

# IN CASE OF EMERGENCY

Cornell University Fire Safety Plan (September 2009)

CALL  
**911**

**EMERGENCY**

## Fire Emergency

1. REPORT
  - Alert others in the immediate area and evacuate the room.
  - Activate fire alarm pull boxes to sound the alarm.
    - ✓ The fire department is automatically notified.
  - CALL 911 from a safe location
    - ✓ Report the location and size of the fire
2. CONFINE THE FIRE BY CLOSING THE DOOR TO THE ROOM.
3. EXIT VIA THE NEAREST SAFE ESCAPE ROUTE
  - Feel the upper part of the door – do not open it if it is hot.
  - Open door slowly if it is cool, be ready to close it if smoke or heat is present.
  - Walk, do not run to exits. Use stairways to exit, do not use elevators.
4. MOVE TO YOUR EMERGENCY MEETING SITE
  - Report any missing or trapped people to the emergency responders
  - Move away from the building

EVACUATION ALARM SIGNALS  
*for this facility may include*  
HORNS / STROBES / VOICE

## Medical Emergency

1. PROTECT VICTIM FROM FURTHER INJURY
  - Remove any persistent threat to the victim.
  - Do not move the victim unnecessarily.
2. CALL 911 TO OBTAIN EMERGENCY MEDICAL CARE
  - Report the location of the person and the nature and extent of injuries.
  - Call from a safe location.
3. PROVIDE FIRST AID IF YOU HAVE APPROPRIATE TRAINING

## Police Emergency

1. PROTECT YOURSELF FROM HARM
  - Attempt to remove yourself from any danger.
2. CALL 911 TO OBTAIN POLICE ASSISTANCE
  - If possible, call from a safe location.
3. PROVIDE THE FOLLOWING INFORMATION TO THE POLICE:
  - Location of Crime
  - Nature of crime & specifics
  - Any injuries
  - Description of suspects
  - Direction of travel of suspects
  - Description of vehicles involved
4. DO NOT PURSUE OR ATTEMPT TO DETAIN SUSPECTS

## Other Emergencies

1. EVACUATE IF NEEDED and CALL 911 TO REPORT OTHER EMERGENCIES

For more information on Fire Prevention: [www.ehs.cornell.edu/fire](http://www.ehs.cornell.edu/fire)