CAMPUS EMERGENCY PROCEDURES GUIDE

For Faculty, Staff, and Students

IN A LIFE-THREATENING CAMPUS EMERGENCY
DIAL 911
Office of Public Safety
617-989-4444
Center for Wellness and Disability Services
617-989-4390
Office of Student Affairs
617-989-4702
Office of Human Resources
617-989-4190
Physical Facilities
617-989-4550
In the event of a medical emergency:

- Remain calm and do not move the victim unless his/her location poses a possible danger.

- Immediately notify or ask someone in the vicinity to call 911 and then Public Safety (617-989-4444)

- Let Public Safety and responding emergency personnel know if the victim
  - is unconscious
  - has trouble breathing
  - has chest pain or pressure
  - is bleeding severely
  - has pressure or pain in the abdomen that does not go away
  - is vomiting or passing blood
  - has a seizure
  - has a severe headache or slurred speech
  - appears to have been poisoned or exposed to hazardous materials
  - has injuries to the head, neck, or back; or
  - has possible broken bones

- Care for life-threatening conditions and provide first aid only if you have the proper training.

Automatic External Defibrillation (AED) Devices are located in the following areas on campus:

1. Flanagan Campus Center
2. Office of Public Safety
3. Nelson/Tansey Gym
4. WIT emergency vehicles

Any trained person may use any AED at any location on campus.
SUICIDE THREAT/MENTAL HEALTH EMERGENCY

Mental health emergencies include suicide, attempted suicide, threats of suicide, and other behaviors that directly endanger the affected individual or others.

- If it appears that an individual has caused harm to self or others or is in need of immediate medical assistance, call 911 and then Public Safety (617-989-4444).

- Every attempt or statement about suicide should be taken seriously. Don’t try to evaluate the validity of the threat on your own.

- If it appears that an individual is threatening to cause harm to self or others, call 911 and then Public Safety immediately (617-989-4444).

- Once on the scene, public safety officers will make an initial evaluation and render first aid as needed until support arrives. Police or emergency medical assistance might be requested. Public safety officers will contact appropriate community living representatives.
  
  - If possible, provide responding personnel with any pertinent information you know about the victim.
  
  - After the immediate emergency passes, contact Center for Wellness and Disability Services (617-989-4390) in order to ease the effects of any trauma you or others might feel regarding the incident. They will provide you with walk-in times for urgent mental health issues.

Local Emergency Resources

Beth Israel Deaconess Medical Center
617-667-7000

Brigham & Women’s Hospital
617-525-6500
DEATH

- Upon discovery, immediately call 911 and then Public Safety (617-989-4444).

- Try to stay with the deceased until a public safety officer or police arrive.

- Do not allow anyone to disturb or move the body in the interim.

- If possible, provide any pertinent information you now about the victim to responding safety officers or police.

- Counseling services will be provided for members of the campus community.
DESIGNATED GATHERING SPOT FOR BUILDING EVACUATION:

BUILDING:

GATHERING SPOT:

At the gathering spot, try to account for all people who were in your vicinity, including visitors. Wait for information and further instructions from public safety officers.
FIRE/EVACUATION PROCEDURES

If you discover a fire:
Activate the nearest fire alarm and immediately call 911 and then Public Safety (617-989-4444) to inform them of the fire’s location and scope.

Once the alarm is activated:
• Calmly alert others in your area that they must leave.
• Assist disabled individuals in your vicinity, and inform safety officials of their location.
• Do not try to retrieve items in another location in the building.
• Evacuate the building by following the exit signs. Do not use elevators.
• Close as many doors as possible between you and the fire. Touch doors before opening them to see if they are hot.
• Move to the building’s designated gathering spot or, as directed by public safety personnel, at least 25 feet away from the building.
• Try to account for all people who were within your vicinity, including visitors.
• Wait for safety officers to tell you when it is safe to return to the affected building.

If caught in smoke:
• Crawl toward the nearest exit.
• Breathe through your nose, covering your mouth and nose with a shirt or towel.

If trapped in a building:
• Close all doors and windows.
• Wet and place cloth material around and under the door to prevent smoke from entering.
• Attempt to signal people outside of the building, and call for help using a telephone or cell phone.

IMPORTANT TIPS

• Locate and remember every regular and emergency exit from the building where you work, live, and take classes.

