



EMERGENCY ACTION PLAN

EASTERN MAINE COMMUNITY COLLEGE

**354 Hogan Road
Bangor, ME 04401-4280**

FOR STUDENTS, FACULTY AND STAFF

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www.emcc.edu

Updated: April 2023

EMCC EMERGENCY ACTION PLAN

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Eastern Maine Community College Emergency Action Plan

I. INTRODUCTION

PURPOSE

The Safety Committee of Eastern Maine Community College has developed this Action Plan on emergency procedures because immediate and effective action is critical in emergency situations. Please take a few moments to read through the booklet and become familiar with the information and procedures to reduce the likelihood of confusion or panic in an emergency.

The first and most crucial step for handling emergencies is preparation.

EMERGENCY POWERS

The Governor of the State of Maine has the power and authority to issue a proclamation that an emergency exists under the conditions specified in Maine Title 37-B, MRSA, sec. 742. The Governor may, under certain circumstances, issue a Proclamation of a Civil Emergency with recommendations and/or mandates that can affect how the College responds to an emergency.

At their discretion, the City of Bangor can issue a proclamation that an emergency exists under the same conditions as specified in Title 37-B, MRSA, sec. 742, and may empower the Penobscot County Emergency Management Agency Director with the authority to proclaim an emergency state for or within the said City should it exist. These recommendations and/or mandates can also affect how the College responds to an emergency.

Emergency situations can also be initiated and occur at the College campus itself. The President of the College is authorized to take whatever actions are necessary to prevent the loss of life and property on the Eastern Maine Community College campus.

Once an emergency is identified, the College President or their designee shall inform the MCCS president or their designee as soon as possible. The MCCS president will, in turn, and when necessary, be responsible for contacting and/or involving the following:

- Governor
- Board of Trustees
- Legislators
- System Legal Counsel
- Other System Managers
- Other State Officials

The Eastern Maine Community College Emergency Action Plan shall be the governing document for emergency response and recovery for the entire campus. An emergency is

an event that threatens the life, safety, and property of students and staff or the destruction of the campus environment.

This Emergency Action Plan identifies hazards, vulnerabilities, and the likelihood and severity of these hazards that will impact the campus vulnerabilities. This plan defines efforts and resources to mitigate the effects and prepare for and respond to an emergency or disaster.

SITUATION AND ASSUMPTIONS

The college campus could experience disaster situations that are local or statewide. Local disasters could include fire, hazardous material, mass casualty, building collapse, or school attack. Statewide disasters include flooding, prolonged power outages, pandemic, and severe winter storms. A Hazard Risk Assessment (examples below and full assessment on page 7) identifies the most likely hazards to affect Eastern Maine Community College.

Severe winter storms have the potential to shut down the campus by blocking roads, disabling electrical power distribution, freezing facilities, reducing student and staff movement, and delaying emergency response to the campus.

A Mass Casualty Incident could occur resulting from a passenger vehicle accident or as a result of any of the described disaster hazards. The City of Bangor's Fire & EMS department is prepared to deal with an MCI and can deploy fire and EMS resources when necessary.

There are multiple properties within the Bangor Floodplain. The college campus is designated as a 'Minimal Flood Hazard' by FEMA due to its proximity to the Penobscot River. The most likely damage from flooding will be to roadway sections that contain bridges or culverts and through erosion of gravel roads and drives.

Hazardous materials can be transported on any community road. The most significant traffic flow of hazardous materials is along I-95 and Hogan Road. The campus along this traffic corridor is susceptible to a HazMat incident.

Other hazard events that could occur, however, are less likely. As such, this plan will develop an All-Hazards Emergency Response and define other hazards in the Hazard Attachments section of the plan.

The Action Plan will identify other campus-specific hazards that could result in loss of life or property, such as on-campus fire or medical emergencies, to situations that are less likely to be life-threatening but require an emergency response. The Action Plan will include an evacuation plan in the event an emergency requires an evacuation of the campus.

Eastern Maine Community College does not employ law enforcement officers. EMCC has a Director of Campus Operations and security officers on site. The City of Bangor provides 24/7 paramedic coverage, as well as other medical services, and includes law enforcement

response. Regional hospitals are located in the City of Bangor. The Bangor Hazmat Team/Regional Response Team will provide a hazmat response. The campus could provide emergency transportation through the shuttle service. The campus has a Maintenance Department. The Bangor Fire Department, with assistance from mutual aid partners, handles Fire Protection services.

