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.

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.

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).

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, 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.

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.

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.

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.

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.