



# Cambridge College

**This information outlines ways for you to be prepared for possible emergency situations.  
Please review this information carefully, and remember to program the security phone numbers into your cell phone**

**Life Threatening Emergency**  
**FIRE/POLICE/AMBULANCE: 911**  
Poison Control: 1-800.222.1222

**Cambridge College Security**  
(Listed in order of priority)  
617.873.0111 (x1111) desk  
413.657.3508 cell-1  
857.772.9349 cell-2

**Hood Park Security**  
(Available on-site 24hrs/7days)  
857.991.5300 cell

## **FIRE/BUILDING EVACUATION**

- Be aware of emergency exits.
- If you discover smoke or fire, pull the nearest alarm, notify others and leave the building immediately.
- Follow the instructions of College officials and emergency responders.
- Never use elevators to evacuate.
- Persons with physical disabilities should call Security and wait in the elevator lobby of their floor for assistance.
- After evacuation, clear exit doorways and move away from the building.

## **FACILITIES ISSUES**

- Please report water leaks, building damage, or power outages.
- Use caution around wet floor areas.
- To report an issue of an urgent nature, please call Security.
- For a non-emergency Facilities issue, please contact the Business Operations office via email or phone.

## **MEDICAL EMERGENCY**

- Call 911 if someone is experiencing a medical emergency.
- Report the exact location and nature of the emergency.
- Stay with the person until help arrives if it is safe for you to do so.
- Let emergency responders decide the best course of action

## **ACTIVE SHOOTER**

- Dial 911 and give accurate information about what is happening
- Notify CC of "ACTIVE SHOOTER ON CAMPUS" via one of the following numbers:
  - 413.657.3508 *cell-1*
  - 857.576.2818 *cell-3*
  - 857.772.9349 *cell-2*
  - 617.982.3995 *cell-4*
- Evacuate the premises if you are able to do so
- Lock down your room and shelter in place if you cannot escape
- Turn off lights and ringers on mobile devices
- Immediately identify yourself when approached by law enforcement

## **CAMPUS VIOLENCE**

- Report campus violence to Security.
- If you believe someone is prone to violence, please share your concerns with a College official or Security.
- Consider using the buddy system when leaving campus.

## **SUSPICIOUS ACTIVITY**

- If you observe something, or someone, that seems suspicious, please alert College officials or Security.
- Do not confront a suspicious person or handle a suspicious package or item yourself.
- Let emergency responders decide the best course of action.

**For building or facilities related issues, please contact the **Business Operations Team at 617.873.0625 (x1625)** or Cambridge College Security**