

Salem State University's Emergency Procedures

Important Phone Numbers

Emergency (on-campus) University Police

- Cell Phone: 978.542.6111
- Microsoft Teams: 6111

Emergency (off-campus)

- 911 and tell them your location
- Calls will be directed to Massachusetts State Police

Salem State Counseling and Health Center

- 978.542.6413

City of Salem Police

- 978.744.1212

Salem State University Police, Salem, MA 01970

[University Police](#)

[Emergency Notification](#)

Medical Emergency (Accident)

- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and provide the location, nature of injury or illness, current condition of the victim and other requested information.
- Remain calm and encourage others to do the same
- Do not move the victim unless they are in danger
- Control bleeding by applying direct pressure on the wound see [Blood Care Policy Standard Precautions](#)
- If trained, administer first aid/CPR/AED (automated external defibrillator)
- Stay with the victim and keep them calm and comfortable
- Have someone meet emergency personnel at the building entrance or a safe location and direct emergency personnel to the victim.

Automated External Defibrillators (AEDs) are located on campus, if needed. Be familiar with the location of the nearest AED.

Medical Emergency (Overdose)

- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and provide the location, current condition of the victim and other requested information.
- Remain calm and administer Narcan® (Naloxone)
 - Insert tip into nose
 - Push pump, only after tip is in nose
 - If no response in 3 minutes, give another dose
- If trained, administer CPR.
- Stay until emergency personnel arrive.
- Signs of overdose
 - Not breathing well
 - Turning blue/gray

- Not reacting when you rub your knuckles on their chest
- Where to find Naloxone on Campus
 - Berry Library, ground floor, near the elevator (closest to College Drive)
 - Ellison Campus Center, men's and women's bathrooms on the 1st floor
 - O'Keefe Complex, 1st floor across from the elevator/staircase
 - Gassett Fitness Center, between locker rooms
 - Student Navigation Center, hallway in front of the check-in desk
 - Residence Life, Atlantic Hall, in front of ATL residence life office
 - Human Resources, (Administration Building) in the front waiting area
 - Dean of Students, Meier Hall 245
 - First Year Experience Office, outside entrance
 - Counseling and Health Services, front desk
 - In or by each AED case
 - In the Wellness Vending Machines
 - Ellison Campus Center, lower level near the snack and drink machines
 - Marsh Dining Hall, near the restrooms

Suspicious Person/Activity

- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) and provide as much information as possible. Notify your supervisor or professor.
- Do not physically confront a suspicious person or block their exit
- Do not use your keys or access codes to permit unknown persons to enter a locked building or office.
- Do not touch or disrupt a suspicious package.

Describe the suspicious activity:

- Location of incident.
- Description of person(s) involved.
- Current location of person(s) involved.
- If the person(s) left the scene, the direction of travel.
- What time the incident occurred.
- Your name, location, department and extension number.

In addition to the above:

- Get a good description of the person if safety allows. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known.
- Should the person leave the area, note the vehicle make and model, license number (if possible), color, outstanding characteristics, etc.
- If the person asks to speak to a specific university official, offer to notify University Police (Teams: 6111 or Cell Phone: 978.542.6111) to accommodate their request.
- If you see a weapon, immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) and reiterate you saw a weapon when University Police arrive. Remain where you are until emergency personnel arrive.

Facility Evacuation

Evacuate immediately when a fire and/or life safety emergency occurs, when the fire alarm activates (audible and/or visual), or when you are instructed to do so by authorized emergency personnel.

Building Evacuation Procedures

- Exit the building immediately.
- Do not run. Walk to the nearest safe exit and ask others to do the same.
- Close the door as you leave, but do not lock it.
- Do not use elevators, unless directed to do so.
- Assist persons with [disabilities](#) if you are willing and able.
- Once outside, move 50 feet away from the building; keeping streets and walkways clear for emergency vehicles and personnel.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.
- Notify emergency personnel if anyone is waiting for assistance.
- If unable to leave because of a physical disability, injury or obstruction, go to the nearest area where there are no hazards, such as a stairwell.
 - Contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and tell them your location.
 - Signal out the window to emergency personnel, if possible.
 - Remain calm, emergency personnel will arrive.

Bomb Threat

- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and provide as much information as possible. Notify your supervisor or professor.
- Do not touch or disrupt a suspicious package.

