

THOMAS MORE COLLEGE OF LIBERAL ARTS



EMERGENCY PROCEDURES

FALL 2022/SPRING 2023

Emergency Procedures

For any on-campus emergency, dial 911

Campus Emergency Procedures

These procedures are provided as a service to site visitors. They are guidelines to protecting yourself in emergency situations. If you have specific questions about specific situations, please feel free to contact the Dean of Students.

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Designated Meeting Points

*If possible, meet in front of the Chapel.

*If more distance from the buildings is necessary, meet at the end of the exit driveway (do not block the driveway).

*If a complete evacuation is necessary, meet in the parking lot across from Stillman OR the YMCA parking lot.

Aircraft Crash Procedures

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There is a potential for an aircraft crash onto campus due to the proximity of several airfields, including Manchester/Boston Regional Airport. The following procedures should be followed should an aircraft crash on the campus.

Crash into campus Building(s)

* Immediately take cover under tables or desks and remain clear of all windows to protect from falling or flying debris until mass movement stops.

* Activate the nearest fire alarm pull station and evacuate the building quickly, following the established routes and procedures, if possible. Consider the potential for a fire and/or explosion to be increasing if fire or explosion did not occur on impact.

* Assemble at the pre-designated assembly point, if it is safe to do so, or proceed to an alternate assembly point as directed responding emergency personnel.

* Wait at the safe assembly point until otherwise directed by responding emergency personnel.

* If required, a campus-wide evacuation will be conducted when it is safe to do so without complicating the emergency response.

If You Become Trapped

Alert emergency search and rescue crews or anyone within shouting distance of your location.

- * If a telephone is available attempt to [call 911](#) and report your location.
- * If a window is accessible, place an article of clothing or other signal in the window to alert rescuers to your location. Whistle, shout, or use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.
- * Stay low, near the floor. During a fire the air nearest the floor will contain the least smoke, contaminants and heat.
- * If you are injured, tend to your wounds.
- * Remember, the first priority during any emergency is life safety. Help is on the way.

Crash Near Campus

- * In the event of a major community emergency, the campus may be used as a staging area or command post by emergency responders.
- * Keep campus access roads open and remain clear of the command post and responders.
- * Follow building evacuation plans.
- * Wait at designated assembly points until receiving further instructions from a campus official or emergency responder.

Animal Bites Procedures

For any on-campus emergency, dial 911

1. CONTROL BLEEDING: If bleeding, apply continuous pressure for 5-10 minutes. If bleeding is not controlled, seek medical assistance immediately (see #4 below).
2. CLEANSE WOUND: Wash all wounds immediately with soap or detergent solution and a high volume of water for at least 5 minutes, 10 minutes if extensive or extremely dirty. Primate bites require special care; scrub with a solution such as chlorhexidine for 15 minutes under high volume of running water.
3. REPORT BITE: Report bite to a member of Student Life.
4. SEEK MEDICAL FOLLOW-UP: Students: Seek transportation to Convenient MD or another medical center from a member of Student Life. Employees: Contact your health care provider.

Bomb Threat Procedures

For any on-campus emergency, dial 911

If you receive a bomb threat:

1. Be calm. Do not panic.
2. Note the number the call is coming from.
3. Note the exact time of the call.
4. Write down as accurately as possible the statements made.
5. Listen to the voice to determine the sex, age, accent, lisps, etc. (Note any distinguishing feature)
6. Listen for background noises.
7. Attempt to question the caller.
8. Immediately notify any Faculty, Staff, or Student Life or call 911.
9. Complete a [Bomb Threat Report form](#) (available online)

EVACUATIONS

Should it become necessary to evacuate a building the decision to evacuate generally will be made by consultation of the Dean of Students, the Fire Department and the Police Department. Occasionally, due to time constraints, the Dean of Students may make the decision without consultation.

The College will prosecute to the fullest extent possible under law any persons placing any threat to students, faculty, staff, and campus facilities.

