This one-page summary of the Quick Reference Guide is designed to provide you with a suggested response to various emergencies. This information is only to be used as a guide.

### Top 4 Emergency Tips
- **Common Sense:** Good judgment and logic lead to good decisions
- **Stay Calm:** Panic only leads to confusion and inactivity
- **Save People First:** Possessions are second
- **Call 911:** Do not hesitate

### Fire & Explosions
- Activate the nearest fire pull alarm
- Evacuate the building at the nearest exit, notify and help others on your way out if you are willing and able
- Close the door as you leave
- **Do Not** use the elevator
- **Do Not** reenter the building
- **Be aware** of your evacuation path wherever you are on campus

### Bomb Threat & Suspicious Object/Behavior
- Notify PPPD (911) and UC Security immediately
- **Do Not** touch or disturb the object
- Evacuate the area and notify others on your way out
- Record as much information as possible when you receive a threatening telephone call or message
- For intruder, move immediately to evacuate if path does not intercept intruder, or move to secureable room, barricade

### Flooding & Other Water Problems
- Contact UC Security or Maintenance (Facility Manager) 8303 or 440-221-0237
- Provide exact location of flooding
- Evacuate area if you feel unsafe or at risk

### Medical Emergencies
- Assess the situation
- Notify PPPD (911) and UC Security immediately
- Remain at the scene until PPPD or UC Security arrive

### Chemical Spill & Other Hazardous Materials Incident
- Immediately flush skin
- Notify PPPD (911) and UC Security immediately

### Other Important Information
- Campus Blue Security Phones connect directly with Ursuline College Security.
- URS Alert is Ursuline College's emergency notification system used to notify the College community of events affecting us all, such as weather or other emergencies. Register for the system at MyUrsuline.
Campus Blue Security Phones may be used to:
- Report Emergencies
- Request a security escort
- Report suspicious persons or activities

How to use a Blue Security Phone:
- The telephones are contained within a box and are labeled Security with a blue light illuminating the box
- Open the box and pick-up the receiver.
- You will be connected to Security at extension 4204
- The telephone dials automatically when you pick-up the receiver

Blue Security Phone Locations:
- Mullen Academic Center
- Murphy Residence Hall
- Besse Library
- Grace Residence Hall
- Smith Residence Hall
- Pilla Student Center
- Fritzsche Building (Daley Dining Hall)
- The rear entrance of the North Lot Maintenance Building

Emergency Procedures

Buildings
1. Mullen Academic Center (Little Theater and St. Angela Chapel)
2. St. Mark Center
3. Tennis Courts/Restrooms
4. Maintenance Garage
5. Besse Library
6. Dauby Science Center
7. New Athletic Bldg. Construction Area
8. Fritzsche Center (Daley Dining Hall)
9. Wasmer Gallery
10. Pilla Student Learning Center (Admission Visit Center, Student Dining Hall)
11. Grace Residence Hall
12. Murphy Residence Hall
13. Smith Residence Hall
14. Athletic Pavilion/Restrooms
15. St. Ursula House
16. Ursuline Education Center (Chapel of the Most Holy Trinity and Klyn Hall)