

## **Threat Assessment & Planned Response 1 – Winter Storms: Blizzards/Ice Storms**

**Threat Assessment:** Eastern Nazarene College is located 4 blocks from Quincy Bay, which leads directly into the Atlantic Ocean. The climate of Massachusetts is a humid continental climate with snowy winters. Massachusetts receives about 40 inches of rain annually, which is fairly evenly distributed throughout the year, sometimes slightly wetter during the winter. Winters are cold, but generally less extreme on the coast with high temperatures in the winter averaging above freezing however the state can experience extreme temperatures with temperatures below 0 °F in the winter not being unusual. The coldest month is January, with an average high of 36 °F and an average low of 22 °F. Periods below 10 °F in the winter are not uncommon, but are rarely prolonged.

Blizzards and Ice Storms that leave large accumulations of snow or heavy accumulation of ice on college buildings, trees, and roads/sidewalks are the most probable results of Nor'easters. These winter storms can make travel treacherous, endangering roofs and tree branches and utility infrastructures of water, electricity and or gas. While these storms are not prolonged, the affects can remain for extended periods of time. The degree of snowfall/ice accumulation and resulting possible damage or obstruction to college property will determine the level and intensity of the response from the college.

Massachusetts is often hit with storms called "nor'easters" during the winter months of the year. A nor'easter is a storm along the East Coast of the United States. The storm is named this because the winds in a nor'easter come from the northeast, especially in the coastal areas of the Northeastern United States and Atlantic Canada.

Quincy has its share of extreme weather, prone to nor'easters and to severe winter storms. These winter storms usually take the form of blizzards or ice storms and during the winter months are the largest natural threat to continued operations of the college.

**Planned Response:** During the winter storm season, local and regional weather is tracked and assessed as to its potential to cause disruption to scheduled events of the college or damage to its physical plant and buildings. If a winter storm is predicted to impact the operations of the college, appropriate personnel from the (ERT) Emergency Response Team will be called together to outline the appropriate response of the college personnel. Classes, special events, and normal operations of the college may be changed or cancelled. Appropriate communication will be sent to all affected constituencies via the ENC website, the e2campus alert system, email and local television and radio stations. Essential facilities personnel will be activated to deal directly with the situation. Students and employees will be asked to accommodate the workers in clearing sidewalks and parking lots by following

instructions given by Facilities or Security. Detailed instructions are outlined in the Snow Removal Policy. In the event of a wider spread regional event affecting utilities and/or operations of the City of Quincy, the ERT will be activated to access the appropriate response of the college ranging from cooperating with local authorities and emergency response teams to the evacuation of the campus or cancelling of classes for an extended period of time.

## **Threat Assessment and Planned Response 2 - Floods**

**Threat Assessment:** Flooding in the campus area will typically be the result of torrential rains which worsen during a high tide. Water damage most likely occurs in basements and ground floor areas of the campus buildings and housing for a short period of time. Some roof leaks may also occur due to the potential clogging of roof drains, gutters and downspouts from the debris from the many trees in the area which are part of the Arboretum. However, flooding of parking areas, walkways and public streets may isolate areas of the campus for longer periods of time. Usually there will be advance warnings of an impending storm and tidal information. Close coordination with local authorities and constant vigilance of areas known to flood will be necessary to minimize danger to persons, damage to property or loss of equipment. One of the greatest hazards during the storm will be electrical grounding of equipment and falling power lines.

**Planned Response:** The following summarizes the major operations in response to flooding. Since advance warning of flooding conditions can usually be anticipated, the (ERT) Emergency Response Team will be activated if conditions warrant. In the mean time, preparations will be made to ensure all catch basins, drains, gutters and downspouts are cleared. The main focus as the storm approaches will be to assist moving water away from buildings. Emergency pumps and equipment will be gathered and stored for quick access and mobility. Personnel will be assigned to provide early warning of rising water in various areas of the campus. Damage assessment will be continually reported to the ERT.

When required, all faculty, staff and students, except those necessary to assist in the emergency, will be evacuated. Prior to this evacuation, highway and street conditions will be ascertained and announced by campus email, E2Campus, ENC Web Page, Television Display Monitors in common areas and if required local radio and television stations. Shutdown procedures of the areas that may be affected by flooding are of primary consideration to prevent fire, explosion and electrical hazards. Any area flooded or evacuated will be sealed off with barricades, safety cones or Security personnel to prevent injury to persons, pilferage and interference with emergency operations.

Injured or ill persons will be treated at the Brickley Center or, if necessary, taken to hospitals. Under more severe conditions, outside ambulance service may be

impossible to request; therefore, other means of evacuating serious cases will be considered.

Once the dangerous conditions have been reduced and flooded areas identified, immediate attention will be turned to minimizing damage or loss to property and equipment by water. Emergency equipment will be dispatched to address water removal and teams will be organized to use plastic to cover or remove material and equipment to safety.

In extreme cases of flooding where outside areas are affected and travel disrupted, it may be necessary for some persons to remain at the campus for an unusual length of time. Lodging, food service, and lighting will be required.

