The College of The Bahamas Emergency Procedures

A. Evacuation

i. Building evacuations will occur:
   • Upon the sound of the fire alarm,
   • Upon notification over The College’s Public Announcement (PA) system, or
   • Upon notification by the Area Manager or Emergency Warden

ii. If possible, and only if possible to do so without causing harm or injury, appropriately trained persons should turn off equipment and/or secure hazardous operations (Director Physical Plant)

iii. Persons will leave by the nearest marked Exit and will alert others to do the same, following the directions of the Area Manager and/or Emergency Warden

iv. Remember:
   • Assist physically challenged in exiting the building. (Security/Area Managers).
   • Do not use elevators

v. Once outside, proceed immediately to the designated assembly area

vi. Immediately report any missing or trapped persons to the Area Manager and/or Emergency Warden who will be responsible for notifying emergency services personnel

vii. Remain at designated assembly areas until:
   • An accurate headcount is taken (even if you were not in your building when it was evacuated, and if it is safe to do so, go to the designated assembly area so that you will be accounted for)
   • Advised to leave by emergency services personnel or designated Area Manager

viii. Keep fire lanes, pathways and hydrant areas clear for emergency vehicles and personnel

ix. Do not return to an evacuated building unless given the “all clear” by the Emergency Coordinator, or in the case of properties outside of New Providence and Grand Bahama, by the coordinator for the lead emergency response agency

B. Bomb Threat

If you observe a suspicious object or believe an object on campus to be an actual bomb, do not handle the object. Clear the area and immediately alert Campus Security at extension 4566 or 302-4566, or immediately go to the nearest administrative office and have them alert Campus Security.

If a bomb threat is received by note, proceed as noted above. Read the note to the Campus Security representative exactly as written. Hold onto the note and give to Campus Security at the most immediate time.

If a bomb threat is received by email, proceed as noted above and also forward the email to the Campus Security Director at wfrancis@cob.edu.bs.

Any person receiving a phone call concerning a bomb threat should ask the caller:
- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What will cause it to explode?
- What does it look like?
- Did you place the bomb?
- Why?
- What is your name?

Any person receiving a phone call concerning a bomb threat should try to keep the caller on the phone as long as possible, and should record the following:

- Time of the call
- Distinctive voice or Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller
- Background voices or noises
- Did the call seem to be a recording?
- Did the caller sound like a man or a woman?
- Approximate age?

The person receiving the call should then immediately notify Campus Security

Campus Security should then:

- Notify external emergency services
- If location of the bomb is described, should proceed with appropriate evacuation procedure
- If location of the bomb is not described, sound the alarm and proceed with general evacuation procedures of all buildings
- Do not return to evacuated buildings until given the all clear by Campus officials

C. Active Shooter

An active shooter/armed intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Active shooter/armed intruder situations are unpredictable and evolve quickly.

**Evacuate (Get Out)**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others evacuate, if possible
- Call 911 or 919 when you are safe
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

Emergency Response Management – Emergency Procedures
Shelter-In-Place (Hide Out)

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e. radio, television)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

Protect Yourself (Act Out)

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

D. Civil Disturbance or Demonstration

Most demonstrations (e.g. marches, meetings, picketing and rallies) are likely to be peaceful and non-obstructive. It should, however, be standard practice of safety and security to maintain security oversight over any events or gatherings involving comparatively large numbers of persons. But a student, faculty or staff member, or group of students, faculty or staff demonstrating should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Interference with the normal operations of The College
- Prevention of access to office buildings or other campus facilities
- Threat of physical harm to persons or damage to College facilities

If any of these conditions exist, Campus Security Services should be notified. Campus Security will be responsible for contacting and informing the Emergency Coordinator, Vice President of Student Affairs and the Associate Vice President, External Affairs, or AVP of NBC, if at the Northern Bahamas Campus. As may be relevant, the following procedures should be followed:
Non-violent but Disruptive Demonstrations