Bioterrorism - Anthrax Alert

For any on-campus emergency, dial 911.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

1. Do not shake or empty the contents of any suspicious envelope or package.
2. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering.
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list both to the local public health authorities and law enforcement officials for follow-up investigations and advice.

·REPORT THE INCIDENT TO LOCAL POLICE and the Dean of Students.**·**

HOW TO HANDLE ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents. **DO NOT PANIC**

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another.

2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

If powder from an envelope spills onto surface:

1. **DO NOT** try to **CLEAN UP** the powder. **COVER** the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
2. **LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering.
3. **WASH** your hands with soap and water to prevent spreading any powder to your face.
4. **REPORT THE INCIDENT TO LOCAL POLICE** and the Dean of Students.
5. **REMOVE** contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. **SHOWER** with soap and water as soon as possible. Do Not Use Bleach or Other Disinfectant on Your Skin.
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION: For example: small device triggered, warning that air-handling system is contaminated, or warning that a biological agent released in a public space:

1. Turn off local fans or ventilation units in the area.
2. **LEAVE** the area immediately.
3. **CLOSE** the door, or section off the area to prevent others from entering.
4. **SHUT** down the air handling system in the building, if possible,
5. If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.
6. **REPORT THE INCIDENT TO LOCAL POLICE** and the Dean of Students.
7. See the Centers for Disease Control web site on Emergency Preparedness for more Anthrax information.

Disturbances

For any on-campus emergency, dial 911

On Campus

1. Get a description of the person(s) causing the disturbance.
2. Gather key details of what happened.
3. Call a member of Student Live and give your name, telephone number, location and the nature of the disturbance.

Actions Faculty Can Take for Classroom Disturbances

1. Direct the disruptive person(s) to leave the classroom.
2. If the person(s) does not leave call 911.
3. If the safety of the other students is threatened, dismiss the class.

Earthquake Procedures

For any on-campus emergency, dial 911

Earthquakes are one of the most potentially damaging emergencies the campus will face. The potential coexistence of other disasters with earthquakes, such as fires, natural gas line ruptures, power outages, and ground failures add to the potential for catastrophic damage to campus and the surrounding area. Organizations are expected to be self-sufficient up to 3 days following a major earthquake, without government agency or utility company response. In the event of an earthquake

If Inside:

1. Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available -- be cautious of swinging doors and people traffic. Avoid outside or high-use doorways.
2. Stay away from windows and objects that could fall.
3. If in the Chapel, stay in your seat or get under it, if possible. Protect your head with your arms.
4. When shaking stops, move cautiously outside. Be careful of falling building materials or uneven ground. When outside, move away from the building.
5. Proceed to a designated assembly point, or if unsafe, an alternate assembly point. Remain for further instruction.
6. Instructors and supervisors: Notify Public Safety of anyone unaccounted for from your area.

DO NOT GO BACK INTO THE BUILDING UNTIL NOTIFIED THAT IT IS SAFE TO DO SO

If Outside:

1. Move away from buildings, overhead lines, poles, or other objects that could fall or move abruptly (vehicles & equipment).
2. Get low to the ground and protect your head with your arms.
3. DO NOT stand or take shelter under covered walkways.

Always:

1. Proceed to the designated assembly area and WAIT.
2. Be prepared for after-shocks.
3. If you suspect gas, electrical or other problems, notify campus officials.

In Case of Major Disaster:

1. Wait at your designated assembly point until you receive further instructions or until you are scheduled to report for a pre-designated responsibility.
2. Follow instructions from college and emergency officials.

Fire Procedures

For any on-campus emergency, dial 911

Fire and the associated dangers of smoke, structural damage, or toxic fumes can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken immediately:

- * Pull the fire alarm.
- * Leave the area at once.
- * Alert other people in the area and instruct them to leave the building.
- * Close, but DO NOT LOCK, all doors and windows if you can safely do so to help contain the fire.
- * Stay as low as possible to avoid smoke and heat.
- * Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building.
- * Go directly to the designated assembly area and await additional instructions. Report anyone who is missing and who was in your classroom or area when the evacuation began to a member of the Student Life Staff.
- * Call 911 from a safe location. .
- * Remain at the assembly area until you are instructed how to proceed by a Merrimack Fire Department official.

