



University of New Hampshire
at Manchester

EMERGENCY PROCEDURES PROGRAM

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University of New Hampshire at Manchester

Emergency Procedures Program

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I. Policy and Introduction

It is the policy of the University of New Hampshire to maintain a safe environment for its students, academic appointees, staff, and visitors in an atmosphere that encourages those individuals to communicate on occupational and environmental health and safety matters without fear of reprisal. Based on recognized principles and published standards of environmental protection, academic excellence, fiscal responsibility, and public service, UNH at Manchester will promote comprehensive life safety and injury prevention and effective Hazardous Material Communication, Emergency Preparedness, and Environmental Management Programs. UNH at Manchester operations shall be conducted in conformance with applicable laws, regulations, and relevant published standards and practices for health, safety, and environmental protection.

The purpose of this Emergency Procedures Program (EPP) is to provide information that will save lives during emergencies or disasters, and hasten the resumption of normal UNH at Manchester operations after these events. Prior planning and preparedness is critical due to the nature of situations that occur at any time with little or no warning. This document outlines procedures to be followed by the campus community for responding to, and recovering from, a variety of emergency and disaster situations. These events may include fires, hazardous spills, earthquakes, bomb threats, or major accidents. Any of these situations may have diverse impacts. For example, they may or may not require an evacuation of building occupants and a disruption of activities. Please share this important safety information with your colleagues and staff and all new employees. Keep the Emergency Procedures Program manual in an accessible location. An effective emergency response depends on informed campus communities, whose members are familiar with campus procedures and understand their personal responsibility for emergency preparedness and response.

Emergency Contacts and Resources

CAMPUS EMERGENCY NUMBERS	
Police, Ambulance, Fire, Hazardous Materials Spills	911
UNH Manchester Security	603-641-4101 603-641-4333
UNH Manchester Facilities Services	603-641-4193
UNH Emergency Management Director	603-862-1427

When making emergency telephone calls, please follow these instructions:

- Clearly inform the operator / dispatcher, “This is an emergency.”
- Speak the following in a clear, calm manner:
 - The nature of the emergency.
 - Your name.
 - Your location (i.e., department, building and room) and the location of the problem.
 - Your telephone number.

II. Incident Response Instructions

A. General Evacuation Guidelines

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to another location. If a partial evacuation is ordered, some building occupants may be instructed to simply move to a safer portion of the building; in other cases all occupants may be told to leave the structure and reassemble at a designated location.

Any of the emergency situations outlined in this Emergency Procedures Program may, or may not, require an evacuation. UNH Manchester policies on evacuation are specific to the incidents; these policies are explained on the following pages of this manual. Some general guidelines for managing an orderly and safe evacuation are:

1. Keep calm.
2. Keep existing groups together and assemble at a designated area. Instructors should lead their students.
3. Persons with disabilities may be assisted.
4. ***Wait for instructions. Do no re-enter the building until Manchester Police or Fire Department announce it is safe to do so.***
5. If you are permitted to re-enter your building, document damage (photos if possible) in your area before you clean it up.

Some evacuation preparedness tips include:

1. Know the normal work location of personnel in your area. Be aware of colleagues who are disabled and work out an evacuation procedure with them in advance of an actual emergency.
2. Examine circulation paths in your area and pre-define optimal evacuation routes. Actual circumstances may require that alternate exits must be used. Establish a procedure for taking roll call after an evacuation.
3. Make the evacuation plans and procedures known. Review the procedures in staff and faculty meetings. Post maps of your area that include all exits and the recommended evacuation routes. Reiterate the need for full cooperation during and after an evacuation.

B. Considerations for Persons with Disabilities

Individuals may have an unobservable disability that they may or may not identify before an emergency. Unobservable disabilities may include arthritis, a cardiac condition, chronic back pain, asthma, a learning disability, etc. These individuals may need additional assistance during an emergency incident. ***Also remember that after an emergency or disaster, anyone may become disabled.*** Therefore, the procedures listed below may be applicable for a number of situations.

Also, please be aware that self-closing fire-rated doors protect all exit corridors and stairwells. These are the safest areas during an emergency; disabled employees and students, if unattended, are advised to go to them. Rescue personnel will check all exit corridors and exit stairwells for any stranded persons.

Remember: Do not use elevators for evacuation during a fires or earthquakes.

Some specific procedures to follow if professional emergency personnel (e.g., Police/Fire/EMT) have not yet arrived. Note that in nearly all cases it is preferable to allow the above to assist people in need:

1. Visually Impaired Persons

Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a “sighted guide.” As you walk, tell the person where you are and where obstacles are. When you reach safety, orient the person to the location; and ask if further assistance is needed.

