

FRANKLIN PIERCE UNIVERSITY
Emergency Guide

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1. Introduction

The Franklin Pierce University has updated the Emergency Management Plan to address foreseeable emergencies which may endanger the lives and property of Students, Faculty, Staff and Visitors on our campus.

To aid in minimizing injury, loss of life and property damage this Individual Emergency Guide has been developed to assist community members in preparing for emergencies that may affect the campus community.

The University requests that you take the time to familiarize yourself with the Emergency Guide and your residence hall and/or work place so that you can assist in making Franklin Pierce safer should we have to endure an emergency situation.

The University suggests that you print this Emergency Guide so that it is available for you, should a need arise.

2. Prepare for Emergencies

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You should consider making sure that you have prepared in advance of an emergency by putting together a personnel emergency kit; set up a personal communication plan with your family; and know how to evacuate from your residence hall, classrooms, workplace or the campus. With these items addressed before the emergency, you will be better prepared to navigate your way through a crisis.

Personal Communication Plan

You should select friends or relatives that can be contacted in the event of a crisis. In a crisis situation, our minds are not always as clear about what actions need to be taken. Contacting loved ones to reassure them or request assistance is not something that necessarily comes to

mind during an emergency. Writing this down now will serve as an appropriate reminder. Furthermore, if the information is on your person (e.g., in a wallet), an emergency responder can easily locate the information and make the call should you be incapacitated. We suggest the following information:

- An emergency contact in your local area
- An out-of-state contact in case the emergency affects your local contact
- A family meeting place.

When an emergency occurs you could become incapacitated and not be able to talk or call anyone. Emergency personnel will utilize your cell phone to make notifications to family members or identify you. A simple addition to your cell phone's phone book can help them contact them. Put in the letters I C E (In Case of Emergency) and put in your family or contact's information. For additional entries, name them ICE 2, etc.

Evacuation Plan

In an emergency, you may be instructed to leave quickly. Make sure you know:

- Two or more ways to exit your residence hall/home or building
- Where you should meet with family, other residents, co-workers, or students after being evacuated
- The location of fire alarms, fire extinguishers, and other safety devices
- The location of your personal emergency kit.

Emergency Kit

Everyone should make a personal emergency kit. The kit should consist of items that you would need to survive during a period of evacuation, such as:

- One day's worth of clothing, including shoes (Jacket depending of weather)
- Towel(s) and a blanket and/or a sleeping bag
- Personal-care items (medications, toiletries, etc.)

- A flashlight and extra batteries
- Water and nonperishable foods
- An extra set of car keys
- Cash
- Copies of important documents (license, prescriptions, bank account information, etc.).

If you have a vehicle, always keep your gas tank at least half full. Keep the following items in your car:

- Bottled water and nonperishable food
- A first aid kit
- A flashlight and extra batteries
- Flares or light sticks
- A vehicle emergency kit (jumper cables, tire jack, spare tire)
- A blanket
- A shovel
- A basic tool kit.

3. Emergency Communications

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Probably the most critical part of planning for emergencies is communication. The University will make every attempt to communicate to you before, during, and after emergencies. Campus Safety will provide instructions to you about the emergencies and what you need to do to ensure your own safety. Emergency response is in place to allow for broadcast voice mail and e-mail messages for faculty, students, and staff should an emergency rise to the level of needing to communicate to the Franklin Pierce University campus community.

In the event of an emergency, the University will speak with one voice. In general, all informational communications regarding emergencies to students, faculty, staff, the public, and the media will be made by the Director of Communications and Creative Services. S/he will work with

emergency responders through a preset process to ensure that all information being reported is timely, factual, and informative.

Immediate decisions and orders requiring communications, such as evacuations, will likely be made by emergency personnel on the scene. But even then, unless it is a life-threatening situation, they will rely on the Director of Communications and Creative Services to forward that information to you through other means, such as text messaging and website postings.

Franklin Pierce University utilizes the ERAVEN web page, Voice mail messages, Email messages, FPalerts and the Emergency Notification System (Siren and outside speaker system).

4. Emergency Notifications

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When an emergency situation occurs that may place any part of the campus community in imminent danger, the University will utilize some or all of the following communication tools, depending on the nature of the crisis to notify and update the community.

Should an emergency occur, please pay attention to the following communications systems for notifications and updates:

- Campus-Wide voicemail system
- Email messages
- Franklin Pierce's Web Sites
 - www.franklinpierce.edu
 - eraven@franklinpierce.edu
- FPalerts (e2campus)
- Emergency Notification System (This system is located on the roof of the Marcucella Hall and has the capability to sound a siren and send messages through a public address system. The system has pre-recorded messages that will be activated by Campus Safety).

These systems will only be used if the situation has been determined an imminent danger to the campus community and immediate action is required.

5. Blue Light and Emergency Phones

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The University has several Blue Light Phones which are install for students to request assistance from Campus Safety. These phones are maintained by Information Technology and are checked by Campus Safety periodically to ensure they are working properly. If you find a problem with one, please call Campus Safety Immediately.

To operate the phones just press the red button and the phone will ring directly to Campus Safety at extension: **5555**.

The location of the Blue Light Phones are:

Campus Center— by north side of the Bookstore

Granite Hall—by the main entrance

New Hampshire Hall— by the main entrance

Mt. Washington Hall—by the main entrance

Cheshire Hall—by the entrance on the parking lot side

Mt. View—by the north entrance to the hallway to the laundry room

Northwoods—by the north entrance to the hallway to the laundry room

Edgewood Hall— by the Southside entrance

Monadnock Hall—by the Westside entrance

DiGregorio—by the parking lot entrance

Lake View Townhouses—between buildings 1 and 2 by the bus stop and on the pathway from Lake View to the Athletic Fields

Sawmill Apartments—at the main entrance, parking lot side

Lakeside—the front of the Boathouse

In addition to the 'Blue Light Phones there are phones in each elevator and around the campus that can be dialed into or automatically will dial Campus Safety by picking up the receiver.