If telephone call:

- If you can, ask the caller to hold and transfer the call to University Police (Teams: 6111 or Cell Phone: 978.542.6111).
- If you are unable to transfer the call, ask the caller to contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 directly.
- Write down the caller’s exact words.
- Keep the caller on the phone as long as possible. Get as much information about the caller as possible. Ask the caller to repeat information.
 - Ask the following questions:
 - Where is the bomb located?
 - When will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - What will make it explode?
 - Why did you place the bomb?
 - What is your name?
- Note details from call: sex, accent, speech impediment, age, background noises, unusual phrases, etc.

If you receive or find a written bomb threat:

- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and provide as much information as possible.
- Do a quick visual inspection of your area.
- Do not touch or move any suspicious object—See procedure for [Suspicious Package](#).
- Do not use radios, pagers or cell phones, as they can trigger an explosive device.
- Do not activate the fire alarm system unless instructed to do so by emergency personnel.

Fire

University Police, along with the Salem Fire Department, are committed to keeping you safe in the event of an on- or off-campus fire.

Fire safety Tips:

- Be sure to select off-campus housing with smoke alarms and fire sprinklers, if available.
- Cook only where permitted, and never leave cooking unattended.
- If you must smoke, only smoke outside of your off-campus residence. There is no smoking allowed on university property.
- Do not overload electrical outlets.
- Never leave candles unattended.
- Always have an escape plan.

From the Federal Emergency Management Agency (FEMA):

Each year college and university students, on- and off-campus, experience hundreds of fire-related emergencies nationwide. There are several specific causes for fires on college campuses, including cooking, intentionally set fires, and open flames. Overall, most college-related fires are due to a general lack of knowledge about fire safety and prevention. For most students, the last fire safety training they received was in grade school, but with new independence comes new responsibilities. It is important that both off-campus and on-campus students understand fire risks and know the preventative measures that could save their lives.

We recommend all students take a moment to watch this fire safety video. [The Alarming Truth](#) is a short film that has been produced as part of a national campaign to raise awareness about fire safety for college students. The film depicts a fire occurring at an off-campus residence and the unfortunate outcome that affects those involved.

These Tips could save your life!

If you are inside the building:

- Do not fight the fire.
- Activate the nearest fire alarm and alert those around you.
- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and tell them your location.
- Evacuate the building at the nearest exit using the stairs and shutting doors behind you.
- Do not lock doors.
- Do not use elevators; use only the stairs.
- Close doors behind you as you leave.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand—if the door is cool, carefully open the door and (if safe) proceed with the evacuation.
- Move at least 50 feet away from the building while keeping streets and walkways clear for emergency vehicles and personnel.
- Assist others in evacuation—if someone is unable to leave, you should continue to evacuate and alert emergency personnel.
- Do not return to building unless authorized by emergency personnel.
- If smoke, heat or flames block your exit, stay in the room with the door closed.
 - Block the smoke at door cracks and air vents.
 - If possible, wet a towel through which to breathe.
 - Contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and tell

- them your location.
- Signal for help by using a bright-colored cloth or flashlight at the window.

If you are outside the building:

- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and tell them your location.
- Do not enter the building.
- Assist others once they are safely away from the building and encourage them to remain 50 feet away from the building. Keep streets and sidewalks clear for emergency vehicles and personnel.

Explosions

- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and tell them your location.
- Take cover under sturdy furniture or evacuate the building if directed to do so by authorized emergency personnel.
- Do not use cell phones or any electrical devices that could spark further explosions.
- Signal for help by shouting or hanging an article of clothing from a window, but do not linger by windows.
- If possible, move away from the site of the hazard to a safe location.
- Do not use elevators.
- Be careful of fallen debris, glass or heavy objects that might be about to fall.

Evacuating People with Disabilities

Assisting Blind/Visually Impaired

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going and alert them to obstacles along the way.

Assisting Deaf/Hearing Impaired

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

Assisting Mobility-Impaired/Wheelchair Users

- Elevators should not be used to move people with disabilities.
- Consult the individual on how they should be moved.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
- One individual should remain with the person(s), if it can be done without unreasonable personal risk.
- Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per their instructions.

Mental Health Emergency/Suicide Threat

Be alert for signs that someone could be in need of mental health assistance:

- Severe loss of emotional control.
- High levels of irritability.
- Changes in hygiene, speech, attentiveness, or social interaction.
- Active and excessive drinking or drug use.
- Impaired speech or garbled/disjointed thoughts.
- Excessively morbid, violent or depressing themes in written assignments.
- Verbal expressions of suicidal or violent thoughts.

