

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.
- Assist individuals with disabilities in exiting 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 until further instructions are received.



FIRE OR EXPLOSION

- Activate the nearest fire alarm and call 911 and Public Safety, ext. 6-6452 (cell phone 802.626.6452).
- 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 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. 6-6452 (cell phone 802.626.6452).
- 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.



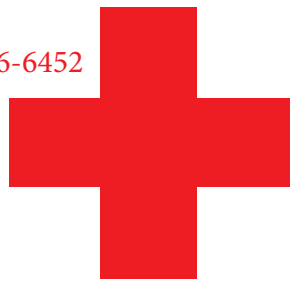
SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Notify your supervisor, RA or RHD.
- Call Public Safety, ext. 6-6452 (cell phone 802.626.6452) and 911 as needed.



MEDICAL EMERGENCY

- Identify the problem.
- If a true medical emergency call 911 and Public Safety, ext. 6-6452 (cell phone 802.626.6452).
- Tell the 911 dispatcher:
 - Your location, including building & 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:
 - Campus Health Services, ext. 6-6440 (cell phone 802.626.6440).
 - Campus Public Safety, ext. 6-6452 (cell phone 802.626.6452).



HAZARDOUS MATERIALS

Where 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. 6-6452 (cell phone 802.626.6452).
- Report to LSC staff the nature and location of the material and report any medical emergencies or concerns.



IMPORTANT DOs AND DON'Ts

- Do register foremergency notifications, NorthernVermont.edu/GetRave.
- Do get to know the building evacuation procedures.
- Do learn the location of fire alarms, fire extinguishers, and AED's in your building.
- Do make sure you are aware of the needs of anyone with disabilities in your area.
- Do understand your roles and responsibilities during an emergency.
- Do make sure students/employees under your direction 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 reenter a building after evacuating until released to do so by emergency personnel.
- Don't speak to the media. All media inquiries should be directed to the Office of Communications, 802.626.6459.

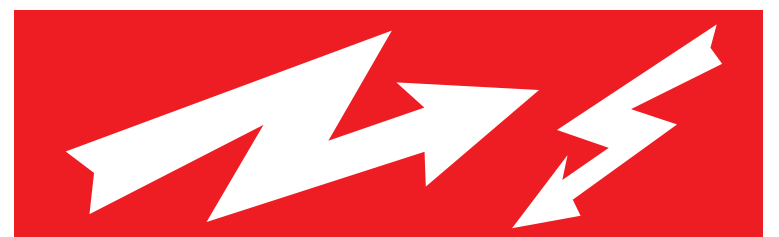
SHELTER IN PLACE

- 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 and pull shades on windows.



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. 6-6452 (cell phone 802.626.6452).
- 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 located on the elevator panel to notify Public Safety, or call them at 802.626.6452.



- Police/Fire/Emergency: 911
- Campus Public Safety: Ext. 6-6452 (cell phone 802.626.6452)
- RHD On-Call Line: 802.274.152
- Campus Health Services: ext. 6-6440 (cell phone 802.626.6440)
- Facilities/Physical Plant: ext. 6-6455 (cell phone 802.626.6455)
- 7:00 a.m. – 3:00 p.m.; all other times call Campus Public Safety, ext. 6-6452