CONCEPT OF OPERATIONS

The Emergency Management Committee coordinates disaster response activities, requests resources from Bangor and Penobscot County, and compiles disaster information.

Disaster or major emergency notification will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the Penobscot County Regional Communication Center (PRCC), a Penobscot County EMA "Fan-out," or by announcements on area television and/or radio broadcasts.

Key staff at EMCC may initiate the Emergency Action Plan (EAP) if they determine that the situation warrants the activation. Faculty and Staff will primarily post emergency information and notifications to the RAVE Alert System. Students or staff can refer to the EAP for instructions and information for any emergency because crucial details on how to contact assistance are included in the EAP.

For a localized emergency, such as a mass casualty incident, an Incident Commander (IC) will assume command at the scene on campus and remain in that role until relieved by a higher emergency source (i.e., President of the College, Bangor Fire, Bangor Police or State Police). The College Incident Command System and Communications location will be established if necessary. Emergency Management personnel may assign staff or students some limited Logistical and Planning support duties for the duration of the incident.

KEY PRIORITIES IN AN EMERGENCY

Priority 1: Life Safety Issues

- Incident Command and Core Response Teams
- Evacuation or Shelter in Place
- Search and Rescue
- Identification of Local Shelters
- Medical Aid

Priority 2: Preservation of Property

- Damage assessment (assessment of safety and usability of facilities)
- Utilities survey (survey of gas, electric, steam, water, and sewer utilities)

Priority 3: Stabilization *

Is adequate food, water, and shelter available?
 Are utilities working sufficiently?
 Are communication systems working?

Priority 4: Recovery Plan

Is adequate counseling available?
 Goal: return to normal operating procedures

***Any requirements for food, water, emergency power, fuel, heavy equipment, and supplies that exceed EMCC's capabilities should be submitted to the Penobscot County Emergency Management Agency for assistance.**

HAZARD EVENT	VUNERABILITY LOCATION	LIKELIHOOD	POTENTIAL RESULTS
Winter Storm	Entire Campus	High	Frozen Pipes. Loss of Power. Cancelled Classes
Fire	Single Building to Entire Campus	Probable	Evacuation. Injury. Loss of Life and Property.
Hazmat Incident	On Site. Off-Site that Effects Campus	Probable	Evacuation or Stay in Place Order. Environmental Impact
Disease/Pandemic	Entire Campus	Probable	Economic, Curriculum & Social Disruption. Campus Shutdown.
School Violence (Student Incident i.e. Fight/Assault)	Localized	Probable	Crowd Control. Injuries. Post Incident Responses
School Attack (i.e. School Shooter)	Localized/Entire Campus	Low	Evacuation or Stay in Place Order. Injury or Loss of Life. Post Incident Responses
Summer Storm/Flooding	Entire Campus	Probable	Evacuation. Property Damage. Temporary Campus Shutdown.
Bomb Threat	Localized or Entire Campus	Probable	Evacuation

PROCEDURES FOR OBTAINING ASSISTANCE

If a situation involves any emergency that may threaten someone's life, health, safety, or property, **dial 911**. Do not hesitate to call for assistance. For other non-life-threatening issues, contact:

Campus Security Officer on Duty	207-745-6090 (911 if not readily available)
Director of College Operations	207-974-4718 (Mon-Fri, 8:00 a.m. – 4:30 p.m.)
Maintenance Office	207-974-4650
VP of Student Affairs	207-974-4673 (Mon-Fri, 8:30 a.m. – 4:30 p.m.) 207-664-3383 after hours
Campus Safety Desk	207-974-4890 (Mon-Fri, 8:00 a.m. – 4:30 p.m.)

EMERGENCY CALL LIST

If an emergency occurs outside of regular business hours, EMCC maintains an emergency call list. If an emergency exists, dial 207-745-6090. You will be directed to an outside call center if no security officer is on duty. In an emergency, the operator will assist you in activating 911, or they will activate EMCC's emergency call list. EMCC maintains a weekly rotating list of administrators on-call for any emergency.

