

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

2020

The logo features a green cross shape on the left. To its right, a dark green horizontal bar contains the text "Dartmouth College" in white, with "EMERGENCY PREPAREDNESS" in white capital letters below it.

Dartmouth College
EMERGENCY PREPAREDNESS

Emergency Evacuation
Meeting Location:

Tuck Circle & River
Cluster Lawn

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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 Business hours **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. After hours **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 <i>Assistant Dean for Academic & Student Affairs</i> Holly.Wilkinson@dartmouth.edu	(603) 359-0375	(802) 649-5253	(603) 646- 3483
Tricia Spellman <i>Chief Financial and Administrative Officer</i> Patricia.A.Spellman@dartmouth.edu	(617) 571-2461	NA	(603) 646-1582
Laura Ray <i>Senior Associate Dean for Faculty Development</i> Laura.E.Ray@dartmouth.edu	(603) 277-1390	(603) 643-3705	(603) 646-1582
Alexis R. Abramson <i>Dean of Thayer School of Engineering</i> Alexis.R.Abramson@dartmouth.edu	(216) 272-3604	NA	(603) 646-2238

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

Doug Van Citters <i>Associate Dean of Undergraduate Education</i> Douglas.W.Van.Citters@dartmouth.edu	(603) 738-6443	(603) 643-5670	(603) 646-6406
Ian Baker <i>Senior Associate Dean Research & Graduate Programs</i> Ian.Baker@dartmouth.edu	(603) 727-2412	(603) 727-2412	(603) 646-2184

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

Jon Stark <i>Director of Facilities & Operations</i> Jonathan.H.Stark@dartmouth.edu	(603) 667-3399	(603) 863-1209	(603) 646-3457
Dave McDevitt <i>Associate Director of Facilities</i> David.A.McDevitt@dartmouth.edu	(603) 398-3888	NA	(603) 646-9003
Chris Levey <i>Director of Instructional Labs</i> Christopher.G.Levey@dartmouth.edu	(603) 306-7303	(802) 785-4121	(603) 646-2071
Tricia Spellman <i>Chief Financial and Administrative Officer</i> Patricia.A.Spellman@dartmouth.edu	(617) 571-2461	NA	(603) 646-1582

Alexis R. Abramson
Dean of Thayer School of Engineering
Alexis.R.Abramson@dartmouth.edu

(216) 272-3604

NA

(603) 646-2238

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, Alexis
 If staff: Patricia Spellman
 If facilities: Jon Stark; if he is unavailable, Chris Levey

Room Assignments

Cummings Hall

Building Name	Room Number	NAME	Comments	Ext Type
Cummings Hall	1		Diamond Research Lab	69634
Cummings Hall	11	Vacant		60774
Cummings Hall	11		Electronics Lab	68942
Cummings Hall	12		Liu Research Lab	63869
Cummings Hall	13		CAD Lab	66959
Cummings Hall	13		CAD Lab	66926
Cummings Hall	14	John Farr		62627
Cummings Hall	14	Copy Center	FAX	63856
Cummings Hall	15		DBEC Lab/Van Citters	63763
Cummings Hall	015B	Kori Jevsevar	DBEC Lab/Van Citters	63489
Cummings Hall	17	Dan Olson		69836
Cummings Hall	18			66927
Cummings Hall	19			66928

