



HELP!

EMERGENCY!

- **KEEP YOURSELF SAFE**
- **ASSESS THE SITUATION**
- **SUMMON ASSISTANCE**
- **MAKE THE ENVIRONMENT
AS SAFE AS POSSIBLE**

**TO REPORT A POLICE, FIRE,
OR MEDICAL EMERGENCY,
PLEASE CALL CAMPUS SAFETY:**

358-2228 or 911

How Can I Prepare?

If you think about it, you take precautions every day to keep yourself safe. Preparing for emergencies is not new. All states have disasters, even New Hampshire. We have ice storms, tornadoes, floods, fires, and power outages. It's smart to prepare for the unexpected.

The information in this brochure can help you stay safe in an emergency. It will help you make a personal communication and evacuation plan and provide basic procedures to follow in an emergency.

Make Your Own Emergency Kit

It's important to have an emergency kit ready to go in case you ever need to leave your residence quickly. It should include:

- ☐ One day's worth of clothing and shoes
- ☐ Towel
- ☐ Blanket or sleeping bag
- ☐ Personal care items (medications, toothbrush)
- ☐ Flashlight and extra batteries
- ☐ Nonperishable food and water
- ☐ Extra set of car keys
- ☐ Cash
- ☐ Prepaid phone card
- ☐ Copies of important documents (prescription and medical information, passport, driver's license, birth certificate, bank account information)

If you have a car, keep your gas tank filled above halfway. You may not be able to get fuel in an emergency. Keep the following items in your car:

- ☐ Cell phone
- ☐ Bottled water
- ☐ Nonperishable food
- ☐ First aid kit
- ☐ Matches
- ☐ Flashlight and extra batteries
- ☐ Flares or light sticks
- ☐ Blanket or sleeping bag
- ☐ Rain poncho
- ☐ Windshield wiper fluid
- ☐ Jumper cables
- ☐ Tire jack, spare tire, and "Fix a Flat"
- ☐ Basic tool kit (screwdrivers, pliers, wrenches)
- ☐ Small shovel
- ☐ Maps

Have a Personal Communications Plan

Identify a local and out-of-state contact outside your family in case you are separated from your family and cannot get in touch. Make a card with those phone numbers and give copies to all family members. If you live on campus, also give a copy to your RA. Identify:

- ☐ An emergency contact in your local area
- ☐ An out-of-state contact in case the emergency affects your local contact
- ☐ A family meeting place

If you have a cell phone, you can store the word "ICE" (In Case of Emergency) in your phone's address book with the name and number of the person you want to be contacted. Ambulance and hospital staff would be able to find this information and call the ICE contact quickly. For more than one contact name, enter ICE1, ICE2, ICE3.

Make a Personal Evacuation Plan

In an emergency, you may be asked to leave quickly. If you live on campus and it is safe to do so, return to your residence hall and wait for instructions. Listen to the radio for more information and check in frequently with your RA. Make sure you know:

- ☐ The best exits out of your home or building
- ☐ A family meeting place
- ☐ The local radio station (in Keene, WKBK 1290 AM)
- ☐ Location of emergency kit, fire extinguisher



WHAT IF ...? Advice for Handling Emergency Situations

What If I Am Asked to Evacuate?

- Assess the situation. Do not put yourself in more danger.
- If you live on campus, ask your RA for instructions.
- If you choose to stay with friends or family, notify your RA of your plans and provide a location and contact number where you can be reached.
- Listen to the radio (in Keene, WKBK 1290 AM) to get information on evacuation routes.
- Notify your family of your plans.
- Check the KSC website, www.keene.edu, to determine when it is safe to return.
- Bring your course materials with you.

What If I Feel the Building Shake or See Objects Flying Through the Air? Stop, Cover, and Hold!

Your first warning of an earthquake may be feeling the ground or building shake. Your first warning of a tornado strike may be the sight of pine trees or garbage cans flying through the air. In either event, you should stop whatever you are doing and get under a sturdy piece of furniture (a desk or a bed) or stand in a doorway.

