



# **EMERGENCY**

## **REFERENCE GUIDE**

**This guide is designed as a tool** to assist Community College of Vermont staff and faculty in case of an emergency, such as medical, fire, bomb threat, evacuation or property damage.

**All staff and faculty should read this guide immediately** upon receipt, and review its procedures periodically. It is not meant to be an immediate response procedures manual, as staff and faculty need to be familiar with emergency actions they should take prior to an incident occurring.

Regardless of any emergency that occurs at CCV, the safety of staff, faculty and students is the highest priority. No one should put themselves or others in danger by attempting to follow the procedures in this guide.

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If you discover any emergency situation, **please immediately take ALL of the following steps.**

1. Ensure the safety of yourself and others in the immediate vicinity.
2. If you need rescue, ambulance, police or fire services, **CALL 911 IMMEDIATELY.**  
**See site specific information sheet for additional numbers, if available.**
3. Assess whether a fire, hazardous material emergency or other type of potentially life threatening environment exists. If so evacuate the area. Pull the nearest alarm if a fire or smoke is detected or other people in the surrounding area are in need of immediate alert.
4. Notify site security and/or the appointed CCV staff person (listed on the last page of this guide). Report **ALL** emergencies and threatening situations, whether 911 was called or not. The CCV staff person will contact the appropriate people that need to be notified.
5. Refer to the following pages of this guide for additional first-response instructions.

## **NOTIFICATION PROCEDURES**

In many cases of medical emergencies, appropriate actions taken within the first few moments can help minimize further injury. **YOUR FAST ACTION IS MOST IMPORTANT AND MAY SAVE A LIFE.**

1. Identify the problem. Ask questions.
2. Secure the area.
3. Ensure the safety of the victim.
4. **Call 911** immediately to request emergency medical response.
5. Stay with the victim to provide comfort and safety.
6. Keep the victim warm and do not move.



## **MEDICAL EMERGENCY**

## **REMAIN CALM**

In a situation involving fire or risk of further building destruction, designated CCV site managers and/or the landlord representative will coordinate with local utility companies to shut off gas, electricity and other utilities. CCV staff will cooperate with all emergency response agencies, such as VEMA (Vermont Emergency Management Agency), fire, police, Homeland Security and others.

In the event of a disaster, CCV sites may be used as community shelters. Local emergency officials will notify the site staff to initiate a community shelter response ASAP. CCV staff will notify their Regional Director or the Dean of Administration.

**IF EVACUATION OF THE BUILDING IS ORDERED:** see Evacuation Procedures page.



## **COMMUNITY DISASTERS**

If you become aware of disruptive behavior, call for assistance from other CCV staff, site security (if appropriate) or call 911.

### **PHYSICAL VIOLENCE**

1. Do not try to engage any violent person(s).
2. Isolate the area and call for CCV staff, police or security for assistance
3. Remain calm and calm others

### **DISAGREEMENTS (MINIMAL DANGER):**

1. **Walk (Do Not Run)** in a controlled manner toward the individual(s) so as not to encourage panic.
2. Use a modulated controlled tone to request individual to stop the disruptive behavior.
3. If appropriate, explain the CCV disruptive behavior policy.
4. Depending on severity, ask the person(s) to leave the premises.



## **DISRUPTIVE BEHAVIOR**

## IF EVACUATION OF BUILDING IS REQUIRED:

1. Walk (don't run) to the nearest exit.
2. Quickly check in rooms located adjacent to your room and coordinate assistance IF necessary. Assist individuals with disabilities to exit building and locate to designated safe areas. **DO NOT USE ELEVATORS.**
3. Use posted evacuation routes to designated assembly areas (see site map), stay near the floor if air is toxic, be alert for hazards and move students in your charge quickly and quietly.
4. Instruct students to stay together with their class until further instructions are received. **REMAIN CALM.**
5. Designated person(s) will check bathrooms, elevators, basement and any other similar areas.



## EVACUATION PROCEDURES



## **IF YOU WITNESS SPILLAGE OF A POTENTIALLY HAZARDOUS MATERIAL OR YOU SMELL FUMES:**

1. Determine if a hazardous spill or exposure has occurred. Where unidentified substances or vapors are involved, assume they are toxic or hazardous until determined otherwise.
2. Determine the location of the exposure. It is important to ascertain quickly the location of any incident involving hazardous materials. Investigate only from a safe distance and do not risk contact or further exposure to chemicals, waste chemicals or infectious materials.
3. Evacuate the affected area at once, and the building if necessary, (see Evacuation Procedures) closing doors behind you to secure the area and prevent further contamination until the arrival of emergency personnel. CCV staff will initiate the appropriate emergency response and make emergency contacts.
4. Immediately report to CCV staff the nature and location of the material, and report any medical emergencies or concerns. If CCV staff are not readily available, dial 911.
5. Stay with any students in your care and await further instructions.

*For specific information refer to the Community College of Vermont Environmental Health and Safety Manual or the Chemical Hygiene Plan on responding to chemical spills.*



## **HAZARDOUS MATERIALS ACCIDENT**

## POWER OUTAGE

1. **Remain Calm.** If your visibility is impaired by a low light situation, remain where you are and wait for direction from CCV or other designated persons. Emergency lights will automatically come on.
2. Report the outage and any related hazards to the CCV staff, and prepare to evacuate the facility.
3. If evacuation is ordered, and your visibility is impaired by low light, wait until someone with a flashlight arrives to direct a safe departure from your building. Battery operated emergency lights will stay on.
4. Provide extra assistance to disabled individuals during evacuation. Be aware that elevators will not work during a power outage. **Check elevators, bathrooms, classrooms and hallways to ensure no one is without assistance or left behind.**

## IF YOU BECOME TRAPPED IN AN ELEVATOR

Elevators should automatically return to the first floor and doors open. If you become trapped in an elevator, use the emergency phone to notify emergency personnel or 911. If the elevator phone is not working, signal for help by using the emergency alarm located on the elevator panel.

