

# **BRISTOL COMMUNITY COLLEGE**

FALL RIVER – NEW BEDFORD – ATTLEBORO – TAUNTON

## **EMERGENCY RESPONSE GUIDE**

### **WHAT TO DO IN AN EMERGENCY**

This flip chart is intended as a quick reference in case of an emergency. For more complete preparedness and security information, refer to the College's Preparedness Plan found on [www.Bristolcc.edu/safety](http://www.Bristolcc.edu/safety)

#### **TO REPORT ANY EMERGENCY OR PROBLEM**

**508-678-2811**

<b>GENERAL CAMPUS POLICE:</b>	<b>EXT. 2218</b>
<b>CAMPUS EMERGENCY:</b>	<b>EXT. 3911</b>
<b>CAMPUS POLICE DIRECT</b>	<b>DIAL 774-357-2218</b>

**OR USE THE BLUE EMERGENCY CALL BOXES  
(ON THE FALL RIVER CAMPUS ONLY)**

# **(TAB) REPORTING EMERGENCIES**

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508-678-2811**

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**OR USE THE BLUE EMERGENCY CALL BOXES (ON  
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**WHEN CALL IS ANSWERED, STATE THE FOLLOWING:**

**Location of emergency  
Nature and type of emergency  
Your name**

## **IF AN EMERGENCY OCCURS:**

- Remain calm and patient.
- Ensure that you and those around you are safe.
- Contact Campus Police at ext. 3911 or DIAL DIRECT 774-357-2218 and explain the emergency. They will respond immediately and contact necessary emergency personnel.
- Refer to specific procedures outlined in this manual.

**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.**

## **(TAB) SHELTER IN PLACE**

### **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 if possible.

Be calm. Do not leave the room unless directed by a uniformed College official or the College's Notification System, BCCAlert.

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/SMOKE OR YOU ARE DIRECTED TO EVACUATE BY EMERGENCY PERSONNEL. OTHERWISE AWAIT INSTRUCTIONS IF NO SIGNS OF FIRE**

# **(TAB) EVACUATION**

## **IN CASE OF EVACUATION:**

College officials will announce evacuation if needed to preserve the safety and security of persons. Listen carefully to instructions via College channels (email, loud speakers, BEE notified, telephone) for specific 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.

- a. Turn off all gas and electrical devices
- b. Leave lights on
- c. Close all classroom/hallway doors and windows, but leave unlocked for firefighter access
- d. Follow the red EXIT signs posted in the hallways and classrooms. Each office and classroom has a map with evacuation routes posted.
- e. Use the nearest stairwell
- f. Do not use any elevators
- g. Exit building and close door. (See the Evacuation Plan for more specific information.)
- h. Walk without delay, but do not run.

Assigned building team leader will check lavatories and alert occupants.

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

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

## ***DO NOT CONGREGATE NEAR THE BUILDING.***

**College employees, if able**, will escort any physically challenged person to the nearest stairwell. They will 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.

All buildings and campuses have been equipped with a Garaventa Evacu-Trac Emergency Evacuation Chair(s) (350 lbs. capacity) which ensure a seamless exit for an individual (child or adult) with mobility challenges during a campus emergency.

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.

# **(TAB) FIRE**

## **IN THE CASE OF A FIRE ON CAMPUS:**

- Pull the fire alarm. The Fire Department will be called and automatically alert Campus Police.
- Exit building and close door. (See the Evacuation Plan for more specific information.)
- Before leaving a room, 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.
- Leave lights on
- 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.
- Use the nearest stairwell
- Do not use any elevators

From a safe location, call **CAMPUS POLICE** at 774.357.2218 or ext 3911.

- with the following information:
  - a. Nature of fire
  - b. Location
  - c. Injuries
  - d. Your name

All buildings and campuses have been equipped with a Garaventa Evacu-Trac Emergency Evacuation Chair(s) (350 lbs. capacity) which ensure a seamless exit for an individual (child or adult) with mobility challenges during a campus emergency.

### ***DO NOT USE ELEVATORS***

**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.

**DO NOT RE-ENTER** the school until authorized by the Fire Department or Campus Police.

# **(TAB) 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 or DIAL DIRECT 774-357-2218.

## **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 posted red EXIT signs.
- 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.

Remain at the assembly area. **DO NOT RE-ENTER** the school until authorized by the Fire Department or Campus Police.

# **(TAB) ACTIVE SHOOTER / VIOLENT INTRUDER PROCEDURES**

- There is no one right way to respond to this situation
- Information will be conveyed as available by College channels, including loud speakers, text messages, computer messages, telephone speakers and by uniformed College officials.

## **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### **1. RUN (EVACUATE)**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call CAMPUS POLICE at ext. 3911 or DIAL DIRECT 774-357-2218.

### **2. HIDE**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

**TO PREVENT AN ACTIVE SHOOTER FROM ENTERING YOUR HIDING PLACE:**

- Lock the door
- Blockade the door with heavy furniture

**IF THE ACTIVE SHOOTER IS NEARBY:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**IF EVACUATION AND HIDING OUT ARE NOT POSSIBLE:**

- Remain calm
- Call CAMPUS POLICE at ext. 3911 or DIAL DIRECT 774-357-2218 when it safe to do so, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**3. FIGHT (TAKE ACTION AGAINST THE ACTIVE SHOOTER)**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



# **(TAB) HAZARDOUS MATERIALS**

## **IN AN EMERGENCY:**

**DO NOT ATTEMPT TO RESCUE ANYONE OVERCOME BY CHEMICAL VAPORS OR GASSES IN AN ENCLOSED ROOM OR AREA. ONLY TRAINED RESCUSERS 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 the spill is dangerous to life or health, evacuate the area immediately.

From a safe location notify CAMPUS POLICE at ext. 3911 or DIAL DIRECT 774-357- 2218.

## **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.

## **(TAB) LOCKDOWN**

- 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 Notification System, BCCAlert.
- Take attendance; quietly report missing/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
- Be calm. Do not leave the room unless directed by a uniformed College official or the College's Notification System, BCCAlert.
- 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 you have any doubts about the legitimacy of the "all clear", please remain in lockdown.

### **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)**

# **(TAB) MEDICAL EMERGENCY**

## **If someone requires immediate medical attention:**

Immediately call or have someone call CAMPUS POLICE at ext. 3911 or DIAL DIRECT 774-357-2218.

- 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 (located in emergency response bags) 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.

## (TAB) WEATHER EMERGENCY

- **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 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 BCCAlert, TEXT MESSAGE, EMAIL and INTERCOM.
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# **(TAB) EMERGENCY PREPAREDNESS FOR INDIVIDUALS WITH DISABILITIES**

## **Emergency Evacuation Procedures for Individuals with Disabilities**

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 the type of assistance you may need, 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 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 who may need assistance. Remain calm and continue to call for help until rescued.
- All buildings and campuses have been equipped with a Garaventa Evacu-Trac Emergency Evacuation Chair(s) which provide a seamless exit during a campus emergency for an individual (child or adult up to 300 pounds) with mobility challenges.
- Individuals that 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.(fire alarm pull stations located near exit doors, fire alarm strobe lights/horns located in hallways and rooms, blue emergency call boxes outside buildings, large screen TV's located in common hallways)
- Leave work and school materials in the room to avoid wasting time.
- 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. The evacuation route is posted in each classroom. 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.