

## **Introduction**

WPI's Emergency Preparedness Manual describes the established policies, procedures, and administrative direction to be followed by the appropriate emergency preparedness team to respond promptly and effectively in the case of a natural disaster or other emergency occurring on the WPI campus.

### ***Purpose***

Action taken is to ensure

- protection of life and property
- alleviation of human suffering and hardship
- appropriate communication with internal (campus) and external (media, parents, and other) audiences
- maintenance and/or restoration of essential facilities and services
- continuity of operations

### ***Guiding Principles***

WPI is committed to the welfare of its students, faculty, staff, and visitors. Its emergency preparedness plan is designed to respect this commitment; to maximize human safety and survival; to minimize danger; to preserve university property; to restore normal working conditions; and to assure responsive communications within the university community and to our surrounding neighborhoods, the broader Worcester community, and media outlets.

WPI's emergency plan is enacted whenever a natural disaster or other emergency affects the university. This plan is a tool for the university to accomplish its stated purposes efficiently and effectively, with a minimum of confusion, and with the best interests and safety of our community members in mind.

Copies of the plan shall be maintained in the offices of the President, Provost, Chief Financial Officer, University Vice President, Vice President for Student Affairs and Campus Life, and Dean of Students, and in the Campus Police Department, the Physical Plant office, the office of the Vice President for Information Technology, the Division of Marketing and Communications, and the Human Resources Office.

WPI's Emergency Preparedness Manual is reviewed annually and updated as necessary.

## **Communications Plan**

### ***Notification***

Communication Systems at WPI include Web postings, e-mail broadcast, voicemail, and print notification. In the event of an emergency situation that involves the campus community, the division of Marketing and Communications serves as the key communications function between the university and critical internal/external agencies. Communications will be executed utilizing print and electronic media by Marketing and Communications, which disseminates updates and information to the community

containing specific instructions or actions to be taken. Fire alarms may be used in an immediate emergency to evacuate a building. In the event that electronic forms of notification are inoperable, notification may be posted in public areas of the campus or announced using portable loud speakers.

The university provides notification about serious crime or local crime that poses a threat to its community by posting safety advisories to the Emergency Preparedness home page at <http://www.wpi.edu/+emergency>. In the event of a power outage, alerts will be posted in public areas.

## ***Emergency Communication Procedures***

During an emergency a variety of media may be used to disseminate information to the WPI community. The following informs the Emergency Preparedness Management Team on the procedure to utilize the Emergency Preparedness Web site; the eBroadcast System and the Campus Video Bulletin Board System.

## **Emergency Communications**

In the event of an emergency situation that involves the WPI campus community, the division of Marketing and Communications serves as the key communications function between the university and critical internal/external audiences.

Upon notification, the core Emergency Communications Team (ECT) will begin execution of the Communications Action Plan – utilizing Web and eBroadcast capabilities and handling all interaction with external news media.

## **Dissemination of Operational Procedures and Safety/Security Information**

Marketing and Communications will work with Student Affairs to announce, via e-mail to the community, the university's operational procedures and the posting of emergency guideline manual/flip books around campus.

Marketing and Communications will update "Safety Advisories/Alerts" section of the Web site and provide e-mail notification when an incident has occurred.

## **Situational Levels**

**Level 1:** Isolated or Limited Critical Incident, one that can be managed within normal framework of university operations, with limited involvement of Marketing and Communications.

**Level 2:** Localized Critical Incident, a significant department or building incident that can be resolved with existing university resources or with normal assistance from local response agencies. An incident of this level requires coordination among those responding, but may not rise to external media/public relations concerns. Marketing and Communications should be informed so it may develop response/update for the campus community as appropriate.

**Level 3:** Major Critical Incident, a significant emergency that impacts all or a sizable portion of the campus community (pandemic flu outbreak). Marketing and Communications plays a central role in coordinating response and communications.

