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# STONEHILL COLLEGE

## Emergency Management Guide



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## ABOUT THE EMERGENCY MANAGEMENT GUIDE

This brochure is intended to guide the students, faculty, and staff of Stonehill College in the event of an emergency.

The nature of an emergency is that it occurs suddenly and without warning. It is impossible to know the nature and magnitude of an emergency in advance; however, in this brochure we strive to outline possible scenarios and appropriate actions.

Therefore, the guidelines are intended to provide a general set of rules to guide our behavior in a broad range of events. They are purposely flexible to deal with various types of situations.

## OVERVIEW

### *Defining and Categorizing Emergency Incidents*

An emergency is a situation or condition which significantly disrupts or potentially disrupts activities on the Stonehill College campus.

There are three levels of emergencies:

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<b>LOW</b>	Is manageable within department, division or in coordination with Campus Police
<b>ELEVATED</b>	Has a larger impact on campus life and potential media and communication requirements
<b>CRITICAL</b>	Has a major impact on campus life or requires outside resources beyond the College's capacity

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### *What to Do in an Emergency*

In an emergency, evacuate any area that poses a risk to safety. Fires, chemical spills, floods and similar incidents should be handled by professionals trained for such emergencies. Never risk your own safety to try to contain or otherwise deal with an emergency. However, if time allows and you can do so without risk to yourself and others, please take the following steps:

1. Pull a fire alarm to begin evacuation of the building.
2. Call Campus Police to report the emergency.
3. Close doors that might help contain the problem.
4. If a faculty/staff member or student is injured, call Campus Police at 911 or x5555.
5. If any member of the College community receives a suspicious call or a threat to the College or college personnel, contact Campus Police at 911 or x5555.

### **Communication**

In the case of a campus emergency, students and College personnel will be contacted via Connect-ED (campus emergency notification system), Stonehill.edu, and e-mail.

***If you are a Faculty or Staff member:*** Be prepared to direct students to either remain in classroom/work area or direct students to evacuation sites. Familiarize yourself with emergency procedures and evacuation plans.

***If you are a Student:*** Be prepared to assess situations quickly and use common sense in determining a course of action. Evacuate to designated areas in an orderly manner when directed to do so by emergency personnel or when a fire alarm sounds. Familiarize yourself with the emergency procedures and evacuation routes in buildings in which you live and use frequently.

### **EVACUATION OF CAMPUS BUILDINGS**

In the event that a building must be evacuated for the protection and safety of members of the community, move quickly from the premises to a location specified by emergency personnel. No one will be permitted to return to the building until Campus Police has determined that the emergency is resolved. The College will communicate via Connect-ED regarding the specific locations to evacuate to.

### **Evacuation Procedures for a Residence Hall or an Administrative or Academic Building**

- Move at least 500 feet away from any building that is being evacuated.
- Gather in the assigned evacuation location during any evacuation incident.
- If it is believed that someone is still inside the building, notify responding emergency personnel.
- If the evacuation of the building is expected to be for a short period of time and if the weather is not severe, wait outside the building to be readmitted.
- If the evacuation will likely be lengthy or if the weather is severe, you will be directed to an evacuation location.
- When the building is clear for re-admittance, Campus Police will go to the evacuation location and let you know that the building can be reoccupied.

## **SPECIFIC EMERGENCY SITUATIONS**

### ***Inclement Weather***

All departments within the College remain open during regularly scheduled hours while the College is in session, regardless of weather conditions.

No dean or faculty member is authorized to cancel a regularly scheduled class because of inclement weather. Special programs that involve travel away from the College (field trips, evening classes, or other activities) may be canceled by the individual faculty member if, in the faculty member's judgment, extreme weather conditions require it.

When weather conditions are so extreme that it is necessary to postpone or cancel a College activity, the public will be notified by an announcement on major news stations, the Campus Alert Line, Stonehill.edu and/or Stonehill Channel 70.

### **Snow Response Plan**

To expedite the snow removal process, Campus Police may declare snow parking restrictions, which prohibit parking in selected areas. Campus Police alerts the community to all parking restrictions via email and Stonehill Channel 70.

Stonehill Channel 70 will broadcast current information on parking bans and snow removal as it becomes available.

If the shuttle is cancelled due to snow, the Information Desk at 508-565-1826 will have the most up to date information and an email will be sent to the campus community.

Refer to the Campus Alert Line for the most up to date cancellation information.

### **Tornado or Hurricane Watch/Warning**

A Tornado or Hurricane Watch means that conditions exist for a tornado or hurricane to develop. A Tornado or Hurricane Warning means that a tornado or hurricane has been sighted or indicated on radar. Notification will be given on major news networks, as well as on Stonehill Channel 70, and through the College's emergency notification system (Connect-ED).