If someone displays overtly threatening behavior constituting an immediate threat to themselves immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or call 911.

- Do not leave the person alone.
- Be empathetic and show your concern.
- Try to sit down with the person; sitting is a less aggressive posture than standing or moving around.
- Provide positive feedback, such as, "We can get this straightened out," or, "I'm glad you're telling me how you feel."

If safe to do so, calmly but firmly remove immediate means of hurting him/herself:

- If the individual has a weapon, do not try to take it physically or through force.
- If the individual has a weapon, stay out of arm's reach—do not touch the person.
- Alert emergency personnel of the presence of weapons.
- Ask direct questions about the individual's intention.
- Listen to what is said and treat it seriously.
- Do not argue, yell or joke.
- Do not debate or lecture about whether or not suicide is right or wrong.
- Do not swear to secrecy.
- Do not challenge the individual or use scare tactics.

If someone has attempted suicide, immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and tell them your location. See procedure for [Medical Emergency \(Accident\)](#).

If someone displays overtly threatening behavior constituting an immediate threat to others, immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or call 911. See procedure for [Active Threat](#), [Violent Person](#).

Utility Failures

Electrical Power Failure

- Remain calm. Turn off sensitive equipment and secure any hazardous materials.
- Exit the area and provide assistance to others if necessary.
- Do not use candles or other types of flames for lighting.
- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111).
- If there is smoke or fire, activate the fire alarm. See [Fire procedure](#).
- If it is safe to do so, unplug all equipment being used in your area - computers, printers, etc.
- Evacuate the building and move cautiously to a lighted area. See [Evacuation procedure](#).

- Stay away from downed power lines.
- Emergency exit lighting may only stay on for a short time.
- During an extended power outage, you may have to leave the building. Move at least 50 feet away from the building while keeping streets and walkways clear for emergency vehicles and personnel. See [Evacuation procedure](#).
- In order to maximize the emergency generator, run time and efficiency, please turn off power to non-essential areas (departmental kitchen, copier room, etc.) and equipment (computer, coffee machines, etc.).

Water Leak

- Contact University Police (Teams: 6111 or Cell Phone: 978.542.6111).
- If possible, turn off the water supply.
- Stop using any electrical devices in the area and remove objects, if safe to do so.

Gas Leak

- Cease all operations.
- Immediately contact University Police (Teams: 6111 or Cell: 978.542.6111).
- Do not switch lights or any electrical equipment on or off.
- Pull the fire alarm and exit the building. Move at least 50 feet away from the building while keeping streets and walkways clear for emergency vehicles and personnel. See [Evacuation procedure](#).
- Do not re-enter the building or area until notified by emergency personnel that it is safe to do so.

Ventilation Problem

- If smoke or noxious odors come from the ventilation system, immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111).
- Cease all operations.
- Pull the fire alarm and exit the building. Move at least 50 feet away from the building while keeping streets and walkways clear for emergency vehicles and personnel. See [Evacuation procedure](#).

Stuck Elevator

- Use the emergency phone that rings directly to University Police or call (Teams: 6111 or Cell Phone: 978.542.6111).
- Stay calm. Elevators have a failsafe condition and cannot go into free fall.
- Do not try to open elevator doors or climb out.
- Wait for emergency personnel.

Suspicious Package

Refer to the following guidelines to make sure the package is not simply unattended:

- Ask people nearby if the package belongs to them.
- If you receive or discover a suspicious package, letter or object; do not touch it, tamper with it or move it.
- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 and provide as much information as possible.

- Move at least 50 feet away from the area and tell others to do the same.

Characteristics of suspicious letters and packages:

- Origin - Postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address.
- Postage - Excessive or inadequate postage.
- Balance - The letter is lopsided or an unusually thick weight. The letter or package seems heavy for its size
- Contents - Stiffness or springiness of contents; oily outer wrapping or envelope; grease stains, leaking or discoloration; feels like it contains a liquid or powdery substance.
- Smell - Particularly almond or other suspicious odors.
- Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient or cut-and-paste or rub-on-block letters are used—common words, names or titles are misspelled or special instructions like "fragile," "confidential," "personal", "only open by" or "do not delay" are present.

If the letter or package is a mail bomb, the letter or package may also have:

- Protruding wires or metal, strange odors or stains.
- Excessive weight/postage/securing materials (tape, string, etc).
- Buzzing, ticking or a sloshing sound.
- Irregular shape, soft spots or bulges.
- Excessive weight for its size.
- Feel rigid or appear uneven or lopsided.

