

BSU EMERGENCY PROCEDURES

LOCATION

CALL 911 FROM THIS PHONE

This phone is for campus alerts in emergency situations and it will ring until answered. A message with real-time instructions will advise you accordingly. **DO NOT LOWER THE RINGER VOLUME OR UNPLUG THE PHONE.** Call the Bridgewater State University Police Department at 508.531.1212 from a cell phone.



ACTIVE SHOOTER

- **RUN** – evacuate the area, leave your belongings behind, keep your hands visible.
- **HIDE** – in an area out of the active shooter's view, block entry to your hiding place and lock the doors, if possible.
- **FIGHT** – as a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the shooter.

FIRE: REMEMBER R.A.C.E.



- **RESCUE** – remove anyone from danger, close door behind you to confine smoke and fire.
- **ALARM** – activate the nearest pull alarm station or notify the BSUPD.
- **CONTAIN** – take immediate action to control the fire with available firefighting equipment – only if properly trained.
- **EVACUATION** – immediately proceed to a safe exit unless told otherwise by emergency personnel.

GAS LEAK/POWER OUTAGE



- Immediately evacuate the area.
- **DO NOT** turn on or ignite any electronic device or electrical equipment.
- Once safe, call the BSUPD at 911 from a campus phone or at 508.531.1212 from a cell phone.
- In a power outage, call Facilities, Management & Planning at 508.531.1296 and advise them of your location and the nature of your problem.

MEDICAL EMERGENCY



- Call the BSUPD at 911 on a campus phone or 508.531.1212 by cell phone.
- Provide the location of incident, nature of illness or injury, the number of victims and your name.
- Send someone to the building entrance to guide first responders.
- **DO NOT** attempt to move the victim or render first aid unless trained.

HAZARDOUS MATERIAL



- All chemical fires and spills, no matter how small, should be reported to the BSUPD.
- If chemicals contact your skin, immediately flush the affected area with water for 15 minutes.
- Remove contaminated clothing.
- **DO NOT** attempt to clean up the spill.
- Evacuate the area, if needed.

SEVERE WEATHER



- Seek shelter immediately.
- Move to the lowest level of the building.
- Move to interior areas of the building.
- Stay away from windows, skylights and glass.
- Pay attention to BSUPD text alerts.

SEXUAL ASSAULT/CAMPUS VIOLENCE



- Call the BSUPD at 911 from a campus phone, dial 508.531.1212 from a cell phone or activate an emergency call box.
- If possible, leave the area/get out of harm's way OR secure in place and lock the door.
- If unable to leave, stay at a safe distance, try to get the attention of a fellow student/co-worker.
- Seek medical attention as needed.

SUSPICIOUS PACKAGES/BEHAVIOR



- Immediately notify university police from a campus phone, call 911.
- **DO NOT use cellphones** or other electronic devices within 100 feet of the package.
- **DO NOT handle** suspicious or abandoned packages.
- Proceed as instructed by public safety personnel.
- For nonemergency requests, call 508.531.1212.

WHEN LAW ENFORCEMENT ARRIVES



- Remain calm and follow officers' instructions.
- Keep hands visible at all times.
- Avoid pointing, screaming or yelling.
- Avoid making quick movements towards officers such as attempting to hold onto them for safety.
- **DO NOT** stop to ask officers for directions when evacuating; proceed in the direction from which the officers are entering the premises.

TO REPORT PROBLEMS

- IT support – press the "Tech Help" button on the room phone.
- Facilities issues – dial 1296 – for concerns about lighting, heating, cooling or furniture.
- For nonemergency requests, call 508.531.1212.

EMERGENCY

Place card in window.