

# VAUGHN COLLEGE OF AERONAUTICS AND TECHNOLOGY

**Campus Safety is a Community Effort. Remember to report suspicious activity.**

## GENERAL PROTOCOL FOR REPORTING EMERGENCIES

### In an Emergency:

Call Campus Security at 718-505-1024

### Life Threatening Situations:

Call Police/Fire/Emergency Medical Services at 911

### Important:

When Calling 911 or Campus Security, it is important to give your name, location, and the nature of the emergency. Do not hang up until told to do so.

## MEDICAL EMERGENCY & FIRST AID RESPONSE PROTOCOL

In the event of a medical emergency incident involving an injury or illness on campus, call Campus Security at 718-505-1024. If the injury or illness is life threatening, call 911 first, then contact Campus Security and do the following:

1. State the type of medical emergency.
2. Give the location of the victim(s).
3. Stay at the location of the emergency until campus safety arrives

## GENERAL EVACUATION PROTOCOL

1. All building evacuations will occur when Fire alarm sounds and/ or upon notification from Campus Security
2. When the fire evacuation alarm is activated during an emergency follow evacuation route to the nearest marked exit.
3. Use stairs in case of fire and/or other emergencies. DO NOT use elevators.
4. Once outside proceed to a clear and safe area away from the building.
5. Keep driveways and walkways clear for emergency vehicles and personnel.

**IMPORTANT: Do not return to an evacuated building unless told to do so by the Campus Security**

## ACTIVE SHOOTER

### AVOID (run/evacuate)

- If there is an accessible escape path, attempt to evacuate the premises.
- Have an escape plan and route in mind
- Visualize the entire escape route before beginning to move, and avoid using elevators.
- Evacuate regardless of whether others agree to follow.
- Leave your belonging behind. **DO NOT CARRY ANYTHING THAT CAN BE CONFUSED AS A WEAPON.**
- Prevent others from entering areas of danger.

### BARRICADE (hide)

- If it is not possible to evacuate, find a place to barricade yourself where the active shooter is least likely to find you.
- Ideal barricade place should be an area with both visual concealment and ballistic coverage.
- An ideal barricade place should not trap or restrict your options for movement. (Use large items for coverage such as file cabinets and desk).

When barricaded lock the door if applicable, silence cell phones and turn off all sources of noise. Remain Silent.

### CONFRONT (fight/ take action)

- If it is not possible to avoid or barricade, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the threat.
- Collaborate if in a group
- Act aggressively, by throwing items and yelling.
- Commit to your actions

When safe to do so call 911 and provide as much information as you can about the situation. If you cannot speak, leave the line open and allow the dispatcher to listen. When police officers arrive follow all official instructions. Do not attempt to run towards or grab onto police officers. Keep your hands out, open, and above your heads, and most importantly EMPTY.

**DO NOT pull the Fire Alarm this may cause confusion.**

## FIRE EMERGENCY RESPONSE PROTOCOL

### REPORTING A FIRE

1. Pull the nearest fire alarm box.
2. DO NOT attempt to fight the fire. Use extinguisher for personal safety.
3. Follow evacuation route to the nearest marked exit.
4. Notify Campus Security Officer (or if possible call 718-505-1024) that you pulled the alarm and the location

### RESPONSE TO A FIRE ALARM

1. Follow evacuation route to the nearest marked exit.
2. Assist persons with mobility difficulties in exiting the building where possible.
  - A. Move person with mobility difficulties to a stairwell or area of refuge marked on the evacuation map.
  - B. Inform Campus Security Officer if a person is waiting for assistance.
  - C. Emergency response personnel will evacuate persons from areas of refuge
3. Follow evacuation route to the nearest marked exit.
4. Proceed to assembly area.

**Additional Campus Safety information can be found at [www.vaughn.edu/campus-safety-information](http://www.vaughn.edu/campus-safety-information)**

**TO CONTACT THE SECURITY DESK DIAL 718-429-6600, WHEN PROMPT ENTER EXT#**

**MAIN BUILDING: EXT# 130**

**RESIDENCE HALL: EXT# 300**

**SECURITY CAN ALSO BE CONTACTED DIRECTLY AT 718-505-1024**