Important Contacts

Call 911 to report any emergency

Safety & Security
- 603-646-3333 Emergency
- 603-646-4000 Non-emergency

Jon Stark (Director of Facilities)
- 603-646-3457 (work)
- 603-667-3399 (cell)
- 603-863-1209 (home)

Environmental Health & Safety
- 603-646-1762
- Pager: 603-442-1058

Facilities Operations & Management
- 603-646-2485 Main Office
- 603-646-2344 Troubleshooter

Thayer School of Engineering Emergency Preparedness and Response Plan

Dartmouth College

2018

Dartmouth College
EMERGENCY PREPAREDNESS

Emergency Evacuation Meeting Location: Tuck Circle & River Cluster Lawn

Contents

Introduction and Purpose

Thayer School of Engineering is committed to the safety and well-being of its staff, students and guests. Upholding this commitment requires planning and practice. This plan exists to outline the steps to be taken to prepare for and respond to an emergency affecting Thayer or the College.

Goals

The goals of Thayer School of Engineering in responding to an emergency situation include:

- The safety of all employees, students, and guests.
- The physical and emotional well-being of employees, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of Thayer School of Engineering facilities, property, and the belongings of employees, students, and guests.

Applicability and Scope

This plan applies to all employees of Thayer School of Engineering and any person occupying the physical plant of Thayer School of Engineering; to include students, Dartmouth College employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The Thayer School of Engineering emergency plan is the responsibility of the Director of Facilities Planning and Operations. The Director of Facilities Planning and Operations will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Director of Facilities Planning and Operations.

Emergency Communications

During an emergency, Thayer School of Engineering will use the following means and methods of communication.

A. During <u>Business hours</u> **8:00 am to 4:30 pm Monday through Friday,** The Thayer Director of Facilities is the primary point of contact. If the primary point of contact cannot be reached, The College FO&M Department will act as the department contact.

B. <u>After hours</u> **From 4:30 pm through 7:00 am, FO&M Troubleshooters** are the primary point of contact for **Thayer School of Engineering.** If the primary point of contact cannot be reached, **Jon Stark** will act as the department contact.

C. In the case of a telephone outage (either landline or cellular), the following methods will be used to contact staff:

- **College e-mail system and/or the College radio system (99.3 FM or 1340 AM)**

In the case of an email outage, the following will be used to contact staff:

- **College Radio system(99.3 FM or 1340 AM) and employee cell phones**

Media Inquiries

The Office of Communications will be the point of contact for releasing any information to the media. At any time the media should be referred to the Office of Communications.

Test, Training, and Exercises

Thayer School of Engineering will test the emergency plan on an annual basis. At least once annually a mock emergency exercise of one or more parts of the plan will be used to test and train employees for emergency preparedness and responses.

Emergency Contact Directory

In case of an emergency involving Thayer School community members or facilities, please contact the following, beginning with the first person and continuing until you reach someone. If there is no answer, please leave a message indicating who called and the date and time of the call.

*Please **try all numbers** for each person before moving down the list.*	MOBILE	HOME	WORK
Holly Wilkinson *Assistant Dean for Academic & Student Affairs* Holly.Wilkinson@dartmouth.edu	(603) 359-0375	(802) 649-5253	(603) 646-3483
Ian Baker *Senior Associate Dean* Ian.Baker@dartmouth.edu	(603) 727-2412	NA	(603) 646-2184
Christine Cook *Chief Financial and Administrative Officer* Christine.E.Cook@dartmouth.edu	(302) 897-6321	NA	(603) 646-1582
Marcie Craig Jacobs *Assistant Dean for Administration* Marcia.Craig.Jacobs@dartmouth.edu	(603) 286-0581	(802) 649-1491	(603) 646-3058
Joseph Helble *Dean* Joseph.J.Helble@dartmouth.edu	(603) 727-8488	(802) 649-1292	(603) 646-2238

If these people are not available, contact the director of the program in which the student is enrolled:

	MOBILE	HOME	WORK
Erland Schulson *Undergraduate Chair/Director BE Program* Erland.M.Schulson@dartmouth.edu	NA	(603) 643-4464	(603) 646-2888
Brian Pogue *Director MS/PhD* Brian.W.Pogue@dartmouth.edu	(603) 359-1669	(603) 643-8866	(603) 646-3861
Geoffrey Parker *Director, MEM Program* Geoffrey.G.Parker@dartmouth.edu	(504) 210-6229	NA	(603) 646-9075

For a building-related emergency, contact in the following order:

	MOBILE	HOME	WORK
Jon Stark *Director of Facilities & Operations* Jonathan.H.Stark@dartmouth.edu	(603) 667-3399	(603) 863-1209	(603) 646-3457
Chris Levey *Director of Instructional Labs* Christopher.G.Levey@dartmouth.edu	(603) 306-7303	(802) 785-4121	(603) 646-2071

Christine Cook	(302) 897-6321	NA	(603) 646-1582

Chief Financial and Administrative Officer
Christine.E.Cook@dartmouth.edu

Joseph Helble	(603) 727-8488	(802) 649-1292	(603) 646-2238

Dean
Joseph.J.Helble@dartmouth.edu

General guidelines for Thayer personnel:

1) Copy the five people above on emails pertaining to the emergency so they are aware of the situation; use your discretion as necessary.

