


Micro & Immuno Emergency Preparedness and Response Planning

Updated August 2025



Evacuation Procedures: Move at least 50' away from the building, avoiding major roads and fire connections.

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Important Contact List

Dartmouth **LiveSafe** app - watch out for your friends, or to quickly report a safety concern to Safety and Security.

Department	Department Phone #
Safety & Security	(603) 646-3333 (Emergency) (603) 646-4000 (Non-Emergency)
Emergency Management	(603) 646-1609
Environmental Health & Safety	(603) 646-1762
Facilities & Operations Management	(603) 646-2485 (Main Office) (603) 646-2344 (Troubleshooter)
Dicks House College Health Service	(603) 646-9400
Office of Communications	(603) 646-3661
Geisel Facilities	(603) 646-5345

Media inquiries during or after an emergency will be addressed by the Office of Communications. Any information released to the media will be constructed or approved under the guidance of the Office of Communications. Media inquiries can be requested through email at media.relations@dartmouth.edu.

M&I Emergency Preparation & Communications

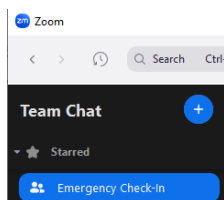
- Lab members/individuals should sign-up for alerts
<https://geiselmed.dartmouth.edu/oit/support/emergency-notifications/>
- Faculty and lab (or workgroup) are to **designate an assembly point** away from the building (does not apply to an active shooter event), **create a check-in list/group/process** i.e. Zoom, text or platform of their choosing (ideal with hybrid and dual campus); and **review protocols**, discuss scenarios, procedures, and research continuity at least annually and as needed.

Note for **new faculty**, after you review protocols, discuss scenarios, plan etc, the PI supervisor or delegate should submit a response via [M&I Preparedness Poll \(click here\)](#). This will document that you have a plan in place, a curated check-in and will review protocols annually or as needed.

In the event of an emergency

Lab members should follow [emergency protocol](#) and check-in with their lab/faculty supervisor as per lab protocol.

Faculty should report updates to M&I Chair and operations director via dartmouth.zoom.us (chat) noting that it can be accessed via any computer/web browser or mobile device.



Friendly Reminder: Faculty and lab members should do regular lab inspections for potential hazards.

- Lab benches and work areas are neat and clean (no clutter).
- Equipment* and wiring in good working order, clean and maintained
- Certifications are up to date.
- PPE available and worn appropriately.
- Chemical inventory is acceptable, sealed, labeled, and stored appropriately.
- Waste is segregated and labeled properly.
- Gas cylinders are upright/restrained.
- Exit routes are unobstructed.

* older equipment should be checked and serviced before using.

Emergency Protocols

Fire

In the Event of a Fire:

- Pull the **Fire Alarm** and Call **911**.

If you **See Smoke** or **Flames**:

- Use **CARE**:
 - **Contain** the fire by closing all doors as you leave.
 - **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits).
 - **Report** the fire by dialing 911.
 - **Evacuate** or extinguish (In most cases, it is best to Evacuate) to a location at least 50' away from the building while avoiding major roadways and fire connections.

Never fight a fire if:

- You lack a safe way to escape should your efforts fail.
- It has left its source of origin.
- You are unsure of the type of extinguisher you need or have.

See the Dartmouth Policy Portal at <https://policies.dartmouth.edu/policies> for fire safety related policies.

Building Evacuation

Dartmouth policy requires all occupants to evacuate upon the activation of a fire alarm.

Familiarize yourself with all possible exits for campus buildings you frequent. If an evacuation order is issued for your building for any reason, fully cooperate with first responders/ Department of Safety & Security personnel:

- **Take only keys, wallets, and essential belongings.**
- **If possible, wear weather-appropriate clothing.**
- **If you are the last one to exit your room, close doors.**
- **Leave the building immediately.**
- **Do not investigate the source of the emergency.**
- **Walk, don't run, to the nearest exit.**
- **Use stairs, not elevators.**

During an evacuation order, individuals with disabilities may require additional assistance in evacuating the premises. If willing and able to aid those with disabilities during an evacuation, the Department of Safety & Security recommends:

- If there is no immediate danger, get input from the individual on how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved; and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

OR

- If there is no immediate danger, report the location and number of people needing assistance to the Department of Safety & Security personnel on scene or call 603-646-3333.
- If there is imminent danger and/or evacuation cannot be delayed, the person with a disability should be evacuated from the building with haste in as safe of a manner as the situation allows.

