Policies to remember
• Make sure students and staff under your supervision are aware of these safety procedures and practice them.
• Be aware of the needs of persons with disabilities and be prepared to help them evacuate.
• Update personal contact info with Human Resources.
• Keep a copy of this info accessible at all times.
• Direct any media to Public Affairs.

In case of fire
If you suspect or discover a fire:
• Evacuate immediate area after closing door behind you.
• Pull nearest fire alarm, located near stairwells and exits.
• Call campus police at 508.999.9191 if safe to do so. Otherwise, evacuate the building and call from outside.

If you hear a fire alarm:
• Evacuate as soon as you hear alarm and close your door.
• Do not open doors if they are hot.
• Use alternate stairwell if heat or smoke is present.
• Never use elevators.
• Proceed to nearest Emergency Assembly Point (see map).
• Do not re-enter the building until permitted to do so by emergency responders.

In case of medical emergency
• Call 911 or 508.999.9191; tell dispatcher the patient’s name and location, including building and floor.
• Do not approach the patient unless it is safe to do so.
• Send someone to meet and direct emergency responders.
• Do not move the patient unless absolutely necessary.
• Check for Medic Alert bracelets if safe to do so.
• Provide first aid if you are trained and can safely do so.

In case of evacuation
• Stay calm. Do not rush or panic.
• Safely stop your work.
• Gather your personal belongings, if safe to do so.
• Proceed to the nearest exit.
• Do not use elevators.
• Proceed to the designated meeting point.
• Wait for instructions from emergency responders.
• Do not re-enter the building until permitted to do so by emergency responders.

Criminal Activity
Immediately call 508.999.9191 from a safe location if you are the victim of or witness to:
• Assault;
• Verbal or other threat of bodily harm;
• Suspicious activity or suspicious packages/items;
• Crimes in progress;
• Weapons violations;
• Activities presenting a serious personal risk to anyone.
Do not confront suspects or block their exit.

For hazardous materials spills
• Evacuate the affected area.
• Call 508.999.9191.
• Provide the dispatcher information on the material type, quantity, and specific location of the spill.
• Stay in a safe location to provide information to emergency responders.

If a shooting occurs
• Leave the area as quickly as possible.
• Watch and listen for the suspect to stop shooting and reload.
• Take cover, hide, or play dead if you cannot escape.
• Take shelter in a secure area with:
  – At least 2 exits.
  – Doors that can be locked to prevent access.
  – Telephone.
• Turn cell phone to vibrate.
• Look for chances to escape.
• Call 911 or 508.999.9191 to tell dispatcher your location, including building and floor.

In case of earthquake or severe weather
If you are inside:
• Duck, cover and remain still until the shaking stops.
• Stay away from windows, filing cabinets, bookcases, and heavy furniture.
• Evacuate the building if told to do so by building staff or emergency responders.

If you are outside:
• Move away from trees, signs, buildings, electrical poles, and wires.
• Protect your head with your arms.
• Proceed to the designated meeting point for your building.