In an emergency where the Incident Command System requires activation, the following people will be notified:

EMERGENCY NOTIFICATION LIST

Division Leaders & Key Personnel Emergency Numbers

Title	Work Phone
President	207-974-4691
VP of Student Affairs	207-974-4673
Director of College Operations	207-974-4718
Dean of Information Technology	207-974-4682
Facilities Maintenance Engineer	207-974-4650
Director of Workforce Development	207-974-4810
Director of Human Resources	207-974-4633
Director of Marketing and Public Relations	207-974-4869
Vice President of Academic Affairs	207-974-4684

EMERGENCY NOTIFICATION TO PENQUIS AND LITERACY VOLUNTEERS

The Director of College Operations is responsible for notifying the personnel of Penquis Child Care Center and Literacy Volunteers so they can activate emergency response.

Penquis Emergency Contact:

Jenna Caley, Program Manager 207-322-8742

Connie Bolstridge, Site Manager 207-852-9638

Literacy Volunteers Emergency Contact:

Mary Marin Taylor, Executive Director 207-299-5255

Heather McCarthy 207-852-6517

Updates will be provided to these contacts as part of the emergency communications plan by the President or designee.



PERTINENT INFORMATION FOR THE RESPONDERS

Regardless of the type of incident, it's essential to know your location. If you are stressed during an emergency, you may give incomplete information to the emergency personnel. Take a minute to write down clear directions to your class, office, or work location in the spaces provided below. A map of the campus is included on the previous page for reference.

My name is _____. I am at Eastern Maine Community College located at 354 Hogan Road. There is an emergency. (Describe the emergency) The directions to where I am located on campus are:

Building: _____

Room Number: _____

Description of how to get to where you are:

Copy these directions and post them by your phone so that anyone who uses your phone for emergencies will have clear directions.

II. CRISIS PREPARDNESS PLAN

PURPOSE

At any time, the College may experience a crisis or disaster that requires a well-coordinated response. The following identifies some of the types of disasters that may occur on college property that the College will have to respond to in a timely and effective manner:

- Murder, accidental death, suicide, physical attack or threat, or severe injury;
- Major fire, natural disaster, or environmental accident/incident that threatens or has harmed the college community, facilities, or assets;
- An act of terrorism or active shooter;
- Actions by a member of the college community that could cause serious financial or physical harm;
- Allegations or actions against the College and/or the MCCS System concerning any of the internal problems cited above;
- A strike, major protest, or boycott aimed at the College or System.
- Contagious illness

All require establishing a coordinated command structure, quick response, reliable communications, and provision of various services and support. Some may require a full or partial lockdown of the College.

Although not necessarily defined as crisis situations as it would relate to the overall Emergency Action Plan, the discovery of internal problems such as theft; major conflict of interest; or immoral, unethical, or illegal activity by faculty or staff that has a direct effect on the campus community have the potential occur, and immediate notification to the proper personnel should take place.

III. INCIDENT COMMAND STRUCTURE AND CORE RESPONSE TEAM

PURPOSE

In the event that an emergency requires a coordinated team response, the College has developed a Core Response Team and will operate through an Incident Command System (ICS)

Based on the FEMA National Incident Management System (NIMS)

The College has established a Core Response Team for each emergency, formulated for the specific circumstance.

INCIDENT COMMAND

The College President is Incident Commander whenever they are on campus at the time of the incident. In the absence of the President, Incident Command may be designated to either the Vice President of Student Affairs or the Vice President of Academic Affairs, the Director of Campus Safety, or the Director of Human Resources, depending on the situation.

DUTIES OF THE INCIDENT COMMANDER

- To provide the overall leadership for the incident response.
- To delegate authority to others to manage the Incident Command Structure (ICS).
- To be responsible for all activities and functions of the incident until positions of ICS have been staffed.
- To assess the need for staff, how many, and what type.
- To establish incident objectives for the organization based on the situation.
- To implement meetings with members directly under their control during and after the incident.
- To gather and analyze information to prepare for tomorrow and the next day.
- To gather intelligence and information analysis and dissemination.
- To manage the planning process and compile the Incident Action Plan using various inputs from the rest of the organization.

Incident Command may be assumed by arriving authorities (i.e., Bangor Police, State Police, or Bangor Fire) depending on the type of emergency and location.

