

# Keene

STATE COLLEGE

## Quick Think™ EMERGENCY GUIDEBOOK

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# INTRODUCTION

## Welcome to Keene State College

The safety of students, faculty, staff and visitors is our highest priority and our collective responsibility. Regardless of our campus roles, each of us works to provide the best possible environment in which to live, learn, study, work, and play. This includes knowing what to do in case of emergency.

If you think about it, we take precautions every day to keep ourselves safe: locking doors and windows, turning on lights, and wearing seatbelts. Preparing for emergencies is not new. This Quick Think™ Emergency Guidebook is one of the tools Keene State College provides to assist in preparing for emergencies and unusual occurrences. The guidebook is organized by topic with easy flip tabs to find information you need quickly. Most procedures appear as bulleted actions to follow as circumstances arise.

The best time to review the guidebook is now so you are familiar with the information when it is needed. Training, planning and practicing are also essential to ensure everyone knows what to do. Staff members from the Department of Campus Safety and the Office of Environmental Health and Safety are available to assist with all of these.

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**INTRODUCTION**

## **INTRODUCTION** *continued*

If you haven't yet registered for the College's emergency notification system (ENS), please go online to <https://keene.notifypanel.com/> to begin receiving emergency notifications via cell phone, text and/or email.

Keep this information in a convenient location so it's available when needed.

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# CONTACT NUMBERS

## IMPORTANT EMERGENCY INFORMATION AND CONTACT NUMBERS

### EMERGENCY 9-1-1

Campus Safety .....	(603) 358-2228/2222
.....	<a href="http://www.keene.edu/campussafety">www.keene.edu/campussafety</a>
Keene Police .....	(603) 357-9813
.....	<a href="http://www.ci.keene.nh.us/police">www.ci.keene.nh.us/police</a>
Keene Fire .....	(603) 357-9861
.....	<a href="http://www.ci.keene.nh.us/fire">www.ci.keene.nh.us/fire</a>
Southwestern NH Mutual Aid .....	(603) 352-1100
.....	<a href="http://firemutualaid.com/about">http://firemutualaid.com/about</a>
Environmental Health and Safety .....	(603) 358-2879
.....	<a href="http://www.keene.edu/ehs">www.keene.edu/ehs</a>
Human Resources.....	(603) 358-2877
.....	<a href="http://www.keene.edu/hr">www.keene.edu/hr</a>

### IMPORTANT INFORMATION ABOUT 9-1-1

If you call 9-1-1 from any on campus or blue light phone, your call will go directly to the regional 9-1-1 center and to Campus Safety via computer. Calls to 9-1-1 from cell phones and off-campus phones will be routed through the regional 9-1-1 center.

CONTACT NUMBERS

# ACTIVE SHOOTER

## Get Out-RUN

- If you can get out of the area safely, do so.
- **If you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind.** Do not attempt to carry anything with you. Move quickly and run in a zig zag pattern.
- **Always keep your hands visible, and follow the instructions of any police officers you encounter.**
- Do not attempt to remove injured people. Instead, leave victims where they are and notify authorities of their location as soon as possible.

## Call Out

- Call 9-1-1 and advise the dispatcher of what is taking place, and inform him or her of your location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place.

## Hide Out

- If you can't get out safely, find a place hidden from view where you can hide out.
  - Lock doors and windows.
  - Pull the shades or cover windows with paper or clothing to block the view into the room.

*continued* ►

**ACTIVE SHOOTER**

## ACTIVE SHOOTER *continued*

- Turn off all the lights, put cell phones on vibrate or silent.
- Move away from windows and doors.
- Keep occupants calm, quiet, and out of sight.
- Monitor cell phones for updates.
- Barricade the door with large objects if possible.
- Remain in place until you receive notification via the campus ENS that it is all clear.
- Unfamiliar voices may be the shooter attempting to lure victims from safety; do not respond to any voice commands from outside the area.

### **Spread Out**

- If there are several people in the area, spread out.
- Do not huddle together as this makes a larger target.

### **Take Out**

- If there is absolutely no opportunity for escape or hiding, you must assume the shooter's intentions are lethal and you may have to confront the assailant.
- **This should be considered a very last resort.**

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## **ACTIVE SHOOTER** *continued*

- You must be prepared to do whatever is necessary to overcome and neutralize the shooter. You will either have to disrupt his actions or incapacitate him.
  - Throwing things, yelling, and using improvised weapons can all be effective in this situation but you must be totally committed and resolved to act more aggressively than ever before.
  - If the shooter leaves the area, either “play dead” until help arrives or proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.
  - Unfamiliar voices may be the shooter attempting to lure people from safety; do not respond to any voice commands until you have received an “all clear” message or can verify that commands are being issued by a police officer. Remain in place until the police tell you it is all clear.
-

## ANIMALS & INSECTS

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences (such as rabies).

