

Emergency Protocol

**FOR EMERGENCIES
CALL 207-893-7911**

Emergency Situations



FIRE

- **EMERGENCY ACTION: EVACUATE**
- Feel for heat on all doors prior to opening. If hot, **DO NOT OPEN**.
- If smoke is present, cover nose and mouth with clothing, stay as low to the ground as possible and exit
- **DO NOT USE ELEVATOR**
- Proceed to fire alarm gathering location (see map)



SEVERE WEATHER

- **EMERGENCY ACTION: SHELTER-IN-PLACE**
- Move to an interior room or hallway on the lowest floor and get beside a sturdy piece of furniture
- Stay away from windows. **DO NOT OPEN** windows
- Remain in safe area until danger has passed



ACTIVE SHOOTER

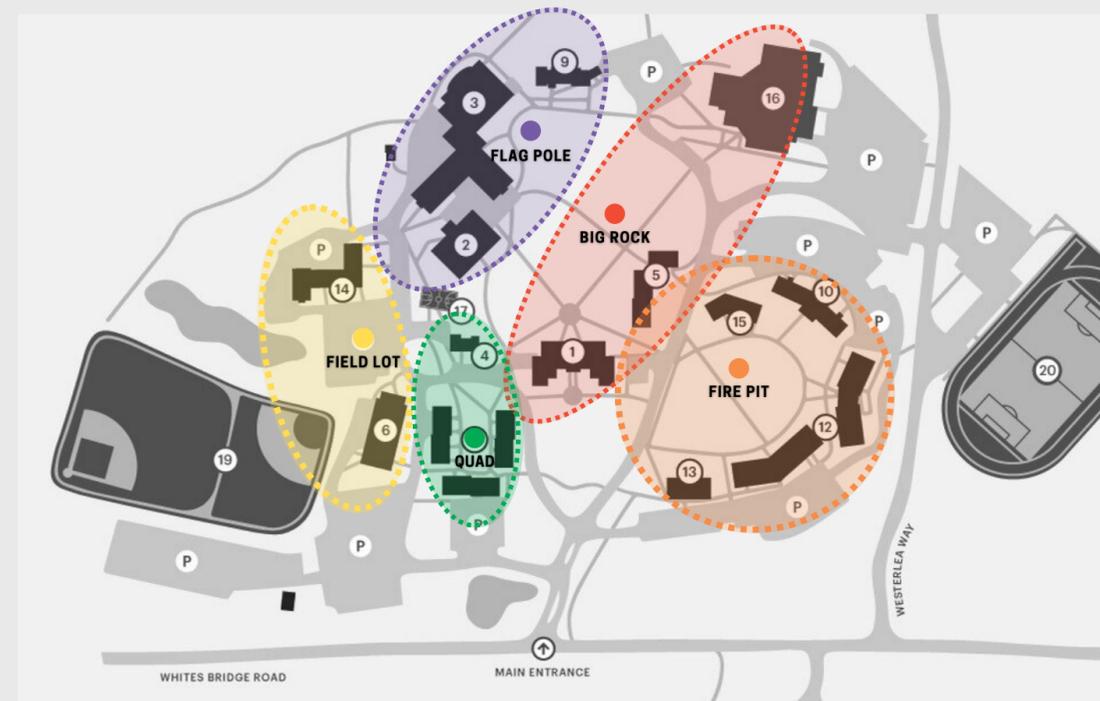
- **EMERGENCY ACTION: SECURE-IN-PLACE**
- Proceed to a room that can be secured, shut and lock the door, close windows, get down on the floor where you are not visible
- Silence your devices- **DO NOT TURN YOUR CELL PHONE OFF**
- Immediately call Campus Safety 207-893-7911
- If the shooter is in your area, remain calm, follow orders, and call Campus Safety when it is safe to do so



MEDICAL

- Immediately call Campus Safety 207-893-7911
- **DO NOT** move the seriously injured
- Provide CPR/Basic First Aid only if trained to do so

Emergency Locations



FIELD LOT

- 6 Service Building
- 14 Saint Joe's Hall

FLAG POLE

- 9 Xavier
- 3 Mercy Hall
- 2 Heffernan

QUAD

- 4 Admissions
- Quad Apartments

BIG ROCK

- 16 Alford Center
- 5 Scully/Putnam
- 1 Alford Hall

FIRE PIT

- 15 Standish Hall
- 10 Carmel Hall
- 12 Feeney/Currier
- 13 O'Connor



SECURE-IN-PLACE

Ordered when necessary to place a locked door or barricade between you and the associated danger

- If outside seek cover in the nearest unlocked building
- If the buildings have been locked, continue to move away from danger, seek cover, move to another building, or exit campus if it is safe to do so
- Once inside, find an interior room, lock/barricade doors
- To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows
- Await further instruction from emergency personnel
- Do not exit until "All Clear" is received
- Be silent and still



SHELTER-IN-PLACE

Ordered when protection is necessary from hazardous weather

- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see severe weather event to react
- Once inside, stay away from windows, and unsecured objects that may fall
- Seek shelter in interior rooms and corridors
- Do not use elevators
- Await further instruction from emergency personnel
- Do not exit until "All Clear" is received



EVACUATE

Ordered when people must exit the building due to unsafe circumstances

- Take with you only important personal items such as your keys or phone
- Follow instructions from emergency personnel
- Check doors for heat before opening. Do not open if it feels hot
- Walk – do not run
- Head to your assembly point, unless otherwise instructed
- Keep roadways and walkways clear for emergency vehicles
- Do not return to building until notified that it is safe to do so