CORE RESPONSE TEAM

Once the IC has been established, the following Core Response Personnel will be as follows:

- Public Relations and Information: Director of Marketing and Public Relations
- Security and Safety: Director of College Operations and Vice President of Student Affairs
- Liaison: Director of Advancement
- Operations and Logistics: Director of Human Resources and Director of College Operations
- Medical Services: Director of Human Resources assisted by Emergency Medical Services, assistance from the Nursing Department may be requested.
- Internal Communications – Dean of IT
- External Communications – Director of Marketing and Public Communications
- Housing: Vice President of Student Affairs and the Director of Residential Life
- Food and Water: Director of Food Service, assistance from Culinary Arts faculty may be requested
- Maintenance and Housekeeping: Facilities Maintenance Engineer
- Counseling and Morale: Director of Human Resources assisted by the Student Support Services Counselor
- Finance and MCCS Contact: Director of Finance and President
- Employee Assistance: Director of Human Resources

EMCC RESPONSE TO CRITICAL INCIDENT

Step 1: **Notification of Crisis/Disaster:** Notification of a crisis may come from State, or Federal Authorities to the "Incident Commander" at the College, or the Incident Commander may notify the State and Federal Authorities.

Note: Law enforcement agencies and hospitals are given contact names and information on a regular basis.

Step 2: **Assessment and Preliminary Planning:** Assessment and Preliminary Planning: The President and team members identified by the President will conduct a preliminary and brief assessment of the threat of disaster. Outline Action steps to take. Incident Command will be established.

Step 3: **Communications to Affected Person:** Communications to Affected Person: Communication of the received order shall go from the Incident Commander or designee to:

- a) Senior staff of the College (President's Cabinet) and the MCCS President and attorney.
- b) Faculty and staff
- c) Students on-campus
- d) Students off-campus
- e) Neighboring stakeholders and the community at large

Step 4: **Safety and Security:** If possible, College security personnel will secure the campus or the building. If needed, assistance will come from law enforcement agencies. Depending on the disaster's nature and agency officials' requirements, the College may engage in a total or partial lockdown.

Individual building Isolation/Lock Down: Should a threat/disaster occur, the College may isolate buildings following the directives of emergency and/or law enforcement officials.

Secondary stakeholders: Secondary stakeholders in the lockdown of the Bangor campus include businesses along Sylvan Road that may be impacted by the closing of Rangeley Hall, particularly if the order is to barricade Sylvan Road. Depending on the type of emergency, it may affect businesses adjacent to the College on Hogan Road and Mount Hope Avenue.

Note: Director of Marketing and Public Relations will maintain contact and get information to businesses in the proximity of the campus if notification is required (Business directory included in the Appendices).

Access Roads: Access roads shall be kept clear of vehicles and any other obstructions which may limit or slow access for emergency vehicles and personnel.

Step 5: **Human Needs:** Human needs of members of the College are primary importance. In the case of contagious illness and certain types of disasters when the College is totally locked down, the College must be ready to address human needs for 7 –10 days. It is reasonable to expect that the need for personal support will extend beyond the crisis. All functions will support these primary efforts.

Housing: An incident may require long-term housing. Currently, the College provides accommodation for 100 residents in Acadia Hall and 165 in Kineo Hall. If needed, beds and space for all faculty, staff, and commuter students will be provided in Johnston Gym and on the second floor of Penobscot Hall. Both buildings have showers.

Note: The Student Success Officer will coordinate with the various emergency agency personnel (Red Cross, MEMA) to obtain sufficient cots, blankets, pillows, and toiletries based on the number of individuals requiring housing.

Food and Water: The Director of Food Service will coordinate with the various emergency agencies to ensure a sufficient food and water supply. The food will be durable, capable of long-term storage, or constantly cycled.

Medical Treatment and Isolation: A medical staging area will be in the Nursing Laboratory in Maine Hall (Room 176), if Maine Hall is accessible.

Nursing and Radiology supplies will be available to treat ill or injured individuals if needed. The nursing training lab has hospital beds and supplies. The Laboratory Wing of Maine Hall will be isolated by securing all access doors. In the event of a disaster in the Nursing Lab area, the medical staging area will be in the large first-floor meeting room in Kineo Hall. In that event, the entrance to that room will be isolated.

Note: The Maintenance Engineer will be required to have housekeeping clean and sanitize all areas, including bathrooms.

Post Incident Support and Services

- Counseling services will be available for students and employees needing assistance—the College contracts with therapists for students and employees through the Maine State Employee Assistance Program.
- Gatherings and proper events allow people to deal with grief and loss.
- The Director of Finance will ensure proper loss evaluation, notify insurers and state officials, and handle any paperwork necessary for compensation.
- During times of emergency, time lost is governed by the various employee contracts. Faculty desiring to make up lost instructional time will work with the Vice President of Academic Affairs to determine a course of action.

