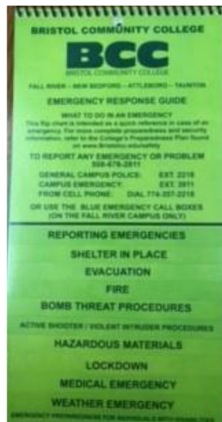




FALL RIVER – NEW BEDFORD – ATTLEBORO – TAUNTON

EMERGENCY RESPONSE GUIDE

Emergency Response Guides are posted in every classroom and office on all campuses. Please don't wait until an emergency occurs before reviewing these procedures.



WHAT TO DO IN AN EMERGENCY

REPORT EMERGENCIES TO POLICE

Fall River – 774.357.3911 (Campus Police) or Emergency Call Box



New Bedford – 911 **Attleboro** – 911 **Taunton** - 911

If telephones are not available, and it is safe to do so, send someone to the Campus Police office in Hudnall Administration Building, Room D-110 (Fall River campus); or to the main office at the Attleboro, New Bedford, and Taunton campuses.

Provide the call-taker with the following information

- Location of the emergency
- Type of emergency
- Your name

During an emergency

- Remain calm and patient
- Ensure that you and those around you are safe
- Refer to specific procedures outlined in this manual

SHELTER IN PLACE

- Remain in the location where you are or take refuge in the nearest classroom, office, or other room, unless instructed by authorities to do otherwise.
- Direct anyone immediately outside your area into the nearest room.
- Close all doors and windows and lock if possible.
- Close windows shades, blinds, or curtains if possible.
- Be calm. Do not leave the room unless directed by a uniformed College official or the College's Notification System, BCCAlert.
- If possible, turn off air conditioning/heating unit (maintenance personnel will usually take care of this task).
- Silence all audio equipment and cell phones.
- Do not communicate with anyone at the door until you hear official instructions; or you receive clearance from police or other emergency responder, or a recognized college official

IF THE FIRE ALARM SYSTEM SOUNDS WHILE IN "SHELTER IN PLACE" MODE DO NOT EVACUATE UNLESS THERE ARE VISIBLE SIGNS OF FIRE/SMOKE OR YOU ARE DIRECTED TO EVACUATE BY EMERGENCY PERSONNEL. IF THERE ARE NO SIGNS OF FIRE, AWAIT INSTRUCTIONS.

EVACUATION

College officials will order an evacuation if needed to preserve the safety and security of the community. Listen carefully to instructions via College channels (email, loud speakers, BCCAlert, etc.).

- **Evacuation routes are posted in every office and classroom.**



- Exit the building using the safest and most direct route. Bring the class roster with you, if possible.
- Account for all students when you reach the Evacuation Area. If anyone is missing or needs medical attention, notify emergency responders or your Building Team Leader.
- Turn off all gas and electrical devices. Close all doors and windows, but leave them unlocked so firefighters can gain access.
- Walk without delay, but do not run.
- Follow the **EXIT** signs posted in hallways and classrooms.
- **Every parking lot is an "Evacuation Area"**. When evacuating it is important to listen to instructions because specific evacuation routes and/or Evacuation Areas might be used depending on the nature and location of the emergency.



- **DO NOT USE THE ELEVATOR**
- Faculty/Staff members will escort physically challenged persons to the nearest stairwell. Remain with the person and instruct a person who is leaving the building to notify emergency responders or the *Building Team Leader* of your location. Fire Department or Campus Police will assist those individuals in vacating the building.
- *Building Team Leaders* must check lavatories and instruct occupants to evacuate.
- Remain at the Evacuation Area. **DO NOT RE-ENTER THE BUILDING** until authorized by the Campus Police or other emergency responder.

FIRE

- Pull the fire alarm. The Fire Department and Campus Police will be called automatically.
- Before leaving a room, cover your hand to provide protection, then test the door by touching it. If it is hot, DO NOT open the door. Look for another exit.
- When exiting a room and the building, close the door behind you. This will help contain the fire.
- Leave lights on
- Do not use elevators
- Faculty/Staff members will escort physically challenged persons to the nearest stairwell. Remain with the person and instruct a person who is leaving the building to notify emergency responders or the *Building Team Leader* of your location. Fire Department or Campus Police will assist those individuals in vacating the building.
- Remain at the Evacuation Area. **DO NOT RE-ENTER THE BUILDING** until authorized by the Fire Department or Campus Police.

BOMB THREAT

If you receive information about an explosive device on campus, report it immediately to Campus Police (774.357.3911) or local law enforcement (911). Never assume it is a hoax.

- Write down the exact wording of the threat. Do not argue with the caller.
- Gather as much information as possible, such as:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Why?
 - What is your name, address?
 - From where are you calling?

