

EASTERN EMERGENCY PROCEDURES

Police/Fire/Medical Emergency	911	Univ. Police Dispatcher	860-465-5310 (Opt. #3)
Title IX Coordinator	860-465-5791	Environmental Health & Safety	860-465-5103
Sudent Center Information Desk	860-465-5000	Facilities	860-465-4565



Fire/Building Evacuation

- **Dial 911**
- When the fire alarm is activated, evacuation is mandatory – leave immediately
- Do not use elevators
- Leave through nearest emergency exit
- Consider individuals with disabilities
- Close doors as you exit
- Move all personnel to a safe area away from the building
- Do not re-enter the building until emergency personnel announce it is safe to do so.



Medical

- **Dial 911**
- If you are not in imminent danger, dial 860-465-5310
- Do not move an injured person unless he/she is in imminent danger
- Be familiar with the nearest location of an AED in your building. (Not all buildings have AED's)



Emotional Event

- **Dial 860-465-5310 to report the incident**
- Don't try to handle a person in psychological emergency by yourself
- Remain calm, do not overreact
- Be empathetic, listen without judging
- Direct attention to the issue at hand
- Permit verbal venting
- Avoid physical techniques
- Keep the person engaged and distracted if safe to do so



Suspicious Person/Disruptive Behavior

- **Dial 860-465-5310 for a police response**
- Do not physically confront the person exhibiting the behavior
- Do not let anyone into a locked room or building
- Do not block a person's access to an exit
- Do not attempt to separate the two combatants
- **Dial 911 for an emergency**



Power Outage

- **Dial 860-465-5310 to report the outage**
- Move students to a window or entrance area with light (if available)
- Turn off/unplug any switches or equipment that were running to avoid a surge when power is restored
- Remain in your location until an official announcement is made



Hazardous Spill

- **Call Dispatch 860-465-5310 to report the incident**
- Identify, if possible, the chemical and retrieve the appropriate safety datasheet
- Close all doors to isolate the area if it is safe to do so
- Evacuate if necessary
- Call the Director of Environmental Health & Safety at 860-465-5103 for routine matters



Active Aggressor or Shelter in Place

- **Dial 911**
- Run
- Hide in a location where you can't be seen
- Fight as a last resort



Bomb Threat

- **Dial 911 to report the incident**
- Remain calm and get as much information as possible
- Evacuate the area



Sexual Assault

- **Dial 911 for emergency services & police.**
- **Call the Title IX Coordinator at 860-465-5791 for campus support services and reporting options**
- Consider seeking medical attention
- Know there are people on campus ready to assist you



Suspicious Package

- **Do not use radio or cell phone within 100 feet of the package**
- Dial 860-465-5310 to report the package
- Do not touch or disturb the package



Gas Odor

- Evacuate the area
- Do not pull fire alarm
- Call the Eastern Police Department

SEE SOMETHING? SAY SOMETHING.