IV. CRITICAL INCIDENT COMMUNICATIONS PLAN

PURPOSE

The College will communicate a rapid, accurate, and complete response in a crisis. Clear and effective communication is critical to ensuring the health and safety of individuals, minimizing the disruption and damage that a critical incident can cause, and protecting the institution from negative publicity.

PART 1 – COMMUNICATION RESPONSIBILITIES

1. Whenever possible, the College will provide appropriate details and actions to students, staff, and faculty during an emergency before being released more broadly. **The victims' families or affected college community members will be contacted before the information is released to the public.**
2. The College will consult with the MCCS Office Public Affairs Officer and brief the media as soon as possible, providing a prompt and accurate response to the crisis. If time permits, an information sheet will be developed, reviewed by the attorney, and, if approved, distributed to incident team members.
3. As per the ICS, communications will be provided by the President or his/her designee, i.e., the Director of Marketing and Public Relations. Depending on the crisis, the college President may instead authorize members of the President's Cabinet to act as the college spokesperson.

4. The media will be given as much information as available within the constraints outlined in Part 2 below.
5. It is the responsibility of the College President to be on the scene, available for media interviews, and ensure that the victims and survivors have been contacted in the event of death or injury.

The Director of Marketing and Public Relations is the designated spokesperson, serving on the core response team for all crises. During a crisis, the Director will be available 24/7. For the most part, inquiries should be directed to this individual. All informational materials should be developed in consultation with this person or approved by them and the College President to avoid confusion and mixed messages.

*PART 2 – WHAT INFORMATION SHOULD/SHOULD NOT BE RELEASED,
MAINE’S FREEDOM OF ACCESS ACT and FERPA*

Public Right to Know: Although the public may have a strong and legitimate interest in learning about a critical incident, the privacy interests of those involved may not permit public and/or media access to certain information.

Notification of Next of Kin: When a college community member is involved in a critical incident, the College will always seek first to inform the next of kin of the incident. Frequently, law enforcement officials will assist with the notification.

Involvement MCCC Legal Counsel and Public Affairs Officer: Having accomplished that notification, the crisis response team, in consultation with MCCC legal counsel and Public Relations Officer, shall determine what information can be publicly released.

Release of Student Information: The release of information regarding a student is governed by the Family Educational Rights and Privacy Act (FERPA). Generally speaking, the only information the College may release about a student is the information defined by FERPA as "directory information."

Releasable information is limited to the following:

- ❖ The student's name
- ❖ Address
- ❖ Telephone listing
- ❖ Date and place of birth
- ❖ Major field of study
- ❖ Participation in officially recognized activities and sports
- ❖ Weight and height of members of athletic teams
- ❖ Dates of attendance
- ❖ Degrees and awards received
- ❖ The most recent previous educational agency or institution attended by the student

Students' records should be checked to determine if they consented to disclose information. **In general, information about a student, including directory information,**

may only be released in response to or related to an actual or alleged incident with prior authorization from MCCS legal counsel.

Release of EMCC Employee Information: MCCS employees also have personnel-related privacy rights. As a general rule, the fact that someone is employed by the College, current position, and salary are not confidential. Most other information, including personal contact information, is considered confidential. **Information regarding employees should not be publicly distributed without consulting MCCS legal counsel first.**

Criminal Investigations: Caution must be exercised in releasing information that could interfere with a criminal investigation or a subsequent legal proceeding.