## **Critical Audiences**

### **Internal**

Students  
Parents Government  
Staff  
Faculty  
Board of Trustees  
Alumni

### **External**

Local Community  
Officials/Agencies  
Health Agencies  
News Media  
Corporate Partners/Recruiters  
Vendors

## **Communications Action Plan**

- Marketing and Communications is notified of potential situation (evidence of pandemic flu).
- Chris Hardwick proceeds with calling tree (see diagram, page xx), gathering all relevant data, and evaluating appropriate communications action.
- Based on evaluation and consultation, ECT is formed and triggers process.
- ECT formulates initial messages to relevant internal/external audiences and drafts notifications with senior administrators review process.
- ECT develops content for Emergency Update section of WPI home page.
- ECT develops media preparedness; Chris Hardwick, as spokesman, drafts response to inquiries.
- ECT utilizes other forms of communication (fliers, posters, landlines) if electronic means are not available.
- ECT provides frequent updates via Web site and local external news media as appropriate.

## **Emergency Management Goals**

- Demonstrate control
- Limit damage to WPI
- Restore credibility by building confidence that the problem is being managed
- Keep emergency in perspective
- Show concern for victims
- Direct the flow and content of information
- Ensure accuracy of information vs. rumor and speculation
- Encourage support for WPI's actions and its management

## **Emergency Communications Policies**

### **Do**

- maintain composure.
- gather all factual information/expertise before initiating any response or notification.
- speak through single voice (designated spokesperson).
- provide information promptly, accurately, and concisely.

- provide frequent updating.
- accompany media if they visit the site.
- recognize and respect media deadlines.
- use nontechnical language when speaking with the press and, if appropriate, express sympathy.
- set ground rules for reporters and enforce them.
- correct inaccuracies quickly.
- emphasize positives while being candid about negatives.

### **Do Not**

- speculate about anything.
- guess at the cause.
- place blame for the emergency.
- guess at people's injuries.
- attempt to estimate the dollar amount of any damage.
- say "No comment," or "I'm not allowed to talk," or "I can't tell you anything," or "I don't have time to talk to you."
- use "off the record" in interviews.
- ask to see a reporter's story.

### ***Off Campus Emergency Phone Numbers***

Alcoholics Anonymous	508-752-9000
American Red Cross	508-797-6471
AMR Ambulance Service	508-829-6910
Becker College Police	508-791-9241 x299
Bomb Squad	508-820-2121
Emergency Management/Civil Defense:	
Thomas Gingras, Director	508-799-1840,508-799-1722
Fax:	508-799-8667
EMS (ambulance)	911
Fire	911

### **Hospitals:**

AdCare Hospital of Worcester	508-799-9000
St. Vincent Hospital at Worcester Medical Center	508-363-5000
UMass Memorial Medical Center, Hahnemann Campus	508-334-1000
UMass-Memorial Medical Center, Memorial Campus	508-334-1000
UMass-Memorial Medical Center, University Campus	508-334-1000
MEMA (Mass. Emergency Management Agency)	617-727-7775
Poison Information Hotline	800-682-9211
Rape Crisis Center Hotline	(English) 800-870-5905 (Spanish) 800-223-5001
State Fire Marshal	508-567-3365
State Police Holden Barracks	508-829-4431

Suicide Crisis Hotline	800-784-2433
Worcester Police	911
Worcester Public Health Department	508-799-8534
YOU, Inc., Administration/Information	508-849-5600
Center for Disease Control	<a href="http://www.cdc.gov/">www.cdc.gov/</a>
Department of Homeland Security	<a href="http://www.dhs.gov/dhspublic/">www.dhs.gov/dhspublic/</a>
Department of State (travel)	<a href="http://www.state.gov/">www.state.gov/</a>
Environmental Protection Agency	<a href="http://www.epa.gov/">www.epa.gov/</a>
Massachusetts Department of Environmental Protection	<a href="http://www.mass.gov/dep">www.mass.gov/dep</a>
Nuclear Regulatory Commission	<a href="http://www.nrc.gov/">www.nrc.gov/</a>
OSHA	<a href="http://www.osha.gov/">www.osha.gov/</a>

