



# **Emergency Response Plan For Students**

**2011-2012**

**SECTION I. INTRODUCTION..... 3**

1. *Purpose* ..... 3

2. *Communications*..... 3

3. *Role of Students*..... 3

**SECTION II. CRITICAL PROCEDURES..... 4**

4. *Fire and Facility Evacuation* ..... 4

5. *Shelter-in-Place (a/k/a Emergency Lockdown)* ..... 6

6. *Emergency Situations*..... 8

**SECTION III. NATURAL DISASTERS..... 9**

## **Section I. Introduction**

### ***1. Purpose***

The primary purpose of this Emergency Response Plan for Students is to provide important safety information in the event an emergency or natural disaster that occurs within the university or the general area. Additional information regarding emergency response procedures can be found on the university's web site at:

<http://www.salemstate.edu/emergency>

### ***2. Communications***

#### **Plan Activation**

In case of any type of emergency, individuals making the discovery should first move to a safe location and then contact Campus Police. If a working fire/smoke is discovered, individuals making the discovery may pull the fire alarm or take other appropriate emergency actions.

#### **Media Communications**

Individuals authorized to speak with the news media have been designated by university. No one else is authorized to speak with the news media.

#### **Information**

For emergency information regarding events that are affecting or may affect normal university operations, contact the campus police emergency line (978) 542-6111 or visit the university website ([www.salemstate.edu](http://www.salemstate.edu)). This information is updated as necessary during emergency periods.

### ***3. Role of Students***

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently (Section 4). Everyone should also be able to execute shelter-in-place/emergency lockdown procedures (Section 5). Students should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

Students should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

## **Section II. Critical Procedures**

### **4. Fire and Facility Evacuation**

#### **Immediate Actions**

1. If a fire is discovered, the individual shall immediately pull the closest fire alarm switch.
2. When a fire alarm is activated, all occupants will evacuate the building in an orderly and safe manner.

#### **Evacuation Procedures**

When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. All students are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

1. Become familiar with your building area and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use elevators.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until a Campus Police official authorizes permission to re-enter.

## **Evacuation of People Needing Mobility Assistance**

Faculty and supervisory staff having people with disabilities under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergency.

Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:

- Should take place normally with other building occupants.
- Escorts should be offered from within the class or work area at the beginning of the semester.

People who are dependent upon equipment for their mobility:

- Should be assigned an Escort from within the class or work area at the beginning of the semester.
- Should not use elevators unless directed to do so by the emergency personnel.
- Remain in a protected place to await arrival of emergency personnel. Individuals who cannot evacuate the building due to mobility problems should proceed to the nearest elevator waiting area in the building for assistance. The elevators should not be used as a means of egress. Emergency personnel are trained to look for persons with mobility difficulties in these designated areas.
- Once the stairs have begun to clear of other evacuating people, the Escort and the person needing mobility assistance should enter the stairway and remain on the landing near the door.

If the stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:

- Move back into the building and proceed to another usable stairway.
- If another stairway is not available, find a room that is safe and close the door.
- Wave a coat or similar object in a window to gain attention.

**If there is a direct and immediate threat, the individual should be moved.** If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, a Buddy along with the Escort will need to assist the person to leave the building.

Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notification of emergency personnel about the location of these people within the building.

### ***5. Shelter-in-Place (a/k/a Emergency Lockdown)***

There are a number of emergency situations where an evacuation of a building, room and/or office area is not advisable – hostile intruder, hazardous release outside, terrorist attack outside, etc. These threats require shelter-in-place procedures to be executed – the exact opposite of a facility evacuation. Often shelter-in-place situations constitute life-threatening events and conducting a facility evacuation or failing to respond properly could be a fatal mistake.

### **Communications**

- A shelter-in-place will be announced by intercom, if in most residence halls, or other voice/text communication for those buildings without intercom systems.
- If a situation that may require a shelter-in-place is discovered, the individual making the discovery shall immediately move to a safe location, contact Campus Police and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.

### **Procedures – Earthquake**

- If an earthquake strikes take cover immediately under a sturdy object.
  - Be prepared to move with the object and, if possible, grab the object.
  - Cover your head, neck and face to the fullest extent possible.
  - Stay away from, to the fullest extent possible, windows and items that might fall.
- Do not attempt an evacuation during the earthquake.
- Once the shaking stops; evacuate and remain prepared for aftershocks.
  - Do not move seriously injured individuals.
  - Provide search and rescue personnel with the last known location of any missing victim.
- Once outside seek open areas away from power lines, buildings and objects that might fall.

## **Procedures – Hazardous Release Outside**

- Everyone in hallways or open areas is to seek shelter in the nearest room.
- Close windows and window treatments.
- Everyone is to remain quiet and not enter hallways or open areas.
- Crouch down in areas that are away from windows.
- Air ventilation systems will be shut down.
- A vertical evacuation may be considered.
- Should the fire alarm sound, do not evacuate the building unless:
  - You have firsthand knowledge that there is a fire in the building, or
  - You have been advised by Police/Campus Police officers to evacuate the building, or
  - There is imminent danger in the immediate area.