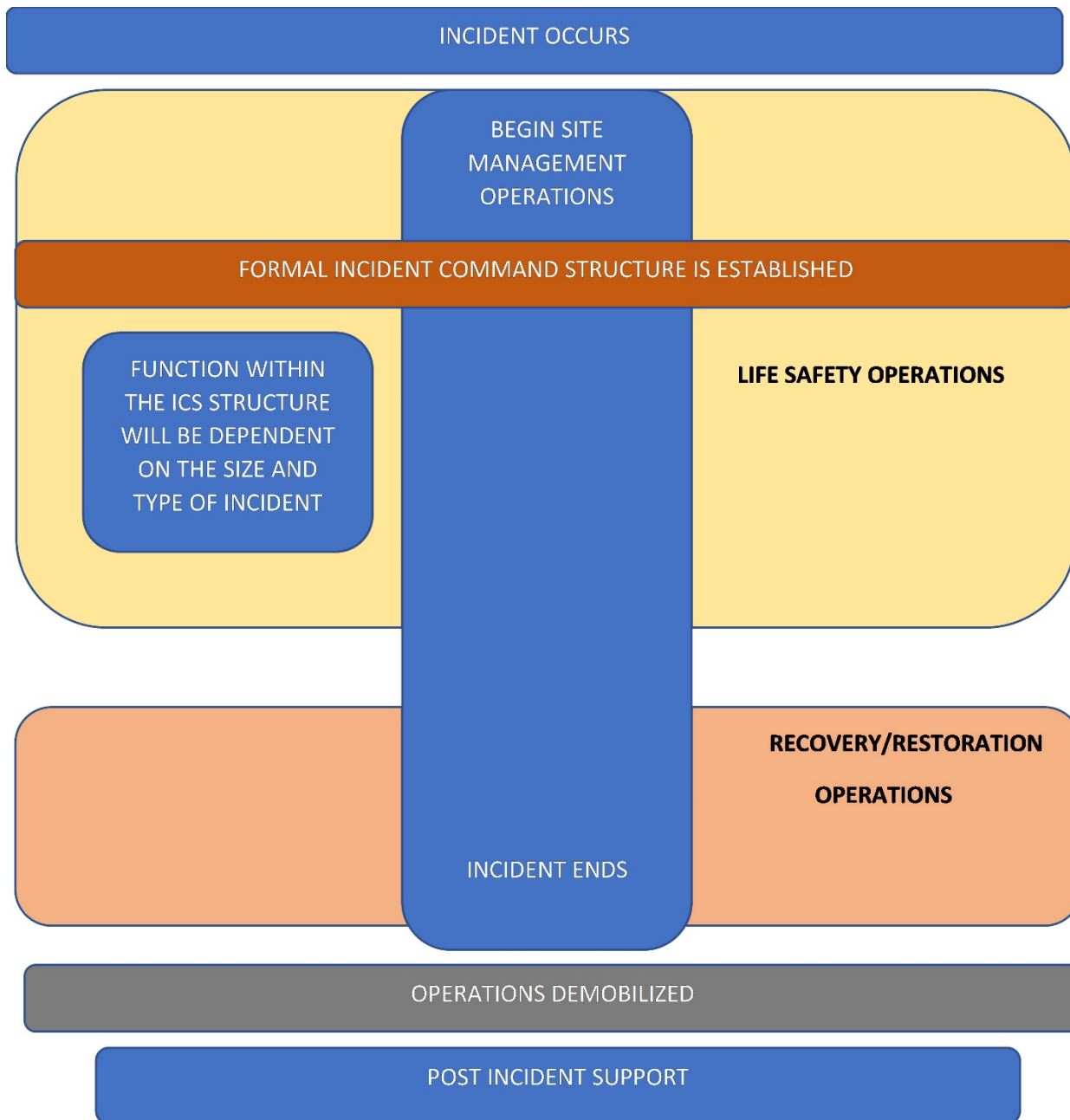
What to Release: Once proven and verified, the College may release Critical Incident information about the following (through the President, the ICS, or legal counsel):

- ❖ A factual account of events
- ❖ Background information
- ❖ Update of events as they unfold
- ❖ The actual cause of the crisis
- ❖ Course of action
- ❖ The extent of physical damages

PART 3 – COMMUNICATIONS CHECKLIST

The College has a communications checklist to follow when communicating about a crisis.

INCIDENT COMMAND SYSTEM FLOW CHART



Eastern Maine Community College Emergency Action Plan

V. RESPONDING TO SPECIFIC INCIDENTS

GENERAL INFORMATION

Ensure the first aid kit in your area is stocked with the correct supplies. If your department has an emergency first aid kit, it is the department's responsibility to keep it stocked.

Use latex gloves when helping a victim. Properly dispose of materials that have been contaminated with bodily fluids.

Contact Campus Safety for supplies and proper disposal of items.

Utilize training opportunities to learn CPR, how to use a fire extinguisher and other life saving techniques.

Know your environment – fire alarms, exits, windows, fire exits.

Keep egress areas free from obstructions and clutter at all times.

MEDICAL EMERGENCIES - SINGLE INCIDENT

Do not attempt to administer first aid unless you have received proper training or if the 911 operator assists you over the telephone through Emergency Medical Dispatch.

