

North Shore Community College

Public Safety Quick Guide

Public Safety Week

Safety week designed to focus attention on Classroom & Office Safety & Strategies. We ask that every instructor takes a few minutes at the start of class to review the Fire Evacuation plan and the Active Shooter/Personal Safety Protocol. Likewise we ask that Office staff put aside time to discuss office safety as a group. Attached are a number of documents describing in detail important safety information. Additional information is available at the web address posted at the end of each section.

FIRE EVACUATION – Please review the wall posted evacuation route with each of your classes. These routes were developed with the assistance of the Lynn, Danvers, Beverly & Middleton Fire Departments. The purpose for establishing these evacuation routes is to assure we equally distribute people exiting the buildings over all of the available exits, preventing an overload any one single exit.

Should a person with a disability identify himself or herself to you please work with them in establishing a classroom evacuation plan. The attached guide will provide you tips on formulating an evacuation plan and in addition it provides other information useful in the event of an emergency. Please take a few minutes to review the attached guide and I'm sure you will find it helpful. It is also available on line at: http://www.northshore.edu/safety/fire_safety.html

Upon an alarm activation please exit immediately, leave the lights on and the door unlocked.

PERSONAL SAFETY/ACTIVE SHOOTER – Please show or encourage student or staff to view the “Shots Fired – When Lighting Strikes” video found at the following link: <http://www.northshore.edu/safety/> Click on Campus Safety for Active Shooter Situations block and follow the instructions. A written guide may be found at: <http://www.northshore.edu/safety/active-shooter-safety.html>

EMERGENCY MESSAGE SYSTEM - SIGN UP

The emergency messaging system, a service that allows College officials to reach all students, faculty and staff with time-sensitive information during unforeseen events or emergencies. The system uses voice, e-mail, and text messaging to broadcast pertinent information and, when appropriate, provide directions to those in the affected area(s).

For each individual, the emergency messaging system can deliver one voice message to the phone numbers, e-mail address, and text message number you have provided us. The emergency messaging is powered by BlackBoard Connect, which offers a set of emergency communications tools specifically designed for higher education institutions.

Any and all contact information you provide, such as home telephone numbers, cellular Public numbers, and e-mail addresses, may be used to notify you of an emergency or crisis that may affect you and/or the College community. Examples of emergency or crisis situations include the following:

- Terrorist attacks
- On-campus crime and assaults
- Natural disasters
- Fires
- Serious facilities issues

- Extraordinary weather conditions

To sign up:

1. **Login** to Campus Pipeline
2. On the **My Pipeline** tab - in the upper right corner select the red **Emergency Contact Information** button within the Emergency Messaging System channel.
3. Complete the information within the form then scroll to the bottom of the form and select **Save**. If your information is already filled out scroll to the bottom of the form and click **Save** to ensure all information is updated.

In the event of a campus emergency you may select a number of ways to be notified:

- Telephone (Not your College extension please)
- Cellular Phone
- Text Message (SMS)
- E-mail

You will be notified through all communication methods you select.

MEDICAL EMERGENCIES

In the event of a medical emergency contact the Campus Police at any one of our emergency numbers below.

All Campus Police Officers are trained first responders certified in CPR & AED (the same minimum level of training as our municipal police and fire departments); a number of Officers are also trained as Emergency Medical Technicians.

Why call the Campus Police during a medical emergency or any emergency on campus?

- We have a close working relationship and radio communications with our municipal emergency providers
- We know you and we know where you typically are located.
- We can direct the needed resources to you with pin point accuracy and no wasted time.

EMERGENCY CELL PHONE NUMBER - (781) 477-2100 – We also have a number to program into you cell phone to use in an emergency. This number is also posted in every classroom near the evacuation sign and in many public areas.

EMERGENCY EXTENSION - 6222 – The 6222 is the College version of 911. It is posted on every college phone in the form of a red sticker under the hand set.

RED EMERGENCY PHONES – Are located in the corridors and public areas. Lift the handset and they automatically connect you with the Campus Police. Please take a few minutes to familiarize yourself with the location of the phone nearest to your classroom or office.

DIAL "0" FOR THE OPERATOR – The operator may also connect you with emergency services.

QUESTIONS ?

Contact Doug Puska, Chief of Campus Police, extension 4090 or at dpuska@northshore.edu.

Rev: October 22, 2015