

WILLIAM PATERSON UNIVERSITY

Pocket Reference Guide – Emergency Procedures Department Of Public Safety Extension 2301

In Case of:

1. **FIRE:** Plan ahead; familiarize yourself with locations of fire extinguishers, fire exits and escape routes. Do not use the elevator. Whenever a fire alarm sounds, evacuate the building immediately. Upon discovering a fire: Ring the building fire alarm. If the alarm fails to work, shout “**FIRE**” several times. Telephone Public Safety at Extension 2301 and report the fire building, floor, area and intensity. Evacuate the building immediately.
2. **SEVERE WEATHER:** (Hurricane): Secure loose materials; check emergency supplies and stay in shelter.
3. **POWER OUTAGE:** Contact Public Safety Department at Extension 2301. Buildings are equipped with emergency lighting. Wait for instructions.
4. **PERSONAL INJURY:** (Self and Others): Contact Public Safety Department at Extension 2301. Await response from Emergency Services.
5. **BOMB THREAT:** If verbal, gather as much information and detail as possible - location, time, background sounds, inflection, time of call – and immediately report it to Public Safety at Extension 2301. If in writing, immediately contact Public Safety at Extension 2301. Do not permit others to see or touch the document. Take directions from the Public Safety Officer. Do not pull the fire alarm or use radios or cell phones unless directed to do so.
6. **OTHER THREATS:** Contact Public Safety at Extension 2301.
 - **Suspicious packages:** Do not open. Contact Public Safety.
 - **Unauthorized persons:** Observe and contact Public Safety with description.
 - **Theft of critical materials :** Report to Public Safety.
 - **Threatening/harassing calls :** Contact Public Safety
7. **OTHER UTILITY FAILURES** (Such as water, gas, data, telephone): Contact Public Safety at Extension 2301.
8. **VEHICULAR ACCIDENT:** Determine severity of incident and/or injuries and contact Public Safety at Extension 2301.