2) Also contact the appropriate person depending on the nature of the emergency:
   If student: Holly

   If faculty: Ian, Joe

   If staff: Chris Cook

   If facilities: Jon Stark; if he is unavailable, Chris Cook

ROOM	NAME	EXT.
Cummings 111	Accounting Office	6-3552
Cummings 119B	Ackerman, Margaret	6-9922
Cummings 120	Ackerman Lab	6-6341
MacLean 103	Admissions Office	6-2606
MacLean 003	Advanced Design Lab	6-9614
Cummings 219	Advanced Image Sensor Research Lab (Fossum)	6-3332
MacLean 308	Albert, Mary	6-0277
Cummings 222	Analog Electronics Instruction Lab	6-4070
Cummings 216	Analog Integrated Circuits Lab (Odame)	6-0263
MacLean 002	Atrium	6-9679
MacLean 126	Austin, Corey	6-3803
Cummings 121	Autoclave Room (Gerngross, Griswold, Lynd)	6-9347
MacLean 312	Baker, Ian	6-2184
Cummings 127	Baker-Farr, Kimberly	6-3055

ROOM	NAME	EXT.
Cummings 111B	Ballou, Tracy	6-0616
Cummings 026A	Baron, Kevin	6-3261
Cummings 220	Barry, Robert (Bob)	6-2233
Cummings 108	Battaglia, Ann	6-1256
Cummings 206B	Beard, Brenda	6-1304
Cummings 111C	Beaupre, Angela	6-9074
Cummings 204	Belloir, Barbara	6-2238
MacLean 227	Benedict, Jared	6-9188
MacLean 130	Bennis, Zack	6-6589
Cummings 025	Bergman, Charles	6-3261
Cummings 206C	Bickford, Linnell	6-9550
Cummings 016	Bioelectromagnetics Lab (Trembly, Meaney)	6-1647
Cummings 020A	Biomaterials and Tribology Lab (Van Citters)	6-1461
Cummings 020	Biomaterials and Tribology Lab (Van Citters)	6-1461
Cummings 015	Biomaterials Lab (Collier)	6-3489

ROOM	NAME	EXT.
MacLean B06	Biomedical Optical Engineering Lab (Pogue, Jiang)	
MacLean B02	Biomimetic Design Lab (Wegst)	
Cummings 122	Biotech Equipment Lab (Gerngross, Griswold)	6-3857
Cummings 124	Biotech Instructional Lab	6-1467
Cummings 133	Biotech Lab (Gerngross)	
Cummings 126	Biotech Lab (Griswold)	6-2820
MacLean 304	Bonfert-Taylor, Petra	6-0116
Cummings 127	Boudro, Thomas	6-3055
Cummings 225	Brain Biomechanics Lab (Ji)	6-9193
Cummings 001	Brain Physiology Lab (Diamond)	6-9634
Cummings 128	Brooks, Seth	
Cummings 124	Brown, Mary Kay	6-1467
MacLean 111, W.	Buckey, Jay	650-6012
Murdough 332	Buker, Holly	6-3546
Cummings 137C	Burnham, Kathy	6-3860
Cummings 013	CAD Lab	6-6542
Cummings 135	Career Services	6-1490
MacLean 004	Carey, Rebecca (Becky)	6-2230
Cummings 127	Carpenter Sr., David	6-3055
Cummings 211	Chen, Dajing	6-9049
Cummings B01	Chorsi, Hamid	
MacLean 235	Clark, Brittany	
Cummings 225A	Ji, Sean (Songbai)	6-9193
Cummings 203B,	Jiang, Shudong	6-2284
Cummings 028	Kelsey, Preston	
Cummings 217G	Kennedy, Francis	6-2094
MacLean 225	Kim, Keum Joo	6-2577
MacLean 215	Klaudt-Moreau, Julien	
Cummings 231,	Krishnaswamy, Venkataramanan	6-2393 or 5-1918
MacLean B06	Laboratory for Photonic Microsystems (Zhang)	6-1749
Cummings 104	Lamm, Catharine	6-3943
Cummings B14	Lanahan, Anthony	6-1567
Cummings 104A	Lapierre, Kathryn LoConte	6-0617
MacLean 030	Large-Frame Projects Workshop	6-4001
Cummings 130	Laser, Mark	6-9995
MacLean 119	Lasky, Ronald	6-9197
Cummings 111D	Laventure, Lori	6-2954
MacLean 109	Laware, Daryl	6-3801
Cummings 231A	Leblond, Frederic	6-3056
MacLean 111	Lever, James	6-9642
Cummings 217E	Levey, Christopher	6-2071
MacLean 310	Li, Weiyang (Fiona)	6-3802
Cummings 128A	Li, Wen	667-5775
Cummings 227C	Liu, Jifeng	6-9885
Cummings 217B	Lotko, William	6-3485
Cummings 26	Luitel, Pratap	6-3261
MacLean 301,	Luke, Geoffrey	5-1919
Cummings 229	Lynch, Daniel	6-2308
Cummings 128D	Lynd, Lee	6-2231
Cummings 026	Machine Shop	6-3261
Cummings B10A	Maloney, Marybeth	6-9861
Murdough 325	March, Edward	6-9760