## ***Community Resources***

### **Media**

Charter Communications (Channel 3 WGMC)	508-853-1515
City of Worcester Public Access Station (Channel 13)	508-755-1880
Telegram & Gazette	
Phone	508-793-9245
Fax	508-793-9281
E-mail	<a href="mailto:newstips@telegram.com">newstips@telegram.com</a>
“Worcester News Tonight” – Channel 3 and NECN	
Phone	508-854-5040
Fax	508-854-5065
E-mail	<a href="mailto:news@chartercom.com">news@chartercom.com</a>
Channel 4 – CBS4, WBZ-TV (also Channel 38)	
Phone	617-787-7018
Fax	617-254-6383
Worcester bureau email	<a href="mailto:newstips@cbs4worchester.com">newstips@cbs4worchester.com</a>
Channel 5 – WCVB-TV, ABC	
Phone	781-433-4550
Fax	781-433-4510
Channel 7 – WHDH-TV, NBC	
Phone	617-725-0775
Fax	617-723-6117
Channel 25 – FoxNews, WFXT-TV	
Phone	781-467-1300
Fax	781-467-7213
Channel 56 – WLVI-TV, WB56	
Phone	617-282-0938
Fax	617-287-2872
NECN – New England Cable News	
Phone	617-630-5025
Fax	617-630-5055
E-mail	<a href="mailto:newsdesk@necn.com">newsdesk@necn.com</a>
WTAG radio – 580AM	

Phone	508-792-0588
Fax	508-757-7279
E-mail:	hankstolz@clearchannel.com
WBZ radio – 1030 AM	
Phone	617-787-7250
Fax	617-787-7060
WUNI-TV (Channel 27)	617-433-2727

### **Religious**

Collegiate Religious Center	508-757-6097
Congregation Beth Israel	508-756-6204
First Baptist Church	508-755-6143
Immaculate Conception Church	508-754-8419
Islamic Society of Greater Worcester	508-752-4377

### **Transportation**

Amtrak	800-872-7245,508-755-0356
Consortium Shuttle Bus Service	508-754-6829
Regional Transit Authority (city buses)	508-791-2389
Worcester Municipal Airport	508-799-1741
Worcester Red Cab	508-792-9999
Worcester Yellow Cab	508-754-3211

### **Other**

American Antiquarian Society	508-755-5221
Assumption College	508-767-7000
Becker College	508-791-9241
Clark University	508-793-7711
Courtyard by Marriott	508-363-0300
Crown Plaza Hotel	508-791-1600
Holiday Inn	508-852-4000
Holy Cross College	508-793-2011
Price Chopper	508-798-5178
Shaw's Supermarket	508-852-7670
Worcester Art Museum	508-799-4406
Worcester Consortium for Higher Education	508-754-6829
Worcester State College	508-929-8000

## **Fema Emergency Response Action Steps**

### ***Disaster Alert***

If you have advanced warning:

- People come first. Provide assistance. Note needs of people with disabilities.
- Move or secure vital records/high priority items if it can be done safely.

- Screw plywood over windows or use tape to reduce shattering.
- (Note: Taping windows to prevent flying glass is not a recommended practice.)
- Verify master switch shut-off (water, gas, electricity) by trained staff.
- Move items away from windows and below-ground storage into water-resistant areas:
  - Flooding: move items to higher floors.
  - Hurricane: avoid areas under roof.
- Wrap shelves, cabinets, other storage units in heavy plastic sealed with waterproof tape.
- Move outdoor objects indoors or secure.
- Take with you lists of staff, institutional/public officials, insurance and financial data, inventory, emergency plan and supplies.
- Appoint a staff contact to give instructions on returning to work.

### ***Safety First***

- Remain calm, reassuring. Alert staff to potential hazards.
- Look for loose or downed power lines. Avoid area. Report problems to local utility.
- Look for electrical system damage: sparks, broken/frayed wires, smell of burning insulation. Turn off electricity at main switch if you can without risk.
- Shut off water.
- If you smell gas or hear blowing or hissing, open a window and immediately leave the building. Turn off gas at main valve if trained to do so. Call gas company at once.
- DO NOT REENTER THE BUILDING until declared safe by security or emergency management officials.

