

# FITCHBURG STATE COLLEGE

# Emergency Guide



**CAMPUS POLICE: 978-665-3111**

**CAMPUS EXTENSION: 3111**

**To report any emergency or suspicious activity,  
call Campus Police immediately**

## REPORTING EMERGENCIES

If you discover an emergency situation on the Fitchburg State College campus, immediately perform all the following:

Call Campus Police immediately at: (978) 665-3111 or campus phone extension 3111.

- If phones are down, send a runner to notify Campus Police at the Campus Police Station on the first floor of the Russell Towers residence hall.
- Always stay calm.
- Give your name, location and emergency.
- Request an ambulance if needed.

## EMERGENCY ASSEMBLY AREAS

For those occurrences where time is of the essence and reaching an assembly area is impractical, follow identified safety measures specific to your present situation.

Take notice of the following locations unless otherwise directed by a Campus Police officer or other public safety official.

### Indoor Assembly Areas

Ground or basement level of all administration, academic and residential buildings.

### Outdoor Assembly Areas

Stay at least 500 feet away from buildings.

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# EMERGENCY PHONE LOCATIONS

Before faced with an emergency occurrence, familiarize yourself with the location of the Emergency Phones on campus and make a mental note on their operation.

## Call Box Locations

Mara Village #1	Facing the Volleyball court	North Street #2 lot	At entrance
Mara Village #2	Facing building #3	McKay lower rear lot	At entrance
Mara Village #3	Facing Mara Quad	Elliot Athletic Field	Entrance near locker rooms
Mara Village #4	Facing building #5	Dupont Building	Quad entrance
Mara Village #5	Facing Cedar Street	Athletic Complex	Next to the front door, main entrance
Mara Village #6	Facing Ross Street	Civic Center	Next to entrance
Townhouses	Facing Lower Cedar Street	Percival Hall	Inside, next to room #104
Aubuchon Hall	At main doors		
Hammond Building	Facing Pearl/Myrtle Streets		
Weston Auditorium	Main entrance		
McKay C Building	Main doors		
McKay B Building	In lot near cafeteria		
Ross Street lot	Side near North Street		

## FIRE

Smoke is the greatest danger in a fire. As you evacuate, or if you are trapped, always stay near the floor where the air is less toxic. **Stay low.**

In advance, familiarize yourself with fire extinguisher locations, exits, and alarm pull stations.

- Activate the closest fire pull station.
- Get on your knees or belly and stay low always making way to the nearest marked exit.
- Alert others as you exit.
- Stay back at least 500 feet or more from the building.

If trapped during a fire:

- Shout at regular intervals to alert emergency crews of your location.
- Find a window and place an article of clothing outside of it to use as a marker for rescue crews.

If no window, stay near the floor where the air will be less toxic.

## To Report A Fire

All fires (or possible fires evidence by smoke, the smell of burning material, etc.) should be reported immediately. Pull the closest fire alarm station to alert the authorities.

Outside phone: (978) 665-3111  
Campus phone: 3111

**EMERGENCY**  
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# MEDICAL EMERGENCY

Call Campus Police immediately at: (978) 665-3111. The Fitchburg State College Campus Police officers are all certified in CPR and First Aid. The Campus Police Department is equipped with an AED (Automated External Defibrillator).

- Immediately call Campus Police at (978) 665-3111 or campus extension 3111.
- If wound is serious, quickly apply direct pressure using a clean thick pad or cloth for controlling bleeding,
- If feasible keep injured person lying down with injured body parts elevated. Cover them with a blanket or coat to keep them from losing body heat.
- If injury involves neck, spinal or back, **don't move** the injured person unless the environment he or she is in can cause him/her further harm.
- Feel neck for pulse; use middle and index fingers to feel for pulse in neck artery under the angle of lower jaw.
- If the person is unresponsive, not breathing, and has no pulse, and you know CPR, begin it immediately. Ask a bystander to call 911.
- For seizure activity, clear area around patient to protect them from further injury. Do not place anything in their mouth, and do not restrain them.

# SERIOUS CRIME OR VIOLENCE

As there are never two situations alike, these procedures are only a guideline. As the case with all emergencies, safeguarding lives is paramount. Use common sense and do not panic.

- If you observe a criminal act or suspicious person-notify Campus Police right away. Call extension 3111 on campus phone or dial (978) 665-3111.
- Try not to panic.
- Exit the area immediately or take cover.
- Remember details—clothing, description, physical characteristics, more than one suspect, etc.
- Assist the officers when they arrive by supplying them with all pertinent information.

# CHEMICAL EXPOSURE/ACCIDENT

Damage to individuals and/or to the environment can be caused by any unplanned sudden or non-sudden released of hazardous materials. Potentially hazardous materials can include a wide variety of chemicals as well as human waste and other contaminants.

