



NORWICH
UNIVERSITY

Public Safety Information Employee Reference Guide

“Green House”, 88 Park Ave.

Emergencies: (802) 485-2525

Non-Emergencies: (802) 485-2499

Monday–Friday, 8 a.m–4 p.m.

Facebook: www.facebook.com/NUPublicSafety

Email: publicsafety@norwich.edu

NORWICH UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

Norwich University Public Safety personnel are dedicated to providing you with a safe and comfortable campus. **Officers are on duty 24 hours a day, 7 days a week.** We are located in the back of the Hayden Building.

BLUE LIGHTS

There are 26 blue lights on campus for emergencies. Blue lights allow you to speak directly to the officer on duty. For current locations go to www.norwich.edu and click on “Campus Maps,” and then “Emergency/Blue Lights.”

ALARMS

If you hear an alarm, all must exit the building immediately. When it is safe to do so, please dial the emergency number (x2525) to report the alarm. Do not return until the alarm is reset.

DISPATCH SERVICES

We have a 24-hour dispatch consortium that will route your telephone call. If you wish to speak to an on-duty officer, it will be routed to them. We provide room unlocks after hours, vehicle jump starts/unlocks, and safety shuttles. They also can contact emergency services if needed.

You can always call “911” in any emergency for Police, fire and Ambulance

PARKING

Employee parking is free and up to two vehicles are allowed to have a parking permit. Further information for parking your vehicle can be found here: <http://www.norwich.edu/pdfs/NUPS-Motor-Vehicle-Book-2025-26.pdf>

LOCKOUTS—DAY TIME

If you need to gain card access to a room or building or if you have an access card issue, please call the student activities office at ext. #2840 or email, Cadetscash@norwich.edu. In you need to be let in with a key call Public Safety ext. #2525 and have an ID to show the officer.

ON-CAMPUS SHUTTLES/ESCORTS

Norwich Public Safety offers shuttles and escorts 24 hours a day on campus for students and employees whether you need assistance because of a medical condition or you do not feel safe walking across campus alone. These shuttles are conducted by Public Safety Officers. If you are in need of a ride or are concerned for your safety walking alone, please call us, and we'll get you there safely.

WORKERS COMPENSATION

Employees should go to Concentra in Berlin for workers compensation injuries (unless they require emergency attention and then they would go to the ER).

654 Granger Rd # 1, Barre, VT 05641 **802-223-7499.**

EAP – Employee Assistance Program

Provided by UNUM for confidential assistance life events such as stress, depression, addiction, child/elder care, legal questions, family relationships.

Online, telephone, and in person support: www.unum.com/lifebalance, **1-800-854-1446.**

FIRE SAFETY IN CAMPUS BUILDINGS

BE ON THE ALERT FOR SIGNS OF A FIRE.
IF YOU DISCOVER OR SUSPECT A FIRE:

- Sound the alarm in the building, everyone must evacuate!
- Call Public Safety x 2525: Important information to pass: Fire location, your name, your location. Public Safety will call the fire department.
- Attempt fire rescue efforts only when there is no immediate danger.
- Treat each alarm as if it was an actual emergency and exit the building as quickly as possible.
- When exiting, please dress appropriately weather wise (footwear and outerwear, etc.)
- Exit by the nearest stairwell. Proceed to muster in a safe area and stay there so as not to congest the area. Stay clear of all roadways!
- Remain in the muster area until the alarm is turned off and the all clear is sounded by either Public Safety or Fire Department.

FACILITIES INFORMATION: FACILITIES OPERATIONS

HAYDEN BUILDING

Repair Request: (802) 485-2149

General Information: (802) 485-2148.

Email: facops@norwich.edu

Inter-Campus Mail: Address to Facilities Operations

Open 7:30-4:30 Weekdays

All employees can use FACOPS Work Orders to fill out a work order request. An email acknowledging receipt and completion of work order will follow. For any emergency outside the normal operating hours, please contact Public Safety at x2525. The officers will, if necessary, contact the “on-call” Facilities Operations staff as needed.

If you work with students and they have concerns about their dorm room and requires repair, please advise they need to do the same and fill out a work order on SchoolDude. Students do not need to follow chain of command regardless of lifestyle. It is encouraged, to report problems immediately.

Student rooms are heated between 68-72 degrees. Room thermostats and valves are subservient to master controls for each building.

It is not unusual to find that the radiator in their room is cool to the touch. If their room is frequently above or below the accepted temperature, please report the problem. Please encourage students to not have furniture or material blocking the radiator. Keep windows closed during the heating season. If their room is too hot, please direct them to call Facilities.

