



Campus Safety and Emergency Preparedness Plan 2022

The safety of the Northeast Maritime Institute community is of the highest priority at all times. During an emergency campus community safety is centered on advance planning and awareness about plan implementation. Students, faculty, staff and visitors will be better prepared in an emergency if they know how the College will respond, where they can find information and what they should do.

This Plan provides general safety guidelines as well as emergency-specific safety response guidelines.

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Emergency Response and Evacuation Procedures

The purpose of this policy is to comply with the Department of Education requirements regarding timely notice of certain events as described 20 U.S.C. s. 1092(f), known as the Jeanne Clery Disclosure of Campus Security Policy, along with the Campus Crimes Statistics Act (1998). These acts along with the Higher Education Reauthorization Act (2008) require any acts which have occurred on or near campus, require campus police officers to keep the institution informed on a timely basis of crimes and other imminent threats that may require a timely warning.

It is the policy of Northeast Maritime Institute to fully comply with the provisions and intent of the "Clery Act," in regards to the timely notification of our campus community, of any continuing threats to their safety, in order to aid in the prevention of similar occurrences. A crisis can erupt at any time and in any form. A fire, explosion, medical epidemic, water leak, power outage, hurricane or bomb threat – the possibilities are infinite and unpredictable. Nonetheless, planning for the unpredictable does help.

College departments are responsible for developing contingency plans and continuity of operation plans for their own staff and areas of responsibility.

Fairhaven police have received training in incident command and responding to critical incidents on campus. When a serious incident occurs that causes an immediate threat to campus, the first responders to the scene are usually Fairhaven Police and Fire Departments who typically respond and work together to manage the incident. Depending on the nature of the incident, other Northeast Maritime Institute departments and other local or federal agencies could also be involved in responding to the incident.

All members of the NMI community are informed that they are required to notify Fairhaven Police and NMI Administration of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Fairhaven Police Department and NMI Administration has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, we have the responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Shelter-In-Place:

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release. An imminent threat of violence may also be the cause for a shelter-in-place order for all or part of campus. The goal is to limit exposure of students, faculty, staff, and others to danger or hazard.

Basic Shelter-in-Place Guidance:

If an incident occurs and the building you are in is not damaged, stay inside - seeking an interior room - until you are told it is safe to come out. If your building is damaged, take your personal belongings

(purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How to Shelter-in-Place:

- No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel.
- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows (If there is a large group of people inside a particular building, several rooms maybe necessary).
- Depending upon the threat or hazard, shut and lock all windows (tighter seal) and close exterior doors.
- Warn others of the situation.
- Turn off air conditioners, heaters and fans.
- Close vents to ventilation systems as you are able.
- Make a list of the people with you and call the list in to Fairhaven Police Department so they know where you are sheltering.
- Monitor NMI's notification system for further instructions.
- Report any emergency or unusual condition to Fairhaven Police 9-1-1.
- Do not leave the building until receiving the "all clear" from a police officer, public safety officer, official email, or website.

Reporting Crimes:

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Fairhaven Police Department in a timely manner.

For medical, police or fire emergencies, members of the NMI Community should first contact 911 and then contact NMI Administration at 508-472-3375.

When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself
- State where you are calling from
- State briefly the nature of your call
- If possible, stay on the line unless otherwise advised by the dispatcher. If assistance is required from off campus, the dispatcher will summon the appropriate police, fire and/or medical service

Personal Safety Guidelines

Personal Safety:

- Always trust your instincts.
- Report suspicious activity to the police.
- Watch out for your friends and neighbors.

Housing Safety:

- Do not share your key or your ID card. Report losses immediately.
- Lock your doors, even if leaving the house for just a moment.
- Always check to see who is at your door before opening it.
- Do not prop exterior doors.
- Notify staff of broken doors or equipment.
- Take fire drills seriously and always evacuate when a fire alarm sounds (remember to lock your door).

Personal Belongings:

- Never leave your purse, wallet, backpack, laptop or other property unattended.
- Carry insurance on your valuables. Check your homeowners' insurance policy to see if valuables are covered on campus or arrange for separate coverage.
- Record serial numbers and keep photos or descriptions of your valuables.