- Person in control of classroom/area should evacuate the affected area.
- Seal the area off to prevent further contamination.
- Where unidentified vapors are involved, always assume they are toxic or hazardous.
- When reporting, be specific about the nature of the involved material and exact location.
- Wait for directions and try not to expose others.

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# BOMB THREAT

If you observe a suspicious object or potential bomb on campus, do not handle it. Clear the area and immediately notify Campus Police.

If you receive a bomb threat call:

- Have someone nearby contact Campus Police at (978) 665-3111 or on campus phone extension 3111.
- Keep caller on line as long as possible.
- Note time of call and approximate age and gender of caller.
- Note speech pattern.
- Note emotional state of the caller.
- Note background noise.
- Ask when the bomb will go off.
- Ask where is the bomb? Which building?
- Ask what kind of bomb is it?
- Ask why did you place the bomb?

If you check your area:

- Don't touch unknown or suspicious objects.
- Don't open drawers or cabinets.
- Don't turn on/off any electrical devices or switches/light switches, cell phones, radios, or any other kind of electronic device.
- Be aware of secondary devices.

# NATURAL DISASTERS

Fear at the time of disaster may breed panic, and this panic can account for more injuries than disaster itself. Therefore, calming personnel and students and preventing panic is critical.

## Power Failure

- Notify, by telephone (extension 3111) Campus Police of the power failure and your location. Critical areas should be identified to Campus Police at this time if known.
- If your building has an area with emergency lighting, go to those areas.
- Wait for instructions from college authorities (dean, directors, buildings administrator, instructors, resident directors or assistant, etc).
- Be prepared to evacuate if circumstances necessitate. Turn off your computer and lights before you leave to prevent power surge when the power comes back on.
- Critical areas may be research experiments, refrigerated or air-conditioned locations, or any area where a prolonged power failure could affect health or property.

## Earthquake

- Stay away from windows and bookcases.
- Identify safe places such as:
  - In a doorway
  - Under sturdy furniture
  - Against an inside wall

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## **Tornado**

- Don't hesitate, take immediate cover.
- Go lower level areas (no windows) and take cover.
  - An interior room or hall.
  - Use heavy furniture for shelter if possible.
- Familiarize yourself with assembly area locations listed in this guide prior to any emergency. Locations are listed in the Emergency Assembly Areas section.
- Always follow the direction of emergency response personnel.

# **EVACUATION PROCEDURES**

Please follow applicable steps whenever the fire alarm in your building is sounded:

- Staff member tells students to quickly leave the building by following the evacuation route. The red **exit** signs in corridors and other appropriate places denote the evacuation route. A fire exit sign is located on the wall immediately adjacent to the corridor door(s) of all classrooms.
- When the area has been emptied, the staff member, when practical, checks to see that all windows and secondary exits are closed and all electrical and gas devices are turned off. The lights should be left on. They will then leave, making sure the room corridor is unlocked and closed—when practical, and exit the building.
- Anyone located in the cafeteria, bookstore, lounges, library, Student Center, etc. will evacuate immediately by using the closest available exits.
- Students and/or other visitors in offices will immediately be told to leave.
- Staff located in offices or others work areas, when practical, will immediately lock all desks, file cabinets, safes, storage cabinets, etc., shut any interior office doors, and close windows. The last one out, where practical, will leave lights on and make sure all corridor doors are closed and unlocked.
- When those evacuating reach the outside, they are to keep moving until at least 500 feet or more away from the building.
- Don't use the elevator as means of exit.
- No one may re-enter the building until proper authorization is received and communicated by Campus Police or a public safety official.

## **Evacuation Plan for Handicapped Students and Staff**

- A handicapped person should not be left unattended at any time during an emergency when possible.
- Evacuation points are designated at a landing in the nearest accessible stairway.
- Don't use the elevator as a means of exit.
- To avoid injuries, a handicapped person should be evacuated after all others when possible.
- Staff are requested to assist the handicapped person to the nearest accessible stairwell when the fire alarm in that building is sounded.
- The fire department personnel will advise the handicapped person when it is safe to re-enter the building.

