

# Important Emergency Information

## **Important Phone Numbers**

University Police Emergency (on-campus)

Cell Phone: 978.542.6111

Landline Extension: 6111

Get a good description of the person if safety allows—note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known. Should the person leave the area, note the vehicle make and model, license number (if possible), color, outstanding characteristics, etc. Do not threaten, intimidate or physically confront the person. Do not let anyone into a locked building or room—if inside, do not block the person's exit. If the person asks to speak to a specific university official, offer to notify University Police (Landline Extension: 6111 or Cell: 978.542.6111) to accommodate their request. If you see a weapon, notify University Police (Landline t the are

If telephone call:

- If you can, ask the caller to hold and transfer the call to University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- If you are unable to transfer the call, ask the caller to contact **University Police (Landline Extension: 6111 or Cell: 978.542.6111)** directly.
- Write down the caller's exact words.
- Keep the caller on phone as long as possible—get as much information about the caller as possible—ask caller to repeat information.

Ask the following questions:

Where is the bomb located?

When will it go off?

What does it look like?

What kind of bomb is it?

What will make it explode?

Why did you place the bomb?

What is your name?

- Note details from call: sex, accent, speech impediment, age, background noises, unusual phrases, etc.

If you receive or find a written bomb threat:

- Immediately contact University Police (Landline Extension: 6111 or Cell: 978.542.6111) and provide as much information as possible.
- Do a quick visual inspection of your area.
- Do not touch or move any suspicious object—See procedure for Suspicious Package.
- Do not use radios, pagers or cell phones, as they can trigger an explosive device.
- Do not activate the fire alarm system unless instructed to do so by a police officer.

**Fire**

most college-related fires are due to a general lack of knowledge about fire safety and prevention. For most students, the last fire safety training they received was in grade school, but with new independence comes new responsibilities. It is important that both off-campus and on-campus students understand fire risks and know the preventative measures that could save their lives.

Please take a moment to explore the Alarming Truth and Center for Campus Fire Safety links, available under Tools & Resources

- by authorized emergency personnel.
- Do not use cell phones or any electrical devices that could spark further

- Excessively morbid, violent or depressing themes in written assignments
- Verbal expressions of suicidal or violent thoughts

If someone displays overtly threatening behavior constituting an immediate threat to themselves notify University Police (Landline Extension: 6111 or Cell: 978.542.6111).

- Do not leave the person alone.
- Be empathetic and show your concern.
- Try to sit down with the person; sitting is a less aggressive posture than standing or moving around.
- Provide positive feedback, such as, "We can get this straightened out," or, "I'm glad you're telling me how you feel about this."
- If safe to do so, calmly but firmly remove immediate means of hurting him/herself:
  - If the individual has a weapon, do not try to take it physically or through force
  - If the individual has a weapon, stay out of arm's reach—do not touch the person
  - Alert emergency responders of the presence of weapons
  - Ask direct questions about the individual's intention
  - Listen to what is said and treat it seriously

- In order to maximize the emergency generator run time and efficiency, please turn off power to non-essential areas (departmental kitchen, copier room, etc.) and equipment (computer, coffee machines, etc.).

#### **Water Leak**

- Notify University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- If possible, turn off the water supply.
- Stop using any electrical devices in the area and remove objects, if safe to do so.

#### **Gas Leak**

- Cease all operations—Do not switch lights or any electrical equipment on or off.
- Pull the fire alarm and evacuate to the designated assembly area—See procedure for *Fire and Facility Evacuation*.
- Notify University Police (Landline Extension: 6111 or Cell: 978.542.6111).
- Do not re-enter the building or area until notified that it is safe to do so.

#### **Ventilation Problem**

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- You have been advised by police officers to evacuate the building, or
- There is imminent danger in the immediate area.

Monitor the university website, email, text messages, etc. if possible for messages giving you further instructions.

**Do not**



- and provide as much information as possible.
- Leave the area—do not approach the intruder or intervene in a dangerous situation.
  - If initiated, **see *Lockdown***

- If the active shooter is within your vicinity:
  - Lock the door
  - Silence all cell phones, pagers, radios, or other devices, etc.
  - Turn off sources of noise such as TVs, radios, etc.
  - Conceal yourself behind large objects such as book cases, desks, etc.
  - Remain silent, limit movement which creates noise.

### **3. Fight: take action against an active shooter**

Take last resort measures for survival when facing imminent injury or death. Attempt

**Note:**

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- Check yourself and others for injuries—report any injuries to supervisor or emergency personnel.
- Use your training to provide first aid, use fire extinguishers, clean up spills, etc.
- Assess your surroundings, check for damage and hazardous conditions—report them to supervisor or emergency personnel.
- Phone systems may be severely impacted—limit phone use to emergency calls only.
- Do not evacuate automatically—outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to assembly areas, move swiftly—grab