- Any animal that is wandering loose on campus should be reported to Campus Safety (358-2228).
- Do not attempt to handle any wild animals (dead or alive). Contact Campus Safety and an animal control officer will be notified.
- If a wild animal such as a bat, raccoon or squirrel is inside a building, try to safely isolate it in a room by closing the doors behind it and keeping people away. Only trained animal technicians should handle animals.
- In the case of a bite or other injury caused by an animal or venomous insect (e.g., a black widow or brown recluse spider) or a severe allergic reaction to an insect or other animal, call Campus Safety or 9-1-1 immediately for emergency medical assistance.
  - Be prepared to give your name, location, and, if possible, the species or type of animal involved.
- Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby. Help the victim immobilize the bite area and make the victim as comfortable as possible until medical or other assistance arrives.

# BOMB THREAT

## Phone Bomb Threat

If you receive a bomb threat phone call:

- Remain calm.
- Record the time of the call and the number if caller ID is available.
- Ask questions and take notes:
  - When will the bomb go off?
  - Where is it?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - Who is calling?

Keep talking to the caller as long as possible, listen carefully, and try to determine the following:

- Caller's gender
- Approximate age
- Is the voice familiar?

*continued* ►

**BOMB THREAT**

## **BOMB THREAT** *continued*

- Accent or unique speech attribute?
- What is the emotional state of the caller?
- Can you describe any background noises during the call?

### **Written Bomb Threat**

**If you receive a bomb threat via a letter or note:**

- Dial 9-1-1 immediately and do the following:
  - Make a note of all persons that you know who handled the note.
  - Avoid excessive handling of the note. The police will want to check for fingerprints.
  - Follow all instructions from responding emergency personnel. Evacuate if ordered to do so.
-

# EARTHQUAKE

During an earthquake, remain calm and quickly follow the steps outlined below.

## If indoors:

- Seek refuge in a doorway or under a desk or table.
- Stay away from glass, windows, shelves and heavy equipment.
- Drop to your knees, clasp both hands behind your neck, bury your face in your arms and make your body as small as possible.
- Close your eyes and cover your ears.
- After the initial shock, evaluate the situation and if emergency help is necessary, call 9-1-1 or activate the building fire alarm. Protect yourself at all times and be prepared for aftershocks.
- Walk to the nearest marked exit and ask others to do the same. Do not use elevators as they may have been damaged.
- Once outside, move to a clear area at least 500 feet away from any structure.
  - Keep streets, fire lanes, hydrants, and walkways clear for emergency responders.
- Damaged facilities should be reported to Physical Plant or Campus Safety.

## If outdoors:

- Move quickly away from buildings, utility poles, and other structures. Always avoid power or utility lines as they may be energized.

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**EARTHQUAKE**

## **EARTHQUAKE** *continued*

### **If in an automobile:**

- Stop as soon as possible in the safest place available, preferably away from structures, power lines, and trees.
- Stay in the vehicle for shelter.

**Your body can be a conductor of electricity. Take extra care to avoid touching bare wires, faulty appliances, or electrical outlets.**

- If you are unsure whether a wire or electrical appliance is energized, always assume it is.
  - In the event that someone is injured in an electrical accident, immediately unplug or shut off the power source if you can do so safely.
  - NEVER touch someone who is in contact with an electrical current until you know for certain that the power source has been shut off or unplugged.
-

# ELECTRICAL SAFETY

## Electrical Safety

If you're planning a project that involves any type of digging, you are required to call Dig Safe at 811 or 888-DIG-SAFE at least 72 hours before you begin digging to have the location of any underground utilities marked. This free service can protect you from unintentionally hitting underground utility lines, which can cause harm to you and those around you, disrupt service to an entire neighborhood and potentially make you liable for fines and repair costs.

### Downed power lines: **SNAP** (See **Notify Avoid Protect**)

**SEE** – Stay away from downed wires and fallen trees that could have wires caught in them.

**NOTIFY** – Call 9-1-1, alert Campus Safety and/or call Eversource at 1-800-662-7764

**AVOID** – Don't touch anything or anyone that's touching a downed wire.

- ALWAYS assume all wires are energized.
- Know where power lines are at all times.
- Contacting an overhead wire with your body or a conductive object like a ladder, pole or roofing material can cause serious injury or death. Accidents can happen even without contact, so stay at least 100 feet away if possible.

