



University of New Hampshire

EMERGENCY ACTION PLAN

Revised:
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University of New Hampshire

Emergency Action Plan

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I. Policy and Introduction

It is the policy of the University of New Hampshire (UNH) to maintain a safe environment for its students, academic appointees, staff, and visitors in an atmosphere that encourages those individuals to communicate on occupational and environmental health and safety matters without fear of reprisal. Based on recognized principles and published standards of environmental protection, academic excellence, fiscal responsibility, and public service, UNH will promote comprehensive life safety and injury prevention and effective Hazardous Material Communication, Emergency Preparedness, and Environmental Management Programs. UNH operations shall be conducted in conformance with applicable laws, regulations, and relevant published standards and practices for health, safety, and environmental protection.

The purpose of this Emergency Action Plan (EAP) is to provide information that will save lives during emergencies or disasters, and hasten the resumption of normal UNH operations after these events. Prior planning and preparedness is critical due to the nature of situations that occur at any time with little or no warning. This document outlines procedures to be followed by the campus community for responding to, and recovering from, a variety of emergency and disaster situations. These events may include fires, hazardous spills, earthquakes, bomb threats, or major accidents. Any of these situations may have diverse impacts. For example, they may or may not require an evacuation of building occupants and a disruption of activities. Please share this important safety information with your colleagues and staff and all new employees. Keep the Emergency Action Plan manual in an accessible location. An effective emergency response depends on informed campus communities, whose members are familiar with campus procedures and understand their personal responsibility for emergency preparedness and response.

Paul H. Dean,
Chief of Police/Associate Vice President of Public Safety & Risk Management

II. Lines of Authority

In case of catastrophic emergency or the need to evacuate, UNH Fire/Police dispatch must be notified. The Chief of the UNH Police Department holds Disaster/Emergency Preparedness responsibility. Additionally, the Director of Environmental Health & Safety, or his/her designee, serves as the coordinator for all biological and chemical spills/emergencies.

The Hazardous Materials/Waste Safety Officer, Radiological Safety Officer, or their designees, serve as the secondary Emergency Coordinator for all actions related to the specific Hazmat or radiological emergency situation. Those individuals are as follows:

Emergency Fire/Police Dispatch	911
Director of Environmental Health & Safety:	Andrew Glode 862-2571
Biological Safety and Security Officer:	Dana Buckley 862-0197
Hazardous Materials/Waste Safety Officer:	Martin McCrone 862-3526
Radiological Safety Officer:	862-3607

UNH Police Emergency Communications Center maintains a list containing home addresses and phone numbers for emergency contacts.

III. Critical Resources

A. Campus Emergency Notifications

1. Emergency Contacts

Police, Ambulance, Fire, Hazardous Spills: 911

Dial **911** from any campus phone. Outdoor Emergency Phones communicate directly with the UNH Dispatch. All off campus emergencies are to be handled through the local emergency response system (911).

Environmental Health & Safety:

Biological Emergencies (Dana Buckley)	862-0197
Alternate (Andrew Glode)	862-2571
Hazardous Materials (Martin McCrone)	862-3526
Alternate (Andrew Glode)	862-2571
Radiological Safety	862-3607
Alternate (Andrew Glode)	862-2571
Safety (OSHA) Violations (Brian Cournoyer)	862-4761
Alternate (Andrew Glode)	862-2571
Chemical Emergencies (Martin McCrone)	862-3526
Alternate (Andrew Glode)	862-2571

Facilities Maintenance Services:

Facilities Operations & Maintenance	862-1437
Housekeeping Services	862-0106

2. Making Emergency Calls

When you report an emergency, state: ***"This is an emergency."***

Tell the operator:

- a. Nature of the emergency.
- b. Your name.
- c. Your location (department, building and room) and the location of the problem.
- d. Your telephone number.

