



# Emergency Guidelines for Employees

St. John Fisher University

## To report ANY emergency or suspicious activity:

- Dial 8111 from any campus phone
- Dial (585) 385-8111 from your cell phone
- Press emergency button on a blue light
- Dial 8111 from red residence hall phone
- Press emergency button on classroom phone
- ***If necessary, campus dispatch will contact 911.***

## When the call is answered, be prepared to state the following:

- Location of the emergency
- Nature and type of emergency
- Your name
- Stay on the telephone until the dispatcher tells you to hang up

If safe to do so, stay in the area until emergency responders arrive. Upon arrival of the emergency responders, further explain the situation as necessary and follow their instructions.

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## Armed Intruder/Weapons

Don't wait if you observe a weapon or an intruder or hear gunshots.

If you see a weapon, or any object being used as a weapon, contact Safety and Security as soon as possible.

If you witness an active shooter, remember: **AVOID, DENY, DEFEND**

**"AVOID"** the situation if it is safe and an exit is available.

- If you are in an area that is not affected, stay where you are and lock the room you are in or make it safe
- If you can leave the affected area, do so quickly and quietly
- Get others to follow if possible
- When you are safe call Safety and Security or 911

If you cannot leave the area safely **"DENY"** entry to the intruder by:

- Locking doors
- Turning off lights
- Silencing phones and other electronics
- Staying away from doors & windows
- Remain in place until an "ALL CLEAR" is given by authorities

If you cannot AVOID or DENY entry to the intruder **"DEFEND"** your location by:

- Physical force using any weapons available such as furniture
- Be aggressive, be loud, and be sure of your actions
- Commit to your pre-developed plan of action

WHEN THE POLICE GET TO YOU:

- Show them your empty hands
- Do what they tell you at once

## Assault/Violence

Don't wait if you observe an assault or an act of violence.

- **Remain calm.**
- If safe to do so, advise others to avoid the situation so no bystanders are hurt.
- Assist the officers when they arrive by supplying them with information.

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## Bomb Threat

### If you receive a bomb threat by phone:

- Keep the caller on the line as long as possible.
- Have someone nearby call the Office of Safety and Security from a **non-cellular phone**.

### If possible, note the following:

- Time of call
- Approximate age of caller
- Gender of caller
- Speech pattern of caller or any accents
- Emotional state of caller

### If possible, ask the following:

- Where is the bomb located?
- What building and what floor?
- Why did you place the bomb?
- When will the bomb go off?
- Is this bomb in a container, backpack, bag or pipe?

### If you receive a written (email or letter) bomb threat:

#### Contact Safety and Security:

- **Dial 8111 from any campus office phone**
- **Dial (585) 385-8111 from a non-cellular phone**

Save threat message and any packaging.

**Do not** check the area! Let the proper authorities do their job; they have the training, expertise, and equipment.

## Chemical Exposure/Hazardous Materials

Evacuate the area immediately and make certain that individuals in the classroom/lab have evacuated the affected areas at once.

- **Seal/lock the area** if at all possible to prevent further exposure or contamination.
- **Alert others** when you evacuate and call the Office of Safety and Security.
- **Assume chemical vapors are toxic.** Where unidentified vapors are involved, always assume they are toxic or hazardous.

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- **Be specific** about the nature of the involved material, the amount if known, and the exact location.
- **Wait for direction** and try not to expose yourself or others.
- **Take notice** of any person with difficulty breathing, fainting, or any other adverse medical symptoms.
- **Alert instructor** if not aware.

## Disruptive Student

If a student is disruptive in a classroom or office and you are unable to end the disruption, call Safety and Security at 585-385-8111 to respond to your location.

## General Student Concern

Something a student said, wrote, or their behavior or absence concerns me:

- Call Safety and Security at 585-385-8025
- Call the Assistant Dean of Students at 585-385-8007
- Raise a “General Concern” or “Student Absence” flag in [FisherLink](#)

## Fire

- **Exit the building** and activate the closest pull station to alert Safety and Security. If necessary, campus dispatch will contact 911.
- **Stay low** on your knees or crawl to avoid smoke.
- **Alert others** as you exit.
- **Do not use elevators** during a fire; use stairwells if they are smoke free.
- Once out, **stay away** from the building and the responding emergency team.
- **Do not re-enter** the building for ANY reason until given the all clear.

### If trapped during a fire:

- **Shout** at regular intervals to alert emergency crews as to your location.
- **Find a window** and place an article of clothing outside as a marker.
- **Cover your nose and mouth** with a wet cloth or towel if possible.
- **Stay low** on your knees or crawl to avoid smoke.