### ***Getting Started Off Site***

- Gather staff off-site to assign tasks and review salvage priorities. Create a team big enough for the work.
- Establish a Command Center with office equipment (computers, photocopier) and communications tools (walkie-talkies, cellular phones).
- Create a secure salvage area with locks, fans, tables, shelves, plastic sheeting, drying materials and clean water.
- Notify emergency officials of the extent of damage. Contact peer institutions or professional groups for help.
- Appoint a media liaison to report conditions and need for help/volunteers. You may have to limit access to collections.
- Verify financial resources: amount and terms of insurance, government assistance, potential outside funding.
- Contact service providers for generator, freezer, drying or freeze-drying services, and refrigerated trucking.
- Arrange for repairs to security system.
- Stabilize the Building and Environment

- Some building contents may be contaminated. Do not enter without current tetanus shots, protective gloves/clothing, hard hat, and NIOSH-approved respiratory mask.
- Identify and repair structural hazards. Brace shelves. Remove debris from floor.
- Reduce temperature and relative humidity at once to prevent mold outbreak. Ideal targets are less than 70° F/45% RH.
- If warm outside, use coldest air conditioning setting; cover broken windows with plastic.
- In cool, low-humidity weather open windows, use circulating fans. If mold is already present, do not circulate air.
- Do not turn on heat unless required for human comfort.
- Remove standing water and empty items containing water; remove wet carpets and furnishings.
- If everything is soaked, use commercial dehumidification except in historic buildings.
- Purchase needed supplies.

### ***Documentation***

- Once it is safe to enter the building, make a preliminary tour of all affected areas. Wear protective clothing.
- Do not move objects or collections without documenting their condition.
- Use a Polaroid-type camera or video camera to record conditions of collections and structure. Make sure images clearly record damage. Supplement with better quality photos when necessary.
- Make notes and voice recordings to accompany photographs.
- Assign staff to keep written records of contacts with insurance agents and other investigators, and staff decisions on retrieval and salvage.
- Make visual, written and voice records for each step of salvage procedures.
- Retrieval and Protection
- Leave undamaged items in place if the environment is stable and area secure. If not, move them to a secure, environmentally controlled area.
- If no part of the building is dry, protect all objects with loose plastic sheeting.
- When moving collections, give priority to undamaged items and those on loan. Separate undamaged from damaged items.
- Until salvage begins, maintain each group in the same condition you found it; i.e., keep wet items wet, dry items dry, and damp items damp.
- Retrieve all pieces of broken objects and label them.
- Check items daily for mold. If mold is found, handle objects with extreme care and isolate them.

### ***Damage Assessment***

- Notify insurance representative or risk manager. You may need an on-site evaluation before taking action.

- Make a rough estimate of the type of materials affected and the extent and nature of damage. A detailed evaluation can slow recovery now.
- Look for threats to worker safety or collections. Determine status of security systems.
- Look for evidence of mold. Note how long the materials have been wet and the current inside temperature and relative humidity.
- SEE DOCUMENTATION SECTION. Documenting the damage is essential for insurance and will help you with recovery.

### ***Salvage Priorities***

Establish salvage priorities by groups of materials, not item-by-item. The library might use subject areas or call numbers; the archives, record groups.

Focus first protection efforts and salvage work on:

- Vital institutional information; employee and accounting records, accession lists, shelf list and database backups.
- Items on loan from individuals or other institutions.
- Collections that most directly support the institution's mission.
- Collections that are unique, most used, most vital for research, most representative of subject areas, least replaceable or most valuable.
- Items most prone to continued damage if untreated.
- Materials most likely to be successfully salvaged.