IV. Incident Response Instructions

A. General Evacuation Guidelines

Any of the emergency situations outlined in this Emergency Action Plan may, or may not, require an evacuation. UNH policies on evacuation are specific to the incidents; these policies are explained on the following pages of this manual. Buildings with safety coordinators may make the decision to evacuate part or all of a building based on the actual emergency. Some general guidelines for managing an orderly and safe evacuation are:

1. Keep calm.
2. If you are responsible for announcing an evacuation, give clear, loud and succinct instructions.
3. Assist persons with walking or mobility disabilities to the first floor and to an Assembly Area and call for help.
4. Instructors should lead their students and remain together.
5. Emergency coordinators and leaders should check rooms on their **way out**.
6. Follow the evacuation routes as posted.
7. Assemble at the designated Assembly Area.
8. Emergency coordinators, leaders and instructors should account for faculty, staff and students at designated Assembly Areas.
9. Do not reenter the building until responding emergency personnel (i.e. police or fire) announce that it is safe to do so

Some evacuation preparedness tips include:

- Know the normal work location of personnel in your area. Be aware of colleagues who are disabled and work out an evacuation procedure with them in advance of an actual emergency.
- Examine circulation paths in your area and pre-define optimal evacuation routes. Actual circumstances may require that alternate exits must be used. Establish a procedure for taking roll call after an evacuation.

- Make the evacuation plans and procedures known. Review the procedures in staff and faculty meetings. Post maps of your area that include all exits and the recommended evacuation routes. Reiterate the need for full cooperation during and after an evacuation.

B. Power Outage

A power outage can result in hazardous conditions in a building. Extended power outages require a full building evacuation. If the power is lost and does not return within a few minutes, the following steps should be taken:

- Turn off and/or unplug all non-essential electrical equipment in your work area.
- Move cautiously to a lighted area. Exits may be indicated by illuminated signs on emergency power.

If the power does not return within 60 minutes, consider evacuating the building. The Building Emergency Coordinator with the assistance of the Department Leaders will communicate with building occupants either verbally or by text to make sure everyone evacuates.

- Follow the general evacuation guidelines for leaving the building.
- DO NOT PULL THE FIRE ALARM unless there is smoke, fire, or a spill.
- If someone is injured and requires immediate medical attention, call 911.

Important building systems information during a power outage

- Air supply may shut down throughout the building. .
- Elevators will stop in place when the power goes out.
- Doors between wings that are magnetically held open automatically close.

Procedures to follow when the power returns

- The Emergency Services will provide notification when it is safe to return to the building.
- After returning to the building, check equipment and reset/restart equipment as necessary.
- Recalibrate and reprogram equipment as necessary.

Considerations for Persons with Disabilities:

Buildings with safety coordinators should be aware of persons with disabilities who work in their areas as staff, faculty, or students. An evacuation procedure should be prearranged between the disabled individuals and the people who will be assisting them.

In the event of an evacuation, the Building EC and Floor Leaders should be aware of persons with disabilities who work in their areas or are students or visitors. Although some disabilities are evident, many are not. An evacuation procedure should be prearranged between the disabled individuals and people who will be assisting them. When developing and implementing an evacuation procedure, the following information should be considered:

- Self-closing fire-rated doors protect all exit corridors and stairwells. These are the safest areas during an emergency. Do not use elevators as a means for evacuation.
- For individuals unable to use the stairs to evacuate, designated “Areas of Refuge” are the fire rated stairwells.
- Do not carry an individual unless trained to do so or danger is imminent.
- For **visually impaired persons**, offer your arm for guidance and explain the situation and where you are taking them.
- For **hearing impaired persons**, write a quick note explaining the situation and what to do.
- For individuals with an anxiety or panic disorder use a calm voice to explain the situation and personally guide them to safety.
- **Persons in wheelchairs:**
 - Should be able to exit safely from the ground and first floors.
 - Do not attempt to lift a person from their wheelchair. Lifting them may be dangerous to their well-being and yours.

Service Animals

Persons with service animals that are being evacuated should have the animal

remain with them. Service animals will be transported with the person being evacuated. Should a situation arise where the person is unable to control the service animal as a result of the emergency, the UNH Police Department will then assume responsibility of the animal.

C. Medical Emergency

Medical emergencies may be associated with the specific situations outlined in this program, or they may occur as independent incidents. All UNH employees should know how to react in a medical emergency. All injuries should be reported to the Department Supervisor.

In medical emergencies, call Dispatch at **911** to request an ambulance.