When the water has subsided and the threat of further flooding diminishes, repair operations will receive primary consideration. Priorities of work will be assigned to restore normal campus operations at the earliest practicable time. Completion of this work may involve restoration of public utilities, electrical and mechanical areas, specialized areas such as the data center, switchboard area, and other critical support services or facilities. Material and equipment removed must be returned to its original location. In addition to an increase in manpower, assistance required at this time may include food services, emergency procurement and provisions for emergency expenditure of funds.

## **Threat Assessment and Planned Response 3 – Utility Failure**

### **Electrical**

**Threat Assessment:** Electrical utility failure most often occurs during major storms and is generally a result of problems unrelated to events on campus. Since Eastern Nazarene utilizes oil as the main fuel for heat in the central plant, loss of electricity or mechanical failure of the oil pumps are a concern that would have severe impacts to hot water and heating systems in most of the buildings on campus.

Depending on the severity of the power failure, an electrical utility failure can have a significant impact on valuable research projects, unsaved work on computers and may result in the suspension of classes and campus closure. In addition, depending on the severity of the emergency, sustained building lighting or emergency lighting may not provide lasting or sufficient illumination in corridors and stairwells for safe exiting. It is therefore advisable to have a flashlight available for emergencies.

**Planned response:** In the event of an electrical utility failure, there are no backup generators currently available on the campus. If the power failure is expected to last beyond this time frame, the ERT will need to consider renting portable generators to maintain normal operations to be placed in strategic locations such as

the data center and food services. If the electrical failure will influence class scheduling, the college ERT may be activated to manage the emergency.

## **Water**

**Threat Assessment:** If the utility failure is water, the effect on the campus could become very significant in a short period of time. A water failure could present a health problem that would require activation of the (ERT) Emergency Response Team and coordination with County Public Health.

**Planned response:** In the event of a water failure, the first step in the campus response will be assessment of the extent of water failure and period of time the campus will be without potable water. If it is determined that the campus will be without potable water for 12 hours or more, the college ERT may activate. An immediate action plan will include notifications to the campus community, campus housing and surrounding communities to minimize health hazards until water utilities are restored.

## **Plumbing Failure**

**Threat Assessment:** A plumbing failure could result through accident, vandalism or age of water lines at any point where these pipes travel from entry point of the building and within the walls to the plumbing fixture.

**Planned response:** In the event of a plumbing failure or flooding, faculty, staff and students should cease using electrical equipment in the flooded areas. Notify the Facilities Department if failure occurs during normal working hours and the Security Office if after hours.

## **Gas**

**Threat Assessment:** Disruption of natural gas utilities could have significant impacts on campus functions where this utility option is utilized. Currently, natural gas is used in the food services areas, the science labs and the three main boilers.

**Planned response:** In the event of a serious gas leak, cease all operations: Evacuate the building. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER: electrical arcing can trigger an explosion! Notify Campus Security IMMEDIATELY.

In an unplanned disruption that creates an immediate threat to life, structure or other property, the Campus Security Office and the Quincy Fire Department will be dispatched to manage the threat and the ERT will be activated to manage the process of restoring gas utilities to their normal state.

## **Elevator Entrapment Procedures**

**Threat Assessment:** During a power failure, elevators will be out of service.

**Planned Response:** If a person finds themselves trapped in an elevator during a power failure, they can use the emergency phone to notify Campus Security. Campus Security will then notify the Facilities Department and they will attempt to release the doors. As a last resort the Quincy Fire Department will be called to help in the opening of the elevator doors. If the elevator does not have an emergency phone, the person can activate the emergency alarm (located on the panel) which will signal for help.

## **Threat Assessment & Planned Response 4 – Severe Thunderstorms Storms**

**Threat Assessment:** Thunderstorms accompanied by lightning are frequent occurrences in Massachusetts during the spring and summer months. Some of the most severe thunderstorms occur when a single thunderstorm affects one location for an extended time. Thunderstorms typically produce heavy rain for 30 minutes to an hour. Warm, humid conditions are highly favorable for thunderstorm development. About 10 percent of thunderstorms are classified as severe—one that produces hail at least three-quarters of an inch in diameter, has winds of 58 miles per hour or higher, or produces a tornado.

Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall. "Heat lightning" is actually lightning from a thunderstorm too far away for thunder to be heard. However, the storm may be moving in your direction. Most lightning deaths and injuries occur when people are caught outdoors in the summer months during the afternoon and evening. Your chances of being struck by lightning are estimated to be 1 in 600,000, but can be reduced even further by following safety precautions. Lightning strike victims carry no electrical charge and should be attended to immediately.

**Planned Response:** Familiarize yourself with these terms to help identify a thunderstorm hazard:

- Severe Thunderstorm Watches are issued to tell you when and where severe thunderstorms are likely to occur.
- Severe Thunderstorm Warnings are issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

### Preparedness tips before a thunderstorm

- Always be alert to changing weather conditions.

Remember, the following are guidelines if a thunderstorm or lightning is likely or has been reported in your area:

- Listen to your radio and television for weather reports and emergency information.
- Postpone outdoor activities.
- Remember "If thunder roars, go indoors" because no place outside is safe when lightning is in the area. Everyone should stay indoors until 30 minutes after they hear the last clap of thunder.
- Get inside a home, building, or hard top automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Secure outdoor objects that could blow away or cause damage.
- Long-term preparations: Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.

