



EMMANUEL
COLLEGE



Emergency Response Guide

**If you are in an emergency situation and need immediate help,
call Campus Safety (617) 735-9888 and/or 9-1-1**

REPORTING EMERGENCIES

If you discover an emergency on the Emmanuel College campus:

- Call Campus Safety: (617) 735-9888.
- Stay calm.
- Give your name, location, and follow emergency-specific instructions (located in this Emergency Response Guide).

EMERGENCY PHONE NUMBERS

Campus Safety: (617) 735-9888

Facilities: (617) 735-9950

Health Services: (617) 264-7678

Counseling Center: (617) 735-9920

Emergency Notification Hotline: (617) 735-9999

CAMPUS SAFETY: (617) 735-9888

REPORTING EMERGENCIES

UTILITY FAILURE

Definition:

When any type of utility and/or facility-related system is interrupted or fails, such as electricity, heat, or ventilation.

Actions:

- For non-emergency utility issues, contact Facilities: (617) 735-9950.
- **For all utility emergencies, contact Campus Safety: (617) 735-9888.**
- If evacuating the building is required, use stairwells. **DO NOT USE ELEVATORS.**
- **IF IN LAB OR STUDIO SETTING** - End activities that require ventilation, power, or hazardous materials. Secure your environment and clean up or put away equipment and hazardous materials. Follow your laboratory/studio emergency shutdown procedure if you are able to do so safely.

CAMPUS SAFETY: (617) 735-9888

UTILITY FAILURE

MEDICAL EMERGENCY

Definition:

An injury or illness that poses a risk to a person's life or health.

Actions:

- **Notify Campus Safety: (617) 735-9888 or call 9-1-1 immediately.**
Red emergency phones connect directly to Campus Safety. These are located in the hallways on the 5th floor of the Administration Building and floors 2-4 of the Wilkens Science Center.
- Follow all instructions given by Campus Safety.
- Protect yourself and others; be aware of your surroundings.
- Try to avoid contact with blood or bodily fluids.
- Do not move an injured person unless you are able to do so safely without incurring further injury.
- When possible, remain with the injured person until Campus Safety and/or medical personnel arrive.
- Administer first aid only if you are trained/certified and feel comfortable doing so.

CAMPUS SAFETY: (617) 735-9888

MEDICAL EMERGENCY

MENTAL HEALTH EMERGENCIES / SUICIDE THREATS

Helping a Person Experiencing Emotional Distress:

- Listen to the person. Offer any help if you are able.
- Recognize any warning signs.
- Ask directly if the person is thinking of harming themselves or others.
- If situation is not an imminent threat, be ready to make a referral to campus resources.

Immediate Threat of Suicide or Harm to Others:

- Do not put yourself in a situation which threatens your own safety.
- ON-CAMPUS: Call **Campus Safety** at 5-9888.
- OFF-CAMPUS: Call 9-1-1 for local police response
Then call **Campus Safety** at (617) 735-9888.
- Attempt to calm the distressed person if you are able.
- Do not leave the suicidal person alone if you are able.

Potential Mental Health/Suicide Threat

- Call **Campus Safety** at (617) 735-9888

MENTAL HEALTH CRISIS NUMBERS

Campus Safety

(617) 735-9888

Counseling Center

(617) 735-9920 ext. 1 During Business Hours

(617) 735-9920 ext. 2 24/7 Support Line

National Suicide Prevention Hotline

1 (800) 273-8255

Crisis Text Lines

Available 24/7 Free and Confidential

TEXT “Start” to 741-741

TEXT “Steve” to 741-741 for young people of color

Trevor Project

1 (866) 488-7386

Samaritans

1 (877) 870-4673 call or text

Available 24/7

CAMPUS SAFETY: (617) 735-9888

MENTAL HEALTH EMERGENCIES / SUICIDE THREATS

SUSPICIOUS PERSON

Definition:

A person or multiple people demonstrating unusual/threatening behavior.

Suspicious Activity Includes:

- Individuals acting furtively and suspiciously.
- Individuals departing quickly when seen or approached.
- Individuals in places they don't belong.
- Individuals forcing their way into a locked area or vehicle.
- Individuals showing unusual mental or physical symptoms.