2. Hearing Impaired Persons

Although campus buildings are equipped with audible fire alarms, persons with impaired hearing may not perceive an alarm. If there is not an emergency beacon on the alarm, use an alternate warning system. Two possible methods are:

Write a note to tell the person of the situation, the nearest evacuation route and the assembly area.

SAMPLE SCRIPT: *“FIRE - Go out the rear door to the right and down, NOW! Meet on the front lawn.”*

OR:

Turn the light switch on and off to gain attention then indicate through gestures or in writing what is happening and what to do. **DO NOT USE THIS PROCEDURE IF YOU SUSPECT A GAS LINE RUPTURE.**

3. **Persons Using Crutches, Canes, or Walkers**

In evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms.

4. **Non-Ambulatory Persons (People Using Wheelchairs)**

Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor. If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move. Lifting them may be dangerous to their well-being. Some people have no upper trunk or neck strength.

Frequently, non-ambulatory persons have respiratory complications; remove them from smoke or fumes immediately. Some people who use wheelchairs may have electrical respirators and their ability to breathe may be seriously in danger; they should be given priority assistance.

C. **Medical Emergency**

Medical emergencies may be associated with the specific situations outlined in this program, or they may occur as independent accidents. All injuries should be reported to Security. In medical emergencies, call Dispatch at **911** to request an ambulance.

In situations that result from building-wide emergencies or area-wide disasters, professional help may be delayed. Report all injuries to **911** immediately.

Dialing **911** is the most important action to be taken in any medical emergency situation. It should be done before anything else, if possible. Without immediate medical response, the patient's condition may deteriorate. Until help arrives, the first person on the scene should make all attempts to calm and reassure the patient that help is on its way.

These basic emergency care techniques can be used for all non-trained (First Aid/CPR) individuals at the scene.

- **Dial 911.**
- Calm the injured individual.
- Secure the scene; ensure that no further injuries will occur.
- Cover the individual if possible to avoid the potential for shock.
- If emergency response will be delayed, follow the instructions that the dispatcher gives over the phone until emergency response personnel arrive.

D. Fire Emergency

Possible Situations:

You receive a report of visible smoke or fire in the building, or you encounter smoke or fire. (This is not for an odor investigation.)

1. Fire Response

- a. Activate the nearest alarm box and call **911** (to report the situation).
- b. Security and Facilities personnel must receive training in the safe use and operation of fire extinguishers before using them to put out a fire. Use fire extinguishers on small fires only (for example, a wastebasket fire), and only if it is safe to do so. If you decide to use an extinguisher, and you are trained, work with another person.
- c. Confine the fire by closing doors and windows. Do not lock. If possible, mark "*FIRE*" on the door where the fire is located. **NEVER** enter a room where there is fire or smoke. When leaving a room after a fire alarm, feel the door first; if it is hot, stay where you are, seal the door, and post a sign in the window to signal your location. If the door is cool to the touch, exit carefully. If you encounter smoke, crouch near the floor as you exit. If possible, breathe through a dampened cloth.
- d. Remove people from the affected area if necessary and if possible. (See evacuation instructions on the next page).

2. Evacuation Policy for Fire

WHEN A FIRE ALARM IS SOUNDED, THE BUILDING IS EVACUATED.

When you evacuate the building, follow the general evacuation procedures outlined in this program and be sure to:

- a. Use all possible routes downstairs before going upstairs. Go up only if egress down the stairs is blocked. Use the roof only as a last resort.
- b. When you arrive at the assembly area, do not reenter the building until it is declared safe by authorized personnel.

Primary Assembly Area: Sidewalk bordering the Arms Street parking lot on the west side of the building.

Secondary Assembly Area: Sidewalk on Commercial Street on the east side of the building.

E. Hazardous Material Spills

Possible Situations:

A minor or major spill of a known or unknown substance (toxic, radioactive, biohazardous, or flammable) is witnessed, observed, or reported. The spill is on your floor, in another part of the building, or in a location that could affect the general area.

1. Definitions

A *minor* spill is characterized by the confidence and capability of the staff to clean up the spill and return the area to normal working conditions without the assistance of emergency personnel. The clean-up 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 which may include the Office of Environmental Health & Safety, Police and/or Fire Departments.

2. Spill Response

Response to a chemical spill occurs at several levels. For many employees and students, some spills must be cleaned up at the first level - theirs. The Office of Environmental Health & Safety must manage other spills.

3. When is a spill really a spill?

A spill is defined as “a material out of control.” Generally speaking, the quantity of material is less important than considering whether the hazard, location, and/or the quantity of the material are beyond the worker’s capabilities.