If you suspect that a package contains an unknown substance:

- Place it down immediately and gently.
- Do not shake, empty or do anything that would make the substance airborne.
- Secure the package in a plastic bag, if available.
- Close doors, windows and (if possible) shut down ventilation systems.
- Avoid contact with others if you come in direct contact with a suspicious substance.
- Prevent access to the area for the safety of others.
- Leave the room, wash hands and/or any affected area of contact and quarantine yourself until emergency personnel arrive.

Shelter-In-Place

Shelter-In-Place orders are given to protect people from moving into a potentially dangerous area. You may be notified of a Shelter-In-Place order via phone, email, text, or another person. Be sure to sign up for emergency alert notifications. Instructions can be found in [Polaris](#) for faculty and staff or [Navigator](#) for students.

- If you are outside a building:
 - Move inside to the nearest building immediately.
 - If there is no shelter available, lie down in a low-lying area (ditch, ravine) and cover your head with your hands.
- If you are inside a building:
 - Seek shelter in the nearest room if you are in a hallway or open area.
 - Instructors should verify class attendance and keep classes together.
 - Remain sheltered until emergency personnel give an all-clear notification.

Should the fire alarm sound, do not evacuate the building unless:

- You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by emergency personnel to evacuate the building, or
 - There is imminent danger in the immediate area.
- Monitor the university website, email, text messages, etc. if possible, for messages giving you further instructions.
 - Do not call University Police or 911 unless you are reporting a life-threatening situation.

Lockdown

A Lockdown is required when there is an intruder in the building, a hostage situation, an armed offender and/or other life-threatening situations in progress.

When a lockdown announcement is made, all school entry points are locked, and no one is permitted entry in or out of the building.

- If you are outside a building, move inside the nearest building immediately.
- If you are inside a building:
 - Seek shelter in the nearest room if you are in a hallway or open area.
 - Lock and barricade doors.
 - Close windows and blinds.
 - Turn off lights.
 - Remain quiet and do not enter hallways or open areas.
 - Crouch down in areas that are out of sight from doors and windows.
 - Silence cell phone ringers.
- Should the fire alarm sound, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by emergency personnel to evacuate the building, or
 - There is imminent danger in the immediate area.
- Monitor the university website, email, text messages, etc., if possible, for messages giving you further instructions.
- Do not call University Police or 911 unless you are reporting a life-threatening situation.

Hostage Situation

- If you are involved in a hostage situation:
 - Remain calm, be polite and cooperate.
 - Avoid speculation, time is on your side.
 - Don't speak unless spoken to and only when necessary.
 - Speak in a calm, assertive voice.
 - Do not complain or argue.
 - Comply with directions and instructions the best you can.
 - If medication or first aid is needed by anyone, tell the hostage taker.
 - Maintain eye contact, if possible, but do not stare.
 - Be observant. When you are released or when you escape, the personal safety of others may depend on what you remember about the situation.
 - Avoid drastic action or heroics.
 - DO NOT attempt to escape, it is better to be submissive.
 - Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- The police response to this situation is different than an active shooter.
- The police will not proceed immediately into the situation but will surround the area

- and attempt to set up negotiations with the hostage taker.
- A hostage situation could last for hours or days.
- The ultimate goal is for the hostage taker to release all hostages and peacefully surrender to the police.

Active Threat

If there is an active shooter or individual with a weapon on campus, remain calm and encourage others to do the same.

If exiting the building **IS** possible:

- Initiate [evacuation procedure](#).
- If there is an escape path, exit the building immediately.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Be aware of your surroundings, stay alert and take cover behind vehicles, thick walls or trees.
- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542 .6111) or 911 and tell them your location when you are safe.

If exiting the building **IS NOT** possible:

- Initiate or participate in [lockdown procedure](#).
- Remain calm and very quiet.
- Find a place to hide.
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- As a last resort, and only if your life is in danger, fight.
- If in a group, spread out within the room and quietly discuss a plan if a shooter enters.
- Be prepared to use all possible distraction methods (throwing objects, yelling, tackling).
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Remain in place until emergency personnel give an all-clear notification.
- Follow instructions from university police and law enforcement—do not attempt to talk to them unless they ask you a question.
- Move with hands open and elevated to show emergency personnel you are not a threat.

