



# POLICE & PUBLIC SAFETY EMERGENCY PROCEDURES GUIDE

## CALL 911 IN AN EMERGENCY

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

### EMERGENCY LOCK DOWN

- Remain inside locked room; barricade door if possible
- Stay silent and out of sight
- Do not open doors until official 'all clear'

### WORKPLACE VIOLENCE

- **CALL 911** if immediate fear of danger
- If not immediate fear of danger, notify supervisor or Human Resources 203-837-8665

### 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

### SEVERE WEATHER WARNING

- Seek area of refuge or shelter
- Stay away from windows
- Visit [www.weather.gov](http://www.weather.gov) for updates

### 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 **988** for the Suicide and Crisis Lifeline; available 24/7; or visit [www.988lifeline.org](http://www.988lifeline.org)

Call **211** for free & confidential referrals to health and human services; available 24/7; or visit [www.211search.org](http://www.211search.org)