



ANTIOCH UNIVERSITY

Antioch University New England

EMERGENCY RESPONSE GUIDE

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To report any police, fire or medical emergency, call:

911

In the event of a fire, pull a manual fire alarm BEFORE calling 911. Evacuate the building immediately!

When calling 911:

- Remain calm, speak slowly and clearly.
- Stay on the line with the dispatcher.
- Follow all instructions provided by the dispatcher.
- Provide the address of the building and your **exact** location.
- Provide a thorough description of the incident.
- Do not hang up until the dispatcher tells you to do so.

Emergencies can be reported to AUNE's Emergency Management Team by calling 603-803-1759

Non-Emergency Services

Keene Police Department	603-357-9813
Keene Fire Department	603-357-9861
Emergency Management Team	603-803-1759
Facilities and Services	603-258-0744

EVACUATION & SHELTER-IN-PLACE GUIDELINES

These recommendations are provided by the Emergency Management Team. There are two actions that individuals can take during emergency situations: Building Evacuation (**Get Out**) and Shelter-In-Place (**Stay In**).

Only follow these actions if safe to do so.

When in doubt, follow your instincts - you are your best advocate!

Building Evacuation (Get Out)

Action taken to leave an area for personal safety.

- Take the time to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities! **No exceptions!**
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close the door behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **Exit** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Assistance if you can.
- Evacuate to an Evacuation Assembly Area until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter the building until informed by emergency response personnel that it is safe to return.

Shelter-In-Place (Stay In)

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or the lowest, most interior area of the building away from windows or hazardous equipment or materials.

ACTIVE ASSAILANT / ACTIVE THREAT

An active threat is defined as any incident which by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community.

Only follow these actions if safe to do so. When in doubt, follow your instincts - you are your best advocate!

If the Active Assailant / Active Threat is inside your building:

- Remain calm.
- Immediately exit the building via the safest possible route, away from the threat if possible, and seek refuge away from the immediate area inside another building.
- If you cannot evacuate, find the nearest location that provides safety. barricade/block doors by any means possible, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode and do not make any noise.
- As soon as it is safe to do so, notify authorities by calling 911.
- Stay focused on survival and keep others around you focused.
- If you cannot run away safely or cannot hide, **be prepared to fight with anything available to increase your odds for survival.**
- Do not open the door until a KNOWN law enforcement office advises it is safe to do so or some other credible information, such as AUNE-Alert, is received advising the threat is over.

If the Active Assailant / Active Threat is NOT inside your building:

- Remain calm.
- Find the nearest location that provides safety.
- Close and lock doors; if doors cannot be locked, barricade/block the door with anything possible.
- Do not open the door until a KNOWN law enforcement office advises it is safe to do so or some other credible information, such as AUNE-Alert, is received advising the threat is over.

For more information about this subject please contact the AUNE Emergency Management Team at aune_emt@antioch.edu

BOMB THREAT / SUSPICIOUS PACKAGE

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

If a bomb threat is received:

- Remain calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, point to this information and have that person call 911 from another telephone. This call should be made out of the hearing range of the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Checklist located on the next page.
- Ask checklist questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area, if requested.
- Provide for an orderly evacuation if ordered by emergency personnel.

Bomb threat Checklist is provided on the next page.

If you receive or discover a suspicious package or device: DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT! Immediately call 911 from a telephone.

The following constitutes a suspicious letter or parcel:

- Any powdery substance on the outside.
- Unexpected or from someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Addressed to someone no longer with your organization or are otherwise outdated.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given the size, or is lopsided or oddly shaped.
- Unusual amount of tape.
- Marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Strange odors or stains.

What to do if you receive a suspicious package or parcel:

- Handle with care. Do not shake or bump and isolate it immediately. Do not open, smell, touch or taste.
- Treat it as suspect and call local law enforcement authorities.