ROOM	NAME	EXT.
MacLean 025	Marchand, Dan	6-9003
Cummings 111	Martel, Patricia	6-8626
MacLean 026	Materials Processing Lab (Cullen)	6-6541
Cummings 104	Matson, Mayellen	
MacLean 306	May, Vicki	6-9148
Cummings 015A	Mayor, Michael	650-6624
Cummings 226	McGarry, Matthew	603 306 6664
Cummings 225C	Meaney, Paul	6-3939
MacLean B28	Mechanical Testing Lab (Cullen)	6-9687
MacLean 139	Miao, Tianshun	
Cummings 223	Microengineering Lab	6-2618
MacLean 028	Microscopy Lab (Cullen)	6-9320
Cummings 016	MIS Lab (Meaney)	6-6522
Cummings 227	Moul, Mary	6-3858
Cummings 217	Murphy, Crystal	
Cummings 018	Nanoparticle Core Lab (DCCNE, Baker)	6-9858
Cummings 019	Nanoparticle Core Lab (DCCNE, Baker)	6-9858
Cummings 012	Nanophotonic Materials Lab (Liu)	6-3869
MacLean B06C	Nanophotonic Materials Lab II (Liu)	6-1466
Cummings 128	NDong, Christian	6-9245
Cummings 226	Numerical Methods Lab	6-2685
Cummings 111	Clifford, Debra	6-3552
MacLean 206A	Coen, Bryant	6-0412
Cummings 119G	Collier, John	6-2355
Cummings 104	Communications Office	6-3521
MacLean 210	Computer Instruction Lab	6-8905
Cummings 232	Conference Room (Jackson)	6-0268
Cummings 102	Conference Room C102	6-6427
Cummings 208	Conference Room C208	6-1128
MacLean 001	Conference Room M001	6-9854
MacLean 101	Conference Room M101	6-2281
MacLean B26	Conference Room MB26	6-9693
Murdough 333	Conference Room Mur333	6-2368
Murdough 334	Conference Room Mur334	6-9781
Murdough 335	Conference Room Mur335	6-9763
Cummings 114	Converse, Alvin	6-3193
Cummings 204B	Cook, Christine	6-1582
MacLean 007	Couch Lab Manager	6-0282
MacLean 014	Couch Project Design Lab (Cullen)	6-2608
MacLean 227	Crowley, Richard	6-9042
MacLean B32	Crystal Growth Lab (Baker)	6-9686
MacLean 007	Cullen, Daniel	6-0282
MacLean 113	Cullen, Louise	6-8794
Cummings 113B	Currier, Barbara	6-3642
Cummings 113B	Currier, John	6-3642
Cummings 134	Cushman-Roisin, Benoit	6-3248
Cummings 127	Custodians Office	6-3055
MacLean 237	Cybenko, George	6-3843
MacLean 227	Dailey, Matthew	6-2760
MacLean 227	Darling, Ethan	6-0382
Cummings 217	Darragh, Emma	6-3557
MacLean 025	Dauphinais, Rene	6-9001
MacLean 025	Dauphinais, Roger	6-9002

ROOM	NAME	EXT.
Cummings 231A,	Davis, Scott C.	6-9684 or 5-1916
Cummings 106	DeLucia, Margaret	6-3526
Cummings 135	Demski, Rachel	6-0630
Cummings 206	Development & Alumni Relations	6-2656
Cummings 119C	Diamond, Solomon	6-1311
MacLean 133	DiAntonio, Kathy	6-3551
Cummings 135	DiGiacomo, Sarah	6-2375
Cummings 221	Digital Electronics Instruction Lab	6-4069
Cummings 025	Downs, Jason	6-8798
Cummings 128	Durell, Judith (Judy)	6-2674
Cummings 111	Durkee, Miriam	
MacLean 125	Dynamics & Controls Lab (Ray, Phan)	6-9665
MacLean B09	Electronics Preparation Lab (Garmire)	6-9688
Cummings 011	Electronics Project Lab	6-8942
MacLean 025	Electronics/Instrument Workshop (Instrument Room)	6-2793
Cummings 104B	Endicott, Karen	6-3521
Cummings B11	Energy Biotechnology Lab (Lynd)	6-2199
Cummings B05	Energy Biotechnology Lab (Lynd)	6-6516
MacLean 303	Epps, Brenden	6-6656
Cummings 225	Fan, Xiaoyao	6-9626
Cummings 119A	Farid, Amro	6-1524
Cummings 014	Farr, John	6-2627
Cummings 001	Ficko, Bradley	6-9634
Cummings 127	Fifield, Myric	6-3055
Cummings 027	Fluid Energy Lab	6-6943
Cummings 003	Fluids Instruction Lab (Cullen)	6-1468
Cummings 025	Fontaine, Peter	6-3096
MacLean 141	Fossum, Eric	6-3486
MacLean 213	Obbard, Rachel	6-9613
Cummings 227	Odame, Kofi	6-9156
Cummings 024	Old Project Lab	6-2214
Cummings B14	Olson, Daniel	6-1567
Cummings 228	O'Neill, Kevin	6-8562
MacLean B06	Optics in Medicine Lab (Krishnaswamy)	6-2393
Murdough 327	Parker, Geoffrey	6-9075
Cummings 136,	Paulsen, Keith	6-2695
Cummings 128A	Pereira, Elizabeth	
MacLean 213	Perovich, Donald	
Cummings 107	Peterson, Steven	359-7188
MacLean 137	Phan, Minh	6-0917
Cummings 006	Picard, David	6-0774
Cummings 132,	Pogue, Brian	6-3861 or 5-1915
Williamson 778G		
MacLean 107	Potter, Candace	6-3844
Cummings 004A	Power Electonics Lab (Sullivan)	6-3225
Cummings 004	Power Electonics Lab (Sullivan)	6-3225
Cummings 025	Rapid Prototyping	6-9014
MacLean 139	Ray, Laura	6-1243
Cummings 016	Raynolds, Timothy	
Cummings 225	Research Lab (Paulsen)	
MacLean 126	Reynolds, Jane	
Cummings 114	Richter, Horst	6-2701