IF A BOMB THREAT IS ANNOUNCED

Evacuation routes and assembly areas may change depending on the nature and location of the emergency. Listen for instructions.

- **DO NOT ACTIVATE THE FIRE ALARM**
- **DO NOT USE THE ELEVATOR**
- Faculty/Staff members will escort physically challenged persons to the nearest stairwell. Remain with the person and instruct a person who is leaving the building to notify emergency responders or the *Building Team Leader* of your location. Fire Department or Campus Police will assist those individuals in vacating the building.
- *Building Team Leaders* must check lavatories and instruct occupants to evacuate.
- Remain at the Evacuation Area. **DO NOT RE-ENTER THE BUILDING** until authorized by the Campus Police or other emergency responder.
- Exit the building using the safest and most direct route. Bring the class roster with you, if possible.
- Account for all students when you reach the Evacuation Area. If anyone is missing or needs medical attention, notify emergency responders or your Building Team Leader.
- Turn off all gas and electrical devices. Close all doors and windows, but leave them unlocked so firefighters can gain access.
- Walk without delay, but do not run. Follow the **EXIT** signs posted in hallways and classrooms

ACTIVE SHOOTER / VIOLENT INTRUDER

There is no one right way to respond to this situation. Listen carefully to instructions transmitted through official College channels (email, loud speakers, BCCAlert, etc.).

Quickly determine the most reasonable way to protect your own life.

RUN - If there is an accessible escape path:

- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Do not attempt to move wounded people
- Keep your hands visible so responding officers know that you are not the threat
- Follow the instructions of police officers
- Call 911

HIDE - If it is not safe to run from the scene, find a place to hide where the shooter is less likely to find you. Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

TO PROVIDE YOURSELF MAXIMUM PROTECTION INSIDE YOUR HIDING PLACE:

- Lock the door
- Barricade the door with a heavy object
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

FIGHT – If you cannot run or hide, and you are confronted with the shooter you must fight for your life...using any means necessary.

Try to incapacitate the shooter by:

- Acting as aggressively as possible against them
- Throwing any item available to you at the shooter
- Making as much noise as possible to distract the shooter while you attack them

HAZARDOUS MATERIALS

DO NOT ATTEMPT TO RESCUE ANYONE OVERCOME BY CHEMICAL VAPOR OR GAS IN AN ENCLOSED ROOM OR AREA. Only trained rescuers equipped with a self-contained breathing apparatus should enter the area. If you are exposed to a hazardous chemical, REMOVE YOUR OUTER CLOTHING AND SEEK MEDICAL TREATMENT IMMEDIATELY.

If you are able to do so:

- Evacuate the area immediately.
- Call 911 or CAMPUS POLICE (774.357.3911); and provide the following information:
 - Location of the spill
 - Type of chemical spilled (if known)
 - Known hazards of the spilled chemical
 - Quantity spilled
 - Number and extent of injuries
 - Whether the spill or vapor has spread into the water or ventilation system

IN CASE OF A HAZARDOUS SPILL:

- Evacuate the immediate area and any surrounding areas that may be in danger.
- Provide first aid if you are trained to do so.
- Establish a safe perimeter around the spill and do not allow anyone other than emergency responders to enter the area.
- Help direct responders to the area and victim locations.
- DO NOT clean up the spill UNLESS you are aware of the hazards of the chemical, you have been properly trained, and no special protective equipment is required.

LOCKDOWN

If instructed to lockdown:

- Take refuge in the nearest classroom, office, or other room.
- Direct anyone immediately outside your area into the nearest room.
- Close and lock all doors and windows. If the door cannot be locked, use any large item available to barricade the door.
- Close blinds and shades to prevent anyone from seeing inside the room.
- Turn off lights. Silence cell phones.
- Take attendance - If it is safe to do so, quietly report missing/extra students/staff as well as any known information regarding perpetrator to campus police.
- If possible, sit quietly on the floor away from windows and doors
- Be calm. Do not leave the room unless directed by an uniformed police officer or firefighter or the College's Notification System, BCCAlert. If you have any doubts about the legitimacy of the "all clear", please remain in lockdown.

IF THE FIRE ALARM SOUNDS WHILE IN LOCKDOWN DO NOT EVACUATE UNLESS THERE ARE VISIBLE SIGNS OF FIRE OR YOU ARE DIRECTED TO EVACUATE.

MEDICAL EMERGENCY

If immediate medical attention is needed:

Call 911 or CAMPUS POLICE (774.357.3911) and provide the following information:

- Type of injury
 - Exact location of the victim
 - Condition of the victim
 - Identity of the victim (if known)
 - Suspected or known cause of the injury or illness
 - Any dangerous conditions
- Provide first aid and medical assistance if you are trained to do so.
 - Do not move the victim unless they are in immediate danger.