If Trapped:

1. Alert emergency responders of your location by whistling, shouting or using an object to beat on walls or floor in a rhythmic manner.
2. If a telephone is available, call 911 and notify Emergency Services of your location; you may also place an article of clothing or other device to use as a signal in a window, if a window is available.
3. Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.
4. If you are injured, tend to injuries.

DO NOT TRY TO FIGHT A FIRE UNLESS YOU HAVE RECEIVED TRAINING

Flood Procedure

For any on-campus emergency, dial 911

If you encounter high water, do the following:

1. Move to higher ground.
2. Do not get under tall trees during rainstorms, lightning may strike.
3. Avoid fast flowing water, even in your vehicle.
4. Do not walk in flooded areas (water depth is not always obvious).
5. Avoid contact with, and DO NOT USE electrical devices.
6. Be especially careful with high water at night, as darkness may hide other hazard

Medical Emergency Procedures

For any on-campus emergency, dial 911

A medical emergency can occur anywhere on campus. The reaction of the victim or those around her/him can ensure quick arrival of trained emergency personnel.

What to do if someone is injured or becomes ill:

- Stay Calm.
- Dial 911 and explain the type of emergency, the location of the victim and the condition of the victim. Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
 - *Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely or has chest pain.* These all cause the dispatcher to summon an ambulance.
- 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 he or she is not moved.
- Do not give victim anything to eat or drink.

Assistance Program for Students With Disabilities

TMC wants students to have a safe and complete experience while at Thomas More College of Liberal Arts. If you have a disability, please let us know what we can do to help. Please note that offices with whom you coordinate other services (housing, academic assistance, etc.), may not be legally able to share information with us. We urge you to let us know if you require assistance, including emergency evacuation in case of a fire.

Transportation Services

We provide transportation for students who have disabilities, whether they are permanent or temporary. Speak with the Dean of Students or the Resident Director.

Emergency Evacuation

Please contact the Dean of Students or the Residence Director to discuss safety measures for safe evacuation and how to know whether or not you are in a building when an emergency arises.

Medical Emergency Response

If you have a condition that affects what aid you may need, or if you have a condition like severe allergies that may require a more knowledgeable emergency response, please contact us to discuss your situation.

We maintain student health information in the strictest of confidence, and would only release information to responding officers and to dispatchers who send those officers so our response increases your safety.

Do not hesitate to contact us if you have any questions about our emergency response and your safety.

Poison Procedures

For any on-campus emergency, dial 911

These procedures are taken from the American Association of Poison Control Centers (www.aapcc.org).

1. Stay calm.
2. Call 911. Try to provide information about what material may have caused the poisoning.
3. While officers respond quickly on campus, someone in the area can call the poison control center at 1-800-222-1222 for further instructions.

Power Failure Procedures

For any on-campus emergency, dial 911

If there is a power failure, contact the Dean of Students, Residence Director, or Buildings and Grounds Coordinator immediately.

Tornado Procedures

For any on-campus emergency, dial 911

General Information

Tornadoes usually occur in the spring and summer; they are formed by severe thunderstorms. Considered nature's most violent, erratic storm, they consist of whirling winds of up to 300 miles per hour. Tornadoes can sweep through an area, causing serious damage and destruction, and then change direction and strike again. In addition to injuries and structural damage, electrical shorts, gas leaks, etc., may create fires or other hazards. All must understand terminology regarding tornadoes.

Tornado Watch: weather conditions are considered favorable for creating a tornado--for example, during a severe thunderstorm.