Bomb Threat Checklist

(Place this checklist near your telephone)

QUESTIONS TO ASK:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why did you place the bomb? _____

Where are you calling from? _____

What is your name? _____

Caller's voice: (e.g. deep voice, calm, stuttering, accent)

Threat Language: (e.g. foul language, sounds familiar, scripted, taped)

If voice is familiar, please describe: _____

EXACT WORDING OF THE THREAT:

Background sounds: (e.g. street noises, TV/music, voices)

Perceived information about the caller: Gender: _____ Ethnicity: _____ Age: _____

Extension/Number where call was received: Time: _____ Date: _____

Other Comments: _____

Report Completed By: _____

Position: _____ Contact Phone: _____

CIVIL DISTURBANCE

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:

- Call 911 if the disturbance escalates into a situation that poses an imminent threat to health, life or safety.
- Provide the address, location, and all possible details to the dispatcher.
- If the event is in its initial stage and has not reached a critical point, call the AUNE Emergency Management Team at 603-803-1759.
- Do not interfere, interrupt or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if appropriate and safe to do so.
- If the disturbance is outside, stay away from the doors and windows. Remain inside.
- If the disturbance is inside, evacuate or shelter-in-place, as necessary.

EARTHQUAKES

An earthquake is defined as a trembling or sudden movement of the earth's crust.

The following are some useful tips to help prepare for an earthquake:

- Look around your area and decide where the safe spots are: under sturdy tables, desks or against inside walls.
- Determine where the danger areas are: near windows, hanging objects, tall unsecured furniture (bookcases, cabinets, appliances,) chemical sites. Most casualties in earthquakes result from falling materials.
- Store flammable and hazardous chemicals in proper cabinets.
- Keep breakables and heavy objects on lower shelves whenever possible. Make sure latches on cabinets, process tanks, storage tanks, and closets are secured.

During an earthquake:

- **DROP** to the ground; take **COVER** under a sturdy table or other furniture; and **HOLD ON** until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the room/building.
- Do not run out of the building during the shaking as objects may be falling off the building and cause serious injuries or death.
- Stay indoors, if you are already there. If you are in a high-rise building, do not use the elevators.
- If you are outdoors, stay in the open, away from buildings, trees, and power lines. Do not go near anything where there is a danger of falling debris.

After an earthquake:

- If it is safe to do so, help those who are injured or in need of special assistance.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks, or even a series of aftershocks, are common after earthquakes and may last for a few seconds to perhaps as long as 5 minutes or more.
- Do not re-enter damaged buildings. Aftershocks could knock them down.
- Be alert for gas or water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source.

FIRE

If you discover a fire:

- Manually activate the building's fire alarm system immediately.
- Evacuate the building, closing doors and windows in your immediate area.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location. If you are not able to evacuate, go to an Area of Rescue Assistance, if you can.
- Call 911.
- Alert authorities to those who may need assistance.
- Do not re-enter the building.

If a fire alarm is activated:

- Evacuations are mandatory for fire alarms and when directed by authorities.
- Take critical personal items only (keys, purse, and outerwear) and close the door behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location. If you are not able to evacuate, go to an Area of Rescue Assistance, if you can.
- Alert authorities to those who may need assistance.
- Do not re-enter the building.

If caught in smoke:

- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose, and use a shirt or towel to breathe through, if possible.

If trapped in a building:

- Close all the doors and windows. Place something under the door to prevent smoke from entering. Attempt to go to a window to signal people outside of the building.
- Call 911.

Using a fire extinguisher:

- **Report the fire first.** Call 911 before attempting to use an extinguisher.
- Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt in your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
- To use the fire extinguisher, follow the **PASS** method:
 - Pull the pin. This will break the tamper seal if one is provided.
 - Aim low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
 - Squeeze the handle to release the extinguishing agent.
 - Sweep from side to side at the base of the fire until the fire is out. Watch the area.

FLOODING

Flooding is defined as an overflowing of water, often sudden, from an uncontained source.

In case of imminent or actual flooding:

Only following these actions if safe to do so:

- Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
- Shut off all non-essential electrical equipment.
- Move all personnel to a safe area, away from the building in danger. Locate those persons with functional needs, and provide assistance if safe to do so. Otherwise, provide their location to emergency responders.
- Do not return to the building until instructed to do so by Public Safety or Emergency Management Team.

MEDICAL EMERGENCIES

Call 911.

DO NOT move the victim unless there is an immediate threat to life or you need to move the victim to provide care.

In an emergency, use universal precautions (i.e gloves and rescue masks).