Experience provides some guidelines whether a spill should be cleaned-up by UNH Manchester personnel or by a spill response team. For convenience and safety, a minimum quantity has been established beyond, which all spills, regardless of the substance, must be reported. **Note:** All spills greater than 1 quart (1 liter) must be reported to UNH Manchester Security at 641-4101 or 641-4333 during normal business hours, and to Dispatch at 911.

In addition to the minimum quantity, the following types of spills must be reported, regardless of the quantity:

- All spills of extremely flammable materials (flash point less than 20° F)
- All spills of extremely toxic materials (5mg/kg LD₅₀)

- All mercury spills
- All personal contamination
- All leaking containers
- All uncontrolled compressed gas releases

Personnel are responsible to have procedures in place to clean spills that are below the reportable level. The following concerns must be addressed:

4. Personal Safety

Safety is the primary consideration for UNH Manchester personnel when a material is spilled. Safety for every person who may be affected by the spill is of paramount importance.

If the spill could potentially harm someone, call 911.

F. Bomb Threat

Personnel may receive bomb threats directly by phone, mail, or messenger - or one of your co-workers may report the situation to you, or Campus Security may notify you of a threat.

Possible Situations:

- A bomb threat has been received; no device has been located.
- A bomb threat has been received; a device has been located.

1. Bomb Threat Response

All bomb threats will be taken seriously. **Faculty and staff SHOULD REPORT BOMB THREATS TO UNHM SECURITY or 911 IMMEDIATELY! DO NOT TOUCH ANY UNUSUAL OR SUSPICIOUS OBJECTS.** Try to provide as much information as possible to the responding officers.

a. If you receive a bomb threat call, 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?
- Why was it placed in the building?
- Who is calling?

b. Can you provide additional information by listening closely?

- Caller's gender:
- Approximate age:
- Was the voice familiar?
- Did the person have an accent or unique speech attribute?
- Can you describe any background noises during the call?

If you receive a bomb threat note, and the note was hand delivered, try to remember the characteristics of the messenger or suspicious persons in the area.

2. Evacuation Policy for Bomb Threats

- a. With the Campus Security if a suspected device IS LOCATED.**
- b. With the Manchester Police Department when a device is NOT LOCATED.**

G. Shelter-In-Place

Possible Situations:

A Shelter-In-Place action may need to be taken during an accidental release of toxic chemicals to the outside air or other emergency where the escape route may not be safely secured. Shelter-In-Place means to seek an immediate, temporary shelter inside a building, residence hall, or area. If you are already located within a building when a Shelter-In-Place is communicated, you should remain there until further instructed. Shelter-In-Place may be advised for individuals or large groups depending on the situation.

1. How Shelter-in-Place will be communicated?

Notification of the need to shelter in place may come through several ways. People may hear from the University via UNH Alert, e-mail or telephone, by local police or government agencies, or from the radio or television about the need to shelter-in-place. If the national threat level has been raised to "code red" or "severe" level, people should be especially alert for emergency messages on the radio or television regarding the need to shelter-in-place in the local area.

2. How to prepare a Shelter-in-Place?

The best location to choose for 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, shutting down the heating and

ventilation systems is recommended. This will limit the movement of air into the building.

Items that may be kept in one area within a building for a Shelter-In-Place event include:

- First Aid Kit
- Bottled Water
- Flashlight and radio, with extra batteries for both
- Plastic sheeting (4-6 mil) and duct tape

3. What to do when asked to Shelter in Place?

- Seek shelter in a building as quickly as possible.
- Close all doors and windows to the outside.
- Do not use elevators as they may pump air into or out of the building.
- Turn off the heating and ventilation system, if controls are available, to limit the movement of air.
- If supplies are available, tape plastic over any windows in the room. Use duct tape around windows and doors to make an unbroken seal. Use the tape to cover any vents in the room and seal any electrical outlets or other openings in the walls, floors or ceiling. If duct tape isn't available, push a wet towel up against the crack between the door and the floor.
- Flashlights are recommended whenever there is a loss of power. Candles present an increased risk of fire.
- If available, turn on a radio. Keep a telephone close at hand, but don't use it unless you are experiencing a serious emergency.
- If possible, monitor the University's Emergency Preparedness webpage (<http://www.unhm.unh.edu/emergency>) for additional information.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

H. Workplace Violence

Possible Situations:

Workplace violence may take many forms and may include use of deadly weapons. Advance warning of the violence is highly unlikely. Contact Campus Security and/or the Manchester Police Department at 911 in the event of any incident of workplace violence.

