

# SALEM EMERGENCY PROCEDURES

## QUICK REFERENCE

**PUBLIC SAFETY:** 336/917-5555  
[www.salem.edu/publicsafety](http://www.salem.edu/publicsafety)

**PHYSICAL PLANT:** 336/721-2711  
[www.salem.edu/physicalplant](http://www.salem.edu/physicalplant)

## WHAT TO DO...

### BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit. Do not lock.
- Move all personnel to a safe or designated area, away from the building in danger.

### FIRES

- Activate the nearest fire alarm pull station.
- Call Public Safety at 336/917-5555.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit. Do not lock doors.
- Do not re-enter the building until authorized to do so by emergency personnel.

### MEDICAL EMERGENCIES

Call 336/917-5555

- **Cardiac Arrest/Heart Attack**
  - Assess the scene for danger.
  - Check the victim.
  - Call or instruct someone to call Public Safety 336/917-5555.
  - Perform CPR
  - Locate an Automated External Defibrillator (AED) if one is available.
- **Burn**
  - Remove the cause of the burn and burned clothing.
  - Flush the area with water.
  - Call Public Safety at 336/917-5555.

#### • Bleeding

- Apply firm but gentle pressure to the wound with a clean cloth or tissue.
- Immobilize the body part.
- Keep person lying down.
- Call Public Safety at 336/917-5555

### SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call Public Safety at 336/917-5555.

### TORNADO

If a tornado warning is issued:

- Take cover immediately.
- Move to a designated tornado shelter or lower level or hallway.
- Protect yourself from flying objects by crouching low and putting your head down.
- Wait for an "all clear" alert.

### WEATHER EMERGENCIES

- For safety procedures, refer to [www.salem.edu/publicsafety](http://www.salem.edu/publicsafety).
- Throughout the event, continue to check the College home page at [www.salem.edu](http://www.salem.edu) for delays and cancellations.
- For updates, monitor local television and radio stations for announcements.

## WHAT TO DO...

### BOMB THREATS

- Remain calm.
- Get as much information as possible from the threatening caller and write it down.
- Call Public Safety at 336/917-5555.
- Follow instructions from emergency personnel.

### FLOODING

Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:

- If you can do so safely:
  - Secure vital equipment, records and hazardous materials.
  - Shut off non-essential electrical equipment.
  - Wait for instructions from Public Safety or Physical Plant.
- Move all personnel to a safe area, away from the building in danger.
- Do not return to the building until instructed to do so by Public Safety or Physical Plant.
- Call Physical Plant for assistance with clean-up at 336/721-2711.

### GAS LEAKS, FUMES, VAPORS

If you detect natural gas, fumes or vapors:

- Do not pull fire alarms.
- Do not touch light switches or electrical equipment.
- Call Public Safety at 336/917-5555.
- Clear the area immediately if instructed to do so.
- Provide your location and the location of the odor.
- Provide as many details as possible.

### HAZARDOUS MATERIALS SPILLS

Hazardous material spill, incident or release for which assistance is needed:

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area: Call Public Safety at 336/917-5555.
- Be prepared to provide the following information:
  - Name of the material
  - Quantity of material
  - Time of the incident
  - Location of the incident
  - If anyone is injured or exposed to material
  - If a fire or explosive is involved
  - Your name, phone number and location
- Follow instructions provided by the emergency responders.

### MEDIA INQUIRIES

Refer all media questions to the Salem Office of Communications and Public Relations at 336/917-5313.

### SHOOTERS

- If possible, exit the building immediately and call 911.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows and doors. Remain calm and quietly call 911.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see "what is happening."
- Do not attempt to confront or apprehend the shooter, unless as a last resort.
- Do not assume someone else has called police or emergency personnel.

### SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call Public Safety at 336/917-5555

