

# EMERGENCY PROCEDURES GUIDE

## FIRE / SMOKE



**ACTIVATE** nearest fire alarm.

Proceed to nearest exit.

**USE STAIRS, NOT ELEVATORS.**

Meet at assembly point and account for individuals.

**DO NOT** re-enter building until directed.

## MEDICAL EMERGENCY



**CALL 911 AND UNIVERSITY SAFETY.**

If trained, and it is safe to do so, administer first aid.

**DIRECT** first responders to incident location.

Re-enter area only when directed.

## SUSPICIOUS ACTIVITY



Report unusual or suspicious activity to University Safety.

**DO NOT** hold doors for anyone not displaying WU ID. Report suspicious persons to University Safety.

**DO NOT** touch or disturb unknown / suspicious objects, call University Safety.

**NEVER** leave belongings unattended.

## HOSTILE INTRUDER



### LOCKDOWN

Keep out of sight, turn out the lights, lock and barricade doors.



### EVACUATE

Assess the situation and decide if it is safer to stay where you are, or go.



### FIGHT

Prepare to counterattack. Use what you have to defend yourself against the intruder.

## EMERGENCY

# 911

## REMAIN CALM

## UNIVERSITY SAFETY CONTACT

# 302.325.3333

Website:

[wilmu.edu/Safety](http://wilmu.edu/Safety)

**For additional safety information, please visit:**

[www.wilmu.edu/safety](http://www.wilmu.edu/safety)