### What to do during a thunderstorm

After getting inside a building:

- Avoid showering or bathing and any contact with plumbing. Plumbing and bathroom fixtures can conduct electricity. Do not wash your hands, wash dishes or do laundry.
- Avoid contact with electrical equipment or cords.
- Stay away from windows and doors, and stay off porches.
- Because concrete conducts electricity, do not lie on concrete floors and do not lean against concrete walls.
- Cordless and cellular telephones are safe to use. Use a corded telephone only for emergencies.
- Everyone should stay indoors until 30 minutes after they hear the last clap of thunder.

If you find yourself outside when a thunderstorm hits,

Avoid the following:

- Rubber-soled shoes and rubber tires provide NO protection from lightning. However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.
- Natural lightning rods such as a tall, isolated tree in an open area.

- Hilltops, open fields, the beach, or a boat on the water.
- Isolated sheds or other small structures in open areas.
- Anything metal—motorcycles, golf carts, golf clubs, and bicycles.

If you are in certain situations,

Do the following:

- In an open area, go to a low place such as a ravine or valley. Be alert for flash floods.
- On open water, get to land and find shelter immediately.
- Anywhere you feel your hair stand on end (which indicates that lightning is about to strike), squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees.

## **Threat Assessment and Planned Response 5 - Fire**

**Threat Assessment:** In all cases of fire, pull the fire alarm or call 911 then notify Campus Security IMMEDIATELY. As with any older building there is a concern for fire due to the many electronic devices now being used within each building that require extension cords to power these devices. In addition, the use of electric heaters in office spaces adds to this fire hazard concern if unattended and/or close to combustible materials. Some buildings are heated by electric base boards. The potential for furniture to be placed against the wall could result in fire spreading throughout the room and building.

**Planned response:** In all cases of fire, pull the fire alarm or call 911 then notify Campus Security IMMEDIATELY and begin the orderly evacuation of the building. The campus relies on the Quincy Fire Department (QFD) for primary fire services. In the event that a fire is reported on campus or in the immediate area by phone or fire alarm, a Security Officer will be dispatched to the scene to confirm the report and secure the area and building of personnel evacuation. If a fire is confirmed, and the fire alarm has not been pulled, the Security Officer will activate the building alarm. The Security Officer on scene will establish an Incident Command Post and begin the process of managing the incident until relieved by QFD command. If the fire is an imminent threat to life or structure, the ERT may be activated to deal with the incident and potential cleanup after the incident.

**Fire Emergency Procedures:** Personnel should be trained to know the location of fire extinguishers, fire exits, escape routes, and manual fire alarm pull stations in their respective areas and how to use them. If a minor fire appears controllable, IMMEDIATELY notify Campus Security. Then direct the charge of the fire extinguisher at the base of the flame. If the fire is out of control, IMMEDIATELY activate the building alarm system. The manual pull stations will notify the QFD and Campus Security. On large fires that do not appear to be controllable, IMMEDIATELY

notify the QFD by pulling the fire alarm. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen - DO NOT LOCK DOORS!

If you hear the fire evacuation alarm, walk quickly to the nearest marked exit clear of fire and alert others to do the same. Resident Assistants are designated to assist individuals during an emergency. DO NOT PANIC. USE THE STAIRWAYS. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic. Once outside, move to a designated area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.

If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic and shout out at regular intervals to alert emergency personnel of your location.

## **Threat Assessment & Planned Response 6 – Food Service Interruption**

**Threat Assessment:** Eastern Nazarene College has only one source of food preparation on campus. Although the Mann Student Center is not often susceptible to power failures or damage that would preclude the normal preparation of meals, the campus could be hit with service outages beyond our immediate control. Examples of service outages may be a result of electrical service being cut, water mains in the Boston metro area in need of repair or being turned off for an extended period of time, steam source malfunction, mechanical failure or a more localized power service outage to the Mann Student Center.

**Planned Response:** In the event of a localized disaster prohibiting the normal operation of food service, Pioneer, Eastern Nazarene College's Food Services Contractor will provide as normal as possible food services to the student population and provide food and facilities for emergency workers as directed by the College. The Emergency Response Team will be activated to assess the situation and will implement the Food Service Continuity Plan. The Food Service Continuity Plan will attempt to minimize the impact of the incident on meal service. Plans for the continuation of meal service will be established and communicated with announcements across campus.

In the event of service interruption you will be notified of the service location and time of the meals. Please pay close attention to the announcements that will be distributed across campus.

## **Threat Assessment & Planned Response 7 –Criminal Activity on Campus**

**Threat Assessment:** Eastern Nazarene College main campus located at 23 East Elm Avenue Quincy MA consists of seventeen (17) buildings located in Wollaston neighborhood with close proximity to major traffic arteries (MA Interstate Route 93 and MA Route 3A). The MBTA (Massachusetts Bay Transportation Authority) has a rapid transit rail station “Wollaston Station” located three quarters (3/4) of a mile from the campus. The Old Colony Campus is located at 180 Old Colony Avenue Quincy MA, approximately one and three quarters (1.75) miles from the main campus. The campus is located in a residential neighborhood in an urban city environment. Although the surrounding area immediately adjacent to the main campus is a relatively quiet area, the main business district located one half (1/2) mile away does experience its share of the usual type of police involved incidents. These locations being easily accessible to the mentioned various means of transportation makes the area a potential threat for criminal activity on campus.

