

Student Emergency Guide

SACRED HEART UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY

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This quick reference is produced by Sacred Heart University's Department of Public Safety. It covers potential emergencies on campus and what you can do to respond. It should be kept in an easily accessible location at all times.



SACRED HEART UNIVERSITY

REGISTERING FOR THE EMERGENCY NOTIFICATION SYSTEM

(The registration process is mandatory for all students)

1. Go to www.sacredheart.edu
2. Click on "MYSHU" (upper right hand corner)
3. Select "Webadvisor"
4. Select "Student"
5. Log-in using your email ID and Password
6. Under "User Account" section, select "Emergency Notification Info"
7. Scroll down and enter cell phone number
8. Click "Submit"

COMMUNICATION IS KEY.
Get the information you need to know!

INITIAL ACTIONS

The individual discovering or receiving information about an incident will take the following steps:

1. **Call Public Safety ext. 7911 or Emergency 911 (Off-campus - 203-371-7911)**
2. **Provide the following information:**
 - Your name
 - Nature of incident
 - Location of incident
 - Severity of injuries or property damage
 - Telephone number (for a call back)
3. **Take action to protect yourself and others. This might include:**
 - Moving people away
 - Isolating and securing the area
 - Providing assistance as needed to other students and personnel
 - Directing Public Safety responders to the scene
4. **Await instructions from Public Safety, police, fire or University officials. These instructions will be given by alarm, text message and/or email.**

RESPONSE OPTIONS

Please take the following steps in response to the specific directions issued by Public Safety

Seek Shelter

IF INSIDE:

- Use a desk or other piece of furniture as a shield
- Move away from windows
- Make body as small as possible and stay low
- Remain quiet, still and be prepared to move quickly

IF OUTSIDE:

- Try to get behind any solid object
- Lie flat, with face away from source of event
- Cover your head and face
- Remain quiet, still and be prepared to move quickly

Evacuation

- Instructions to evacuate will be issued by Public Safety, police or University officials
- Evacuate quickly, but in an orderly fashion to a safe area
- Remain calm and quiet
- Assist handicapped persons or those in need
- Do not turn off lights or equipment
- Close all doors behind you - do not lock doors
- If you observe something unusual or suspicious, do not touch it
- Remain in a safe area until receiving notification to return to the facility

Lockdown

- No one will be allowed to enter the Campus
- Faculty will oversee the lockdown by drawing blinds, where possible, locking doors and windows, and turning off lights
- Disregard any knocks on the door and be alert
- All students and personnel should move into isolated sections of building and remain quiet
- People will be notified when it is safe to resume normal operations

TYPES OF INCIDENTS

In response to the following incidents, please take the recommended actions:

Hostage Situation

- Avoid reckless actions or quick moves
- Do everything your captor says to do
- Speak only when spoken to
- Stay calm, try not to show emotion openly
- Sit, if possible, to avoid appearing aggressive
- Don't turn away from captor unless ordered to

Fire/Explosion

- Activate the fire alarm system by pulling the alarm
- Evacuate the building immediately in a safe and orderly manner
- If a heavy smoke condition exists, get low to the ground and crawl to the safest exit
- Alert authorities with any information once you have reached a designated "safe area"
- **Know your building - have a primary and secondary escape route in mind**

Hazardous Material Release/Gas Leak

- Avoid contact with the material spilled
- Do not turn any electrical devices on or off
- Do not use cell phones
- Be prepared to evacuate the building

Bomb Threat

If you receive a call indicating there is a bomb in the building:

- Remain calm, do not hang up
- Record time of call
- Attempt to keep the caller on the phone as long as possible
- Document and report everything the caller says: ask questions about type and location of device, time of detonation, and reason for planting the device
- Document characteristics of the caller's voice (loud, muffled, accented, intoxicated, etc.)
- Listen to any background noise that may be present (television, traffic, music, etc.)

Violent Intruder/Active Shooter

- Do not confront the intruder
- Remain calm and quiet
- Draw blinds to windows and secure doors; turn off lights and equipment
- Disregard any knock on the door or unfamiliar voices
- Be alert for students who may still be in the hallway
- All students should move into an isolated corner of the room or building, reducing their exposure to windows and doors
- If shots are heard, have everyone get low to the ground and seek shelter (if possible)

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IF OUTSIDE:

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Weather Emergencies

- All outdoor activities will be suspended when thunder is heard
- Shelter should be sought indoors by all members of the community until the severe weather is no longer a threat
- Occupants of temporary or portable facilities (trailers) should move into a building
- Depending on the severity of the storm, all occupants should be brought into the interior corridors away from outside windows. Close all doors.
- Do not take time to collect personal belongings
- Protect yourself from falling objects by taking shelter beneath a desk, table or bench
- Stay way from outside walls and windows

KEY WEATHER TERMS

Watch - Threatening weather is likely. Remain alert and prepared to implement a plan for action

Warning - Severe weather is occurring or has been indicated by radar. Take immediate action.

Fall - Hurricane Season

Winter - Snow and Ice Season

Spring - Thunderstorm Season

Earthquakes occur anytime without warning

FOR INCIDENT INSTRUCTIONS AND UPDATES

Email, Text Messaging, Voice Command, Sirens
Website - www.sacredheart.edu
Phone - 203-371-7911
Radio - 91.1 FM WSHU, 600 AM WICC, 108 FM WEBE, 99.9 FM WEZN

EVACUATION/RELOCATION SITES

Emergency Shuttle Bus Locations

Based on the emergency, this will be determined and announced. You will be dropped off at these locations:

Pitt Center
Edgerton Center
Cambridge Campus
101 Oakview Drive

Relocation sites:

To be announced

Statement of Recognition: Emergency Management/Public Safety Regional Partners

The municipalities of Fairfield, Bridgeport, and Trumbull comprised of the professional emergency services departments (police, fire, EMS, hazmat, and public health)

For updated and detailed information, visit www.sacredheart.edu/emergency.cfm