In medical situations that result from more complex building emergencies or area wide disasters, professional help may be delayed. Report all injuries to **911** immediately and administer basic emergency assistance. Stay with the victims unless a building evacuation is ordered. Do not move anyone that has fallen or could have the potential for a neck/back trauma unless his or her life could be jeopardized by staying in that location (fire, chemical spill, etc.).

Dialing **911** is the most important action to be taken in any medical emergency situation. It should be done before anything else, if possible. Without immediate medical response, the patient's condition may deteriorate. Until help arrives, the first person on the scene should make all attempts to calm and reassure the patient that help is on its way.

These basic emergency care techniques can be used for all non-trained (First Aid/CPR) individuals at the scene.

- **Dial 911.**
- Calm the injured individual.
- Secure the scene; ensure that no further injuries will occur.
- Take all Bloodborne Pathogen (BBP) precautions for your protection as well as the injured person.
- If there is bleeding, instruct the individual to apply pressure or you may assist if BBP precautions can be taken.
- If there is a burn, encourage the individual to place the affected area under

cool (not cold) water. Do **NOT** apply ointment, ice, dressing, etc.

- If there appears to be a broken, sprained, strained limb and there is obvious swelling, offer the individual a cold pack (if available) and instruct the individual to stay still.
- Do **NOT** move an individual who has fallen or may have a neck/back trauma unless his/her life is threatened in their current position.
- Cover the individual if possible to avoid the potential for shock.
- Do not administer any medications unless the injured person instructs you to and has their prescription medication with them (for example: epinephrine 'pen' for allergies, heart medication, etc.).
- If emergency response will be delayed, follow the instructions that the dispatcher gives over the phone until emergency response personnel arrive.
- If someone is showing signs of going into cardiac arrest, determine if there is an AED located in the building. If so, administer an AED. AED locations can be found at <https://maps.unh.edu/Html5Viewer/index.html?viewer=unhaed>

D. Fire Emergency

In the event of a fire, smoke, or report of smoke the following procedures should be implemented:

1. Activate the nearest alarm box and call **911** (Campus Police/Fire dispatch) to report the situation. Buildings with safety coordinators conduct evacuation and assists with crowd control at outdoor assembly area.
2. University personnel are offered training in the safe use and operation of portable fire extinguishers. Use portable fire extinguishers on small fires only (for example, a wastebasket fire), and only if it is safe to do so. If you decide to use a portable fire extinguisher, and you are trained, work with another person. Training on the use of portable fire extinguishers is coordinated by the Office of Environmental Health and Safety. Contact OEHS with questions or for coordinating training on the use or portable fire extinguishers.
3. Confine the fire by closing doors and windows. Do not lock. **NEVER** enter a room where there is fire or smoke. When leaving a room after a fire alarm, feel the door first; if it is hot, stay where you are, seal the door, and post a sign in the window to signal your location. If the door is cool to the touch, exit carefully. If you encounter smoke, crouch near the floor as you exit. If possible,

breathe through a dampened cloth.

4. Remove people from the affected area if necessary and if possible. (See evacuation instructions below).

Evacuation Policy for Fire:

WHEN A FIRE ALARM IS SOUNDED, THE BUILDING IS EVACUATED.

When you evacuate the building, follow the general evacuation procedures and be sure to:

1. Notify each room's occupants of the situation while in route to the exit. Tell occupants the location of the fire, the location of the stairway, and the location of the assembly area. Instruct personnel to close office doors as they leave (if applicable).
2. Direct evacuees to walk and use stairways, not elevators. Assist disabled persons.
3. Use all possible routes downstairs before going upstairs. Go up only if egress down the stairs is blocked. Use the roof only as a last resort.
4. Gather evacuees at assembly area and coordinate accountability.
5. When you arrive at the assembly area, remind the evacuees not to reenter the building until it is declared safe by authorized personnel.

E. Hazardous Material Spill

Possible Situations:

A minor or major spill of a known or unknown substance (toxic, radioactive, biohazardous, or flammable) is witnessed, observed, or reported. The spill is on your floor, in another part of the building, or in a location that could affect the general area.

Definitions:

A **minor** spill is characterized by the confidence and capability of the staff to clean up the spill and return the area to normal working conditions without the assistance of emergency personnel. The clean-up crew must be properly trained, must don the appropriate personal protective gear, and must use suitable equipment and supplies.