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## Medical Concern/Absence

If the student reports they will be out sick for an extended period

- Do not ask them for medical documentation.
- Raise the Medical/Mental Health Concern flag in [FisherLink](#).

## Medical Emergency

Serious medical emergencies often require the patient to be transported by ambulance. Make sure area to the patient is clear.

- **Injury**—Cover the patient with a blanket or coat to prevent loss of body heat. **Don't move an injured person.**
- **Seizure Activity**—Clear the area around the patient to protect them from further injury. Do not restrain or place anything in the patient's mouth. Most seizures last for less than one minute.
- **Diabetes**—Patients having a diabetic reaction may act differently than usual. They may have poor coordination and sometimes even appear intoxicated. Stay with the patient until emergency responders arrive.
- **Chest Pain**—Have the patient rest and stay with the patient until emergency responders arrive.
- St. John Fisher University Security Officers are all certified in CPR and first aid. They are equipped with an AED (Automated External Defibrillator).

## Mental Health Concern

If the student is not in immediate danger, but you are concerned about their mental health:

- Talk to the student and share your concern for their wellbeing.
- Talk to the student about any supports they may currently have and encourage them to reach out.
- Help the student sign up for an appointment at the Health and Wellness Center through the [Patient Portal](#).
- Raise the Medical/Mental Health Concern flag in [FisherLink](#).

## Mental Health Emergency

If the student is in immediate danger of hurting themselves or others:

- Call Safety and Security **immediately** at 585-385-8111
- Do not walk them to the Health and Wellness Center unless instructed to by Safety and Security.

If the student is off campus, Security will contact 911.

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## Sexual Misconduct and Title IX

As a St. John Fisher employee, you may learn of an incident of sexual harassment, sexual assault, dating violence, domestic violence, stalking, or sexual exploitation. How you respond is important to the person disclosing and for the institution.

All employees are Responsible Employees. The only exceptions are Fr. Kevin in Campus Ministry and the Health and Wellness Center staff. Being a Responsible Employee means that you are required to share information relevant to actual or potential policy violations with the Title IX Coordinator as soon as practical.

The Title IX Coordinator is here to help you navigate any disclosure or personal experience: call 585-385-8232, e-mail [titleix@sjfc.edu](mailto:titleix@sjfc.edu) or [mflaherty@sjfc.edu](mailto:mflaherty@sjfc.edu), or stop by Campus Center 229 to talk.

### Steps to take:

**Clarify:** If you think you might hear a disclosure, or the person has already disclosed, let the person know about your responsibility to share information with the Title IX Coordinator in a manner that does not isolate or withdraw support from the individual. If they are choosing to disclose to you, it's likely because they trust you and it has taken substantial courage for them to get to this point.

*"This might be uncomfortable, and I need to say it because I want to be transparent, and I want to do my best to support you."*

*"The Title IX Coordinator will reach out to talk. You are not required to respond, but it could be helpful and I would encourage you to talk with them."*

*"We can talk to the Title IX Coordinator together, if you'd like."*

**Listen:** Be mindful of what barriers they have had to overcome to share this with you. It is not your role to investigate and it is not appropriate to press for details.

*"Thank you for sharing and trusting me with this."  
"You've been through a lot. How can I help you be successful in this class/on this assignment?"  
"It's not your fault."  
"You didn't deserve this."*

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**Check:** Ask if they have immediate safety concerns. If necessary, call Safety and Security and/or the Title IX Coordinator.

*“Are you safe?”*

*“Do you have any immediate safety or wellness concerns?”*

**Refer and Report:** Refer to campus resources

- Meg Flaherty, PhD., Title IX Coordinator, Campus Center 229, 585-385-8232, [titleix@sjfc.edu](mailto:titleix@sjfc.edu)
- *After hours (24/7): Call Safety & Security and ask for the Title IX Coordinator*
- Safety & Security: 585-385-8111 | Haffey Hall Lobby

## Suspicious Package

If you observe a suspicious object on campus, do not handle it. **Clear the area immediately** and contact Safety and Security from a **non-cellular phone**.

## Suspicious Person/Crime

Don't wait if you observe a suspicious person or a crime.

- **Remain calm.**
- **Focus on the details**—clothing description, physical characteristics, more than one suspect, etc.
- **Assist the officers** when they arrive by supplying them with information.

## Threat

If you have been threatened by anyone on campus, call Safety and Security at 585-385-8111 or by dialing 8111 from any campus phone to make a report.