## **Procedures – Hostile Intruder/Violent Student or Employee**

- Everyone in hallways or open areas is to seek shelter in the nearest room.
- Close and lock those doors that have a locking mechanism and barricade the doors.
- Close windows and window treatments.
- Turn off lights.
- Everyone is to remain quiet (quietly contact 6111) and not enter hallways or open areas.
- Crouch down in areas that are out of sight from doors and windows.
- Should the fire alarm sound, do not evacuate the building unless:
  - You have firsthand knowledge that there is a fire in the building, or
  - You have been advised by Police/Campus Police officers to evacuate the building, or
  - There is imminent danger in the immediate area.

## **6. *Emergency Situations***

- If an **Accident or Medical Emergency** is discovered, the individual making the discovery shall immediately contact Campus Police and provide as much information as possible. If possible, stay with the injured person and keep the victim calm and comfortable. Do not move any seriously injured person. Administer CPR or first aid only if qualified to do so.
- If a **Criminal Activity** is discovered, the individual making the discovery shall immediately contact Campus Police and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime.
- If a **Hazardous Substance** is discovered, the individual shall immediately contact Campus Police and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Close off and evacuate any contaminated areas. Exposed individuals should quarantine themselves at a safe location.
- If a **Hostile Intruder, Violent Student or Violent Employee** is discovered, the individual making the discovery shall immediately contact Campus Police and provide as much information as possible. Do not approach the intruder or intervene in a dangerous situation.

## **Section III. Natural Disasters**

**All activities focus on safety issues.**

### **Earthquakes**

- If an earthquake strikes take cover immediately under a sturdy object.
  - Be prepared to move with the object and, if possible, grab the object.
  - Cover your head, neck and face to the fullest extent possible.
  - Stay away from, to the fullest extent possible, windows and items that might fall.
- Do not attempt an evacuation during the earthquake.
- Once the shaking stops; evacuate and remain prepared for aftershocks.
  - Do not move seriously injured individuals.
  - Provide search and rescue personnel with the last known location of any missing victim.
- Once outside seek open areas away from power lines, buildings and objects that might fall.

### **Hurricanes and Floods**

The university will close before travel conditions become dangerous and will not reopen until the environment is safe. Therefore, there are no special on-site safety guidelines for essential personnel. If necessary student shelters will be open.

### **Mid-Latitude Storms, Winter/Ice Storms and Tropical Storms**

The university will try to close before travel conditions become dangerous and will not reopen until the environment is safe.

## Thunderstorms

Observe the following rules if lightning is occurring or is about to commence:

- Avoid water fixtures, telephone lines and any electrical conducting materials.
- Stay inside buildings and off the grounds.
- Modern buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.
- If you are outdoors or not on campus, depending on your location, keep the following in mind:
  - If in your home or a building, follow the aforementioned rules.
  - While in your car, keep in mind that because cars are low profile and supported on rubber tires (an effective electric insulator), they are generally (but not always) safe from lightning strikes. Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).
  - If in an open area, go to the nearest ditch or ravine and drop to your knees. **Do not** do any of the following:
    - stand in an open area
    - stand underneath a tall tree (especially if it is in an isolated area)
    - seek shelter in a small structure in an open area
    - stand in or around a body of water
  - If in a wooded area, go to a low area of small trees/bushes.
  - Stay away from anything metal (farm equipment, golf clubs, wire fences, metal buildings, etc.).
  - If you feel your hair standing on end, drop to your knees bend forward and put your hands on your knees; do not lie flat on the ground.

## Tornadoes

The university will monitor the weather on an ongoing basis if the Weather Service issues a tornado watch. If a tornado warning is issued, the university will designate a spotter to watch the weather. If a tornado is spotted or imminent, take the following steps immediately:

- Notification of a pending disaster will be announced (*over the voice address system, e-mail or telephone*). Fire/evacuation alarms are not to be activated.
- Evacuate all trailers and temporary structures; proceed immediately to a structurally secure building.
  - Go to the interior area of the building.
  - Avoid west and south facing exterior walls and rooms (tornadoes generally travel from the southwest to the northeast in the U.S.A.).
  - Take cover under a sturdy object.
  - Protect your head, neck and face.
  - Stay away from windows, glass and items that might fall.
- There is not a sufficient warning period to close the university or to effectively protect university assets; therefore, no special effort should be made to protect university assets; all attention should be directed towards life safety procedures.
- Depending on your location, keep the following in mind:
  - If in a house or small building, go to the basement or cellar.
    - If there is no basement, go to an interior room on the lowest level.
    - Take cover under a sturdy object while covering your head, neck and face.
  - If in a school, office, shopping center, etc., go to an interior hallway on the lowest level.
  - Do not seek shelter in gyms, auditoriums and other large open areas.
  - If in a high-rise building, go to an interior hallway on the lowest level possible. Do not take the elevator!
  - If in a car and the tornado is nearby, get out. Tornadoes can move swiftly and are often erratic.
  - If in a mobile home, get out immediately!
  - If in an open field, lie face down in a ditch or nearest ravine and cover your head with your hands: this procedure is preferable to remaining in a car or mobile home.