### ***Historic Buildings***

- Contact architectural conservators, historic preservation agencies, FEMA, and/or structural engineers before cleanup, especially for buildings on the National Register of Historic Places.
- Follow the Secretary of the Interior's Standards for Treatment of Historic Properties (pp.17-59).
- Remove standing water from basement and crawl spaces. Contact a structural engineer before pumping water; pumping can collapse foundation when groundwater is high.
- Remove flood-soaked insulation, wallboard and non-historic wall coverings. Support loose plaster with plywood and wood "T" braces.
- Clean historic elements first. Use non-abrasive household cleansers.
- If you treat non-historic features, do not harm historic elements.
- Inventory found items, loose decorative elements, furnishings and collections. Save for reuse or as restoration models.
- Air dry with good ventilation. Never use systems that pump in super-dry air.

# **Quarantine, Isolation and Shelter-In-Place Policy**

## ***Isolation***

The separation of an individual or individuals known to be ill with a contagious disease from non-infected individuals.

## ***Quarantine***

The separation of an individual or individuals exposed to a contagious disease from non-infected and non-exposed individuals. Quarantined individuals should be sheltered at home; if this is not possible, a designated emergency facility must be identified on campus. Quarantined individuals should be among the first to receive medical intervention to prevent and control the disease.

## ***Shelter-in-Place***

Shelter-in-place means to take immediate shelter where you are—at home, work, school, or in between, usually for just a few hours. WPI officials or local authorities may instruct WPI to shelter-in-place employees and/or students if, for instance, a chemical or radiological contaminant is released into the environment. Once the danger has passed, individuals will be allowed to continue with their normal activities.

## ***Communication of Shelter-in-Place Order***

If there is a campus need to shelter-in-place, the community will be informed by a variety of medium including phone calls, electronic mail broadcasts, radio and television, campus police vehicle and building public address systems, and/or bullhorns.

Steps to be taken if a shelter-in-place order is given:

1. Choose a room in advance for a shelter and instruct employees to proceed there. The best room is one with few windows and doors.
2. Employers should close the office, making any visitors in the building aware that they need to stay until the emergency is over. Close and lock all windows, exterior doors, and any other openings to the outside.
3. A knowledgeable person should use the building's mechanical systems to turn off all heating, ventilating and air conditioning systems. The systems that automatically provide for exchange of inside air with outside air, in particular, need to be turned off, sealed, or disabled.
4. Unless there is an imminent threat, employers should ask employees and visitors to call their emergency contacts to let them know where they are and that they are safe.
5. If time permits and it is not possible for a person to monitor the telephone, turn on call-forwarding or alternative telephone answering systems or services. Activate a recording that indicates that the business is closed and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
6. If you are told there is danger of explosion, close any window shades, blinds, or curtains.

7. If possible, turn on radio or TV and listen for updates until all is safe.

## **Evacuating Students with Disabilities**

When responding to an emergency that requires evacuation, the emergency responders must consider the possibility that a disabled student needs to be evacuated from the facility. This possibility must be communicated to the emergency facilitator, the Worcester Fire Department, and any other responder.

Once it is determined that a disabled student is within the facility, a staff member should be assigned to make sure that the student's needs are met, both during the evacuation and afterward.

The importance of someone voluntarily assisting the student during an evacuation is very important. Two people are preferred, since one can stay with the person while another summons help from the responders. Disabled students should take the initiative to inform their resident advisor, instructor, or another community member of their need for assistance if an evacuation is necessary. However, during the early phase of an incident, Campus Police and other first and secondary responders must recognize the potential that a disabled student resides in the facility and needs assistance with evacuation. This information must be communicated to the Worcester Fire Department with appropriate follow-up by the emergency facilitator or other on-site staff.

## **Incident: Natural Disaster (flood, hurricane, blizzard)**

In the event of a natural disaster such as a hurricane, blizzard, or flood, the primary criteria is preparedness.

### ***Action plan***

#### **Stage One**

1. The Director of Plant Services or the Chief of Campus Police will call a meeting of the Emergency Management Team.
2. The team receives updated information from all reliable sources possible.
3. The communications team prepares notification to the campus community and broadcasts it to the campus. The notification includes the current status of the weather emergency and instructions about how to prepare during State One.
4. Food and Residential Services are asked to check and replenish supplies as needed.