Actions:

- Notify **Campus Safety: (617) 735-9888**.
- Be prepared to tell Campus Safety personnel:
 - Who or what you saw;
 - When you saw it;
 - Where it occurred;
 - Why it's suspicious.

CAMPUS SAFETY: (617) 735-9888

SUSPICIOUS PERSON

SEVERE WEATHER / NATURAL DISASTER

Definition:

A significant weather emergency that may impact Emmanuel College such as a snow storm, hurricane, severe thunderstorm, or tornado. These events may cause strong winds, rain, hail, ice or snow.

Actions:

Inclement Winter Weather (Snow/Ice/Wind)

- Monitor Emergency Notification System (email and text alerts, TV, radio, and the college website).
- Closings or other restrictions of travel can be monitored through email and text alerts, TV, radio, and the college website.

Hurricane/ Severe Storm/ Flooding

- Monitor Emergency Notification System (email and text alerts, TV, radio, and the college website).
- When advised, evacuate to designated safe areas.
- If able, remove items near windows and secure loose objects.
- Stay indoors during high winds, and keep away from exterior walls and doors.
- Remain in safe area until warning expires or until an “All Clear” announcement is made via the Emergency Notification System or from emergency personnel.
- **IF IN LAB OR STUDIO SETTING** - End activities that require ventilation, power, or hazardous materials. Secure your environment and clean up or put away equipment and hazardous materials. Follow your laboratory/studio emergency shutdown procedure if you are able to do so safely.

**FOR MORE INFORMATION DURING SEVERE WEATHER,
CALL THE EMERGENCY NOTIFICATION HOTLINE AT: (617) 735-9999**

FIRE / FIRE ALARMS / HAZARDOUS MATERIALS

FIRE / FIRE ALARMS: WHEN FIRE OR SMOKE IS DETECTED

Implement **RACE**

- **R RESCUE** people in immediate danger if you can do so without endangering yourself.
 - **A ALARM** – Pull fire alarm and call 9-1-1.
 - **C CONTAIN** – If able, contain the fire by closing all doors, windows, and other openings.
 - **E EVACUATE** the area. Do not use elevator unless authorized by emergency personnel.
- EXTINGUISH** – Extinguish only a small fire AND ONLY if you have been trained.
Remember **PASS P (PULL)** – **A (AIM)** – **S (SQUEEZE)** – **S (SWEEP)**

Hazardous Materials: On Campus

- Isolate area of spill/leak. Do not attempt to clean.
- Call Campus Safety: (617) 735-9888.
- Follow instructions given by emergency personnel for shelter-in-place or evacuation.
- If possible, note any characteristics about the material such as name, odor, color, or physical description.
- Report any injuries or exposure to Campus Safety: (617) 735-9888 **immediately**.

Hazardous Materials: Near Campus

- Campus Safety and the Emmanuel College Incident Management Team will be notified.
- Follow Emergency Notification System messaging for shelter-in-place or evacuation instructions.

CAMPUS SAFETY: (617) 735-9888 or 9-1-1

FIRE / FIRE ALARMS / HAZARDOUS MATERIALS

BOMB THREAT / SUSPICIOUS PACKAGE

BOMB THREAT

1. If you receive a telephone bomb threat...
 - Do not hang up.
 - Remain calm.
 - Try to prolong the conversation and get as much information as possible.
 - Note what you hear. Are there background noises, such as music, voices, or cars?
 - How does the caller's voice sound? Any accent? What gender? What age? Any unusual words or phrases?
 - How is the bomb location described?
 - Does the caller use a person's name?
 - Does the caller give his/her name?
2. **Call Campus Safety:** (617) 735-9888 and report a bomb threat. Give the operator all the information you collected on the checklist. Identify yourself - give your name, address, and phone number.
3. If it is deemed necessary to evacuate, you will be notified by the Emergency Notification System or the overhead speaker system.

Evacuate via the primary route for your area or an alternate route as directed.

SUSPICIOUS PACKAGE

If you discover a suspicious item or package...

- Leave it untouched and secure area until Campus Safety or first responders arrive.
- Stay away from the package and refrain from touching or moving it in any way.
- **Call Campus Safety:** (617) 735-9888 and report a suspicious item. You may be asked to assist in a search because you are familiar with the area.

