



## REMEMBER:

To report any emergency or suspicious activity:

Dial 8111 from any campus phone  
Dial (585) 385-8111 from your cell phone  
Press emergency button on a blue light  
Dial 8111 from red residence hall phone  
Press emergency button on classroom phone

When the call is answered, state the following:

Location of the emergency  
Nature and type of emergency  
Your name  
Stay on the telephone until the dispatcher tells you to hang up

If safe to do so, stay in the area until emergency responders arrive. Upon arrival of the emergency responders, further explain the situation as necessary and follow their instructions.

Don't wait if you observe a weapon or an intruder or hear gunshots.

If you see a weapon, or any object being used as a weapon, contact Safety and Security as soon as possible.

If you witness an active shooter, remember: AVOID, DENY, DEFEND

"AVOID" the situation if it is safe and an exit is available.

If you are in an area that is not affected, stay where you are and lock the room you are in or make it safe

If you can leave the affected area, do so quickly and quietly

Get others to follow if possible

When you are safe call Safety and Security or 911

If you cannot leave the area safely "DENY" entry to the intruder by:

Locking doors

Turning off lights

Silencing phones and other electronics

Staying away from doors & windows

Remain in place until an "ALL CLEAR" is given by authorities

If you cannot AVOID or DENY entry to the intruder "DEFEND" your location by:

Physical force using any weapons available such as furniture

Be aggressive, be loud, and be sure of your actions

Commit to your pre-developed plan of action

WHEN THE POLICE GET TO YOU:

Show them your empty hands

Do what they tell you at once

Don't wait if you observe an assault or an act of violence.

Remain calm.

If safe to do so, advise others to avoid the situation so no bystanders are hurt.

Assist the officers when they arrive by supplying them with information.

If you receive a bomb threat by phone:

Keep the caller on the line as long as possible.

Have someone nearby call the Office of Safety and Security from a *non-cellular phone*.

If possible, note the following:

Time of call

Approximate age of caller

Gender of caller

Speech pattern of caller or any accents

Emotional state of caller

If possible, ask the following:

Where is the bomb located?

What building and what floor?

Why did you place the bomb?

When will the bomb go off?

Is this bomb in a container, backpack, bag or pipe?

If you receive a written (email or letter) bomb threat:

Contact Safety and Security:

Dial 8111 from any campus office phone

Dial (585) 385-8111 from a *non-cellular phone*

Save threat message and any packaging.

Do not check the area! Let the proper authorities do their job; they have the training, expertise, and equipment.

Evacuate the area immediately and make certain that individuals in

the classroom/lab have evacuated. (u)-4(a)(s)10(-)-3(in)-4( )JTJET@.00000912 0 62(d)-41E(i)

Be specific about the nature of the involved material, the amount if known, and the exact location.

Wait for direction and try not to expose yourself or others.

Take notice of any person with difficulty breathing, fainting, or any other adverse medical symptoms.

Alert instructor if not aware.

If a student is disruptive in a classroom or office and you are unable to end the disruption, call Safety and Security at 585-385-8111 to respond to your location.

Something a student said, wrote, or their behavior or absence concerns me:

Call Safety and Security at 585-385-8025

Call the Assistant Dean of Students at 585-385



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When you hear a disclosure, you should:

As a St. John Fisher employee, you may learn of an incident of sexual harassment, sexual assault, dating violence, domestic violence, stalking, or sexual exploitation. How you respond is important to the person disclosing and for the institution.

All employees are Responsible Employees. The only exceptions are Fr. Kevin in Campus Ministry and the Health and Wellness Center staff. Being a Responsible Employee means that you are required to share information relevant to actual or potential policy violations with the Title IX Coordinator as soon as practical.

The Title IX Coordinator is here to help you navigate any disclosure or personal experience: call 585-385-8232, e-mail [titleix@sjfc.edu](mailto:titleix@sjfc.edu) or [mflaherty@sjfc.edu](mailto:mflaherty@sjfc.edu), or stop by Campus Center 229 to talk.

Steps to take:

**Clarify:** If you think you might hear a disclosure, or the person has already disclosed, let the person know about your responsibility to share information with the Title IX Coordinator in a manner that does not isolate or withdraw support from the individual. If they are choosing to disclose to you, it's likely because they trust you and it has taken substantial courage for them to get to this point.

*"This might be uncomfortable, and I need to say it because I want to be transparent, and I want to do my best to support you."*

*"The Title IX Coordinator will reach out to talk. You are not required to respond, but it could be helpful and I would encourage you to talk with them."*

*"We can talk to the Title IX Coordinator together, if you'd like."*

**Listen:** Be mindful of what barriers they have had to overcome to share this with you. It is not your role to investigate and it is not appropriate to press for details.

*"Thank you for sharing and trusting me with this."*

*"You've been through a lot. How can I help you be successful in this class/on this assignment?"*

*"It's not your fault."*

*"You didn't deserve this."*

**Check:** Ask if they have immediate safety concerns. If necessary, call Safety and Security and/or the Title IX Coordinator.

*“Are you safe?”*

*“Do you have any immediate safety or wellness concerns?”*

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**Refer and Report:** Refer to campus resources

Meg Flaherty, PhD., Title IX Coordinator, Campus Center 229, 585-385-8232, [titleix@sjfc.edu](mailto:titleix@sjfc.edu)

*After hours (24/7): Call Safety & Security and ask for the Title IX Coordinator*

Safety & Security: 585-385-8111 | Haffey Hall Lobby

If you observe a suspicious object on campus, do not handle it. Clear the area immediately and contact Safety and Security from a non-cellular phone.

Don't wait if you observe a suspicious person or a crime.

Remain calm.

Focus on the details—clothing description, physical characteristics, more than one suspect, etc.

Assist the officers when they arrive by supplying them with information.

If you have been threatened by anyone on campus, call Safety and Security at 585-385-8111 or by dialing 8111 from any campus phone to make a report.