

**Five-Step Emergency Action Plan**

**Step 1 – Seek Safe Shelter**

In the event of an emergency, where would you go?

* List two options (your apartment, office, friend’s home, parent’s home, etc.)

1)

2)

* In the event of an emergency, your normal mode(s) of transportation might not be available. What alternative transportation options can you use to get to your safe spaces in the event of an emergency, for example, bus, subway, Uber, etc.? Provide route numbers and phone numbers, if pertinent.

1)

2)

**Step 2 – Triage**

Once you are in a safe space, assess your physical and emotional needs and, if you are sheltering with others, their physical and emotional needs.

* Take a few moments to breathe deeply and clear your head.
* If possible, find your emergency kit and gather medications you take.
* Treat any injuries you can manage yourself – small cuts and so on.

**Step 3 – Seek Medical Attention if Necessary**

If you are wounded, seek medical care and transport.

* List the location and number for the nearest hospital:
* List the location and number of the nearest Urgent Care facility:
* List the office location and number of your health care providers (doctor, dentist, optometrist, counselor, etc.).
* List your health insurance information:
* Save a copy of proof of coverage in your phone and first aid kit.

**Step 4 – Communicate with Emergency Contacts**

Although in an emergency your first reaction might be to call family or friends, you should wait to do so until you are in a safe location and have sought necessary medical attention.

* List at least two emergency contacts and all possible ways of contacting them: phone numbers, email addresses, WhatsApp, etc.

1)

2)

* List at least one contact at your place of work and all their contact information.

1)

**When calling 911:**

* Stay on the line with the dispatcher.
* Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
* Provide a thorough description of the incident to ensure that proper resources are dispatched.
* Do not hang up until the dispatcher tells you to do so.

**College of Wooster Emergency Phone Numbers**:

* Campus Security - 330-287-3333
* Longbrake Student Wellness Center - 330-263-2319
* Emergency Notification - The College utilizes an emergency notification system that allows mass distribution of voice, text, and e-mail messages in the event of an emergency on campus to all those who have provided their contact information.
* List at least one additional contact at the College of Wooster, outside those above:

1)

**Step 5 – Determine a Plan of Action Specific to this Emergency**

In an emergency it is important to gather information specific to your situation – especially any local, state, or national directives that have been issued.

* Everyone will have ideas of what you should do.
* To the extent possible, utilize real-time information to make data-driven decisions to keep yourself safe.