1. Administration Building
2. Maureen Murphy Wilkens Science Center
3. Cardinal Cushing Library
4. Avenue Commons
5. Merck Research Laboratories
6. Jean Yawkey Center
7. Marian Hall
8. Julie Hall – Residence Hall
9. Saint Joseph Hall – Residence Hall
10. Saint Ann Hall – Residence Hall
11. Loretto Hall – Residence Hall
12. Roberto Clemente Field
13. Notre Dame Campus

IN CASE OF EMERGENCY, CALL:
Campus Safety 617-735-9888
Boston Police, Boston Fire Department, EMS 911
WHAT IT MEANS TO EVACUATE

Evacuate means leave the location (whether it is indoors or outdoors) at once. Evacuation requires everyone to exit a building or area and in some instances the campus.

WHEN TO EVACUATE

- Fire
- Explosion
- Hazardous spill or release
- Loss of utilities or power failure
- Flooding
- Mass casualty events, such as an active shooter

GUIDELINES FOR EVACUATION

- Stay calm and take only essential personal belongings.
- If you are the last person to exit the room, close the door.
- Do not use the elevators. Find the closest accessible stairwell.
- Notify emergency responders of any people having difficulty evacuating.
- Do not return to the building until Campus Safety and/or other local emergency responders have indicated it is safe to do so.
- If you cannot evacuate, move to the nearest window, signal for help and contact Campus Safety at 617-735-9888 as well as 911.
SHELTER IN PLACE

WHAT IT MEANS TO SHELTER IN PLACE

Sheltering in place is used when there is no time to evacuate or when certain conditions may render it unsafe to do so. If outside, it means to immediately move to the nearest building and await further instruction.

WHEN TO SHELTER IN PLACE

- Severe weather (tornado, earthquake, etc.)
- Active shooter
- Hazardous spill or release outdoors
- Riot or civil disturbance

GUIDELINES FOR SHELTER IN PLACE

- Contact Campus Safety at 617-735-9888 as well as 911 to report any emergency situations.
- Follow all instructions from Campus Safety officers and other local emergency responders.
- Stop what you are doing immediately.
- Select an interior room with the fewest windows or vents.
- Close and lock all windows, exterior doors and any other openings to the outside. Close window shades, blinds or curtains.
- Have a phone available if you need to report a life-threatening condition and to receive Emergency Notification System alerts.
- Do not leave your location until Campus Safety and/or other local emergency responders have indicated that it is safe to do so.
WHAT IS A MEDICAL EMERGENCY?

A medical emergency is an injury or illness that is acute and poses an immediate risk to a person’s life or health or that may have a long-term health effect. This might be due to an accident, pre-existing condition, illness or allergic reaction.

GUIDELINES FOR RESPONSE

- Notify Campus Safety at 617-735-9888 as well as 911 immediately.
  Red emergency phones connect to Campus Safety. These are located in the hallways of the 5th floor of the Administration Building and the 2nd-4th floors of the Wilkens Science Center.

- Follow all instructions from Campus Safety officers and other local emergency responders.

- Don’t move an injured person unless you are able to do so safely and if they face a greater danger by not moving.

- Protect yourself and others; be aware of your surroundings.

- Remain with the injured until medical personnel arrive. Administer first aid if you are trained and feel comfortable doing so.

- Automated external defibrillators (AED) are available for use in the Jean Yawkey Center and St. Joseph Hall Fitness Centers.

- Avoid contact with blood or bodily fluids.

- Keep area clear for medical personnel.
WHAT IS A HAZARDOUS SPILL OR RELEASE?

Any spill or release that involves a type or quantity of hazardous material that poses an immediate threat to life, health or the environment: a release of a hazardous chemical or an uncontrolled fire or explosion.

Hazardous materials are those that have one of more of the following characteristics:

- Ignitable
- Corrosive
- Reactive
- Toxic
- Biological

GUIDELINES FOR RESPONSE

- Evacuate the area immediately. Turn off heat sources and equipment, if you are able to do so safely, and close all the doors and windows behind you.
- Call Campus Safety immediately at 617-735-9888. If needed, Campus Safety will notify 911.
- Red emergency phones connect to Campus Safety. These are located in the hallways of the 5th floor of the Administration Building and the 2nd-4th floors of the Wilkens Science Center.
- Try to describe the conditions and identify the material, if known. DO NOT attempt to clean up the spill.
- Follow all instructions from Campus Safety officers and other local emergency responders about evacuating or sheltering in place.
- Notify others in the area about the spill.
- If a hazardous material spills/splashes on skin or eyes, flush the affected area immediately with water from an eyewash station or a drench shower for at least 15 minutes or until help arrives.
- If the spill or release occurs outdoors, move upwind from the spill location.
WHAT IS A SUSPICIOUS PERSON?

A person or persons who demonstrate unusual or threatening behavior. Suspicious behavior is sometimes difficult to define, but might make you feel uneasy or uncomfortable. Trust your instincts!

