

# Adelphi University Emergency Procedures

## General Building Evacuations

- ⇒ When a fire alarm sounds or when directed by other means to evacuate a building, all occupants shall immediately evacuate.
- ⇒ Never use elevators during an emergency evacuation unless absolutely necessary.
- ⇒ Be aware of the marked exits from your location in the building.
- ⇒ Know the location of fire pull stations and fire extinguishers and know how to use them.
- ⇒ When the building evacuation fire alarm is sounded or when you are directed to leave by a member of the Garden City Fire Department, the Garden City Police Department, Evacuation Warden, or a member of the Department of Public Safety and Transportation, walk quickly but do not run to the nearest marked exit and ask others to do the same.
- ⇒ Once outside, proceed to a clear area at least 150 feet (half a football field) upwind from the building. Keep walkways clear for emergency vehicles. Adelphi Public Safety Officers will assist with directions.
- ⇒ An Incident Command Post (ICP) will be established near the emergency site by the Department of Public Safety and Transportation. Keep clear of the ICP unless you have important information to report.
- ⇒ Do not return to the building until you are told to do so by a representative of the Garden City Fire Department, Garden City Police Department, the Evacuation Warden or a member of the Department of Public Safety and Transportation.

## Hostile Intruder

How to respond if a Hostile Intruder is in your vicinity;  
**RUN**

- ⇒ If there is a safe escape path, attempt to evacuate
- ⇒ Prevent others from entering the area
- ⇒ Evacuate whether others agree or not
- ⇒ Meet at a predetermined area, do not leave campus
- ⇒ Leave your belongings behind
- ⇒ Call 911 when you are safe
- ⇒ Help others escape if possible

### HIDE

- ⇒ Lock and/or blockade the door
- ⇒ Hide behind large objects
- ⇒ Silence your cell phone
- ⇒ Remain very quiet

### FIGHT

- ⇒ Attempt to incapacitate the shooter
- ⇒ Act with physical aggression
- ⇒ Improvise weapons
- ⇒ Commit to your actions

**When Law Enforcement arrives on the scene:**

- ⇒ Do exactly as the team of officers instructs
- ⇒ Do not approach the officers
- ⇒ Keep your hands visible, fingers spread, and empty.

## Fire

- ⇒ Anyone having evidence of, or seeing an immediate threat to life due to a fire or smoke condition, should go to the nearest fire alarm pull station and activate the alarm.
- ⇒ Evacuate the Building(s) and contact the Department of Public Safety at 516.877.3511 or dial 911
- ⇒ Do not attempt to put a fire out unless there is a fire extinguisher nearby and the fire is small and under control.
- ⇒ In the event of an emergency evacuation, persons with physical disabilities should immediately respond to an area of refuge until responding personnel arrive. If it is safe to do so, the person with a disability request assistance in exiting the building rather than proceed to an area of refuge.

## Severe Weather: Hurricanes/Tornadoes/Earthquakes

- ⇒ **Watch vs. Warning:** A *watch* is a possibility of an event to take place so prepare to take action (know a safe spot). A *warning* is when the event is happening so you need to get to safety.
- ⇒ **Severe Weather:** stay indoors and away from windows until the severe storm passes.
- ⇒ **Hurricane:** when the University orders an evacuation, you must do everything possible to comply. The University will provide as much notice as possible to assist in making arrangements for your safety.
- ⇒ **Tornado:** go to the lowest possible floor and to an interior room, interior hall, or a small room such as a closet or bathroom. Avoid upper floor rooms and areas with exterior windows. Basement interior hallways and small interior rooms offer the best shelter.
- ⇒ **Earthquakes:** if indoors, stay indoors. Attempt to get under a table or desk or any place one feels safe. If outdoors, stay there but move away from buildings, streetlights, and utility wires.

## Power Outage

- ⇒ Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- ⇒ Turn off and unplug computers and other voltage sensitive equipment.
- ⇒ For information about a prolonged outage, check the Adelphi University website at [www.adelphi.edu](http://www.adelphi.edu) or the local media.

## Campus Closure

- ⇒ Closure options include (but not limited): closed for the day and evening; closed for the evening beginning at 4 p.m.; closed for the morning with a "delayed" start, etc.
- ⇒ Tune to a local radio or TV station or visit [www.adelphi.edu](http://www.adelphi.edu) for campus closure information.
- ⇒ The following radio and television stations are utilized to advise staff, faculty, students, parents and the general public relative to University closings:
  - \* **AM Radio Stations:** WCBS 880 AM; WINS 1010 AM; WHLI 1100 AM; WFAN 660 AM; WLNY 1055 AM
  - \* **FM Radio Stations:** WLNG 92.1 FM; K 98.3 FM; 103.1 MAX FM; WALK 97.5; THE SHARK- 94.3 FM; WBAB 102.3 FM; WBLI 106.1 FM
  - \* **Television Stations:** WCBS Channel 2; WNBC Channel 4; News 12 (Cablevision); Campus TV Channel 109

## Bomb Threat

- ⇒ Use "Bomb Threat Card" (under phone) to record information about potential Bomber
- ⇒ Contact the Department of Public Safety at 516.877.3511 or dial 911.
- ⇒ Evacuate the building(s) or if directed to, Shelter-In-Place.
- ⇒ Do not re-enter the area until authorized

## Suspicious Person

- ⇒ Do not physically confront the person.
- ⇒ Do not let anyone into a locked building or office.
- ⇒ If the individual is inside, do not block the person's access to an exit.
- ⇒ Contact the Department of Public Safety at 516.877.3511 or dial 911. Provide as much information as possible about the person and their direction of travel.

## Suspicious Object

- ⇒ Do not touch or disturb object.
- ⇒ Contact the Department of Public Safety at 516.877.3511 or dial 911.
- ⇒ Notify a supervisor, faculty, or staff member immediately.
- ⇒ Be prepared to evacuate.

**REMAIN CALM. CONTACT ADELPHI PUBLIC SAFETY.  
PROVIDE ASSISTANCE TO OTHERS, IF NECESSARY**

**Report an Emergency to Adelphi Public Safety:**

**Call 516.877.3507 / 516.877.3511**

**Dial "5" from any Campus Phone**

**[Safety.adelphi.edu](http://Safety.adelphi.edu)**