ROOM	NAME	EXT.
MacLean 115	Robbie, Peter	6-9396
Cummings 213	Rosen, Joseph	650-8068
MacLean 235	Santos Jr., Eugene	6-6490
Cummings 119E	Sarpeshkar, Rahul	6-6821
Cummings 104	Sarzosa, Patricio	
MacLean 239	Scherer, Axel	6-2610
Cummings 110	Schulson, Erland	6-2888
Cummings 206C	Seiler, Jennifer	6-3639
MacLean 227	Servoz, Benjamin	6-3010
Cummings 226	Shamatava, Irma	6-2685
Cummings B10B	Shao, Xiongjun	6-9836
Cummings 212	Shepherd, Simon	6-0096
Cummings 216	Shepherd Lab	6-6507
MacLean 311	Shubitidze, Fridon	6-3671
Cummings 026	Slover, Connor	
Cummings B04	Snyder, Scott	
Cummings B01	Soft Matter Research Lab	6-9246
Cummings 217C	Sonnerup, Bengt	6-2883
Cummings 104	Spydell, Charles	
Cummings 135	St. Laurence, Jennifer	6-1490
MacLean 131	Stark, Jonathan	6-3457
Cummings 203A	Stauth, Jason	6-2723
Cummings 219	Stauth Lab	
MacLean 231	Stefanuto, Pierre-Hugues	
MacLean 117	Steinberg, Sigal	6-3936
MacLean 215	Streltsov, Anatoly	
Cummings 111D	Student Financial Services	6-2954
MacLean 203	Student Lounge	6-2226
Cummings 117	Student Offices C117	6-2899
Cummings 215A	Student Offices C215A	6-9962
Cummings 215C	Student Offices C215C	6-9963
Cummings 300	Student Offices C300	6-1488
Cummings 301	Student Offices C301	6-1483
Cummings 303	Student Offices C303	6-1487
MacLean 104	Student Offices M104	6-9937
MacLean 106	Student Offices M106	6-9938
MacLean 207	Student Offices M207	6-9625
MacLean B25	Student Offices MB25	6-6505
MacLean 231	Franchina, Flavio	
Cummings 119F	Francoeur, Carissa	6-2239
Cummings 116	Franklin, Mark	6-6485
Cummings 217A	Fraser, Douglas	6-3522
Cummings 109	Frost, Harold	6-3444
MacLean 141	Garmire, Elsa	6-3154
Cummings 226A	Geimer, Shireen (Sherri)	6-6518
Cummings 123	Gel Room (Gerngross, Griswold, Lynd)	6-9348
Cummings 128C	Gerngross, Tillman	6-3161
Cummings 206	Giguere, Sharon	6-8904
Murdough 325	Goodenough, Oliver	6-9147
Murdough 326	Gortner, Ross	6-9395
Cummings 127	Gould, Christopher	6-3055
Cummings 111A	Grant Management Office	6-2455
MacLean 215	Graves, Robert	6-6475
Cummings 140	Great Hall	6-9683

ROOM	NAME	EXT.
Cummings 128E	Griswold, Karl	6-2127
Cummings 025	Haas Fabrication Shop	6-3096
Cummings 129B, Williamson 776H	Halter, Ryan	6-0773 or 5-1920
MacLean 143	Hansen, Eric	6-2205
Cummings 211	Hao, Nanjing	
Cummings 111A	Harrington, Jodi	6-2455
MacLean 117	Hartov, Alexander	6-3936
Cummings 128	Heggison, Marge	6-2674
Cummings 204A	Helble, Joseph	6-2238
MacLean 030	Hemphill, Eric	
Cummings 128B	Herring, Christopher	
MacLean 305	Hill, Jane	6-8656
Cummings 206	Hill, Teresa (Tessa)	6-2656
Cummings 015B	Holdcroft, Lindsay	
Cummings B10B	Holwerda, Evert	6-9627
Cummings 203	Howard, Molly	6-2456
MacLean 127	Hoyt, Kendall	
MacLean 127	Hu, Nan	
MacLean 219	Huffman, Louise	6-8126
MacLean 310	Hutchinson, Charles	6-3802
Cummings B04	Ice Research Lab (Schulson)	6-3122
Cummings 10E	Iliescu, Daniel	
Cummings 133	Infection Diagnostics and Dynamics Laboratory (Hill)	6-3100
MacLean 232	Information & Communication Systems Lab (Cybenko, Santos)	6-9945
Cummings E1	Interview Room 1	6-2396
Cummings E2	Interview Room 2	6-0097
Cummings 203C	Jacobs, Marcia Craig	6-3058
Cummings 113A	Jariwala, Shailly	646-9321
MacLean B27	Student Offices MB27	6-6506
MacLean 132	Studio Classroom	6-8772
Cummings 210	Sullivan, Charles	6-2851
Cummings 115	Sustainable Environmental Decisions Group (Borsuk)	
MacLean 211	Taylor, Stephen	6-1251
MacLean 310	Testorf, Markus	6-9758
Cummings 108	Thayer Gear	6-0419
MacLean 004	Thayer Reception Desk	6-2230
Cummings 209A	Thomas, Evan	
Cummings 026	Thompson, Jr, Paul	6-3261
MacLean 209	Thurston, Karen	6-3276
MacLean 126	Townsend, David	6-9381
Cummings 214,	Trembly, Stuart	6-2118 or 5-1921
MacLean 307	Tucker, Haley	6-9151
MacLean 307	Turner, Stephanie	6-2352
Cummings 119D	Van Citters, Douglas	6-6406
Cummings 225	Van Houten, Elijah	6-1014
MacLean 103	VanZandt, Audrey	
Murdough 325	Vaze, Vikrant	6-9147
MacLean 115	Votzke, Callen	
Cummings 114	Wallis, Graham	6-2789
MacLean 127	Wang, Huan	6-9912