Actions and behaviors to look for:

- Running and looking about furtively as if he or she is being watched or chased
- Hauling property, especially at an unusual time or location
- Going door-to-door in an office building or residential hall
- Forcing their way into a locked vehicle, especially at night
- Business transactions being held at a vehicle
- One or more people sitting in a parked car checking out the area
- Someone being forced into a vehicle
- A person showing unusual mental or physical symptoms
- Strange noises, such as gunshots, yelling, fighting sounds, dogs barking incessantly

GUIDELINES FOR RESPONSE

- Notify Campus Safety at 617-735-9888 immediately.
  Red emergency phones connect to Campus Safety. These are located in the hallways of the 5th floor of the Administration Building and the 2nd-4th floors of the Wilkens Science Center.
- Be prepared to give the dispatcher:
  - Your name, current location and phone number where you can be reached.
  - A description of the person(s) acting suspiciously to include:
    - Gender
    - Race
    - Approximate age
    - Approximate height and weight
    - Build (heavy-set, thin, medium build)
    - Hair color and length
    - Facial hair
    - Clothing type and color (hat, coat, shirt, pants/skirt or dress, shoes, gloves)
    - Other noticeable features (glasses, jewelry, scars, tattoos, dental features, accent, etc.)
  - A description of the behavior that caused you to be suspicious.
  - Where the suspicious person was last seen and direction of travel.
  - If a vehicle is involved, the make, model, color, and license plate.
- Do not let unauthorized person(s) into a locked building or office.
- If a suspicious person is standing at your car, or near your parking spot, just keep walking past that location and notify Campus Safety.

Current Emmanuel College faculty, staff and students should be wearing a College-issued ID on their person.
WHAT IS A SUSPICIOUS PACKAGE OR LETTER?

Infectious, toxic or explosive letters or packages may be sent to members of the College community. Suspicious letters or packages may have one or more of the following characteristics:

- Return address or name is unfamiliar
- Addressed to someone no longer with the College, or otherwise outdated
- No return address, or one that cannot be verified as legitimate
- Unusual weight, size or shape
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Protruding wires, strange odors or stains
- Excessive non-metered postage (stamps)
- Shows a city or state in the postmark that doesn’t match the return address

GUIDELINES FOR RESPONSE

- Notify Campus Safety at 617-735-9888 immediately. If needed, Campus Safety will notify 911.
- Red emergency phones connect to Campus Safety. These are located in the hallways of the 5th floor of the Administration Building and the 2nd-4th floors of the Wilkens Science Center.
- Do not attempt to open the parcel. Do not shake, sniff or empty the contents.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Leave the room, close and lock the door to prevent others from entering. Inform others to stay out of the secured room.
- Minimize your contact with public surfaces such as door handles to prevent spreading any contamination. If possible, ask for assistance to the nearest sink. Wash your hands with warm water and soap as soon as possible.
WHAT IS A BOMB THREAT?

A bomb threat is generally defined as a verbal or written threat to detonate an explosive or incendiary device to cause property damage, injuries or loss of life.

Typically, the person knows of an explosive device that is in place, and wants to minimize injuries or wants to create an environment of panic/confusion or to interrupt normal office/building functions. All threats to the College community are to be taken seriously.

GUIDELINES FOR RESPONSE

- IMMEDIATELY CEASE USING ALL TWO-WAY RADIO AND CELLULAR PHONES. Do not use cell phones, radios, or any transmitting device since these may detonate the device.
- Notify Campus Safety at 617-735-9888 as well as 911 immediately.

Red emergency phones connect to Campus Safety. These are located in the hallways of the 5th floor of the Administration Building and the 2nd-4th floors of the Wilkens Science Center.

- Follow all instructions from Campus Safety officers and other local emergency responders.
- Check for but do not disturb unusual objects. Report any unusual objects to Campus Safety.
- Do not evacuate until told to do so by Campus Safety.

Threat Received by Phone:
- Remain calm, listen carefully and refer to the following checklist to help determine the seriousness of the threat and possibly identify the caller.
- Keep the caller on the line as long as possible to attempt to gather as much information as possible.
- If the bomb threat was left on your voicemail, do not erase it.

Questions to Ask the Person Making the Threat:
- When is the bomb going to explode?
- Where is the bomb located?

Questions to Ask the Person Making the Threat, cont.
- What does it look like?
- What will cause the bomb to detonate?
- Did you place the bomb?
- Why was the bomb placed?
- What is your name?
- Where are you calling from?
- What kind of bomb is it?

NOTE THE FOLLOWING:

Threat Language
- Foul
- Irrational
- Well-spoken
- Incoherent
- Message on paper

Background Noises
- Animals
- Music
- Party
- Radio
- Street traffic
- Factory/office machinery
- PA system
- Quiet
- Static
- Voices

Caller’s Voice
- Accent or disguised
- Rapid or slow
- Angry or indifferent
- Emotional (i.e. laughing, crying)
- Calm or excited
- Loud or soft
- Slur, stutter or lisp
- Tone (i.e. raspy, deep, ragged)
WHAT IS AN ACTIVE SHOOTER?

An active shooter is a person who appears to be actively engaged in killing, attempting to kill or injure people in a populated area. In most cases active shooters use firearms, and there is no pattern or method to their selection of victims.

Police officers responding to an active shooter are trained to 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 into secured areas to treat and remove injured persons.

GUIDELINES FOR RESPONSE

- Notify Campus Safety at 617-735-9888 as well as 911 immediately.
  Red emergency phones connect to Campus Safety. These are located in the hallways of the 5th floor of the Administration Building and the 2nd-4th floors of the Wilkens Science Center.

- Be prepared to report:
  - Your exact location: building name and office or room number
  - Number of people: number of people at your specific location
  - Injuries: number injured, types of injuries
  - Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters’ identity (if known), separate explosions from gunfire, etc.

- Trust your instincts!

If you are caught in an open or exposed area:

**RUN**
Stay low and run in a zigzag pattern. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. Do not stop until you are well clear of the building or area.

**HIDE**
Look for a safe and secure hiding area. Once in place, try to remain calm. Stay hidden until you can make contact with emergency personnel.

**FIGHT**
Use all available weapons to attack and secure the shooter. Continue to fight until the shooter is no longer a threat.

**PLAY DEAD**
If the intruder is causing death or physical injury to others and you are unable to run or hide, assume a prone position and lay as still as possible.

If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.