TO: Newark Faculty, Students and Staff in Robinson Hall  
FROM: George W. Luther III, Chair, SMSP Safety Committee  
DATE: August 26, 2019  

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 ADDRESSED RESPONSIBILITIES.  

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