

# IN CASE OF AN EMERGENCY

## 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.

- 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 911 or CAMPUS SAFETY  
358-2228**

## 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
- Extra phone charger
- 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:

- 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

### "ICE" Your Phone

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 and check keene.edu for more information and check in frequently with your RA. Make sure you know:

- The best exits out of your home or building
- Where you should meet with family or other residents, after being evacuated
- The local radio station (in Keene, WKBK 1290 AM)
- The location of fire alarms, fire extinguishers, and other safety devices
- The location of your personal emergency kit

## 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 using a condom or dental dam.

# WHAT IF...? Advice for Handling Emergency Situations

## WHAT IF I AM ASKED TO EVACUATE?

- Leave building or area as directed.
- Assess the situation. Do not put yourself in more danger.
- If you live/work on campus, go to designated evacuation area.
- 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](http://www.keene.edu), to determine when it is safe to return.
- Bring your course materials with you.

## WHAT IF THERE IS A FIRE OR AN EXPLOSION?

- 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 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 on campus, 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 THE FIRE ALARM SOUNDS?

### GO OUTSIDE IMMEDIATELY!

Fire alarm systems are 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 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 I FEEL THE BUILDING SHAKE OR SEE FLYING OBJECTS?

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.

- Assess the situation. Do not put yourself in more danger.
- After the danger has passed, assess damages and injuries and evacuate the building if necessary.
- If you are outside during an earthquake, stay there and move away from structures.
- If you are inside:
  - DROP onto your hands and knees.
  - COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If that is not an option, get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
  - HOLD ON to your shelter (or to your head and neck) until the shaking stops.
- In a tornado, seek shelter in the inner rooms of the lowest part of a building.

**Sign up for the emergency notification system**

**[www.keene.edu/campus/safety/emergency-notification/](http://www.keene.edu/campus/safety/emergency-notification/)**

## WHAT IF SOMEONE STARTS SHOOTING?

### If you are inside:

- If you feel you are in a safe location, close/lock/secure windows and doors.
- Shut off lights, cover windows, move to interior walls and take cover behind large solid objects if available. Do not group together.
- Call 9-1-1 immediately & provide any information you have.
- If you perceive that the shooter is nearby and you can do so safely, use available exits (including windows) and run in a zigzag pattern in the opposite direction of the shooting until you reach a safe location. Keep your hands visible while running so police do not perceive you as a threat.
- If you cannot run safely, stay in the room, remain quiet (turn off cell phone ringers) and wait for further instructions and information.
- If you believe the shooter may come into the room you are in:
  - Prepare to run from the room using any available exits if he/she enters
  - Use objects to secure and/or blockade the door.
  - Prepare to distract him/her by throwing books, backpacks, etc. Once he/she is distracted, run.
  - If escape becomes impossible, fight for your life using any improvised weapons available.
- Care for the injured if it is safe to do so until emergency responders arrive.

### If you are outside:

- If you can do so safely, run in a zigzag pattern in the opposite direction of the shooting until you reach a safe location.

## 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 DEATH OR LIFE-THREATENING INJURY OR ILLNESS?

- 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.
- Do not attempt to move the person or any items nearby.

## 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 area.
- 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).