• Know the locations of the building’s fire alarms and extinguishers.

• Write down and post your building’s designated evacuation gathering spot.
If you must use a fire extinguisher, place yourself between the fire and your exit from the area.

To discharge the fire extinguisher, follow the PASS method.

- **Pull** the pin. This will break the tamper seal, if one is provided.

- **Aim** low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

- **Squeeze** the handle to release the extinguishing agent.

- **Sweep** from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.

---

**Caution:**

Improper use of a fire extinguisher can increase the hazard. Please use a fire extinguisher only if you have been trained to do so. If you have any doubt of your ability to fight the fire, exit immediately.
WEATHER EMERGENCIES

Keeping Informed

- In the event of a weather emergency or severe weather, Wentworth will alert students, faculty, and staff pertaining to the status of the campus related to a delayed opening, cancelled classes, or Institute closing due to inclement weather.

- Community members are encouraged to check Wentworth’s main number (617-989-4590) and every effort will be made to make an announcement via email; LConnect; Wentworth's homepage (www.wit.edu); voicemail; television stations 4, 5 and 7; AM radio stations WRKO (680) and WBZ (1030); social media; and text message alerts through the Rave Alert System.

- When feasible, the decision to remain open, delay the opening, cancel classes, or close the Institute will be made as early as possible. Please do not call Public Safety for this information as it may detract from their addressing more serious matters.

Severe Storms

- If threatening weather approaches seek shelter immediately and assist disabled individuals to seek shelter with you.

- If you are outdoors:
  - Seek shelter inside immediately.
  - Do not try to outrun a tornado in a vehicle. Leave the vehicle and seek indoor shelter or low spots off the side of the road. Be aware of the potential for flooding.

- If inside a building:
  - Move to safer areas, such as basements or interior rooms and hallways on lower levels without windows.
  - Get under sturdy pieces of furniture and stay away from windows.

RAVE Emergency Notification System

In the event of an emergency, the RAVE Emergency Notification System delivers urgent information quickly to the Wentworth community via text message and e-mail. The system is free and easy to use, and user information is completely private and secure. Faculty, staff and students can sign up for the service through LConnect.
Persons whose mobility is impaired are individually responsible for informing their supervisors and the Office of Public Safety (617-989-4444) of their name, building name and room number, and nature of disabilities. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for emergency responders.

Co-workers may assist in evacuating disabled persons only if this places them in no personal danger.

Always ask someone with a disability how you can help before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the person.

Mobility-impaired persons in wheelchairs on non-ground-level floors should proceed to the nearest enclosed stairwells and wait for emergency responders to arrive. Someone should stay with the disabled person, if it does not place them in additional danger, and someone should meet emergency responders to report the location of disabled persons.

Visually impaired persons should have a sighted individual guide them to safety.

Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.
SEXUAL ASSAULT OR RAPE

If you have been raped or sexually assaulted
If you are raped or sexually assaulted, the most important consideration is your safety. Get to a safe environment as soon as possible, and call 911 or the Office of Public Safety (617-989-4444).

Campus personnel can assist you as you seek medical attention. Beth Israel Deaconess Medical Center is the nearest hospital that is a part of the Sexual Assault Nurse Examiner (SANE) program.

Seeking medical attention is advisable, even if you think you do not have any physical injuries. A health care provider can talk with you about other possible risks, such as internal injuries, sexually transmitted diseases, and pregnancy.

Medical providers may be required to inform law enforcement. It is your choice to cooperate with police, and you have the right to ask for a rape crisis counselor or advocate be present.

If you choose to report the crime
If you choose to report the rape or sexual assault, take these important steps in order to preserve evidence:

• Do not shower, bathe, brush your teeth, or even wash your hands.
• Do not change or destroy your clothing.
• Do not disturb the area, room, or vehicle where the assault occurred
• Even if you forget or are unable to take these steps, it’s still not too late to report the crime. Reporting the crime does not mean you must press charges.

Campus Assistance
A rape or sexual assault can cause you to experience a range of emotions, some which may be difficult to understand. Talking about what happened helps. Wentworth encourages you to reach out to any of the following people for support or assistance:

• Office of Public Safety 617-989-4444
• Center for Wellness and Disability Services 617-989-4390
• Office of Student Affairs 617-989-4702
• Office of Housing and Residential Life 617-989-4160
• Office of Human Resources 617-989-4190
• Off Campus Assistance: BARCC-Boston Area Rape Crisis Center 1-800-841-837
RESPONSE

1. If you witness or are the victim of an assault or act of violence, immediately call 911 and then Office of Public Safety (617-989-4444). If you need to seek medical attention, campus personnel can assist you.