Protecting your Data, Privacy and Identity:

- Take advantage of the programs to protect computers against viruses, worms, malware and other security breaches, and to keep user accounts secure.
- Scan computers for security problems before connecting to the Internet.
- Memorize all of your PIN numbers.
- Never give any credit card, bank or social security information to anyone over the telephone or in response to an unsolicited email.
- Take great care when using social networking sites like Facebook and Twitter, or video sites like YouTube. Do not post risky, sensitive or potentially embarrassing personal information or videos.
- Use only legal file trading sites and methods to download and share music.
- Do not lend computers and accounts to others. Protect Social Security and Student ID numbers and only give them out when it is essential.
- If you are the victim of identity theft contact the police immediately.
- Understand your responsibilities as an NMI student.

Bomb Threat

All bomb threats will be taken seriously, recorded on the **Bomb Threat Form**, and immediately reported to the Fairhaven Police Department by dialing 9-1-1.

The person who receives the bomb threat will:

- Keep the caller on the phone as long as possible
- DO NOT transfer the call or interrupt the caller
- Follow the Bomb Threat Checklist
- Notify a member of the Crisis Team

The Crisis Team will:

- Notify the Fairhaven Police Department by dialing 9-1-1
- If determined necessary, evacuate the school using the **Bomb Threat Evacuation Policy**
- Follow the specific directions of the Police and/or Fire Chief

Additional Information:

- Direct Staff and Students not to touch or move any suspicious device or object found on the premises. Do not touch light switches
- A search of the building will be done by school personal following the **Bomb Threat Policy**
- Restrict the use of all telephones
- Any decision concerning the dismissal of students will be made by a member of the Crisis Team with the guidance of the Fairhaven Police and Fire Chiefs

Do not discuss the situation with the public or release any information the media. A designated member of the Crisis Management Team is responsible for all communication with the public and the media.

Bomb Threat Checklist

Massachusetts State Police
Hazardous Devices Section
Office of the State Fire Marshal
978-567-3310 Fire Marshal's Office
508-820-2121 24 hr. Emergency (MSP GHQ)

Questions to ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Call Information

Sex of Caller: _____
Race: _____
Age: _____
Length of Call: _____
Time: _____
Date: _____

Threat Language

Well Spoken (educated) Incoherent
 Foul Taped
 Message read by threat maker

Exact Wording of Threat

Caller's Voice

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Crying	<input type="checkbox"/> Cracking Voice
<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent
<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar
<input type="checkbox"/> Whispered	

If the voice is familiar, who did it sound like?

Background Sounds

<input type="checkbox"/> Street noises	<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Voices	<input type="checkbox"/> Clear
<input type="checkbox"/> PA System	<input type="checkbox"/> Static
<input type="checkbox"/> Music	<input type="checkbox"/> Local
<input type="checkbox"/> House Noises	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Motor	<input type="checkbox"/> Cellular Call
<input type="checkbox"/> Office Machinery	
<input type="checkbox"/> other _____	

Remarks: _____

Evacuation Procedure-Bomb Threat

The Instructor will:

- Follow Northeast Maritime Institute Evacuation Protocol
- Have students exit through the nearest safe exit using all available doors
- Take an attendance list
- Move to assigned evacuation locations. If an exit is blocked, use the next closest exit situated away from the emergency
- Avoid downed power lines, open gas lines, and other unsafe conditions
- Accompany students and stay with them
- Take student attendance at evacuation location
- Report all missing students to a member of the Crisis Management Team
- Report all damage and injuries to a member of the Crisis Management Team
- Gather any unattached students, list them on your attendance sheet and inform a member of the Crisis Team of these students
- Wait for further instructions

A Member of the Crisis Management Team will:

- Notify the Fairhaven Police and Fire Department that students are being evacuated by calling 9-1-1
- Attain Master Attendance List
- Check Master Attendance List with Lists obtained from Instructors
- Report all missing students/staff to the Police or Fire Departments
- See to all student/staff safety needs
- Follow the direction of the Police and Fire Departments
- Coordinate the media efforts with the Police/Fire Departments

