

GENERAL EVACUATION

- Stay calm.
- Proceed to the nearest exit.
- Use alternate exit if primary exit is obstructed.
- Close doors behind you as you leave.
- Do not use elevators!
- Keep low to the floor if smoke is present
- Proceed to your department's meeting place, which is at the following location:
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.
- DO NOT return to the building unless told to do so by emergency personnel.

KEY PHONE NUMBERS

Bursar's Office	508-856-2248
Campus Store	508-856-3213
Chr. Acad. Achievement	508-856-4028
Diversity & Equal Opp.	508-856-2179
Ethics (Office of)	508-856-6397
Facilities	508-856-3292
Financial Aid	508-856-2265
Library	508-856-6099
Med. Ed. (OME)	508-856-4265
Parking	508-856-5934
Public Affairs	508-856-2000
Registrar	508-856-2267
School Services	508-856-2444
Student Affairs	508-856-2285

EARTHQUAKES/TORNADOS/ SEVERE WEATHER

- If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get beside not under a sturdy piece of furniture.
- Any fire doors in hallways should be closed.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks.
- Follow directives of Emergency Personnel/UMass Campus Police

SNOW CLOSURES

- Closure options include: Closed for the day and evening; Closed for the evening beginning at 4 p.m.
- Tune to a local radio or TV station for closure information and/or call the 24 hour info line at (508) 856-3296 for status; or see website www.umassmed.edu

To reach UIMMS Campus Police dial 911 from a campus phone or call 508-856-3296 from other phones (Calling 911 from cell phone gets State Police)



Emergency Procedure Guide

Important Emergency Numbers

Police/Fire On Campus Phone.....911
(Business line.....508-856-3296)

Calling 911 from cell phone gets State Police

Student Health

- 9:30 a.m. - 4 p.m.508-334-8464
- Emergency/off hours.....508-334-2818
- Life-threatening emergency.....911

Student Counseling (8am-4pm)....508-856-3220
Emergency Mental Health.....508-334-3562
Employee Assistance Program.....800-322-5327

Weather Line

- School cancellations or delays:508-856-1100

UNIVERSITY OF MASSACHUSETTS
MEDICAL SCHOOL

55 Lake Avenue North
Worcester, MA 01655
Phone: 508-856-8989

ACTIVE SHOOTER

- Seek safety by proceeding to a room that can be locked, close and lock all windows and doors and turn off all lights OR exit the building if safe conditions exist.
- Get down on the floor and ensure that no one is visible from outside the room. Call 911 from a campus phone or dial (508) 856-3296 from any other phone to access the UMass Campus Police and advise the dispatcher of the events, inform him/her of your location, and remain in place until the police give the "all clear."
- If an active shooter enters your office or classroom, try to remain calm. Call 911 from a campus phone or dial (508) 856-3296 from any other phone, and if possible, alert police of the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

To reach **UMMS Campus Police** dial **911** from a campus phone
or call **508-856-3296** from other phones
(Calling 911 from cell phone gets State Police)

FIRE

- If you notice fire or smoke think R.A.C.E.
 - Rescue
 - Alarm
 - Confine
 - Evacuate
- Activate the nearest fire alarm pull station and call 911 from a campus phone to access UMass Campus Police or dial (508) 856-3296 from all other phones.
- Evacuate the building.
- Do not re-enter the building until authorized by Emergency Personnel.

BOMB THREAT

- If you receive a bomb threat, get as much information as you can, then call 911 from a campus phone or dial (508) 856-3296.
- Evacuate the building.
- Faculty/Staff should check for, but not disturb, unusual objects as they depart the building. Report these unusual objects to the UMass Campus Police and Emergency Personnel.
- Do not enter a building until authorized by Emergency Personnel/UMass Campus

POWER OUTAGE

- Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, check campus website at www.umassmed.edu or the local media.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building, office or laboratory.
- If the individual is inside, do not block the person's access to an exit.
- Call 911 from a Campus phone or dial (508) 856-3296 to access Campus Police. Provide as much information as possible about the person and their di-

SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call 911 from a campus phone to access UMass Campus Police or dial (508) 856-3296 from all other phones.
- Notify your supervisor, faculty or staff member immediately.
- Be prepared to evacuate.