

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

Quickly Assess Your Risk

- RUN– Leave the Building
- HIDE if evacuation is not possible. Lock and barricade door, turn off the lights.
- FIGHT as a LAST resort; overpower the assailant.
- When safe, call 911.
- Obey all official University/ law enforcement instructions.



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