**Planned Response:** In the event of criminal activity on campus the first and foremost task of the Office of Safety and Security is to involve the assistance of local law enforcement. The role of the Office of Safety and Security as contracted through Andrews International is to “observe and report”. The immediate response of law enforcement is critical. Upon being notified of, or discovering criminal activity on campus, call 3911 and the Office of Safety and Security will respond, investigate and determine the further actions necessary and in which order the authorities are to be summoned. For example, if the activity has taken place in the past, i.e. car break on Christmas day, the police will be called and Incident Report with the police report number will be filed and the administration notified in the usual manner when they return. In the example of a violent crime taking place on campus with victims and bodily harm, the Office of Safety and Security will immediately contact the local law enforcement and help, aid and assist with the needs of the responding authorities at their direction. When the immediate event is stabilized the security office will notify the college administration of the criminal activity on campus and will meet with them at the earliest possible opportunity. The college administration will notify public relations of possible media involvement if the event becomes public knowledge. The Office of Safety and Security will provide the college administration with an “After Action” report in addition to the regular Incident Report normally filed with detailed information for future reference in legal matters.

## **Threat Assessment & Planned Response 8 – Psychological Crisis**

**Threat Assessment:** A psychological crisis exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality. Typically the disconnection with reality is due to severe drug or medical reactions or a psychotic break. A psychotic break may be manifested as hallucinations, uncontrollable behavior, disorganized speech or behavior.

## **Planned Response:**

### **If a psychological crisis occurs without obvious medical complications:**

- Contact the Brickley Center at 617-745-3892 and state that you have a psychological emergency. If the Office Manager does not answer, call the on-call counselor at 617-955-4139 and Campus Security at 617-745-3911.
- Try to keep the person calm or within your vision until assistance arrives.
- Maintain your own personal safety if you feel the situation is dangerous.
- Should a student exhibit out of control behavior that suggests imminent physical danger to self or others, Security should be contacted at 617-745-3911 for an ambulance or police involvement.

The Brickley Center provides emergency services 24 hours a day/seven days a week. You can reach the on-call counselor by calling 617-955-4139. Leave your message with your name and phone number and the on-call counselor should get back to you momentarily.

In rare occasions that the counselors are unavailable for emergencies, emergency coverage is provided by South Shore Mental Health in Quincy, MA. Their crisis team can be reached at 617-774-6036.

### **If a psychological crisis occurs with obvious medical complications:**

- Contact the Campus Clinic at extension 3893, and call Campus Security at extension 3911. Tell them you have a medical and psychological emergency.
- Try to administer basic first aid if the person is willing to accept your assistance until assistance arrives.

## **Threat Assessment & Planned Response 9 – Pandemic Medical Incident**

**Threat Assessment:** By the very nature of a college community, Eastern Nazarene College is a community of involvement with many local and area organizations through, student teaching, internships and the activities in the community as a result of the activities of daily life. In addition, living within close quarters in dormitory situations has its own challenges. This can bring the ENC community in contact with many different kinds of communicable diseases, which can be brought back to campus. The most likely threat would be cold/flu symptoms being brought back from off campus and spread throughout the community. In addition, other issues such as lice, bedbugs and food borne illnesses are potential incidents that might need to be dealt with on campus. Eastern Nazarene College attempts to shortcut these incidents through means such as providing on-going education through the campus nurse and antibacterial sprays/creams in high traffic areas/buildings. In addition, efforts to keep and bedbugs off campus has resulted in

an on-going policy of keeping potential infested used furniture from coming on campus.

**Planned Response:** If there is concern about a widespread medical issue, the campus nurse should be notified and (617) 745-3893. If it is after hours or the nurse is not available, The Office of Safety and Security at (617) 745-3911 or the RD on call at (617) 642-8326 should be notified. Depending on the intensity of the outbreak, appropriate personnel from the Emergency Response Team (ERT) may be called together to outline a detailed response and plan to contain, limit and eliminate the threat. Federal, state and local government partners will be involved in the plan as appropriate. Information will be provided to the entire college population that is essential to minimizing the health effects of the medical incident. Basic public health measures will be employed to reduce person-to-person transmission. If available and appropriate, vaccines will be provided.

### **Threat Assessment & Planned Response 10 – Internal Campus Disturbance/Demonstration**

**Threat Assessment:** Eastern Nazarene College main campus located at 23 East Elm Avenue Quincy MA consists of seventeen (17) buildings located in Wollaston neighborhood with close proximity to major traffic arteries (MA Interstate Route 93 and MA Route 3A). The MBTA (Massachusetts Bay Transportation Authority) has a rapid transit rail station “Wollaston Station” located three quarters (3/4) of a mile from the campus. The Old Colony Campus is located at 162 and 180 Old Colony Avenue Quincy MA, approximately one and three quarters (1.75) miles from the main campus. These locations being easily accessible to the mentioned various means of transportation makes the possibility of large numbers of demonstrators arriving on campus for protest/demonstration/disturbance a credible threat. There is a large open lawn area directly located in between the front entrance of main administration building Gardner Hall and the front entrance of the Wollaston Church of the Nazarene. This area would be the most likely area of campus for a campus demonstration/disturbance to take place, however there are other areas of campus where a varying number of demonstrators could hold disturbances such as the athletic field behind the gymnasium. In addition to the main campus, the parking lot area of the Old Colony Campus could hold a large group of demonstrators if a disturbance were to occur at that location.