Individuals who are **Blind** or have a **Visual Impairment**:

- Ask the person who is blind/visually impaired if they would like assistance or guidance to a safer location.
- Give verbal instructions regarding the safest exit route.

Individuals who are **Deaf** or **Hard of Hearing**:

- Get the attention of the person by either touch or by making eye contact.
- Clearly state the situation and reason for evacuation. Write or type a brief statement if the person does not seem to understand.

Evacuation:

- Encourage those you encounter to exit as you make your way out and away from the building.
- Follow instructions of the Department of Safety and Security or other identified emergency personnel.
- Wait for instructions before returning to your building after an evacuation.

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm.
- Dial 911 and explain the type of emergency, the location, condition, and number of victims.
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if they are not moved.
- Render first-aid or CPR if you have been trained or instructed.
- Do not leave the injured person except to summon help.
- Comfort the victim until emergency medical services arrive.
- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity.

Bomb Threat

If you receive a bomb threat, remain calm and:

1. Obtain as much information as possible:
 - Write down the number from where the call is coming.
 - Write down the exact time of the call.
 - Write down as accurately as possible the statements made.
 - Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature).
 - Listen for background noises.
 - Try to signal someone else to also listen on the telephone line, if possible.
 - Do not hang up and stay on the line as long as possible; wait for the caller to hang up.
2. Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
 - When will the bomb go off? How much time remains?
 - Where is the bomb located?
 - What does it look like?
 - What kind of bomb is it?
 - How do you know about this bomb?
 - Why was it placed here?
 - Who are you?
 - What is your name?
3. If able, have someone else call 911 immediately and then the Department of Safety and Security at 603-646-3333 (6-3333 from Campus phones) while you talk to the threat maker.
4. Complete a [Bomb Threat Checklist](#) form and have it ready, along with your notes from the call, for responding Officers. It is recommended to have a Bomb Threat Checklist form handy, and follow it while receiving the threat

Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is **OUTSIDE** your building:

1. Get to a room that can be locked, close and lock windows and doors.
2. Turn off the light.
3. Try to get everyone down on the floor (so that no one is visible from outside the room).
4. Call 911. The Dispatcher will ask for the following information:
 - Your Name
 - Your Location
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved
5. Do not respond to any voice commands until you are confident that they come from a Law Enforcement Officer or a Department of Safety & Security Officer.

If a hostile intruder/active shooter is INSIDE your building:

1. Exit the building if safe to do so.
2. Notify anyone you may encounter to exit the building immediately.
3. Call 911 when you are safe and out of view from the threat. The Dispatcher will ask for at least the following information:
 - Your Name
 - Your Location
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest lockable room or office.
 - If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet.
2. Close and lock the door and/or block it (try barricading the door with desks and chairs).
3. Cover the door windows.
4. Call 911 (the Dispatcher will gather information from you).
5. Keep quiet and act as if no one is in the room (silence cell phones).
6. DO NOT answer the door.
7. Do not respond to any voice commands until you are sure that they come from a Law Enforcement Officer or a Department of Safety & Security Officer.

(Cont. Below)

If a hostile intruder/active shooter enters your office or classroom:

1. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, consider:
 - Trying to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); Only you can decide if this is something you should do.
 - If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. Again, only you can decide if this is something you should do.
 - Trying to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
 - Trying to hide; bear in mind that being hidden (i.e., behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
 - Playing dead (pretend to be unconscious).

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. Close and lock the door and/or block it (try barricading the door with desks and chairs).
2. Call 911 (if not on the line already).
3. DO NOT answer the door and stay in place behind cover.
4. Do not respond to any voice commands until you are confident that they come from a Law Enforcement Officer or a Department of Safety & Security Officer.

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind.
2. Do not attempt to carry anything while fleeing.
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of the intruder's/aggressor's location as soon as possible).
4. Move quickly, keep your hands up high and visible.
5. Follow the instructions of any Law Enforcement Officers you may encounter.

What to expect from responding Law Enforcement Officers:

Law Enforcement Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. The responding officer's purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that law enforcement will be treating all those they encounter (including you) as possible suspects. When you encounter law enforcement:

- Remain calm.
- Do as the officers tell you.
- Put down any bags or packages you may be carrying.
- Always keep your hands up and visible.
- If you know where the hostile intruder/active shooter is, tell the officers.
- Once out of harm's way remain at whatever assembly point authorities designate.
- Keep in mind that the entire area is still a crime scene; law enforcement will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Do not leave until you have been interviewed and released.

