What to do in an emergency

Bristol Community College

Fall River – New Bedford – Attleboro - Taunton
Quick Reference

To report any emergency or problem
   General Campus Police:  ext. 2218
   Campus Emergency:  ext. 3911
   From Cell Phone:  dial 774-357-2218

What is an emergency?  Any incident or developing incident that:
   • Has the potential for injury to persons on campus
   • Could damage property
   • Concerns you in any way.
Call Campus Police at ext. 2218 or 3911.

Before an emergency
   • Be alert and aware!  This is your campus.  Take responsibility if something looks wrong.
   • Know the College’s Preparedness Plan.
      o View it on www.bristolcc.edu/safety
   • Make your own personal safety plan.
      o Every semester, from every classroom and learning space, learn where to find fire extinguishers, the nearest alarm box, evacuation chair, and telephones.
   • Subscribe to BEEnotified for text messages on your cell phone.
      o Login to accessBCC, choose the BEEnotified tab, and follow the prompts.
   • Plan how you would evacuate a building if needed.

If a crisis occurs
   • Remain calm and patient.
   • Ensure that you and those around you are safe.
   • Contact Campus Police at ext. 3911 and explain crisis.  They will respond immediately and contact necessary emergency personnel.
   • Refer to specific procedures outlined in this manual.

Individuals with disabilities
   • Ensure that the Office of Disability Services knows where you are in case of emergency.
   • View the material for developing your own safety plan at http://www.bristolcc.edu/Students/ods/ods_student_emergency.cfm.
For assistance, contact the Office of Disability Services, 508-678-2811, ext. 2955, Room L109 or BCC Campus Police at 508-678-2811, ext. 2218, Room D210.
The first priority in any emergency situation is the health and safety of those on campus. As far as possible without putting yourself in danger, ensure that people evacuate to a safe location while waiting for Campus Police response.

**If the telephones are not working and a cell phone is not available, please** send someone to the Campus Police office in Hudnall Administration Building, Room D-110. Or, the main office at these other locations: Attleboro, New Bedford, Workforce Center on Davol Street, New Bedford, and Taunton. (Only if it is safe to do so.) See page 21 in this manual for main office locations.

Campus Police or security personnel will respond to any report immediately. Campus Police Officers are trained First-Responders and are able to stabilize an emergency situation and determine whether off-campus assistance is needed.

All College telephones have emergency stickers listing the Campus Police general phone number (ext. 2218) and the on-campus Emergency number (ext. 3911).
Emergency Procedures

ACTIVE SHOOTER / VIOLENT INTRUDER PROCEDURES:

- There is no one right way to respond to this situation. Pay careful attention to specific instructions through BEEnotified.
- Refer to Lockdown, Shelter in Place, and Evacuation procedures in this booklet.
- Stay away from windows and doors.
- Silence cell phones.
- Information will be conveyed as available by College channels, including loud speakers, text messages, computer messages, intercom, and by uniformed College officials.
BOMB THREAT PROCEDURES:

If you receive a threat
Take seriously any threat received by telephone, mail, online, or in person regarding an explosive device on campus.

- Write down the exact wording of the threat. Do not argue or rebuke the caller.
- Gather as much information as possible, including:
  1. When is the bomb going to explode?
  2. Where is it right now?
  3. What does it look like?
  4. What kind of bomb is it?
  5. What will cause it to explode?
  6. Why?
  7. What is your name, address?
  8. From where are you calling?

- Call Campus Police at ext. 3911 to report the threat.

If a bomb threat is announced
During a bomb threat, evacuation routes and assembly areas may change depending on the nature and location of the emergency. Listen for instructions.

- **Do not use Fire Alarm system to evacuate.**
  Exit the building by the safest and most direct route. Walk without delay, but do not run. **DO NOT USE ELEVATORS**
  - Bring attendance sheet if possible if you are in a class or other group setting.
  - Turn off all gas and electrical devices.
  - Close all classroom/hallway doors and windows, but leave unlocked for firefighter access.
  - Follow the red EXIT signs posted in the hallways and classrooms. Each office and classroom has a map with evacuation routes posted.
  - Evacuate following signs to assembly zones

**College employees, if able,** will escort any physically challenged person to the nearest stairwell. Remain with that person and send another person who is leaving the building to notify the team building leader, campus police or the Fire Department of location. Fire Department or Campus Police will assist those individuals in vacating the building.

Assigned building team leader will check lavatories and alert occupants.

Account for all students when you reach the assembly area and notify building team leader if anyone is missing or needs medical attention.
Remain at the assembly area. **DO NOT RE-ENTER** the school until authorized by the Fire Department or Campus Police.