#### **Stage Two**

1. Staff are advised to continue surveying food and water supplies and to replenish as necessary.
2. Plant Service staff are directed to remove all movable objects from the grounds and patios and prepare buildings for the emergency.

3. Campus Communications continues to update community and to remind persons with medical conditions to maintain an adequate supply of required medications to last through the storm.
4. Director of Health Center coordinates the moving of medical supplies to pre-determined locations.
5. All non-essential personnel will be directed to leave campus.
6. All buildings will be locked down except those that will serve as shelters.
7. Students will be encouraged to contact their families to indicate where they will be during the storm.
8. Residential students will be further directed to inform their Resident Advisor if they will be leaving their building before or during the storm and report their destination.

### **Stage Three: Six hours before onset.**

1. All non-essential personnel will be cleared from campus; those individuals without alternative plans may be required to report to a pre-determined location.
2. Procedures for food and water dissemination will be established and announced.
3. Notification of cancelled classes and operations will be prepared and disseminated.

### **Stage Four: Onset of the hurricane, blizzard, flood.**

1. Normal operations of the university will be suspended until the emergency passes.

### **Stage Five: Aftermath**

1. After the emergency passes, an assessment of injuries, hazards, and property will be conducted.
2. The community will be informed to avoid any hazards or downed lines, using whatever avenues are available for communication.
3. The Emergency Preparedness Team will reconvene to determine when WPI will be ready to resume operations.

## **Incident: Natural Disaster (Tornado)**

Due to the nature of tornados, there is very little advanced warning. Upon receiving a National Weather Service advisory for a tornado watch or tornado warning, Campus Police should do the following:

### ***Initial Contacts***

1. Notify the Vice President for Student Affairs or the Chief Financial Officer, Co-chairs of the Emergency Preparedness Team, and provide updated weather information.
2. Activate departmental phone trees and contact team members.

3. Alert campus community using all forms of communication including e-mail, bullhorn or cruiser PA system.
4. Refer the community to the Emergency Preparedness home page <http://www.wpi.edu/+emergency>, if time allows, regarding safety measures to observe during a tornado.
5. Maintain communication with the utility companies and be prepared to disconnect utilities to affected buildings.
6. Provide shelter within buildings by moving to the center hallways; avoid Harrington Gym, Alumni Gym, and Alden Hall.
7. After the threat is over, assess injuries and damaged property.
8. Report findings to the President.
9. Together with the President, communicate all-clear signal to the community.
10. Alert department heads and custodial managers that the premises are or are not to be re-occupied, depending on damage.

## **Incident: Bomb Threat**

### ***First Response***

Suspicious objects or potential bombs on campus should be reported to Campus Police immediately. Anyone receiving a bomb threat by phone should contact Campus Police. Campus Police should notify appropriate authorities from local and state police and fire departments. Building monitors should be notified to begin evacuation if the specific location has been identified by the caller.

Campus Police should notify the Vice President for Student Affairs, who will initiate an actual or virtual Emergency Preparedness Team meeting, depending on the amount of time given before the device should go off.

### ***Action Plan***

Campus Police will conduct a bomb search if a location has been identified. Worcester Police and Fire departments will be on standby and will report to a location if a suspicious device is located.

Plant Service staff and building monitors may be asked to make a cursory inspection of their building and identify any items out of place.

Marketing and Communications will report to the Campus Police station to handle public relations with the media and provide a statement from the university.

Once the all clear has been sounded, building monitors will be notified to inform their building's occupants.

Campus Police will assist in the investigation of who may have initiated the bomb threat.

### ***Checklist, if a bomb threat is made***

- Contact Campus Police at x5555.
- Keep the caller on the line as long as possible.
- Note time of call.
- Note approximate age/gender of caller.
- Note speech pattern, accents.
- Note emotional state of caller.
- Note background noise.
- Ask when bomb will go off.
- Ask where bomb will go off.
- Ask what kind of bomb.
- Ask why bomb was placed.

