Emergency Procedures

Public Safety Numbers

Emergencies: 508-286-3333 or 911
Physical Plant: 508-286-3879
Non-Emergencies: 508-286-8213
Website: wheatoncollege.edu

FIRES
» Activate the nearest fire alarm pull station.
» Call Public Safety at 508-286-3333 or 911. Notify occupants and help those needing assistance in the immediate area.
» Confine the fire by closing doors as you exit.
» Evacuate the building at the nearest exit.
» Do not reenter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION
» When the fire alarm is activated, evacuation is mandatory.
» Do not use elevators.
» Take personal belongings i.e. keys, jacket, etc.
» Close doors as you exit.
» Move all personnel to a safe area.

SUSPICIOUS PACKAGES
» Do not touch or disturb the object or package.
» Evacuate the immediate area.
» Call Public Safety at 508-286-3333 or 911.

BOMB THREATS
» Get as much information as possible from the caller.
» Call Public Safety at 508-286-3333 or 911.
» Follow instructions from emergency personnel.

SUSPICIOUS BEHAVIOR
» Do not physically confront the person.
» Do not let anyone into a locked room/building.
» Do not block a person’s access to an exit.
» Call Public Safety at 508-286-3333 or 911.

GAS LEAKS, FUMES, VAPORS
» Do not pull fire alarms.
» Do not touch light switches or electrical equipment.
» Call Public Safety at 508-286-3333 or 911.
» Clear the area immediately if instructed to do so by the emergency dispatcher.

PERSON WITH WEAPON
» If possible, exit the building immediately and call Public Safety at 508-286-3333 or 911.
» If you cannot exit—clear the hallway immediately and/or remain behind closed doors in a barricaded room, if possible. Stay away from windows. Call Public Safety at 508-286-3333 or 911.
» Evacuate the room only when instructed.
» Do not attempt to confront or apprehend the person.

FLOODING
If you can do so safely:
» Secure vital equipment, records and hazardous materials
» Shut off nonessential electrical equipment
» Move all personnel to a safe area.
» Call Physical Plant for assistance with flood clean-up at 508-286-3879 during business hours or 508-286-3333 after hours.

HAZARDOUS MATERIALS SPILLS
» If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
» From a safe area, call Public Safety at 508-286-3333 or 911.
» Be prepared to provide the following information:
  • Name of the material
  • Quantity of material
  • Time of the incident
  • Location of the incident
  • If anyone is injured or exposed to material
  • If a fire or explosive is involved
» Evacuate if necessary.

MEDICAL EMERGENCIES
» Call Public Safety at 508-286-3333 or 911.
» If certified in First Aid and/or CPR, begin administration.