

EMERGENCY PROCEDURES GUIDE



This Emergency Procedures Guide provides a quick reference for anyone in the Western Connecticut State University Community on the essentials to cope with most campus emergencies. Although the guide does not cover every conceivable situation, it does supply the basic guidelines for most incidents that are likely to occur on campus.

FOR ALL EMERGENCIES CALL 911

For non-emergency Police Assistance Call 837-9300

FIRE

- Activate building alarm
- **CALL 911**
- Evacuate building by walking quickly to nearest exit
- Close doors behind you
- Alert others on your way out
- **DO NOT USE ELEVATORS**
- Move at least 500 feet away from the building
- **DO NOT RETURN TO BUILDING** until authorized by Fire or Police Department personnel
- Individuals needing assistance should remain in an area of refuge and advise emergency responders of their location by dialing 911

VIOLENT OR CRIMINAL BEHAVIOR

- **CALL 911** if immediate threat
- Give nature of incident, location, any descriptions, weapons, injuries, or property damage
- Avoid contact with person(s)
- If gunfire occurs, take immediate cover in a locked room and stay until police give clearance

PSYCHOLOGICAL CRISIS

- **CALL 911** if immediate threat or call the University Police @ 837-9300 if not immediate threat
- Do not try to handle any situation you feel is dangerous on your own
- Contact immediate supervisor, resident director, or resident assistant

ACTIVE ATTACKER

- **Run** away if safe, warn others to stay away and **CALL 911**
- **Hide** if you can't escape away from attacker's sight and behind locked door or behind heavy objects
- **Fight** as a last resort, use aggression

SEVERE WEATHER WARNING

- Seek area of refuge or shelter
- Call Weather Alert @ 837-9377

WORKPLACE VIOLENCE

- **CALL 911** if immediate fear of danger
- If not immediate fear of danger, notify supervisor or Human Resources @837-8663

UTILITY FAILURE

- Dial 837-9300 University Police
- Notify immediate supervisor
- Wait for instructions
- Cease from using all electrical equipment
- Do not use on/off light switches

MEDICAL AND FIRST AID

- **CALL 911**
- Give name, location, nature of medical/first aid
- Provide first aid care, if trained

CHEMICAL OR HAZARDOUS MATERIALS RELEASE

- **CALL 911**
- Try to contain the spill
- Vacate the affected area
- Close doors behind you
- When reporting a spill, be specific on nature of material involved
- If contaminated by a spill, avoid contact with others
- Showers/eyewashes are located in all chemical areas

BOMB THREATS

- **CALL 911**
- Attempt to keep caller on line
- Notify immediate supervisor
- Do not touch or move any suspicious item
- The decision to evacuate will be made by the University Police

EXPLOSION – AIRCRAFT CRASH

- **CALL 911** if possible
- Take immediate cover upon explosion/crash
- If in a building, pull alarm and evacuate

CIVIL DISTURBANCE OR DEMONSTRATIONS

- Dial 837-9300 University Police
- Avoid location of disturbance/disorderly demonstrations
- University Police will give directives if in your area



May 2023

Call 211 for non-emergency, free & confidential info and referral service to health and human services; available 24/7; or visit 211ct.org

Call 988 for the Suicide and Crisis Lifeline; available 24/7; or visit 988lifeline.org