**EVACUATION (Fire)**

In the case of a fire anywhere on campus:

1. Pull the fire alarm. The Fire Department will be called and automatically alert Campus Police.
2. Exit building and close door. (See the Evacuation Plan for more specific information.)
   a. Leave lights on
   b. Use the nearest stairwell
   c. Do not use any elevators
3. From a safe location, call Campus Police with the following information:
   a. Nature of fire
   b. Location
   c. Injuries
   d. Your name
EVACUATION PROCEDURES:

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

As soon as the College issues an evacuation order, exit the building by the safest and most direct route. Bring attendance sheet if possible if you are in a class or other group setting.

Turn off all gas and electrical devices. Close all classroom/hallway doors and windows, but leave unlocked for firefighter access.

Walk without delay, but do not run.

Follow the red EXIT signs posted in the hallways and classrooms. Each office and classroom has a map with evacuation routes posted.

After exiting the building, proceed to the nearest parking lot.

DO NOT CONGREGATE NEAR THE BUILDING.

If you suspect a fire is behind a door; cover your hand to provide protection and then test the door by touching it. If it is hot then DO NOT attempt to use the door as an exit. Try to find an alternate route for an exit.

DO NOT USE ELEVATORS

Faculty/Staff members will escort any physically challenged person to the nearest stairwell. Remain with that person and send another person who is leaving the building to notify the team building leader, campus police or the Fire Department of their location. Fire Department or Campus Police will assist those individuals in vacating the building.

Assigned building team leader will check lavatories and alerts occupants.

Account for all students when you reach the parking lot and notify a Building Team member if anyone is missing or needs medical attention.

Remain at the parking lot; DO NOT RE-ENTER the school until authorized by the Fire Department or Campus Police.
EVACUATION (Bomb Threat)

In the case of a bomb threat anywhere on campus:
1. Pull the fire alarm. The Fire Department will be called and automatically alert Campus Police.
2. Exit building and close door. (See the Evacuation Plan for more specific information.)
   a. Leave lights on
   b. Use the nearest stairwell
   c. Do not use any elevators
3. From a safe location, call Campus Police with the following information:
   a. Nature of fire
   b. Location
   c. Injuries
   d. Your name

EVACUATION PROCEDURES:

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

As soon as the College issues an evacuation order, exit the building by the safest and most direct route. Bring attendance sheet if possible if you are in a class or other group setting.

Turn off all gas and electrical devices. Close all classroom/hallway doors and windows, but leave unlocked for firefighter access.

Walk without delay, but do not run.

Follow the red EXIT signs posted in the hallways and classrooms. Each office and classroom has a map with evacuation routes posted.

After exiting the building, proceed to the nearest parking lot.

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If you suspect a fire is behind a door; cover your hand to provide protection and then test the door by touching it. If it is hot then DO NOT attempt to use the door as an exit. Try to find an alternate route for an exit.

DO NOT USE ELEVATORS
Faculty/Staff members will escort any physically challenged person to the nearest stairwell. Remain with that person and send another person who is leaving the building to notify the team building leader, campus police or the Fire Department of their location. Fire Department or Campus Police will assist those individuals in vacating the building.

Assigned building team leader will check lavatories and alerts occupants.

Account for all students when you reach the parking lot and notify a Building Team member if anyone is missing or needs medical attention.

Remain at the parking lot; DO NOT RE-ENTER the school until authorized by the Fire Department or Campus Police.

**Evacuation Plans**

**Building Evacuation**
Evacuation of any campus building is required by all occupants when the fire alarm sounds or when an evacuation order is issued through the College’s Notification System. While the College conducts periodic drills, all people on campus should treat any alarm as real and vacate the building as quickly and safely as possible. Always act in any evacuation situation in such a way as to protect your own health and safety. College community members should take responsibility to ensure the safety and welfare of students and visitors.

At the beginning of each semester, the Vice President of Students will provide to the Campus Police the daily class schedules of students who have identified themselves as physically challenged and who may need assistance to evacuate. Evacuation chairs are available in all buildings at all College campuses and sites.

In the case of a drill, the Campus Police and Fire Department will make and implement the decision on whether or not to transport a physically challenged person out of a building.

All buildings and campuses have been equipped with a Garaventa Evacu-Trac Emergency Evacuation Chair(s) which ensure an exit for an individual with mobility challenges during a campus emergency. Noted for its portability and ease of use (only one operator required), Evacu-Trac allows for easy descent despite water or other materials on a stairwell. Demonstration and training opportunities are available throughout the academic year and upon request. A complete training video is available on the campus preparedness webpage at [http://www.youtube.com/watch?v=zM6LHHKASxY](http://www.youtube.com/watch?v=zM6LHHKASxY). See Appendix D for a site list and chair locations.
Contact Steve Ozug, Vice President of Students and Enrollment Management, at 508-678-2811, ext. 2150, Room G225 and/or Wayne Wood, Director of Public Safety, 508-678-2811 ext. 2218, Room D110 for more information.