Building Name	Room Number	NAME	Comments	Ext Type
Cummings Hall	20		Research Lab/Van Citters	61461
Cummings Hall	020A		Research Lab/Van Citters	69857
Cummings Hall	25	Chad Etting		69643
Cummings Hall	025A	Lee Schuette		61465
Cummings Hall	025B	Kevin Baron	Machine Shop Phone	63261
Cummings Hall	27		Unfounded	66943
Cummings Hall	3		Fluids Lab	61468
Cummings Hall	34	Eric Krivitzky		66298
Cummings Hall	4		Power Electronics Lab	61206
Cummings Hall	5		Meaney Lab	63757
Cummings Hall	6	Myles Duncanson		63096
Cummings Hall	6	Scott Ramsay		68798
Cummings Hall	7	Raina White		66827
Cummings Hall	100		Classroom	61459
Cummings Hall	102		Classroom	66427
Cummings Hall	104	Ray Garcia		60630
Cummings Hall	104A		Career Services Spare Office	62393
Cummings Hall	104B	Jennifer St. Laurence		61490
Cummings Hall	104C	Amy Keeler		62375
Cummings Hall	105		Classroom	68122
Cummings Hall	106	Margaret Delucia		63526
Cummings Hall	107	Donald Perovich		66585
Cummings Hall	108	Mark Mounts		61145
Cummings Hall	108	Janifer Holt		63066
Cummings Hall	109	Harold Frost		63444
Cummings Hall	110	Erland Schulson		62888
Cummings Hall	111			62239
Cummings Hall	111B	Doug Van Citters		66406
Cummings Hall	111D	Eugene Korsunskiy		69626
Cummings Hall	113A	Ryan Chapman		69321
Cummings Hall	113B	John Currier		63642
Cummings Hall	113B	Barbara Currier		63642
Cummings Hall	114		Unoccupied Desk in Emeriti office	63193
Cummings Hall	114	Graham Wallis	Faculty Emeritus	62789
Cummings Hall	114	Horst Richter	Faculty Emeritus	62701
Cummings Hall	116	Mark Franklin		66485
Cummings Hall	117		Grad Student Study Are	66918
Cummings Hall	118		Classroom	61576
Cummings Hall	118A	Sherri Geimer		66518
Cummings Hall	119		Unoccupied Desk	60775
Cummings Hall	119B	Margaret Ackerman		69922
Cummings Hall	119C	Solomon Diamond		61311
Cummings Hall	119D		Unoccupied Office	62368
Cummings Hall	119E	Rahul Sarpeshkar		66821
Cummings Hall	119G	John Collier	Retired - I have no idea if he's	62355
Cummings Hall	120	Ackerman Lab	Research lab	66341
Cummings Hall	120	Ackerman Lab	Research lab	66341
Cummings Hall	121		Research lab	69347
Cummings Hall	122		Research lab	66919
Cummings Hall	123		Research lab	69348
Cummings Hall	124	Mary Kay Brown		61467
Cummings Hall	125		LAB	66567
Cummings Hall	126	Griswold Lab	LAB	62820
Cummings Hall	127	Custodial Office		63055
Cummings Hall	128	Jennifer Cushing		62674
Cummings Hall	128A	Mark Schneider		69245
Cummings Hall	128B	Christian Ndong		63496
Cummings Hall	128C	Tillman Gerngross		63161
Cummings Hall	128D	Lee Lynd		62231

Building Name	Room Number	NAME	Comments	Ext Type
Cummings Hall	128E	Karl Griswold		62127
Cummings Hall	129B	Ryan Halter		60773
Cummings Hall	130	Mark Laser		69995
Cummings Hall	229	Yan Li		69034
Cummings Hall	132	Brian Pogue		63861
Cummings Hall	133		Formly Hill Lab	63100
Cummings Hall	134	Benoit Cushman-Roisin		63248
Cummings Hall	135	Deb Clifford		63552
Cummings Hall	135A	Lori Laventure		62954
Cummings Hall	135B	Isabella Page		61256
Cummings Hall	136	Keith Paulsen		62695
Cummings Hall	137	Kathy Burnham		63860
Cummings Hall	138			66718
Cummings Hall	140		Great Hall	69683
Cummings Hall	203	Megan Oman		62456
Cummings Hall	203A	Jason Stauth		62723
Cummings Hall	203B	Shuding Jiang		62284
Cummings Hall	203C	Marcie Craig-Jacobs		63058
Cummings Hall	204	Cara Stephens		62238
Cummings Hall	204A	Alexis Abramson		63304
Cummings Hall	204A		Conference phone	63344
Cummings Hall	204B	Tricia Spellman		61582
Cummings Hall	206	Sarah Heidebrecht		68904
Cummings Hall	206	Hayley Falzarano		62656
Cummings Hall	206	Mary Hansen		63490
Cummings Hall	204C	Unable to locate this	May be fax number in the copier	62807
Cummings Hall	206A	Brenda Beard		61304
Cummings Hall	206B	Richard Cote		61867
Cummings Hall	206C	Jennifer Seiler		63639
Cummings Hall	206C	Zachary Price		69550
Cummings Hall	208		Conf Room	61128
Cummings Hall	209	Charles Spydell		66522
Cummings Hall	209	Catha Lamm		63943
Cummings Hall	209	Patricio Sarzosa		61246
Cummings Hall	209	Ethan H Darling		60382
Cummings Hall	209	Kathryn M Lapierre		60617
Cummings Hall	209	Julie E Bonette		62899
Cummings Hall	209A	Thomas Evans		66924
Cummings Hall	209A	Spare Desk		66920
Cummings Hall	210	Charles R Sullivan		62851
Cummings Hall	211	Eun Lee Koh		63521
Cummings Hall	212	Simon G Shepherd		60096
Cummings Hall	213	Joseph M Rosen		62631
Cummings Hall	214	B Stuart Trembly		62118
Cummings Hall	215		Post Docs	63056
Cummings Hall	217	Andrila Hait		69014
Cummings Hall	217	Joe Plourde		63557
Cummings Hall	217A	Michael C Chapman		63522
Cummings Hall	217B	Jiwon Lee		63485
Cummings Hall	217C	Bengt U. O. Sonnerup		62883
Cummings Hall	217D	Paul M Meaney		63939
Cummings Hall	217E	Christopher G Levey		62071
Cummings Hall	217F	Jessica D Kinzie		66580
Cummings Hall	217G	Francis Kennedy	Retired - Uses Office for	62094
Cummings Hall	218B		Computer Lab	69008
Cummings Hall	219		feeds dewey-225-1-sw	66917
Cummings Hall	220	Robert L Barry		62233
Cummings Hall	221		Digital Inst. Lab	64069
Cummings Hall	222		Electronic Inst. Lab	64070

