

Classroom Emergency Preparedness Information

REPORTING AN EMERGENCY



EMERGENCY
CALL 9-1-1 FIRE
POLICE
MEDICAL

COURSE INFORMATION

Instructor:

Course:

Building/Room:

FIRE

Evacuate

- If the fire alarm is not sounding, activate the nearest alarm pull station.
- Call **911** to report the fire.
- Notify and assist people in the immediate area if safe to do so.
- As you leave, close doors behind you to limit the movement of smoke or flames.
- Do not re-enter the building until authorized to do so by emergency personnel.
- Never assume an alarm is false.
- Do not use elevators.
- If unable to exit the building, go to the nearest area of safety such as an exit stairwell or area of refuge and call **911** to report your location.
- If trained and safe to do so, use a fire extinguisher if the fire is small and contained, and the room is not filled with smoke.

Evacuation Exits, Meeting Areas, Phones

Two Emergency Exits Are Located:

- 1.
- 2.

Primary Meeting Area:

-

Nearest Landline Phone:

-

MEDICAL EMERGENCY

Contact Emergency Services

- Call **911** to report the emergency.
- If trained, respond according to your training.
- AED is located:
- “Stop-the-Bleed” Kit is located:

ACTIVE SHOOTER / ACTIVE THREAT

RUN	HIDE	FIGHT
If possible	If escape is not possible	Only as a last resort

If an active shooter or violent person is in your vicinity, please attempt to take the following steps:

- **RUN:** If there is a safe escape path, exit the building immediately and call **911**
- **HIDE:** If exiting is not possible, find a place to hide, and secure yourself in place by locking the door and/or blocking the door with large objects to prevent entry. Call **911**
- **FIGHT:** As a last resort, and when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter

SUNY Cortland ALERT

In the event of a campus emergency, the University will activate the University’s Emergency Notification System to provide critical information. SUNY Cortland ALERT utilizes the following methods to send emergency notifications.

- Website: cortland.edu
- Email
- Text Messages
- Digital Message Boards
- Classroom and Office Phone Speakers
- Outdoor Warning Siren and Speakers

For more information on these and other topics, please visit cortland.edu/emergency or scan the QR code below

