



College of the Atlantic Emergency Plan

INTRODUCTION

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions *that cannot be handled by routine measures*, the President, or his designee, may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder, and (2) large-scale natural/human-made disasters. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

Scope

These procedures apply to all personnel, buildings, and grounds owned and operated by College of the Atlantic, including those peripheral areas adjoining the college, and may be applied to the island facilities, farms, and other areas for which the college is responsible.

DEFINITIONS OF AN EMERGENCY

The College President or his designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

Minor Emergency

Any incident, potential or actual, that threatens property, individual safety, or health, which will not seriously affect the overall functional capacity of the College. Report immediately to Public Safety at (207) 288-5690, or ext. 5690 from an internal campus phone or to the COA Emergency Line (207) 288-9001.

Major Emergency

Any incident, potential or actual, that affects an entire building or buildings, the health of a significant numbers of individuals, and/or which may disrupt the overall operations of the College. Outside emergency services will probably be required, as well as significant efforts from campus personnel. Major policy considerations and decisions will usually be required from the College Administration during times of major emergency. Report to Public Safety at (207) 288-5690, or ext. 5690 from an internal campus phone or to the COA Emergency Line (207) 288-9001.

Disaster

Any event or occurrence which has seriously impaired or halted the operations of the College, or which threatens the health of the campus community or surrounding areas. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Field Office will be activated, and the appropriate support and operational plans will be executed. A declaration of a disaster must come directly from the President or his specific designee.

Other

In addition, any incident which has the potential for adverse publicity concerning campus resources, and/or instrumentalities of the College should be promptly reported to the Director of Communications at (207) 801-5623 or during non-business hours to Public Safety at (207) 288-5690, or ext. 5690 from an internal campus phone or to the COA Emergency Line (207) 288-9001.

ASSUMPTIONS

The College Emergency Communications Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency are not predictable, hence, published support and operational plans will be modified by the President, the Director of Public Safety, or the Dean of Student Life in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the College, therefore town, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48–72 hours).
- The President or specific designee may declare a major emergency if information indicates that such a condition is developing, or is probable.

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the College President or his designee as follows:

- During this period of any campus major emergency the Director of Public Safety, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Public Safety shall immediately consult with the President and the Dean of Student Life regarding the emergency and the possible need for a declaration of a campus state of emergency.
- When this declaration is made only registered students, faculty, staff, and affiliates (i.e. persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (student or employee identification card, or other I.D.) showing legitimate business on campus will be asked to leave. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.
- In addition, only those faculty and staff members who have been assigned emergency team duties, or issued an emergency pass by Public Safety, will be allowed to enter the disaster site. In the event of earthquakes, aftershocks, fires, storms of major disaster, or public health threats occurring in or about the campus, or which involve College property or members of the COA community, the Director of Public Safety will determine the extent of any damage to college property.

KEY PEOPLE AND RESPONSIBILITIES

Members of the Emergency Resource Team are as follows:

President (or designee)	Emergency Director
Director of Public Safety	Emergency Coordinator
Dean of Student Life	Deputy Emergency Coordinator
Assistant Director of Buildings & Grounds	Assistant Emergency Coordinator
Director of Communications	Communications Coordinator
Assistant to the President	Media Center Coordinator
Attorney	
Expert	

GENERAL RESPONSIBILITIES OF TEAM MEMBERS

Emergency Director (President)

- Responsible for the overall direction of the college emergency response. In the absence of the President, their specific designee shall assume operational control of the emergency until relieved.
- Calls meeting of appropriate members of emergency team to assess and prepare College's specific response (*see Crisis Procedures Checklist, p. 5*).
- Declares and ends, when appropriate, the campus state of emergency.
- Notifies and conducts liaison activities with the College Administration, governmental agencies, Emergency Resource Team, and others as necessary.

Emergency Coordinator (Director of Public Safety)

- Determines the type and magnitude of the emergency and establishes the appropriate emergency field office (*see p. 4*).
- Is responsible in cooperation with the Deputy Emergency Coordinator for the overall coordination of the College Emergency Response.
- Initiates immediate contact with the President, Administrative Dean, Academic Dean, Buildings and Grounds support people, and members of the Emergency Resource Team to advise them of the nature of the emergency.
- Notifies and utilizes police and, if necessary, other personnel in order to secure site and maintain safety and order.
- Sets up communications from site to Emergency Field Office and Emergency Director.
- Conducts liaison activities with appropriate outside organization (fire, police, etc.)
- Insures that appropriate notification is made to off-campus staff when necessary.
- In conjunction with the Emergency Resource Team, submits a report to the President appraising the final outcome of the emergency.

