Emergency Procedures

To Contact Safety and Security:
Emergencies: x3500 or 725-3500
Location: Rhodes Hall, 9 Bath Road

Fires
• Activate the nearest fire alarm pull station as you exit.
• Notify occupants and help those needing assistance in the immediate area.
• Help confine the fire by closing the doors as you exit.
• Evacuate the building through the nearest exit.
• Call Safety and Security at 725-3500.
• Do NOT reenter the building until authorized to do so by emergency personnel.

Building Evacuation
• When the building alarm is activated, evacuation is MANDATORY—do not assume it is a drill.
• Do NOT use elevators or shut down your computer.
• Take only personal belongings (e.g., keys, jacket, bag).
• Close doors behind you as you exit.
• Move all personnel to a safe area.

Suspicious Object or Package
• Do NOT touch or disturb the object or package.
• Do NOT use your cell phone near the object or package.
• Evacuate the immediate area.
• Call Safety and Security at 725-3500.

Bomb Threats
• Get as much information as possible from the caller.
• Call Safety and Security at 725-3500.
• Follow instructions from emergency personnel.

Suspicious Behavior
• Do NOT physically confront the person.
• Do NOT let anyone into a locked room or building.
• Do NOT block a person’s access to an exit.
• Call Safety and Security at 725-3500.

Medical Emergencies
• Call Safety and Security at 725-3500.
• If certified in first aid and/or CPR, begin administration.
• Do not attempt to move the person unless necessary.

Gas Leaks, Fumes, or Vapors
• Activate the nearest fire alarm pull station as you exit.
• Do NOT use light switches or electrical equipment.
• Call Safety and Security at 725-3500.
• Clear the area immediately if instructed to do so by the emergency dispatcher.

Person With a Weapon
• If possible, exit the building immediately and call Safety and Security at 725-3500.
• If you cannot exit—clear the hallway immediately and/or remain behind closed doors in a barricaded room, if possible.
• Stay away from windows.
• Call Safety and Security at 725-3500.
• Evacuate the room only when instructed.
• Do NOT attempt to confront or apprehend the person unless as a last resort for survival.

Water Leak or Flooding
If you can do so safely:
• Secure vital equipment, records, and hazardous materials.
• Shut off nonessential electrical equipment.
• Move all personnel to a safe area.
• Call for assistance with flood clean-up at 725-3333 during business hours or 725-3314 after hours.

Oil or Hazardous Materials Spill
• If the incident is indoors and if it is safe to do so, close all adjacent doors in order to isolate the area.
• Do not attempt to clean up the material unless you have been specifically trained to do so.
• If a fire or explosion is or may be involved, evacuate the area immediately.
• From a safe area, call Safety and Security at 725-3500.
• Be prepared to provide the following information:
  ~ Name and quantity of material
  ~ Time and location of incident
  ~ If anyone was injured or exposed to material

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