

EMERGENCY PROCEDURES QUICK REFERENCE

See the JWU Alerts Page at www.jwu.edu/Alerts/Providence for detailed information

WHAT TO DO IN CASE OF:

Fires

- Activate the nearest fire alarm pull station.
- **Call 911** and Campus Safety & Security at 401-598-1103.
- 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 401-598-1103.
- 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 401-598-1103.
- 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 401-598-1103.

Suspicious Packages

- Do not touch or disturb the object or package.
- Evacuate the area immediately.
- Call Campus Safety & Security at 401-598-1103.
- Notify your professor, RD, RA or other university administrator.

Weather Emergencies

- Call the Alert Information Line at 401-598-5555 or check www.jwu.edu/alerts/providence for class cancellations

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 401-598-1103.
- 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 401-598-1103.

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 401-598-1103.

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 401-598-1103.
- Be prepared to provide the following information:
 - o Name and quantity of the material
 - o Time and location of the incident
 - o If anyone is injured or exposed to the material
 - o If fire or explosion is involved
 - o 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 401-598-1103.

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 401-598-1103.
- 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
 - o Secure vital equipment, records and hazardous materials.
 - o Shut off non-essential electrical equipment.
 - o Move all people to a safe area away from the building in danger.
 - o Call Campus Safety & Security at 401-598-1103.
 - o 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 401-598-1848.