TO: Newark Faculty, Students and Staff in Robinson Hall

FROM: George W. Luther III, Chairman, Safety Committee Chair

DATE: September 12, 2017

EMERGENCY ADVISORY GUIDELINES FOR BUILDING EVACUATION OR SAFETY ACCIDENTS

PLEASE POST AT PHONES AND EXITS TO ALL NEWARK CAMPUS ROOMS

USE COMMON SENSE AT ALL TIMES

I. In the event of a life-threatening event, evacuate personnel from endangered area and call:
   911 (from a CEOE phone this number gets you to Public Safety who will facilitate getting an ambulance from the county; however, Public Safety has first aid gear and an Automatic External Defibrillator in their police cars)
   911 (from a cell phone or pay phone gets you to the county for an ambulance, etc.)

   GIVE: YOUR NAME
   YOUR LOCATION - GIVE BUILDING AND ROOM NUMBER
   NATURE OF THE INCIDENT/ACCIDENT

II. FOR FIRES: SAME AS I or pull fire alarm.

   GO IMMEDIATELY TO THE NEAREST PARKING AREA!!

   At the parking area, we can check personnel and discover if anyone may still be in the building.

III. If Cardiac Arrest is Suspected:

   SAME AS I.

   ALSO contact the University’s Office of Environmental Health and Safety (EHS) at 8475 and Public Safety (2222). Automatic External Defibrillators (AED) are in all campus police cars and at various campus locations. See the EHS URL at

   http://www.udel.edu/EHS/AED.html

   ALL THESE ITEMS ARE PARTICULARLY USEFUL FOR AFTER HOUR EMERGENCIES WHEN THE INDIVIDUAL WILL NEED TO TAKE ON ADDED RESPONSIBILITIES.

General safety information specific to our needs is posted on our SMSP safety webpage, which is http://www.udel.edu/EHS