- Demonstrators should be asked to terminate the disruptive activity by the Emergency Coordinator, the Vice President of Student Affairs or either of their designees.
- The Associate Vice President, External Affairs will ready a photographer/videographer in the event such assistance becomes necessary (should the situation escalates to a point requiring intervention, it would be advisable to as much as possible secure means of making positive identifications of any violations, for later testimony. (Photographs/video would represent such means)
- If the demonstration is student lead, The Emergency Coordinator, and the Vice President of Student Affairs will invite key student leaders and College officials to go to the area to assist with persuading demonstrators to desist.
- The Emergency Coordinator, the Vice President of Student Affairs or either of their designees, will again implore demonstrators to leave or to discontinue the disruptive activities.
- If demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by civil authorities.
- The Associate Vice President, External Affairs will, at whatever time deemed appropriate, authorise the photographer/videographer to begin taking photographs/video.
- After consultation with the President, the Vice President of Student Affairs, and the Emergency Coordinator will determine whether to engage appropriate external emergency services.
- If the determination is made to engage external support, the demonstrators should be so informed. As relevant, upon arrival of police, remaining demonstrators should be warned of the intention to arrest.

Violent Disruptive Demonstrations

- If a demonstration becomes violent, whereby injury to persons and or property occurs or appears eminent, Campus Security Services will notify the relevant external authorities and the Emergency Coordinator.
- The Emergency Coordinator will notify the President and the Associate Vice President, External Affairs.

E. Fire, Smoke, Explosion

In all cases of fire, notify the fire department at 911 or 919 and Security at 302-4566 or ex 4566. Do not hesitate to activate a fire alarm if you discover smoke or fire.

- Persons should know the locations of fire extinguishers, fire exits and alarm systems in their area, and should know how to use them.
- If a minor fire appears controllable, call emergency services first. Then if you have been trained to use a fire extinguisher and it is safe to do so, proceed to extinguish the fire.
- If an emergency exists, activate the building alarm. Caution: The building alarm may not be audible throughout the affected and/or potentially affected areas, so it must also be reported by phone.
- Initiate evacuation procedures
- Close all doors to confine the fire and reduce oxygen, but do not lock doors
- Do not return to evacuated buildings until given the all clear by Campus officials

If your clothes are on fire:

- Drop to the ground and roll to smother flames

Emergency Response Management – Emergency Procedures
• If you’re able to access a water source drench yourself with water
• Seek medical attention for all burns and injuries

*If trapped in a room:*

• Call 911 or 919 or Security at 302-4566
• Wet and place cloth material around or under the door to prevent smoke from entering the room.
• Close as many doors as possible between you and the fire
• Signal to someone outside

*If forced to advance through flames:*

• Hold your breath
• Move quickly
• Protect your head and hair

*In the event of an explosion:*

• Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris
• After the affects of the explosion has subsided, notify external emergency services as well as Campus Security
• Give your name and describe the location and nature of the emergency
• If necessary, or when directed to do so, activate the building alarm
• Proceed with evacuation procedures
• Do not return to evacuated buildings until given the all clear by Campus officials

*If you are notified that an explosion took place elsewhere on campus:*

• Assess situation and decide whether to evacuate or shelter-in-place
• Stay away from affected area
• Follow directions issued by Emergency Response Team or by Area Managers and emergency wardens
• Only call 911 or 919 if you have important and relevant information

Fire Extinguisher Use (PASS):

• Pull safety pin from handle
• Aim at base of fire
• Squeeze the trigger handle
• Sweep from side to side at base of fire

*All Area Managers and Emergency Wardens should be trained in the use of fire extinguishers in addition to at least one individual for every five persons, in any given office space.*

**F. Medical/First Aid and Mental Health**

In the event of any situation that requires immediate police, fire or medical response to preserve a life, the appropriate external emergency services should be notified immediately. This includes:

• Serious injury or illness
• Serious mental health issues that might lead to suicide, assault or homicide

Once external emergency services have been notified and depending on the nature of the emergency, Campus Security Services, the Campus Nurse and/or Campus Health and Counselling Services should be notified for immediate assistance. Otherwise, notify Campus Security and they will notify appropriate emergency personnel.

