

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 ADDED
RESPONSIBILITIES.**

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