They are located at:

Adventure Recreation Hut (Inside)

Northfields—7 phones throughout the structure

Campus Center—4 phones throughout the structure

Cheshire Hall— ground floor and elevator

Edgewood - first floor

Fieldhouse—inside by rear entrance

Glass Blowing Shed—inside

Granite Hall—first floor

Library—Archives room, first and second floor and elevator

Marcucella Hall—first and second floor labs, first floor by rear entrance and elevator

Monadnock—by Stained Glass Studio

Mt. View—outside classroom

New Hampshire—by laundry room and second floor

Mt. Washington—on second floor

Northwoods—outside of classroom

Peterson Hall—Alumni Lounge and elevator

Petrocelli Hall— Inside main entrance

St. Peter's—front lobby

Warehouse—back parking lot side

[6. Reporting an Emergency](#)

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All members of the Franklin Pierce Community and guests to the campus are encouraged to report emergencies and suspected criminal activity to the Department of Campus Safety

immediately. It is the practice of the Student Affairs Office and Human Resources to contact Campus Safety when crimes or emergencies are reported to those offices.

Campus Safety maintains an EMERGENCY phone number for immediate emergency assistance. Emergency phones, many with the "blue light" are located throughout campus for this purpose. If you witness or wish to report a crime/incident or an emergency, call:

Campus Safety	899-5555
All Other Calls	899-4210
Rindge Police	899-5009
Emergency	911

or report in person at the St. Peter's Building on University Drive.

When reporting a crime or emergency:

- Remain calm
- Give the location of the incident - building name, room number, parking lot name
- Identify yourself and give a call back telephone number. Your identity will remain confidential, if you wish, however it is important we be able to contact you if we need additional information
- State the incident you are reporting i.e. theft, medical emergency, suspicious activity, etc.
- Describe the scene - who and how many people are there, if medical treatment is being given or is needed, description of subjects, etc.
- State the subject's direction of flight, if applicable
- Stay on the phone until the dispatcher has recorded all of the information.

When a crime or other serious incident is reported, a Campus Safety Officer will be dispatched to the scene to render assistance and investigate the incident. The Rindge and/or State Police may also be contacted if circumstances dictate or the victim wishes to report the incident to the police.

If the responding officer determines the situation presents a significant or imminent danger to the FPC Community, s/he will contact the Director of Campus Safety and/or the Director of Residential Life to provide timely warning to the Community.

While it is preferable for reports to be made to Campus Safety, we understand that some victims and witnesses may choose not to speak with an officer. Therefore, victims may report a crime on a confidential basis to one of the following people:

Jim Earle, Vice President of Student Affairs	899-4162
Kenneth Ervin, Director of Residential Life	899-4167
Jules Tetreault, Associate Dean of Student Affairs	899-4178
Lee Potter, Director of Health Services	899-4132
Rob Koch Director of Outreach Center	899-4133
Janette Merideth, Director of Human Resources	899-4076
William B. Sweet, Director of Judicial Affairs	899-4177
Sarah Dorsey, Director of Conferences and Events	899-4243
All Experience Directors	899-4176

The University will make every effort to respect the confidentiality of information provided, but in the interest of protecting the safety and well-being of the community, confidentiality cannot always be guaranteed.

When should you use 911?

- When you believe your safety or well-being is in jeopardy
- When you believe there is a threat to life or to prevent serious injury
- When you believe there is a threat to property
- When you see someone who is ill or injured

- When you see a crime in progress
- When you see a motor vehicle accident
- When you see a fire
- When you hear someone screaming for help
- When you hear a loud explosion.

When should you NOT use 911?

- To obtain directions
- To speak directly with a specific firefighter or police officer
- To obtain general information or conduct business
- To report nuisances, such as loud noises, barking dogs, etc.

7. Inclement Weather/Reduced Services

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Whenever severe weather creates difficult traveling situations, a decision must be made as to how the weather will interfere with the effective operation of the University. The University makes every effort to remain open, regardless of conditions, when students are in residence. However, when severe weather or other emergencies force reduction in services, announcements will be aired on the radio, TV stations, FAlerts, Voicemail, Emails and by dialing (603)899-4100.

All faculty and staff encouraged to sign up for the FAlerts that will advise you either by email or text message when we have a delay, early release or a closure. All Students who have provided a cell phone number to the University have automatically been signed up for FAlerts, unless they have chosen to opt out of the program. If you did not provide a number and wish to do so, contact the Director of Judicial Affairs at sweetwb@franklinpierce.edu .

The announcements are made on the following public media:

TV Station's	Campus
Channel 3 (WCAX)	Lebanon
Channel 4 (WBZ)	All Campuses
Channel 7 (WHDH)	All Campuses
Channel 9 (WMUR)	All Campuses
Channel 25 (WFXT)	All Campuses
Radio Station's	Campus
103.7 FM - WKNE	Rindge
1280 AM - WPKX	Rindge
100.9 FM - WNYN 101.9FM – WPOR 93.1 FM – WMGX 560 AM - WGAN	Portsmouth
1030AM - WBZ	All Campuses

8. Building Evacuations

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You should familiarize yourself with all exits in your residence hall, work area or any building you are in so that during a fire, fire alarm or other emergency that requires the evacuation of the building. You should know where the nearest marked exit is and leave immediately through it. You should advise others as you are leaving.

Do not use elevators in case of a fire or earthquake, as they may not function properly and you could become trapped.

Once outside, you should proceed to the assembly point designated for your building, so that everyone can be accounted for.

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel. Stay at least 300 feet away from the affected building.

For your safety do not re-enter the building until told to do so by fire or police personnel.

STRUCTURE	EVACUATION ASSEMBLY LOCATIONS
Black Box Theater	Parking Lot by Field
Campus Center	In Front of Marcucella Hall
Cheney Hall/Music Department	In Front of Mt. Washington (Field Side)
Cheshire Hall	In Front of Mt. Washington (Field Side)
Crestview Hall	VACANT
Dance Studio	Library Parking Lot
DiGregorio	Ravencroft Parking Lot
Edgewood Hall	Library Parking Lot
Fieldhouse	Library Parking Lot
Granite Hall	Softball Field
Health Classroom Building	Library Parking Lot

Lakeside/Boat House	Lakeview Parking Lot - across University Drive
Lakeview Apartments	Overflow Parking Lot
Library	In Front of Marcucella Hall
Marcucella Hall	Softball Field Area
Monadnock Hall	Peterson Hall Courtyard
Mt. View Apartments	Field Side of Cheshire Hall
Mt. Washington Hall	Softball Field
New Hampshire Hall	Softball Field
Northfields Activity Center	Parking Lot
Northwoods Apartments	Pierce Parking Lot
Pappas Center	Library Parking Lot
Peterson Hall	Front of Marcucella Hall
Petrocelli Hall	Field by Monadnock Hall
Ravencroft	Field by Petrocelli Hall
Rindge Hall	Front of Marcucella Hall
Spagnuolo Hall	Front of Marcucella Hall
Sawmill Apartments	Lakeview Overflow Parking Lot
St. Peters	Rear Parking Lot
Warehouse	Rear Parking Lot

9. Evacuations for Persons with Disabilities

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Students with disabilities living in residence halls should contact the Department of Residential Life to establish evacuation protocols specifically pertaining to them. The Department of Residential life will work with the student(s) to ensure the student's safety.

