

U.S.M. LEWISTON-AUBURN CAMPUS

IMMEDIATE EMERGENCY PROCEDURE GUIDELINES

PREAMBLE

The Lewiston-Auburn campus of the University of Southern Maine is committed to maintaining a safe environment for all faculty, support personnel, students and visitors. The development of the following emergency plan is a direct result of the University's concern for creating a safe campus for all users. The policies and procedures contained in the following manual are intended to provide guidelines to be followed whenever possible. This being stated, the University acknowledges that no policy or procedure is practical for every circumstance. Therefore, no policy or procedure contained herein is to supersede an individual's best judgment, commonsensical action or initiative based upon unforeseen circumstances. The policies and procedures within this manual are a compilation of recognized emergency practices; deviation from recommended protocols should not be taken lightly but only in unusual circumstances.

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Emergency Response Procedure for Armed Person on Campus (Acts of Violence)

If the person clearly presents a threat (displays weapon or firearm)

Do not confront or attempt to disarm the person.

This procedure provides the USM LAC Community with guidelines for action and information regarding an armed person in the building. The University of Southern Maine has a zero tolerance policy for any weapon on campus with the exception of law enforcement personnel.

1. If the person clearly presents a threat (displays weapon or firearm)
 - **Call 911** and stay on line with dispatcher
 - 9-911 with land-line phone
 - 784-6421 on cell phone for local emergency response
 - USM PD 9-780-5211
2. Have a 2nd person notify the Student Success Center so they can initiate a lockdown
 - 6500 main line from any phone in building
 - 753-6500 from cell phone
and
 - 754-5909 maintenance

3. LOCKDOWN

- **ADMINISTRATION RESPONSIBILITIES**
 - 1. Notify Dean or designee who will notify Maintenance Manager and U.S.M. PD (780-5211)**
 - 2. Activate Mass-Notification System**
- **CLASSROOM RESONSIBILITIES**
 - 1. Barricade the classroom door immediately with furniture from the classroom**
 - 2. Block the door window**
 - 3. Turn off lights**
 - 4. Secure your students and yourself in a corner of the room away from the door**
 - 5. Wait for further instruction from the Police Department or recognized authority**

**IF THIS INCIDENT OCCURS OUTSIDE THE BUILDING
MAINTENANCE WILL SECURE THE BUILDING BY LOCKING MAIN EXITS**

Emergency Response & Evacuation Procedure for Bomb Threats

DO NOT PULL THE FIRE ALARM

DO NOT USE YOUR CELL PHONE

DO NOT USE WALKIE TALKIES

or any other radio communication devices

This procedure provides the USM LAC Campus with guidelines for action and information regarding Bomb threats.

WHEN RECEIVING A BOMB THREAT FOLLOW THE STEPS BELOW:

1. Listen, be calm and courteous, do not interrupt the caller.
Try to keep the caller on the phone as long as possible.
Write down as much information as possible (note any background sounds).
Ask the following questions:
 - * When is the bomb going to explode?
 - * Where is it right now?
 - * What does it look like?
 - * What kind of bomb is it?
 - * What will cause it to explode?
 - * Why did you place the bomb?
 - * Where are you calling from?
 - * What is your name?
2. Note the time of the call and notify the Student Success Center. The Student Success Center staff will notify the Dean or the Dean's designee who will then notify the Maintenance Manager. If no one is available in the Student Success Center contact maintenance. The Lewiston Police will be notified immediately (9-911) and the evacuation process will begin. U.S.M. PD will also be notified immediately (780-5211).
3. **If the threat is received in writing, the letter or note should be set down and not handled until police arrive and secure it as evidence.** The Student Success Center should then be notified. If no one is available in the Student Success Center contact someone in maintenance. The Student Success Center staff will notify the Dean or the Dean's designee who will then notify the Maintenance Manager. The Lewiston Police will be notified immediately (9-911). A decision whether to evacuate or not will be made and the evacuation process will begin (if needed). U.S.M. PD will also be notified immediately (780-5211).

