

Emergency Procedures

Emergency Protective Actions

In the event an emergency occurs on campus, you may be asked to take certain protective actions. The most common protective actions requested will be: **Shelter-in-Place** or **Building Evacuation**.

To Shelter-in-Place:

- Get/stay indoors.
- Secure doors and windows; turn off any air conditioning units in room.
- Stay indoors until notified it's safe to go outdoors.

For Building Evacuation:

- Evacuate building using nearest exit (or alternate exit if blocked).
- Take personal belongings (backpacks, keys, purses, wallets, etc.).
- Do not use elevator.
- Secure hazardous materials or equipment.
- Follow instructions by faculty, staff, or emergency personnel.
- Move away from building.

IN CASE OF EMERGENCY

Call 911 or UMass Police at (413) 545-2121

What to Report:
 Emergency Type:
 Building:
 Room:
 Name:

For Emergency Info go to:
www.umass.edu

General Protective Actions

Fire

- Activate nearest fire alarm. Call 911.
- Evacuate the building.
- Do not enter the building until authorized by emergency personnel.

Severe Weather/Tornado

If Indoors:

- Seek shelter in lowest level of building.
- Stay away from exterior windows and doors.
- If "drop and tuck" position is used: low squat, knees and chin to chest, facing wall with hands interlocked over head.
- Do not go outside until threat has passed.

If Outdoors:

- Try to seek shelter indoors immediately.
- If unable, get to a low area such as a ditch or ravine or depression works well.
- Lie flat in ditch or low area.
- Lie face down and cover your head and face.

High Rise Building:

- In a high-rise building, go to a small, interior room or hallway with no windows.

Hazardous Materials Release

- If emergency or anyone's in danger, call 911.
- Move away from hazardous location to safe location or evacuate building.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

Power Outage

- Secure any hazardous materials or operations.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if emergency power is operating.
- Consider switching off/unplugging sensitive equipment.
- Evacuate.

Suspicious Object

- Do not touch or disturb object.
- Call 911.
- Notify Faculty, staff or supervisor.
- Alert others to stay clear of the area.
- Evacuate area.

Active Threat/Act of Violence

- If you can, evacuate the building.
- Remain calm; try to determine location of threat.
- If safe exit exists, take immediately.
- If you cannot evacuate the building, find safe location and call 911.
- Take shelter in the nearest office, classroom, closet or any area that can be secured.
- Barricade or lock doors and block windows.
- Turn off lights silence cell phones; remain quiet.
- Look for possible escape routes, such as windows and other doors.
- Do not approach police officers. Police officers will give you instructions.

Suspicious Person

- Do not confront person.
- Do not let anyone into locked building/office.
- Do not block person's access to an exit.
- Call 911- Provide as much info about the person and directions of travel.