If you have disabled persons in your classroom or work area, you should designate volunteers to assist these persons during the evacuation. The type of assistance necessary can vary by the disability.

10. Campus –Wide Evacuations

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During some emergencies, it may become necessary to evacuate areas of the campus or the entire campus for the life safety of the campus community. If this is done it will be ordered by the President of the University, the Rindge Fire Chief, the Police Chief or their Designee. When you are advised of the evacuation order, you must immediately vacate the area and go to another part of the campus or if the evacuation is for the entire campus you must leave the campus.

Students will need to check in with their Experience Directors before leaving campus. The Experience Directors will provide further information on the evacuation.

Employees will be advised by their supervisors.

11. Shelter in Place

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Shelter-in-place means to immediately seek a temporary shelter inside a building. Shelter-in-place may be necessary when there has been a release of toxic chemicals to the outside air or other emergency where the escape route may not be safely secured. If you are already located within a building when a shelter-in-place is communicated, you should remain there until further instructed.

The best location to choose for a sheltering-in-place is a room with the fewest number of doors and windows. A large room or hallway with a water supply is desirable. During a shelter-in-place

event, it may be necessary for Facilities to shut down the heating and ventilation systems. It may also be necessary for occupants to close windows. This will limit the movement of air into the building.

12. Lock-Down

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A lock-down action may be required during an actual or potential threat outside of the campus or specific buildings or areas. Campus Safety or other officials will order and announce "lock-down" procedures:

- Clear hallways, restrooms, and other rooms that cannot be secured
- Lock all classroom doors and windows and pull down shades
- Move people away from windows and doors. Turn off lights
- Keep out of sight. Take cover behind a solid object, if possible
- DO NOT respond to anyone at the door until "all clear" is announced
- Remain in place until the police, or other official, gives the "all clear."

13. Power Failures

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In the event of a power failure:

- Remain calm. If the outage lasts more than a few minutes, contact Campus Safety at (603)-899-4210
- Do not light candles or use any other open flames to illuminate the area. Emergency lights are designed to illuminate hallways and stairwell
- If it is determined that an outage will last for an extended period of time, unplug all electrical equipment, especially computers, and turn off all light switches. You will be contacted by Residential Life as to any need for evacuation and where to evacuate

- Laboratory personnel should secure all experiments; close all fume hoods and chemical containers, unplug all equipment and turn off gases

If you are trapped in an elevator stay calm. Use the emergency phone in the elevator to contact Campus Safety for assistance. If others are trapped in an elevator:

- Advise them to stay calm
- Call Campus Safety
- Remain near the elevator car and maintain communications with the passengers until assistance arrives, if it is safe to do so.

Buildings on campus that have generator power back-up during power outages are:

- Campus Center
- Cheshire Hall
- Northfields Activity Center.

14. Medical Emergencies

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In the case of an accident resulting in an injury or an illness, you should call Campus Safety at (603)899-5555 or 911 and request medical assistance.

In case of a life-threatening injury or illness:

- Stay calm and assess the situation. Do not put yourself in more danger
- If someone is around, request them to call Campus Safety to get medical assistance
- Give your name, location of the incident and describe the nature and severity of the problem
- Keep victim still. Do not attempt to move a person who is ill or injured unless he or she is in immediate danger of further injury (fire, chemical spill, etc.)
- If possible, isolate the affected person
- Check breathing and initiate first aid if trained to do so
- Help stop bleeding (apply direct pressure to the wound or elevate the wound). Protect yourself from bodily fluids

- Remain to assist the emergency personnel with pertinent information about the incident.

Campus Safety will send Emergency Medical Technicians (EMTs) to assess the patient and provide any needed medical care.

In medical situations that result from more complex building emergencies or area-wide disasters, professional help may be delayed. Stay with the victims unless a building evacuation is ordered.

14-a. Psychological Emergency

A psychological emergency exists when an individual is threatening harm to him- or herself or to others, or is out of touch with reality due to severe drug reactions, a psychotic episode, trauma, severe stress, or medical emergencies such as insulin resistance or shock. Your actions may help calm a potentially violent situation. Try to behave in a manner that helps calm the situation:

- Stay calm. Don't be in a hurry
- Be empathetic. Show you are concerned
- Try to have the other person and yourself sit down. Sitting is a less aggressive position
- Try to be helpful. For example, schedule an appointment for a later time
- Give positive-outcome statements such as "We can get this straightened out."
- Give positive feedback for continued talking such as "I'm glad you're telling me how you feel."
- Stay out of arms' reach
- Have limited eye contact
- Take notes
- Avoid exacerbating behaviors. DO NOT patronize, yell or argue, joke or be sarcastic, or touch the person.

If someone becomes violent or you feel threatened:

- Never try to handle a situation you feel is dangerous. Don't endanger your safety

- Leave the scene immediately, if possible, or try to alert a co-worker that there is a problem (e.g., by calling and using an agreed-upon code word to indicate trouble). Call Campus Safety from a safe place. Clearly state that you need immediate assistance. Give your name and location and briefly describe the nature of the situation. Don't hang up until you are told to do so
- Should the situation warrant such action, Campus Safety will notify the Outreach Counseling Center personnel.

If you are concerned about a student or situation but are not sure how to proceed, during normal working hours 8AM -4:30 PM M-F call the Outreach Counseling Center (603)899-4130. After hours call Campus Safety (603)899-5555.

14-b. Injury/Illness Prevention

- Falls are the most common accidents both at home and on the job. Keep walking surfaces in your home, office, and classroom clear and free from obstructions and trip hazards. Simple housekeeping is the best prevention
- Clean up all spills as soon as possible to prevent others from slipping and falling
- Contact Campus Safety at (603)899-5555, if you need assistance to address any spills, trip hazards or obstructions
- Wear helmets and appropriate protective gear when skateboarding, roller blading, riding bicycles, motorcycles, ATVs, snowmobiles, horses and skiing
- Always wear a seat belt when you are in a vehicle
- **Prevent the spread of colds and the flu by:**
 - **Wash your hands often**, especially when handling food, after coughing or sneezing, or using the bathroom
 - Use a tissue when coughing or sneezing, or sneeze into your elbow
 - Stay home when you are sick
 - Avoid close contact with others who are ill

- Get a flu shot if possible.

