Emergency Procedures

The Office of Environmental Health & Safety (OEHS) has prepared an Emergency Procedures Program to cover the UNH Durham campus. This brochure will serve as an overview of your responsibilities during an emergency.

The complete program can be viewed online at http://unh.edu/research/emergency-procedures.

How to Report an Emergency

For all emergencies on the Durham campus dial 911 from any phone. The dispatcher will forward the type of emergency on to the necessary responders (police, fire, OEHS, etc.).

Emergency situations may include:

- Suspicious Mail
- Suspicious Behavior
- Violence in the Workplace
- Medical Emergencies
- Storm Emergencies
- Threats
- Crimes
- Spills
- Gas Leaks
- Utility Failures

Information regarding a campus emergency is available by calling 862-0000.

Bomb Threats

All bomb threats must be reported immediately by dialing 911.

- When receiving a call, ask questions and take notes. When will the bomb go off? Where is it? What does it look like? Why was it placed in the building? Who is calling?
- Try to provide as much information as possible to the Dispatch operator and responding officers.
- Do not touch any unusual or suspicious objects.

Blue Emergency Phones

There are approximately 45 outdoor emergency phones located near the exterior of residence halls and university buildings. They are also located on the campus walkways and parking lots.

Outdoor emergency phones are housed in brown and white cases and have a blue light above them.

These phones can be used for calling within the university phone system. They have a direct speed call button in red with an automatic identifier so that the dispatcher will know your location when the call is answered.

Fire

The Durham Fire Department provides fire and life safety service for the campus. Follow these procedures in the event of a fire.

- Close the door to the room as you exit. This will help confine the fire.
- Activate the nearest fire alarm pull station. Pull stations are generally located near exits and stairwell doors.
- Leave the building and dial 911 to report the location of the fire from a safe location. It is suggested that 911 is dialed even if the alarm is sounding this will ensure proper emergency response. Include the full name of the building, the floor and the room number, if possible.
- Meet with your supervisor and the other members of your department at a designated location.

The Office of Environmental Health & Safety and the Durham Fire Department will hold random and unannounced evacuation drills throughout the year.

Gas Leaks

All gas leaks must be reported immediately by dialing 911. If the leak is large enough to pose an immediate hazard to people in the area, close doors and move away from the area. Follow these procedures:

- Do not activate the fire alarm.
- Notify other occupants of the building by voice to evacuate.
- Limit sources of ignition such as open flames, heating equipment and electrical appliances.
- Make yourself available to describe the location and extent of the leak to emergency responders.

Medical Emergencies

The Durham Fire Department and McGregor Memorial Ambulance Corps provide emergency medical services on campus. For medical emergencies dial 911.

Medical emergencies may include someone who is:

- Unconscious or unresponsive.
- Having trouble breathing or breathing in a strange way.
- Having chest pain or pressure.
- Bleeding uncontrollably.
- Injured to the head, neck, or back.
- Experiencing effects of an electrical shock.
• Exposed to hazardous chemicals, infectious or radiological materials.

**Spills**

It is important to determine whether the hazard, the location, and the quantity of the spill require emergency assistance.

**Spills that require an emergency call to 911 include:**

- Any spill greater than 1 quart (1 liter).
- Extremely flammable materials with a flash point less than 20° F such as ethyl ether.
- Extremely toxic or dangerous materials such as chlorine and benzene.
- Radioactive material.
- Mercury spills.
- Personal contamination.
- Uncontrolled compressed gas releases.
- All leaking containers.

**Storm Emergencies**

If you are outside, watch for falling limbs or wires and seek shelter. Remain inside until the storm has passed. Secure all windows and doors. Stay away from open areas or broken windows. Tune into local radio broadcasts for updates.

Have the following emergency supplies on hand:

- Flashlight and extra batteries.
- Portable battery operated radio.
- First aid kit, manual and essential medicines.
- Emergency food and water.

Do not venture out during a storm for supplies. Be prepared!

   For information regarding class/work cancellations call 862-0000.

**Utility Failures**

Report the following utility emergencies to the Facilities Support Center at 862-1437.

- Water leaks.
- Electrical outages.
- Heating failures.
- Other building related failures.

For up-to-date emergency information, refer to the Emergency Preparedness website [http://www.unh.edu/emergency/](http://www.unh.edu/emergency/).