Emergency Procedures

To report an emergency: Dial 2911 or 508-289-2911 (cell phones)
To report Facilities & Services related issues (such as heating problems) see inside back cover

1. Reporting an Emergency
   • Remain calm and speak slowly and clearly.
   • State your name, building, and location.
   • State the nature of the emergency, such as fire, medical, chemical spill, etc.
   • State the location of the emergency—be as specific as possible.
   • Evacuate to a safe area if there is danger.

2. Evacuation Procedure
   • When an evacuation alarm is sounded, immediately exit the facility in a calm and orderly manner through the nearest exit.
   • If the nearest exit cannot be used, use the nearest alternate exit.
   • Report to your building’s assembly area.
   • Do not attempt to secure personal property before evacuating.
   • Do not attempt to reenter the facility once you have evacuated. Fire and police personnel will perform search and rescue.
   • Remain in the assembly area until the facility is cleared for reentry.
   • Do not attempt to go home or leave the area until you are accounted for.

3. Fire & Explosion
   • Report the emergency—warn others.
   • Evacuate immediately.
   • Do not attempt to fight the fire unless trained to do so.
   • Do not attempt to put out the fire if it is between you and the exit or if you are uncomfortable with the situation.
   • If more than one fire extinguisher is needed—evacuate.

4. Medical Emergency
   • Report the emergency.
   • Make every attempt to comfort the injured person and prevent further injury.
   • Only trained personnel should provide first aid treatment to others.

5. Hazardous Chemical Spill
   • Report the emergency—warn others.
   • Evacuate to a safe area.
   • Attend to any person who has been exposed to the material if safe to do so.

6. Violence
   • Report the emergency and silence cell phone ringer.
   • Stay away from location of violence
   • If you can safely escape, leave immediately. If not, secure yourself in a safe area.
   • Never attempt to intervene in a violent incident.

7. Biological/Radiological
   • Report the emergency—warn others in the area.
   • Attend to injured or contaminated personnel and remove them from further exposure if safe to do so.
   • Have potentially contaminated personnel stay in one area until they can be monitored and shown to be free of contamination.
   • Prevent entrance to the affected area.

8. Severe Weather
   • Facilities monitors National Weather Service reports and notifies departments of severe weather forecasts. Hurricane information is also posted on the Facilities Web site (address questions to x2205). Inclement weather announcements are available on x2120.

Be prepared in the event of an emergency. Remember to:

   • Locate the emergency exits and equipment near your work area.
   • Locate your assigned assembly area.
   • Try to notify a colleague when leaving your work area for an extended period and upon returning to avoid triggering an unnecessary search.

Questions regarding emergency procedures may be directed to the Environmental Health and Safety Office at x3347