**IF EVACUATION OF THE BUILDING IS ORDERED:** see Evacuation Procedures page.



## POWER OUTAGE RESPONSE

In the event of a crisis at CCV, don't be surprised to see reporters arrive at your site. Crisis situations can be of intense interest to the media. All media communications should be referred to Tim Donovan, Joyce Judy, or another President's Council member.

### **DURING THE CRISIS:**

1. Act to keep yourself, students, instructors and other staff safe.
2. Immediately call 911 to alert authorities of the event, as outlined in this guide.
3. As soon as possible, refer to the emergency contact information on the back cover and make contacts.
4. Cooperate with law enforcement and emergency personnel. Information that you provide to law enforcement could be very important to the safety of your co-workers. Expect and cooperate with police interviews.
5. Leave all media communications to Tim, Joyce or another PC member.

### **IMMEDIATELY AFTER CRISIS:**

1. Ensure that everyone is accounted for and has received the assistance they need.
2. Gather and write down as much information and facts as possible.
3. Write down who was present or affected by the crisis.
4. Communicate all info to your regional director.



## **CRISIS COMMUNICATION**

**SMOKE IS THE GREATEST DANGER IN A FIRE. ALWAYS STAY NEAR THE FLOOR WHERE THE AIR IS LESS TOXIC. STAY LOW!**

**FIRST RESPONSIBILITIES:**

1. In the case of a fire, initiate evacuation procedures and activate alarm.
2. Call 911 (see site information sheet for additional telephone numbers, if available) and provide detailed information about the location and nature of the fire and/or explosion.
3. Keep your class or group together. If safe to do so, instructors should take a class roster and pen when evacuating.
4. Be calm. If in charge of students, stay with them at the evacuation area and await notification and further directions from a CCV staff member.
5. Instructors: At the designated assembly area, take attendance and ascertain that all students in your care are present and accounted for. If a student is missing, question remaining students to help determine missing student's location. DO NOT go back into an evacuated building to search for missing persons.
6. If possible, contact a CCV staff member and/or any site security and report the same information. See last page for contact numbers.
7. Upon the arrival of fire officials, provide information regarding any person still in the building or missing.
8. Provide the fire officer in charge with any information pertaining to the origin or cause of the fire.
9. Provide designated CCV "in-charge person" or emergency personnel with an oral report of the status of your students and/or staff [Example, building A, room 501 has one injured student (describe injury) and two students unaccounted for].

**IF YOU BECOME TRAPPED:**

DO NOT PANIC. Stay near the floor and shout at regular intervals. If a window is available, place an article of clothing outside the window as a marker for rescue crews.

**ONGOING DUTIES:**

1. Reassure students in your care and lead by example.
2. Do not release any information about students or on the emergency situation, to the media, parents, or the general public. Direct all such inquiries to CCV staff.
3. Follow all directions provided by your CCV designated 'in charge person' regarding release of students, relocation of assembly, reassignment responsibilities, return to buildings etc.
4. If requested, assist emergency crews. Otherwise, STAY CLEAR.

*\*Note: Check on whether to close or open all doors/windows*



**FIRE OR EXPLOSION**

Lockdown Procedures will be established at each site based on the facilities at that location, and in conjunction with local emergency action agencies. These procedures may be initiated in the following situations.

### **HOSTILE THREAT FROM OUTSIDE**

Threat is from outside of the building with warning, as in notification of a bomb threat at a nearby location.

1. When notified by local authorities, a designated person will announce, “lockdown with warning”, and order procedures to begin. Announcement will be repeated a few times. To avoid confusion, be direct; don’t use code words or phrases.
2. Bring people inside.
3. Lock exterior doors.
4. Clear hallways, restrooms and other rooms that can’t be secured.
5. Pull all shades, Keep everyone away from windows.
6. When notified by local authorities, a designated person will announce “all clear.”

### **HOSTILE THREAT WITH INTRUDER**

The threat is inside the building, as in identification of an irate parent searching for a student or teacher.

1. When the threat is identified, a designated person will announce “lockdown with intruder”, and order that procedures begin. Announcement will be repeated a few times. To avoid confusion, be direct; don’t use code words or phrases.
2. Immediately, direct all students, staff and visitors to the nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building.
3. Lock classroom doors.
4. DO NOT lock exterior doors.
5. Keep people away from windows and doors. Turn off lights.
6. DO NOT respond to anyone at the door until “all clear” is announced.
7. Keep out of sight.
8. When the threat no longer exists, a designated person will announce “all clear.”



CCV location: \_\_\_\_\_

Fire: 911 ( \_\_\_\_\_ )

Police: 911 ( \_\_\_\_\_ )

Ambulance: 911 ( \_\_\_\_\_ )

**Include name & telephone number for each of the following at your location:**

Regional Director: \_\_\_\_\_

Wasson Hall: (802) 241-3535

Building manager/owner: \_\_\_\_\_

CCV Operations: Larry Elliott (802) 786-3832 Cell: (802) 236-4247

CCV Dean of Administration: Barbara Martin (802) 241-3535

Building maintenance: \_\_\_\_\_

Fuel oil: \_\_\_\_\_

Gas: \_\_\_\_\_

Water: \_\_\_\_\_

Electric: \_\_\_\_\_

Other: \_\_\_\_\_

First aid kit is located: \_\_\_\_\_