Cardiopulmonary Resuscitation (CPR)

1. Assess the situation

- Is the person conscious or unconscious?
- If the person appears unconscious, tap or shake their shoulder and ask loudly, “Are you OK?”
- If the person does not respond, call 911.

2. Locate an Automatic External Defibrillator (AED) if one is immediately available.

- Use the AED as you have been trained to do and as outlined on the device.

3. Perform CPR if trained to do so.

To Control Bleeding

- 1. Have the injured person lie down.** If possible, position the person’s head slightly lower than the trunk or elevate the legs if you do not suspect a head, neck, or back injury. If possible, elevate the site of bleeding above the heart.
- 2. Apply pressure directly to the wound.** Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.
- 3. Continue with pressure until paramedics arrive.**
- 4. Do not remove the gauze or bandage.** If bleeding continues and seeps through the gauze or other material you are holding on the wound, do not remove it. Instead, add absorbent material to stop it.

Burns

To distinguish a minor burn from a serious burn, the first step is to determine the degree and the extent of damage to body tissue. These three classifications will help you determine emergency care.

First-Degree

The least serious burns are those in which only the outer layer of skin is burned. The skin is usually red, with swelling and pain sometimes present. The outer layer of skin has not been burned through.

Second-Degree

When the first layer of skin has been burned through and the second layer of skin also is burned, the injury is termed second-degree burn. Blisters develop and the skin takes on an intensely reddened, splotchy appearance. Second-degree burns produce severe pain and swelling.

If the second-degree burn is no larger than 2 to 3 inches in diameter, treat it as a minor burn.

****If the burned area is larger than 2-3 inches in diameter or if the burn is on hands, feet, face, groin, buttocks, or over a major joint, get medical help immediately. ****

Third-Degree

The most serious burns may be painless and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

Cool the burn. Hold the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Do not put ice on the burn

Consider a lotion. Once a burn is completely cooled, apply an aloe vera lotion, a tripart antibiotic ointment, or a moisturizer to prevent drying and increase comfort.

Cover the burn with a sterile gauze bandage. Do not use fluffy cotton. Wrap the gauze loosely to avoid putting pressure on the burned skin.

For Major Burns dial 911.

Until emergency response personnel arrives, follow these steps:

- 1. Do not remove burnt clothing.** However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
- 2. Make sure the burn victim is breathing.** If breathing has stopped or you suspect the person's airway is blocked, try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR) if trained to do so.
- 3. Cover the area of the burn.** Use a cool, moist sterile bandage or clean cloth.

POWER OUTAGE

A power outage is defined as a temporary interruption of electrical supply or service.

To report a localized power outage, contact Facilities and Services at 603-258-0744.

In the event of a large-scale power outage:

- If building evacuation becomes necessary, seek out persons with functional needs and provide assistance if possible. If additional assistance is necessary, contact Emergency Management Team
- Secure vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting or heating purposes.
- Unplug electrical equipment, including computers, and turn off the light switches.
- Follow directions provided by the established Emergency Notification System, (AUNE Alert).

If people are trapped in an elevator:

- Call 911.
- If you are able to communicate with them, let the passengers know help has been called.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.

TORNADO & WEATHER EMERGENCIES

Tornado Watch means tornadoes are possible in your area. Remain alert for approaching storms, and be prepared to act quickly if a warning is issued. Review and discuss your emergency plans with others.

Tornado Warning means a tornado is imminent and an immediate danger to life and property. A tornado has been sighted or indicated by weather radar. Move to your pre-designated storm refuge area immediately.

Severe Thunderstorm Watch means severe thunderstorms are possible in your area.

Severe Thunderstorm Warning means a severe thunderstorm is imminent and has been sighted or indicated by weather radar. Severe thunderstorms are capable of producing large hail, dangerous winds and tornadoes without warning.

What to do during a tornado warning:

Go to a place of protection immediately.

- The safest place is to be underground. Move to a pre-designated storm refuge area, or a small windowless interior room on the lowest level possible.
- Assist those with functional needs in getting to protective areas.
- Put as many walls as possible between you and the outside. Crunch down or get under sturdy furniture and use arms to protect head and neck. Stay away from windows and open spaces.
- If you are caught outdoors, seek safety in the closest sturdy building. If that is not possible, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential flooding.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

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