

HANOVER COLLEGE QUICK REFERENCE GUIDE FOR EMERGENCY RESPONSE

Telephone Numbers

Campus Safety Department Emergency Line: 7999 or 812-866-7999

Outside emergency 8-911

Physical Plant: 812-866-7061

In the event of any emergency all persons should contact the Campus Safety Department ASAP at 7999.

Fire

- Activate the nearest fire alarm pull station and call Campus Safety at 7999.
- Confine the fire by closing the door as you exit and evacuate the building.
- Do not use elevators or re-enter the building
- Assist in moving all occupants to a safe area that is away from the building.
- Assist in the evacuation of those with special needs.

TORNADO

- The tornado alarm will only sound in the event of a tornado warning.
- Go to a windowless, interior room, or lowest level in the building.
- If in a basement with windows, go to an inner hallway or inner room without windows such as a bathroom or closet.
- Avoid places with wide –span roofs such as auditoriums or gymnasiums.
- Use arms to protect head and neck.
- If caught outside lie in a ditch or low area and use arms to protect head and neck.
- Never take shelter in a vehicle and if you are in a vehicle stop and find shelter.

EARTHQUAKE

- If indoors, take cover immediately under a sturdy object covering your head, neck and face. Stay away from windows and objects that can fall.
- Do not attempt evacuation during the earthquake and be prepared for aftershocks.
- If you are outdoors stay away from power lines and any other objects that may fall.

GAS LEAKS, FUMES, VAPORS

- Do not pull fire alarms, touch light switches or operate electrical equipment.
- Call Campus Safety at 7999
- Clear the area immediately and provide your location and the location of the odor.
- Provide as many details as possible.

HAZARDOUS MATERIAL SPILL

- If the incident is indoors, close all doors to isolate spill area if it is safe to do so.
- Evacuate the area if necessary.
- From a safe location, call security and provide them with as much information as possible.
- Follow instructions given by emergency responders.

MEDICAL EMERGENCIES

Cardiac arrest/heart attack

- Call or instruct someone to call Security at 7999 or EMS at 8-911
- Check victim
- Perform CPR or utilize AED if available.

Burns

- Access the scene for danger (location of fire, etc.)
- Call or instruct someone to call Security at 7999 or EMS at 8-911.
- Remove cause of burn
- Flush the area with water
- Do not apply a dressing, creams or lotions

Bleeding

- Put on personal protection equipment (Gloves, mask, etc.)
- Apply firm but gentle pressure to the wound with a clean cloth or dressing.

- Immobilize the body part and kept the person lying down.
- Call or instruct someone to call Security at 7999 Or EMS at 8-911.

BOMB THREAT

- Remain Calm and get as much information as possible from the caller and write it down.
- Be sure and ask for the location of the bomb and when it is supposed to be detonated.
- Contact Campus Safety at 7999

ACTIVE SHOOTER

If shooter is outside your building:

- Get to a room that can be locked. Close and lock all of the windows and doors, and turn off all the lights.
- Get down on the floor and make sure no one is visible from outside the room.
- Call 8-911 and tell them what is taking place and give them your location.
- Remain in place until the police give the “all clear.” Do not respond to any unfamiliar voice.

If shooter is in same building as you:

- Lock the door if possible and follow the same procedures as above.
- If the room can't be locked, see if there is a nearby location that can be reached safely and secured, or if you can, safely exit the building.
- If you decide to move from your current location, be sure and follow the instructions below.

If the shooter enters your office or classroom:

- Remain calm.
- If possible dial 8-911 and alert police to the shooter's location.
- If you can't speak leave the line open so that the dispatcher can listen to what's taking place.
- If you can't escape or hide, you may be able to negotiate with the shooter.
- Do not attempt to overpower the shooter with force unless absolutely necessary.
- If the shooter leaves the area, move to a safer location and do not touch anything that was in the vicinity of the shooter.

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Close doors as you exit
- Move all occupants to a safe area away from the building.

CAMPUS WIDE EMERGENCY ALERT SYSTEM

- All employees are eligible to get on the Campus Wide Emergency Alert System and receive emergency alerts via cell phone.
- Go to My Hanover and click on the resources tab.
- Go the Emergency Alert Sign Up and follow instructions.

For additional information you can go to the Campus Safety Web Site on My Hanover or contact the Director of Campus Safety at 812-866-6741.