14-c. Pandemic Flu Preparedness

Franklin Pierce University Health Center has created a Pandemic Influenza Preparedness Plan to help the campus prepare and respond to a pandemic influenza outbreak. We have worked with local and state officials to prepare this plan.

In the event of a suspected outbreak or problem, you will be given detailed instructions via campus communication systems about steps to take or procedures to follow to deal with the medical emergency.

14-d. Animal and Insect Safety

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences (such as rabies). Any animal that is wandering loose on campus should be reported to Campus Safety immediately by calling (603)899-5555. If a wild animal (such as a bat or a raccoon) is inside a building, try to safely isolate it in a room by closing the doors behind it and keeping people away. Do not attempt to capture or handle any wild animals. Campus Safety will contact the proper agency to control or dispose of any dangerous animals.

In the case of a bite or other injury caused by an animal or venomous insect (e.g., a black widow or brown recluse spider) or a severe allergic reaction to an insect or other animal, call Campus Safety immediately for emergency medical assistance. Be prepared to give your name, location, and, if possible, the species or type of animal involved.

Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby. Help the victim immobilize the bite area and make the victim as comfortable as possible until medical assistance arrives.

Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV)

Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV) are viral illnesses spread by the bite of an infected mosquito. Birds are the source of infection for mosquitoes, which can sometimes transmit the infection to horses, other animals, and, in rare cases, people. EEE and WNV appear sporadically in New Hampshire.

- Report any dead birds on campus to Campus Safety at (603)899-5555. Off campus, contact your town's health officer
- Eliminate mosquito breeding areas by regularly cleaning or eliminating areas where water can quickly stagnate, such as small pools, birdbaths, trash cans, empty planters, etc. Report these types of areas to Campus Safety
- To avoid being bitten by mosquitoes, the State of New Hampshire Department of Health & Human Services (NHDHHS) recommends the following:
 - Use insect repellent when outside during mosquito season
 - If possible, stay inside between dusk and dark, when mosquitoes are most active
 - When outside between dusk and dark, wear long pants and long-sleeved shirts
 - Keep screens on windows and make sure they do not have holes.

15. Fire Emergencies

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If you see or receive a report of visible smoke or fire in the building:

- Activate the nearest alarm box and/or dial (603)899-5555 to report the situation
- Remove people from the affected area if necessary and if possible.
- Close doors and windows. **Do not lock.** If possible, mark "FIRE" on the door where the fire is located
- Leave by the nearest marked exit and alert others to do the same

- Only use fire extinguishers if you have been trained to do so, on small fires only (for example, a wastebasket fire), and if it is safe to do so. Make sure that you are between the fire and the nearest exit and have a clear path to the exit. Try to work with another person.

When the building evacuation alarm is sounded, an emergency exists:

- **Always assume that it is a real fire alarm.** Walk quickly to the nearest marked exit and alert others to do the same. Gather only essential personal belongings (coat, purse, etc.), if you are near them. Proceed to the assembly point
- **Do not use the elevators**
- When leaving a room after a fire alarm, feel the door first. If the door is cool to the touch, exit carefully. If it is hot, stay where you are, seal the door, and post a sign in the window to signal your location and call 911 to let fire officials know your location. **Never enter a room where there is fire or smoke**
- If you encounter smoke, crouch near the floor as you exit. If possible, breathe through a dampened cloth. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic
- Assist the disabled in exiting the building
- Once outside, move to a clear area at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews
- Keep clear of the Command Post and all emergency vehicles
- **Do not return to an evacuated building** unless told to do so by the Fire Department or other official.

If you are trapped inside a building that has been evacuated:

- **Do not panic.** Call 911 to alert emergency responders to your location.
- Place an article of clothing (shirt, coat, etc.) outside the window and/or underneath a door as a marker for rescue crews

- If smoke is present, move toward the window and open it unless there is thick smoke and/or flames near it. If there is no window, and/or smoke is present, close or cover any openings under the door or walls to prevent smoke from spreading
- Stay near the floor where the air will be less toxic
- Shout at regular intervals to alert emergency crews as to your location.

If clothing is on fire:

- Drop to the ground or floor and roll to smother flames
- Smother flames with a blanket or other suitable object
- Drench with water from a safety shower or other source
- Seek medical attention for all burns and injuries.

STRUCTURE	EVACUATION ASSEMBLY LOCATIONS
Black Box Theater	Parking Lot by Field
Campus Center	In Front of Marcucella Hall
Cheney Hall/Music Department	In Front of Mt. Washington (Field Side)
Cheshire Hall	In Front of Mt. Washington (Field Side)
Crestview Hall	VACANT
Dance Studio	Library Parking Lot
DiGregorio	Ravencroft Parking Lot
Edgewood Hall	Library Parking Lot
Fieldhouse	Library Parking Lot
Granite Hall	Softball Field

Health Classroom Building	Library Parking Lot
Lakeside/Boat House	Lakeview Parking Lot - across University Drive
Lakeview Apartments	Overflow Parking Lot
Library	In Front of Marcucella Hall
Marcucella Hall	Softball Field Area
Monadnock Hall	Peterson Hall Courtyard
Mt. View Apartments	Field Side of Cheshire Hall
Mt. Washington Hall	Softball Field
New Hampshire Hall	Softball Field
Northfields Activity Center	Parking Lot
Northwoods Apartments	Pierce Parking Lot
Pappas Center	Library Parking Lot
Peterson Hall	Front of Marcucella Hall
Petrocelli Hall	Field by Monadnock Hall
Ravencroft	Field by Petrocelli Hall
Rindge Hall	Front of Marcucella Hall
Spagnuolo Hall	Front of Marcucella Hall
Sawmill Apartments	Lakeview Overflow Parking Lot
St. Peters	Rear Parking Lot
Warehouse	Rear Parking Lot

15-a. Fire Prevention

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It's easier to prevent a fire than it is to extinguish or escape from one:

