

# EMERGENCY PROCEDURES QUICK REFERENCE

See the [JWU Alerts Page](http://www.jwu.edu/Alerts/Charlotte) at [www.jwu.edu/Alerts/Charlotte](http://www.jwu.edu/Alerts/Charlotte) for detailed information

## WHAT TO DO IN CASE OF:

### Fires

- Activate the nearest fire alarm pull station.
- **Call 911** and Campus Safety & Security at 980-598-1900.
- Notify other building occupants.
- Help those needing assistance to leave the area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Go to your rally point and stay with your class.
- **DO NOT** re-enter the building until authorized to do so by emergency personnel.

### Building Evacuation Procedures

- When the fire alarm is activated, evacuation is **MANDATORY**.
- Do not use elevators.
- Take personal belongings with you.
- Shut off stoves and ovens in kitchens and culinary labs.
- Close doors as you exit.
- Move away from the building to your rally point or a safe area.

### Shelter-in-Place

- Suspend all activities.
- Proceed immediately to an interior room or if available, a designated shelter-in-place location for the building.
- Do not use elevators.
- Close all windows and doors and ensure that all HVAC systems and elevators are shut down.
- Remain calm.
- Stay in the shelter area until otherwise instructed by university personnel or the authorities.

### Active Shooter/Lockdown

- If possible, exit the building and call 911 and Campus Safety & Security at 598-1900. (**RUN**)
- If you cannot exit, leave the hallway immediately and/or remain behind closed doors in a locked or barricaded room. (**HIDE**)
- Silence your cellphone.
- Stay away from windows, shut off lights and close blinds/shades.
- Remain calm and quietly call 911 and Campus Safety & Security at 980-598-1900.
- Leave the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see what is happening.
- If faced with no other option and harm is imminent, make use of nearby items to incapacitate the attacker. (**FIGHT**)
- Do not assume someone else has called 911

### Suspicious Behavior/Persons of Concern

- 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 Campus Safety & Security at 980-598-1900.

### Suspicious Packages

- Do not touch or disturb the object or package.
- Evacuate the area immediately.
- Call Campus Safety & Security at 980-598-1900.
- Notify your professor, RD, RA or other university administrator.

### Weather Emergencies

Call the Alert Information Line at 980-598-4636 for class cancellation and other emergency information

### Medical

#### Cardiac Arrest or Heart Attack

- Assess the scene for danger.
- Check the victim.
- Call or instruct someone to **call 911** and Campus Safety & Security at 980-598-1900.
- Locate an Automatic External Defibrillator (AED), if one is available.
- Perform CPR if trained and willing to do so.

#### Bleeding

- Apply firm but gentle pressure to the wound with a clean cloth or tissue.
- Have the person lie down.
- **Call 911** and Campus Safety & Security at 980-598-1900.

#### Burns

- Remove the cause of the burn.
- Flush the area with water.
- Do not apply a dressing, creams or lotions.
- **Call 911** and Campus Safety & Security at 980-598-1900.

### Hazardous Materials Spills

If the incident is indoors, close all doors in order to isolate the area, if it is safe to do so.

- From a safe area call Campus Safety & Security at 980-598-1900.
- Be prepared to provide the following information:
  - Name and quantity of the material
  - Time and location of the incident
  - If anyone is injured or exposed to the material
  - If fire or explosion is involved
  - Your name, phone number and location
- Evacuate if necessary.

### Bomb Threats

- Remain calm.
- Get as much information as possible.
- **Call 911** and Campus Safety & Security at 980-598-1900.

### Gas Leaks, Fumes & Vapors

If you smell natural gas

- Do not pull the fire alarms.
- Do not touch light switches or electrical equipment.
- Go to a safe place and call Campus Safety & Security at 980-598-1900.
- Clear the area immediately if instructed to do so.
- Provide your name, phone number and location along with the location of the odor.
- Provide as many details as possible.

### Flooding

Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:

- If you can do so safely
  - Secure vital equipment, records, and hazardous materials.
  - Shut off non-essential electrical equipment.
  - Move all people to a safe area away from the building in danger.
  - Call Campus Safety & Security at 980-598-1900.
  - Do not return to the building until instructed to do so by Campus Safety & Security or Facilities.

### Media Inquiries

Direct **ALL** media inquiries to Communications and Media Relations at 980-598-1004.