**PROTECT** – Keep others away and wait for help

**ELECTRICAL  
SAFETY**

# EMERGENCY NOTIFICATION

## Emergency Notification

The College has two primary emergency notification systems (ENS) to notify the community of emergency situations that present an imminent danger and/or which may require immediate action to prevent or mitigate harm. An “imminent danger” is one that threatens the immediate safety of the campus community, is not anticipated and failure to provide such a warning may result in serious harm.

**DialMyCalls ENS – notification via text, email, phone.** To sign up, go to: <https://keene.notifypanel.com/>.

- When an incident that presents an imminent danger on or near campus is reported to Campus Safety, an emergency notification will be sent out via DialMyCalls.
  - Follow the directions provided immediately
  - Updates will be provided when possible
  - If there is a lock down, shelter in place or evacuation remain at a safe location until directed otherwise
- Additional notification may also occur via the college email system, webpage or other means.
- When there is confirmation that a danger no longer exists, notification will be sent out via DialMyCalls indicating that the emergency is over unless sending such message would further disrupt College operations.

**Emergency Siren/Loudspeaker – used for broadcast notification for outside areas.** The siren/loudspeaker is located on the roof of the gym.

- When an incident that presents an imminent danger on or near campus is reported to Campus Safety, the siren/loudspeaker will be activated.

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**EMERGENCY  
NOTIFICATION**

## **EMERGENCY NOTIFICATION** *continued*

- When the siren is activated listen for additional information
  - Follow the directions provided immediately
  - Updates will be provided via DialMyCalls when possible
  - If there is a lock down, shelter in place or evacuation remain at a safe location until directed otherwise
  - Additional notification may also occur via DialMyCalls or other means.
  - When there is confirmation that a danger no longer exists, an “all clear” message will be broadcast indicating that the emergency is over unless broadcasting such message would further disrupt College operations. Notification will also be made via DialMyCalls
-

# EVACUATION

## Building Evacuation

- When the building evacuation or fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Do not use the elevators in case of fire and/or earthquake.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building.
- Go to your agreed upon meeting place so everyone can be accounted for.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by fire or police personnel on the scene.

## Campus-Wide Evacuation

- When an order is given to evacuate the campus, all non-essential personnel must immediately leave the campus..
  - Proceed calmly to your vehicle or other mode of transportation.
  - Exit campus via available roadways and walkways
  - Use caution when driving and be on alert for pedestrians and others leaving campus.
  - DO NOT RETURN TO CAMPUS until directed by College or public safety officials

## Resident Students

- If the campus is to be evacuated for longer than one day, residential students should meet with their Residence Director who will provide information on evacuating campus.

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**EVACUATION**

## Evacuation of Individuals with Disabilities

- **In academic/administrative buildings**

- If there is an individual with a disability in your classroom or work area, with the permission of the individual, designate volunteers to assist during the evacuation. The type of assistance necessary will vary by the disability.
- Individuals with disabilities who are unable to evacuate should immediately contact Campus Safety (358-2228)
- Notify Campus Safety of the exact location and need for assistance.

- **In residence halls**

- Individuals with disabilities living above the first floor in residence halls should follow established Residential Life protocols when they are in their residence hall — either remain in their room or go to the area of refuge on their floor and contact Campus Safety (358-2228)
- Notify Campus Safety of the location and need for assistance.

- **Service animals**

- Service animals should be evacuated with the individual. Ask the individual about the appropriate way to assist the service animal.

- **In all evacuations**

- Aid occupants that require assistance.
- Direct others to the closest emergency exit. All emergency exits are marked with red exit signs.

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### Mobility Impaired

Individuals with mobility impairments and those who use wheelchairs or other assistive devices may need assistance evacuating prior to the arrival of emergency personnel. Volunteers may assist during evacuation by one of several methods described below. In each case, ask the disabled person which method would work best for them.

- **In-chair evacuation** (only for non-motorized wheelchairs): Unlock brake, gently lean chair backward, and move to the edge of the first stair step. The helper in front steadies the chair by the rods to which the footrests are attached. The helper at the rear of the chair controls the descent and takes most of the weight of the chair.
- **Office chair evacuation:** Transfer the disabled person into a sturdy office chair. One helper gently leans the chair backward. The other helper faces the chair and holds on to the front legs. Helpers control the descent by bending their legs slowly and keeping their backs erect.
- **Out-of-chair evacuation:** The helper kneels in front of the wheelchair, with his or her back to the disabled individual. Place the disabled person's arms up and over the helper's shoulder and across the helper's chest. The helper then leans forward before standing with the disabled person on his back.
- **Two-person carry side by side:** The helpers position themselves next to the wheelchair and grasp the other helper's upper arm or shoulder. The disabled person places his or her arms around the helpers' necks. The helpers lean forward and place their free arms under the individual and firmly grasp each other's wrists. The helpers descend the steps at the same time side by side.

