

Emergency Procedures

Campus 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 Campus 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 Campus Safety at 508-286-3333 or 911.

BOMB THREATS

- » Get as much information as possible from the caller.
- » Call Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus Safety at 508-286-3333 or 911.
- » If certified in First Aid and/or CPR, begin administration.