**EMERGENCY PROCEDURES**
PUBLIC SAFETY (516) 463-6789

**MEDICAL EMERGENCY**
CALL 516-463-6789 or 911 from any available telephone (cell, landline, etc.) and describe the nature of the medical problem and the location of the emergency on campus.
- If you have been trained quickly:
  - Control serious bleeding by applying direct pressure on the wound.
  - If the victim is not breathing, begin CPR – Push hard and fast in the center of the chest.
  - If an AED is available, turn on the unit and follow the simple instructions to use it.
  - Keep the individual(s) still & comfortable. Do not move them, unless they are in danger.
  - Remain with the injured person until help arrives.

**FIRE**
1. ACTIVATE the fire alarm using a manual pull station.
2. EVACUATE the building using the nearest exit or stairwell. Close doors as you evacuate the area.
3. ASSIST anyone requiring help to evacuate the building
4. DO NOT use the elevators.
5. CALL 911 or 516-463-6789.
6. Evacuate to the assigned meeting area for the building so an accurate count can be performed.
7. NEVER re-enter the building unless instructed to do so by Public Safety.

**EVACUATION**
- Do not delay your evacuation. Take your phone but leave all personal items.
  - Close all doors as you are leaving.
  - Evacuate using the stairs ONLY and go to the assigned evacuation assembly area.
  - Assist others as you are able.
  - Make every effort to evacuate persons with physical limitations without interfering with the egress of others. If a person cannot be moved, they may shelter-in-place.
  - Assembly in the Designated Assembly Area. Remain there.
  - Do not re-enter the building until told to do so by Public Safety.

**ACTIVE SHOOTER**
BE PREPARED TO RUN, HIDE, OR FIGHT:
- If possible, quickly exit the building and evacuate to a safe area away from danger.
  - CALL 911 or 516-463-6789.
  - If it is not possible to exit safely, get to an enclosed room or office and lock or barricade the door. Turn off the lights and keep quiet. Turn down your cell ringer. Take protective cover.
  - If the armed assailant enters your area, your option may be limited to fighting them to survive. Use anything you can find as an improvised weapon and attack with others if possible.
  - Do not give up for any reason. Try to disable the intruder.

**EARTHQUAKE**
- Be prepared to run, hide, or fight:
  - If possible, quickly exit the building and evacuate to a safe area away from danger.
  - CALL 911 or 516-463-6789.
  - If it is not possible to exit safely, get to an enclosed room or office and lock or barricade the door. Turn off the lights and keep quiet. Turn down your cell ringer. Take protective cover.
  - If the armed assailant enters your area, your option may be limited to fighting them to survive. Use anything you can find as an improvised weapon and attack with others if possible.
  - Do not give up for any reason. Try to disable the intruder.

**BOMB THREAT**
- IF YOU ARE CALLED BY A PERSON THREATENING A BOMB ATTACK:
  - Have someone else CALL 516-463-6789 to report the threatening call.
  - Keep talking to the caller as long as possible and ask the following:
    1. What does the bomb look like? What kind of bomb is it??
    2. Where did you place the bomb?
    3. What is your name?
    4. Why did you plant the bomb?
    5. When is the bomb going to detonate?

**WEATHER/POWER EMERGENCY**
During a weather emergency, please check hofstra.edu/alert for important information. You can also call the emergency weather phone line 516-463-1234 for additional information. For your safety and the safety of those around you, respond quickly to all instructions from emergency officials.
- In the event of a power outage, call 516-463-6789 and remain calm. Turn off light switches.
- Unplug all electrical equipment including computers and appliances.
- If you are in an elevator when power goes out, call 516-463-6789 and do not attempt to exit.
- In both instances, await instructions from University personnel.

**HAZARDOUS MATERIALS**
If a chemical or biohazard spill occurs within any campus building, CALL 516-463-6789.
- If a chemical spill occurs outside of a building or from an off campus source, follow the shelter-in-place procedures.
- In either case, notify Public Safety if you have been exposed to a chemical.
- If exposed, avoid contact with other students, faculty, or staff.
- If evacuating, move to an area upwind and away from the doors.
- Use your clothing or other clean, dry material to shield your nose, eyes, and mouth if possible.
- Remain calm and be prepared to move quickly if notified to do so by authorities.