



To the University Community:

The decisions individuals make during the initial stages of an emergency can have a direct impact on their lives, and potentially, the lives of fellow community members. Individuals who take the time to consider even the most basic emergency response steps (before an emergency occurs) are often more productive in helping themselves (and others) respond to active emergencies.

The Western New England University Safety Committee would like to highlight a few proactive steps you can take in order to be better prepared for a campus emergency situation.

1. The University has full-time (24/7, 365 days per year) Public Safety staff here to protect you. In any Campus emergency, employees should contact Public Safety dispatch operations in one of the following manners:
  - a. Hard Wired University Phone (Land Line): 1411, or 1207, or 911.
  - b. Cell phone: (413) 782-1411 or (413) 782-1207
2. Employees should sign up for Rave Alert via the menu item located at the Department of Public Safety's website, or through your Connect2U account. Rave Alert serves as the primary means for communicating useful information during an active emergency situation.
3. Always know the name of the building you are working in, as well as, the appropriate office and or class room number.
4. Know the nearest two routes of evacuation from your office, classroom or other work area. These routes should not include the use of an elevator and should steer clear of known hazardous locations (i.e. chemical stockrooms). Walk these areas at least twice a year as to ensure nothing has changed with the route.
5. Be familiar with the outside Emergency Assembly Point (EAP) for the building you are in. The EAP is the location to report to if your building is being evacuated. A copy of this map can be located at the following web address: [http://www1.wne.edu/assets/64/Map\\_9-7-11.pdf](http://www1.wne.edu/assets/64/Map_9-7-11.pdf)
6. Always protect yourself first. If you smell (or see) smoke, evacuate the building immediately. Contact Public Safety and protect others by pulling the fire alarm (located adjacent to the exit doors) as you exit the building.
7. Always protect yourself first. If you smell natural gas, evacuate the building and contact Public Safety.
8. Report suspicious persons and or vehicles to Public Safety
9. Report any dangerous building conditions to Facilities Management through the work order system.

Thank you for your cooperation.