**INITIAL ACTIONS**

The individual discovering or receiving information about an incident will take the following steps:

1. **Call Department of Public Safety (DPS) at ext. 4090 or 911**
2. Provide the following information:
   - Your name
   - Nature of incident
   - Location of incident
   - Severity of injuries or property damage
   - Telephone number (as a call back)
3. Take action to protect students, faculty, staff and property. This might include:
   - Moving people away from threat
   - Isolating and securing the area
   - Providing assistance as needed to students and personnel
   - Directing public safety responders to the scene
4. Await instructions from DPS, police, or University officials

**SEEK SHELTER**

*If Inside:*
- Use a desk or piece of furniture as a shield
- Move away from windows and doors
- Make body as small as possible and stay low
- Remain quiet and still and be prepared to move quickly

*If Outside:*
- Try to get behind any solid object
- Lie flat with face away from source of event
- Cover head and face
- Remain quiet and still and be prepared to move quickly

**LOCKDOWN**

- Faculty will oversee the lockdown by drawing blinds to windows and doors. If possible, lock doors and windows and turn off lights
- Disregard knocks on door or unfamiliar voices and be alert for students who may still be in the hallway

**RESPONSE OPTIONS**

- All students and personnel should move into isolated sections of building and reduce exposure to outside windows and doors
- Calm students and remain quiet
- Faculty will be notified when it is safe to resume normal operations

**EVACUATION**

- Instructions to evacuate will be issued by DPS, police, or University officials
- Evacuate students and staff quickly, but in an orderly fashion to a safe area
- Do not use elevators
- Calm students and remain quiet
- Assist handicapped persons or those in need
- Do not turn off lights or equipment
- Close all doors behind you – do not lock doors
- If you observe something unusual or suspicious, do not touch it
- Remain in a safe area until receiving notification to return to the facility

**FOR INCIDENT INSTRUCTIONS AND UPDATES**

1. Outgoing message on the University's main line: (203) 254-4000 or ext. 4000
2. Posting on the University's Website — www.fairfield.edu
3. Utilization of the StagAlert emergency notification system

**EVACUATION/RELOCATION SITES**

**ON CAMPUS**
- Primary — Barone Campus Center
- Secondary — Quick RecPlex / Alumni Hall

**OFF CAMPUS**
- Primary — University of Bridgeport

**Emergency Shuttle Bus Locations:**
- Dolan Commons
- Alumni Hall
- Quick Center for the Arts
HOSTAGE SITUATION
- Avoid reckless actions or quick moves
- Do everything your captor says to do
- Speak only when spoken to
- Stay calm, try not to show emotion openly
- Sit, if possible, to avoid appearing aggressive
- Do not turn away from the captor unless ordered to do so
- Model the appropriate behavior that you would expect of your students

FIRE/EXPLOSION
- Activate the fire alarm system by pulling the alarm
- Evacuate the building immediately in a safe and orderly manner
- Do not use elevators
- If a heavy smoke condition exists, get low to the ground and crawl to the safest exit
- Alert authorities with any information you may have about the incident, only after you have reached a designated “safe area”
- Know your building - have a primary and secondary escape route in mind

HAZARDOUS MATERIAL RELEASE/GAS LEAK
- Avoid contact with the material spilled
- Turn off air-conditioning
- Do not turn any other electrical devices on or off
- Do not use cell phones
- Be prepared to evacuate the building

BOMB THREAT
If you are the receiver of a call indicating there is a bomb in the building:
- Remain calm, do not hang up
- Record time of call
- Attempt to keep the caller on the phone as long as possible
- Document everything the caller states: ask questions about type and location of device, time of detonation, and reason for planting the device
- Document characteristics of the caller’s voice (loud, muffled, accent, intoxicated, etc.)
- Listen to any background noise that may be present (television, traffic, music, etc.)

VIOLENT INTRUDER
- Do not confront the intruder
- Turn off cell phone ringers
- Calm students and remain quiet
- Draw blinds to windows and secure doors, turn off lights and equipment
- Disregard any knock on door or unfamiliar voices
- Be alert for students who may still be in the hallway
- All students should move into an isolated corner of the room or building, reducing their exposure to windows and doors
- If shots are heard, have everyone get low to the ground and seek shelter (if possible)

WEATHER EMERGENCIES
- All outdoor activities will be suspended when thunder is heard
- Shelter should be sought indoors by all members of the community until the severe weather is no longer a threat
- Stay away from electrical lines and devices
- Depending on the severity of the storm, all occupants should be brought into the interior corridors away from outside windows - close all doors
- Do not take time to collect books or other personal belongings
- To protect yourself from falling objects, seek shelter beneath a desk, table, or bench
- Stay away from outside walls and windows

KEY WEATHER TERMS

| WATCH   | Threatening weather is likely. Remain alert and be prepared to implement a plan for action. |
| WARNING | Severe weather is occurring or has been indicated by radar. Take immediate action. |

THREAT LEVEL CRITERIA

- LEVEL 1 - Monitor
- LEVEL 2 - Standby
- LEVEL 3 - Emergency