**Off-campus evacuation**
If large numbers of people must be evacuated from campus, Bishop Connolly High School will serve as the emergency evacuation site for the Fall River Campus. Campus Police officers, and local police if necessary, will help guide members of the campus community through the parking lots to the rear of the Bishop Connolly complex.

Please remember, in the event of an all-campus evacuation, health and safety will be the primary considerations. Therefore, if there is imminent danger, campus community members may be required to exit campus on foot.

Vendors for the College (including food service, bookstore, and the Child Care Center) will have current evacuation and emergency plans for their College community members and clients on file with the Campus Police office.

**Assembly Points and Maps:**

- **Attleboro**
  See map on page 12.

- **Bishop Connolly and Durfee High Schools**
  Report to the High School and follow the directions from High School personnel or a member of the Preparedness Team or Campus Police.

- **Fall River, Davol Street**
  See map on page 12.

- **New Bedford, 188 Union Street**
  Report to 800 Purchase Street building if safe to do so.

- **New Bedford, 800 Purchase Street**
  Report to 188 Union Street building if safe to do so.

- **New Bedford, 1152 Ashley Blvd./GNBR Vocational Tech.**

- **Taunton**
HAZARDOUS MATERIALS PROCEDURES:

**PREPAREDNESS:**

Review your classroom or work area to identify any chemicals stored or used. Review the hazards of these chemicals by reading warning labels, follow all instructions for safe use, and identify procedures to follow if there is a spill. Request a Material Safety Data Sheet (MSDS) from the building custodian or facilities personnel.

Do NOT attempt to rescue anyone overcome by chemical vapors or gasses in an enclosed room or area. Only trained rescuers should enter the area protected with self-contained breathing apparatus. If exposed to a chemical on clothing, skin, or by inhalation, remove the clothing and seek medical treatment immediately.

If you believe the spill is dangerous to life or health, evacuate the area immediately.

Notify CAMPUS POLICE at ext. “3911” from a safe location.

**Provide the following information:**

- Location of the spill?
- Type of chemical spilled?
- Known hazards of the spilled chemical?
- Quantity spilled?
- Number and extent of injuries?
- Has the spill or vapors spread into the drain or ventilation system?

**In Case of a Hazardous Spill:**

— Evacuate the area and surrounding areas that may be in danger.
— Provide first aid assistance if you have been trained.
— Establish a safe perimeter around the spill and do not allow anyone other than trained and equipped responders to enter the spill area.
— Help direct responders to the area and victim locations.
— Clean up the spill ONLY if the spill is small, you are aware of the hazards of the chemical, you have been properly trained to clean up the spill, and no special protective equipment is required.
LOCKDOWN PROCEDURES:

*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 or secure all doors and windows; close blinds and shades to prevent anyone from seeing inside the room. Turn off lights. Silence cell phones. Barricade the door if it cannot be locked or if instructed to do so through the College’s Emergency System.

Take attendance; quietly report missing(extra extra students/staff as well as any known information regarding perpetrator to the command center or campus police if possible, via any available electronic device and monitor discreetly.

If possible, sit quietly on the floor away from windows and doors and direct occupants to do the same. Explain to occupants that this action is a precaution taken when there is an intruder.

Maintain calm and reassure occupants. Strongly discourage occupants from leaving the room.

Remain in lockdown and do not communicate with anyone at your door until you hear official instructions or you receive clearance from a college official or emergency response individual, recognized administrator, or police.

*IF THE FIRE ALARM SYSTEM SOUNDS WHILE IN LOCKDOWN*

*DO NOT* evacuate unless there are visible signs of fire or you are directed to evacuate. Otherwise, await instructions if no signs of fire.

MEDICAL EMERGENCY PROCEDURES:

If someone requires immediate medical attention:
- Immediately call or have someone call Campus Police @EXT# 3911 and report the emergency. Provide the following information:
  - Type of injury
  - Building designation (letter) and the exact location of the victim
  - Condition of the victim
  - Identity of the victim (if possible)
  - Suspected or known cause of the injury or illness
  - Any dangerous conditions
• Provide first aid and medical assistance as necessary, if trained.
• Follow instructions of the Emergency Dispatcher.
• 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.). Any medical information will assist medical personnel if the victim loses consciousness.