A **major** chemical spill requires the assistance of emergency personnel from outside the Department which may include the Office of Environmental Health & Safety, Police and/or Fire Departments.

Spill Response:

Response to a chemical spill occurs at several levels. For many employees and students, some spills must be cleaned up at the first level - theirs. The Office of Environmental Health & Safety must manage other spills.

When is a spill really a spill?

For convenience and safety, a minimum quantity has been established beyond, which all spills, regardless of the substance, must be reported. **All spills greater than 1 quart (1 liter) must be reported to the Office of Environmental Health & Safety (OEHS) 862-4041 during normal business hours, and to Dispatch at 911.**

In addition to the minimum quantity, the following types of spills must be reported, regardless of the quantity:

- All spills of extremely flammable materials (flash point less than 20° F)
- All spills of extremely toxic materials (5mg/kg LD₅₀)
- All mercury spills
- All personal contamination
- All leaking containers
- All uncontrolled compressed gas releases

Personnel are responsible to have procedures in place to clean spills that are below the reportable level. The following concerns must be addressed:

Personal Safety

Safety is the primary consideration for UNH personnel when a material is spilled. Safety for every person who may be affected by the spill is of paramount importance.

If the spill could potentially harm someone, call Dispatch at 911. Otherwise, the personnel that will clean the spill must follow specific procedures to do so safely and effectively.

Personal Protective Equipment (PPE)

Before attempting to clean up a spill, the responder must use a minimum amount of personal protective equipment (PPE).

- Safety glasses
- Lab Coat
- Appropriate chemical protective gloves such as nitrile or neoprene.

Clean-Up Materials

Laboratories must have the proper supplies available to clean a spill. The materials to be used may vary depending upon the hazards posed by the spilled material. The following is a recommended list of supplies:

- Absorbent pads
- Absorbent socks
- Acid neutralizer
- Activated carbon
- Caustic neutralizer
- Dust pan & brush
- Heavy duty plastic trash bags
- Laboratory tongs
- One gallon or five gallon plastic bucket with lid
- UNH Hazardous Waste Tags

CHEMICAL SPILL - CLEAN UP PROCEDURES

Note: This procedure is not applicable to spills of mercury or radioactive materials.

1. Personal Protective Equipment (PPE)

Use the appropriate PPE. If any person comes in contact with a chemical during the spill or subsequent actions, refer to the manufacturer's Safety Data Sheet (SDS) for First Aid guidance.

2. Control

Control the source of the spill if it is still present. For example, a bottle which was knocked over may still have some material in it. Responder should carefully upright the container, place it on an absorbent pad in safe location, and replace the lid on the container. Any spread of spilled material must also be controlled. Place absorbent pads or socks around and on the spill. Many laboratory spills involve broken glass. Spill responders must take extra precautions to avoid getting cut. Attempt to protect environmental receptors, such as sinks, floor drains, storm drains. Remove ignition sources if it is safe to do so. Ventilate the room if possible (i.e., open windows, make sure fume hood is running, etc.)

3. Absorb/Remove

Acid, Caustic, or other Non-Flammable Liquids

These are the most easily absorbed with absorbent pads and socks. Place used absorbent pads and socks in a trash bag. Frequently, laboratory spills will spread into drawers and behind or under equipment. The responder must be careful to locate all such contaminated areas.

Flammable Liquids

Flammable liquids should be absorbed on activated carbon or absorbent pads and socks. Use approximately 2 pounds of activated carbon per pint (0.5 liters) of liquid. Use a dust brush or spatula to thoroughly mix the activated carbon with the liquid. Use the dustpan and brush to collect all residue. Remove large pieces of broken glass as described in Step 4. Place all other debris in a plastic trash bag or appropriate container.

4. Remove broken glass

Using tongs, dustpan and brush, remove all large pieces of glass and place them in an appropriate container.

5. Decontaminate

Acidic Liquids

Apply acid neutralizer on all surfaces affected by the spill. Soak up the neutralizer and apply fresh neutralizer. Remove the residue with absorbent pads or paper towels. Thoroughly wash the affected area with hot soapy water. Use absorbent pads to finish cleaning the area.