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## **EVACUATION** *continued*

### **Hearing Impaired**

- The hearing impaired person may not hear the alarms or verbal warnings, so the helper should get his or her attention by tapping on his or her shoulder or arm. Use hand signals to direct the hearing impaired individual toward a safe exit.

### **Visually Impaired**

- The assigned volunteer tells the visually impaired individual that they will help them out of the building. The helper should offer his or her arm for the disabled individual to grasp and should give clear verbal directions when making turns or going down steps.
-

## EXPLOSION

**If there is an explosion or a downed aircraft on campus, take the following actions:**

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify Campus Safety.
- Give your name and describe the location and nature of the emergency.
- Activate the building alarm.
- When the building alarm is sounded or when instructed to leave by police, fire, or College officials, walk quickly to the nearest marked exit and ask others to do the same. Meet at your predetermined area and wait for further instructions.

**EXPLOSION**

# FIRE

## When the building fire alarm sounds, an emergency exists:

- **Never assume that it is a false alarm!** Walk quickly to the nearest marked exit and alert others to do the same. Gather only essential personal belongings (coat, purse, etc.).
- **Do not use the elevators.**
- When leaving a room after a fire alarm, feel the door first. If the door is cool to the touch, exit carefully. If it is hot, stay where you are, seal the door, and post a sign in the window to signal your location if possible and stay low to the ground.
  - **NEVER enter a room where there is fire or smoke.**
- If you encounter smoke, crouch near the floor as you exit. If possible, breathe through a dampened cloth. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic.
- Assist the disabled in exiting the building.
- **Do not return to an evacuated building** unless told to do so by the Fire Department or other official.

## If you are trapped inside a building that has been evacuated:

- Call 9-1-1 to alert emergency responders to your location.
- Place an article of clothing or other article (shirt, coat, etc.) outside a window and/or underneath a door as a marker for rescue crews.
- If smoke is present, move toward the window and open it unless there is thick smoke and/or flames near it. If there is no window, and/or smoke is present, close or cover any openings under the door or walls to prevent smoke spread.
- Stay near the floor where the air will be less toxic.
- Shout to alert emergency crews as to your location.

*continued* ►

FIRE

## **FIRE** *continued*

### **If clothing is on fire:**

- Drop to the ground or floor and roll to smother flames.
- Smother flames with a blanket or other suitable object.
- Drench with water from a safety shower or other source.
- Seek medical attention for all burns and injuries.

### **If you see or receive a report of visible smoke or fire in a building:**

- **Activate the nearest fire alarm box and/or dial 9-1-1 to report the situation.**
  - Assist others by directing them away from the affected area if necessary and if possible.
  - Close doors and windows. Do not lock. If possible, mark "FIRE" on the door where the fire is located.
  - Leave by the nearest marked exit and alert others to do the same.
  - Only use fire extinguishers if you have been trained to do so, on small fires only and if it is safe to do so. Make sure that you are between the fire and the nearest exit and have a clear path to the exit. Try to work with another person. Contact 9-1-1.
-

# FLOODING

The campus area along the Ashuelot River is prone to occasional flooding, which may result in the declaration of a flood emergency. Flood emergencies can result in the partial or full evacuation of campus facilities. Grounds and Campus Safety will monitor reports of flooding with local and state emergency agencies. If a flood emergency is declared, students, faculty and staff will be directed to move vehicles and/or evacuate parts of the campus. All efforts will be made to communicate the evacuations in a timely manner. However, in the event of sudden flooding, such as during an ice dam or a flash flood, time may not allow for such notification. When instructed to move a vehicle or evacuate a building or area, do so immediately.

## Interior Flooding

In the event of interior flooding:

- Immediately contact Physical Plant or Campus Safety to notify them of the situation. Inform them immediately if any oil, chemical, or other potentially hazardous materials may be present and could contaminate flood waters.
- If possible, secure any vital equipment, records and other important papers.
- Shut off all electrical equipment **ONLY IF YOU CAN DO SO SAFELY AND WITHOUT STANDING IN WATER.**
- Secure all laboratory equipment in the same manner.
- Evacuate the affected area.

## Exterior Flooding

- **Avoid already flooded areas.** Do not attempt to cross flowing streams or drive through flooded roadways. The roadbed may be washed out under the water, and you could be stranded or trapped. Rapidly rising water may stall the engine, engulf the vehicle and its occupants, and sweep them away. Two feet of water will carry away most automobiles.