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Medical Emergency

The Staff Member on scene will:

- Maintain safety until medical responders arrive
- Remove all but the individual needing assistance from the area
- Notify a member of the Crisis Management Team

A Member of the Crisis Management Team will:

- Maintain Victim Safety
- Notify the Emergency Medical Service by dialing 9-1-1 if necessary
- File a written report
- Give all pertinent information to Emergency Responders
- Direct Staff/Students to remain in assigned areas until further notice
- Supply escort to emergency responders
- Coordinate media efforts with the Police and Fire Departments

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Fire/Explosion

Fire can spread fast so it is important to act quickly.

Be prepared by always noticing exits for any location and learn two ways of escaping should there be a fire that blocks the most common route. If an alarm goes off, evacuate the area immediately. Alert others by pulling a fire alarm, knocking on doors, or yelling fire as you leave the area, but do not stop. If you see someone in need of assistance, you can try to help them as you leave the area. If this is not possible, do not stop. Continue and notify a first responder of the individual's location and condition as soon as you get to safety.

Instructors/Staff will:

- Pull the nearest fire alarm
- Evacuate immediately according to **Fire Evacuation Plan**
- **Immediately contact a member of the Crisis Management Team**

The Registrar will:

- Take student/Staff emergency forms

The Crisis Management Team will:

- Attend to all student/staff safety issues
- Coordinate media efforts with the Fire and Police Chiefs

Additional Information

- Faculty/Staff will update and post evacuation routes in each classroom annually
- Fire Officials will be in full charge and will determine when re-entry is possible

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Evacuation Procedure

The Instructor will:

- Follow Northeast Maritime Institute Evacuation Protocol
- Have students exit through the nearest safe exit using all available doors
- Take an attendance list
- Move to assigned evacuation locations. If an exit is blocked, use the next closest exit situated away from the emergency
- Avoid downed power lines, open gas lines, and other unsafe conditions
- Accompany students and stay with them
- Take student attendance at evacuation location
- Report all missing students to a member of the Crisis Management Team
- Report all damage and injuries to a member of the Crisis Management Team
- Gather any unattached students, list them on your attendance sheet and inform a member of the Crisis Team of these students
- Wait for further instructions

A Member of the Crisis Management Team will:

- Notify the Fairhaven Police and Fire Department that students are being evacuated by calling 9-1-1
- Attain Master Attendance List
- Check Master Attendance List with Lists obtained from Instructors
- Report all missing students/staff to the Police or Fire Departments
- See to all student/staff safety needs
- Follow the direction of the Police and Fire Departments
- Coordinate the media efforts with the Police/Fire Departments

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Active Shooter-Violence-Weapons-Hostage Situation

Encountering an active threat on campus remains remote, however we encourage members of the campus community to review the following guidelines in the event of an emergency.

An active threat is any incident where there is an immediate threat or imminent danger to the campus community, this includes a shooter or a hostage situation. Taking time to review these guidelines now will increase your ability to respond should an emergency arise.

The person who witnesses the situation will:

- Move students to a safe area away from the crisis area
- Immediately report the situation to the Crisis Management Team
- Lock all doors and windows
- Account for students
- Wait for instructions
- Hold all students in place until instructed otherwise
- Ignore all fire alarms unless instructed otherwise

If taken hostage:

- If possible, get word to another staff member or passerby
- If possible, remove all students from the area
- Do not try to disarm the intruder
- Stay calm and follow intruder's instructions
- Direct students to be quiet and to sit away from the intruder, window and exits
- Be aware that Police may be able to hear what is taking place and may enter at any time
- Follow Police instructions

The Crisis Management Team will:

- Immediately notify the Fairhaven Police Department by dialing 9-1-1
- Take measures to assure the safety of other students/staff in the building
- Follow direction and orders of the Police
- Provide the Police with all requested information
- Take appropriate disciplinary action consistent with School Policy, Education Reform, and all other pertinent laws

If you can evacuate the building:

1. Stay calm and determine the location of the threat.
2. Call 911 as soon as possible, although escaping is your priority.
3. If a safe exit exists, take it as quickly as possible.