If a **TORNADO WATCH** is issued, listen to the radio and keep an eye on the weather. **Plan to take shelter if a tornado is sighted.**

Tornado Warning: a tornado funnel has been sighted or identified by radar. **Take shelter immediately.** Remember that tornadoes can form and move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado, and **be prepared.**

Tornado Plan

PURPOSE:

To provide faculty, staff, and students with guidance on the procedures to be followed when notified of a TORNADO WATCH and/or a TORNADO WARNING originating from the National Weather Service.

GOAL:

To minimize personal injury, loss of life, and property damage through proactive measures.

RESPONSIBILITY:

Senior administrators (i.e. Deans, Department Heads, and Directors) will ensure that all employees within their area of responsibility read and receive direction to comply with this plan.

TORNADO WATCH

When a tornado watch is issued by the National Weather Service it will be received on all Weather Alert Radio systems located in key facilities/offices on campus. Upon hearing the announcement of a TORNADO WATCH, senior administrators will be responsible for notifying all the departments, staff and faculty in their buildings. The notification will include the following information and instructions:

- A. The college is under a **TORNADO WATCH**
- B. Time at which the tornado watch expires
- C. Normal routine will not be interrupted unless a **TORNADO WARNING** is issued
- D. If sirens are activated, proceed immediately to the basement levels of the White House or dorms.

TORNADO WARNING

When a **tornado warning** is issued by the National Weather Service, the tornado sirens will be activated. Upon hearing the tornado sirens, all individuals on campus will proceed to the nearest designated shelter area in the building where they are located. Shelter areas depend on your location at the time of the tornado warning.

IF YOU ARE IN A BUILDING, STAY IN THAT BUILDING AND GO TO THE NEAREST DESIGNATED SHELTER AREA. IF YOU ARE OUTSIDE, IMMEDIATELY ENTER THE NEAREST BUILDING AND PROCEED TO THE NEAREST DESIGNATED SHELTER AREA.

A. Faculty members/supervisory personnel will:

1. Direct occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
2. Instruct occupants not to leave the building.
3. Turn off all lights and electronic equipment in the room.
4. Provide assistance to persons with disabilities.
5. Accompany occupants to the nearest designated shelter area in the building.

B. Occupants will:

1. Proceed to the nearest designated shelter area in the building by the closest route.
2. Move quickly but in an orderly manner so that all may arrive safely.
3. Take a seat in the shelter area.

C. Persons with a weather alert radio will monitor for an "all clear."

Trouble Areas/Places to Avoid

- A. All outside walls, elevators, and windows of buildings.
- B. Any low-lying area that could flood.
- C. Vehicles---do not use for shelter.
- D. Building areas with a large roof span.

REMAIN IN THE SHELTER UNTIL THE TORNADO WARNING IS OVER. THERE IS NO "ALL CLEAR" SIGNAL GIVEN, THIS INFORMATION WILL BE PROVIDED BY LISTENING TO A RADIO OR T.V. STATION, OR BY CONTACTING THE SAFETY AND TRANSPORTATION DEPARTMENT.

Sample Tornado Watch Notification

The National Weather Service has issued a **TORNADO WATCH** for the Southern New Hampshire Area until _____ a.m./p.m. This includes the town of Merrimack (etc.). Normal routine will not be interrupted unless a **tornado warning** is issued.

Important Phone Numbers

| | |
|--|----------------------|
| For all fire, crime, and medical emergencies | 911 |
| Merrimack Police Department (non emergency) | 603-424-3774 |
| Merrimack Fire Department (non emergency) | 603-424-3690 |
| Poison Control Center | 800-222-1222 |
| St. Joseph's Hospital (non emergency) | 603-882-3000 |
| NH Catholic Charities Counseling Services | 603-669-3030 |
| Thomas More College | |
| Main Switchboard | 603-880-8308 |
| Office of the President | 603-880-8308 ext. 10 |
| Director of Business Affairs | 603-880-8308 ext. 18 |
| Dean of Students | 603-880-8308 ext. 25 |