1. Shooting Protocol

If you witness any armed individual on campus at any time, immediately contact Manchester Police Department at 911.

a. If the shooter is outside the building:

- Turn off all the lights and close and lock all windows and doors. Close all window blinds and curtains.
- If you can do so safely, get all individuals on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized known voice.

b. If the shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact 911 with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Close all window blinds and curtains.
- Get down on the floor or under a desk and remain silent.
- Get individuals on the floor and out of the line of fire.
- Wait for the “all clear” instruction.

c. If the shooter comes into your class or office:

- Stay calm.
- Attempt to get the word out to other individuals if possible. Call 911 if possible.
- Maintain eye contact.
- Stall for time.
- Attempt to talk with the individual. If you know the individual, use their first name.
- Put distance between yourself and the offender.
- If possible, keep an escape route behind you.
- Never try to grab the weapon.

2. Suspicious Individuals Protocol

- Report a suspicious looking individual or activity to Campus Security or 911. Give your location, name and reason for calling. Be ready to supply a physical description of the individual: age, weight, hair color and length, clothing, facial hair and any other distinguishing features. If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number, if possible.

- If you suspect the person is armed or see a weapon, call 911 immediately and report the situation.
- Do not approach a suspect individual yourself. Contact Campus Security and/or Manchester Police as quickly as possible while monitoring the location of the person if feasible.

III. Preparedness Measures

A. Fire Prevention and Preparedness

Be aware that the most frequently violated fire codes include:

1. Obstructed aisles, corridors and egress routes; remove illegal storage in these areas.
2. Use of extension cords, ungrounded plugs and multiple outlet adapters for small appliances (e.g., heaters, coffee pots, toasters) and leaving these devices “on” and unattended.
3. Illegal storage in corridors, mechanical rooms, equipment rooms, lavatories, and under stairways.
4. Improper storage and handling of chemicals and flammable liquids.
5. Leaving fire resistive doors open. They must be closed at all times unless equipped with electromagnetic holds.
6. Smoking in buildings.
7. Obstruction of fire extinguishers, fixed sprinkler connections, sprinkler heads, or fire hydrants.

Be prepared for fire emergencies:

1. Know the exit routes from your office, floor, and building. It is easy to become disorientated during an actual emergency. Count the doorways to the exit in case of blinding smoke or lack of illumination.
2. Know the location of fire alarms and fire extinguishers. Know how to use these appliances.
3. Keep a flashlight and emergency supplies in your desk. Keep a Department emergency kit.
4. Report unsafe conditions to UNH Manchester Security at 641-4101.
5. Keep an updated list of persons with disabilities located within reach.

B. Hazardous Spill Prevention (Lab and Facilities Personnel)

1. Make sure that all lab and maintenance workers are trained in lab safety procedures. Post laboratory safety guidelines.
2. Segregate chemicals. For example, separate:
 - Flammable solvents from acids and oxidizers
 - Inorganic acids from inorganic bases
 - Nitric acid from organic acids
 - Inorganic acids from cyanide
3. Label peroxide-forming chemicals with the date received and the date opened.
4. Do not purchase excess quantities of chemicals. Do not store over ten (10) gallons of flammable liquids in a lab unless they are in an approved flammable storage cabinet.
5. Never keep flammables in refrigerators or freezers that are not listed as nonflammable or explosion proof.
6. Dispose of needles and sharps in a rigid plastic container.
7. Secure compressed gas cylinders with welded link chains to the wall. Cylinders should be individually secured.
8. Replace mercury thermometers and other mercury-containing devices with non-mercury-containing alternatives.
9. Know the location of Material Safety Data Sheets (MSDS) for the chemicals being used in the area. Become familiar with the NFPA diamond symbol posted on doors of all chemical locations.
10. Avoid high storage of large or heavy items, anchor all shelves and storage cabinets. Install seismic anchoring bars on all chemical shelving.
11. Maintain a clean, well-kept work environment.
12. Additional reference information is available in the UNH Manchester Laboratory Safety Plan.

C. Natural Emergency Preparedness

Storms can kill. Being familiar with the storm warning messages and planning ahead can reduce the chance of injury or major property damage.

Contact the Campus Emergency Hotline at 641-4100 for up to date information on work cancellation, curtailment, and class cancellations. If this notification system designates that all non-essential employees are to leave, do so immediately (or at the time they designate). While on campus take common sense precautions.

- Be cautious of walking surfaces, wear sturdy shoes and use sand/salt if available (requests for sand/salt can be directed to the Facilities Department).
- Stay clear of downed power lines and report them immediately.
- Watch for falling tree limbs or falling ice from roofs and trees.

D. Storm Watches and Warnings

A storm watch is issued when there is a threat of storm conditions within 24-36 hours. A storm warning is issued when storm conditions (winds of 74 miles per hour or greater, or dangerously high water and rough seas) are expected in 24 hours or less.