ROOM	NAME	EXT.
Cummings 230	Wang, Xiaoxin	6-0566
MacLean 309	Wegst, Ulrike	6-3148
Cummings 119H	Weiner, Joshua	
MacLean 025	West, Michael	6-9779
MacLean 103	Wheeler, Jenna	6-3677
Cummings 007	White, Raina	6-6827
MacLean 103	Widdicombe, Jessica	6-2606
MacLean 105	Wilkinson, Holly	6-3483
MacLean 229	Wirta, Ellen	6-9672
MacLean 119	Witte, Lucretia	6-9197
Cummings B10A	Worthen, Robert	6-6509
MacLean 016	X-Ray Diffractometer Lab (Cullen)	6-3863
Cummings 025	Yang, Han	
Cummings 022	Yang, Qian	6-9643
Cummings B04	Yasui, Minami	6-3122
Cummings 301	Yi, Xin	
Cummings B14	Yilma, Binyam	
MacLean 233	Zhang, John	6-8787
Cummings 301,	Zhang, Lina	

Emergency Protocols

Fire and Evacuation

In the Event of a Fire:

Pull the **Fire Alarm** and Call **911**

Rally points: Tuck Circle & River Cluster Lawn

If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave

- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)

- **Report** the fire by dialing 911

- **Evacuate** or extinguish (In most cases, it is best to Evacuate)

Use a **Fire Extinguisher** only if:

- You have been trained

- You have your back to an unobstructed exit

- You have a fully charged and proper type unit for the fire you are fighting

- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation

- Everyone else has left the area

- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail

- It has left its source of origin

- You are unsure of the type of extinguisher you need or have

- If you cannot control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

Building Evacuation

You should familiarize yourself with the emergency exits posted in all Thayer buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you

- If possible wear weather appropriate clothing

- If you are the last one to exit your room close, and lock doors

- Leave the building immediately

- Do not investigate the source of the emergency

- Walk, don't run, to the nearest exit

- Use stairs, not elevators

- Assist people with special needs

   - Get input from the individual as to how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

Individuals who are Blind or have a Visual Impairment

- Ask the person who is blind/VI if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.

- Give verbal instructions to the person who is blind/VI regarding the safest exit route by using compass directions, estimated distances, and directional terms.

- Do not walk up and grasp the arm of a visually-impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.

- Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward".

Individuals who are Deaf or Hard of Hearing

- Get the attention of a person with a hearing disability by either touch or by making eye contact.

- Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.

- Offer visual instructions by pointing toward exits or evacuation maps showing the safest exit routes.

Individuals with Disability/Mobility Limitations

- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Safety and Security at 603-646-4000 (6-4000 from Campus phones) to report location and number of people needing assistance

- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)

Evacuation

- If you are unable to evacuate, call Safety and Security at 603-646-3333 (6-3333 from Campus phones) and report your location

- As you make your way out, encourage those you encounter to exit as well

- Follow instructions of the Department of Safety and Security or other identified emergency personnel

- Wait for instructions before returning to your building after an evacuation

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm

- Dial **911** and explain the type of emergency, the location, condition, and number of victims

- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.

- Do not hang up unless told to do so by the dispatcher

- Do not move the victim unless there is danger of further injury if s/he is not moved

- Render first-aid or CPR only if you have been trained

- Do not leave the injured person except to summon help

- Comfort the victim until emergency medical services arrive

- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity

Bomb Threat

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming

- Write down the exact time of the call

- Write down as accurately as possible the statements made

- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)

- Listen for background noises

- Try to signal a for someone else to also listen on the telephone line, if possible

- Do not hang up and stay on the line a long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

- When will the bomb go off? How much time remains?

- Where is the bomb located?

- What does it look like?

- What kind of bomb is it?

- How do you know about this bomb?

- Why was it placed here?

- Who are you?

- What is your name?

3) Call **911** immediately and then
   the **Department of Safety and Security** at 603-646-333 (6-3333 from Campus phones)

4) Complete a ***Bomb Threat Checklist*** form and have it ready, along with your notes from the call, for responding Officers. It is recommended to have a ***Bomb Threat Checklist*** form handy, and follow it while receiving the threat.

Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is outside your building:

1. Get to a room that can be locked; close and lock windows and doors

2. Turn off the lights

3. Try to get everyone down on the floor (so that no one is visible from outside the room)

4. Call 911. The Dispatcher will ask for, at least, the following information:

a. Your name

b. Location of the incident (be as specific as possible)

c. Number of shooters (if known)

d. Identification or description of shooter

e. Number of persons who may be involved

f. Your location

5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)

6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

If a hostile intruder/active shooter is INSIDE your building:

1. Exit (get out of) the building immediately

2. Notify anyone you may encounter to exit the building immediately

3. Call 911. The Dispatcher will ask for at least the following information:

a. Your name

b. Location of the incident (be as specific as possible)

c. Number of shooters (if known)

d. Identification or description of shooter

e. Number of persons who may be involved

f. Your location

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office

    a. If you are locked out of all rooms, seek refuge in the nearest restroom,

lock yourself in a stall and keep quiet

2. Close and lock the door and/or block it (try barricading the door with desks and chairs)

3. Cover the door windows

4. Call 911 (the Dispatcher will gather information from you)

5. Keep quiet and act as if no one is in the room (silence cell phones)

6. DO NOT answer the door

7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)

