



Chautauqua Institution

# EMERGENCY GUIDE

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REPORT ALL CALLS TO CHAUTAUQUA INSTITUTION POLICE [716 357-6225](tel:7163576225) AND **911**



Chautauqua Institution

# EMERGENCY GUIDE



## REPORTING EMERGENCIES / CONTACT INFORMATION

**Medical – Fire – Police Emergency - CALL 911 Immediately**



Chautauqua Institution Police **716-357-6225**



Chautauqua County Sheriff's Office **716-753-2131**



New York State Police **716-665-3113**

Chautauqua Buildings and Grounds **716-357-6208**    Poison Control **800-222-1222**

**REPORTING EMERGENCIES / CONTACT INFORMATION**

# FIRE

**IN ALL CASES OF FIRE, PULL FIRE ALARM AND CALL 911 IMMEDIATELY**

- Quickly evacuate all rooms, close doors but do not lock doors.
- Follow Evacuation Procedure (next page).

**FIRE**

# BUILDING EVACUATION

**Building is to be evacuated when alarm sounds or upon notification by appropriate personnel**

- Leave personal belongings behind (coats, purses, etc.).
- Leave building by the nearest marked exit and alert others to do the same.
- Once outside, proceed to a safe area away from the building.
- Remain outside until the “All Clear” signal is given by Institution personnel.

**BUILDING EVACUATION**

# TORNADO / EARTHQUAKE

Stay away from exterior walls and windows. Stay inside, remain as calm as possible and follow these steps:

## Tornado

- Seek refuge in a basement, doorway, or under desk or table. STAY AWAY FROM GLASS WINDOWS.
- If outdoors, quickly move away from buildings, utility poles and other structures. Always avoid utility lines.
- For tornados, lie flat with head covered in a low-lying area if possible.

## Earthquake

- After the initial shock, evaluate the situation and if emergency help is needed, dial **911**.
- If an emergency requiring immediate evacuation exists, activate the fire alarm (if applicable), move to nearest exit and alert others.
- Damaged facilities, gas leaks and power failures should be reported as soon as practical.

TORNADO / EARTHQUAKE

# HAZARDOUS MATERIALS SPILL

- Vacate the affected area at once and if possible, block it off to prevent further contamination of other areas.
- As soon as possible, call the Chautauqua Police at 716-357-6225, or **911** if an immediate emergency.
- If necessary or instructed to do so by authorized personnel, activate the building fire alarm and follow evacuation procedures.
- Anyone who may be contaminated by a spill is to avoid contact with others if possible. They should remain in the vicinity and give their names to appropriate personnel.
- Authorities may contact HAZ-MAT, fire department, County Health Department and/or medical personnel if necessary.

HAZARDOUS MATERIALS SPILL

# UTILITY FAILURES

**IF THERE IS A POTENTIAL FOR DANGER, CALL 911 and/or ACTIVATE FIRE ALARM AND FOLLOW EVACUATION PROCEDURE**

- **Electrical Failure:** Where available, generators will provide emergency power.
- **Elevator Failure:** If trapped in an elevator, push the emergency alarm and/or use the emergency telephone.
- **Downed Utility Lines:** Maintain a safe distance and avoid downed lines or anything in contact with them.
- **Gas Leak:** **DO NOT** turn on light switches, or use telephones or any electrical equipment. **DO NOT PULL FIRE ALARM.** Leave the area and call 911 or the Chautauqua Police at (716) 357-6225.
- **Steam Line Failure:** Contact Chautauqua Institution Buildings and Grounds.
- **Ventilation Problem:** If smoke odors come in through ventilation system, immediately vacate the area and contact Chautauqua Institution Buildings and Grounds.
- **During an Extended Water Outage:** Hand sanitizer and bottled water will be made available.

## UTILITY FAILURES



# SHELTER IN PLACE

To shelter in place means to seek immediate shelter and remain there during an emergency rather than evacuate.

**IT IS USUALLY PREFERRED TO EVACUATE. WHEN NOT SAFE TO EVACUATE, SHELTER IN PLACE SHOULD BE USED.**

- Preferred location is an interior room, hallway or stairwell with few or no windows.
- Preferred location would have access to restrooms and drinking water.
- If underground shelter is not an option, go to an interior room or hallway on the lowest level.
- Stay away from windows, doors and outside walls, if possible. Go to the center of the room.