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**FLOODING**

## FLOODING *continued*

- **If driving and a route is blocked** by flood waters or barricades, or if water is rising rapidly, find another route. Move to higher ground away from rivers, streams, creeks, and storm drains.
  - **If the vehicle becomes surrounded by water or the engine stalls**, abandon the vehicle and climb to higher ground if it can be done safely and there is a safe place nearby. Two feet of water moving at 10 miles per hour will float most cars; however, many people have been swept away by flood waters after leaving vehicles which were later found without much damage. **Use caution when abandoning your vehicle, and look for an opportunity to move away quickly and safely to higher ground.**
-

## HAZMAT SPILL

Any release of a hazardous chemical or material that cannot be contained by available spill containment materials should be reported immediately.

- Call 358-2228 or 9-1-1
  - When reporting, be specific about the nature of the involved material and exact location.
- If possible and safe to do so, turn off any ignition source or gas emergency shutoff valve.
- If possible and safe to do so, try to keep the spill from reaching a drain.
- Evacuate the affected area immediately, closing doors on the way out to prevent further contamination of other areas until the arrival of fire department personnel.
- Alert all persons nearby the spill area.
- Avoid breathing vapors of spilled material.
- Use eyewash or safety shower if needed to decontaminate.
- Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give their names to the fire department.

HAZMAT SPILL

## 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 9-1-1. Give the dispatcher the details of the situation.
- Seal off the area near the hostage scene if possible.

**If you are taken hostage:**

- Be patient and calm. Time is on your side. Don't threaten or intimidate your captor. Avoid drastic action.
- Before you say or do anything, consider the threat to yourself and others involved.
- If necessary to speak, ask for permission first. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor if possible, but do not stare.
- If medications, first aid, or restroom privileges are needed by anyone, calmly say so. The captor in all probability does not want to inflict harm. Such direct action further implicates him or her in additional offenses.
- Be observant. When you are released, the personal safety of others may depend on what you remember about the situation and are able to communicate.

# LOCKDOWN

A lock-down action may be required during an actual or potential threat to the Campus. Campus Safety or other officials will send out an emergency notification to “lock down” the campus. The siren will also be activated. Additional information may or may not be provided at that time.

## “Lock-down” procedures if you are inside:

- Find a place hidden from view where you can hide out.
- Lock doors and windows.
- Pull the shades or cover windows with paper or clothing to block the view into the room.
- Turn off all the lights, put cell phones on vibrate or silent.
- Move away from windows and doors.
- Keep occupants calm, quiet, and out of sight. Put cell phones on vibrate or silent.
- Barricade the door with large objects if possible.
- Remain in place until you receive notification via the campus ENS that it is all clear.
- Unfamiliar voices may be the shooter attempting to lure victims from safety; do not respond to any voice commands from outside the area.
- Monitor cell phones for updates

LOCKDOWN

## MEDIA POLICY

During a campus emergency or critical incident, all media contacts and public statements will be handled by Marketing and Communication or an appointed spokesperson for the College. If you are contacted by a member of the media and asked for information or asked to comment on the incident, refer the reporter to contact the College spokesperson at 358-2119.

**IMPORTANT TIP** – You don't have to talk to the reporter, but don't say "No comment," as this can be interpreted to mean you know something but won't tell them. Instead say something like, "The College spokesperson would be able to provide that information. Please contact Marketing and Communications at 358-2119".

## MEDICAL EMERGENCY

When an injury or illness occurs, evaluate the situation:

- In case of a minor injury or illness, assist the victim, if possible, using proper precautions and/or refer them to Cheshire Medical Center, their family physician, Health Services for students, or the emergency room.
  - Do not drive the individual to the hospital yourself. Call Campus Safety or an ambulance so the individual can be properly cared for by trained EMTs while en route to the hospital.
- In case of a life-threatening injury or illness:
  - Stay calm and assess the situation. Do not put yourself in more danger.
  - Get help! Yell or call 358-2228 or 9-1-1. Tell them you need an ambulance. Give your name, the exact location of the injured individual, and describe the nature and severity of the problem.
  - If you are sure there are no back or neck injuries, turn the individual on his/her side to allow any fluids to drain. Keep the individual still and wait for emergency responders. Do not attempt to move the person to another area unless he or she is in immediate danger of further injury (fire, chemical spill, etc.).
  - Check breathing and initiate first aid if trained to do so.
  - Help stop bleeding by applying direct pressure to the wound and elevating it. Protect yourself from bodily fluids by using gloves or other protective barrier.
  - Assist emergency personnel with pertinent information about the incident and the individual.
- In the case of any injury on campus, remember to fill out the appropriate incident report form as quickly as possible. The form is available at [www.keene.edu/hr/forms/incident\\_report.pdf](http://www.keene.edu/hr/forms/incident_report.pdf).