**Planned Response:** There are two options in the event of the Campus Disturbance/Demonstration threats. The first option is in the event there is a disturbance at a demonstration previously scheduled to take place on campus and notification has been given to all proper Campus Personnel. At this event the Security staff would have pre planned to add staff on duty and on call for the scheduled event. The exact number of security staff would be adjusted in response to the research done by security prior to the scheduled demonstration taking place. In addition Quincy Police Department would be informed of the planned

demonstration in advance if the findings of the security research determined that the number of demonstrators would impact the surrounding neighborhood residents. In the event of an unscheduled and unannounced campus demonstration, the organizers and participants would be immediately investigated by the Office of Safety and Security, the known facts determined and transmitted to the President's Cabinet at once. The (ERT) Emergency Response Team may be activated. The facts determined would determine the response required, i.e. whether there is ENC community involvement, and the nature and goals of the groups involved. In the event that Campus disturbances have the potential for violent situations erupting, notification and involvement of Quincy Police will always take place. The (ERT) Emergency Response Team or President's Cabinet will handle any and all media outlets that may arrive on campus during the event. All detaining, protective custody issues, and arrests must take place by sworn local police agencies. Should an unscheduled event occur at 162 Old Colony, assessment of the situation would be immediate and Quincy Police would be contacted to insure protection of the children and parents at Kinder Haus. The Office of Safety and Security will help, aid and assist these agencies in their duties at their direction once they arrive on scene and take custody of the incident. At the conclusion of the event the Office of Safety and Security will provide the college administration with an "After Action" report in addition to the regular Incident Report normally filed with detailed information for future reference in legal matters.

## **Threat Assessment and Planned Response 11 – Hazardous Material Release Incident**

**Threat Assessment:** Norfolk County is considered an urban area with multiple risks of hazardous materials emergencies. When a hazardous material emergency occurs, multiple Norfolk County HazMat resources will be utilized.

Hazardous materials are also found on campus but generally in small quantities. An accidental release of such a material would pose a threat to individuals only in the immediate vicinity. Such a release could occur because of fire, explosion, earthquake, aircraft accident, flood or malicious or negligent behavior of an individual. Petroleum fuel used to operate vehicles and equipment, heating oil and propane are the only large quantities of a hazardous material on or transported through the campus. Currently there are no large natural gas lines entering any campus buildings however there are gas lines buried along the streets abutting the campus which could become ruptured.

**Planned Response: On-Campus Incident;** An on-campus incident is unlikely to require evacuation of more than a small area of the campus or building. Individuals in the hazardous area will be warned and directed to leave the area. (Affected individuals may be required to stay, per MSDS standards or Emergency Responder's direction). Campus Security Officers will establish an appropriate perimeter around the incident. The ENC Security Director will be notified and will be responsible for

advising on further actions which may include calling the Norfolk County HazMat team. Any injured, exposed, or ill persons will be treated on-site or at the Brickley Center and if necessary, transported to the hospital. If the incident occurs on property that borders the community appropriate law, fire, and emergency medical personnel may be utilized.

**Planned Response: Off-Campus Incident:** A major hazardous materials release in close proximity to the campus could require sheltering or evacuation of all or part of the campus. A sudden release of hazardous materials may allow little or no time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; shut down heating, air conditioning and exhaust systems; and seal any openings to the outside as feasible. The ERT will be activated to access the situation and determine the next necessary steps to take to ensure the safety of the campus community. If circumstances permit, the campus population may be directed to designated shelters. Assistance will be provided for disabled persons and children.

Priority use of available campus transportation resources will be allocated first to the disabled and children and then, to the extent available, to other personnel in need. If additional transportation resources are needed, they will be requested through the county/ city ERT. The ENC ERT Incident Commander will confirm campus evacuation with the county/city officials during the evacuation for the purpose of judging the progress and at the end to ensure completion. Perimeter and security control of ENC will be established. The area will be checked to ensure that everyone is evacuated.

**Hazardous Materials Procedures:** If you witness a hazardous material spill or if as a USER you spill a hazardous material call Facilities immediately at (617) 745-3716. If you cannot reach Facilities or if the spill occurs after normal business hours or during the weekend, call Campus Security at (617) 745-3911.

When reporting, be specific about the nature of the involved chemical and the exact location. The Facilities Department or Campus Security will contact 911, who will then notify and dispatch appropriate personnel or HazMat team if necessary. If you are a hazardous material user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing a spill and emergency procedures when or if a spill occurs.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Security. If an emergency exists, activate the building alarm system. When the building evacuation alarm is sounded, walk quickly to the nearest exit and alert others to do the same. The ERT may be activated and a Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have

official business. Keep all emergency access roads and walkways clear for emergency personnel and equipment.

