

Know What To Do During Emergencies

Faculty and Staff Quick Guide

Experience around the country has shown that during an emergency students will look to faculty and staff for leadership and guidance. The William Paterson University Police Department offers the following guidance. For questions call Charles Lowe, Director of Public Safety and University Police, at 973.720.2300.

Review this guide and the Emergency Procedures grid. Emergency procedures can also be found at wpunj.edu/police/info.

Faculty are welcome to include this guide and the Emergency Procedures flyer in their course syllabi.

Emergency Numbers

For emergencies, call **911**.

Also, program the William Paterson University Police Department into your phone: **973.720.2300**.

Record your emergency contacts on paper in case your cell phone becomes unavailable.

If you see something, say something.

If you are concerned about the behavior or well-being of a faculty or staff member, call William Paterson's Employee Assistance Program, **HigherEd EAP 1.800.225.2527** or **1.800.252.4555**.

If you are concerned about the behavior or well-being of a student, call the Counseling, Health and Wellness Center, **973.720.2257** or **2360**.

Additional Emergency Preparations

- Buy or assemble an emergency preparedness kit for home and work. Encourage students to do the same.
- Buy or assemble a first-aid kit for your office/home.
- Bookmark wpunj.edu/police/info to have quick access to emergency information and procedures.
- Familiarize yourself with Run-Hide-Fight procedures. View video at [youtube.com/watch?v=5VcSweju2D0](https://www.youtube.com/watch?v=5VcSweju2D0)

For more tips on preparedness, check out: ready.gov

Shelter in Place Alerts

Shelter in place is a request made by campus authorities when moving around campus puts your safety in jeopardy—possibly due to violent acts on campus, hazardous material spills, or other situations.

Know your classroom/office:

Where are the exits? Does the door lock?

Depending on your particular location or situation, consider these actions:

- **Lock or blockade doors (use chair or doorstop)**
- **Turn out lights**
- **Hide in closet or enclosed area**
- **Stay quiet**
- **Silence your cell phone**
- **Get informed about the situation**
- **Check in with others via text or email**
- **Look for University updates via text, phone, email or social media**

Emergency Alerts

Emergency alerts are sent primarily through the WP Urgent system via phone (voice/text), email, Facebook, X (formerly known as Twitter), and posted on the University home page.

For faculty, make sure at least one person in the classroom leaves a cell phone turned on to receive WP Urgent messages.

Make sure to sign up for emergency alerts via the link <https://wpconnect.wpunj.edu/portal/employee/> and search for Emergency Notification Setup. Add or update your information as needed.