

# WILLIAM PATERSON UNIVERSITY

## Emergency Procedures

Emergency: Police/Fire/EMS **911**

### Non-Emergency

University Police 973.720.2300  
Campus Facilities/ Physical Plant 973.720.2142  
Environmental Health and Safety 973.720.3417  
Insurance, loss control and claims 973.720.2107

### FIRE

#### Evacuate

- Pull the fire alarm
- Call 911
- Leave the building, CLOSE DOORS behind you
- Use stairs, don't use elevators
- If unable to exit building, go to nearest stairwell or place of refuge
- Assemble in designated area



### ACTIVE ASSAILANT

#### Run • Hide • Fight

- Call 911
- Leave the building
- If evacuation is not possible, hide in a concealed place
- Lock and barricade door, turn off the lights
- Obey all law enforcement instructions
- As a LAST resort, overpower the shooter



### MEDICAL EMERGENCY

#### Get Help

- Call 911
- Provide the location, nature of injury or illness, current condition of the victim, and other requested information
- Do not move the victim unless in immediate danger
- If trained, administer first aid, CPR/AED



### UTILITY FAILURE

#### Identify Location

- Call Physical Plant at 973.720.2142 or University Police at 973.720.2300 to report issues
- Be prepared to describe failure type and location
- University officials may evacuate a building due to utility failures



### SHELTER IN PLACE

#### Protect Yourself

- Lock and/or block doors
- Turn out lights
- Hide in enclosed area
- Stay quiet
- Silence your cell phone
- Check in with others via text or email
- Look for University updates via text, phone, email, or social media



### HAZARDOUS MATERIALS

#### Stay Back

- If life-threatening, pull the fire alarm, evacuate and call 911
- If non-life-threatening, call 911 and provide information on type of incident and location
- If you come into contact with a hazardous material, decontaminate and CALL 911



### BOMB THREAT

#### Remain Calm

- Get as much information as possible from the caller – location of device, what it looks like, what will cause it to explode
- Note background sounds, gender of caller, and any notable characteristics of the caller's voice
- Call 911



### WILDLIFE

#### Remain Calm

- Do not feed wildlife
- Do not harass, chase, or attempt to touch
- Remember that geese, groundhogs, turkey, and deer are wild and may react when they feel threatened
- If animal is unusually aggressive or seems sick, contact University Police



### SUSPICIOUS ACTIVITY

#### See Something Say Something

- Object is out of the ordinary
- Person is behaving strangely
- Gut feeling that something is wrong
- If you see something suspicious, do something
- CALL 911