## **Threat Assessment & Planned Response 12 – Biohazard / Terrorism**

**Threat Assessment:** Eastern Nazarene College main campus located at 23 East Elm Avenue Quincy MA consists of seventeen (17) buildings located in Wollaston neighborhood with close proximity to major traffic arteries (MA Route 93 and MA Route 3A). The MBTA (Massachusetts Bay Transportation Authority) has a rapid transit rail station “Wollaston Station” located three quarters (3/4) of a mile from the campus. The Old Colony Campus is located at 180 Old Colony Avenue Quincy MA, approximately one and three quarters (1.75) miles from the main campus and adjacent to the MBTA Red Line tracks; 0.49 miles from the Wollaston MBTA station and 1.13 miles from the Quincy Center MBTA station. The campus is located in a residential neighborhood in an urban city environment. These locations being easily accessible to the mentioned various means of transportation makes the area a potential threat for Biohazard/ Terrorism a credible threat.

**Planned Response:** In the event of Biohazard/Terrorism the first and foremost task of the Office of Safety and Security is to seek direction of local law enforcement. In the event of Biohazard /Terrorism the office of Safety and Security will attend to the protection of all personnel and property that is owned by Eastern Nazarene College if we are authorized to remain on site and the situation is safe for personnel to accomplish. The (ERT) Emergency Response Team will be activated to assess the situation and determine an appropriate response. All other matters pertaining to the event of a BioHazard/Terrorism threat the Office of Safety and Security will be taking direction of the authorized local, state and national authorities.

## **Threat Assessment and Planned Response 13 – Bomb Threat**

**Threat Assessment:** Eastern Nazarene College is a peaceful college nestled in a neighborhood of family owned homes and in the vicinity of a local beach. The college itself has no strategic value that would warrant such an attack. However, a bomb threat or threatening call could occur. When a bomb threat or threatening call is received, local authorities will be notified and the proper professional agencies drawn on for assistance.

**Planned Response:** In the event that a bomb threat (threatening call) is received, the employee or other person receiving the incoming threatening call should attempt to secure the maximum details about the call, the caller, and location of the bomb. We cannot predict where the call will be received so all personnel should be aware of the phone threat procedures outlined below. The main switch board will have a copy of this form maintained on hand for quick access and reference.

Campus Security will be contacted as soon as a bomb threat or threatening call is received or a suspicious package is observed. Campus Security Director will contact the Quincy Police and Fire Departments by calling 911 and activate the ERT in order to determine the seriousness of such a call. Completion of the attached Threatening Phone Call Form by the individual receiving the call will assist the administration in assessing the extent of the threat and will enable countermeasures to be instituted immediately. The Campus ERT may be activated to manage this emergency.

A decision to evacuate or not to evacuate the specific buildings will be based on the following factors;

- 1) Evaluation of the threat
  - a. General or specific information
  - b. Characteristics of the caller's voice
  - c. Details available as to the location and type of device
  - d. Security contact with the police and other emergency response agencies
- 2) History and pattern of similar calls to the college
- 3) History and pattern of similar calls to the community
- 4) Building Characteristics – size and structural strength of the “threatened” building
- 5) Responsibility to students, faculty, staff and visitors

### **Bomb Threat Emergency Procedures:**

#### Threatening Call

- A) Any person receiving a phone call bomb threat should ask the caller:
  1. When is the bomb going to explode?
  2. Where is the bomb located?
  3. What kind of bomb is it?
  4. What does it look like?
  5. Why did you place the bomb?
- B) Keep talking to the caller as long as possible and record the following:
  1. Time of call
  2. Age and sex of caller
  3. Speech pattern, accent, possible nationality
  4. Emotional state of caller
  5. Background noise, if any
- C) Immediately notify Campus Security at extension 3911 to report the incident
- D) Campus Security will notify the Quincy Police Department and other emergency response agencies and secure the threatened area. The QPD

automatically dispatches officers to the college when they are notified of a bomb threat. The QPD officers will be the contacts for the college for all forms of assistance that may be required.

- E) If an emergency exists, activate the building alarm.
- F) When the building evacuation alarm is activated, or an emergency exists, walk quickly to the nearest exit and alert others to do the same.
- G) How and where to search will be based on an evaluation of the situation and will be the decision of the Police, Fire and the Campus ERT.

### Observation of a Suspicious Package

If you observe a suspicious object or potential bomb on campus - DO NOT HANDLE THE OBJECT! If possible take note of the shape and size of the object, if any writing is visible on the object, and whether the object producing a sound. This does not mean that any person should place him/herself in any danger in order to accomplish gathering this information. Evacuate the area if an immediate emergency exists.

- A) Clear the area immediately
- B) Notify Campus Security at extension 3911.
- C) DO NOT TOUCH THE PACKAGE!
- D) DO NOT DISTURB THE PACKAGE!
- E) Maintain a minimum evacuation distance of 200 feet.
- F) Call outside experts for evaluation and disposal of the suspected device.

