
- Move to lowest hallway/floor without windows.
- Await further instructions from emergency personnel.



## EARTHQUAKE

### INDOORS

- Get under sturdy desk or table and HOLD ON.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay away from glass, windows, light fixtures or anything else that could fall and injure you
- Stay inside until shaking stops and it is safe to go outside
- Do not use elevators

### OUTDOORS

- Move away from buildings, streetlights, and utility wires
- Stay there until shaking stops
- If in moving vehicle, stop as quickly as safety permits and stay in vehicle. Avoid stopping under buildings, trees, overpasses, and utility wires