- Know the location of fire pull stations, fire extinguishers, fire exits, and alarm systems in your area and how to use them
- Keep aisles and hallways clear and accessible. Don't block doorways. Take your garbage bag to the dumpster
- Keep equipment such as fire extinguishers, electrical panels, detectors, pull stations and automatic fire sprinklers clear at all times. Sprinklers require at least 18 inches of clearance and electrical panels require at least 36 inches of clearance. Do not hang tapestries, holiday lights or anything else on the sprinkler pipes
- Never tamper with life safety devices such as sprinklers, detectors, and fire extinguishers. It is a violation of state law to do so
- Avoid the use of extension cords. Use only surge protected, UL-listed power strips and plug them directly into wall outlets
- Plug major appliances directly into wall outlets, do not use extension cords
- Check electrical cords frequently for damage and replace if worn or damaged. Avoid running cords underneath rugs or traffic areas to avoid damage
- Turn off all electrical items when done (i.e., curling iron, hair dryer, iron etc.)
- Store combustibles away from all heat sources (i.e., heaters, stoves, ovens, etc.)
- Store flammable liquids in designated cabinets
- Avoid the use of space heaters. When allowed on campus by facilities, space heaters must be electrical only, with no open flame, and must have an automatic shut-off feature when tipped over
- Keep grills at least 10 feet away from all buildings, including building overhangs, porches, and balconies
- Smoke in designated spaces only and use designated receptacles for cigarette disposal

- Any outside fire on campus, including campfires and portable outdoor fireplaces requires a fire permit. Contact Campus Safety to obtain a permit. For off campus fires, contact the local fire department.

16. Hazardous Materials Spills

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A spill is defined as "a material out of control." In a particular sense, the quantity of material is not important. The essential issue is whether the hazards, location, and quantity cause the situation to be beyond the capability of the staff to clean up the spill and return the area to normal working conditions without the assistance of emergency personnel. The cleanup crew must be properly trained, must don the appropriate personal protective gear, and must use suitable equipment and supplies.

A major chemical spill requires the assistance of emergency personnel from outside the department: EVS, Campus Safety, and the Rindge Fire Department.

Some chemical spills or uncontrolled releases of fuels, oil, or other materials require follow-up reporting with government agencies, even when there is no injury or damage associated with them. Any incident resulting in building evacuation, employee injury, or off-site impact, will trigger notification to local, state, and federal agencies. At FPU, these reports are the responsibility of the EVS office. Therefore, it is extremely important that you contact EVS at (603)899-4120.

16-a. Oil Spills

FPU has a Spill Prevention and Countermeasures Control (SPCC) Plan that describes procedures in the event of an oil spill. Once emergency services are notified, contact EVS or Facilities. It is the responsibility of EVS to immediately report all spills to the New Hampshire Department of Environmental Services (NHDES) at (603)271-3644 or (603)271-3636, unless **all** of the following conditions are met:

- The discharge is less than 25 gallons

- The discharge is immediately contained
- The discharge and contamination is completely removed within 24 hours
- There is no impact to groundwater or surface water.

If a spill results in a violation of water-quality standards or causes a film or sheen upon or discoloration of the surface of water or adjoining shorelines, the National Response Center (NRC) in Washington, D.C., must also be immediately notified by calling (800)424-8802.

16-b. Minor Chemical Spill

A minor chemical spill is considered one that either laboratory staff or faculty is capable of handling safely without assistance and where there is no injury or threat of imminent injury. Typically, a minor spill would be considered less than 0.5 liter (as a rule of thumb) of a material that is not highly toxic. Spill kits are available in each laboratory and should only be used by qualified staff or faculty with knowledge of the properties and hazards posed by the chemical and any potential dangers posed by the location of the spill. Spill cleanup materials should be segregated for hazardous waste disposal. EVS should be contacted for advice and assistance. The basic procedure is as follows:

- Alert all persons nearby the spill area
- Use eyewash or safety shower if needed to decontaminate
- Use a spill kit to clean up and segregate cleanup materials for hazardous waste disposal. Use proper personal protective equipment, which at a minimum will include chemical-resistant gloves and safety glasses
- Decontaminate the spill area with water or soap and water mixture if it is a nonreactive chemical
- Wash hands thoroughly and seek medical attention if necessary
- Notify Campus Safety.

16-c. Major Chemical Spill

All other spills not described above are considered major spills. The primary response is to evacuate, call for help, and protect human health. The basic procedure is as follows:

- Avoid breathing vapors of spilled materia
- If possible and safe to do so, turn off any ignition source or gas emergency shutoff valve
- Remove any contaminated persons from spill area and decontaminate via eyewash or safety shower. The use of a safety shower is never a mistake; do not be reluctant to use the shower in the event of personal chemical contamination
- Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give their names to the fire department. First aid and any necessary decontamination by specialized authorities would be started at once if necessary
- Evacuate the area and close the door to the lab
- Contact Campus Safety (603)899-5555 to initiate internal notifications of the location, nature, and volume of the spill.

16-d. Preventing Spills

- Store all chemicals properly
- Anchor all shelves and storage cabinets. Don't overload them
- Keep incompatible chemicals away from each other. Consult the Material Safety Data Sheet (MSDS) for information on a chemical's incompatibility and proper storage practices
- Limit purchases to only those chemicals needed in the smallest amount possible. The less on hand, the less that can spill
- Keep all containers, including waste containers, tightly sealed when not in use
Keep all compressed gas cylinders secured. Segregate flammable gasses from other gasses when not actively being used
Maintain strict housekeeping standards in any areas where chemicals are used or stored

Ensure all containers are properly labeled and dated.

17. Explosion, Plane Crash or Similar Alarm

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If there is an explosion or a downed aircraft (crash) on campus, take the following actions:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris
- After the effects of the explosion and/or fire have subsided, notify Campus Safety. Give your name and describe the location and nature of the emergency
- Activate the building alarm
- When the building alarm is sounded or when instructed to leave by police, fire, or University officials, walk quickly to the nearest marked exit and ask others to do the same.

18. Severe Weather Emergency

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The Grounds Department is responsible for monitoring weather conditions and notifying the campus community if/when the threat of such weather warrants special attention or actions. During potential severe weather conditions, Campus Safety monitors other local and state emergency response agencies, including the Rindge Fire and Police Departments.

During any weather watch or warning, check campus communications frequently. For your safety and for the safety of those around you, respond quickly to all instructions from campus and emergency officials.