**Exposure to Blood-borne or Other Pathogens / Universal Precautions**
Exposures occur when a person’s blood or bodily fluid transfers to another person’s blood stream. Exposure can occur through needle sticks, human bites or 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 blood or bodily fluids. Wear gloves whenever you come into contact with any blood or body fluids.

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

If a student, staff, or faculty member is exposed or believes they have been exposed to a potentially life threatening pathogen they should:

• Wash affected area with soap and water.
• Notify CAMPUS POLICE immediately and as soon as possible be transported to a local emergency room for evaluation.
• Removal of all blood and body fluids left behind (after the incident) should be authorized or supervised by Campus Police, a blood borne pathogens trained and immunized custodial staff member, or responding medical rescue unit.

**SHELTER IN PLACE PROCEDURES**

*If instructed to 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.

Maintain calm and reassure occupants. Strongly discourage occupants from leaving the room.
When possible turn off air conditioning/heating unit (maintenance personnel will usually take care of this task).

Silence all audio equipment and cell phones.

Remain in Shelter in Place and do not communicate with anyone at your door until you hear official instructions; or, you receive clearance from a college official, emergency response individual, recognized administrator, or police.

**IF THE FIRE ALARM SYSTEM SOUNDS WHILE IN SHELTER IN PLACE MODE:**

**DO NOT** evacuate unless there are visible signs of fire or you are directed by a College or public safety official to evacuate. Otherwise, await instructions if no signs of fire.

**WEATHER EMERGENCY PROCEDURES:**

**TYPES OF WEATHER EMERGENCIES:**

**TORNADO WATCH:** Is 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:** Means 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 immediate shelter.

*In the event 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 floor possible. 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. Stay off the elevators; you could be trapped in them if the 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 College 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:** Is 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:** Means 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 regarding these storms:

**WINTER STORM WARNING:** Means hazardous winter weather is imminent, and there is a good possibility of heavy snow (6 or more inches during a 12 hour period), sleet, or ice accumulation from freezing rain. Should the College close due to a winter storm; the closing announcement will be sent via BEE NOTIFIED, TEXT MESSAGE, EMAIL and INTERCOM.
Emergency preparedness for individuals with disabilities

Emergency Evacuation Procedures

If you may 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 limitations, the nature of the emergency, and your location at the time. Although assistance is available, it is important that you take responsibility for your own safety.

Your personal action plan should include the following:

✓ Establish a buddy system and alternate for each class or work area. People with disabilities should prepare for an emergency ahead of time by instructing a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency.

✓ If assistance is not immediately available, people with disabilities should remain near the stairwell landing or in the elevator lobby. Rescue personnel will first check all exit corridors and stairwells for those trapped. You should continue to call for help until rescued.

✓ People who cannot speak loudly, or with voice/speech impairments, should carry a whistle or have other means of attracting attention of others.

✓ Be familiar with alarm locations and signals.

✓ Leave work and school materials in the room to avoid wasting time.

✓ Wait for rescue and remain calm.

✓ DO NOT re-enter a building until permitted by emergency personnel.

✓ If you suspect a fire is behind a door; cover your hand to provide protection, first and then test the door by touching it. If it is hot then do NOT use the door as an exit. Try to find an alternate route for an exit.

✓ A cautionary note on elevators: Do NOT use elevators unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.
✓ Familiarize yourself with the evacuation route for each of your classrooms. 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 the BCC Campus Police 508-678-2811, ext. 2218.

✓ Speak with your professors and/or supervisors about your evacuation needs and plan. Although a professor or colleague and your escort, can assist you in safely evacuating a building, you are the best authority as to how you need to be assisted.

**Lockdown and Shelter in Place Drill**

If you may need assistance during an emergency such as a lockdown or active shooter on campus, 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 limitations, the nature of the emergency, and your location at the time. Although assistance is available, it is important that you take responsibility for your own safety.

Your personal action plan should include the following:

✓ Establish a buddy system and alternate for each class or work area. People with disabilities should prepare for an emergency ahead of time by instructing a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency.

✓ Speak with your professors or supervisors about your lockdown/active shooter needs and plan. Although a professor and or colleague can assist you in safely remaining in the building, you are the best authority as to how you need to be assisted.

✓ Familiarize yourself with potential shelter areas within each of your classrooms. If you need assistance in determining the proper place that may provide shelter in any particular classroom, you can speak with your professor, your supervisor, the Office of Disability Services, 508-678-2811, ext.2955 or the BCC Campus Police 508-678-2811, ext. 2218.

✓ Wait for rescue and remain calm.

✓ DO NOT leave your current area until permitted by emergency personnel.

(Posted to Disability Services website/student emergency information, Spring 2013)