2. If it is safe to do so, stay at the location of the incident to provide officers with a full account of the events and to direct them to any evidence.

3. If known, provide officers with any information regarding the perpetrators of the incident.

4. Consider calling The Center for Wellness and Disability Services, in order to ease the effects of any trauma you might feel regarding the incident.

Sometimes acts of violence or vandalism are motivated by hate or bias. A hate/bias incident is an act that appears to be motivated or is perceived by the victim to be motivated, all or in part, by race, color, religion, ethnic background, sexual orientation, or disability. To be considered a hate/bias incident, the act is not required to be a violation of a federal, state, or local statute.
PERSONAL SAFETY TIPS

- Avoid walking or jogging alone, especially after dark.

- If you must travel alone at night, ask someone to escort you to your destination. The Office of Public Safety operates an on-campus escort service—contact the office at 617-989-4444.

- Be alert to your surroundings. If you suspect that you are being followed, quickly run in a different direction toward a lighted area, a group of people, or a street with traffic.

- Avoid using a smart phone while walking or riding public transportation.

- Avoid wearing ear buds or engaging in activity that will distract you from paying attention.

- Be aware of the location of emergency blue phones on campus.

- Have your keys ready when returning to your residence hall or apartment, and keep your personal items concealed and close to your body.

- Don’t investigate a suspicious person or noise outside by yourself—call for help.

- Remember that the majority of assaults involve alcohol—be aware of your limits.
CIVIL DISTURBANCES/PROTESTS

Wentworth Institute of Technology supports the rights of persons to express themselves, to dissent, and to demonstrate, provided that demonstrations are lawful, do not disrupt normal Institute activities, and do not infringe upon the rights of others. Please contact the Office of Student Affairs for more information (617-989-4702).

Peaceful protests
Do not interfere with or obstruct a peaceful civil protest; instead watch peacefully or continue with your business on campus as usual.

Disruptive civil protests
If protests disrupt normal Institute activities, result in damage to campus buildings or grounds, or threaten the safety of others:

- Remain calm.
- Call 911 and Public Safety at 617-989-4444.
- Do not obstruct or provoke protesters.
- Alert all persons in the area of the situation to move away.
- If prudent, lock doors and windows to prevent unauthorized entry.
- If necessary to evacuate, follow the directions of responding public safety or police officers.
- If evacuated, meet at the predetermined evacuation location and wait for additional instructions and information.
BOMB THREATS – WEAPONS/EXPLOSIVES

Bomb Threats

Do not use a cell phone, cordless phone, or walkie-talkie within 300 feet of any suspicious package because it may trigger an explosion.

Threats made by phone:

- Stay calm.
- If your phone has caller ID, record the number displayed.
- If possible, get the attention of someone else and have him or her call 911 and then Public Safety (617-989-4444).

Threats made by e-mail:

- Immediately call 911 and then Public Safety (617-989-4444)
- Forward an e-mail threat to Public Safety at publicsafety@wit.edu and do not delete.

By mail:

- See Suspicious Packages

Weapons/Explosives

- If you become aware that someone possesses dangerous weapons on campus, immediately call 911 and then Public Safety (617-989-4444) to report their location.

- Do not approach or confront anyone you suspect of having a weapon. Observe them from a distance and point them out to arriving public safety officers.
ACTIVE SHOOTER

These types of incidents are unpredictable, and you may need to alter the following suggestions, depending on the situation.

- If a shooter is in a building, exit the building immediately, if it is safe to do so.
- Notify anyone you may encounter to exit the building immediately.
- Seek shelter in a safe location and await instructions from Public Safety officers or the police.
- Call 911 and then the Office of Public Safety (617-989-4444), and provide the following information:
  - Your name
  - Location of incident
  - Number of shooters
  - Identification and description of shooter
  - Number of persons with you
  - Your location

If exiting the building is not possible, or if a lockdown is announced, the following actions are recommended:

- Go to the nearest room or office.
- If safe, allow others to seek refuge with you.
- Close and lock the door. If the door has no lock, barricade it with items available (desks, chairs, bookshelves, etc.)
- Cover the door windows and pull shades. Turn off lights.
- Stay quiet and silence cell phones.
- Call the Office of Public Safety (617-989-4444) from a campus phone or a cell phone that has been silenced.
- Wait for police officers or public safety officers to assist you out of the building.

Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Officers will move quickly and directly. Early in an incident, officers may not be able to rescue people, because their main goal is the neutralization of the shooter(s). Involved persons need to remain calm and patient during this time, so as not to interfere with police operations. Cooperate with officers who may ask you for information concerning the incident.

Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions of officers at the scene or responding to the scene.
CHEMICAL OR
HAZARDOUS MATERIALS SPILL

Hazardous Material incidents may include:
• indoor and outdoor fuel spills;
• solvent or other chemical spills in shops;
• chemical or biological spills in buildings and laboratories;
• chemical odors in buildings;
• fires in a laboratory or other facility involving highly toxic chemicals, infectious substances, and radioactive materials.

Response:
OUTDOORS:
• If you witness an accidental or intentional release of hazardous material into the environment (air, water, ground), move upwind from the spill’s vicinity.
• Immediately notify the Office of Public Safety (617-989-4444) of the spill’s location and scope.
• Warn other individuals to stay away from the spill site.
• The Office of Public Safety will call medical personnel, if necessary, and direct them to your location.

INDOORS:
• Alert all individuals who might be harmed to evacuate the immediate area and go to a location that will not impede emergency personnel.
• Notify the Office of Public Safety (617-989-4444) on a phone located a safe distance from the hazard to report
  • the nature of the incident, and name of the hazardous materials, if known,
  • the exact location,
  • whether there are injuries,
  • symptoms being exhibited by exposed individuals,
  • any other details that would assist officials in preparing their response.

TIPS
Material Data Safety Sheets, which contain information about hazardous materials on campus, are available in hard copy in every department in which hazardous materials are used or stored. They can be made available to you upon request.
If you detect natural gas, propane gas, fumes, or any unusual odors or vapors:

- Evacuate the area immediately, leaving doors and windows open as you exit and avoid the use of elevators.

- Do not use electric switches, telephones (including cell phones), or anything that could cause a spark.

- Provide assistance to persons with special needs, if possible; otherwise, provide their location to emergency responders.

- Call the Office of Public Safety (617-989-4444) from a safe location.

- Provide your location and the location of the odor or vapor to the dispatcher.

- Provide as many details as possible about the nature of the smell.

- Report to your building’s designated gathering point to be accounted for and to receive further instructions.

**TIP**

A gas leak typically smells like sulfur or rotten eggs, due to an additive in the natural gas supply.
SUSPICIOUS PACKAGES OR OBJECTS

If you receive or discover a suspicious package or device:

- **DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!**

- Do not use a cell phone, cordless phone, or walkie-talkie within 300 feet of the suspicious package, because it may trigger an explosion. Turn off these devices immediately.

- **EVACUATE THE AREA AND IMMEDIATELY CALL 911 and then Public Safety 617-989-4444.**

If the package has already been opened:

- Do not smell, touch, or taste the package or its contents.

- Call the emergency numbers above.

- Wash your hands with soap and water and remove contaminated clothing, if necessary.

- List all people in the room or area and give this list to responding emergency personnel.

### What constitutes a suspicious letter or parcel?

- It is delivered by someone other than the regular carrier.
- It is wrapped in string.
- It has powdery substance on the outside.
- It arrives after a phone call asking if the items were received.
- It is unexpected or from someone unfamiliar to you.
- It has excessive postage, non-cancelled postage, or no postage.
- It is handwritten or has a poorly typed address, incorrect titles, titles with no name, or misspellings of common words.
- It is addressed to someone no longer with the Institute.
- It has no return address or a nonsensical one.
- It is of unusual weight given its size, or is lopsided or oddly shaped.
- It has an unusual amount of tape.
- It is marked with handwritten words such as “Personal” or “Confidential.”
- It has strange odors or stains.
- It is making a noise.
The designated safe area(s) in this building for sheltering in place include:


In the event this building is evacuated, all occupants should go to the following location if it is safe to do so:


Specific hazards/controls for this location include:


In an emergency, call 911 and then the Office of Public Safety (617-889-4444) from any campus phone or cell phone.