

EMERGENCY PROCEDURES

PLEASE FAMILIARIZE YOURSELF WITH THESE EMERGENCY PROCEDURES

In case of fire

If you suspect or discover a fire:

- Evacuate immediate area after closing door behind you.
- Pull nearest fire alarm, located near stairwells and exits.
- Call campus police at **508.999.9191** if safe to do so. Otherwise, evacuate the building and call from outside.

If you hear a fire alarm:

- Evacuate as soon as you hear alarm and close your door.
- Do not open doors if they are hot.
- Use alternate stairwell if heat or smoke is present.
- Never use elevators.
- Proceed to nearest Emergency Assembly Point
- Do not re-enter the building until permitted to do so by emergency responders.

In case of medical emergency

- **Call 911 or 508.999.9191**; tell dispatcher the patient's name and location, including building and floor.
- Do not approach the patient unless it is safe to do so.
- Send someone to meet and direct emergency responders.
- Do not move the patient unless absolutely necessary.
- Check for Medic Alert bracelets if safe to do so.
- Provide first aid if you are trained and can safely do so.

In case of evacuation

- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings, if safe to do so.
- Proceed to the nearest exit.
- Do not use elevators.
- Proceed to the designated meeting point.
- Wait for instructions from emergency responders.
- Do not re-enter the building until permitted to do so by emergency responders.

Criminal Activity

Immediately call **508.999.9191** from a safe location if you are the victim of or witness to:

- Assault;
- Verbal or other threat of bodily harm;
- Suspicious activity or suspicious packages/items;
- Crimes in progress;
- Weapons violations;
- Activities presenting a serious personal risk to anyone. Do not confront suspects or block their exit.

For hazardous materials spills

- Evacuate the affected area.
- Call **508.999.9191**.
- Provide the dispatcher information on the material type, quantity, and specific location of the spill.
- Stay in a safe location to provide information to emergency responders.

If a shooting occurs

- Leave the area as quickly as possible.
- Watch and listen for the suspect to stop shooting and reload.
- Take cover, hide, or play dead if you cannot escape.
- Take shelter in a secure area with:
 - At least 2 exits.
 - Doors that can be locked to prevent access.
 - Telephone.
- Turn cell phone to vibrate.
- Look for chances to escape.
- **Call 911 or 508.999.9191** to tell dispatcher your location, including building and floor.

In case of earthquake or severe weather

If you are inside:

- Duck, cover and remain still until the shaking stops.
- Stay away from windows, filing cabinets, bookcases, and heavy furniture.
- Evacuate the building if told to do so by building staff or emergency responders.

If you are outside:

- Move away from trees, signs, buildings, electrical poles, and wires.
- Protect your head with your arms.
- Proceed to the designated meeting point for your building.