If a bomb or suspected device is discovered, the Bomb Squad of the Quincy Police Department or State Police will be called to the scene (by the law officer assigned to the incident) to either;

1. Determine if the object is harmless
2. Deactivate the explosive
3. Remove the device from the premises

## **Threat Assessment & Planned Response 14 – Active Shooter on Campus**

**Threat Assessment:** Nationally active shooter situations do not occur often on college campuses, but we know all too well that the possibility exists and it is important to have protocols in place on how to respond. These kinds of situations are always unpredictable. They are dynamic situations that usually evolve rapidly and the response decisions are influenced by the multitude of variables present. The Quincy Police Department and Massachusetts State Police are trained and equipped to respond to an emergency incident of this nature. The police will evaluate the situation to determine the best course of action for the safety of the Eastern Nazarene College community. Quincy Police will be responsible for all tactical operations. Eastern Nazarene Security will provide available service assistance.

**Planned Response:** The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.

**IF THE SHOOTER IS OUTSIDE YOUR BUILDING:**

- If you can do so safely, inform building occupants.
- Close and lock your door and all windows. If you cannot lock the door, try to block the door with desks and chairs.
- Turn off all the lights.
- Seek protective cover. Stay away from doors and windows.
- Keep quiet and act as if no one is in the room.
- Do not answer the door or respond to commands until you are certain they are issued by a police officer.
- Wait for police to assist you out of the building.

**IF THE SHOOTER IS INSIDE YOUR BUILDING:**

If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window

- Evacuate to a safe area away from the danger, and take protective cover. Stay there until emergency responders arrive. Leave in the room books, backpacks, purses, etc.
- Notify anyone you may encounter to exit the building immediately.
- As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- If you get out of the building and do not see a police officer, Call 3911 and the Quincy Police Department 911 and give them the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter(s)
  - e. Number of persons who may be involved
  - f. Your exact location
  - g. Injuries to anyone, if known

***If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door***

- If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent.
- Try to avoid rooms with large open window space.
- Silence cell phones.
- Place signs in exterior windows to identify the location of injured persons
- Wait for the police to come and find you.

**IF THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM:**

There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.

Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.

Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.

If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.

While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officers instructions.

## **Threat Assessment & Planned Response 15 – Civil Disorder**

**Threat Assessment:** Eastern Nazarene College main campus located at 23 East Elm Avenue Quincy MA consists of seventeen (17) buildings located in Wollaston neighborhood with close proximity to major traffic arteries (MA Interstate Route 93 and MA Route 3A). The MBTA (Massachusetts Bay Transportation Authority) has a rapid transit rail station “Wollaston Station” located three quarters (3/4) of a mile from the campus. The Old Colony Campus is located at 180 Old Colony Avenue Quincy MA, approximately one and three quarters (1.75) miles from the main campus and adjacent to the MBTA Red Line tracks; 0.49 miles from the Wollaston MBTA station and 1.13 miles from the Quincy Center MBTA station. The campus is located in a residential neighborhood in an urban city environment. Although the surrounding area immediately adjacent to the main campus is a relatively quiet area, the main business district located one half (1/2) mile away does experience its share of the usual type of police involved incidents. These locations being easily

accessible to the mentioned various means of transportation makes the area a potential threat for civil disorder in the event of a community, state or national state of emergency.

**Planned Response:** In the event of civil disorder the first and foremost task of the Office of Safety and Security is to seek direction of local law enforcement. The role of the Office of Safety and Security as contracted through Andrews International is to “observe and report”, taking direction from local law enforcement. The security staff although trained and certified in security practices, are not sworn law enforcement so the immediate response of law enforcement is critical. Upon being notified of general state of civil disorder either locally in Wollaston, the city of Quincy, the state of Massachusetts or the United States. The Office of Safety and Security would follow the directions of all legal authorities local, state and national in the event of for example: curfew, evacuation, etc. In the event of civil disturbance the office of Safety and Security will attend to the protection of all property that is owned by Eastern Nazarene College if we are authorized to remain on site and the situation is safe for personnel to accomplish.

## **Threat Assessment & Planned Response 16 – Tornadoes**

**Threat Assessment:** Tornadoes are nature’s most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

**Planned Response:** Before a Tornado

- Listen to Local Weather TV/Radio newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials.
- Be alert to changing weather conditions. Look for approaching storms.
- Look for the following danger signs: Dark, often greenish sky, large hail, a large, dark, low-lying cloud (particularly if rotating) and a loud roar, similar to a freight train.
- If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

During a Tornado: If you are under a tornado warning, seek shelter immediately!

If you are inside:

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.
- In a high-rise building, go to a small interior room or hallway on the lowest floor possible.
- Do not open windows.

If you are outside with no shelter

- Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries

Injury may result from the direct impact of a tornado or it may occur afterward when people walk among debris and enter damaged buildings. Fifty percent of the tornado-related injuries are suffered during rescue attempts, cleanup and other post-tornado activities. Nearly a third of the injuries resulted from stepping on nails. Because tornadoes often damage power lines, gas lines or electrical systems, there is a risk of fire, electrocution or an explosion. Protecting yourself requires promptly treating any injuries suffered during the storm and using extreme care to avoid further hazards.

Check for injuries.

- Do not attempt to move seriously injured people unless they are in immediate danger of further injury.
- Get medical assistance immediately.
- If someone has stopped breathing, begin CPR if you are trained to do so. Stop a bleeding injury by applying direct pressure to the wound.
- Have any puncture wound evaluated by a physician.
- If you are trapped, try to attract attention to your location by any means possible.

