

# Emergency Procedures Quick Reference Guide

## EMERGENCY NUMBERS

Dial 911 to report an immediate emergency.

Dial 802.443.5911 (5911 from a campus phone) to contact Middlebury College Public Safety.

### ACTIVE THREAT

- Evacuate if you can do so safely and then call 911.
- If you cannot evacuate, seek shelter in a room. Close and lock all doors and windows, turn off all lights.
- Call (or text) 911 if possible.
- Identify/obtain an object in the room that will allow you to incapacitate the person posing the threat if he or she enters and you are unable to hide.
- Await direction from law enforcement personnel.

### EVACUATING

- If a fire alarm sounds or you are notified by an official to evacuate, use the nearest exit.
- Use an alternate exit if the nearest exit is unsafe.
- Assist others, including people with disabilities, if safe to do so.
- Notify emergency personnel of the location of people who are still in the building or not accounted for.
- Do not return to the building or move to another location unless officials tell you to.

### BOMB THREAT

- Evacuate the building if directed to do so.
- Do not use cell phones or radios within 300 feet of suspected explosive devices.
- Do not disturb unusual objects while evacuating.
- Report anything unusual to Public Safety.
- Await direction from emergency response personnel.

### SHELTER: STAYING IN PLACE

- Stay in the building. Close and lock all windows and doors.
- Move to an interior room or office away from windows, if possible.
- Await direction from emergency response personnel.

### MEDICAL EMERGENCY

- Call 911.
- Do not move seriously injured people unless they are in an unsafe location.
- If you must move a seriously injured person to safety, work as a group, supporting the head and neck.

### FIRE

- Alert others in the immediate area and pull the fire alarm.
- Do not fight the fire if you have not been trained or are unsure about what type of fire extinguisher to use.
- Exit the building using the closest exit.
- Close doors behind you.
- Call 911 and report the fire location.
- Advise the dispatcher if others are still in the building.
- Do not re-enter a building that is on fire.

### SEVERE WEATHER

- Stay away from windows.
- Move to an interior room or hallway on the lowest level of the building.
- Close any doors.
- Remain in a safe area until danger has passed.
- Follow the directions of emergency officials.

### POWER OUTAGE

- Remain calm.
- Report outage to Public Safety at 802.443.5911.
- Turn off or unplug electrical equipment and computers.
- Do not light candles or matches. Use a flashlight or walk to lighted areas.

For more information, visit [go/er](#).