

EMERGENCY QUICK REFERENCE GUIDE

EMERGENCY CONTACTS

UNIVERSITY POLICE

- **Cell Phone:** 978.542.6111
- **Teams:** 6111

OFF CAMPUS

- **911**
- **City of Salem Police:** 978.744.1212

EMERGENCY ACTIONS AT A GLANCE

Active Threat	Run, Hide, Fight
Bomb Threat-Suspicious Packages	Call University Police (978.542.6111) or 911
Fire	Evacuate building and move 50 feet away
Flooding	Move to higher ground and avoid flooded areas
Gas Leak	Evacuate building and call University Police (978.542.6111)
Hazardous Material Spill	Evacuate area and call University Police (978.542.6111)
Lockdown	Secure location and remain out of sight
Medical Emergency	Call University Police (978.542.6111) or 911 and stay with the person
Severe Weather	Move to appropriate shelter area
Shelter-in-Place	Move indoors and remain there
Suspected Overdose	Call University Police (978.542.6111) or 911 and stay with the person
Utility Failure	Report to University Police (978.542.6111) and avoid the area

LOCKDOWN VS. SHELTER-IN-PLACE

LOCKDOWN	SHELTER-IN-PLACE
Security threat nearby	Environmental hazard nearby
Lock and barricade doors	Remain or move indoors
Lights off	Remain inside
Stay silent and out of sight	Limited movement may be allowed
Used during security threats	Used during environmental hazards

ACTIVE THREAT

RUN

- Evacuate if safe
- Leave belongings behind
- Call University Police (978.542.6111) or 911 when safe

HIDE

- Lock and barricade doors
- Silence devices
- Stay out of sight

FIGHT

- Last resort only
- Commit fully to your actions

BOMB THREAT-SUSPICIOUS PACKAGES

- Remain calm
- Call University Police (978.542.6111) or 911
- Follow instructions from emergency personnel
- Be prepared to provide details about the threat if known
- **Do not** touch or move suspicious packages or items
- **Do not** use radios or electronic devices near a suspicious package
- **Do not** activate a fire alarm unless directed by emergency personnel

EVACUATION

- Exit using nearest safe exit
- Close doors behind you
- Move at least 50 feet from the building
- Keep roads and walkways clear
- Follow instructions from emergency personnel and/or university officials

FIRE

- Activate fire alarm
- Evacuate immediately
- Call University Police (978.542.6111) or 911 when safe
- Move at least 50 feet from the building
- Keep roadways, fire lanes, sidewalks clear
- **Do not** use the elevators
- **Do not** re-enter until authorized

MEDICAL EMERGENCY

- Call University Police (978.542.6111) or 911
- Stay with the victim until help arrives
- Provide first aid if trained
- Direct responders to location

MENTAL HEALTH EMERGENCY

If a person may harm themselves or others:

- Call University Police (978.542.6111) or 911
- Stay with the person if safe
- Remain calm and supportive

If a weapon is present:

- Move to safety
- Call University Police (978.542.6111) or 911
- Follow Active Threat procedures

SUSPECTED OVERDOSE

- Call University Police (978.542.6111) or 911
- Stay with the victim until help arrives
- Provide emergency personnel with any known information on substances
- Follow emergency personnel instructions
- **Do not** leave the person alone
- **Do not** assume the person will recover without medical assistance

SEVERE WEATHER

TORNADO WARNING

- Move to the lowest interior level
- Stay away from windows
- Protect head and neck

THUNDERSTORMS

- Move or stay indoors
- Avoid windows
- Avoid plumbing fixtures and electrical equipment

BUILDING FLOODING

- Report flooding to University Police (978.542.6111)
- Leave affected areas
- Avoid standing water

- Follow relocation instructions
- **Do not** enter flooded rooms or spaces

FLASH FLOODING OR OUTDOOR FLOODING

- Move immediately to higher ground
- Avoid low-lying areas
- **Do not** walk through floodwaters if avoidable
- **Do not** drive through flooded roadways

GAS LEAK

- Evacuate immediately
- Call University Police (978.542.6111)
- **Do not** use switches
- **Do not** create sparks or flames

HAZARDOUS MATERIALS INCIDENT

- Leave the immediate area
- Prevent others from entering
- Call University Police (978.542.6111)
- **Do not** attempt to cleanup

UTILITY FAILURE

ELEVATOR FAILURE

- Use the elevator emergency phone-communication system
- Contact University Police (978.542.6111)
- Remain calm and wait for assistance
- **Do not** attempt to self rescue

POWER OUTAGE

- Remain Calm
- Use a flashlight if available
- Report the outage to University Police (978.542.6111)
- Following instructions regarding relocation
- **Do not** use elevators

WATER, STEAM OR PLUMBING FAILURE

- Avoid affected areas
- Call University Police (978.542.6111)
- Follow relocation instructions