

Emergency Response Team (ERT) Areas of Accountability

Daytime Evacuations for Bomb Threat

DO NOT USE CELL PHONES ON OR NEAR CAMPUS DURING EVACUATION

ERT (Inside Duty)

7 Emergency Responders - Each works one side of hallway plus one coordinator.

* Areas of Responsibility (**start from center of the building**)*

1. Coordinator stays in Gallery (Staging Area)
2. South End (1st floor)-2 people
3. North end (1st floor) 2 people
4. Lounge working North through Labs (2nd floor) -2 people

Typical announcement to use when entering a classroom:

“Excuse me, Professor; I need to make an announcement. Everyone, please follow my instructions and remain calm. The College has received a bomb threat and we have been ordered to evacuate the building immediately. Gather your coats, purses, and backpacks; and make sure you have your car keys. Go to your car and leave the property. **THERE ARE NO EXCEPTIONS. TOTAL EMPLOYEE AND STUDENT EVACUATION IS MANDATORY.** Do not use your cell phones until you are at least ½ mile away from the campus. If you do not have a ride, go to the Verizon parking lot across Westminster Street and wait there. Please, use the emergency exit at the end of the hall. Thank you.”

ERT Staging Area (Atrium Gallery) then once building is cleared move staging area to outside of building. The outside staging area will be at Verizon on the other side of Westminster Street. The Chain of Command will be the Dean, Assistant Dean, Dean’s designee and Facility Manager.

ERT (Outside Duty)

8 Emergency Responders

Areas of Responsibility

1. Main Entrance (Atrium Gallery)
2. North Entrance (Westminster Street)
3. South Entrance
4. Back Alley
5. Outside Coordinator – Assistant Dean
6. Westminster Street Entrance (traffic control)
7. Saratoga Street Entrance (traffic control)
8. Post Signs at all entrances

Designated Assembly Areas

1. South End near Shed
2. South End near back parking lot
3. North End (Upper Parking Lot) 61 Westminster Street
4. People without transportation should be directed to the Verizon Parking lot.
5. During inclement weather or possible other disasters, Ryder, Public Works Supply Co. (PWS), and Webster Engineering all agreed to be areas of refuge should the need arise. PWS, has a large heated warehouse in which displaced University Community Members may use during times of extreme weather.

Emergency Response Team (ERT) Areas of Accountability (continued)

Evening and Weekend Evacuations for Bomb Threats

Maintenance People have their instructions

1. Call Facilities Manager
2. Call Lewiston FD
3. Pull Fire Alarm to Evacuate building

Emergency Response Team (ERT) Areas of Accountability

Daytime Evacuations for Fire Alarm

ERT (Inside Duty) All leave Building, Maintenance will clear building.

ERT (Outside Duty)

5 Emergency Responders

Areas of Responsibility

1. Main Entrance (Atrium Gallery)
2. North Entrance (Westminster Street)
3. South Entrance
4. Back Alley
5. Outside Coordinator – Assistant Dean

Designated Assembly Areas

1. South End near Shed
2. South End near back parking lot
3. North End (Upper Parking Lot) 61 Westminster Street
4. During inclement weather or possible other disasters, Ryder, Public Works Supply Co., and Webster Engineering all agreed to be areas of refuge should the need arise. PWS, has a large heated warehouse in which displaced University Community members may use during times of extreme weather.

Staging Area – Verizon Parking lot located across Westminster Street.

Evening and Weekend Evacuations for Fire Alarm

Maintenance

1. Evacuate building
2. Call the Facilities Manager

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 L-A 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 Services Office so they can initiate a lockdown
 - 6500 main line from any phone in building
 - 753-6500 from cell phone
 - 9-758-1639 EVENINGS - this is a pager - leave message of emergency.
3. **LOCKDOWN**
 - **ADMINISTRATION RESPONSIBILITIES**
 1. **Notify Dean or designee who will notify Maintenance Manager and U.S.M. PD (780-5211)**
 2. **Contact Emergency Response Team who will walk hallways to initiate lockdown – being clear and specific about the emergency**
 - **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 L-A 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 Services Office. The Student Services 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 Service Office 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 Services Office should then be notified. If no one is available in the Student Services Office contact someone in maintenance. The Student Services 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 Verizon parking lot across from the Westminster Street Entrance.

EMERGENCY RESPONSE TEAM

The decision to evacuate the building must be made by the Dean (or his/her designee). **The Maintenance Manager will act as Evacuation Coordinator.**

1. Lewiston Police Department will be called
2. The first 6 ERT available members will each be assigned a section of the building to notify of the order to evacuate.
3. Each ERT member will go room-to-room and office-to-office and **calmly** inform the need to evacuate. Staff, faculty and students will be told:
 - **While evacuating the building DO NOT USE CELL PHONES until at least ½ mile away.**
 - **Take personal belongings that are already with them: coat, purse, backpack, etc**
 - **Take car keys if they are already with them**
 - **Leave the building immediately and leave the property immediately**
 - **Exit by the back of the parking lot – Saratogo Street**
 - **If you do not have transportation, proceed to the Verizon parking lot across from the Westminster Street entrance.**
4. After a class has been informed to evacuate, ERT member should not wait for them to leave, go on to the next classroom or office area.
5. The ERT member should then leave the building.
6. The Evacuation Coordinator will turn off the elevator, lock all exit doors to assure no one can re-enter the building and do a complete sweep of the building to assure everyone is out and all stoves, coffee makers, etc. are off and the Lab chemical cabinets are closed.
7. The Evacuation Coordinator will assist the Fire and Police Departments in the search of the building by guiding through building and unlocking doors.
8. The Dean (or designee) will decide when the building can be re-opened and classes resumed based on the Police and Fire Department’s investigation results and recommendations.