4. Continue running until you are well cleared from the location of the threat. Find a safe location and call 911 to tell the police of your location.

If the only exit is through a window, consider the consequences of the fall:

- How high are you from the ground?
- Can you land in shrubs or grass to decrease the potential for serious injury?
- Can you make an improvised rope out of clothing, belts, or other items?

If you cannot evacuate the building:

1. Stay calm and determine the location of the threat.
2. Take shelter in the nearest office, classroom, closet or other area that can be secured. Barricade the door using desks, bookshelves, or other heavy objects. If the door opens outward, attach one end of a belt to the door handle and the other end to a heavy object.
3. If the door has a window, cover it.
4. Look for other possible escape routes, such as windows and other doors.
5. Call 911 and tell them what is happening. Speak quietly and then set your cell phone to vibrate or silent.
6. Stay low to the ground and remain as quiet as possible.
7. Once in a secure location, do not open the door for anyone. Do not approach police officers as they attempt to locate and neutralize the threat. The police officers will return to assist you once the threat has been neutralized.
8. When police arrive, obey all commands. You may be asked to keep your hands in the air; you may even be handcuffed until the police assess the situation. These steps are taken for safety reasons.

If an active threat is in your presence:

If you are in a crowded room and the threat is shooting, “play dead” or quietly crawl to safety. If you are with a group, as an action of last resort, you might choose to take the offense:

1. If the shooter is entering the room, position yourself in location that allows for an element of surprise.
2. Throw anything available at the threat. Aim for the face to distract him/her.
3. Attack as a group, swarming around the threat.
4. Grab the threat’s arms, legs or head and take him/her to the ground. Use body weight to secure him/her.
5. “Fight dirty” – kick, bite, gouge eyes.
6. Have somebody in the group call 911.
7. When police arrive, obey all commands. You may be asked to keep your hands in the air; you may even be handcuffed until the police assess the situation. These steps are taken for safety reasons.

If you have incapacitated the threat:

1. Make sure the suspect is secured (body weight, belts, etc.)
2. Move any weapons away from the threat.
3. Do not hold a weapon.
4. Call 911 and advise law enforcement that the threat/shooter is down.
5. Provide your location and stay on the line if possible.
6. When police arrive, obey all commands. You may be asked to keep your hands in the air; you may even be handcuffed until the police assess the situation. These steps are taken for safety reasons.

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Lockdown/ Stay in Place Situation
(Armed/ dangerous intruder in the building or neighborhood)

Crisis team/ Administrator will announce this through text messaging to all staff and students:

The Instructor will:

- Move students to a safe area away from doors and windows
- Lock doors to classroom or building
- Students in open space areas should move to secure classrooms
- Immediately report the situation to the Crisis Management Team
- Remain Calm, communicate as needed with cell phones or computers
- Account for students
- Wait for instructions
- Hold all students in place until instructed otherwise

The Crisis Management Team will:

- Immediately notify the Fairhaven Police Department by dialing 9-1-1
- Take measures to assure the safety of other students/staff in the building
- Follow direction and orders of the Police
- Provide the Police with all requested information
- Take appropriate disciplinary action consistent with School Policy, Education Reform, and all other pertinent laws
- Coordinate the media effort with the Police Department

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Evacuation Procedure

The Instructor will:

- Follow Northeast Maritime Institute Evacuation Protocol
- Have students exit through the nearest safe exit using all available doors
- Take an attendance list
- Move to assigned evacuation locations. If an exit is blocked, use the next closest exit situated away from the emergency
- Avoid downed power lines, open gas lines, and other unsafe conditions
- Accompany students and stay with them
- Take student attendance at evacuation location
- Report all missing students to a member of the Crisis Management Team
- Report all damage and injuries to a member of the Crisis Management Team
- Gather any unattached students, list them on your attendance sheet and inform a member of the Crisis Team of these students
- Wait for further instructions

A Member of the Crisis Management Team will:

