WCSU Community
Response Checklist

How to Contact WCSU Police
- **Emergency Situations: Dial 911** from any university phone
- Non-emergency: Dial 837-9300

Fire or Fire Alarm
- Evacuate building immediately
- DO NOT use elevators
- Dial 911

Medical Emergency
- Dial 911: Identify yourself, your location, nature of injury and how many injured or ill
- Stay on the phone with the 911 operator

Bomb or Suspicious Package
- Dial 911
- DO NOT touch or try to move device
- Evacuate the immediate area and do not let anyone enter

Shooting or Sighting of Armed Person
- If you are in or near the affected building — escape if you can do so safely
- If unable to escape, shelter in place by securing your immediate area; and:
  - DO NOT activate fire alarm
  - Lock and barricade doors, turn lights out, cover vision panels in doors
  - Turn off media sources and computer monitors and remain quiet
  - Find cover near/behind concrete walls, behind/under desks, filing cabinets, etc.
  - Stay calm, quiet, and out of sight
  - Silence cell phones
- Contact and maintain connection with 911
  Report the following information, if available:
  - Your location, building name, floor, room number
  - Number of people at your location
  - Number of injured and their injuries

  (continues)

- Identity of assailant(s), if known
- Location and number of assailant(s)
- Assailant(s) description: race, gender, appearance, clothing, bags/backpacks
- Weapons used
- Follow instructions sent via the WCSU Emergency Notification System

Leaving a Secured or Safe Area
- An "All Clear" message will be broadcast over the University's Emergency Notification System
- Keep area secured until the police direct you to evacuate
- Wait in place until an officer makes entry into your area
- Follow the evacuation instructions of officers contacting you to leave the building

Join the WCSU Emergency Notification System!
The University utilizes an emergency notification system that allows individuals to receive phone messages, emails, or text messages regarding emergency situations and weather related announcements (closings, delays, and dismissal). Opt in to this system for added safety now. Additional information is available at www.wcsu.edu/ens.

Get additional information about WCSU's Emergency Management Procedures
Faculty and staff may receive additional information regarding WCSU's Emergency Management Procedures from the appropriate dean or the Police Department. Training sessions given by the police may be arranged by calling 837-9304.

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www.wcsu.edu/police