

Emergency Protective Actions

In the event an emergency occurs at the UMass Center at Springfield, you may be asked to take certain protective actions. The most common protective actions requested will be: **Shelter-in-Place** or **Building Evacuation**.

To Shelter-in-Place:

- Get/stay indoors
- Secure doors and windows; turn off any air conditioning units in room
- Stay indoors until notified it's safe to go outdoors

For Building Evacuation:

- Evacuate building using nearest exit (or alternate exit if blocked)
- Take personal belongings (backpacks, keys, purses, wallets, etc.)
- Do not use elevator
- Secure hazardous materials or equipment
- Follow instructions by faculty, staff, or emergency personnel
- Move away from building

IN CASE OF EMERGENCY

Call 911

What to Report:
 Emergency Type:
 Building:
 Room:
 Name:

General Protective Actions

Fire <ul style="list-style-type: none"> ▪ Activate nearest fire alarm ▪ Evacuate the building ▪ Do not enter the building until authorized by emergency personnel 	Hazardous Materials Release <ul style="list-style-type: none"> ▪ If emergency, or someone is in danger, call 911 ▪ Move away from hazardous location to safe location or evacuate building ▪ Alert others to stay clear of the area ▪ Notify emergency personnel if you have been exposed or have information about the release 	Active Threat/Act of Violence <ul style="list-style-type: none"> ▪ If you can, evacuate the building ▪ Remain calm; try to determine location of threat ▪ If safe exit exists, take immediately ▪ If you cannot evaluate the building, find safe location and call 911 ▪ Take shelter in the nearest office, classroom, closet or any area that can be secured ▪ Barricade or lock doors and block windows ▪ Turn off lights silence cell phones; remain quiet ▪ Look for possible escape routes, such as windows and other doors ▪ Do not approach police officers. Police officers will give you instructions
Severe Weather/Tornado If Indoors: <ul style="list-style-type: none"> ▪ Seek shelter in lowest level of building ▪ Stay away from exterior windows and doors ▪ If "drop and tuck" position is used: low squat, knees and chin to chest, facing wall with hands interlocked over head ▪ Do not go outside until threat has passed If Outdoors: <ul style="list-style-type: none"> ▪ Try to seek shelter indoors immediately ▪ If unable, get to a low area such as a ditch or ravine or depression works well ▪ Lie flat in ditch or low area ▪ Lie face down and cover your head and face High-Rise Building <ul style="list-style-type: none"> ▪ In a high-rise building, go to a small, interior room or hallway with no windows 	Power Outage <ul style="list-style-type: none"> ▪ Secure any hazardous materials or operations ▪ Move cautiously to a lighted area. Exits may be indicated by lighted signs if emergency power is operating ▪ Consider switching off/unplugging sensitive equipment ▪ Evacuate 	Suspicious Person <ul style="list-style-type: none"> ▪ Do not confront person ▪ Do not let anyone into locked building/office ▪ Do not block person's access to an exit ▪ Call 911-provide as much information about the person and direction of travel
Suspicious Object <ul style="list-style-type: none"> ▪ Do not touch or disturb object ▪ Call 911 ▪ Notify faculty, staff or supervisor ▪ Alert others to stay clear of the area ▪ Evacuate area 		