8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

If a hostile intruder/active shooter enters your office or classroom:

1. Remain calm

2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)

3. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:

a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or

b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or

c. Play dead (pretend to be unconscious), or

d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **Only you can decide if this is something you should do**

e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)

2. Call 911 (if not on the line already)

3. DO NOT answer the door and stay in place behind cover

4. Do not respond to any voice commands until you are <u>sure</u> that they come from a Police Officer, a Campus Safety & Security Officer

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind

2. Do not attempt to carry anything while fleeing

3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)

4. Move quickly, keep your hands up high and visible

5. Follow the instructions of any Police Officers you may encounter

What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm

2. Do as the officers tell you

3. Put down any bags or packages you may be carrying

4. Keep your hands up and visible at all times

5. If you know where the hostile intruder/active shooter is, tell the officers

6. Once out of harm's way remain at whatever assembly point authorities designate

7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned

8. Do not leave until you have been interviewed and released

Utility Failure and Natural Disaster

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. Dartmouth's Facilities Operations and Management (FO&M) has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm

- Immediately notify Safety and Security at 603-646-3333 (6-3333 from Campus phones)

- If the building must be evacuated, follow the instructions on Building Evacuation

- Unplug all electrical equipment (including computers) and turn off light switches

- Use a flashlight: Do not light candles or use other kinds of flames for lighting

- Laboratory personnel:
  - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating
  - Close all fume hoods and chemical containers

- Elevators:
  - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
  - If it is safe for you to stay in the building, stay near the passengers until assistance arrives

- If you are trapped in an elevator, help will be there soon:
  - Remain calm
  - Use the Call Button of Phone to call for help
  - Do not try to climb out or exit the elevator without assistance

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. Safety and Security monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers

- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Safety and Security at 603-646-3333 (6-3333 from Campus phones) or to Environmental Health and Safety at 603-646-1762 (6-1762 from Campus phones)

- Move to higher, safer ground

- Shut off all electrical equipment

- If in a lab, secure all laboratory experiments

- Do not attempt to drive or walk through flooded areas

- Wait for further instructions on immediate action from Safety and Security

- If the building must be evacuated, follow the instructions on Building Evacuation

- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by College personnel

- If you are assisting with flood cleanup, report immediately to Environmental Health and Safety any oil, chemical, or radioactive materials suspected of mixing with flood waters

Tornadoes

A "***Tornado Watch***" means that tornadoes could potentially develop. A "***Tornado Warning***" means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building)

- Seek shelter under a sturdy workbench or heavy furniture if no basement is available

- Listen for reports and siren/public address announcements

- Avoid:
  - Top floors of buildings
  - Areas with glass windows or doors
  - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs

- If out in the open:
  - Cars -do not wait out the storm in a car; cars are not safe in tornadoes
  - Move away from the path of the tornado at a right angle direction
  - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

Earthquakes

Earthquakes are more common in the western United States, but they do occur in the New England area as well. In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions

- Get under a desk, table, door arch, or stairwell

- If none of these are available: move against an interior wall and cover your head with your arms

- Remain under cover until the movement subsides

- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)

- If damage has occurred in your area, inform Safety and Security immediately at 603-646-4000 (6-3333 from Campus phones)

- If it is safe to do so, remain at your location and await further instructions from College personnel

- Do not evacuate until instructed by emergency personnel

- Laboratory personnel:
  - Exit the lab to the corridor
  - Duck and cover near an interior wall

- If out in the open:
  - Stay in an open area away from buildings, power lines, trees or roadways

- If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged

- After an earthquake:
  - Put on enclosed shoes to protect against broken glass
  - If the power is out use a flashlight. Do not light a match or candle
  - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
  - Check on others. If there are injuries or other urgent problems, report them to Safety and Security at 603-646-4000 (6-3333 from Campus phones)
  - Give or seek first aid. Assist any disabled persons in finding a safe place for them
  - Evacuate if the building seems unsafe or if instructed to do so:
    - Use stairs, not elevators
    - Unplug small electrical appliances
    - Bring keys, purses, wallets, warm clothing
  - Be prepared for aftershocks
  - Cooperate with emergency personnel, keep informed, and remain calm

Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows. It is helpful to identify these locations within your department ahead of time and to ensure employees are familiar.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used by Dartmouth.

- Stop classes and/or other operations in the building.

- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.

- Close and lock all doors, windows, and other openings to the outside.

- If necessary/possible, turn off heating or cooling system.

- Tune to 99.3 FM, 99 ROCK on an AM/FM radio for updates.

- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.

- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.

- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.

- Stay away from windows and doors.

- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the "Hostile Intruder/Active Shooter" section.

- Remain calm and await further instructions.

DO NOT leave the room until directed to do so by a public safety official.

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call Safety and Security immediately at **603-646-4000**.

- **DO NOT** touch the package or object.

- **DO NOT** tamper with the package or object.

- **DO NOT** attempt to move the package or object.

- **DO NOT** open the package or object.

- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.

- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages
- Special deliveries, foreign mail, or air mail.

- Restrictive markings such as "Confidential" or "Personal."

- Excessive postage.

- Handwritten or poorly typed addresses.

- Incorrect titles.

