

# EMERGENCY PROCEDURES • REMAIN CALM • CALL 911

## CAMPUS VIOLENCE/ACTIVE SHOOTER

**If you are a victim or witness seek cover or safety. Call 911 and/or activate an emergency campus call box immediately!**

### Advise the Dispatcher of the Following:

- Your name, location and type of incident/violence.
- Be prepared to answer questions related to injuries, weapons, and information about the attacker.

### If Incident In Your Location, Hide:

- HIDE in an area out of the attacker(s) view and remain quiet.
- BLOCK entry to your hiding place, lock doors, if possible, **turn off** lights & and ringers on mobile devices.
- When an opportunity occurs to leave your location—seek cover or safety.

### If Incident Away From You, Evacuate:

- Have an escape route and plan in mind.
- Leave your belongings behind. Keep your hands visible.

### If Confronted by a Threatening Person:

- Stay at a safe Distance, if possible.
- Try to get the attention of students & co-workers so they can call 911.
- Distract & Evade

### Take Action:

- AS A LAST RESORT and only when your life or the lives of others are in **imminent danger**.

### What to do when Law Enforcement Arrives:

- Remain calm and follow officers' instructions.
- Immediately raise your hands and spread your fingers.
- Keep hands visible at all times.
- Avoid making quick movements towards officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- DO NOT stop to ask officers for help or directions when evacuating, just proceed in direction from which officers are entering the premises.

## MEDICAL EMERGENCY

**Immediately call 911 and notify the NECC Public Safety office:**

- Send someone to the building entrance to guide first responders.
- Comfort the victim.
- Avoid moving victims.
- Rendering first aid— Massachusetts "Good Samaritan" laws protect citizens from good faith attempts to render aid.

## BOMB THREAT/EXPLOSIONS

**If you receive a telephone threat:**

- Keep the caller on the line.
- Listen carefully. Note the time of the call and the telephone number calling.
- Write down pertinent information such as background noises, gender of the caller, and voice pitches and patterns.
- Ask the following questions:
  - 1.) Where is the bomb located?
  - 2.) When will it go off?
  - 3.) What does it look like?
  - 4.) What kind of bomb is it?
  - 5.) What will make it explode?
  - 6.) Did you place the bomb?
  - 7.) Why?
  - 8.) Name
- Immediately call **911 & Public Safety**
- Always err on the side of safety and evacuate the area.

**If you locate or find a suspicious item or package, call 911 and Public Safety:**

- Stay away from the item or package.
- DO NOT allow anyone to handle or go near the package
- Direct individuals to evacuate or move to a safer location & take personal items with you.
- Follow the room/office evacuation plan.
- If a suspicious package is handled, avoid dropping or any other abrupt movement; gently set the package down.
- AVOID the use of cell phones, radios or other wireless devices. DO NOT turn light switches on or off, activate electrical devices or switches around the package.
- If **Explosion** occurs **inside**— evacuate or move to safer location.
- If **Explosion** occurs **outside**— remain inside.

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**NECC PUBLIC SAFETY CAN ALWAYS BE REACHED AT: x3333 or 978-556-3333**

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## HAZARDOUS MATERIALS

All chemical fires, and spills (no matter how small) should be reported to the NECC Public Safety Office @ x3333 or 978-556-3333

### If a chemical spill occurs:

- Follow the posted instructions on the Material Data Sheets (MDS).
- Evacuate the area if needed and call **911**.

### Blood-borne Pathogens Contamination:

- If you come into contact with a suspected Blood-borne Pathogen, immediately wash area to avoid spreading.

## TORNADO/SEVERE WEATHER

### If a tornado warning is issued:

- Proceed to an interior room or corridor and crouch near the floor, covering your head.
- Stay away from windows, mirrors, glass and large unsecured objects such as desks or filing cabinets.
- **DO NOT use Elevators**
- If requested assist persons with disabilities to shelter areas on the same floor.
- Remain in shelter areas until the College issues an “All Clear”

## FIRE

**Rescue** – Remove anyone from danger, close doors to confine smoke and fire after ensuring rooms are empty.

### Alarm–Call 911 or activate nearest pull station.

- **Notify NECC Public Safety**

**Evacuation**–Proceed immediately to a safe exit and begin to evacuate **UNLESS** told otherwise by emergency personnel.

- **DO NOT** open any door that appears or feels hot.
- **DO NOT** return to your area for personal belongings.
- **IF SMOKE is PRESENT– “Stay low & Go. ”The best air quality is near the floor.**
- **DO NOT** enter/use elevators in fires.
- If you are in an elevator when the alarm sounds, **DO NOT** push the **Emergency Stop Button**

### If trapped in your office/classroom:

- Notify 911 and make yourself visible to responding emergency personnel.
- Wedge cloth material along the bottom of the door.
- Close as many doors as possible between you and the fire.

### If you catch fire:

- **DO NOT RUN**
- **STOP** where you are, **DROP** to the ground, and **ROLL** over to smother the flames.

## POWER OUTAGE/GAS LEAK

### If a power outage occurs:

- If possible call Public Safety. (**x 3333 or 978-556- 3333**)
- Provide assistance to others in your area that may not be familiar with the building/work space.
- Turn off equipment such as computers and monitors to avoid potential damage from surges once the power is restored.
- If you are in a dark area proceed to an area with emergency lights or natural lighting.
- REMEMBER- many mobile devices are equipped with flashlight features.
- If you are in an elevator, stay calm. Use the emergency button or contact Public Safety.

### If you suspect a gas leak:

- Immediately evacuate the area.
- **Call 911 and Public Safety.**
- **DO NOT** turn on or ignite any electronic device or electrical equipment.

## EARTHQUAKE

- **Call 911**
- **Pick a Safe Place**–under sturdy furniture away from windows & items that may fall.
- **Wait in Place** until shaking stops. The shorter the distance to safety, the less likely you will be injured.
- **Be ready for aftershocks.** Move carefully. Watch for debris and fires.
- When evacuating **Use Stairs, NOT elevators.**
- **If you are outside during an earthquake STAY Outside.** Crouch down and cover your head.