Building Name	Room Number	NAME	Comments	Ext Type
Cummings Hall	223B		Micro-engineering Lab	62618
Cummings Hall	225	Eric Bish		69760
Cummings Hall	225A	Vikrant S Vaze		69147
Cummings Hall	225B	Ross Aiken Gortner III		69395
Cummings Hall	225C	Geoffrey G Parker		69075
Cummings Hall	226	Holly A Buker		63546
Cummings Hall	227	Mary E Moul		63858
Cummings Hall	227A	Kofi M Odame		69156
Cummings Hall	227B	Jifeng Liu		69885
Cummings Hall	228		Post Docs	68652
Cummings Hall	230	Xiaoxin Wang		60566
Cummings Hall	231	Kelly J Blue		62633
Cummings Hall	231	Angela M Beaupre		69074
Cummings Hall	231	Cathleen D Duffy		69956
Cummings Hall	231	Jodi L Harrington		62455
Cummings Hall	231A	Tracy E Ballou		60616
Cummings Hall	231B	Scott C Davis		69684
Cummings Hall	232		Conference	69012
Cummings Hall	232		Conference	60268
Cummings Hall	(E2) 233	Career Services	Interview Rm.	62396
Cummings Hall	(E1) 233	Career Services	Interview Rm.	60097
Cummings Hall	300		Grad study area	61488
Cummings Hall	301		Grad study area	61483
Cummings Hall	303		Grad study area	66930
Cummings Hall	332		Mech Penthouse	69884
Cummings Hall	B02		Zhang Lab	63208
Cummings Hall	B03		Zhang Lab	66936
Cummings Hall	B04		FAX	68184
Cummings Hall	B06		Biotech Lab	66516
Cummings Hall	B10		Freezer	62297
Cummings Hall	B10		Freezer	62295
Cummings Hall	B10A	MaryBeth Maloney		69861
Cummings Hall	B10A	Anthony A Lanahan		69681
Cummings Hall	B10B	Christopher D Herring		69212
Cummings Hall	B10B	Evert K Holwerda		69627
Cummings Hall	B10C		Post Docs	66556
Cummings Hall	B10D	Andrii Murdza	Post Docs	66511
Cummings Hall	B10E		Post Docs	66513
Cummings Hall	B10E	Jacob Buffo	Colin Meyer-Post Doc	63122
Cummings Hall	B11		LAB	62199

Room Assignments

MacLean Hall

Building Name	Room Number	NAME	Comments	Ext Type
MacLean	M001		Conference Room	69854
MacLean	M04	Rebecca Carey		62230
MacLean	M07B	Daniel Cullen		60282
MacLean	M103	Jessica Moody		62606
MacLean	M103	Jenna Wheeler		63677
MacLean	M103		FAX	61620
MacLean	M104		Grad Student Work Area	66932
MacLean	M105	Holly Wilkinson		63483
MacLean	M106		Grad Student Work Area	66933
MacLean	M107	Candace Potter		63844