### ***Guidelines for checking area for bomb***

- Don't touch the object.
- Don't open drawers or cabinets
- Don't turn on or off any electrical devices, light switches, cell phones, radios, or other kinds of electronic devices.
- Beware of secondary devices.
- Do not attempt to evacuate the building without the authorization or assistance of emergency personnel.
- If you observe a suspicious object or potential bomb on campus, do not handle it. Step away from the area and notify Campus Police at x5555

## **Incident: Hazardous Materials Spill Response Procedures**

In the event of accidental release of a hazardous material, these emergency procedures are intended to minimize any and all potential hazards to human health or the environment. The procedures are to be implemented immediately whenever there is a release or the potential for a release that could threaten the public's health or safety or the environment.

### ***First Response***

#### **Emergency Coordinators**

Dave Messier, Environmental and Occupational Safety Manager

Work: x5216

John Miller, Director of Physical Plant

Work: x5130

Chris Salter, Associate Director of Physical Plant

Work: x6060

## Response Actions

Once Campus Police has been notified of a hazardous materials spill, the dispatcher will notify the Worcester Fire Department (WFD) and dispatch a police officer to the scene, then notify at least one of the emergency coordinators in the order listed above.

- Campus Police will assist the WFD with building evacuation and traffic control.
- Campus Police will bring a copy of the Hazardous Material Building Assessment to the spill scene and provide it for the WFD.
- The emergency coordinator will assist the WFD with information, such as the assessment, building layout, and utility shutoffs. Material Safety Data Sheets are available in the Higgins Carriage House, first floor.
- The emergency coordinator will notify the proper environmental regulatory agency, if required.
- The emergency coordinator will coordinate cleanup of the site, once the WFD has determined it is safe to do so.

More details can be found in WPI's Contingency Plan for Hazardous Materials Spills, which the Emergency Coordinators and Campus Police have available.

## Incident: Nuclear Reactor Facility Emergency

In the event of an emergency related to the campus Nuclear Reactor Facility, the Emergency Preparedness Plan for the WPI Nuclear Reactor Facility should be put into action.

### ***First Response***

The Nuclear Reactor Facility Director should be contacted immediately by Campus Police:

	Office #
Stephen Laflamme	x5276

Campus Police will also attempt to contact other senior reactor operators who can act as Emergency Director, using the Nuclear Reactor Facility call list.

If an Emergency Director cannot be contacted, the following individuals should be called in the order listed:

	Office #
John Miller	5130
David Messier	5216

Facility License: R61

Docket Number: 50-134

Revised, February 1994

### ***Action Plan***

In the event of an emergency related to the WPI Nuclear Reactor Facility, the NRC-approved Emergency Preparedness Plan for the Facility must be put into action by an NRC-Licensed Senior Reactor Operator who can act as Emergency Director. Campus

Police has a copy of the Nuclear Reactor Facility call list and will attempt to contact a Senior Reactor Operator. Campus Police must be notified immediately—call 508-831-5555.

Contact information of the Nuclear Reactor Facility Director, Stephen LaFlamme:  
Office: x5276

## **Incident: Bioterrorism**

### ***First Response***

If you have been exposed to a biological agent, contact Campus Police immediately at 508-831-5555.

### **Initial Contacts**

Biological Safety Officer: Paula Moravek – Office Location: GH 129

Campus phone: ext. 5401

Health Center: Regina Roberto – Office Location – Stoddard C, 1st floor

Campus phone: ext. 5520

EOS Office: David Messier – Office Location – Higgins Carriage House

Campus phone: ext. 5216

### **Action Plan**

1. Campus Police will respond immediately by dispatching an officer to the incident, assessing the scene, and providing aid, if it is safe to do so.
2. The Campus Police dispatcher will notify the Worcester Fire Department about the incident.
3. Victims will be provided with medical first aid (if necessary and appropriate), and transported to a local emergency medical center, as necessary.
4. If the name of the biological agent is available from the victim or a witness, this information will be made available to all responders.

### **Other Resources**

Worcester Department of Public Health: 508-799-9534

Massachusetts Department of Public Health: 617-624-5200

CDC Bioterrorism Emergency Response: 770-488-7100