Caustic Liquids

Apply caustic neutralizer on all surfaces affected by the spill. Soak up the neutralizer and apply fresh neutralizer. Remove the residues with absorbent pads or paper towels. Thoroughly wash the affected area with hot soapy water. Use absorbent pads to finish cleaning the area.

Flammable Liquids

Thoroughly wash the area with hot soapy water. Use absorbent pads to finish cleaning the area.

6. Container

Use absorbent pads, neutralizers, and hot soapy water, as needed, to remove all traces of spilled material from the container. Remember to clean the bottom of the container.

7. Inspect

Carefully check the entire affected area for spilled residue, hidden contamination, or unsafe conditions, and act accordingly.

8. Package Spill Residues

Place all spill residues and contaminated PPE in plastic bags. Seal the bags and place in a bucket or other appropriate container. Attach a properly completed UNH Waste Tag on the outside of the container. Place the bucket in the Satellite Accumulation Area. Contact OEHS for removal.

9. Restock Spill Supplies

Gather and restock supplies as needed.

Evacuation Policy for Hazardous Material Spills:

- Evacuations are rarely needed in minor spills.
- Workers who are not involved in the minor clean-up of the affected areas may simply vacate the premises for a brief period.
- Evacuation of rooms, floors, or even buildings is usually necessary in major spills.

The decision to evacuate is made jointly between the Department and OEHS. Be certain to alert all persons in the affected area to evacuate to the assembly area or to an alternate location if the assembly area is in the danger zone. Secure the area and control the perimeter to restrict access into or through the affected area. Delegate a person knowledgeable about the spill to coordinate with arriving emergency personnel.

F. Bomb Threat

Possible Situations:

- A bomb threat has been received; no device has been located.
- A bomb threat has been received; a device has been located.

(You may receive the threat directly by phone, mail, or messenger - or one of your co-workers may report the situation to you, or Campus Police may notify you of a threat.)

Bomb Threat Response:

REPORT BOMB THREATS TO DISPATCH AT 911 IMMEDIATELY! DO NOT TOUCH ANY UNUSUAL OR SUSPICIOUS OBJECTS. Try to provide as much information as possible to the Dispatch operator and to the responding officers.

1. If you receive a bomb threat call, record the time of the 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?
2. Can you provide additional information by listening closely?
 - Caller's gender:
 - Approximate age:
 - Was the voice familiar?
 - Did the person have an accent or unique speech attribute?
 - Can you describe any background noises during the call?
3. If you receive a bomb threat note, and the note was hand delivered, try to remember the characteristics of the messenger or suspicious persons in the area.

Evacuation Policy for Bomb Threats:

The decision to order an evacuation for a bomb threat rests:

1. With the Campus Police if a suspected device IS LOCATED.
2. With the Chief of Police when a device is NOT LOCATED. If the Police Chief cannot be reached to make the decision, the responsibility passes to the ranking Police Officer.

G. Shelter-In-Place

A Shelter-In-Place action may need to be taken during an accidental release of toxic chemicals to the outside air or other emergency where the escape route may not be safely secured. Shelter-In-Place means to seek an immediate, temporary shelter inside a building, residence hall, or area. If you are already located within a building when a Shelter-In-Place is communicated, you should remain there until further instructed. Shelter-In-Place may be advised for individuals or large groups depending on the situation.

How Shelter-in-Place will be communicated

Notification of the need to shelter in place may come through several ways. People may hear from the University via e-mail or telephone, UNH Alert, by local police or government agencies, or from the radio or television about the need to shelter-in-place.

How to prepare a Shelter-in-Place

The best location to choose for sheltering in place is a room with the fewest number of doors and windows. A large room or hallway with a water supply is desirable. During a Shelter-In-Place event, shutting down the heating and ventilation systems is recommended. This will limit the movement of air into the building. Some air conditioning and ventilation systems at the University are controlled by the Energy Office while others maintain local controls. Emergency building contacts should be familiar with the process to turn off the building system.

