

# Emergency Procedures Quick Reference Guide

## EMERGENCY NUMBERS

Dial 911 to report an immediate emergency.

Dial 802.443.5911 (5911 from a campus phone) to contact Middlebury College Public Safety.

### ACTIVE THREAT

- Evacuate if you can do so safely and then call 911.
- If you cannot evacuate, seek shelter in a room. Close and lock all doors and windows, turn off all lights.
- Call (or text) 911 if possible.
- Identify/obtain an object in the room that will allow you to incapacitate the person posing the threat if he or she enters and you are unable to hide.
- Await direction from law enforcement personnel.

### EVACUATING

- If a fire alarm sounds or you are notified by an official to evacuate, use the nearest exit.
- Use an alternate exit if the nearest exit is unsafe.
- Assist others, including people with disabilities, if safe to do so.
- Notify emergency personnel of the location of people who are still in the building or not accounted for.
- Do not return to the building or move to another location unless officials tell you to.

### BOMB THREAT

- Evacuate the building if directed to do so.
- Do not use cell phones or radios within 300 feet of suspected explosive devices.
- Do not disturb unusual objects while evacuating.
- Report anything unusual to Public Safety.
- Await direction from emergency response personnel.

### SHELTER: STAYING IN PLACE

- Stay in the building. Close and lock all windows and doors.
- Move to an interior room or office away from windows, if possible.
- Await direction from emergency response personnel.

### MEDICAL EMERGENCY

- Call 911.
- Do not move seriously injured people unless they are in an unsafe location.
- If you must move a seriously injured person to safety, work as a group, supporting the head and neck.

### FIRE

- Alert others in the immediate area and pull the fire alarm.
- Do not fight the fire if you have not been trained or are unsure about what type of fire extinguisher to use.
- Exit the building using the closest exit.
- Close doors behind you.
- Call 911 and report the fire location.
- Advise the dispatcher if others are still in the building.
- Do not re-enter a building that is on fire.

### SEVERE WEATHER

- Stay away from windows.
- Move to an interior room or hallway on the lowest level of the building.
- Close any doors.
- Remain in a safe area until danger has passed.
- Follow the directions of emergency officials.

### POWER OUTAGE

- Remain calm.
- Report outage to Public Safety at 802.443.5911.
- Turn off or unplug electrical equipment and computers.
- Do not light candles or matches. Use a flashlight or walk to lighted areas.

For more information, visit [go.er](http://go.er).

# Ems Quick Reference Guide

**Lei Huang**



## **Ems Quick Reference Guide:**

## Adopting the Melody of Phrase: An Psychological Symphony within **Ems Quick Reference Guide**

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### **Table of Contents Ems Quick Reference Guide**

1. Understanding the eBook Ems Quick Reference Guide
  - The Rise of Digital Reading Ems Quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Ems Quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Ems Quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Ems Quick Reference Guide
  - Personalized Recommendations

- Ems Quick Reference Guide User Reviews and Ratings
- Ems Quick Reference Guide and Bestseller Lists
- 5. Accessing Ems Quick Reference Guide Free and Paid eBooks
  - Ems Quick Reference Guide Public Domain eBooks
  - Ems Quick Reference Guide eBook Subscription Services
  - Ems Quick Reference Guide Budget-Friendly Options
- 6. Navigating Ems Quick Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Ems Quick Reference Guide Compatibility with Devices
  - Ems Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Ems Quick Reference Guide
  - Highlighting and Note-Taking Ems Quick Reference Guide
  - Interactive Elements Ems Quick Reference Guide
- 8. Staying Engaged with Ems Quick Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Ems Quick Reference Guide
- 9. Balancing eBooks and Physical Books Ems Quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Ems Quick Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Ems Quick Reference Guide
  - Setting Reading Goals Ems Quick Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ems Quick Reference Guide
  - Fact-Checking eBook Content of Ems Quick Reference Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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web ways to test administrative assistant skills in interviews combine interview questions with hypothetical scenarios exercises and technical tests on software that administrative assistants might use in your workplace here are some specific exercises you can use to assess the skills of administrative assistants 1 organizational skills assessment

*administrative skills 40 useful performance feedback phrases* - Mar 30 2022

web jul 12 2017 does did fulfill administrative and performance management functions as need have inadequate interpersonal skills that affect the establishment of positive and meaningful relationships does not know how to use engine related equipment and processes properly