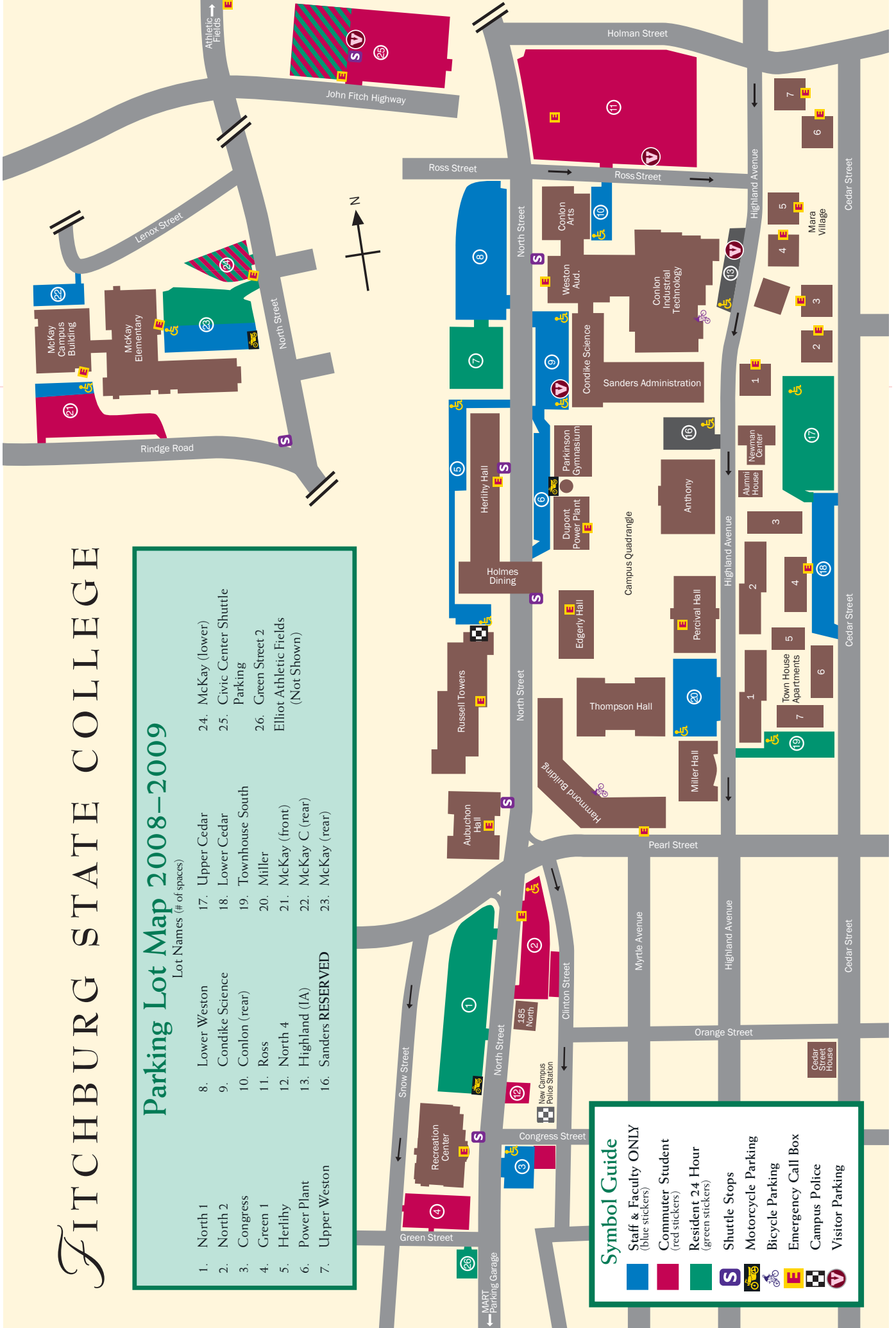
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# FITCHBURG STATE COLLEGE

## Parking Lot Map 2008-2009

Lot Names (# of spaces)

- |                 |                      |                     |                                    |
|-----------------|----------------------|---------------------|------------------------------------|
| 1. North 1      | 8. Lower Weston      | 17. Upper Cedar     | 24. McKay (lower)                  |
| 2. North 2      | 9. Condiike Science  | 18. Lower Cedar     | 25. Civic Center Shuttle Parking   |
| 3. Congress     | 10. Conlon (rear)    | 19. Townhouse South | 26. Green Street 2                 |
| 4. Green 1      | 11. Ross             | 20. Miller          | Elliot Athletic Fields (Not Shown) |
| 5. Herlihy      | 12. North 4          | 21. McKay (front)   |                                    |
| 6. Power Plant  | 13. Highland (1A)    | 22. McKay C. (rear) |                                    |
| 7. Upper Weston | 16. Sanders RESERVED | 23. McKay (rear)    |                                    |



### Symbol Guide

- Staff & Faculty ONLY (blue stickers)
- Commuter Student (red stickers)
- Resident 24 Hour (green stickers)
- Shuttle Stops
- Motorcycle Parking
- Bicycle Parking
- Emergency Call Box
- Campus Police
- Visitor Parking