Assistant Emergency Coordinator (Assistant Director of Buildings & Grounds)

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- Provides vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required to Emergency Resource Team.
- Obtains assistance of utility companies as required.
- Furnishes emergency power and lighting systems as required.
- Surveys the habitable space and relocates essential services and functions.
- Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.
- Obtains assistance from town, county, and federal government for radiological monitoring and first aid as required.
- Provides traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed.
- Provides and equips an alternate site for emergency field office, if necessary.
- Maintains liaison with Emergency Coordinator for telecommunications support as necessary.

Communications Coordinator (Director of Communications)

- Establishes immediate liaison with news, radio, and TV media for dissemination of information as requested by President. Informs them of location of media center and any restrictions.
- Serves as chief spokesperson.
- Advises the President or designee of all news concerning the extent of disaster affecting the campus.
- Maintains an information flow to on-campus and off-campus populations.
- Prepares news releases to media concerning the emergency.
- Arranges for photographic and audio-visual services.
- Checks with Media Center Coordinator to be sure adequate equipment is on hand for the media: telephones,

- computers, etc.
- If press conference is needed, briefs key communicators on how to respond to media (*see Media Relations Guidelines, p. 27*).
- Has at hand any experts or specialists capable of offering additional information.
- Stays in contact with Emergency Director and Emergency Coordinator.
- Helps prepare statement for media along with Emergency Director, Emergency Coordinator, and appropriate experts.

Media Center Coordinator (Assistant to the President)

- Takes care of logistical needs of media people. These should be defined in advance and ready to be put into place (*see Media Center, p. 5*).
- Makes arrangements for appropriate communications system.
- Logs telephone calls and records any other in-coming communications during emergency.

Attorney

- Provides legal counsel appropriate to crisis.

Expert

- Provides council to key people depending on expertise needed.
- May act as spokesperson for College.

BACK UP FOR KEY PEOPLE

Darron Collins, President	(Emergency Director)
Millard Dority, Director of Public Safety	(Emergency Coordinator)
Sarah Luke, Dean of Student Life	(Deputy Emergency Coordinator)
Bob Nolan, B&G	(Assistant to the Emergency Coordinator)
Rob Levin, Director of Communications	(Communications Director)
Abigail Curless, Assistant to the President	(Media Center Coordinator)

KEY LOCATIONS

Headquarters: President's Office, The Turrets

Back up: Thorndike Library

The President's Office in Turrets is the designated meeting place for the key people of the emergency resource team. If an emergency is declared, the President as Emergency Director shall call together all members of this team to assess the situation and to determine a strategy for communication and action as appropriate.

Emergency Field Office: Building and Grounds

Back up: Deering Common Community Center

When an emergency occurs or is imminent, it shall be the responsibility of the Director of Public Safety as Emergency Coordinator to set up and staff an appropriate Emergency Field Office. If the emergency involves only one building or a small part of the campus, a Public Safety vehicle is to be placed as near to the emergency scene as is reasonably possible. A Public Safety Officer is to staff the field office with desk, chairs, and a telephone, as required near the scene. The Emergency Coordinator for operations of the combined onsite emergency resource team shall establish a marshaling area for outside- and local-agency assistance.

Emergency Field Office equipment to include:

1. Barricades, barrier tape, and signs for the scene
2. Two portable hand radios
3. Portable public address system

4. First aid kit
5. Campus telephone directory and local telephone directory to include Yellow Pages

Media Center: Deering Common Community Center

Back up: Kathryn W. Davis Center for International & Regional Studies

The Media Center Coordinator shall put into place the following equipment for the media people:

1. Coffee maker and supplies
2. Computers (computers belonging to Development and Admissions shall not be available)
3. Telephone service with explanation of use posted on phones
4. Miscellaneous supplies: paper, pencils, toilet paper in bathrooms. Someone should be available in the business office for additional supplies if needed.

CRISIS PROCEDURES CHECKLIST FOR KEY PEOPLE ON EMERGENCY RESOURCE TEAM

A *meeting of key people should be called immediately*, to include: President, Dean of Institutional Advancement, Academic Dean, Director of Public Safety, Dean of Student Life, and others as deemed appropriate (keep to 6–8 persons).