## General Safety Precautions

Here are some safety precautions that could help you avoid injury after a tornado:

- Be careful when entering any structure that has been damaged.
- Wear sturdy shoes or boots, long sleeves and gloves when handling or walking on or near debris.
- Be aware of hazards from exposed nails and broken glass.
- Do not touch downed power lines or objects in contact with downed lines. Report any electrical hazards to the police and the utility company.
- Use battery-powered lanterns, if possible, rather than candles for light if you are without electrical power.
- Cooperate fully with public safety officials.

## Threat Assessment & Planned Response 17 – Earthquake\*

**Threat Assessment:** One of the most frightening and destructive phenomena of nature is a severe earthquake and its terrible aftereffects. An earthquake is the sudden, rapid shaking of the earth, caused by the breaking and shifting of subterranean rock as it releases strain that has accumulated over a long time.

If the earthquake occurs in a populated area, it may cause many deaths and injuries and extensive property damage. While earthquakes are sometimes believed to be a West Coast occurrence, there are actually 45 states and territories throughout the United States that are at moderate to high risk for earthquakes including the New Madrid fault line in Central U.S. While Massachusetts has no fault lines as identified by the United States Geological Survey, it is not immune from experiencing earthquakes. Although in the 17<sup>th</sup> and 18<sup>th</sup> centuries and earlier Massachusetts experienced moderate to strong quakes, the last moderate earthquake in Massachusetts was in the 1960's. However the 2011 East Coast 5.8 earthquake located in Virginia illustrates the fact that it is impossible to predict when or where an earthquake will occur.

The newest buildings on the Elm Campus are the Lahue Gymnasium built in 1973 and the Nease Library built in 1992. The other campus buildings are older built during the 20<sup>th</sup> Century with the older buildings more susceptible to increased damage from a larger earthquake. The buildings on the Old Colony Campus, while extensively remodeled in the early 1990's could be susceptible to damage based on the magnitude of the earthquake.

\* Information primarily from the United States Geological Survey and the Federal Emergency Management Agency (FEMA).

**Planned Response:** As with all natural disasters, the level of response will be determined by the intensity of and damage that occurs as a result of the earthquake. At the very least, after an earthquake is experienced on either campus, Security and

Facilities Personnel will tour campus buildings and examine campus buildings for any injury to college members and building damage paying special attention to structural damage that would affect the safe use of the buildings. Emergency response personnel (Fire and Medical) may be called in to treat injured people and/or address any dangerous physical conditions. The ERT may be called together to plan an appropriate response. If necessary, Facilities personnel may be called in during off hours for inspection of buildings or to begin clean up and repair of specific buildings.

Since earthquakes cannot be anticipated with any degree of certainty, the ENC community needs to be familiar and able to perform specific actions during and immediately after experiencing an earthquake.

### **The following information is from FEMA (Federal Emergency Management Agency)**

#### **During an Earthquake**

Drop, cover and Hold On. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

#### **If Indoors**

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- DO NOT use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

## **If Outdoors**

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

## **If in a Moving Vehicle**

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

## **If Trapped Under Debris**

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

## **After an Earthquake**

- When the shaking stops, look around to make sure it is safe to move. Then exit the building.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- Be aware of possible tsunamis if you live in coastal areas. These are also known as seismic sea waves (mistakenly called "tidal waves"). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
- Use the telephone only for emergency calls.

- Stay away from damaged areas. Stay away unless police, fire, or relief organizations have specifically requested your assistance. Return to your dorm only when authorities say it is safe.
- Be careful when driving after an earthquake and anticipate traffic light outages.
- After it is determined that it's safe to return, your safety should be your primary priority as you begin clean up and recovery.
- Open cabinets cautiously. Beware of objects that can fall off shelves.

## **Threat Assessment & Planned Response 18 – Aircraft Incident**

**Threat Assessment:** Eastern Nazarene College has four commercial and one private airport located within 43 miles of its location in Quincy, MA. The only airport within a ten-mile range of Eastern Nazarene College is Logan International Airport, which has international and domestic flights and is approximately 8 miles North-Northeast from the campus. The Norwood Memorial Airport, located 15 miles South South-West of Quincy is the closest civilian airport. There are times where both the Old Colony and Elm Campuses are in, or in near proximity of the flight path to Logan International Airport. It is not uncommon that private aircraft and helicopters, which include commercial, military and medial helicopters, fly over the campuses. While the event of an aircraft incident, whether private/commercial; or fixed wing/helicopter involving the campuses of Eastern Nazarene College would be considered moderately low, an unforeseen crash of an aircraft could still occur without warning. The extent of the aircraft incident, loss of life and property will dictate the appropriate level of response.

**Planned Response:** In the event of an aircraft incident on either the Old Colony or Elm Campus, the first person witnessing the event should notify 911 immediately and then inform Campus Security at 617.745.3911 or if calling from a campus phone 3911. Campus Security will cooperate with local emergency response units in securing the scene and helping where needed. The (ERT) Emergency Response Team will be activated if necessary to provide any additional resources at its disposal.