

# EMERGENCY PROCEDURES GUIDE



WESTERN  
CONNECTICUT  
STATE UNIVERSITY

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**

## **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**

- Dial 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**

- Dial 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

## **HOSTAGE SITUATION**

- Dial 911
- If taken hostage, be patient and cooperative
- Speak only when spoken to
- Be observant
- Try to rest
- Wait for any police instructions

## **SEVERE WEATHER**

- Dial WeatherAlert @ 837-9377

## **WORKPLACE VIOLENCE**

- Dial 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**

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

## **CHEMICAL OR HAZARDOUS MATERIALS RELEASE**

- Dial 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**

- Dial 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**

- Dial 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

Provided by the  
University Police  
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