- Assess the situation. Do not put yourself in more danger.
- If you are outside during an earthquake, stay there and move away from structures.
- In the event of a tornado, seek shelter in the inner rooms of the lowest part of a building.
- After the danger has passed, assess the degree of damages and injuries and evacuate the building if necessary.

What If the Fire Alarm Sounds? GO OUTSIDE IMMEDIATELY!

Our fire alarm system is designed to give you an early warning when there is smoke or fire in your building. Assume there is a fire even if you do not see or smell smoke or fire in your immediate area. Never use an elevator in any building if the fire alarm sounds or if you see smoke or fire. Always check for alternate emergency routes.

What If Chemicals Spill?

- Assess the situation. Do not put yourself in more danger.
- Avoid breathing vapors of spilled material.
- If possible and safe to do so, turn off any ignition source or gas emergency shutoff valve.
- Remove any contaminated persons from the spill area. Use eyewash or safety showers to decontaminate the victim(s).
- Evacuate the area and close the door to the lab.
- Call 358-2228 or 911 and notify the operator of the location, nature, and volume of the spill.
- Contact Campus Safety to initiate internal notifications and cleanup, including Environmental Health and Safety (358-2879).

What If There Is a Fire or an Explosion? Do Not Panic!

- Assess the situation. Do not put yourself in more danger.
- If you discover smoke or fire in a building, sound the alarm immediately by pulling any red fire alarm, located near all exits.
- Evacuate to the outside, warning others as you go. Use the stairs, not the elevator. If there is smoke, stay low to the ground, because smoke and heat rise.
- Close doors behind you.
- Seek out the first arriving emergency personnel and give them the specific location of the fire once you are out of the building.
- Keep away from the building. STAY OUT!
- If you are in a residence hall, gather at the predetermined evacuation point.
- Do not leave the area until you are accounted for and you are notified that it is safe to go.

What If I Catch on Fire? **Stop, Drop, and Roll!**

If someone is on fire, direct the person to stop, drop, and roll and use a blanket to cover the person.

What If Someone Starts Shooting?

- Assess the situation. Do not put yourself in more danger.
- If possible, determine where the shooting is taking place.
- Seek safe shelter; stay inside until you are told that it is safe to leave.
- If outside, stay as low to the ground as possible and find any kind of cover.
- Do not attempt to apprehend or detain the attacker.
- Call 911 and give the operator as much detail as possible about the situation.
- Care for the injured if it is safe to do so until emergency responders arrive. Protect yourself from bodily fluids; do not add to the victim list by exposing yourself to danger.

What If I Am in a Hostage Situation?

If you are a witness to a hostage situation, and the hostage-taker is unaware of your presence—

DO NOT INTERVENE!

- Assess the situation. Do not put yourself in more danger.
- Call 911. Give the dispatcher the details of the situation.
- Seal off the area near the hostage scene.

If you are taken hostage:

- Cooperate with the hostage-taker to the fullest extent possible.
- Try not to panic. Calm others if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak. Do not argue or make suggestions.

What If I Witness a Life-Threatening Injury, Illness, or Death?

- Assess the situation. Do not put yourself in more danger.
- **Stay calm.**
- **Get help! Yell, or call 358-2228 or 911.**
- Do not attempt to move a person who is ill or injured unless he or she is in immediate danger of further injury.
- If possible, isolate the affected person.
- Check breathing and initiate first aid if trained to do so.
- Help stop bleeding (apply pressure to the wound or elevate the wound). Protect yourself from bodily fluids.
- Remain to assist emergency personnel with pertinent information about the incident.

How Can I Help Prevent the Spread of Disease and Illness?

- Use a tissue when coughing or sneezing, or sneeze into your elbow.
- Wash hands often, especially when handling food and after coughing, sneezing, or using the toilet.
- Stay home when you are sick.
- Avoid close contact with other people (stay about three feet away from other people, if possible).
- If you choose to be sexually active, be responsible by wearing a condom or dental dam.



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