18-a. Winter Storms

During the winter months Franklin Pierce experiences different types of winter storms, which may affect the operation of the University. This type of weather has the capacity not only to double or triple commute times, but also to shut down the campus. People may become trapped in their vehicles or houses. Also during winter weather, vehicle accidents increase.

The types of storms which can occur are snow flurries, snow showers, snow squalls, blowing snow, “nor’easters,” blizzards and ice storms.

It is imperative that you check campus advisories, campus alerts and monitor the media services (i.e., Television, Radio, emails, FPalerts, etc.) for up-to date conditions and predicted storms to prepare for them.

18-b. Winter Storm Notices

Winter Storm Watch

These watches are issued by the National Weather Service when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. The criteria for this watch can vary from place to place.

Winter Storm Warning

These warnings are issued by the National Weather Service when a winter storm is producing or is forecasted to produce heavy snow or significant ice accumulations. The criteria for this warning can vary from place to place.

18-c. Walking on Snow & Ice

Walking to and from parking lots and around campus during the winter requires special attention to avoid slipping and falling. Slips and falls are some of the most frequent types of injuries that Franklin Pierce University sees – especially during the winter months.

No matter how well the snow and ice is removed from parking lots or sidewalks, Franklin Pierce University employees and students will still encounter some slippery surfaces when walking outdoors in the winter. It is important for everyone to be constantly aware of these dangers and to learn to walk safely on ice and slippery surfaces.

- In cold temperatures, walk with caution and assume that all snow covered or wet and dark areas on pavements are slippery and icy. Dew or water vapor can freeze on cold surfaces, forming an extra-thin, nearly invisible layer of ice that can look like a wet spot on the pavement
- Walk in designated walkways as much as possible. Taking shortcuts over snow piles and other frozen areas can be hazardous. Look ahead when you walk; a snow- or ice-covered sidewalk or driveway, especially if on a hill, may require travel along its grassy edge for traction
- If you must walk in the street, walk against the flow of traffic, as close to the curb as you can
- Taking shortcuts through areas where snow and ice removal is not feasible can be hazardous. Try to avoid straying from the beaten path
- Point your feet out slightly like a penguin, spreading your feet out slightly while walking on ice increases your center of gravity
- Bend slightly and walk flat-footed with your center of gravity directly over the feet as much as possible
- Extend your arms out to your sides to maintain balance. Beware if you are carrying a heavy backpack or other load—your sense of balance will be off
- If you must carry a load, try not to carry too much; leave your hands and arms free to balance yourself.
- Keep your hands out of your pockets. Hands in your pockets while walking decreases your center of gravity and balance. You can help break your fall with your hands free if you do start to slip
- Watch where you are stepping and GO S-L-O-W-L-Y!! This will help your reaction time to changes in traction

- When walking on steps always use the hand railings and plant your feet firmly on each step
- Use special care when entering and exiting vehicles; use the vehicle for support.
- Take short steps or shuffle for stability. It also helps to stop occasionally to break momentum
- During bad weather, avoid boots or shoes with smooth soles and heels. Instead, wear shoes or boots that provide traction on snow and ice; boots made of non-slip rubber or neoprene with grooved soles are best. Special ice cleats are also available
- Never venture out on a frozen lake, stream or other body of water unless the areas are approved by University officials for recreational program use.

Facilities employees will continue to remove snow, sand sidewalks and roads, and use chemical ice melt to reduce slip and fall hazards as much as possible. Remember they will salt and melt it today but it can freeze again overnight. It is important for individuals to recognize the hazards of slippery walks and roadways.

18-e. Thunderstorms

If you are outdoors:

Keep an eye on the sky. Look for darkening skies, flashes of lightning, or increasing winds. Lightning often precedes rain, so don't wait for the rain to begin. If you hear the sound of thunder, go to a safe place immediately.

- The best place to go is a sturdy building or a car, but make sure the windows in the car are shut. Avoid sheds, picnic areas, baseball dugouts and bleachers
- If there is no shelter around you, stay away from trees. Crouch down in the open area, keeping twice as far away from a tree as far as it is tall. Put your feet together and place your hands over your ears to minimize hearing damage from thunder

- If you're with a group of people stay about 15 feet from each other.
- Stay out of water. It's a great conductor of electricity. Swimming, wading, snorkeling and scuba diving are not safe. Also, don't stand in puddles
- Avoid metal. Stay away from clotheslines, fences, and drop your backpacks because they often have metal on them
- If you're playing an outdoor activity, wait at least 30 minutes after the last observed lightning strike or thunder.

If you are indoors:

- Avoid water. It's a great conductor of electricity, so do not take a shower, wash your hands, wash dishes or do laundry
- Do not use a corded telephone. Lightning may strike exterior phone lines
- Do not use electric equipment like computers and appliances during a storm
- Stay away from windows and doors, and stay off porches.

If someone is struck by lightning:

- Call for help. Call 9-1-1 or send for help immediately
- The injured person does not carry an electrical charge, so it is okay to touch them.

Severe Thunderstorm Watch

These watches indicate that weather conditions are such that a severe thunderstorm may develop. Monitor weather reports and campus notifications. If at all possible, stay indoors until the threat has passed.

Severe Thunderstorm Warning

These warnings indicate a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin. Stay indoors until the threat has passed.

18-f. Tornadoes

A tornado is a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of up to 300 mph. They can destroy large buildings, uproot trees and hurl vehicles hundreds of yards. They can also drive straw into trees. Damage paths can be in excess of one mile wide to 50 miles long. In an average year, 1000 tornadoes are reported nationwide.

Most tornadoes form from thunderstorms. You need warm, moist air and cool, dry air to merge.

The safest area in a building during a tornado is usually the basement or an interior hallway of the lowest floor.

Seek shelter under sturdy furniture if no basement is available. If outside and unable to get to a building, lie flat in the nearest depression, ditch, or ravine. Never wait out a tornado inside a car.

Tornado Watch

These watches indicate that weather conditions in the area are favorable for the formation of tornadoes. During a watch, normal activities should continue unless you are instructed otherwise by University emergency staff or the administration. All departments should have staff available to monitor communications and disseminate messages. Communications should be monitored as long as scheduled uses of the buildings continue. All watches are cancelled by official notification only.

Tornado Warning

These warnings indicate that a tornado has been sighted and is a threat to the area.