Automated external defibrillators (AED) can be used in cases of life-threatening cardiac arrhythmias which lead to cardiac arrest. The AED will automatically assess the heart rhythm and determine if a shock is needed. AEDs are located in the Alumni Center, Campus Safety, Elliot Hall, Spaulding Gymnasium, Student Center, and Redfern Arts Center. They are easy to use and you do not need to be trained in First Aid or CPR to use one.

**MEDICAL  
EMERGENCY**

## MISSING PERSON

**Notify Campus Safety immediately at 358-2228.**

**Provide detailed information including:**

- Physical description – age, height, weight, hair color, eye color, distinguishing characteristics, medical conditions that may be pertinent.
- Last time they were seen, who they were seen with and where.
- Names and contact information of friends, significant other, etc.
- Vehicle information, if known.
- Information on any recent concerns or issues, if known. Campus Safety will notify the Keene Police and the appropriate campus contact if the person is not immediately located.

If the person returns or contacts you, contact Campus Safety immediately to suspend the search.

**MISSING PERSON**

## PHYSICAL ALTERCATION

What some may perceive as “just a fight” is actually a crime; it is also a violation of our fundamental values as an educational community, which require respect and a safe environment for all. Responsible individuals will be held accountable through the criminal justice and campus conduct systems.

**If you observe a physical altercation:**

- Contact Campus Safety at 358-2228.
- Provide detailed information including the location of the altercation, the number of combatants involved and whether anyone is injured.
- Do not become involved in the altercation if at all possible.
  - If you do choose to become involved, know that you may be injured and/or may be implicated as an assailant or mutual combatant when Campus Safety and the police arrive.
- Be able to provide information on the names of the combatants, if known, and any direction of flight and physical description.

# POWER FAILURE

## In the event of a power failure:

- Remain calm. If the outage lasts more than a few minutes, contact Physical Plant.
- During non-business hours, contact Campus Safety.
- Do not light candles or use any other open flame to illuminate the area. Emergency lights are designed to illuminate hallways and stairwells for 90 minutes or more, so safe travel through the buildings will not be immediately compromised.
- If it is determined that an outage will last for an appreciable amount of time, unplug all electrical equipment, especially computers, and turn off all light switches.
- Laboratory personnel should secure experiments, close fume hoods and chemical containers, unplug equipment and turn off gases.
- If you are trapped in an elevator stay calm. Use the emergency phone in the elevator to contact Campus Safety for assistance.
- If others are trapped in an elevator:
  - Advise them to stay calm.
  - Call Campus Safety.
  - If any passengers are injured, dial 9-1-1.
  - Remain near the elevator and maintain communication with the passengers until assistance arrives, if it is safe to do so.

## SEIZURE

Contact Campus Safety at 358-2228.

The primary role of a bystander when someone is having a seizure is to prevent injuries. This can be done by following the steps below:

- Cushion the head.
- Loosen any tight neckwear.
- Do not attempt to hold down or restrain the person.
- Do not place anything in the person's mouth or try to pry the teeth apart.
- Remove sharp objects from around the person to prevent injury.
- Reassure bystanders who may be panicking and ask them to give the person room.
- Turn the person on his or her side after the convulsion ceases. This may help drain any moisture or secretions from the person's mouth.
- Observe these items: length of seizure, type of movements, direction of any head or eye turning, amount of time to return to alertness and full consciousness.
- Report the information above to EMS personnel when they arrive.

## SHELTER-IN-PLACE

“Shelter-in-place” means to take immediate shelter where you are. Shelter-in-place” is used to prevent outside air from coming in if chemical, biological or radiological contaminants are released into the environment. “Shelter-in-Place” warnings may be disseminated by the campus emergency notification system and siren, email, local news media, and/or NOAA or other weather alerting system.

### How do I prepare?

- Choose a room in your area in advance for your shelter. The best room is one with as few windows and doors as possible.
  - A large room, preferably with a water supply, is desirable. There may be several people sheltering with you, so you may want to have 2 locations.
- Know the location of shutoff and controls of fans, air conditioners and heating systems.
- Prepare an emergency kit including:
  - Duct tape and plastic sheeting to seal off windows and doors
  - First aid kit
  - Flashlight and batteries
  - Radio and batteries
  - Water and non-perishable snacks

*Make sure to check these supplies periodically*

- Make an emergency plan for your office or area and assign responsibilities during an emergency including having an alternate for each duty.