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TIMELY WARNING AND EMERGENCY NOTIFICATION IN YOUR EMAIL AND TEXT MESSAGES

A Clery Act notification is intended to rapidly alert the Norwich campus population of any continuous credible threat which pose to be a dangerous situation on campus enabling them to take appropriate actions to protect themselves and others. These notifications will come via email, text message, and posted to Norwich SharePoint.

Clery Act is required to alert the campus of threats to the community of Clery Reportable Crimes. Norwich University senior officials will issue a warning as long as they determine there may be a credible serious and continuing threat to students, faculty, and staff. This warning will contain information about the type of criminal incident that has occurred. **If you receive a Clery Notice, it means that a serious or continuing threat to students and employees may exist and you will need to take appropriate precautions.**

If you see something suspicious, tell someone. The safety of the Norwich community is the utmost importance. When the threat is deemed to be ended, you will receive a follow up notice that the threat is mitigated. If you witness any suspicious behavior, report it immediately to a supervisor, a University official, or Norwich Public Safety, (802) 485-2525

RAVE AND SHELTER IN PLACE

Norwich University recommends the RUN, HIDE, FIGHT PROCEDURES for all students to handle themselves in lock-down situations: www.youtube.com/watch?v=5VcSwejU2D0

Norwich University utilizes two main emergency notification systems: A siren/public address system (siren) and the RAVE Alert System that sends messages via phone, text and email. In the event of an emergency on campus that requires a lock-down/Shelter in Place, the NU campus community be notified in two situations:

In Wise Campus Center, Doyle, Andrews and Kreitzberg Arena, "Shelter in Place Immediately," will be announced three times. You must stay in fixed locations or remain inside buildings until the situation is resolved If it is safe to do so.

On the outside PA, a wailing siren will be heard for 30 seconds, pausing for 5 seconds, again for 30 seconds. This means Siren = Shelter in Place. A warning and additional information will also be sent out via email, text message and phone using the RAVE web-based emergency notification system.

When you are sheltered, be QUIET and WAIT FOR FURTHER INSTRUCTIONS. If you're inside STAY WHERE YOU ARE. Find an interior room, if possible. Shut and lock all windows and close (and lock when possible) all doors. If the room door cannot be locked, barricade the door to the best of your ability. Turn off all devices that make noise BUT keep your cell phone on with the ringtone off (set to vibrate). You should be able to receive notices sent out via the RAVE system. Turn off lights and draw the blinds. Stay away from doors and windows. Remain quiet. Wait for further instructions from law enforcement and/or Norwich officials.

IF YOU ARE OUTSIDE, GO INTO THE NEAREST CAMPUS BUILDING IMMEDIATELY. IF YOU CANNOT FIND SHELTER, VACATE CAMPUS GROUNDS. Note: In order for the RAVE system to be most effective, it is imperative that your personal information be up-to-date in Banner under "Emergency Notification."

AT THE CONCLUSION OF THE EVENT: First, the outside PA system will sound a steady 30 second tone which means "ALL CLEAR" message on both the PA system and RAVE systems will be repeated 2 times.

ACTIVE SHOOTER EMERGENCY RESPONSE QUICKLY DETERMINE THE BEST WAY TO SAVE YOUR LIFE

EVACUATE: If you can safely exit the area, do so as quickly as possible. Run from the scene, keep your hands visible when you exit.

NEVER sound fire alarms in a non-fire emergency situation When you get to safety call 911 and report what you observed or heard related to the shooter

HIDE OUT IF IT IS SAFER TO SHELTER IN PLACE

- Lock and barricade the door
- Close the windows and blinds and hide from view
- Take cover behind heavy items that might offer additional protection
- Call 911 and report what you know. Then call Public Safety at (802) 485-2525 and report the same.
- Silence your cell phone but leave it on so that you can receive text message alerts.
- Remain in your location until evacuated/instructed otherwise by a safety or police officer.
- When the police arrive, immediately raise your arms and keep your hands and fingers visible. Follow officer's instructions and avoid pointing, screaming or yelling.

SUPPORT OR REPORTING ASSAULT AND STALKING

If you are approached by a victim of sexual assault, sexual misconduct, relationship violence, or stalking incident, take the following steps:

MAKE SURE THE PERSON IS SAFE. OFFER TO CONNECT WITH MEDICAL ASSISTANCE.

Depending on victim wishes, contact the following:

SACT 24-hour hotline—(802) 479 5577

Counseling and Wellness Center—(802) 485 2134

Title IX Office (802) 485 2144

Norwich University Public Safety—(802) 485-2525

Rev. Bill Wick—(802) 485-2128

Reverend Wick, NU Infirmary, SACT and the Counseling & Wellness Center Services are confidential resources and are not required to report to EO Title IX Office.

