

EMERGENCY CONTACTS & RESOURCES

On Campus

| | |
|------------------------|----------------|
| Emergency | 911 |
| Campus Safety/Security | (603)578-8942 |
| Nashua Police | (603) 594-3500 |
| Nashua Fire | (603)594-3651 |
| Facilities Management | (603) 340-1953 |

Off Campus

New Hampshire W* 928 re W n BT

ACTIVE SHOOTER

When an active shooter is in your vicinity:

CALL 911 and Inform Campus Safety/Security (603) 579-1234

RUN:

Have an escape route and plan in mind.

Leave your belongings behind.

Help others escape if possible and discourage individuals from entering the area.

Keep your hands visible to responding police officers.

Wounded individuals will be treated and/or moved by emergency personnel.

HIDE:

Hide behind large items (i.e., cabinets/desks) **REMAIN QUIET.**

Lock or barricade all doors, stay out of sight.

Remain in place until all clear

Shut off all lights, turn off other sources of noise.

Silence cell phones (**do not turn off**).

FIGHT:

As a last resort **and ONLY** when your life is in imminent danger.

Attempt to incapacitate the shooter.

Group actions may be more successful than an individual effort.

Act with physical aggression.

Throw items at the shooter if possible.


Yelling can be used as a manner of distraction.

When Law Enforcement arrives:

Remain calm and follow instructions.

Put down any items in your hands (**guns, bags, jackets**).

Raise hands and spread fingers.

continued 

ACTIVE SHOOTER continued

Keep hand visible at all times.

Avoid quick movements toward Officers such as holding on to them for safety.

Avoid pointing, screaming or yelling.

Do not stop to ask Officers for help or direction when evacuating.

SEXUAL ASSAULT continued

Just because someone has consented to sex in the past, does not mean that they are consenting now.

What to do in the event of a sexual assault:

Do not change your clothing.

Do not shower or clean yourself in any way. Important physical evidence can be gathered up to 72 hours after an assault. You may also have physical injuries that need attention as well as concerns about pregnancy and/or sexually transmitted diseases.

Do not disturb anything in the area where the assault occurred.

Seek medical attention as soon as possible (New Hampshire Rape Crisis Center **1-800-277-5570**).

Alert police (**911**), college administration, F.I.R.S.T. team and security.

The police will conduct all criminal questions and investigations regarding incident. The college administration with the assessment of the police will determine steps needed to resume routine college business.

Medical attention at the local hospital is required to preserve evidence should you seek criminal prosecution.

If you suspect that you may have been given a predatory rape drug, please provide this information to a health care professional. A urine sample can be collected within 72 hours of a sexual assault for predatory testing.

Discuss your rights, resources and options and receive support from Nashua Community College Title IX Deputy Coordinator Office (**603-578-8928**).

File a report with Campus Safety/Security (**603-578-8942**) and/or the police department where the incident took place.

BOMB THREAT

**DO NOT re-gpvt 'cp{ 'dwlk lpi 'wpvklf k gevfg 'vq'f q'luq.'qt 'i kxgp'cp'δcm'
engct ö'd{ 'cwyj qt k gf 'r gt uqppgr0'**

CHEMICAL SPILLS

Chemical spills, which do not pose a threat:

Attempt to confine the spill as much as possible if you have been trained to confine spills and are thoroughly familiar with the hazards of the spilled chemical. If you have contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water.

Notify **911** first then Campus Safety/Security(**603**) **578-8942** and give them:

1. Building name
2. Floor
3. Room number
4. Type of accident
5. Chemical(s) involved

Chemical spills, which pose a threat:

Evacuate the building

Call **911** first then Campus Safety/Security(**603**) **578-8942** and give them:

1. Building name
2. Floor
3. Room number
4. Type of accident
5. Chemical(s) involved

Notify responding emergency personnel

Continue to rinse the body contact areas with large amounts of water for fifteen (15) minutes.

FIRE

When the Fire Alarm sounds, act immediately to ensure your safety. The Fire Alarm System is designed and engineered to provide an early warning to allow you to safely exit the building during an emergency.

Never ignore or assume the alarm is false or the result of a test.

Everyone **must** evacuate the building by way of the safest and closest exit and/or stairway.

Never use an elevator to exit during a fire alarm activation.

Once outside the building, move away from the building. Assemble across the street or along the sidewalk of the adjacent building.

The front of the building is where fire fighters and fire trucks will be operating. Do not obstruct their access to the building.

If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. Do not remain in or near the hazard zone.

In case of fire:

DO NOT JUMP OUT THE WINDOW if you are on the upper level.

WAIT FOR RESCUERS to come to you.

FIRE continued

DO NOT USE THE ELIVATOR.

Cover your face with a wet towel piece of clothing and breathe through your nose.

Wet a blanket, sheet or other item and drape it over your shoulders.

Crawl or crouch low to floor.

or blanketto smother flames.

Cool (not cold) water may be applied to minor burns.