18-g. Hurricanes

Hurricane/Tropical Storm Watch

These watches indicate that current tracking shows a storm moving in a path that may take it over a certain area. During watches, University staff will work together to determine the best course of action to prevent injury and property damage on the campus. Normal activities should continue unless instructed otherwise by University officials. All departments should have staff available to monitor communications and disseminate messages. Communications should be monitored as long as scheduled uses of the buildings continue. All watches are cancelled by official notification only.

Hurricane Warning

These warnings indicate that a hurricane is expected in the area within 24 hours. Your response and the response of the University to the warning will vary based upon the storm's intensity. Possible actions include school closings, evacuation, shelter-in-place, cancellation of sporting events, and preparations to secure buildings and equipment.

18-h. Floods

During potential flooding conditions, Facilities and Campus Safety will monitor reports of flooding through consultation with other local and state emergency response agencies. If conditions or reports warrant, a flood emergency will be declared and students, faculty, and staff will be directed to move vehicles and/or evacuate parts of the campus. The decision to implement evacuations will be based upon campus needs, with the overall goal to be the preservation first of life and then property.

All efforts will be made to communicate the evacuations in a timely manner. However, in the event of sudden flooding (such as during a flash flood), notification may not allow for much, if any, time to move vehicles or personal belongings. When instructed to move a vehicle or evacuate a building or area, do so immediately. If you leave your vehicle on campus over weekends and breaks when you are not on campus, make sure someone else on or near campus has your keys and can move your vehicle if necessary.

18-i. Interior Flooding

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In the event of interior flooding from a broken water line:

- Immediately contact Campus Safety to notify them of the situation. Inform them immediately if any oil, chemical, or other potentially hazardous materials are suspected of contaminating the flood waters
- If possible, secure any vital equipment or records and other important papers
- Shut off all electrical equipment, only if you can do so without standing in water
- Secure all laboratory equipment in the same manner
- Evacuate the affected area.

19. Earthquakes

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During an earthquake, remain calm and quickly follow the precautions outlined below:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. Drop to your knees, clasp both hands behind the neck, bury your face in your arms, and make your body as small as possible. Close your eyes and cover your ears with your forearms
- If outdoors, move quickly away from buildings, utility poles, and other structures. **Always avoid power or utility lines** as they may be energized.
- If in an automobile, stop as soon as possible in the safest place available, preferably away from structures, power lines and trees. Stay in the vehicle for the shelter it offers
- After the initial shock, evaluate the situation and if emergency help is necessary, call 911. Protect yourself at all times and be prepared for an aftershock
- Damaged facilities should be reported to Facilities or Campus Safety
- If an emergency exists, activate the building alarm

- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same
- Do not use the elevators. They may have been damaged in the quake
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

20. Violent, Criminal or Disruptive Behavior

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Everyone is asked to assist in making the campus and our community a safe place by being alert to suspicious situations and promptly reporting them. If a person(s) disrupts a class or lecture, ask them to leave. If they refuse to leave, call Campus Safety and your immediate supervisor.

All students, staff, and faculty at Franklin Pierce University have the right to work and learn in a safe environment. Any community member of Franklin Pierce University who observes violations of community standards is encouraged to report such incidents to Campus Safety (603)899-5555.

If you are a victim or a witness to any offense, avoid risks and contact Campus Safety at (603)899-5555. Report the incident, including the following:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Location of person(s) involved

20-a. Active Shooter on Campus

In the event of an active shooter (and if it is possible to do so safely) **leave the area**, find shelter in a safe indoor area away from the danger, and take protective cover.

If you cannot get out, secure immediate area:

- Proceed to a room that can be locked. Close and lock all the windows and doors, and turn off all the lights. This is referred to as lockdown
- Put cell phones on vibrate
- Keep occupants calm, quiet, and out of sight. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. You may need to cover windows with paper or clothing to block the view into the room
- One person in the room should call Campus Safety (603)899-5555 or 911, advise the dispatcher of what is taking place, and inform him or her of your location
- Remain in place until the police or other official tells you it is all clear. Unfamiliar voices may be the criminal attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer or other official.

If a shooter is in the same building:

- Determine if the room you are in can be locked and, if so, follow the same procedure described in the previous paragraph
- If your room can't be locked, determine if there is a nearby location that can be reached safely and is secure or determine if you can safely exit the building
- If you are unable to find a secure room or safely exit the building, hide behind a solid object (i.e., desk, cabinet) and stay out of sight.

If a shooter enters your office or classroom:

- Remain calm
- If you can get out of the area safely, do so
- Dial 911, if possible, and alert the police to your location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally, the location of a 911 call can be determined without speaking

- If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a very last resort - after all other options have been exhausted
- If the shooter leaves the area, either “play dead” until help arrives or proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, **always keeping your hands visible, and follow the instructions of any police officers** you may encounter. Do not attempt to remove injured people. Instead, leave victims where they are and notify authorities of their location as soon as possible.

20-b. Hostage Situation

If you are a witness to a hostage situation and the hostage-taker is unaware of your presence:

- Do not intervene
- Assess the situation. Do not put yourself in more danger
- Call 911. Give the dispatcher the details of the situation
- Seal off the area near the hostage scene.

If you are taken hostage:

- Be patient and calm. Time is on your side. Don't threaten or intimidate your captor. Avoid drastic action
- Before you say or do anything, consider the threat to yourself and others that are involved
- If necessary to speak, ask for permission first. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare

- If medications, first aid, or restroom privileges are needed by anyone, calmly say so. The captor in all probability does not want to inflict harm. Such direct action further implicates him or her in additional offenses
- Be observant. When you are released, the personal safety of others may depend on what you remember about the situation and are able to communicate.

20-c. Civil Disturbance or Demonstrations

Most campus demonstrations such as marches, meetings, picketing, and rallies are peaceful and non-obstructive. Everyone should attempt to carry out business as usual. Avoid provoking or obstructing the demonstrators. A student demonstration will not be disrupted by police or campus officials unless one or more of the following conditions exists:

- Interferes with normal operations of the University
- Prevention of access to an office, a building, or other University facilities
- Threat of physical harm to persons or damage to University facilities

If you believe any of these conditions exist or are threatened, contact Campus Safety.