Items that may be kept in one area within a building for a Shelter-In-Place event include:

- First Aid Kit
- Bottled Water
- Flashlight and radio, with extra batteries for both
- Plastic sheeting (4-6 mil) and duct tape

What to do when asked to Shelter in Place

- Seek shelter in a building as quickly as possible.
- Close all doors and windows to the outside.
- Do not use elevators as they may pump air into or out of the building.
- Turn off the heating and ventilation system, if controls are available, to limit the movement of air. Buildings controlled by the Energy Office may be turned off remotely.
- If supplies are available, tape plastic over any windows in the room. Use duct tape around windows and doors to make an unbroken seal. Use the tape to cover any vents in the room and seal any electrical outlets or other openings in the walls, floors or ceiling. If duct tape isn't available, push a wet towel up against the crack between the door and the floor.
- If possible, monitor the University's website for emergency updates.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

H. Workplace Violence-

Workplace violence may take many forms and may include use of deadly weapons. Advance warning of the violence is highly unlikely. Contact 911 in the event of any

incident of workplace violence.

Suspicious Individuals Protocol

- Report a suspicious looking individual or activity to UNH Police at 911. Give your location, name and reason for calling. Be ready to supply a physical description of the individual: age, weight, hair color and length, clothing, facial hair and any other distinguishing features. If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number, if possible.
- If you suspect the person is armed or see a weapon, call 911 immediately and report the situation.
- Do not approach a suspect individual yourself. Contact UNH Police as quickly as possible while monitoring the location of the person if feasible

Active Shooter Protocol, AVOID-DEN-DEFEND

An active shooter is defined by the U.S. Department of Homeland Security as an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms.

1. If you witness any armed individual on campus at any time, immediately contact 911.
2. If the shooter is outside the building:
 - Turn off all the lights and close and lock all windows and doors. Close all window blinds and curtains.
 - If you can do so safely, get all individuals on the floor and out of the line of fire.
 - Move to a core area of the building if safe to do so and remain there until an "all clear" instruction is given by an authorized known voice.
3. If the shooter is inside the building:
 - If it is possible to flee the area safely and avoid danger, do so.
 - Contact 911 with your location if possible.
 - If flight is impossible, lock all doors and secure yourself in your space.
 - Close all window blinds and curtains.
 - Get down on the floor or under a desk and remain silent.
 - Get individuals on the floor and out of the line of fire.
 - Wait for the "all clear" instruction.
 - Silence cell phones.
4. If the shooter comes into your class or office:

- Stay calm.
- Attempt to get the word out to other individuals if possible. Call 911 if possible.
- Maintain eye contact.
- Stall for time.
- Attempt to talk with the individual. If you know the individual, use their first name.
- Put distance between yourself and the offender.
- If possible, keep an escape route behind you.
- Never try to grab the weapon but if the situation warrants it, defend yourself.

AVOID starts with your state of mind

- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you and the threat, the better.

DENY when getting away is difficult or maybe impossible

- Keep distance between you and the source.
- Create barriers to prevent or slow down a threat from getting to you.
- Turn the lights off.
- Remain out of sight and quiet by hiding behind large objects and silence your phone

DEFEND because you have the right to protect yourself

- If you cannot Avoid or Deny be prepared to defend yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly.
- THIS IS ABOUT SURVIVAL.

V. Preparedness Measures

A. Fire Prevention and Preparedness

Be aware that the most frequently violated fire codes are:

1. Obstructed aisles, corridors and egress routes. Remove illegal storage in these areas.
2. Use of extension cords, ungrounded plugs and multiple outlet adapters for

small appliances. Small appliances left on while unattended (heaters, coffee pots, toasters).

3. Illegal storage in corridors, mechanical rooms, equipment rooms, lavatories, and under stairways.
4. Improper storage and handling of chemicals and flammable liquids.
5. Leaving fire resistive doors open. They must be closed at all times unless equipped with electromagnetic holds.
6. Smoking in buildings.
7. Obstruction of portable fire extinguishers, fixed sprinkler connections, sprinkler heads, or fire hydrants.

Be prepared for fire emergencies:

1. Know the exit routes from your office, floor, and building. It is easy to become disorientated during an actual emergency. Count the doorways to the exit in case of blinding smoke or lack of illumination.
2. Know the location of fire alarms and fire extinguishers. Know how to use these appliances.
3. Keep a flashlight and emergency supplies in your desk. Keep a Department emergency kit.
4. Report unsafe conditions to OEHS 862-4041. Contact the Durham Fire Department for fire safety information and training.
5. Keep an updated list of persons with disabilities located within reach.