### When to do when there is a Shelter-in-Place warning

- Secure exterior doors to your office or building
- Gather others and go to your predetermined shelter area.
  - Bring your emergency kit.
- Close and lock all windows and exterior doors.
  - If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Use duct tape, plastic sheeting or any non-porous material to seal cracks around the door, windows and any vents in the room.
- Turn off fans, heating and air conditioning systems.
- Notify your emergency contact of where you are and that you are safe.
- Remain in place until you receive the “All Clear” message.

## SUSPICIOUS LETTER OR PACKAGE

KSC receives a variety of packages and letters every day. Some of these items are sent through mail services and some are delivered by private or public couriers. Be aware of letters or packages that have any kind of suspicious traits, including:

- No return address or unusual or unverifiable return address.
- Postmark showing a very different location than return address.
- Misspelled words or poor handwriting, printing, or typing.
- Packages that are addressed to a title only, without a name, or incorrect or nonexistent departments or position titles.
- Restrictive markings like “personal,” “private,” or “to be opened only by”.
- Excessive postage, no postage, or non-cancelled postage.
- Excessive use of tape or unprofessionally wrapped packages.
- A rigid or bulky envelope.
- Odd smell or sounds coming from the package.
- Oily stains, leaking, or seepage from the package.
- Wires protruding from the package.

Your best protection when handling the mail is your knowledge of the items you typically handle on a day-to-day basis and being able to determine what seems out of place.

Never open or excessively handle any letter or package that you believe is meant to cause harm.

Not all dangerous packages or envelopes look suspicious, and not all suspicious looking packages are dangerous. You must always use your best judgment. If you are concerned for any reason, do not handle the package.

- **If you determine that the package or letter is suspicious:**
  - Gently set the package down and secure the area by closing doors.
  - Call Campus Safety.
  - Do not attempt to further handle the package until it has been deemed safe by responding personnel. This will keep fingerprints to a minimum and will assist the police in identifying potential offenders.
  - Do not attempt to destroy the package on your own.
  - Determine who else in the office or on the campus may have legitimately handled the package and be ready to communicate this information to the police.
  - Evacuate the area if ordered to do so by the authorities.

# WEATHER EMERGENCY

During any weather watch or warning, check campus communications and weather information outlets frequently. For your safety and for the safety of those around you, respond quickly to all instructions from campus and emergency officials.

## Flood Watch

Indicates the possibility of flooding. During watches, College staff will work together to determine the best course of action to prevent injury and property damage to the campus. Normal activities should continue unless instructed otherwise by College officials. All departments should have staff available to monitor communications and disseminate information. Watches are cancelled by official notification only.

- **Monitor communications**, such as a NOAA Weather Radio, a portable, battery-powered radio or computer, for updated emergency information. Local stations provide you with the best advice for your particular situation.
- **Be ready to respond and act quickly.** Floods and flash floods can happen quickly and without warning. Be ready to act immediately.
- **Be alert to signs of flooding.** Be ready to evacuate at a moment's notice. Floods can happen quickly and evacuation may be necessary with little or no notice.
- **Follow the instructions and advice of local authorities.**

## Flood Warning

Indicates a flood is **imminent or is happening**. During warnings, instructions on what to do will be disseminated via local emergency officials on the radio and TV, and DialMyCalls and the college siren. Warnings are cancelled by official notification only.

- **Be alert for signs of flooding.**
- If you think you are at risk, evacuate immediately. Move quickly to higher ground. Leave belongings behind.
- **Follow the instructions and advice of local authorities.**
- If advised to evacuate, do so immediately. Move to a safe area before access is cut off by flood water.
- Follow recommended evacuation routes. Shortcuts or alternate routes may be blocked or damaged by flood waters.
- Leave early enough to avoid being marooned by flooded roads. Delaying too long may allow all escape routes to become blocked.

## Hurricane Watch

Indicates that current tracking shows a storm moving in a path that may take it over a certain area. During watches, College staff will work together to determine the best course of action to prevent injury and property damage to the campus.

*continued* ►

## WEATHER EMERGENCY *continued*

Normal activities should continue unless instructed otherwise by College officials. All departments should have staff available to monitor communications and disseminate information. Watches are cancelled by official notification only.

### **Hurricane Warning**

Indicates that a hurricane is expected in the area within 24 hours. Your response and the response of the College to the warning will vary based upon the storm's intensity. Possible actions include school closings, evacuation, shelter-in-place, cancellation of sporting events, and preparations to secure buildings and equipment.

