

EMERGENCY PROCEDURES

REVISED AUGUST 2026

EMERGENCY PROCEDURES

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EMERGENCY PHONE NUMBERS

ON-CAMPUS EMERGENCY - CALL UNIVERSITY POLICE AT:

- **978.542.6111** by cell phone, or
- **6111** by Microsoft Teams

OFF-CAMPUS EMERGENCY WITHIN THE U.S. - CALL LOCAL POLICE AT:

- **911**
- Report the incident to University Police or university administrators when able to do so

FOR ADDITIONAL SUPPORT AND RESOURCES:

FOR STUDENTS:

- 24/7 Mental Health Support: **978.542.6413**

FOR EMPLOYEES:

- 24/7 Confidential Support: **844.263.1982**

CITY OF SALEM POLICE

- **978.744.1212**

EMERGENCY NOTIFICATION ALERTS

- Sign-up at [RAVE, SSU Alert platform](#)
- Download the RAVE Guardian app
 - [Download Rave Guardian for iOS](#) | [Download Rave Guardian for Android](#)

It is recommended you save these phone numbers in your cell phone.

Detailed emergency response, coordination, continuity, recovery operations and departmental responsibilities are governed by Salem State University's Emergency Management Plan (EMP) and Department Continuity-of-Operations Plans (COOP).

EMERGENCY ACTIONS AT A GLANCE

Table 1: Emergency Actions at a Glance: Quick reference guide outlining immediate actions to take during common campus emergencies.

EMERGENCY	WHAT TO DO IMMEDIATELY
<u>ACTIVE THREAT</u>	Run, Hide, Fight
<u>BOMB THREAT- SUSPICIOUS PACKAGES</u>	Call University Police (978.542.6111) or 911
<u>FIRE</u>	Evacuate building and move 50 feet away
<u>FLOODING</u>	Move to higher ground and avoid flooded areas
<u>GAS LEAK</u>	Evacuate building and call University Police (978.542.6111)
<u>HAZARDOUS MATERIAL INCIDENT</u>	Evacuate area and call University Police (978.542.6111)
<u>LOCKDOWN</u>	Secure location and remain out of sight
<u>MEDICAL EMERGENCY</u>	Call University Police (978.542.6111) or 911 and stay with the person
<u>SEVERE WEATHER</u>	Move to appropriate shelter area
<u>SHELTER-IN-PLACE</u>	Move indoors and remain there
<u>SUSPECTED OVERDOSE</u>	Call University Police (978.542.6111) or 911 and stay with the person
<u>UTILITY FAILURE</u>	Report to University Police (978.542.6111) and avoid the area

AFTER ANY EMERGENCY

- Follow instructions from emergency personnel and university officials
- Avoid restricted areas
- Report injuries, damage or hazards to University Police **(978.542.6111)** or other university officials
- Do not spread unconfirmed or misinformation
- Monitor university communication channels

ACTIVE THREAT/ACTIVE ASSAILANT

If confronted with an individual threatening serious bodily harm, use the [RUN-HIDE-FIGHT](#) model.

RUN

If a safe path exists:

- [Evacuate](#) immediately
- Leave belongings behind
- Help others escape when possible
- Prevent others from entering the danger zone
- Call University Police **(978.542.6111)** or **911** when safe

HIDE

If evacuation is not possible:

- Lock and barricade doors
- Turn off lights
- Silence phones and devices
- Stay out of sight
- Remain quiet

FIGHT

As a last resort and only if your life is in immediate danger:

- Commit fully to your actions
- Use available objects as improvised weapons
- Act aggressively
- Work together if others are present

WHEN LAW ENFORCEMENT ARRIVES

- Keep hands visible
- Follow instructions immediately
- **Do not** make sudden movements
- **Do not** stop Law Enforcement for information unless requested

BOMB THREAT

IF YOU RECEIVE A THREAT

Remain calm. Attempt to obtain:

- Exact wording
- Location of device
- Time of detonation
- Description of device
- Caller information

Immediately call University Police (978.542.6111) or 911

Do not:

- Activate fire alarms unless directed by emergency personnel
 - Use cell phones, radios or electronic devices near suspicious items
 - Handle suspicious objects/packages
-

FACILITY EVACUATION

EVACUATE IMMEDIATELY WHEN:

- A fire alarm activates
- Directed by emergency personnel or university officials
- You observe a life-safety emergency

BUILDING EVACUATION PROCEDURES

- Exit immediately using the nearest safe exit
- Remain calm and walk; do not run
- Close doors as you leave
- **Do not** use elevators unless directed to do so by emergency personnel
- Move at least 50 feet from the building
- Keep streets, fire lanes and sidewalks clear
- **Do not** re-enter until an official all-clear is given

ASSISTING INDIVIDUALS WITH DISABILITIES

- If a person requests assistance and it is safe to do so, provide aid consistent with the individual's directions.