If you encounter a violent person (student, employee, visitor):

- Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542 .6111) or 911 and provide as much information as possible.
- Leave the area—do not approach the intruder or intervene in a dangerous situation.
- If initiated, see [Lockdown](#) or [Shelter- In- Place](#) procedure.
- For additional information, see [Suspicious Person](#) or [Mental Health Emergency](#) procedure.

Additional information from DHS, National Retail Federation, Retail Industry Leaders Association, National Tactical Officers Association and Fairfax County, VA Police Department document:

Active Shooter How to Respond.

Active Shooter Situations

Profile of an active shooter

An "Active Shooter" is an individual actively engaged in killing or attempting to kill people in a confined area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 5-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Coping with an active shooter situation

There are three basic options: RUN, HIDE or FIGHT. Quickly determine the most reasonable way to protect your own life. Remember that others will follow the lead of employees, faculty, staff, or management during an active shooter situation. We highly recommend you watch this [valuable video for additional information](#).

1. Run. Evacuate: If an escape route is accessible, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind.
 - Evacuate regardless of other's decisions to stay or follow.
 - Leave belongings behind.
 - Assist others escaping, if possible.
 - Prevent individuals from entering the area where the active shooter may be, warn people.
 - Keeps hands visible to law enforcement.
 - Follow emergency personnel instructions, police, etc.
 - Do not attempt to move wounded individuals.
 - Immediately contact University Police (Teams: 6111 or Cell Phone: 978.542.6111) or 911 when safe to do so.
2. Hide. If evacuation/escape is not possible, find a place to hide where an active shooter is less likely to find you. Your hiding place should:
 - Be out of the shooter's line of sight or view.
 - Provide protection if shots are fired in your direction (i.e., closed and locked door of office or closet).
 - Not trap you or restrict options for movement.
 - To help prevent an active shooter from entering your hiding place:
 - Lock all doors.
 - Barricade the door, if possible, with available items (i.e. heavy furniture, etc.).
 - If the active shooter is within your vicinity:
 - Lock the door
 - Silence all cell phones, pagers, radios, or other devices, etc.
 - Turn off sources of noise such as TVs, radios, etc.
 - Conceal yourself behind large objects such as bookcases, desks, etc.
 - Remain silent, limit movement which creates noise.
3. Fight: Take action against an active shooter.
 - Take last resort measures for survival when facing imminent injury or death.

- Attempt to disrupt and/or incapacitate the active shooter by:
 - Acting aggressively towards the shooter/engaging in physical attack.
 - Throwing items or using improvised weapons.
 - Yelling.
 - Staying committed to your actions. Do not let up until the shooter is incapacitated or disrupted.

How to respond when law enforcement arrives:

- Arriving law enforcement's first priority is to engage and stop the active shooter as soon as possible.
- Law enforcement officers will form up and immediately proceed to engage the active shooter, moving towards the sound of gunfire.
- Law enforcement officers will group into teams of four to engage if possible.
- Arriving law enforcement officers may be from various agencies and have different uniforms, equipment, and other types of vehicles, some not marked.
- Law enforcement officers will have various types of weapons, i.e., handguns, shotguns, and assault rifles.
- Law enforcement officers may deploy tear gas or pepper spray to control the situation.
- Law enforcement officers may shout commands and push people down on the ground for their safety.

Your attention to law enforcement officers is vital for survival:

- Remain calm and follow the law enforcement officers' instructions.
- Put down any handheld items, i.e., bags, backpacks, jackets, etc.
- Immediately raise hands/spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements towards officers or grabbing onto them.
- Avoid pointing, screaming, or yelling at officers.
- DO NOT stop and ask law enforcement officers for directions or help when evacuating, just proceed in the direction where officers are entering.

Information to provide law enforcement or 911 call taker:

Accurate and relevant information to law enforcement is vital for active shooter mitigation and can be provided to on- scene law enforcement officers or 911 call takers.

- Location of the active shooter.
- Number of active shooters.
- Physical description of active shooter(s).
- Clothing, height, weight, hair color, type of weapons.
- Distinguishing characteristics i.e., mask being worn, wearing tactical equipment, etc.
- Number of weapons and types/explosive type devices in area.
- Number of potential victims at the location.

Note:

Arriving law enforcement officers will not stop to help injured persons. Their initial response is to stop the active shooter so be cognizant of this. Expect rescue teams comprised of additional law enforcement officers and other emergency medical personnel to follow the initial response police officers. The rescue teams will treat and remove any injured persons. They may call upon able-bodied individuals to assist them in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and secure and all witnesses have been

identified and questioned. DO NOT leave until released by law enforcement authorities.