B. Hazardous Spill Prevention

1. Make sure that all necessary workers are trained in safety procedures. Post safety guidelines.
2. Segregate chemicals. For example, separate:
 - Flammable solvents from acids and oxidizers
 - Inorganic acids from inorganic bases
 - Nitric acid from organic acids
 - Inorganic acids from cyanide

3. Label peroxide-forming chemicals with the date received and the date opened.
4. Secure compressed gas cylinders with welded link chains to the wall. Cylinders should be individually secured.
5. Know the location of Safety Data Sheets (SDS) for the chemicals being used in the area. Become familiar with the NFPA diamond symbol posted on doors of all chemical locations.
6. Avoid high storage of large or heavy items, anchor all shelves and storage cabinets.
7. Maintain a clean, well-kept work environment.
8. Additional reference information is available in the UNH Laboratory Safety Plan.

Call OEHS at 862-3526, for information regarding waste disposal.

C. Radioactivity Spill Prevention

1. Radioactive Material Handling:

Radioactive materials must not be left unsecured in unoccupied laboratories.

If the authorized user or a trained radiation worker is not physically present in a lab, the radioactive material shall be secured, radioactive waste shall be deposited in designated receptacles, and the area decontaminated.

All radioactive materials shall be disposed of through the Radiation Safety Officer.

Good housekeeping is required where radionuclides are used. Work areas must be clearly defined and uncluttered.

Work surfaces shall be covered to facilitate easy decontamination. Bench coverings shall be changed frequently, i.e., no less than weekly or whenever the covering is noticeably soiled, torn, or contaminated.

Locate work areas away from heavy traffic or doorways.

2. Labeling of Radioactive Materials:

Containers of radioactive materials for storage, processing, or use, shall be

individually and conspicuously labeled "**CAUTION - RADIOACTIVE MATERIAL**". In addition, the label must specify the identity of the radioisotope, the estimated activity (amount), and the date.

Warning labels bearing the radiation symbol and/or words such as "*radiation area*," "*radioactive*," or "*radioactive materials*" should not be removed or defaced without specific release from the Radiation Safety Officer.

3. Transport of Radioactive Materials:

No radioactive materials or sources of radiation are to be transported on campus without the direct supervision of the Radiation Safety Officer or by anyone other than authorized users and their trained assistants.

When moving radioactive solutions between approved locations, place the material within covered secondary containers.

VI. Natural Emergency Preparedness

Severe weather can kill. Being familiar with the storm warning messages and planning ahead can reduce the chance of injury or major property damage. Contact the Campus Emergency Hotline at 862-0000 for up to date information on work cancellation, curtailment, and class cancellations. If this notification system designates that all non-essential employees are to leave, do so immediately (or at the time they designate). While on campus take common sense precautions.

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- Be cautious of walking surfaces, wear sturdy shoes and use sand/salt if available (requests for sand/salt can be directed to the Facilities Call Center 862-1437).
- Stay clear of downed power lines and report them immediately.
- Watch for falling tree limbs or falling ice from roofs and trees.

Hurricane Storm Watches and Warnings

A hurricane/severe weather watch is issued when there is a threat of storm conditions. A hurricane/severe weather warning is issued when storm conditions (winds of 74 miles per hour or greater, or dangerously high water and rough seas) are expected in 24 hours or less.

After the Emergency

After the emergency, the Memorial Union Building Director in conjunction with University authorities will make the determination about whether or not staff and patrons can re-enter the building.

A designated person will communicate about re-entering (how long, if people can only be allowed in specific areas, etc.). If there is damage or reduced access to the building, move to the Continuity of Service Plan

VII. Training

The purpose of this section is to ensure that all personnel are provided with proper training on their roles and responsibilities in the event of an emergency. Training for employees consists of:

- Initial training of the procedures contained in this EOP
- Annual review of this plan
 - emergency procedures
 - duties and responsibilities during an emergency
 - preparedness and prevention
 - evacuation routes
 - contacts
- Location of designated Assembly Areas
- Location of emergency evacuation routes