- Notify the Fairhaven Police and Fire Department that students are being evacuated by calling 9-1-1
- Attain Master Attendance List
- Check Master Attendance List with Lists obtained from Instructors
- Report all missing students/staff to the Police or Fire Departments
- See to all student/staff safety needs
- Follow the direction of the Police and Fire Departments
- Coordinate the media efforts with the Police/Fire Departments

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Natural Disaster

(Blizzard, earthquake, flood, tornado, hurricane, severe thunderstorm)

Instructors will direct students to:

- Remain calm
- Stay indoors, take cover under desks and tables, against inside walls, under doorways or in interior halls
- Stay away from windows

Instructors and students on the Lifeboat/Small boats will:

- Immediately return to shore and seek cover

If the odor of natural gas is detected, evacuate immediately, and notify the Crisis Management Team.

The Crisis Management Team will:

- Notify the Police and Fire Departments by dialing 9-1-1
- Assess the situation and instruct staff/students to do one of the following:
 - Evacuate the building
 - Remain in place
 - Go to an area of refuge
- Attend to all student student/staff safety needs and issues
- Coordinate the media effort with the police and fire departments

If building is evacuated the Registrar will:

- Take student/Staff emergency forms

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Natural Disaster Evacuation Procedure

The Instructor will:

- Follow Northeast Maritime Institute Evacuation Protocol
- Have students exit through the nearest safe exit using all available doors
- Take an attendance list
- Move to assigned evacuation locations. If an exit is blocked, use the next closest exit situated away from the emergency
- Avoid downed power lines, open gas lines, and other unsafe conditions
- Accompany students and stay with them
- Take student attendance at evacuation location
- Report all missing students to a member of the Crisis Management Team
- Report all damage and injuries to a member of the Crisis Management Team
- Gather any unattached students, list them on your attendance sheet and inform a member of the Crisis Team of these students
- Wait for further instructions

A Member of the Crisis Management Team will:

- Notify the Fairhaven Police and Fire Department that students are being evacuated by calling 9-1-1
- Attain Master Attendance List
- Check Master Attendance List with Lists obtained from Instructors
- Report all missing students/staff to the Police or Fire Departments
- See to all student/staff safety needs
- Follow the direction of the Police and Fire Departments
- Coordinate the media efforts with the Police/Fire Departments

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Sexual Assault

The person who witnesses an assault or to whom the alleged assault was disclosed will:

- Immediately notify a member of the Crisis Management Team
- File a written report with **Human Resources Department**

The Crisis Management Team will:

- Assess the victim for emergency medical treatment
- Notify the Fairhaven Police Department
- Follow appropriate disciplinary procedure
- Supply police with all available information
- File a written report, collect written reports from all involved
- Coordinate the media effort with the Police Department

Additional Information

- A sexual assault includes such crimes as indecent assault and battery, rape, rape with force, rape and abuse, assault with intent to rape, unnatural and lascivious acts, touching any private area of the body whether the area is clothed or not.
- Once an incident is determined to be sexual assault, the Police Department, District Attorney's Office, and the Department of Social Services will investigate.

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Suicide Intent or Attempt

The person who becomes aware of the attempt will:

- Ensure that the student is not left alone
- Immediately notify a member of the **Crisis Management Team**
- Assure the safety of other students/staff

A Member of the Crisis Management Team will:

- Notify the Police/Fire/EMS by dialing 9-1-1
- Coordinate media efforts with the Police Department

Additional Information

- The student must present written authorization from a mental health professional indicating that it is safe for the student to return to school.