Adopted on July 12, 2006

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 L-A Campus with guidelines for action and information regarding chemical spill.

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

Emergency Response Team

1. Maintenance Manager or Dean (Dean designee) will call Lewiston Police-Fire Department. U.S.M. PD will be notified immediately (780-5211)
2. Notify USM's Chemical Hygiene Officer (780-5406 of cell 838-4397)
3. Dean or the Dean's designee will activate the ERT to evacuate people to the proper area (outside and upwind).
4. Evacuate as if a Bomb Threat
5. The Dean (or designee) will decide when the building can be re-opened and classes resume based on the Police and Fire Department's investigation results and recommendations.

NOTE: IF AN ENVIRONMENT AGENCY MUST BE CALLED, THE FIRE DEPARTMENT IS TO CALL:

**CLEAN HARBORS
SOUTH PORTLAND, MAINE
799-8111**

Procedure from Court Ordered Protection Papers

Protection for abuse, restraining, and/or trespass orders

1. Student will notify the Dean of Student Services located in the Student Services Office.
2. A copy will be made and placed in a file.
3. Lewiston Police Department will be notified of the order on file 784-6421.
4. U.S.M. PD will be notified 780-5211.
5. All staff and student workers in Student Services will be trained on proper procedure when someone inquires about a student.

Procedure for Crime Report Log

As required by Federal Law

1. Student Services Office must be notified.
2. Student will be directed to call the Lewiston Police Department 784-6421.
2. Incident report will be documented in **Crime Report Log**.
3. U.S.M. PD will be notified 758-5211.
4. LAC web publisher will post on web site.

Emergency Response and Evacuation Procedures for a Fire

This procedure provides the USM L-A 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.

(Fire – continued)

EMERGENCY RESPONSE TEAM

1. Inside ERT members will go room-to-room, office-to-office, and bathrooms to check that all people are outside the building (**only if conditions allow – if there is a presence of smoke or chemicals, all ERT members are to evacuate**).
2. The ERT members should leave the building immediately and report to the Staging Area to report that building is empty or if someone needs assistance.
3. The Dean or designee will notify U.S.M. PD immediately (780-5211).
4. The Dean (or designee) will decide when the building can be re-opened and classes resume based on the Police and Fire Departments' investigation results and recommendations.

Adopted on July 12, 2006

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

This procedure provides the USM L-A 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 Services Office while medical assistance is administered
 - 6500 main line from any phone in building
 - 753-6500 from cell phone
 - 758-1639 EVENINGS - this is a pager - leave message of emergency.
3. The Student Services Office will notify the Dean or designee who will notify the Facilities Manager.
 - ERT members will be activated who will isolate the area and give Medical Assistance.
 - Notify U.S.M. PD 780-5211
4. Continue medical assistance until Local Emergency Response arrives
5. Student Services will contact a family member that there has been an emergency

Adopted on August 2, 2006

Emergency Response Procedure for Possible Suicide on Campus

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

This procedure provides the USM L-A 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 Services Office
 - 6500 main line from any phone in building
 - 753-6500 from cell phone
 - 758-1639 EVENINGS - this is a pager - leave message of emergency
3. The Student Services Office will notify the Dean or designee who will notify the Facilities Manager.
 - ERT members will be activated. They will isolate the person, identify the threat and decide if local emergency should be notified
 - Lewiston emergency: 9-911 and stay on line with dispatcher.
 - U.S.M. PD: 780-5211
4. **IF THE SITUATION BECOMES DANGEROUS, PROCEDURES FOR AN ARMED PERSON ON CAMPUS WILL BE ACTIVATED**

Adopted on August 2, 2006

Emergency Response Procedure for Suspicious/Unwanted Person on Campus

(when person is NOT an immediate threat)

This procedure provides the USM L-A 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 Services Office
 - 6500 main line from any phone in building
 - 753-6500 from cell phone
 - 758-1639 EVENINGS - this is a pager - leave message of emergency
3. The Student Services Office will notify the Dean or designee who will notify the Facilities Manager.
 - ERT members will be activated, they will identify the threat and decide if local emergency as well as U.S.M. PD should be notified
 - Lewiston emergency: 9-784-6421 and stay on line with dispatcher.
 - U.S.M. PD: 780-5211
4. **IF THE SITUATION BECOMES DANGEROUS, PROCEDURES FOR AN ARMED PERSON ON CAMPUS WILL BE ACTIVATED**

Adopted on August 2, 2006