



Evacuation Procedures

In the event of an alarm or other notification, evacuation is mandatory.

- DO NOT USE elevators.
- USE stairs or fire escapes.
- Take small personal belongings (ID, keys, wallet, etc.) with you.
- Gather in designated assembly area unless otherwise directed.
- Do not re-enter the building until directed by authorities.
- **If you are unable to evacuate:**
 - Move to a room/location near the stairwell or far away from the hazard as possible.
 - Call 911 or Public Safety (8-2222) & inform them of your location and the situation.



Workplace Safety Suggestions

- Let Public Safety know:
 - When working off-hours or in secluded locations.
 - If you see suspicious person or activity
- Never leave personal property unattended.
- Keep valuables secured.
- Close and lock your desk drawers and/or your office whenever you leave.
- Keep sensitive & confidential information secure (locked up).
- Log off your computer when away.
- Acknowledge unknown visitors:
 - "May I help you?"
- Escort guests from building lobby.
- Meet food deliveries in lobby.
- Have a CODE WORD in your office for difficult situations.



Fire

In the event of a fire, or if you smell smoke, follow the acronym R.E.A.C.T.:

- R** - remove persons in immediate danger.
- E** - ensure doors are closed.
- A** - activate the building alarm.
- C** - call the Fire Department (9-911).
- T** - treat ALL fires as DANGEROUS.

Other safety procedures in a fire include:

- Always exit the building when fire alarm activates on your floor.
- Use stairs, not elevators, to evacuate during a fire emergency.
- Unless otherwise directed, report to the designated assembly area during all drills and emergencies.
- Inform Public Safety or emergency responders the location of any person unable to evacuate.
- Immediately inform emergency responders or NYU staff if you are aware of anyone missing.

Emergency Numbers

| | |
|-----------------------------------|------------------|
| Emergency | 9-1-1 |
| Public Safety | 8-2222 |
| NYU Client Service Center | 8-1001 |
| NYU Environmental Health & Safety | 8-1450 |
| Poison Control | 9-1-212-764-7667 |

My Location is:

Bldg: _____

Address: _____

Floor: _____ Room: _____

Phone No: _____



Injury / Incident Protocol

Injuries:

For a life-threatening injury or incident:

- Call **911** (9-911 from campus phones)
- Contact Public Safety at **8-2222** and inform them of the situation and that you have contacted 911

For non-life threatening injury:

- Contact Public Safety at **8-2222**
- Call **(212) 443-1000** to reach the NYU Student Health Center – Urgent Care Reception. Call in advance and let them know if a student or an employee is coming.
- NYU Student Health Center - Urgent Care Reception Desk is located at 726 Broadway, Third Floor.
- Students and employees should not transport an injured individual to a hospital or urgent care center—request assistance from Public Safety. You should accompany the individual if permitted by Public Safety or an ambulance.

Notify your Supervisor (after injured is attended)

- If an employee (including student employees) is injured while working, even if the employee did not receive medical care, a supervisor or HRO must complete [NYU's Work Related Notice of Incident / Injury Form](#) within three (3) days from the date of the incident.
- All injuries, accidents, or near-miss incidents (an accident where no injury may have occurred but potential for injury is high) should be reported on [Steinhardt's Incident/Injury Report Form](#).

Chemical Spill

- Notify your Supervisor
- Contact Public Safety at **8-2222**
- Contact NYU Environmental Health and Safety





Active Shooter

In the event you hear gunfire remember:

RUN. Get out and get away-- quietly and quickly.

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Call 911 when you are safe.

HIDE. If you can't flee, find a place to hide.

- Lock or barricade the doors.
- Turn off lights.
- Remain quiet.
- Stay out of the active shooter's view.
- Silence your cell phone.
- Hide behind large items (e.g., file cabinets, desks) that could provide ballistic protection.

FIGHT. If all else fails, and only as a last resort, attack the shooter with whatever makeshift weapons you can find to disarm and disable. It is best, when possible, to work with others.

When law enforcement arrives:

- Remain calm and follow officer's instructions.
- Keep hands visible at all times.
- Avoid making quick movements toward officers.
- Do not stop to ask the officers for help or directions when evacuating. Just proceed in the direction from which they entered the premises.



Earthquake

If you are indoors when shaking starts:

- **DROP** to the ground and move away from any hazards that may fall on you.
- **COVER** your head and shoulders (as a minimum) with a table, desk or chair.
- **HOLD ON** and wait for the shaking to stop.



Bomb Threat

While most threats are hoaxes, they should all be treated as a real. If you receive a bomb threat obtain as much information as possible.

If you receive a bomb threat by telephone:

- Keep the caller on the line as long as possible. Ask the caller to repeat the info.
- Get as much detail as you can about the proposed threat.
- Pay particular attention to background noises such as motors running, music, and any other noises, which may give a clue to the location of the caller.
- Listen closely to the voice (male/female, young/old), voice quality (calm/excited), accents and speech impediments.
- If the caller does not indicate the time or location of the bomb, ask for this info.
- Immediately after the call, or during it, if possible, notify Public Safety and follow their instructions.



Suspicious Object or Package

If you receive mail, or see an object that you find suspicious:

- Do not touch or disturb the object.
- Leave the object where it is.
- Alert others in the area.
- Notify Public Safety at (212) 998-2222.
- Wash your hands with soap and water.
- If you fear that you may have already been exposed to a hazardous material, remove yourself from the scene to a private area and await medical attention. Medical personnel will come to you.
- Create a list of persons in the room where the package was received.



Suspicious Behavior

If you see somebody acting suspiciously:

- Do not provide him/her access to any secure area.
- Do not physically confront the person.
- In NYC, call Public Safety at 212-998-2222.
- If you see any criminal activity, call 911 (in the US).
- Take note of what the person is wearing and what he/she looks like.
- If the person attempts to flee the area via an exit, allow him/her to leave. Note the direction in which they fled and report it to Public Safety.

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