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Death on Campus

The person making the discovery will:

- Secure the area
- Disturb as little as possible
- Limit access to the area until Police arrive
- Contact a member of the Crisis Management Team

A Member of the Crisis Management Team will:

- Report to the scene
- Assess the situation
- Immediately notify the Fairhaven Police Department by dialing 9-1-1
- Secure the building and direct staff and students to remain in assigned areas until further notice
- Identify all witnesses and move them to a private area
- To the extent possible, advise witnesses not to talk with each other or to anyone else
- Document all statements made by witnesses, however to do not conduct interviews with witnesses
- Ensure proper supervision in all areas
- Coordinate the media effort with the Police Department

Administration will:

- Notify the police if deemed appropriate
- Take appropriate school disciplinary action

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Off-Site Training Incident

The Instructor/Coordinator will:

- Attend to any medical needs if there are any injuries or complaints of pain
- Notify the Police/Fire/EMT Department in the city or town of the event, if appropriate
- Contact a member of the **Crisis Management Team** and provide update and action being taken
- Complete a detailed incident report upon return to the Institute

A Member of the Crisis Management Team will:

- If necessary, travel to scene of incident or send designated personnel
- Contact parent/guardians with update of action being taken
- Coordinate the media effort if appropriate

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Fights

The person discovering the fight will:

- Walk briskly to the fight, (Do not run), Identify yourself using a clear, firm voice
- All staff are obligated, if physically able, to assist and take an active role in ceasing any and all hostile activities
- Advise spectators to disperse immediately
- If you decide to physically intervene, approach the students from the side. Do not step between the combatants
- Ask for help from nearby staff members
- Notify Administration immediately

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Vandalism-Graffiti

Staff member discovering the situation will:

- Immediately report the situation to a member of the Crisis Management Team

A Member of the Crisis Management Team will:

- Notify the Police Department if the graffiti is in any manner directed towards an ethnic, religious, or sexual preference-based group (Hate Crime) or appears to be “Gang Related”
- If the perpetrator is found, take disciplinary action consistent with School Policy, Education Reform, or any other law
- Arrange to have the graffiti removed immediately
- Coordinate the media effort with the Police Department

Additional Information

- A Hate Crime is a criminal act against a person or property in which the perpetrator chooses the victim because of the victim’s real or perceived race, religion, national origin, ethnicity, sexual orientation, disability, or gender.

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Hazardous Material

The person discovering the incident will:

- Report material leaks, odors to a member of the Crisis Management Team. Be prepared to describe the type of material (odor, color, amount, etc.)
- Avoid contact with the material
- Remove students from the area
- Stay upwind from the affected area

A Member of the Crisis Management Team will:

- Notify the Fairhaven Fire Department by calling 9-1-1
- Assess the situation and instruct staff/students to do one of the following:
 - Evacuate the building
 - Remain in place
- Coordinate the media effort with the Police and Fire Departments

If building is evacuated Registrar will:

- Take student/Staff emergency forms

The Instructors will:

- Follow instructions from Crisis Management Team members or Fire Department
- If determined necessary, evacuate the school using the **Bomb Threat Evacuation Policy**

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Exposure to Blood Borne Pathogens/Body Fluids

The Instructor or staff member will:

- Keep other students away from the exposed area
- Immediately report the incident a member of the Crisis Management Team:
- Avoid physical contact with blood or other body fluids (use latex free gloves)
- When giving first aid, follow **Universal Precautions (See below)**
- If exposed to blood/body fluids, wash the affected area with soap and water followed by Betadine
- File a report of the exposure with **Human Resources Department**
- Request the custodian clean and disinfect the are using Universal Precautions and appropriate disinfectant
- Dispose of contaminated material appropriately

A Member of the Crisis Management Team will:

- Coordinate appropriate follow-up assistance and necessary forms
- Notify parent or guardian if necessary

Universal Precautions

Universal precautions refer to the usual and ordinary steps all staff members need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms such as Hepatitis (all forms). They are referred to as universal because they are taken in all cases, not only when a subject is known to have a communicable disease. Appropriate equipment (mops, buckets, germicide, hot water, hand soap, disposable towels, and latex free gloves) must be readily available to staff members. **(Cleaning Materials are kept in the Ship Stores Closet)**

1. Treat all body fluid spills with caution
2. Clean up spills promptly
3. Inspect the intactness of skin and all exposed body parts, especially the hands. Cover any and all open cuts or broken skin or ask another staff member to do the clean-up. Latex-free gloves provide an added measure of protection.
4. Clean up all body fluid spills with hot soapy water, followed by another washing with an appropriate germicidal solution (10-20% chlorine bleach and water).
5. Disinfect mops, buckets, and other cleaning equipment with a fresh solution.
6. Always wash hands after contact with body fluids. This should be done immediately to avoid contaminating other surfaces or parts of the body and clothing.
7. Be especially careful not to touch your eyes or face before washing.