- Misspelled words.

- Stains or discoloration on the package.

- Excessive weight.

- Rigid, lopsided, or uneven envelopes.

- Protruding wires or aluminum foil.

- Excessive tape or string.

- Visual distractions such as illustrations.

- No return address.

Williamson-Thayer Research Building 7

The following section is specific to students, employees, and visitors that occupy the Williamson-Thayer Research Building 7 on the DHMC campus. The codes described below are consistent with the State of NH guidelines and are the basis of response for all students, employees, and visitors while on the DHMC campus.

Code Silver – Hostage/Person with a Weapon

I. Purpose of Procedure

The purpose of this procedure is to provide guidance to Dartmouth-Hitchcock (D-H) staff and Incident Commanders for occurrences with an individual brandishing or using a weapon in an attempt to cause serious bodily harm or death to an individual or individuals.

II. Procedure Scope

This procedure applies to all employees, members of the medical staff, residents, students, volunteers, and others who provide services on behalf of D-H at the Lebanon campus.

2. Definitions

- **Active Shooter -** an individual who is engaged in killing or attempting to kill people in a confined and populated area. In most cases active shooters use firearms, and there is no pattern or method to their selection of victims.

- **Active shooter announcement -** is the emergency announcement used to communicate an occurring active shooter within the health care facility, on the D-H Lebanon campus, or at any of its clinics or properties. An active shooter announcement is intended to inform staff, and to provide direction and assistance to mitigate the threat to patients, visitors, other staff, and themselves. Violent crimes, assaults or hostage situations may not involve an active shooter and, therefore, are not considered an active shooter situation.
- **House Supervisor** (**HS**) **-** A nurse leader who oversees in-house clinical operations on the Lebanon Campus.

- **ICS -** D-H Incident Command System

- **Violence with Weapons -** a situation when serious bodily injury is actively being inflicted with a weapon other than a firearm.

A. Responsibility of Staff witnessing an Active Shooter and/or Violence with Weapons encounter.

1. If confronted by a person brandishing a weapon and threatening serious bodily harm: Do NOT intervene or negotiate with the perpetrator(s). Immediately leave or avoid the area.

2. Follow staff response to active shooter (section B, below.) **Avoid, Hide, Fight.**

3. When safe to do so, communicate threats of weapons or harm, concerns for personal or public safety by calling **5555.** This will initiate notification of the local police department and the on-site security team. Security officers will respond to the alarm and communicate with local law enforcement. If calling 5555 is not possible, activate a duress alarm/button where available. If active shooter is not in your immediate area, Seek Shelter (see Section C)

B. Staff Response to Active Shooter and/or Violence with Weapons <u>in the Immediate Area</u>

Immediate area may be described as the close vicinity of the stated location of the shooter in the announcement, encountering the shooter, suspecting the shooter is about to cause harm in your area, or hearing gunshots.

- **Avoid:** be prepared to evacuate the area as quickly as possible; get away.

    1. Pay attention to your surroundings, use all of your senses.

    2. Have an exit plan; a route and destination to avoid large, open public areas.

    3. Move away from the source of the threat as quickly as possible.

- **Hide:** When unable to avoid the threat, hide:

    1. Secure your doors, seek shelter, and assess your situation.

    2. Create distance and barriers between you and the threat.

    3. Close windows and blinds, and remain as quiet as possible.

    4. Set your cell phone to silent and turn out the lights

    5. Staff directs and assists others in the area as best possible away from open public areas.

- **Fight:** If avoid and deny are not possible, be prepared to fight and defend yourself.

    1. Quickly determine what could be used to hit, strike, stab, or blind a perpetrator should the need arise, and be prepared to do so.

    2. Be aggressive and commit to disabling the person with a weapon.

C. Staff Response to Active shooter and/or Violence with Weapons <u>NOT in the Immediate Area</u>

- When you hear or see this announcement, seek shelter, secure your doors, and assess your situation. (Avoid)

- Hide and bring employees, patients, and visitors in from public and open areas to safe and secure locations; close, lock, or barricade the doors; and take cover or conceal yourself. If possible, close the blinds, and turn off lights, silence pagers and cell phones, etc.

- If you feel sheltering in place is not an option, and you are near the immediate area or are otherwise unsafe, then Avoid - Hide - Fight.

- Once in a safe location, await overhead and electronic messaging.

- If you encounter police, raise your hands, spread your fingers, and immediately follow their instructions.

D. Departmental Responsibilities during an Active Shooter and/or Violence with Weapons

- **Communications – Switchboard/Call Center Operator(s)**

    1. Secure your doors and shelter in place.

    2. If possible, maintain contact with staff member in the affected area and attempt to obtain the following information:

        ○   The type of weapon being used.

        ○   The number of known active shooters and a description of them.

        ○   The active shooter's location (as exact as possible).

        - Call Police (9-911) and advise of active shooter and any related information.

        - Contact the Security team (Lebanon) via radio and provide any obtained information.

        - Activate the D-H Alert through the Alertus Emergency Management System and cell texting.

        - Announce "active shooter" or "violence with a weapon" campus wide via the fire alarm overhead paging system.

Code Grey – Violent/Combative person

A Code Grey is called when staff attempts to diffuse a violent or combative person are unsuccessful.

Code Activation

- If a person's behavior is escalating or may be a danger to others or themselves call a "Code Grey."

- Dial **5555** "Code Grey" and explain the location.

Response Actions

Special Note* Follow the Code Silver Response if an individual is brandishing or claims to have a weapon.

