

EMERGENCY	DEFINITION	ACTION STEPS: HOW TO INITIATE A RESPONSE	OTHER EMERGENCY RESOURCES
Major Medical Emergency	Medical assistance must be summoned due to a suspected LIFE THREATENING SITUATION (stroke, cardiac arrest, etc)	1. Dial 911 2. Clearly say where you are and what the emergency is	Do not move the individual. Begin lifesaving action. Do not put yourself in jeopardy to help the victim (Example: downed electrical wires)
Minor Medical Emergency	Medical assistance is needed for non-life threatening situation (sprain, cut, strain, etc)	Dial 911 to ask for EMS.	Where is the first aid kit located in your office or department?
Fire	Small fire (like a waste basket or smaller) For large fires, always dial 911	Pull fire alarm to begin building evacuation process. Attempt to extinguish small fires (ONLY if safe to do so). Dial 911 if they get larger. Close windows and doors. Evacuate to an area at least 500 feet away.	Fire extinguisher instruction: Pull the safety pin from the handle Aim nozzle at the base of the fire Squeeze the trigger handle Sweep from side to side
Severe weather	Weather conditions that are favorable for a natural disaster	Be prepared to move to the basement. Close all open windows and doors. Close all drapes/shades if still safe to do so. Stay inside of building	Examples of severe weather that can result in natural disasters: Tornadoes/Wind shear, excessive snow fall, ice storms
Utility Failure	Gas Leak Electricity Failure Water main break	LOOK UP YOUR LOCAL UTILITY PROVIDERS AND ADD INFO TO THIS PLAN IF necessary call 911	If necessary to evacuate building, activate the fire alarm.

Courtesy UVM Police Department, from UVM Extension's Town Officer Education Conference, 2019
 Please contact Gary Deziel, gdeziel@uvm.edu, for comments or questions (March 2021)

Violent Crime in Progress	Hostage Situation, Assault, Riot, Bomb Threat, Person (s) with a weapon	Call 911 . Follow directions of the police dispatcher. Get into a safe place (evacuation or shelter in place). Be a good witness.	There is no one correct way to act in these situations. Follow the directions of the law enforcement officers. Familiarize yourself with the building ahead of time and know where you can lock yourself into a safe place in this situation. KNOW all exit options.
Crime in Progress....	Vandalism, theft, suspicious person, etc	Call 911 Follow the directions of the dispatcher. Be a good witness.	Physical description, activity/ behaviors and anything you can hear are details that will be very useful. However minor these details may seem, they may help the police.
Crime Reported	Any crime that happened in the past where a timely response will not aid in the apprehension of the suspect.	LOOK UP YOUR LOCAL POLICE AGENCY AND FILL IN THAT PHONE NUMBER HERE Call 911 but be clear to tell the 911 operator this is a non-emergency	Notify your co-workers and supervisors if this incident occurred at the workplace. (Example: vandalism or theft to/from your vehicle in the parking lot)