Building Name	Room Number	NAME	Comments	Ext Type
MacLean	M109	Daryl Laware		63801
MacLean	M111	Scott Snyder	Adjunct Faculty	69496
MacLean	M111	Markus Testorf	Adjunct Faculty	69642
MacLean	M113	Christine Collins		68794
MacLean	M115	Peter Robbie		69396
MacLean	M117	Alex Hartov	Retired faculty - I do not know if he's	63936
MacLean	M119	Ronald Laskey		69197
MacLean	M127		need name	69298
MacLean	M127			69032
MacLean	M130	David Townsend		69381
MacLean	M130	Zack Bennis		66589
MacLean	M130	Daniel Safford		63803
MacLean	M130	Jane Reynolds		63997
MacLean	M131	Jonathan Stark		63457
MacLean	M133	Kathy DiAntonio		63551
MacLean	M134		Fiona Li Lab	69918
MacLean	M137	Minh Phan		60917
MacLean	M139	Laura Ray		61243
MacLean	M14		Couch Project Lab	62608
MacLean	M141	Eric Fossum		63486
MacLean	M143	Eric Hansen		62205
MacLean	M16		Teaching Lab	63863
MacLean	M201		Classroom	69636
MacLean	M202		IP Phone in Machine room	62280
MacLean	M203		Grad Student Lounge	62226
MacLean	M207		Grad Student Work Area	66935
MacLean	M209	Karen Thurston		63276
MacLean	M210		Computer Lab	68905
MacLean	M211	Stephen Taylor		61251
MacLean	M213	Joe Helble	Dean Emeritus/Presently the college	69613
MacLean	M215	Amro Farid		61524
MacLean	M217	Zhe Xu	Research Office	66592
MacLean	M217	Unoccupied	Research Office	66514
MacLean	M219	Bryant Coen		60412
MacLean	M225	Keum Joo Kim	Research Office	62577
MacLean	M227	Matthew Dailey		62760
MacLean	M227	Richard Crowley		69042
MacLean	M227	Jared Benedict		69188
MacLean	M227	Ben Servoz		63010
MacLean	M229	Ellen Wirta		69672
MacLean	M231	Weiling Dong		60743
MacLean	M232		Fiona Li Grad Student Work Area	69912
MacLean	M232		Amro Farid LIINES Lab	60719
MacLean	M233	William Scheideler		66125
MacLean	M235	Eugene Santos		66490
MacLean	M237	George Cybenko		63843
MacLean	M239	John Zhang		68787
MacLean	M25	Michael West		69779
MacLean	M25	Roger Dauphinais		69002
MacLean	M25		Instrument Room Phone	62793
MacLean	M26		Materials Processing Lab	63689
MacLean	M28		Microscopy Lab	69320
MacLean	M30		Large Frame Lab	64001
MacLean	M301	Geoffrey Luke		60204
MacLean	M302	Zi Chen		66475
MacLean	M303	Colin Meyer		66656
MacLean	M304	Petra Taylor		60116
MacLean	M311	Fridon Shubitidze		63671
MacLean	M61		Atrium Telephone	69679

Building Name	Room Number	NAME	Comments	Ext Type
MacLean	MB01		FAX	69632
MacLean	MB02B		Chi Ma	69246
MacLean	MB06C		Research Laboratory	61749
MacLean	MB06B		Research Laboratory	66829
MacLean	MB06A		Research Laboratory	61466
MacLean	MB09		Research Laboratory	69688
MacLean	MB25		Grad Student Work Area	66505
MacLean	MB26		Duo/Conference Room	69693
MacLean	MB27		Grad Student Work Area	66506
MacLean	MB28		Cullen Teaching & Research Lab	69687
MacLean	MB32		Baker Research Lab	69686
MacLean	MB34		Baker Research Lab	63484
MacLean	M308	Mary Albert		60277
MacLean	M309	VACANT		63148
MacLean	M312	Ian Baker		62184
MacLean	M310	Fiona LI		63802
MacLean	M305	Jane Hill	Visiting Adjunct Faculty	68656
MacLean	M306	Vivki May		69148
MacLean	M025	Rene Dauphinais		69001
MacLean			ATTIC	69646
MacLean	M125		Research Lab	69665
MacLean	M307	Marge Heggison		69151
MacLean	M307	Ashley Parker		62352
MacLean	M025	David McDevitt		69003
MacLean			ADN on 69188 Assigned for testing (to	60338

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 as 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 sure 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 in the Immediate Area

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 NOT in the Immediate Area

- 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.