Emergency Response Management – Emergency Procedures
In the case of serious injury, you may offer first aid assistance if:

- You are trained in emergency first aid care
- It is safe to do so
- The victim (if able to) gives consent

If the above conditions apply:

- Keep the victim still and comfortable. **Do not move the victim**
- Ask victim: Are you okay? What is wrong?
- Check breathing and give artificial respiration, if necessary
- Control serious bleeding by direct pressure on the wound
- Look for emergency medical ID
- Question witness(es) and give all information to emergency personnel

**G. In the event of an attempted or threatened suicide on campus**

- Do not leave the subject alone.
- If visible sign of injury call 911 or 919, Campus Security ex 4566 and Campus Nurse ext. 4556
- If a volatile situation exists, discreetly ask someone to call 4566, 4327/4494 and request a silent response (without sirens);
- Once external and internal emergency services have been notified, Campus Health and Counselling Services should be notified for immediate assistance.

- **The Counsellor will assess the situation and will consider these options:**
  - Normalize and calm the individual by establishing rapport;
  - Help individual become aware that the College takes “threatened suicide” statements seriously and will follow Emergency Response Procedure.
  - Inform the police, who will contact family member(s) and relate all pertinent information.
  - Inform the Emergency Coordinator
  - Document sufficiently;
  - Complete an Incident Report Form

**H. In the event that a body is found on the campus and it is suspected that the person is dead**

**Action:**

1. **Call 911 and 919; (IMPORTANT: Unless absolutely certain of death, assume the person can be revived.)**
2. Call campus Security 4566 and Campus Nurse 4556
3. Security will secure area (disturb as little as possible, limit access until police arrive);
   [Note: After calling 911, or 919, police or emergency medical personnel will call an ambulance and, if necessary, the coroner].
4. **Contact the Emergency Coordinator, who will:**
   - Make a decision to lock down the area or building or to dismiss classes;
   - Separate all witnesses until police arrive (to extent possible, witnesses should not speak with each other nor anyone else);
   - Document any statements made by witnesses, but **DO NOT CONDUCT INTERVIEWS WITH WITNESSES.**
I. Severe Weather If severe weather threatens the campus, Area Managers and/or Emergency Wardens will be alerted by the Emergency Coordinator or designees from the Emergency Management Response Team or a representative from Campus Security Services. Unless advised to evacuate, you should:

- Remain inside, if already indoors
- Stay away from glass windows, shelves and heavy equipment
- If outdoors, move quickly into the nearest building
- Avoid flooded areas and/or areas prone to flooding
- Stay away from utility poles and avoid utility lines and trees
- If in an automobile, stop in the safest place available, away from power lines and trees
- Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers
- Once the weather has passed, evaluate your surroundings and if emergency help is needed contact Campus Security Services immediately
- Damaged facilities should also be reported to Campus Security, for further relay as necessary

Flooding:

- Protect your area with sand bags, barriers, or other absorbent materials
- Move to a higher floor in your building or evacuate to higher ground
- Avoid driving or walking through standing or fast-moving water

Lightning:

- If stuck outside, avoid pools or standing under tall objects, as these put you at greater risk of being affected by lightning

Tornados:

- Go into an interior room or hallway on the lowest floor, if possible.
- Stay away from windows, doors, and outside walls.
- A vehicle or modular building does not provide good protection. Plan to go quickly to a building with a strong foundation, if possible.
- If shelter is not available, lie flat in a ditch or other low-lying area. Do not get under an overpass or bridge. You are safer in a low, flat location
- Stay in the shelter location until the danger has passed.

