



USMMA On-Campus Emergency Guide

ALWAYS REMAIN CALM DURING EMERGENCIES

GENERAL EMERGENCY NUMBERS:

POLICE/FIRE (Public Safety): 516.726.5911(X5911)

MEDICAL EMERGENCY/AMBULANCE: 516.726.5858 (X5858)

EMERGENCY RESPONSE PROCEDURES

Evacuate

- ◆ If the fire alarm sounds or you are notified by an official, evacuate using the nearest exit or alternative if nearest exit is not safe.
- ◆ If safe to do so assist others, especially the disabled.
- ◆ Alert emergency personnel of the location of people still in the building and those unaccounted for.
- ◆ Do not return to the building until emergency personnel has cleared it for re-entry.

Lockdown

- ◆ Stay out of line of sight of windows and doors.
- ◆ Close and lock doors and windows (if it is safe to do so).
- ◆ If it is safe to do so, barricade doors.
- ◆ Cover doors and window (close blinds).
- ◆ Turn off room or office lights and **remain quiet**. If you have a cell phone, silence it completely (this means no vibrate mode).
- ◆ Faculty, Staff and Midshipmen who are outside must move quickly to a safe space/room and follow these lockdown procedures.
- ◆ Stay in place until emergency personnel notify you that it's safe to leave.

Shelter-in-Place

- ◆ Get indoors—shut and lock all doors and windows. Stay away from doors and windows.
- ◆ Faculty members who are conducting class should remain in their classroom.
- ◆ If the Shelter-in-Place order or requirement is related to air contamination, shutdown air conditioning and heating units if you have the ability to.
- ◆ Stay in place until Academy officials or emergency officials notify you that it is safe to leave.

EMERGENCIES

Active Shooter/Terrorism

- ◆ If you hear or see a person with a weapon, find a safe haven.
- ◆ Initiate **LOCKDOWN** procedures. Get down on the floor and ensure that no one is visible from outside the room.
- ◆ Silence cell phone, including vibrate.
- ◆ Call Public Safety **516.726.5911**.
- ◆ **DO NOT** stay in open hallways.
- ◆ **DO NOT** activate a fire alarm. Evacuation could put building occupants in harms way.
- ◆ If you can do so safely, alert the authorities of the location of the shooter.
- ◆ Follow instruction from emergency personnel.
- ◆ Keep your hands empty and in plain view at all times for police officers.

Bomb Threat

- ◆ If determined that an evacuation is necessary, **EVACUATE** the building.
- ◆ **DO NOT** use cellphones or radios .
- ◆ Report any unusual observations to emergency personnel.
- ◆ Report to Public Safety as soon as possible at **516-726-5911**.

Carbon Monoxide

- ◆ Open all windows and doors.
- ◆ **EVACUATE** the building immediately and go outside for fresh air.
- ◆ If it is safe to do so, assist others in need of help.
- ◆ Advise others not to enter the building.
- ◆ Call Public Safety as soon as you can at **516-726-5911**.

Fire

- ◆ Alert others in the area, pull fire alarm, and **EVACUATE**. **DO NOT** use elevators.
- ◆ Close doors and windows as you leave—**DO NOT** lock!
- ◆ Feel closed doors with back of hand. **DO NOT** open if doors are hot.
- ◆ Move far away from the building once evacuated.
- ◆ Report to Public Safety at **516-726-5911**.

Gas Leak/Fumes

- ◆ Immediately **EVACUATE**. **DO NOT** use elevators.
- ◆ **DO NOT** turn anything on or create any type of spark. **DO NOT** use or turn on a cellular phone.
- ◆ If you can, open all windows.
- ◆ Report to Public Safety at **516-726-5911**.
- ◆ Stay far away from building.

Hazardous Materials

- ◆ Move away from the hazard to a safe location.
- ◆ If an emergency or if anyone is in danger, call Public Safety.
- ◆ Alert others to stay clear of the area.
- ◆ Alert emergency personnel if you have been exposed.
- ◆ If this is a non-emergency, call **516-726-5909**.

Severe Weather Threat

- ◆ Seek shelter to **Shelter-in-Place**.
- ◆ Stay away from windows, close doors.
- ◆ Move to interior room/hallway on the lowest floor.
- ◆ Remain in safe area until danger has passed.

Suspicious Package

- ◆ Do not touch or disturb object.
- ◆ Call Public Safety—provide the location and description of the package/object.
- ◆ Notify your supervisor or commanding officer.
- ◆ If told to **EVACUATE**, look around for anything suspicious to report to authorities.