



# EMERGENCY PROCEDURES

## QUICK REFERENCE

### FIRE

- Activate the nearest fire alarm and call 911
- If possible, close doors and windows on your way out
- Evacuate the building using the nearest exit
- Do not re-enter the building unless told to do so by emergency personnel

### EMERGENCY

**911**

### PUBLIC SAFETY

**(802)  
468-1215**

### MORE INFO

[castleton.edu/emergency](http://castleton.edu/emergency)

### MEDICAL EMERGENCY

- Identify the problem
- Secure the area
- Ensure the safety of the victim, but do not move him or her
- Call 911
- Stay with the victim, keep victim warm and calm

### HAZARDOUS MATERIALS

- Assume unidentified substances are toxic
- Secure and evacuate area
- If possible, turn off gas and other possible ignitors.
- Call 911
- Remain in the vicinity to provide information to first responders.

### EMERGENCY NOTIFICATION

- Send Word Now Alert Service (SWN) is used to quickly communicate in the event of an emergency.
- All students and employees have a SWN account, with default set to alert campus email and phone.

### MORE INFO

[castleton.edu/send-word-now](http://castleton.edu/send-word-now)

### EVACUATION

- Walk to the nearest exit
- If possible, quickly check adjacent rooms/assist others
- Do not use elevators
- Use posted evacuation route.
- Remain with group to instructions upon exit

### ACTIVE SHOOTER

- Evacuate using a safe route if possible.
- Secure area by locking or barricading door.
- Stay behind objects away from door.
- Minimize noise and light that may draw attention
- Obey law enforcement

### SUSPICIOUS OBJECT

- Do not touch or disturb any suspicious object.
- Call 911
- Notify nearby Castleton staff.
- Evacuate the area.

### DISRUPTIVE PERSONS

- Do not try to engage any violent person.
- Call 911 or Public Safety for assistance.
- Protect yourself and remain calm.
- Observe reasonable requests but do not volunteer any information.