Should you discover a fire, proceed **MEDICAL EMERGENCY** tab.

Call 911 for CPR instructions. Do CPR and rescue breathing if trained or certified.

Find the notch where the lower ribs meet the breastbone. Place the heel of your hand on the breastbone. Place your other hand on top of the first.

MEDICAL EMERGENCY continued

Position shoulders over hands. Compress chest fifteen times using a smooth, even rhythm.

Give two slow breaths (see To Start Breathing above).

Do three more sets of fifteen compressions and two breaths.

Recheck pulse and breathing for about five seconds.

If there is no pulse, continue sets of fifteen compressions and two breaths.

Continue until medical assistance arrives or until victim starts breathing and has a pulse.

Abdominal Thrust for Choking Victim

Call 911 for emergency instructions.

above the navel.

Clasp your hands together with a doubled fist. Press in and up in quick thrusts.

forearms.

Repeat procedure until choking stops.

To Stop Bleeding

Call 911 for emergency instructions.

Apply pressure directly onto the wound with sterile gauze, clean handkerchief, or gloved hand.

Maintain a steady pressure for five to ten minutes.

If victim is bleeding from an arm or leg, elevate it.

Stay with victim until help arrives.

Seizures and Unconscious Victims

Do not leave victim alone.

Call 911. Operator will provide emergency instructions.

SEVERE WEATHER

Although this is not a frequent emergency in our locale, they do sometimes occur. All faculty and staff should be familiar with the emergency response procedures for this type of incident.

PROCEDURES

If high winds or a tornado threatens during operating hours, the following steps should be taken:

Do NOT use candles or other types open flame for lighting.
Unplug all electrical equipment including computers and turn off light switches.

Do not use elevators.

SUICIDE/ATTEMPTED SUICIDE

General Procedures

If an individual has inflicted injury to self or ingested a substance possible suicide attempt, the first person that becomes aware should call 911, or activate the 911 call box. Also, contact the Director of Campus Safety/Security designee and security if available.

All non-involved persons should be evacuated from area.

Office or the main office.

When the rescue personnel are on the scene, the individual will be evaluated and transported to a local hospital.

As soon as possible, an incident report should be completed and given to the Director of Campus Safety/Security

If a student or staff member indicates intent to inflict injury to self, the individual hearing the statement should call security and the Director of Campus Safety/Security or designee. The Director of Campus Safety/Security designee will notify the crisis counselor identified for each campus.

SUSPICIOUS PACKAGE OR OBJECT

Detecting Suspicious Packages or Letters

Suspicious packages are not limited to those delivered by a commercial or U.S. postal carrier. The following characteristics have been designated by the U.S. Post Office and the Department of Alcohol, Tobacco, and Firearms as indicators of suspicious packages:

1. Lumps, bulges, or protrusions on package.
2. A lopsided or heavy-sided package or excessive masking tape.
3. Handwritten addresses or labels from companies (check to see if the company exists and if they sent a package or letter)
4. Packages wrapped in string.
5. Excess postage on small packages or letters.
6. No postage or canceled postage.

To Be Opened in the Privacy of, Confidential,
Your Lucky Day is Here,

8. Restrictive
9. Improper spelling of common names, places, or titles.
10. Generic or incorrect titles. Titles with no name attached.
11. Leaks, stains, or protruding wires, string, tape, etc.
12. Hand delivered or handed off for a friend packages or letters
13. No return address or nonsensical return address.
14. Foreign mail, airmail, and special delivery packages.
15. Any letters or packages arriving before or after a phone call from an unknown person asking if they were received.

Move people away. Do not move or open the package. Do not investigate too closely. Do not cover or insulate the package.

THREATENING AND VIOLENT BEHAVIOR

Threats may be statements of intention or expressions of strong emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or pounding the desk, throwing things, and showing a weapon are all examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person in an office or they may be direct statements on the intention to harm. These situations are complex, and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that university employees consider any threat or display of hate as potentially serious.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult appropriate people to assess the risk and plan interventions.

Steps to Follow

1. If the threat is immediate, leave the situation if possible and call the office of the Director of Campus Safety/Security. Threats or bizarre behavior indicates possible danger, personal safety is top priority.

For an angry or hostile customer or coworker

Stay calm

Listen attentively

Maintain eye contact

Be courteous. Be patient. Be respectful.

Keep the situation in your control.

If shouting, swearing, and threatening, continue

have a weapon? Is there a history of animosity? This information is important in evaluating the level of risk. Cite consultations, plan for action, and action taken. Forward a copy to the office of Academic Affairs.

THREATENING AND VIOLENT BEHAVIOR continued

If, after consultation, it is determined that the threat is not serious and is unlikely to result in danger to any member of the college community, take the following steps:

Inform your administrator of the incident, the results of the consultation, and

A lock-down procedure has been created. This system keeps faculty, staff, and students inside, and the danger outside ~~away~~ students and staff. The code for initiating the lock down procedure is:

