

## ACTIVE SHOOTER PROTOCOL

When law enforcement is on campus in an emergency situation, note the following:

- Officers may use pepper spray or tear gas to control the situation.
- Officers may be armed with rifles, handguns or shotguns.
- Officers may shout commands and might push individuals to the ground for safety.
- Remain calm and follow officers' instructions.
- Put down any items in your hands, immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Silence cell phones.
- Avoid making quick movements toward officers such as attempting to hold onto them for safety.
- Avoid pointing, screaming and/or yelling.
- Do NOT pull or trigger a fire alarm as this may unintentionally place others at risk.
- The first officers to arrive will **NOT** stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove injured persons.
- Law enforcement may call upon able-bodied individuals to assist in removing the wounded from the premises. Be prepared to assist **ONLY** if asked to do so.

## EMERGENCY NOTIFICATION SYSTEM

D'Youville College has in place an emergency notification system designed to send vital messages to individuals' designated emergency phone/text numbers and e-mail addresses in the event of a disruption of normal campus operations or in case of an emergency.

For more information about the emergency notification system and the procedures for faculty, staff and enrolled students to update their information, e-mail **aliceam@dyc.edu**. If an incident is deemed serious enough, there will be multiple notifications, with the assumption that redundancy is a good thing. In addition to the emergency notification system, other notices may include:

- Website
- E-mail from the DL Manager
- Voicemail
- Signage

At a minimum, **campus security should be notified of any and all incidents**. Campus security will determine who to contact to respond to any incident.

**EMERGENCY  
CAMPUS SECURITY  
716.829.7777**

**NON-EMERGENCY  
716.829.7550**

# Emergency Response Reference Guide

# D'Youville

[www.dyc.edu](http://www.dyc.edu)

320 Porter Avenue  
Buffalo, NY 14201  
716.829.8000

## **BASIC EMERGENCY PROCEDURES**

1. Contact campus security **716.829.7777** and provide your name, location and the nature of the emergency.
2. Call **9-1-1** in the event of an appropriate emergency. Provide your name, location and the nature of the emergency.
3. If the emergency is off-campus (e.g., athletes at an away game) establish communication lines between the scene and appropriate campus officials.

## **EVACUATION PROTOCOL**

1. Remain calm.
2. All building evacuations will occur when an alarm sounds and/or upon notification by campus security or college personnel.
3. When the fire/evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

4. Use stairs in case of fire and/or other emergencies. DO NOT use elevators.
5. Once outside, proceed to a clear and safe area away from the building.
6. Keep driveways and walkways clear for emergency vehicles and personnel.
7. Alert security of any individuals with mobility issues and their location.
8. Do NOT return to an evacuated building unless told to do so by a college official.
9. All D'Youville students and personnel should familiarize themselves with the emergency procedures, know evacuation routes and be prepared to assess situations quickly but thoroughly, using common sense to determine a course of action.
10. Evacuate in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

## **HAZARDOUS MATERIALS**

Any spillage of a hazardous chemical or potentially radioactive material should be reported immediately to campus security at **716.829.7777**.

- Evacuate affected site immediately. Do not walk on or touch any spilled substance. Try to stay upstream, uphill and upwind of accident.
- Cover mouth with cloth while leaving the area. Do not re-enter area for any reason. Remain outside affected area until authorities allow re-entry.

## **CAMPUS LOCK-DOWN PROCEDURES**

“Lock-down” means that everyone in the lock-down area of the campus is not to move from their current location. Lock-down will be announced by

the emergency notification system. An example of a potential lock-down situation would be an active shooter or potential shooter on campus. All students and personnel will be asked to move from halls, common areas, lavatories, etc. into classrooms and offices, preferably those that can lock from the inside.

- Classroom/office doors are to be locked, if at all possible, and/or secured with furniture.
- All individuals in the room should take a seated position on the floor next to a wall, out of view from the door(s) and window(s). In other words, stay out of sight.
- Windows should NOT be covered; leave window coverings (shades, blinds, etc.) open and keep lights as they are.
- Document and attend to any injuries as well as possible.
- No one should be allowed to enter or leave the room under ANY circumstances.
- Do not answer or communicate through the locked door.
- Do not respond to a fire alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.
- Do not talk within your secured area except as absolutely necessary.
- Do not respond to any public address system or other announcements.
- Take attendance including notation of missing individuals. Keep this as a record for use upon release.
- Silence cell phone ringers.
- Lock-down will end ONLY when you are physically released from your room by emergency responders or authorized campus personnel.