Hurricane:

In the event of Hurricane:

- Listen to local news and media outlets.
- An alert will be issued by the Meteorological Department 60 hours (2½ days) before the storm is expected to make landfall. The Hurricane Watch announcement will come 36 hours before (1½ days) and the Warning within 24 hours of the storm’s expectant landfall.
- College property closure announcements will be issued via radio and television and through electronic postings through The College’s internet based systems.

During the Storm:

- Remain indoors
- Do not open exterior doors or windows

Emergency Response Management – Emergency Procedures
• Refrain from using alcohol or other impairing substances
• Follow directions from your supervisor /College officials as to when to return to campus

After the Storm:
• If on campus, remain inside until College officials say it’s safe to leave. If you must go outside, be cautious of fallen objects and downed electric lines.
• Contact family members by any available means, and advise you are okay.
• Await further instructions from College officials.

J. Buildings and Utilities

External emergency services should be contacted and affected buildings evacuated as per established evacuation procedures, in the event of:
• Fire
• Smoke
• Explosion
• Gas leak
• Structural damage or collapse
• Chemical spills or hazardous odours or fumes

Major utility failure:
• Immediately notify the Physical Plant Department
• If there is a potential danger to building occupants, notify Campus Security

Plumbing failure/flooding:
• Cease all operations
• Notify the Physical Plant Department
• Do not switch on any lights or electrical equipment
• If it is safe to do so, unplug electrical equipment before water reaches it
• Use plastic bags or tarps to cover water sensitive material and equipment
• Move materials from floors and other flooded areas to a safe location
• Physical Plant staff should turn off circuit breakers for flooded areas

Ventilation problem:
• If smoke odours come from ventilation system, immediately notify the Physical Plant Department

Elevator failure
• If you are trapped in the elevator, use the emergency phone to notify Campus Security
• If the elevator’s emergency phone is not working, activate the elevator’s emergency alarm

K. Crime Violent or Criminal Behaviour

Emergency Response Management – Emergency Procedures
If you witness a crime, violent or criminal behaviour in progress, do not approach or attempt to apprehend the persons involved:

- Immediately telephone the police and also notify Campus Security
- Otherwise, avoid risks, take only actions necessary for self-defence

If you are safe, stay where you are until the police or campus security arrives, otherwise, try to move to a safe location.

In reporting a crime, violent or criminal behaviour, you should provide as much information as you can, including:

- The nature of the crime, violent or criminal behaviour
- Location of the crime, violent or criminal behaviour
- Description of persons (height, weight, gender, clothing) and of any weapons involved
- Direction of anyone travel away from the scene
- If a vehicle is involved, its description, including if possible: colour, year, make, model and license plate number

Note: You should also report any non-emergency situations to Campus Security, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles and similar incidents.

If you observe a suspicious person on campus, you should immediately notify Campus Security.

**In the event that you witness a Kidnapping**

Call 911 or 919 and Campus Security 4566

Do not approach the kidnappers, but try to stay in view without being caught and provide as much information as you can, including:

- Location of the incident
- Description of persons (height, weight, gender, clothing) and of any weapons involved
- Direction of anyone travel away from the scene
- If a vehicle is involved, its description, including if possible: colour, year, make, model and license plate number

Campus Security will inform the Emergency Coordinator who will assess the situation as per the Emergency Procedure Manual

**I. Hazardous Material Incident**

A major hazardous material spill exists when:

- Cleanup of the spill of a hazardous material is beyond the level of knowledge, training or ability of persons in the immediate spill area
- The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility

All major hazardous material spills must be reported to fire department at 919 or 911 in the first instance followed by notification of Campus Security.

Persons reporting such incidents should be prepared to describe the location, size and nature of the incident.

In major hazardous material incidents, persons should:

Emergency Response Management – Emergency Procedures
• Alert people in the immediate area and evacuate the room, as well as nearby rooms that may be affected, as per established evacuation procedures
• Confine the hazard by closing doors as you leave the room
• Avoid contamination or chemical exposure

Contaminated persons should be isolated and handled only by emergency services and/or specially trained personnel. The campus nurse 4556 should be informed immediately.