Natural Disasters

Earthquakes

- If an earthquake strikes take cover immediately under a sturdy piece of furniture.
- Be prepared to move with the furniture and, if possible, grab hold of it.
- Cover your head, neck and face.
- Stay away from windows and items that might fall.
- Do not attempt an evacuation during the earthquake.
- Once the shaking stops, evacuate and remain prepared for aftershocks.
- Do not move seriously injured individuals.
- Provide search and rescue personnel with the last known location of any missing victims.
- Once outside seek open areas away from power lines, buildings and objects that might fall.
- See [Shelter-In-Place procedure](#).

If in an Elevator:

- If power fails, elevators will stop, and lights will go off.
- Be patient. Emergency personnel will rescue you as soon as possible.

If Outside:

- Move to a clear area if safe to do so—avoid falling hazards.
- Drop, cover and hold in an open area—protect your head and neck.
- Follow directions of emergency personnel.

If in a Vehicle:

- Pull over and stop in clear area—avoid overpasses, power lines and structural hazards.
- Stay with your vehicle.

After the shaking stops:

- If inside a Campus Building:
 - Expect aftershocks over the next hours or days.
 - Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
 - If trained, administer first aid, use fire extinguishers, and/or clean up spills.
 - Assess your surroundings, check for damage and hazardous conditions—report them to supervisor or emergency personnel.
 - Phone systems may be severely impacted. Limit phone use to emergency calls only.
 - Do not evacuate automatically. Outdoor hazards may be greater than indoor hazards.
 - If asked to evacuate the building, move swiftly, and at least 50 feet away while keeping streets and walkways clear for emergency vehicles and personnel. Grab keys, personal items and emergency supplies only if convenient and safe to do so.
 - Follow directions of emergency personnel.
- If Outdoors on Campus:
- Stay clear of buildings, trees or other falling hazard areas.
- Move at least 50 feet away from the building while keeping streets and walkways clear for emergency vehicles and personnel.
- Follow directions of University Police and emergency personnel.
- When To Go Home:
 - In the event of a major earthquake, be prepared to stay on campus.

- You should not try to get home until emergency personnel say it is safe; the streets are clear for travel and most emergency conditions have been stabilized.
- The campus is prepared to provide emergency care and shelter.

Hurricanes and Floods

- The university will close before travel conditions become dangerous and will not reopen until the environment is safe.

Winter/Ice and Tropical Storms

- The university will try to close before travel conditions become dangerous and will not reopen until the environment is safe.

Thunderstorms

- Avoid water fixtures, telephone lines and any electrical conducting materials. Stay inside buildings.
- Modern buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail, and lightning strikes.
- While in your car, keep in mind that because cars are low profile and supported on rubber tires (an effective electric insulator), they are generally (but not always) safe from lightning strikes; electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).
- Do not stand in an open area.
- Do not stand underneath a tall tree (especially if it is in an isolated area).
- Do not seek shelter in a small structure in an open area.
- Do not stand in or around bodies of water.
- If in an open area, go to the nearest ditch or ravine and lie face down. If in a wooded area, go to a low area of small trees/bushes.
- Stay away from anything metal (equipment, golf clubs, wire fences, metal buildings, etc.).

Tornadoes

- Notification of a pending disaster will be announced (over the Mass Notification System, email or telephone).
- Fire/evacuation alarms are not to be activated.
- Evacuate all trailers and temporary structures; proceed immediately to a structurally secure building.
- Go to the interior area of the building.
- Avoid west and south facing exterior walls and rooms (tornadoes generally travel from the southwest to the northeast in the USA).
- Take cover under a sturdy object. Protect your head, neck and face.
- Stay away from windows, glass and items that might fall.
- Depending on your location, keep the following in mind:
 - If in a house or small building, go to the basement or cellar.
 - If there is no basement, go to an interior room on the lowest level.
 - Take cover under a sturdy object while covering your head, neck and face.
 - If in a school, office, shopping center, etc., go to an interior hallway on the lowest level.
 - Do not seek shelter in gyms, auditoriums and other large open areas.
 - If in a high-rise building, go to an interior hallway on the lowest level possible.

- Do not take the elevator.
- If in a car and the tornado is nearby, get out—tornadoes can move swiftly and are often erratic.
- If in an open field, lie face down in a ditch or nearest ravine and cover your head with your hands: this procedure is preferable to remaining in a car or mobile home.