Red emergency phones connect directly to Campus Safety. These are located in the hallways on the 5th floor of the Administration Building and floors 2-4 of the Wilkens Science Center.

- If directed, evacuate your area.

If you notice any of the following characteristics pertaining to suspicious packages, please take immediate precautions:

- Protruding wires or aluminum foil;
- Oily stains, discolorations or odor;
- Ticking sound;
- Excessive security material such as masking tape, string, etc.

CAMPUS SAFETY: (617) 735-9888 or 9-1-1

SHELTER IN PLACE / EVACUATION

Definition:

In the event of an internal or external disaster, if there is evidence of possible harm to students, visitors, staff, or faculty, an order for protecting yourself in your current location or evacuation may be given.

Shelter in Place:

Stay in your current location. If outside, move immediately to the nearest building and await further instruction.

Actions:

- Campus Safety will initiate and communicate a Shelter in Place order.
- Ensure all individuals are inside of campus buildings, facilities, and rooms.
- If possible, account for individuals that you are supervising in your area.
- Secure points of entry, doors, and windows.
- Keep sheltering individuals away from points of entry.
- All personnel should remain in the secured area until an “All Clear” announcement is made via the Emergency Notification System or from emergency personnel.

Evacuation:

Leave your location at once. Evacuation requires everyone to exit a building, area, or campus.

Actions:

- An order to evacuate a building or area of campus may be given by Campus Safety, Administration, or emergency personnel.
- Occupants should use the nearest and safest exit when an evacuation order is given.
- Evacuate in a CALM MANNER and avoid blocking entrances.
- Based upon the type of emergency, occupants may be asked to move farther away from impacted area(s).
- Remain calm at all times and follow the instructions of your supervisor, professor, Campus Safety, and emergency personnel.
- ***Notify first responders of any persons with disabilities who may still be in the affected area or building.***

CAMPUS SAFETY: (617) 735-9888

SHELTER IN PLACE / EVACUATION

ACTIVE THREAT / SHOOTER

CAMPUS SAFETY: (617) 735-9888 or 9-1-1

Definition:

A situation where a person displays a weapon (knife, gun, etc.), especially in a threatening manner or threatening violence.

IF YOU ARE IN IMMEDIATE DANGER

RUN: Escape from the area if you are able.

HIDE: Find a safe and secure hiding area.
Remain there quietly until Police arrive.

FIGHT: Use all available objects and weapons to attack the perpetrator(s).

Actions:

Any person should immediately call Campus Safety: (617) 735-9888 or call 9-1-1 directly upon recognition of a weapon related threat.

When calling, clearly state if known:

- o Campus, building and floor - include address of campus
- o Location of perpetrator
- o Number of perpetrators
- o Direction of travel of perpetrator
- o Physical description
- o Number and type of weapons
- o Number of potential victims

If in IMMEDIATE danger:

RUN

- 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 perpetrator may be.
- Keep your hands visible.
- Follow the instructions of any emergency personnel.
- Do not attempt to move wounded people.

HIDE/BARRICADE:

If evacuation is not possible, bring in all people in from public spaces, waiting rooms, lobbies or elevator areas. Find a place to hide where the perpetrator is less likely to find you. Lock or block doors with heavy furniture.

Once hidden — do not open door until you hear an “All Clear” overhead announcement or alert.

Your hiding place should:

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

To prevent the perpetrator from entering your hiding place:

- Lock the door.
- Block the door with heavy furniture.

If the perpetrator is nearby:

- Lock the door.
- Shut off lights.
- Silence your cell phone/pager.
- Turn off any source of noise.
- Hide behind large items.
- Remain quiet.

FIGHT

As a last resort, and only when your life is in imminent danger and you can not evacuate, attempt to disrupt and/or incapacitate the perpetrator by:

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

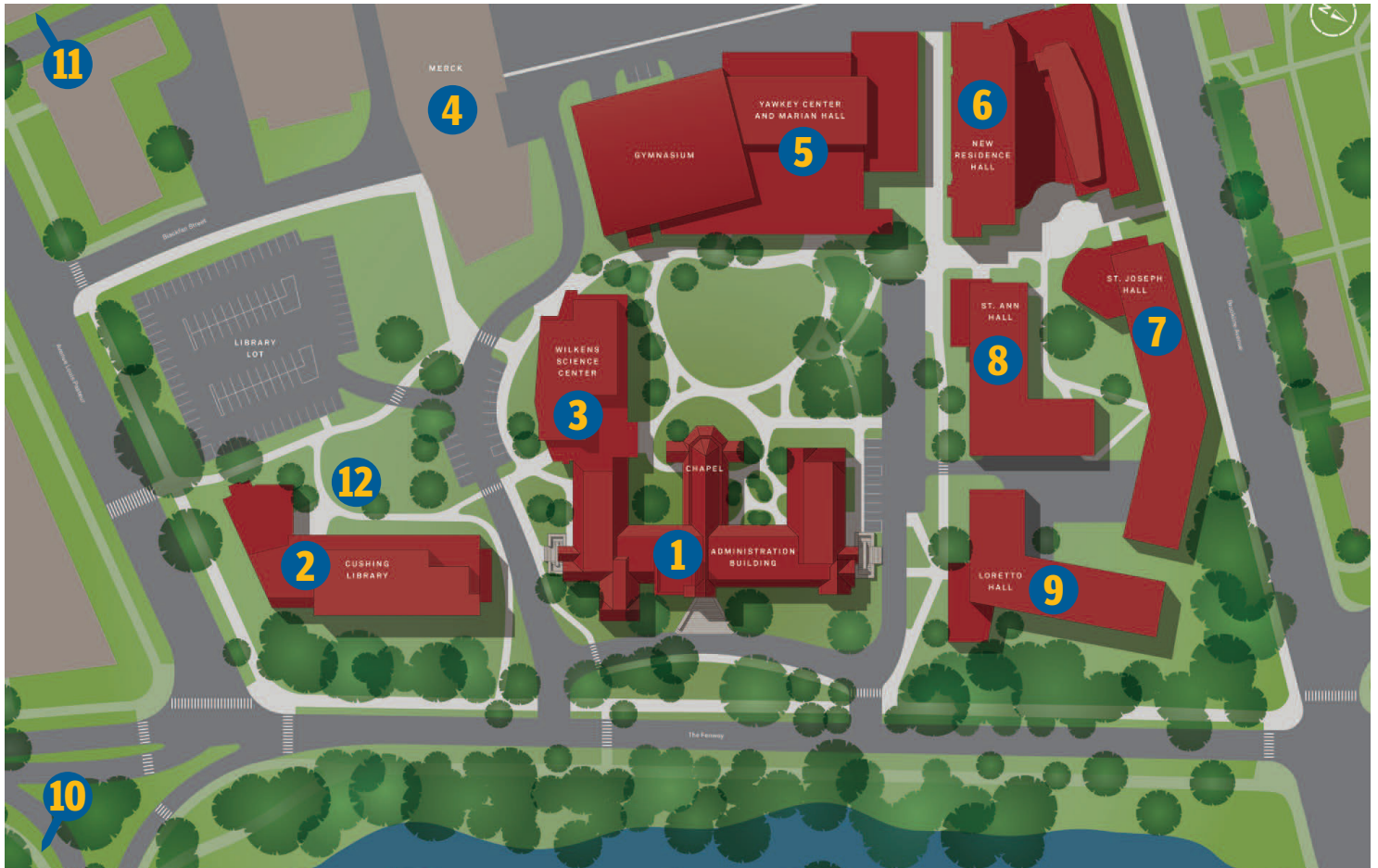
How to act when law enforcement arrives:

- Remain calm and follow officers’ instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold onto them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help.

CAMPUS SAFETY: (617) 735-9888 or 9-1-1

ACTIVE THREAT / SHOOTER

CAMPUS MAP



- | | |
|---|------------------------------------|
| 1 Eisner Administration Building | 7 St. Joseph Hall – Residence Hall |
| 2 Cardinal Cushing Library | 8 St. Ann Hall – Residence Hall |
| 3 Maureen Murphy Wilkens Science Center | 9 Loretto Hall – Residence Hall |
| 4 Merck Research Laboratories – Boston | 10 Roberto Clemente Field |
| 5 Jean Yawkey Center and Marian Hall | 11 Notre Dame Campus |
| 6 New Residence Hall | 12 Avenue Commons |

CAMPUS MAP