EMERGENCY PROCEDURES GUIDE

This quick reference includes guidance on what to do during the most likely campus emergencies. For more comprehensive information, visit www.wcsu.edu/police/security-concerns or www.wcsu.edu/emergency-management.

FOR ALL EMERGENCIES CALL 911

For non-emergency University Police assistance call 203-837-9300

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 203-837-9300 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
- Visit www.weather.gov for updates

WORKPLACE VIOLENCE
- CALL 911 if immediate fear of danger
- If not immediate fear of danger, notify supervisor or Human Resources 203-837-8663

UTILITY FAILURE
- Dial 203-837-9300 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 need
- 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 THREAT
- 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 inside a building, pull alarm and evacuate

CIVIL DISTURBANCE OR DEMONSTRATIONS
- Dial 203-837-9300 University Police
- Avoid location of disturbance/disorderly demonstrations
- University Police will give directives if in your area

Call 211 for free & confidential info and referrals to health and human services; available 24/7; or visit www.211search.org

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