20-d. Bomb Threats

All bomb threats and suspicious packages should be reported immediately to Campus Safety. If you receive a bomb threat, try to provide as much information as possible to the dispatch operator and to the responding officers. In order to ensure your safety and to minimize the disruptions caused by such threats (this is usually the goal of those making the threats), the following procedures should be followed:

- **If you observe a suspicious object, package, or potential bomb on campus, do not handle the object. Clear the area and immediately call Campus Safety**
- Report the location of any suspicious object

- Turn off all radios, walkie-talkies, cell phone and electronic devices. Do not turn them on again until the situation has been cleared by emergency personnel
- Do not open drawers or cabinets or turn lights on or off
- Assist the police and fire departments if requested, because you are far more likely to recognize something out of place than they are
- Police and fire officials will conduct a detailed bomb search
- If ordered to evacuate, go to an open area where the possibility of a secondary device would be minimal.

Phone Bomb Threat

If you receive a bomb threat call, remain calm. Record the time of the call, ask questions, and take notes:

- When will the bomb go off?
- Where is it?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?

- Did you place the bomb? If yes, Why?
Who is calling?

Keep talking to the caller as long as possible, listen carefully, and try to determine the following:

- What is the caller's gender?
- What is his or her approximate age?
- Is the voice familiar?
- Did the person have an accent or a unique speech attribute?
- What is the emotional state of the caller?
- Can you describe any background noises during the call?

Written Bomb Threat

If you receive a bomb threat via a letter or note, contact Campus Safety (603)899-5555 immediately and do the following:

- Make a note of all persons that you know who handled the note
- Avoid excessive handling of the note. The police will want to check for fingerprints
- Follow all instructions from responding emergency personnel. Evacuate if ordered to do so.

20-e. Suspicious Letters or Packages

Franklin Pierce University receives a variety of packages and letters every day. Some of these items are sent through mail services and some are delivered by private or public couriers. Be aware of letters or packages that have any kind of suspicious traits, including:

- No return address or unusual or unverifiable return address
- Postmark showing a very different location than return address
- Misspelled words or poor handwriting, printing, or typing
- Packages that are addressed to a title only, without a name, or incorrect or nonexistent departments or position titles
- Restrictive markings like "personal," "private," or "to be opened only by"
- Excessive postage, no postage, or non-cancelled postage
- Excessive use of tape or unprofessionally wrapped packages
- A rigid or bulky envelope
- Odd smell or sounds coming from the package
- Oily stains, leaking, or seepage from the package
- Wires protruding from the package.

Your best protection when handling the mail is your knowledge of the items you typically handle on a day-to-day basis and being able to determine what seems out of place. Never open or excessively handle any letter or package that you believe is meant to cause harm.

Not all dangerous packages or envelopes look suspicious, and not all suspicious looking packages are dangerous. You must always use your best judgment. If you are concerned for any reason, do not handle the package.

If you determine that the package or letter is suspicious:

- Gently set the package down and secure the area by closing doors
- Call Campus Safety
- Do not attempt to further handle the package until it has been deemed safe by responding personnel. This will keep fingerprints to a minimum and will assist the police in identifying potential offenders
- Do not attempt to destroy the package on your own
- Determine who else in the office or on the campus may have legitimately handled the package and be ready to communicate this information to the police
- Evacuate the area if ordered to do so by the authorities.

Dealing with an Opened Threatening Package or Envelope

If a threat is not identified or considered until after a package or envelope is open, it is most important to remain calm. By taking the following actions, **you will limit the exposure of others to the potential danger, and you will allow emergency personnel to treat you quickly, if necessary:**

- Move away from the package, but do not leave the area that you are in, unless the package contains a type of bomb or other explosive device
- Close any doors in the immediate area and isolate yourself and anyone else that was in the immediate vicinity of the package. This may mean a temporary quarantine for you and anyone else in the immediate room

- If you come in contact with a suspicious substance, immediately wash your hands with soap and warm water, remove heavily contaminated clothing as soon as possible, and place clothing in a plastic bag or container that can be sealed
- Do not allow any entry except by emergency response personnel
- Contact Campus Safety (603)899-5555, request that any air-handling units not controlled locally be shut down
- Follow all instructions from emergency personnel
- Turn off any window A/C units and fans
- Make a list of any others that may have come in contact with the package, including those that may have handled it but have not opened it. Be prepared to share this information with emergency responders.

The goal of responding emergency personnel is to make sure you and any others in the affected area remain safe and healthy. Their available resources are extensive and will allow them to properly handle the situation as promptly as possible. Stay calm and give the responders the time to formulate a response. Be prepared to communicate over the phone with them for a time. They will get to you as soon as possible, and they will arrange for medical treatment, decontamination, and any other services that you may require.

21. Personal Safety Tips

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At Work

- Discuss and agree on circumstances and situations in the workplace that everyone should watch out for. Have procedures, and signals in place to deal with threatening situations. Previously agreed-upon code words can be used to communicate information with fellow staff members without alerting the aggressor
- Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in advance about a difficult meeting, keep the door to the room open, or meet in a public area

- Try to avoid working alone after hours
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.

Walking Around

- Avoid walking alone at night. Travel in groups when possible and always walk in well-lit, heavily traveled areas
- Learn where the campus emergency phones are located and how to use them. Their locations are identified by blue lights
- Call Campus Safety after dark or when you feel the need for an escort on campus. When off campus, contact a friend or a local cab company
- Learn the best routes between your home, work and activities
- Take the safest route, not the fastest route. The safest route is usually the best lit, most traveled one
- Gauge the social scene on and around campus, at local bars and other favorite spots.

In your Residence

- Doors and windows to your apartment or home should be locked. Do not loan out your key
- Don't leave exterior doors propped open. If you find one open, close it. These doors are locked for your protection
- Do not leave your identification, wallets, checkbooks, jewelry, cameras, and other valuables in open view
- Program your phone's speed dial memory with emergency numbers
- Record the serial numbers of valuable objects you have in your room, home, or office. Engrave such objects with your name or driver's license number
- Mark clothes with a laundry pen or thread and needle in a spot other than the label
- Do not allow people you do not know well to stay overnight in your room, apartment, or home

- If you are receiving threatening or obscene phone calls contact Campus Safety (603)899-5555
- If you notice a person attempting to gain entry to your residence or attempting to look into your residence, call Campus Safety (603)899-5555.

22. References and Useful Websites

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911

www.nh.gov/safety/divisions/emergservices/nh911/pubinfo/index.html

Emergency Preparedness

www.nh.gov/safety/divisions/bem/index.html

www.ready.gov

Fire

www.usfa.fema.gov

www.nfpa.org

www.campus-firewatch.com

www.campusfire.org

Illness Prevention and Pandemic Planning

www.dhhs.state.nh.us

www.cdc.gov