If evacuation is not possible:

- Move to an area of refuge
- Notify University Police (**978.542.6111**) or **911** of the person's location
- Remain calm and await responders

FIRE

IF YOU DISCOVER A FIRE

- Activate the nearest fire alarm
- [Evacuate](#) the building
- Call University Police **(978.542.6111)** or **911**
- Move at least 50 feet from the building
- Keep streets, fire lanes and sidewalks clear
- Follow instructions from emergency personnel

IF YOU HEAR A FIRE ALARM

- [Evacuate](#) immediately
- **Do not** assume it is a drill
- Move at least 50 feet from the building
- Keep streets, fire lanes, and sidewalks clear
- Follow instructions from emergency personnel

DO NOT

- Use elevators
- Delay evacuation to collect belongings
- Re-enter until authorized

MEDICAL EMERGENCY

CALL

- Immediately call University Police **(978.542.6111)** or **911**
- Provide:
 - o Location
 - o Nature of injury or illness
 - o Number of individuals involved
 - o Current condition of victim

CARE

- Provide first aid only if trained and it is safe to do so.
- **Do not** move the victim unless immediate danger exists.

STAY

- Remain with the victim until emergency personnel arrive

GUIDE

- Direct emergency responders to the victim's location

MENTAL HEALTH EMERGENCY

If a person appears to present an immediate danger to themselves or others:

- Call University Police **(978.542.6111)** or **911** immediately
- Remain with the individual if it is safe to do so
- Use a calm and supportive approach
- **Do not** leave the individual alone

If a weapon is present:

- Move to safety
 - Call University Police **(978.542.6111)** or **911** immediately
 - Follow [active threat](#) procedures
-

SUBSTANCE ABUSE OR SUSPECTED OVERDOSE

A substance-related emergency may involve the misuse of alcohol, prescription medications, illicit drugs and unknown substances.

IF YOU SUSPECT AN OVERDOSE:

CALL

- Immediately call University Police **(978.542.6111)** or **911**
- Provide:
 - o Location
 - o Current condition of victim
 - o Any known information about substances involved

CARE

- If the person is unconscious but breathing, place them in the recovery position, if trained to do so.
- If the person is not breathing or has no pulse, begin CPR if trained and directed by emergency personnel.
- Follow all directions provided by emergency personnel

STAY

- Remain with the victim until emergency personnel arrive

GUIDE

- Direct emergency responders to the victim's location

LOCKDOWN VS. SHELTER-IN-PLACE

Table 2: Lockdown vs. Shelter-in-Place: Key Differences Between Security and Environmental Emergency Responses.

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

LOCKDOWN

A lockdown is used when there is an immediate security threat on or near campus.

DURING A LOCKDOWN

- Move to a secure room
- Lock and barricade doors
- Turn off lights
- Silence phones and devices
- Stay away from windows and doors
- Remain in place until an official all-clear is provided

SHELTER-IN-PLACE (SIP)

Shelter-in-place is used when conditions outside make it unsafe to leave a building. Examples include:

- Severe weather
- Environmental hazards
- Hazardous materials release

IF OUTSIDE

- Enter the nearest building immediately

IF INSIDE

Remain indoors

- Move to an appropriate interior location
- Follow instructions from university emergency officials
- Stay sheltered until an all-clear is issued

SUSPICIOUS PACKAGE

- **Do not** touch, move or open the item
 - Leave the area immediately and call University Police **(978.542.6111)** or **911**
 - **Do not** use cell phones, radios or electronic devices near the suspicious item
-

HAZARDOUS MATERIAL INCIDENT

If a spill, leak or suspicious substance is discovered:

- Leave the immediate area
- Prevent others from entering
- Call University Police **(978.542.6111)**
- Follow instructions from emergency personnel

Do **NOT** attempt to clean up unless authorized or trained.

GAS LEAK

IF GAS ODOR IS DETECTED

- [Evacuate](#) the area immediately
- Alert others as you leave
- Call University Police **(978.542.6111)** or **911**

Do **NOT**:

- Operate electrical switches
 - Use elevators
 - Create sparks or flames
-

UTILITY FAILURES

ELECTRICAL FAILURES

- Remain calm
- Use flashlights if available
- Report outages to University Police **(978.542.6111)**
- Follow instructions from university officials

WATER, STEAM OR PLUMBING FAILURES

- Avoid affected areas
- Report conditions immediately to University Police **(978.542.6111)**
- Follow instructions from university officials

ELEVATOR FAILURE

- Remain calm
- Use emergency communication systems in the elevator
- Call University Police **(978.542.6111)** or **911**
- **Do not** attempt self-rescue

SEVERE WEATHER

Monitor university emergency notifications during severe weather events.

FLASH FLOODING OR OUTDOOR FLOODING

- Move immediately to higher ground
- Avoid low-lying areas
- Avoid flooded areas and buildings
- **Do not** walk through floodwaters if avoidable
- **Do not** drive through flooded roadways
- Prepare for temporary disruption of services
- Remain alert for campus closure information

THUNDERSTORMS

- Stay indoors
- Avoid windows
- Avoid plumbing fixtures and electrical equipment

TORNADO WARNING

- Move to an interior room on the lowest level possible
- Stay away from windows
- Protect your head and neck
- Remain sheltered until the danger has passed

HURRICANES, TROPICAL STORMS, WINTER STORMS

- Follow university emergency communication channels
- Avoid unnecessary travel
- Prepare for temporary disruption of services
- Remain alert for campus closure information

EARTHQUAKE

During Shaking:

DROP

- Get low to the ground

COVER

- Protect your head and neck. Take cover under sturdy furniture if available

HOLD ON

- Remain in place until shaking stops
- After Shaking Stops
- Check for injuries
- Report emergencies
- Watch for damaged structures or hazards
- Evacuate only if directed or conditions are unsafe