## **Weather-related shelter in place recommendations:**

- At times it may be best to remain indoors (tornado, earthquake, severe thunderstorm, hail).
- Determine where to take shelter if instructed to do so.
- If indoors: Drop to the ground and take cover under furniture. During earthquake, hold on until shaking stops.
  - Stay away from windows, outside doors and walls.
  - Stay inside until safe to go outdoors. DO NOT USE ELEVATORS.

## **Violent Person shelter in place recommendations:**

- If you have determined that it is unsafe to get out, hide in a location where doors can be secured.
- Remain as calm as possible. Silence cellphone and follow Active Shooter page of this guide.

**SHELTER IN PLACE**

# ACTIVE SHOOTER

**ACTIVE SHOOTER: If you hear shots fired or witness an armed person shooting at people.**

- Quickly determine the best way to protect your life (see below).
- Notify the police at **911** or Chautauqua Institution Police at 716-357-6225 if you can safely do so.

## **Evacuate If Possible:**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

## **Hide Out:**

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place, turn off lights and lock doors.
- Place yourself and others strategically in the room. DO NOT huddle together.
- Silence cellphones. • Ignore fire alarms, unless you see smoke or fire.

## **Take Action:**

- As a last resort and only when your life is in imminent danger, **FIGHT!**
- Attempt to incapacitate the shooter. Use anything you can find around you as a weapon.

**ACTIVE SHOOTER**

# SUSPICIOUS PACKAGE / BOMB THREAT

## A package may be considered suspicious if:

- \*It has no return address
- \*Excessive postage
- \*Stains on package
- \*Strange odor
- \*Strange sounds coming from package
- \*Unexpected delivery
- \*Poorly handwritten
- \*Misspelled words
- \*Incorrect titles or generic title
- \*Marked "personal" or "confidential"

## SUSPICIOUS PACKAGE ON GROUNDS:

- If you observe a suspicious package or potential explosive device, DO NOT HANDLE, MOVE OR TAMPER WITH PACKAGE.
- Clear the area immediately and call **911** and the Chautauqua Police at **716-357-6225**.
- DO NOT USE CELLPHONE WITHIN 300 FEET OF A SUSPICIOUS PACKAGE.

## BOMB THREAT BY TELEPHONE:

- Any person receiving a bomb threat by telephone should attempt to keep the conversation going for as long as possible. Use alternate phone to alert authorities.
- Use a calm voice to engage the caller and note the conversation using the last page of this guide.
- If an emergency requiring immediate evacuation exists, activate the fire alarm, walk quickly to the nearest exit and alert others to do the same. Follow building evacuation steps.
- Immediately call **911** or the Chautauqua Institution Police **716-357-6225**

**SUSPICIOUS PACKAGE / BOMB THREAT**

# WHAT TO DO IF YOU RECEIVE A BOMB THREAT BY TELEPHONE

## QUESTIONS TO ASK CALLER:

1. Where is the bomb located? \_\_\_\_\_ 2. When will it go off? \_\_\_\_\_ 3. What does it look like? \_\_\_\_\_  
4. What kind of bomb is it? \_\_\_\_\_ 5. What will make it explode? \_\_\_\_\_ 6. Did you place the bomb? Yes  No   
6. Why did you place the bomb? \_\_\_\_\_ 7. What is your name? \_\_\_\_\_

## EXACT WORDING OF THE THREAT:

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## INFORMATION ABOUT THE CALLER:

Where is caller located (background/ level of sounds)? \_\_\_\_\_  
Estimated age: \_\_\_\_\_ Is voice familiar? Yes  No  If yes, who does it sound like? \_\_\_\_\_

## CALLER'S VOICE:

Male\_\_ Female\_\_ Accent\_\_ Angry\_\_ Calm\_\_ Clearing throat\_\_ Coughing\_\_ Cracking voice\_\_ Crying\_\_ Deep\_\_ Deep breathing\_\_ Disguised\_\_  
Excited\_\_ Incoherent\_\_ Laughter\_\_ Lisp\_\_ Loud\_\_ Message read\_\_ Nasal\_\_ Normal\_\_ Ragged\_\_ Rapid\_\_ Slow\_\_ Slurred\_\_ Soft\_\_ Stutter\_\_

OTHER INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SUSPICIOUS PACKAGE / BOMB THREAT

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