

EMERGENCY PROCEDURES

Unless otherwise instructed, in the event of an evacuation the designated assembly areas are the parking lots of unaffected buildings.

EVACUATION PROCEDURES

- Walk, don't run, to the nearest exit.
- Take personal belongings with you (keys, purse/wallet, etc.).
- Quickly check in adjacent rooms and coordinate assistance if necessary.
- Help individuals with disabilities exit the buildings.
- Use posted evacuation routes to designated assembly areas.
- Do NOT use elevators.
- Stay near the floor if air is toxic, be alert for hazards, move quickly and quietly.
- Remain calm. Stay with your class or group pending further instructions.



FIRE OR EXPLOSION

- Activate the nearest fire alarm and call 911 and Public Safety, ext. 5-1205 (802.635.1205).
- Evacuate the building following the posted evacuation routes to designated assembly areas.
- Do NOT use elevators.
- Close doors as you leave to prevent the spread of fire.
- Do not open doors that feel hot to the touch.
- Check stairwell for smoke and heat. If present, use an alternate stairwell.
- Stay together with your class or group.
- Do not reenter the building unless released to do so by emergency personnel.



VIOLENT INTRUDER/DISRUPTIVE PERSON(S)

For active shooter, see "Run, Hide, Fight" poster

→ PHYSICAL VIOLENCE:

- Do not try to engage any violent person.
- Isolate the area and call for Public Safety, ext. 5-1205 (802.635.1205).
- Protect yourself and remain calm.
- Observe reasonable requests but do not volunteer any information.

→ DISAGREEMENTS:

- Do not do anything to escalate the argument.
- Use a modulated, controlled tone to request that the individual stop the disruptive behavior.
- If appropriate, ask the person(s) to leave.



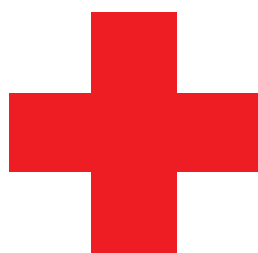
SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Notify your supervisor, RA or HA.
- Call Public Safety, ext. 5-1205, (802.635.1205) and 911 as needed.



MEDICAL EMERGENCY

- Identify the problem.
- If a true medical emergency call 911 and Public Safety, ext. 5-1205 (802.635.1205).
- Tell the 911 dispatcher:
 - Your location, including building and floor.
 - Name and condition of patient.
 - Information on medic alert bracelet, if present.
- If possible, arrange to have someone meet emergency personnel for direction to the exact location of the patient.
- Secure the area.
- Ensure the safety of the victim, but do not move him or her.
- Stay with the victim.
- All other medical issues call:
 - Wellness Center, ext. 5-1265 (802.635.1265).
 - Public Safety, ext. 5-1205 (802.635.1205).



HAZARDOUS MATERIALS

If unidentified substances or vapors are involved, assume they are toxic and hazardous until determined otherwise.

- Evacuate the affected area. Do not risk contact or further exposure to yourself.
- If an emergency or if anyone is in danger, call 911 or Public Safety, ext. 5-1250, (802.635.1205).
- Report the nature and location of the material and any medical emergencies or concerns.



SHELTER IN PLACE

- Move to the nearest classroom or secure space.
- Lock/barricade door with desks, chairs, furniture, etc.
- Stay away from windows and doors.
- Turn off lights, silence phones, pull shades.

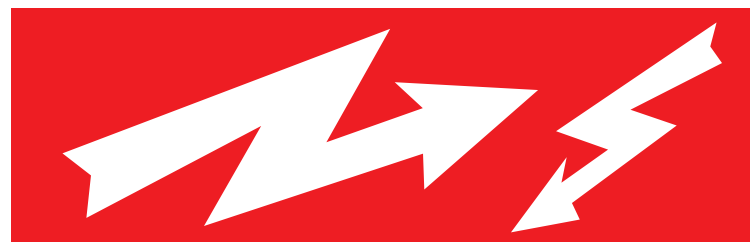


IMPORTANT DOS AND DON'TS

- Do register for emergency notifications, NorthernVermont.edu/GetRave.
- Do get to know the building evacuation procedures.
- Do learn the location of fire alarms, extinguishers and AEDs in your building.
- Do make sure you know the needs of anyone with disabilities in your area.
- Do understand your roles and responsibilities during an emergency.
- Do make sure your students/staff are aware of emergency procedures.
- Do ensure that your emergency contact information is up to date.
- Don't use elevators when evacuating a building.
- Don't re-enter a building after evacuating until told to do so by emergency personnel.
- Do not speak to the media. Direct all inquiries to the Director of Communications at 802.635.1664. If no answer, ask Public Safety to page the director.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- If visibility is impaired by low light, wait for direction from staff. Emergency lights will come on automatically.
- Report outage and any related hazards to Public Safety, ext. 5-1205 (802.635.1205).
- If necessary to evacuate the building, wait until it is safe to do so.
- If you become trapped in an elevator, use the emergency call button on the elevator panel to call Public Safety or call Public Safety directly at 802.635.1205.



IN THE EVENT OF AN EMERGENCY...

- Police/Fire/Emergency: 911
- Public Safety: ext. 5-1205 (802.635.1205)