- If the situation permits, commonly known diffusion techniques should be used.

- Safely evacuate patients and visitors from the immediate area.

- Identify a Team Leader to communicate with violent/combative person.

- Any physical intervention (restraint) is done under the direction of Security and/or Lebanon Police.

- Dial **911** to notify Lebanon Police, if the situation requires it.

CODE AMBER – Missing person Response

Definition

A Code Amber is if any infant, child or adult patient is reported or found to be missing.

Code Activation

- Call security at 5555 this will initiate notification of the local police department and the on-site security team. If calling 5555 is not possible, activate a duress alarm/button where available.

- Code Amber (give age of missing person, gender, and location if available)

- If possible get description of the abductor or missing person including: Age, size and height, Gender, Hair and eye color, Clothes last seen in, Last reported location, Dial 911 to report situation.

All Staff Response Actions

- Designated staff members shall monitor the closest exit to their location and observe people.

- Request no one leave the facility until the Code Amber is cleared.

- If the person refuses, call for immediate assistance and note his/her description including age, gender, height, weight, clothes, direction of travel, and vehicle if possible.

- If you observe suspicious behavior or the abductor/missing person, notify coworkers in the vicinity to alert management and/or Lebanon Police immediately.

CODE RED – FIRE RESPONSE

Code Activation

- If a fire is in your area, pull the nearest Fire Alarm Pull Station.

- Dial **5555** and overhead page Code Red with the exact location.

- Call **911** to report the Fire.

All Staff Response Actions

If you discover a fire in your area, follow the R.A.C.E. formula:

R - RESCUE/REMOVE ANYONE FROM IMMEDIATE DANGER

- Remove patients or anyone from fire or smoke danger to a safe area.

- Direct visitors and others out the nearest exit.

A - ALARM

- If a fire is in your area, pull nearest Fire Alarm Pull Station.

- Dial **5555** and give a description of the exact location.

- Call **911** to report the fire.

C - CONTAIN THE FIRE

 - Close all doors and windows throughout department and notify any coworkers that may not have heard   the overhead page.

 - Check all areas.

 - Don't re-enter if fire door has already been closed if possible.

E - EXTINGUISH/EVACUATE

EXTINGUISH: Use the nearest fire extinguisher only if the fire is easily extinguishable. ***REMEMBER***: you are not trained to be a professional fire fighter. Use common sense. **EVACUATE**: Evacuate all ambulatory patients and visitors.

CODE Blue – Cardiac Arrest

Code Blue is used to mobilize resources to assist a patient/person who has suffered, or is about to suffer cardio-pulmonary arrest.

Code Activation

- If you discover a patient/person in cardio-pulmonary arrest inside the hospital building, then: **Do Not Panic, Call for Help.**

- Dial **5555** and state type of Code: (Neonatal, Pedi or Adult) and location.

- If you discover a patient/person in cardio-pulmonary arrest in a clinic or in an outbuilding then:

- Dial **911** and report the situation.

Staff Actions

- Begin Basic Cardiac Life Support if trained, until the Code Team or Emergency Medical Services arrive.

- Direct the area around the code to be cleared for the Code Team or EMS.

CODE Medical – Acute medical event

Code Medical is used to mobilize resources to assist an outpatient or visitor who experiences an acute medical event.

Code Activation

- If you discover an outpatient, inpatient, staff or visitor experiencing an acute medical event: **Do Not Panic, Call for Help.**

- Dial **5555** and announce "Code Medical" and give location.

Response Actions

- Stay with person in distress until First Responder arrives.

Code Orange – Hazmat Spill/Decontamination

Code Activation

- If you receive a report of contamination or witness contamination report the threat to your PI or lab manager.

- If the PI or lab manager is not immediately available and the contamination appears serious in any way, report the threat by dialing **5555** and announce "Code Orange" (state "internal" or "external"), (state "location" if internal) and include the nature of the contamination.

All Staff Response Actions

Do not delay treatment of life-threatening injuries.

- Do not allow the contaminated person to contaminate the hospital by walking through the facility.

- Direct or escort the contaminated person to go directly to the decontamination area (ED Ambulance Entrance) in the shortest distance possible.

- REMOVE – anyone in immediate danger of the accident. Send anyone injured or exposed to the hazardous materials to the Hospital Emergency Room Decontamination Area.

- CONTAIN – if the spill is on site and still may contaminate anyone, contain the spill or leak by closing any door leading into the area or some other way that provides safety. Do not allow any unauthorized personnel into the area.

Code Purple – Surge Capacity

Code Activation

- Anyone becoming aware of a situation that would overwhelm the resources of the hospital shall dial **5555** and call a "Code Purple".

Response Actions

- Prepare to support overwhelmed departments, as directed.

General Information

- Code Purple is used during a situation that may impact the ability to admit or transfer patients and provide the appropriate standard of care, such as ED overcrowding or lack of inpatient beds.

Code White – Internal/External Situation

Code Activation

- Anyone becoming aware of a situation that would impact the daily operations of the hospital should call **5555** and describe the event.

Response Actions

- A "*Code White*" is used to manage a natural or man-made event that may negatively impact hospital operations.

- There are 3 stages of response:

Stage I – Partial Activation

Minimal staffing changes might be expected. A "Partial Activation" is appropriate when only certain sections/departments are affected by the event. Call-in off duty staff only if your area is affected or directed to do so.

Stage II – Full Activation

The event will affect the entire organization. House-wide call-in of off duty staff is anticipated.

Stage III – Recovery Return to normal operations.