VSC EMERGENCY PROCEDURES

Go to VTalerts.gov for the latest state of Vermont information. During office hours, the VSC main phone number is (802) 635-2727. For after-hours and weekend contacts, see the VSC Emergency Contacts posted in each VSC building or call 911 or the Lamoille County Sheriff’s Department at (802) 888-3502. VSC communicates with residents by announcements at meals in the Red Mill or through personal conversation, by email, and with information listed in the Resident Handbook.

MEDICAL EMERGENCIES
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 911 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 only if you have been trained.
• 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 or public-safety assistance when they reach the vicinity.
• In a mental-health crisis, call 911 or the Lamoille County Sheriff’s Department at (802) 888-3502 or Lamoille County Mental Health at (802) 888-5026 or (802) 888-8888.

FIRE
If you see smoke or flames:
• Report the fire by dialing 911.
• Activate any proximate fire-alarm pull station. Note that the Schultz Studios fire alarm is NOT linked to the Johnson Fire Department; Church Studios and Kowalsky House have automatic smoke detectors / fire alarms.
• Assist any disabled people or those with special needs.
• Contain the fire by closing all doors as you leave.
• Evacuate or extinguish (in most cases, it is best to evacuate).

Use a Fire Extinguisher only if:
• You have been trained to do so.
• You have your back to an unobstructed exit.
• There is little smoke or flames.

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 If you can’t control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.
FLOODING AND FLASH FLOODS
Minor or area flooding on campus and in the village of Johnson can occur as a result of winter snowmelt or heavy rain. VSC personnel monitor the National Weather Service and other emergency-advisory systems to stay abreast of weather and alert-related conditions and will provide instructions when necessary via announcements at meals or by email.

• The VSC Red Mill is the building most at risk during flooding—in a Flood Warning, please DO NOT use the Lounge in the Red Mill.

For imminent or actual flooding, and only if you can safely do so:
• Do not go near the Gihon or Lamoille rivers.
• Secure vital equipment, records, and other important papers.
• If present in your area, report all hazardous materials to VSC personnel or public-safety experts.
• Move to higher, safer ground.
• Shut off all electrical equipment.
• Do not attempt to drive or walk through flooded areas.
• Wait for further instructions on immediate action from VSC personnel.
• If the building must be evacuated, follow the instructions under the Evacuation Procedures section.
• Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by VSC personnel.

HAZARDOUS MATERIALS
• Notify affected personnel and evacuate the contaminated area immediately. Do not risk further exposure to yourself.
• If unidentified substances or vapors are involved, assume they are toxic and hazardous until determined otherwise.
• Move to a safe distance of at least 100 yards.
• Call 911
• Advise others to stay clear of contaminated area.
• Wait for further instructions from emergency personnel.

WEATHER ALERTS
Snowstorms & Extreme Cold
From the National Weather Service: Winter storms create a higher risk of car accidents, hypothermia, frostbite, carbon monoxide poisoning, and heart attacks from overexertion. Winter storms and blizzards can bring extreme cold, freezing rain, snow, ice, and high winds. A winter storm can last a few hours or several days; or knock out heat, power, and communication services. IF UNDER A WINTER STORM WARNING, FIND SHELTER RIGHT AWAY
• Listen for emergency information and alerts on the radio; go to www.vtalert.gov. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts.
• Stay off roads.
• Stay indoors and dress warmly.
• Prepare for power outages.
• Be aware of signs of hypothermia and frostbite.
• Have supplies in case you need to stay indoors, and extra batteries for radios and flashlights.
• Consider an emergency supply kit for your car. Include jumper cables, sand, a flashlight, warm
clothes, blankets, bottled water, and non-perishable snacks. Keep the gas tank full.
• Stay off roads if at all possible. If trapped in your car, then stay inside.
• Limit your time outside. If you need to go outside, wear layers of warm clothing.
• In parking areas, know that snow will accumulate between cars, making uneven footing.
• Reduce the risk of a heart attack: Avoid overexertion from shoveling snow or hiking through snow.
• Watch for signs of frostbite and hypothermia and begin treatment right away.
• Frostbite causes loss of feeling and color around the face, fingers, and toes. Signs include numbness, white or grayish-yellow skin, firm or waxy skin. **Actions:** Go to a warm room. Soak in warm water. Use body heat to warm. Do not massage or use a heating pad.
• Hypothermia is an unusually low body temperature. A temperature below 95 degrees is an emergency. Signs include shivering, exhaustion, confusion, fumbling hands, memory loss, slurred speech, or drowsiness. **Actions:** Go to a warm room. Warm the center of the body first—chest, neck, head, and groin. Keep dry and wrapped up in warm blankets, including the head and neck.

