

# In Case of Emergency:



## In a Life-Threatening Situation

**IF YOU SEE A SERIOUS INJURY** or a threat to human life, call 911 on any phone.

**OR USE AN EMERGENCY PHONE.** These phones are on every campus, they are wall-mounted and self-dialing. Calls go directly to Public Safety and an officer will answer the call. If a caller can't communicate with the officer, the emergency phone displays the location of the caller and plays a recording stating the location.

**A PUBLIC SAFETY OFFICER WILL BE DISPATCHED TO PROVIDE ASSISTANCE.**

## Public Safety Office

If you see a non-life-threatening situation that requires a public-safety officer, call "0" from a College DESK PHONE or

**CRANFORD:** x7152 if you are in an office with an on-campus phone.  
(908) 709-0268 if no campus telephone is in reach.

**ELIZABETH:** Lessner Building – (908) 965-6070

**Kellogg Building** – (908) 659-5159

**PLAINFIELD:** Logos Building – (908) 412-3595

**Health Science Building** – (908) 791-4922

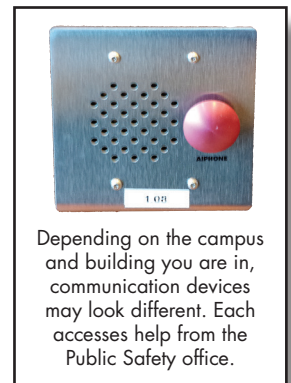
**SCOTCH PLAINS:** Call (908) 222-5964

**Evacuation** Be familiar with the nearest exit and at least one alternate.

If you need to evacuate the building exit as quickly as possible. Move to a location at least 300 feet away (a football field length) from the nearest building. If the nearest exit is a door with an alarm — **USE THAT DOOR.**

## How to Respond When an Active Shooter is Near:

- RUN**
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep your hands visible
- HIDE**
  - Hide in an area out of the shooter's view
  - Block entry to your hiding place and lock the doors
  - Silence your cell phone and/or pager
- FIGHT**
  - As a last resort and only when your life is in imminent danger
  - Attempt to incapacitate the shooter
  - Act with physical aggression and throw items at the active shooter



Depending on the campus and building you are in, communication devices may look different. Each accesses help from the Public Safety office.

## CALL 911 WHEN IT IS SAFE TO DO SO

### HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands, spread fingers, and keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Don't stop to ask officers for help or direction when evacuating

### INFORMATION TO GIVE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

## Emergency Alert System

Union College students, faculty, and staff automatically receive a text-message and email notification when there is an emergency situation. Students receive calls to whatever cell phone or other telephone number they provided with their application. They may change the number by accessing self-service at [my.ucc.edu](http://my.ucc.edu). Employees receive calls based on their employee files and may visit Human Resources to see or change the number on file.