Meeting Place

Headquarters (President's Office, The Turrets), or
Headquarters back up (Deering Common Community Center)

Meeting Agenda:

1. Get the facts.
2. Decide whether to react.
3. Prepare a declaration of emergency or disaster, if necessary.
4. Assign a primary spokesperson.
5. Determine whom to use as experts for media interviews.
6. Develop "approval list" to determine appropriateness of interviews or media requests - Who needs to see the releases before they go out?
7. Determine strategy for community information: What to say, how to say it, what format to use, and whether a press conference is needed.
8. Notify remainder of emergency communications staff; confirm their responsibilities, hours of services, safety precautions; counsel them on institutional talking points, if there are any.
9. Activate emergency communications network, if not already done. Determine who needs to be called.
10. Schedule frequent presidential briefings.

Things to Keep in Mind:

- Give out little information until the facts can be verified.
- Protect the privacy of individuals.
- Keep calm. Take time to determine what to do.

Note: Every effort should be made to bring all voices together during an emergency and to minimize any conflicting information and perspective.

SOURCES OF ASSISTANCE

24-Hour Hotline	Millard Dority	288-9001
Fire Department	Matt Bartlett, Chief	911
Police	James Willis, Chief	911
Ambulance	Fire Department	911
Civil Defense	Matt Bartlett	911
Regional Conservation	Northeast Documentation Conservation Center	(617) 470-1010
Legal Advisor	Nathaniel Fenton	288-3331
Electrician	G&G Electric	288-5055
Plumber	Harold Link	288-3253
Locksmith	TLC	244-7062
Electric Utility	Bangor Hydro Electric	667-2526
Telephone Company	CTI	(800) 298-1187
Fuel Oil Company	Dead River	288-3309
Glazier	Portland Glass	667-7585
Insurance Company	Swan Agency	288-5044
State Police	Orono, Maine	(800) 432-7381
Department of Human Services	Division of Public Health	289-3436
Hospital	MDI Hospital	288-5081
American Red Cross	Hancock County Chapter	667-4737
Salvation Army	Bangor	947-7906
US Coast Guard	Search/Rescue Emergency	244-5121
Governor's Office	Paul LePage	287-3531
National Weather Service	Portland	775-7781

Student Emergency Contact Telephone Numbers

Emergency Contact numbers for all students are housed in eCAMS and can be accessed as needed by staff with administrative access to the database, including the Academic Dean, Dean of Student Life, Registrar, and members of the advising team.

Media Relations

The College should observe *two basic guidelines* in crisis situations:

1. Only authorized spokespersons (Director of Communications and/or authorized spokesperson) will meet and talk with the media.
2. Only factual information is released; no speculation is to be offered.

Other Guidelines:

1. All executive and supervisory personnel are notified to report emergencies to the President, as Emergency Director, and to the spokesperson. They should also be reminded not to speak to those outside of campus, especially the media, on behalf of the College.
2. The President, as Emergency Director, and other administrators are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now, and what help has been called for.
3. The President, as Emergency Director, and the Director of Communications, as Communications Coordinator, and other key members of the Emergency Resource Team shall confer and decide on the appropriate action.
4. All public calls from the media are referred directly to the Director of Communications (207) 801-5623.
5. It is the responsibility of the Director of Communications, as Communications Coordinator, to contact the media immediately in the event of a campus crisis, to establish ground rules (i.e. can they be at the site of crisis), to give them the name(s) of the chief spokesperson(s), and to be in charge of a press conference, if needed.
6. Every effort should be made to minimize conflicting information and perspective during an emergency. Members of the COA community who may be approached by the media are asked to give out only information and facts that have been verified. It is also important to remember that the privacy of individuals must be protected.

EDUCATING THE COMMUNITY

At the Beginning of Each Term

1. Review and update lists of key people, emergency telephone numbers, and emergency communications protocols.
2. Request that faculty, staff, and students review valuables, flammable or hazardous materials, and:
 - a. Prioritize things to be saved in the event of fire
 - b. Locate a place for proper storage, plus a back-up location
3. Obtain an emergency contact telephone number from new students to be used in the event of severe accident, illness, or death.