Utility Failure

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. Dartmouth's Facilities Operations and Management (FO&M) has procedures and personnel to deal with utility failures and for the resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm.
- Immediately notify Safety and Security at 603-646-3333 (6-3333 from Campus phones).
- If the building must be evacuated, follow the instructions on Building Evacuation.
- Unplug all electrical equipment (including computers) and turn off light switches.
- Use a flashlight: Do not light candles or use other kinds of flames for lighting.
- Laboratory personnel:
 - Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating.
 - Close all fume hoods and chemical containers.
- Elevators:
 - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help.
 - If it is safe for you to stay in the building, stay near the passengers until assistance arrives.
- If you are trapped in an elevator, help will be there soon:
 - Remain calm.
 - Use the Call Button or Phone to call for help.
 - Do not try to climb out or exit the elevator without assistance.

Floods

Minor/area flooding on campus could occur because of a water main break, loss of power to sump pumps, or major multiple rainstorms. Safety and Security monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers.
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Safety and Security at 603-646-3333 (6-3333 from Campus phones) or to Environmental Health and Safety at 603-646-1762 (6-1762 from Campus phones).
- Move to higher, safer ground.
- Shut off all electrical equipment.
- If in a lab, secure all laboratory experiments.
- Do not attempt to drive or walk through flooded areas.
- Wait for further instructions on immediate action from Safety and Security.
- If the building must be evacuated, follow the instructions on Building Evacuation.
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by college personnel.
- If you are assisting with flood cleanup, report immediately to Environmental Health and Safety any oil, chemical, or radioactive materials suspected of mixing with flood waters.

Tornadoes

A “**Tornado Watch**” means that tornadoes could potentially develop. A “**Tornado Warning**” means a tornado has been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building).
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available.
- Listen for reports and siren/public address announcements.
- Avoid:
 - Top floors of buildings.
 - Areas with windows or glass doors.
 - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs.
- If out in the open:
 - Cars - do not wait out the storm in a car; cars are not safe in tornadoes.
 - Move away from the path of the tornado in a perpendicular direction.
 - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape.

Earthquakes

Earthquakes are more common in the western United States, but they do occur in the New England area as well. In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions.
- Get under a desk, table, door arch, or stairwell.
- If none of these is available: move against an interior wall and cover your head with your arms.
- Remain under cover until the movement subsides.
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.).
- If damage has occurred in your area, inform Safety and Security immediately at 603-646-4000 (6-4000 from Campus phones).
- If it is safe to do so, remain at your location and await further instructions from college personnel.
- Do not evacuate until instructed by emergency personnel.
- Laboratory personnel:
 - Exit the lab to the corridor.
 - Duck and cover near an interior wall.
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees or roadways.
 - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged.
- After an earthquake:
 - Put on enclosed shoes to protect against broken glass.
 - If the power is out, use a flashlight. Do not light a match or candle.
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Check on others. If there are injuries or other urgent problems, report them to Safety and Security at 603-646-3333 (6-3333 from Campus phones).
 - Give or seek first aid. Assist any disabled persons in finding a safe place for them.
 - Evacuate if the building seems unsafe or if instructed to do so.
 - Use stairs, not elevators.
 - Unplug small electrical appliances.
 - Bring keys, purses, wallets, warm clothing.
 - Be prepared for aftershocks.
 - Cooperate with emergency personnel, keep informed, and remain calm.

Shelter in Place

Shelter-in-Place is useful when the hazard or threat is outside the building (intentional or accidental release of contaminants to a hostile intruder on campus). These procedures will be initiated through the various emergency notification systems used by Dartmouth.

- Stop classes and/or other operations in the building.
- If there are visitors in the building, advise them to stay in a secure location to ensure visitor safety. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- Select interior room(s) with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- Remain calm and await further instructions.

DO NOT leave the room until directed to do so by a law enforcement officer or public safety official.

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call Safety & Security immediately at **603-646-4000**.

- **NO ONE SHOULD** touch the package or object.
- **NO ONE SHOULD** tamper with the package or object.
- **NO ONE SHOULD** attempt to move the package or object.
- **NO ONE SHOULD** open the package or object.
- **NO ONE SHOULD** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages are:

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.

