



EMERGENCY PROCEDURES: A Quick Reference Guide

This quick reference guide is designed to provide you with suggested responses to various situations based on best practices established by reputable university and non-university organizations and entities. This information is only to be used as a guide. Situational judgement is always necessary.

Top 3 Emergency Tips	Fires	Weather Emergency
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- **Common Sense:** Good judgement and logic lead to good decisions.
- **Stay Calm:** Panic only leads to confusion and inactivity.
- **Call EIC Security:** X101 in Jersey City and X 201 in Belleville. Do not hesitate.

- Activate the nearest fire pull alarm.
- Evacuate the building at nearest exit; notify and help others on way out if you are able and willing.
- Close doors as you leave.
- DO NOT use the elevator.
- DO NOT re-enter the building.

- Seek a sturdy shelter.
- DO NOT attempt to leave a sheltered area to navigate through a storm.
- Check EIC’s mobile app for more information.

Suspicious Persons	Bomb Threat	Hostile Intruder
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- Note specific characteristics of the person.
- Notify police.
- DO NOT attempt to confront, stop or apprehend the person.

*If you receive a phoned bomb threat: Capture the phone number. *** Record the exact time the threat was received and exact words of the person making the threat. Ask these questions:*

- When is the bomb going to explode?
- Where is the bomb?
- Did you place the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode? Why?
- Where are you calling from?
- What is your address?
- What is your name?

****When you hang up with the caller, call the Police.*

If you see or are informed of an active shooter situation via the mobile app or other communication:

- Move immediately to a securable room; close/ lock/ barricade the door.
- Turn off lights, stay away from windows and remain calm and quiet.
- DO NOT open the doors or windows to see “what’s going on”
- DO NOT open the door to anyone except Police.
- Only contact Police if you have valuable information.
- Seek further information via web, telephone, text.
- Use common sense.

Suspicious Object

- DO NOT touch or disturb the object.
- Evacuate the area and notify others on your way out.
- Call the Police.

Sick or Injured Persons

- Determine the basic nature of the sickness or injury.
- Notify Police immediately.
- Stay with the patient until police arrive.

Sign up for EIC’s mobile app to receive alerts in real time: [Go to: eicollege.edu/life-at-eic/eicollege-app](http://eicollege.edu/life-at-eic/eicollege-app)