(Bomb Threat – continued)

4. Using the attached “FBI Bomb Data” form, fill out as much information as possible, and give to the Dean, Maintenance Manager, or Lewiston Police upon arrival. Be available for Police to provide information about the threat.
5. While evacuating the building **DO NOT USE CELL PHONES** until at least ½ mile away. Leave the University property immediately. If you do not have transportation, proceed to the South parking lot entrance.

Emergency Response & Evacuation Procedure for a Chemical Spill

Lewiston police or Fire Department (dial 9-911)

DO NOT PULL THE FIRE ALARM

DO NOT USE YOUR CELL PHONE

DO NOT TOUCH LIGHT SWITCHES or COMPUTERS

This procedure provides the USM LAC Campus with guidelines for action and information regarding chemical spill.

1. Notify the Student Success Center. The Student Success Center staff will notify the Dean or the Dean's designee who will then notify the Maintenance Manager. If no one is available in Student Success Center, contact maintenance. The Lewiston Police-Fire Department will be notified immediately (9-911).

Procedure for Court Ordered Protection Papers

Protection from abuse, restraining, and/or trespass orders

1. Student will notify the Director of Student Success Center located in the Student Success Center.

Procedure for Incident Report Log

As required by Federal Law

1. Student Success Center must be notified.
2. Student will be directed to call the Lewiston Police Department 784-6421.
3. Incident report will be documented in **Incident Report Log**.

Emergency Response and Evacuation Procedures for a Fire

This procedure provides the USM LAC Campus with guidelines for action and information regarding a fire.

What to do:

In the event a fire alarm sounds:

1. Evacuate the building by use of stairways using the closest emergency exit (last person to close doors and shut lights; elevators will be inoperable).
 - a. Disabled persons on second floor should go to an area of refuge on that floor (near the enclosed stairway exits).
2. Take personal belongings that are already with them: coat, purse, backpack, etc
3. Take car keys if they are already with them
4. Evacuate the building **IMMEDIATELY**.
5. Move away from the building to a designated assembly area so as to allow room for fire trucks and other emergency vehicles.
6. The Outdoor Emergency Response Team will move evacuees to designated assembly areas and await instructions.
7. Designated Science Department Contact needs to go to staging area.
8. Do not re-enter the building until advised by the fire department that the building is safe to re-enter.

In the event of fire or smoke, but alarm has not been activated:

1. Manually activate a fire alarm pull station.
2. Follow above procedure.

Emergency Response Procedure for Person Down on Campus (medical emergency)

This procedure provides the USM LAC Community with guidelines for action and information regarding a person down on campus.

1. Call 911 and stay on line with dispatcher
 - 9-911 with land-line phone
 - 784-6421 on cell phone for local emergency response
2. When possible, have a 2nd person notify Student Success Center while medical assistance is administered
 - 6500 main line from any phone in building
 - 753-6500 from cell phone
 - and
 - 754-5909 maintenance
3. Continue medical assistance until Local Emergency Response arrives

THIS CAMPUS HAS 2 AED UNITS ON SITE

Near the Café

In the hallway between buildings (*LearningWorks wing*)

Emergency Response Procedure for Possible Suicide on Campus

(when person is NOT a threat to themselves or others)

This procedure provides the USM LAC Campus with guidelines for action and information regarding a possible suicide in the building.

1. Threat Assessment

If person is threatening suicide and is clearly NOT a threat and no weapon or firearm is displayed.

2. Notify the Student Success Center

- 6500 main line from any phone in building
- 753-6500 from cell phone
and
- 754-5909 maintenance

Emergency Response Procedure for Suspicious/Unwanted Person on Campus

(when person is NOT an immediate threat)

This procedure provides the USM LAC Campus with guidelines for action and information regarding suspicious/unwanted person in the building. The University of Southern Maine has a zero tolerance policy for any weapon on campus.

1. Threat Assessment

If person is not carrying a weapon or is acting suspicious and is clearly NOT a threat and no weapon or firearm is displayed.

2. Notify the Student Success Center

- 6500 main line from any phone in building
- 753-6500 from cell phone
- and
- 754-5909 maintenance