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Suspected Drug/Alcohol

The person suspecting the substances will:

- Immediately report all suspicions of drug or alcohol possession, use, or distribution to a member of the Crisis Management Team:
- Continue to observe the subject until help arrives
- If possible, confiscate the contraband until an administrator arrives
- Return to business as usual after the subject has been removed

Generally, physical restraint should not be used. However, physical restraints may be used only to the extent necessary to endure the safety of the students and/or others.

A Member of the Crisis Management Team will:

- Take the appropriate disciplinary action consistent with School Policy, Education Reform, and any other pertinent laws
- Notify the Police if the subject is in possession or if the student is unruly
- Coordinate the media efforts with the Police Department

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Standard Evacuation Procedure

The Instructor will:

- Follow Northeast Maritime Institute Evacuation Protocol
- Have students exit through the nearest safe exit using all available doors
- Take an attendance list
- Move to assigned evacuation locations. If an exit is blocked, use the next closest exit situated away from the emergency
- Avoid downed power lines, open gas lines, and other unsafe conditions
- Accompany students and stay with them
- Take student attendance at evacuation location
- Report all missing students to a member of the Crisis Management Team
- Report all damage and injuries to a member of the Crisis Management Team
- Gather any unattached students, list them on your attendance sheet and inform a member of the Crisis Team of these students
- Wait for further instructions

A Member of the Crisis Management Team will:

- Notify the Fairhaven Police and Fire Department that students are being evacuated by calling 9-1-1
- Attain Master Attendance List
- Check Master Attendance List with Lists obtained from Instructors
- Report all missing students/staff to the Police or Fire Departments
- See to all student/staff safety needs
- Follow the direction of the Police and Fire Departments
- Coordinate the media efforts with the Police/Fire Departments

Do not discuss the situation with the public or release any information to the media. A designated member of the Crisis Management Team is responsible for all communication with the public and media.

Administrative/Organizational Emergency Responses

In the case of emergencies where one or more of the Institute's facilities become unusable, the Institute will take the following precautions/actions in order to begin offering courses again as soon as possible:

If only one facility is damaged, the Institute shall work with students and staff to re-schedule courses at one of its other local facilities.

If none of NMI's facilities are available, NMI will switch to remote learning, using Microsoft Teams and NMI's online learning management system, NEMO™ for delivery of courses and content.

Instructor materials and teaching aids are available through Office 365 and SharePoint as well as through NMI's online learning management system, NEMO™. NMI's email system is hosted and managed by Microsoft Office 365 and is available through any computer with valid login credentials. All student database files are stored on Campus Management's remote server and backed up daily and the system can be accessed from any computer with a staff login.

Records

In the case of an emergency or disaster where access to the facility is not available, Administration is able to access all electronic files through Microsoft SharePoint and onsite server which is backed up regularly. Student records and information stored on the Student Information System is hosted remotely and backed up daily.

Backups are accessible for 30 days in the case of any computer malfunctioning.

The NMI website, student information system and learning management systems are hosted remotely and backed up daily.

Appendix A

Emergency Phone Numbers

Fairhaven Fire Dept.	911
Fairhaven Fire Dept. Business Line	508-994-1428
Fairhaven Police Dept.	911
Fairhaven Police Dept. Business Line	508-997-7421
Fairhaven Advanced Life Support (Ambulance)	911
Samaritans Suicide Hotline	877-870-4673
Rape Crisis Center	508-235-7069
Eversource Electric	800-340-9822
Eversource Gas	800-340-9822
Comcast	(800) 266-2278
Fairhaven Sewer/Water	508-979-4030
Fairhaven Animal Control	508-979-4028
Fairhaven Harbormaster & Shellfish Dept.	508-984-4529
Southcoast Urgent Care Center	508-973-2432