Hazardous Materials Spill/Leak

Hazardous materials spills/leaks including biological and chemical materials pose a serious risk if not promptly and properly responded to by the individuals who initially identify the spill and the appropriate emergency response staff. The general hazardous material spill response procedures include:

- **Rescue:** Evacuate the affected area. If necessary, use nearby safety showers and eyewashes. Seek emergency medical assistance once properly decontaminated.
- **Confine:** Confine the spill area by closing the nearest doors to the spill area. Isolate contaminated persons and do not allow them to leave or spread the contamination. Cover drains to prevent spills from entering the environment.
- **Report:** Immediately report the spill to Safety & Security. Provide information on injured staff, type of hazardous material spilled, estimated quantity, and location. EHS will be contacted by Safety & Security; and Safety & Security Dispatch operates 24/7 and can be contacted by calling (603) 646-4000.
- **Secure:** Secure the affected area until emergency response personnel arrive to ensure no one enters the space. If the affected area has multiple entrances, be sure to locate staff at all entrances to prevent entry.
- **Clean Up:** Cleanup must only be conducted by qualified personnel with the appropriate training, protective equipment and cleanup materials. If not trained to do so, EHS and Safety & Security are available 24/7 to respond and address the emergency.

[Additional EPAP Info](#) (click here)

For more information on readiness or to schedule a small group training session, go to <https://www.dartmouth.edu/prepare/> or contact the Office of Emergency Management at emergency.manager@dartmouth.edu.

BOMB THREAT CHECKLIST

TIME: _____ DATE: _____

<p>EXACT WORDING OF THREAT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>BACKGROUND SOUNDS:</p> <p><input type="checkbox"/> Street noises <input type="checkbox"/> Factory machinery <input type="checkbox"/> Voices</p> <p><input type="checkbox"/> Crockery <input type="checkbox"/> Animal noises <input type="checkbox"/> Clear</p> <p><input type="checkbox"/> PA System <input type="checkbox"/> Static <input type="checkbox"/> Music</p> <p><input type="checkbox"/> House noises <input type="checkbox"/> Long distance <input type="checkbox"/> Local</p> <p><input type="checkbox"/> Motor <input type="checkbox"/> Office machinery <input type="checkbox"/> Booth</p> <p><input type="checkbox"/> Plane <input type="checkbox"/> Other (<i>Please specify</i>)</p> <p>_____</p>
<p>IMPORTANT QUESTIONS TO ASK:</p> <p>1. When is the bomb going to explode?</p> <p>_____</p> <p>2. Where is the bomb right now?</p> <p>_____</p> <p>3. What does the bomb look like?</p> <p>_____</p> <p>4. What kind of bomb is it?</p> <p>_____</p> <p>5. What will cause the bomb to explode?</p> <p>_____</p> <p>6. Did you place the bomb?</p> <p>_____</p> <p>7. Why?</p> <p>_____</p> <p>8. What is your address?</p> <p>_____</p> <p>9. What is your name?</p> <p>_____</p>	<p>BOMB THREAT LANGUAGE:</p> <p><input type="checkbox"/> Well spoken (education) <input type="checkbox"/> Foul</p> <p><input type="checkbox"/> Incoherent <input type="checkbox"/> Irrational <input type="checkbox"/> Rambling</p> <p><input type="checkbox"/> Message read <input type="checkbox"/> Taped message</p> <p>REMARKS: _____</p> <p>_____</p> <p>_____</p>
<p>CHARACTERISTICS:</p> <p>Gender: _____ Age: _____ Race: _____</p> <p>CALLER'S VOICE</p> <p><input type="checkbox"/> Calm <input type="checkbox"/> Nasal <input type="checkbox"/> Soft <input type="checkbox"/> Angry</p> <p><input type="checkbox"/> Stutter <input type="checkbox"/> Loud <input type="checkbox"/> Excited <input type="checkbox"/> Lisp</p> <p><input type="checkbox"/> Laughter <input type="checkbox"/> Slow <input type="checkbox"/> Rasp <input type="checkbox"/> Crying</p> <p><input type="checkbox"/> Rapid <input type="checkbox"/> Deep <input type="checkbox"/> Normal <input type="checkbox"/> Distinct</p> <p><input type="checkbox"/> Slurred <input type="checkbox"/> Whispered <input type="checkbox"/> Ragged</p> <p><input type="checkbox"/> Disguised <input type="checkbox"/> Accent <input type="checkbox"/> Clearing Throat</p> <p><input type="checkbox"/> Deep Breathing <input type="checkbox"/> Cracking Voice</p> <p><input type="checkbox"/> Familiar (<i>If voice is familiar, who did it sound like?</i>)</p> <p>_____</p>	<p>CALL DETAILS:</p> <p>Telephone number at which call was received:</p> <p>_____</p> <p>Telephone number from which call was made:</p> <p>_____</p> <p>Time call received: _____</p> <p>Time call ended: _____</p> <p>Your Name: _____</p> <p>Your Position: _____</p> <p>Your Department: _____</p> <p>Your Telephone Number: _____</p> <p>Your E-mail: _____</p> <p>Date Checklist completed: _____</p>