At the Beginning of Each School Year

1. Director of Public Safety should:
 - a. Post fire exits and back ups
 - b. Post locations of fire extinguishers
 - c. Appoint someone familiar with buildings as back up (Building Captain)
 - d. Assign people to each floor as Fire Proctor to clear building in the event of fire
2. Director of Communications should notify local emergency response agencies of Emergency Communications Plan, the designated crisis headquarters, media center and back-up locations, and names of key communicators.
3. Instructional sessions and information updates should be scheduled for the COA community concerning the Emergency Response Plan and its suggested procedures and guidelines.
4. The plan, and any updates, should be placed in each office and dormitory.
5. Back-up computer files should be secured for all donor files, accounts payable/receivable, student information, etc. Copies of the data should be stored in secure locations not subject to impacts from a major emergency or disaster.

CAMPUS EMERGENCY GUIDELINES

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

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REPORTING EMERGENCIES

Campus emergency service (207) 288-9001. In an emergency in which campus Public Safety cannot be reached, dial 911.

- When calling, stay calm and carefully explain the problem and location to the public safety dispatcher. **Do not hang up until told to do so.**
- Keep calm
- Keep others calm

Emergency Coordinator: Millard Dority

Location: Buildings and Grounds

Telephone: (207) 288-9001

Assistant Emergency Coordinator: Robert Nolan

Location: Buildings and Grounds

Telephone: (207) 801-5691

EVACUATION PROCEDURES

Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Coordinator.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. **Assist the handicapped in exiting the building.** Remember that elevators are reserved for handicapped persons. **Do not use the elevators in cases of fire and/or earthquake.**
4. Once outside proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your reassembly points.
5. **Do not** return into an evacuated building unless told to do so by a college official.

Campus Evacuation

1. Evacuation of all or part of the campus grounds will be announced by Public Safety as described.
2. All persons (student, faculty, and staff) are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

Important: After any evacuation, report to your designated assembly point and stay there until an accurate headcount is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. Serious **interference** with the normal operations of the College.
2. **Prevention** of access to office, buildings or other College facilities
3. **Threat** of physical harm to persons or damage to College facilities.

If any of these conditions exist. Public Safety should be notified and will be responsible for contacting and informing the President.

EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus take the following action:

1. Immediately take cover under tables, desks and other objects, which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided notify Public Safety (207) 288-9001. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm, then report the emergency by telephone.
4. When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. **Assist the handicapped in exiting the building.** Remember that elevators are reserved for handicapped persons. **Do not use elevators in case of fire.** Do not panic.
6. Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
7. If requested, assist Emergency crews as necessary.
8. An Emergency Field Office may be set up near the disaster site. Keep clear of the EFO unless you have official business.
9. **Do not return to an evacuated building** unless told to do so by a College official.

Important: After any evacuation, report to your designated assembly point and stay there until an accurate headcount is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

MEDICAL AND FIRST AID EMERGENCY

Call the campus Public Safety if you need assistance (207) 288-9001. In an emergency in which campus Public Safety cannot be reached, dial 911.

1. If serious injury or illness occurs on campus immediately dial 911. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
2. In case of minor injury or illness, provide first aid care*. Use only sterile first aid materials.
3. In case of serious injury or illness, Red Cross trained personnel* should quickly perform the following steps:
 - a. Keep the victim still and comfortable. **Do not move the victim.**
 - b. Ask victim, "Are you okay?" and "What is wrong?"
 - c. Check breathing and give artificial respiration if necessary.

- d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical ID, question witness(es), and give all information to the paramedics.
4. Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross.

**Only Red Cross trained personnel should provide first aid treatment (i.e. first aid, CPR).*

CHEMICAL OR RADIATION SPILL

1. Any spillage of hazardous chemical or radioactive materials is reported immediately to campus Public Safety (207) 288-9001.
2. When reporting be specific about the nature of the involve material and exact location. Public Safety will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Public Safety personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Public Safety. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building alarm. Then report the emergency by phone.
6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. **Assist the handicapped in exiting the buildings.** Remember that elevators are reserved for handicapped use. **Do not use elevators in case of fire.** Do not panic.
8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist Emergency crews as necessary.
10. A campus Emergency Field Office may be set up near the emergency site. Keep clear of the Field Office unless you have official business.
11. **Do not return to an evacuated building** unless told to do so by a College official.

Important: After any evacuation, report to your designated assembly point and stay there until an accurate headcount is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

BOMB THREAT

If you observe a suspicious object or potential bomb on campus **do not handle the object!** Clear the area and immediately call Public Safety (207) 288-9001.

1. Any person receiving a phone call bomb threat should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
2. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Possible age and sex of caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of the caller
 - e. Background noise
3. Immediately notify Public Safety (207) 288-9001. Report the incident.
4. Public Safety Officers will conduct a detailed bomb search.

5. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Public Safety. **Do not handle the object!** Do not open drawers, cabinets, or turn the lights off.
6. If an emergency exists, activate the building alarm. Then report the incident by phone.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. **Assist the handicapped in exiting the buildings.** Remember that elevators are reserved for handicapped use. **Do not use elevators in case of fire.** Do not panic.
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency personnel. If requested, assist emergency crews as necessary.
10. **Do not return to an evacuated building** unless told to do so by a College official.

Important: After any evacuation, report to your designated assembly point and stay there until an accurate headcount is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

VIOLENT OR CRIMINAL BEHAVIOR

Call the campus Public Safety if you need assistance (207) 288-9001. In an emergency in which campus Public Safety cannot be reached, dial 911.

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim, or a witness to any on-campus offense, promptly notify Public Safety at (207) 288-9001 and report the incident, including the following:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
3. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Public Safety and report the incident.
4. Assist any personnel or police officers when they arrive by supplying them with all additional information and ask others to cooperate.
5. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance seek emergency first aid if necessary.

What to do if taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor may be emotionally unbalanced. Don't make mistakes, which could hazard your well being.
3. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

FIRE

Call the campus Public Safety if you need assistance (207) 288-9001. In an emergency in which campus Public Safety cannot be reached, dial 911.

In all cases of fire, public safety must be notified immediately.

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through campus Public Safety (207) 288-9001.
2. If a minor fire appears controllable **immediately** contact the fire department and campus Public Safety. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, activate the building alarm. Then report the fire by phone.
4. On large fires that do not appear controllable, **immediately** notify the fire department and Public Safety. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **Do not lock the doors!**
5. When the building evacuation alarm is sounded. Walk quickly to the nearest exit and alert others to do the same.
6. **Assist the handicapped in exiting the buildings.**
7. **Do not use the elevators during a fire.**
8. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. If requested, assist emergency crews as necessary.
11. An Emergency Field Office may be set up near the emergency site. Keep clear of the EFO unless you have official business.
12. **Do not return to an evacuated building** unless told to do so by a College official.
13. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window stay near to the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

Important: After any evacuation, report to your designated assembly point and stay there until an accurate headcount is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 am through 5:00 pm, Monday through Friday), immediately notify Buildings & Grounds at ext. 5691.
2. If there is potential danger to building occupants, or if utility failure occurs after hours, weekends or holidays, notify campus Public Safety at (207) 288-9001 or 911.
3. If an emergency exists activate the building alarm. Then must report the emergency by phone.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency by phone.
5. **Assist the handicapped in exiting the buildings.** Remember that elevators are reserved for handicapped use. **Do not use elevators in case of fire.** Do not panic.
6. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency personnel. If requested, assist emergency crews as necessary.
7. If requested, assist the emergency crews as necessary.
8. An Emergency Field Office may be set up near the emergency site. Keep clear of the EFO unless you have official business.
9. **Do not return to an evacuated building** unless told to do so by a College official.

Additional Information and Procedures

Always observe steps "1" and "2" above whenever the following utility emergencies arise:

1. Electrical/Light Failure: Presently, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.
2. Elevator Failure: If you are trapped in the elevator, use the emergency phone to notify campus Public Safety. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.
3. Plumbing Failure/Flooding: Cease using all electrical equipment. Notify Public Safety at (207) 288-9001. If necessary, vacate the area.
4. Serious Gas Leak: Cease all operations. **Do not switch on lights or any electrical equipment. Remember electrical arcing can trigger an explosion!** Notify Public Safety at ext. 5691.
5. Steam Line Failure: Immediately notify Public Safety at (207) 288-9001 or Buildings & Grounds at ext. 253, and if necessary vacate the area.
6. Ventilation Problem: If smoke odors come from the ventilation system immediately notify Public Safety at 288-9001 or Buildings & Grounds at ext. 5691, and if necessary, cease all operations and vacate the area.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening to harm himself/herself or to harm others, or is out of touch with reality due to severe mental illness or influence of drugs. A person having a psychological crisis may be experiencing suicidal thoughts, hallucinations, delusions, or extreme behavior.

If a psychological crisis occurs:

1. Never try to handle a situation you feel is dangerous on your own.
2. Notify the Public Safety Officer of the situation, dial (207) 288-9001. Clearly state that you need immediate assistance, give your name, your location and the area involved.
3. In extreme emergencies contact 911.