

## **Buildings & Utilities**

**Call 911** (or 255-5111 from cellular phones) and evacuate the building according to your unit's emergency plan, in cases of:

- Fire
- Smoke
- Explosion
- Gas leak
- Structural damage or collapse
- Chemical spills or hazardous odors or fumes

Call 911 and await further instructions in cases of:

- Unknown odors
- Hazardous conditions
- Activated residence hall room smoke detectors
- Persons trapped in elevators

### **For emergencies in Campus Life facilities**

Call the Campus Life Facilities Office at 5-0423

(or 255-0423 from a cell phone), or the area service center, for problems in Campus Life facilities (including residence halls), such as:

- Electrical outage
- Heating or air-conditioning failure
- Flooding
- Building or room security issues

If the problem occurs between 5 p.m. and 8 a.m., or on weekends, call the Residence Life staff on call.

### **For emergencies in other campus facilities:**

Call Facilities Customer Service at 5-5322

(or 255-5322 from a cell phone) for problems such as:

- Electrical outage
- Gas leak
- Heating or air-conditioning failure
- Major flooding
- Water leak

In case of **electrical emergencies**, avoid touching equipment that is smoking, sparking, tripping circuit breakers or giving electrical shocks.

In case of telephone or computer network failure, call your unit's network administrator, or Cornell Information Technologies at 5-8990 (or 255-8990 from a cell phone), or the Network Operations Center at 5-9900 (or 255-9900 from a cell phone).

In case of flooding, call Facilities Customer Service at 5-5322 (or 255-5322 from a cell phone). Never enter areas where there is submerged electrical equipment. If you are trained to do so and it is safe:

- Unplug electrical equipment before water reaches it.
- Turn off circuit breakers for flooded areas.
- Use plastic or tarps to cover water-sensitive materials and equipment.
- Move materials from floors and other flooded areas to a safe location.

In case of a stalled elevator, do not try to exit the elevator car. Use the emergency telephone in the elevator to call for help, if there is one. If there is no emergency telephone, call 255-1111 from a cell phone or bang on the doors and shout for assistance. Do not try to force the doors open or exit the car. Wait for trained personnel to assist you from the elevator.