If the victim is conscious, try to comfort him/her and obtain medical information (i.e. medical problems, medications, etc.) because any information you can pass on to responding medical personnel will assist in the treatment of the patient.

EXPOSURE TO BLOOD-BORNE OR OTHER PATHOGENS/ UNIVERSAL PRECAUTIONS

Exposures occur when a person's blood or bodily fluids transfer into another person's blood stream. Exposure can occur through needle sticks, human bites, cuts, sores or abrasions on the skin, or splashes into the eyes, nose or mouth. One of the above conditions must be met for an actual exposure to have occurred.

Examples of bodily fluids include blood, saliva, tears, vomit, semen, urine, or stool.

Protect yourself from exposure to bodily fluids. Wear gloves (located in emergency response bags) whenever you come into contact with any body fluids.

Practice good hand washing technique if you come in contact with any bodily fluids.

If you think you have been exposed to a potentially life-threatening pathogen you should:

- Wash the affected area with soap and water.
- Notify CAMPUS POLICE immediately to arrange transportation to a local emergency room for evaluation.

Removal of all bodily fluids left behind (after the incident) should be supervised by Campus Police, a staff member who is trained in blood borne pathogens, or the responding medical personnel.

WEATHER EMERGENCY

TORNADO WATCH - A forecast of the possibility of tornados developing in a large geographic area. You should continue normal activities, but stay alert for sudden severe changes in weather conditions. If possible, monitor local radio stations.

TORNADO WARNING - A tornado has been sighted and may be approaching the area. A warning is an emergency situation, requiring persons in the affected area to seek shelter immediately. *If a tornado warning is issued proceed immediately to the basement, if your building has one.*

If your building does not have a basement, do the following:

- Go directly to an enclosed, windowless area in the center of the building -- *away from glass*, and on the lowest possible floor. Then, crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly. **DO NOT USE ELEVATORS**; you could be trapped inside if power is lost.
- Stay together as a group. Remain calm and walk—don't run. Faculty and staff should be prepared to account for members of your group. Notify Campus Police (dial ext. 3911), an emergency responder or a Building Team member of any persons with disabilities who need assistance until emergency personnel arrive. Stay in the shelter area until an **"All Clear"** is given.

SEVERE THUNDERSTORM WATCH - A forecast of the possibility of severe thunderstorms developing in a large geographic area. You should continue normal activities, but stay alert for sudden changes in weather conditions. If possible, monitor local radio stations.

SEVERE THUNDERSTORM WARNING - A severe thunderstorm has been sighted and may be approaching the area. During a severe thunderstorm warning, stay inside buildings. Be alert for changes in weather conditions and be prepared to seek shelter in the event of a tornado warning.

The College also monitors winter storms. Although a winter storm warning would not elicit an emergency response, please be aware of the following information.

WINTER STORM WARNING - Hazardous winter weather is imminent, and there is a likelihood of heavy snow (6 or more inches during a 12-hour period), sleet, or freezing rain. If the College closes due to a winter storm, the closing announcement will be sent via BCCAlert, TEXT MESSAGE, EMAIL and INTERCOM.

PREPAREDNESS FOR INDIVIDUALS WITH DISABILITIES

If you need assistance evacuating a building in the event of an emergency, you are encouraged to develop a personal action plan. The general nature of such a plan is described below. Your specific plan will depend upon your disability and the type of assistance you need, the nature of the emergency, and your location.

Your personal action plan should include the following:

- Use the “buddy system” for each class or work area. Instruct a classmate, instructor, supervisor, or co-worker on how they can assist you in the event of any emergency.
- If assistance is not immediately available, you should remain near a stairwell landing or elevator. Rescue personnel always check exit corridors and stairwells for those who may need assistance. Remain calm and continue to call for help until rescued.
- If you cannot speak loudly, or have a voice/speech impairment, carry a whistle or other audible means of attracting the attention of others.
- Be familiar with alarm locations and signals.(fire alarm pull stations located near exit doors, fire alarm strobe lights/horns located in hallways and rooms, blue emergency call boxes outside buildings, large screen TV’s located in common hallways)
- Leave work and school materials in the room to avoid wasting time.
- DO NOT re-enter a building until permitted by emergency personnel.
- Familiarize yourself with the evacuation route for each of your classrooms. The evacuation route is posted in each classroom. This includes the location of designated areas for rescue assistance if appropriate. If you need assistance in determining the proper route, you can speak with your professor, your supervisor, the Office of Disability Services (508-678-2811, ext. 2955) or Campus Police (774.357.2218).

All buildings at each campus are equipped with a Garaventa Evacu-Trac Emergency Evacuation Chair(s) which provides seamless exit during an emergency for an individual (child or adult up to 300 pounds) with mobility challenges.