**Tornadoes/Hurricanes/Nor’easters**
A Storm Watch means that tornadoes, hurricanes, or nor’easter could potentially develop. A Warning means a tornado has actually been sighted.
• If you see a tornado, report it immediately by calling 911
• Seek shelter or safety: Go to a lower floor, 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 radio reports or go to the Vermont Emergency Management website [www.vtalerts.gov](http://www.vtalerts.gov)
✓ AVOID Lowe Lecture Hall, studio buildings, the Red Mill dining hall, or other structures with large, free-span roofs;
✓ AVOID top floors of buildings and areas with glass windows or doors;

**If you’re out in the open:**
• Do not wait out the storm in a car; cars are not safe in tornadoes.
• Move away from the path of the tornado at a right-angle 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 unlikely 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 are 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 to a VSC building, call VSC personnel immediately at 802-635-2727.
• If it is safe to do so, remain at your location and await further instructions from VSC personnel.
• Do not evacuate until instructed by emergency personnel.
• If outdoors: 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:**
• Give or seek first aid. Assist people with disabilities or special needs in finding a safe place.
• Put on encased 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 VSC personnel.
• 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, stay informed, and remain calm.

**EVACUATION PROCEDURES**

• Walk, don’t run, to the nearest exit. Leave the building immediately.
• Give or seek first aid. Assist people with disabilities or special needs.
• Take personal belongings with you (keys, purse/wallet, phone, laptop, and the like).
• DO NOT take art supplies or any non-essential equipment.
• DO NOT investigate the source of the emergency.
• Use stairs, not elevators.
• Quickly check adjacent rooms and coordinate assistance if necessary.
• Use posted evacuation routes out of buildings.
• Stay near the floor if the air is toxic, be alert for hazards, move quickly.
• Remain calm. Stay with your studio or residence group pending further instructions.

**Designated Places of Evacuation Refuge**

1. Vermont Studio Center Red Mill is the primary place of refuge in the event of evacuation from a VSC Building
2. Barbara White is secondary VSC place of refuge if the Red Mill is rendered as Unsafe
3. The Northern Vermont University SHAPE facility/Gym is the primary place of refuge in the event that all other available VSC buildings are rendered as Unsafe and an off-site Evacuation is in effect. See map: https://www.northernvermont.edu/about/location-and-directions/our-campuses/johnson-campus/johnson-campus-map

4. The Northern Vermont University Dibden Center building is the secondary place of refuge if an offsite Evacuation is in effect. See map: https://www.northernvermont.edu/about/location-and-directions/our-campuses/johnson-campus/johnson-campus-map

**Important:** After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. VSC personnel will take attendance and assist in the accounting for all building occupants.

**SHELTER IN PLACE / SAFE SHELTER**

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or other contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus. Shelter in place procedures will be initiated through the various notification systems used by VSC. Shelter in place is useful when evacuation is not an option—refuge is sought in an interior room with few or no windows.

• Stop work and/or other operations in the building
• If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately.
• Close and lock all doors, windows, and other openings to the outside.
• If necessary/possible, turn off heating or cooling system.
• Select interior room(s) above the ground floor 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.
• Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
• Stay away from windows and doors.
• In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the Violent Intruder / Disruptive Person section. Turn off volume on electronic devices.
• Remain calm and await further instructions. DO NOT leave the room until directed to do so by a public-safety official or VSC staff.

**VIOLENT INTRUDER / DISRUPTIVE PERSON**

**Physical Violence:**
• Do not try to engage any violent person.
• Call 911 and provide as much information as possible.
• Protect yourself and remain calm.
• If a person enters a building with a weapon, immediately evacuate the building.
• If a person is seen with a weapon outdoors, immediately seek shelter in the nearest building.

**Disagreements/Hostility:**
• Do not escalate the situation.
• Use a modulated, controlled tone of voice to request that the individual stop the disruptive behavior.
• If appropriate, ask the person to leave.

If exiting the building is not possible, the following actions are recommended:
1. Go to the nearest 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. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you).
8. Do not respond to any voice commands until you are sure that they come from a police officer or VSC official.

If a hostile intruder/active shooter enters your studio building:
1. Remain calm.
2. Dial 911 (if you can’t speak, leave the line open so the dispatcher can listen to what’s taking place).
3. Try to escape, but if unable to, you have to assess the situation and make a survival decision quickly. Some of those options are:
   a. Try to find a safe place to hide or protect yourself, or;
   b. Play dead (pretend to be unconscious), or;
   c. Try to overpower the hostile intruder/active shooter. This is a decision only you can make.
   d. If someone other than yourself acts to overpower the hostile intruder/active shooter, you have to decide quickly if you will assist. This is a decision only you can make.

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 sure that they come from a police officer, or a VSC official.

If you decide to flee during a hostile intruder/active shooter situation:
1. Make certain to 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 their location as soon as possible).
4. Move quickly, keep your hands up high and visible.
5. Follow the instructions of any police officers you may encounter.

**When you encounter the police:**
1. Remain calm.
2. Do as the officers tell you.
3. Put down any bags or packages you may be carrying.
4. Keep your hands up and visible at all times.
5. If you know where the hostile intruder/active shooter is, tell the officers.
6. Once out of harm’s way remain at whatever assembly point authorities designate.
7. Remember the area is an active crime scene. Police will usually not let anyone leave until the situation is under control and all witnesses have been identified and questioned.
8. Do not leave until the police say it is okay.