### **Thunderstorm Watch**

Indicates that weather conditions are such that a severe thunderstorm may develop. Monitor weather reports and campus notifications. If at all possible, stay indoors until the threat has passed.

### **Thunderstorm Warning**

A severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin. Stay indoors until the threat has passed.

### **Tornado Watch**

Indicates that weather conditions in the area are favorable for the formation of tornadoes. During a watch, normal activities should continue unless you are instructed otherwise by College emergency staff or the administration. All departments should have staff available to monitor communications and disseminate messages. Communications should be monitored as long as scheduled uses of the buildings continue. All watches are cancelled by official notification only.

### **Tornado Warning**

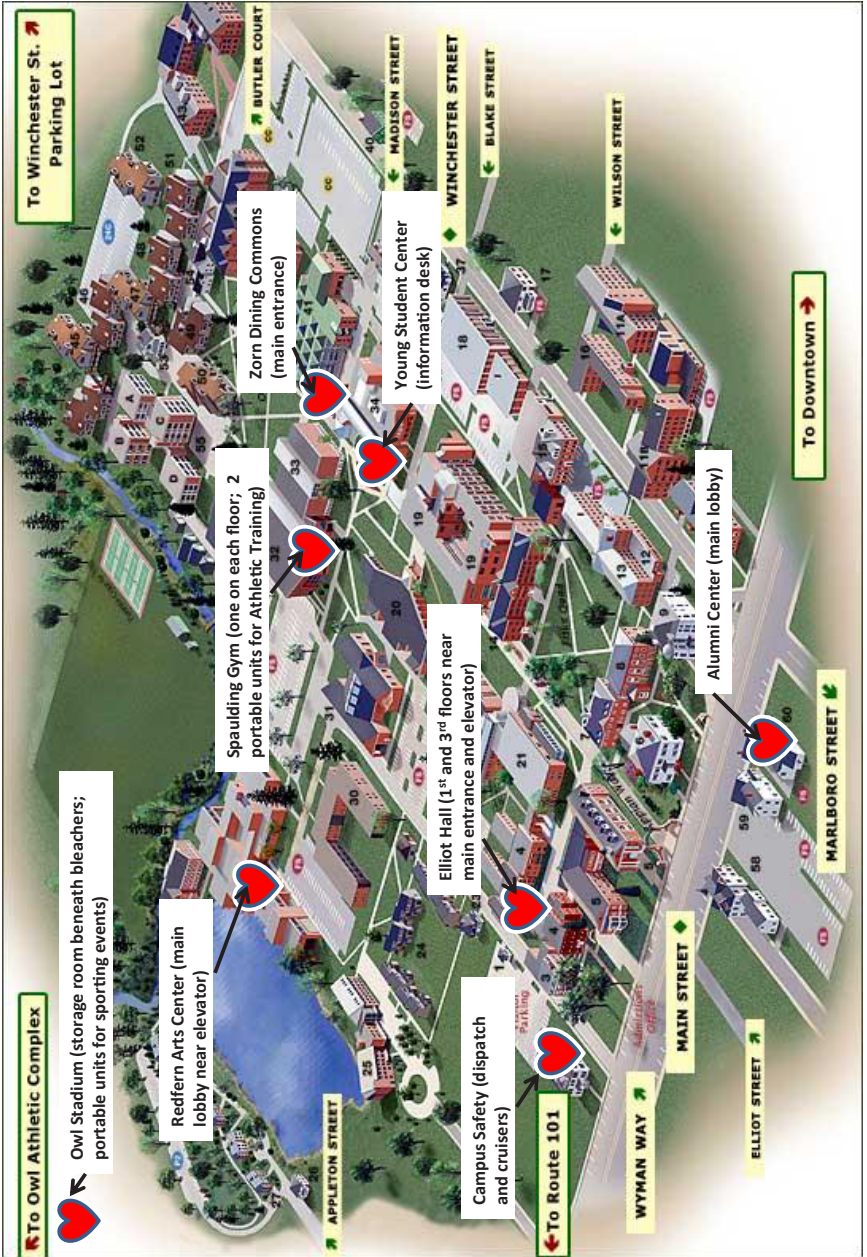
Indicates that a tornado has been sighted and is a threat to the area.

- When a tornado warning has been issued for Cheshire County, campus officials will notify the campus community via emergency notification systems
- Anyone outdoors should seek shelter inside.
- If outside and unable to get to a building, lie flat in the nearest depression, ditch, or ravine
  - The safest area in a building is the basement or an interior hallway of the lowest floor.
- Seek shelter under sturdy furniture if no basement is available. Stay away from windows.
- Never wait out a tornado inside a car.
- Tornado warnings are cancelled by official notification only.

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