When a Tornado or Hurricane warning is announced, seek shelter immediately and remain in the building using the following guidelines:

- Seek shelter in an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building. In some situations, you will be directed to seek shelter in a specific location.
- If a residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.
- Stay away from windows to avoid flying debris.
- In administrative or classroom buildings, go to an interior hallway on the lowest floor and stay away from windows.

## **Earthquake**

**During an earthquake**, do your best to remain calm and quickly follow the safety guidelines outlined below:

- **Indoors** Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- **Outdoors** Move quickly away from buildings, utility poles, and other structures. **Always avoid power or utility lines, as they may be energized.**
- Report damaged facilities to Campus Police and Facilities Management.

## **Utility Failure**

In the event of a major utility failure, immediately notify Campus Police, who will contact a Facilities Management supervisor.

If an emergency exists, activate the building's fire alarm, evacuate the building and follow the steps outlined in the evacuation plan.

## **Power Failure**

Emergency lighting in buildings is designed to last 30-45 minutes.

**During normal business hours**, report the outage to Facilities Management.

**After hours**, report the outage to Campus Police.

During a daytime power interruption, the campus will not close. Daytime class dismissal will be at the discretion of the instructor. If a blackout occurs at night, evening classes will be canceled and the campus will be closed. The Campus Alert Line, as well as signs at main campus entrances, will provide notification to the community.

## **Fire**

In the case of a fire, do your best to remain calm and use the following safety guidelines:

1. Pull nearest fire alarm, or upon hearing a fire alarm, evacuate the building.
2. Unless you have been properly trained, do not use a fire extinguisher.
3. If possible, close all doors as you leave.
4. When smoke is present, keep low or crawl to avoid smoke inhalation.
5. Gather in a group with other occupants away from the building until fire officials authorize reentry.

## **Gas Leak**

If you smell the odor of natural gas, pull the fire alarm, evacuate the building, and contact Campus Police immediately. Cease all operations, do not turn on or off any switch lights or electrical equipment, and evacuate the area.

## **Chemical/Hazardous Material Spill**

A chemical/hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. Simple spills should be cleaned up by the person causing the spill, provided it is safe to do so and only after contacting Campus Police.

Notify Campus Police and Facilities Management regarding any major hazardous materials spill. Call Facilities Management during normal business hours or Campus Police after hours.

If there is a major spill or emergency:

- Evacuate and assemble at a safe distance.
- Wait for personnel to provide further information.

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### **Bloodborne Pathogens (BBP) and Bodily Fluids**

If blood or other bodily fluid has been spilled, contact Campus Police who will arrange for appropriate clean up.

### **Emotional/Psychological Emergency**

Stonehill community members made aware of a student with a possible emotional/psychological concern should contact the Office of Student Affairs. Stonehill community members made aware of an employee with a possible emotional/psychological concern should contact Human Resources.

In the case of an emotional/psychological emergency, contact Campus Police immediately.

### **Data Information Security Breach**

It is a requirement of all persons affiliated with the College in any capacity, including staff, students, faculty, contractors, visitors, and alumni to report a suspected or confirmed data information breach. All reports must be directed to the College's General Counsel and Chief Information Officer immediately. A data breach includes, but is not limited to, unauthorized access to the College's network, unauthorized access to electronic or paper files, and the loss of any laptop computer where there is potential for College files to be stored.

### **Bomb Threat**

All threats will be assumed to be credible and should be reported to Campus Police. The College will communicate via Connect-ED the necessary steps to follow. Classes and all college operations will resume once it has been determined to be safe to do so.

### **Active Shooter (Workplace Violence)**

The following is a list of actions that are recommended if you are involved in a situation where someone has entered the area and started shooting or has threatened to shoot. These types of incidents are unpredictable and the safety guidelines that follow are suggestions that may have to be altered, depending on the situation.

Exit the building immediately and notify anyone you encounter to exit the building.

Leave the area/campus if you can safely do so. If possible, let a College representative, supervisor, fellow worker or student know that you are leaving so that everyone can be accounted for.

### **Immediately call Campus Police at 911 or x5555.**

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

- Go to the nearest room or office.
- Close and secure the door whenever possible.
- Stay away from windows or door windows.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Call Campus Police at 911 or x5555.

Law Enforcement trained to respond to an active shooting incident will enter the building as soon as possible, proceed to the area of the shooter(s), and follow the training protocol.

Do your best to remain calm and try not to interfere with police operations. Normally, a rescue team will be formed shortly after the first responding officers enter the building. Officers will search for injured parties and work to get everyone out of the building.

## **FINAL WORDS**

While no one can anticipate every possible emergency situation, the Stonehill College community strives to be prepared. In any emergency situation, protect yourself and others, try to remain calm, use common sense, and alert the proper authorities as soon as possible.

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C O L L E G E

320 WASHINGTON STREET  
EASTON, MA 02357  
[www.stonehill.edu](http://www.stonehill.edu)