

# EMERGENCY RESPONSE GUIDELINES

mainemaritime.edu/campus-safety | 207-326-2479

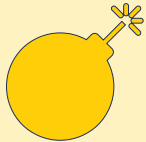


## ACTIVE THREAT/ SHOOTER

**RUN:** If you can safely leave the building, run.

**HIDE:** If you cannot safely leave, find a safe place to

**hide. FIGHT:** If you cannot leave the building safely or cannot hide, be prepared to **fight** for your life.



## BOMB THREAT/ SUSPICIOUS PACKAGE

### IF A BOMB THREAT IS RECEIVED:

- Remain calm, and attempt to keep the caller on the phone as long as possible.
- If your phone has caller ID, record the number displayed.
- After the call is complete, immediately contact Campus Safety at x2479
- Provide for an orderly evacuation if ordered by emergency personnel.
- Turn off cell phones and other radio transmitting equipment in the area.

- **DO NOT** operate any power switch or light switch.
- **DO NOT** use elevators.
- **DO NOT** congregate in the building lobby.
- **DO NOT** reenter the building until instructed to do so by the proper authorities.

### IF YOU DISCOVER OR RECEIVE A SUSPICIOUS LETTER OR PACKAGE:

- **DO NOT** attempt to open it.
- **DO NOT** handle, shake, or move the package.
- Avoid radio or cell phone use in close proximity.
- Immediately contact **Campus Safety at x2479**



## FIRE

**ACTIVATE** the nearest pull station to engage the building fire alarm system.

**RESCUE** anyone in the immediate danger area if you can safely do so.

**CONFINE** the fire by closing doors to the fire scene and securing potentially dangerous substances and/or equipment.

**EVACUATE** the building by the nearest or alternate exit if possible. If you are not able to evacuate or you are a person with special needs, go to the nearest stairwell if you can.



## EVACUATION - GET OUT!

**PULL THE MANUAL FIRE ALARM** to prompt a response for others to evacuate.

**EVACUATE** the building as quickly as possible and go to the Building Rally Point (Get Out!).

**DO NOT USE ELEVATORS** nor reenter the building until authorized emergency personnel give the "all clear" signal.

**ASSIST THOSE WHO NEED HELP** but carefully consider whether you may put yourself at risk. Alert authorities to those who may need assistance or any missing or trapped persons.

**IF YOU ARE NOT ABLE TO EVACUATE OR YOU ARE A PERSON WITH SPECIAL NEEDS** go to nearest stairwell if you can. If conditions deteriorate, move into the stair landing or area adjacent to the stairwell if the stair landing is already full.



## SHELTER IN PLACE -STAY IN!

### SECURITY THREAT

- If you cannot safely evacuate, find a secure area within your building to stay and await further information.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Once within a safe place, attempt to secure the space (i.e. lock doors, close windows/blinds).
- If unable to lock the door, secure it by any means possible.
- Remain quiet, unless making noise would be beneficial to your safety.

- **DO NOT** open the door until a **KNOWN** law enforcement officer advises it is safe to do so or some other credible information, such as an E2 Campus emergency notification, is received advising the threat is over.

### SEVERE WEATHER

- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

Nothing contained within these guidelines should replace your common-sense ability to adapt and react to a changing situation and the specific threat presented. The elements of this situational awareness material are intended as suggested actions. Only follow these actions if safe to do so.