- If the emergency involves injury and others are around, ask someone else to call 911 while you stay with the injured person. Direct others to wait for emergency personnel near the main entrance and direct them to the scene of the accident or illness. **If you are alone, do not leave the person alone for longer than is necessary to make the 911 call.**
- The person who dials 911 will most likely be asked to remain on the line for updates and to possibly administer assistance by Emergency Medical Dispatch techniques.
- After the call to 911, either you or someone on the scene, call Safety and Security **(207)745-6090**. The officer will contact the Director of College Operations. The Security Officer will then respond to your location and direct any emergency crew to the appropriate staging area.
- Avoid unnecessary movement or action of the victim that might cause further injury to the individual.

- Arrange for someone to meet the emergency crew at the Campus Directory sign and escort the crew to the ill or injured person. If no one is available, stay with the wounded or ill until emergency assistance arrives.
- Document the incident and to record procedures followed.

If the injured person refuses treatment and/or transportation by the emergency medical team (ambulance) and still wishes to go to the emergency room, the college will attempt to arrange transport by another source.

POWER FAILURE

- In the event of a power failure, notify the Maintenance Engineer at 207-974-4650. If unable to reach them, contact Safety and Security at 207-745-6090.
- If a power failure should occur, the building fire alarm system, exit signs, and stairwell lights will be powered by an emergency source.
- While the evacuation of a building will not be necessary in most cases, you will be informed by the College if power cannot be restored, and that the situation could lead to unsafe conditions.
- Facility Management employees will verify that no other emergencies accompany the power failure and should also check to ensure that no one is trapped in an elevator.
- All building evacuation procedures should be followed if a power failure is associated with a fire emergency (See 'Evacuation' section, page 25).

ELEVATOR EMERGENCY

Call or ring the bell for assistance if the elevator gets stuck between floors. Contact the maintenance department if you hear someone calling for help from an elevator.

On-Duty Security Officer	207-745-6090
Maintenance Engineer	207-852-2034

If you are unable to reach help on campus, call 911.

FIRE EMERGENCIES

Fire alarm pull stations are located throughout the hallways in all buildings on campus. These alarms are connected to the Bangor Fire Department. Upon ringing the fire alarm (an uninterrupted, loud buzzer), the building should be evacuated immediately in an orderly manner utilizing the routes designated on the evacuation maps located in each building. Maps showing the location of the nearest fire alarm pull station, fire extinguisher, and the correct evacuation route are posted in all classrooms, labs, and shop areas, as well as in the main corridor of each wing.

IF YOU DETECT FIRE OR SMOKE

1. Activate the nearest fire alarm pull station. The Bangor Fire Department will be called automatically.
2. Close any open doors to the affected area.
3. **Do Not attempt** to fight the fire unless it appears containable, and you are trained to use a portable fire extinguisher.
4. There are exit stairwells on each floor of all buildings designated by the EXIT signs. These stairwells should be used for evacuation. **ALL DOORS MUST BE KEPT CLOSED** to prevent smoke from entering the stairwells.
5. Should the primary exit be blocked by heavy smoke or fire, use the secondary route as indicated on the evacuation map.
6. Should you become caught in heavy smoke, crouch below smoke levels, take short breaths through your nose, and crawl to the stairwell.
7. Be sure that any special-needs person is assisted in leaving the building.
8. When safely outside the building, proceed immediately to the assembly area designated for your part of the building. Assembly areas should be indicated on each building's evacuation map.

GENERAL INFORMATION ON FIRE EMERGENCIES

Classroom and shop teachers and staff supervisors will be in charge of evacuating their areas under the supervision of the fire warden.

Each location on campus must have a designated area to meet outside the building so that a head count may be taken. Familiarize yourself with the staging locations located on each building's evacuation map. The fire warden will verify that everyone is out of their area and report this information to the Bangor Fire Department.

The fire doors in the corridors must be kept closed at all times. Do not prop them open. It is not only a violation of the fire safety code; should a fire occur; closed doors prevent smoke and flames from spreading more rapidly.

Fire and evacuation drills will be held twice a year and will be signaled by an uninterrupted buzzer.

BUILDING EVACUATION

PURPOSE

This section will describe the provisions for the Eastern Maine Community College to ensure the safe and orderly evacuation of students, staff, and residents threatened by disaster.

SITUATION

Evacuation may be required to protect the health and safety of the campus. Private vehicles and buses are the primary means of transportation.

Students and staff may be evacuated if threatened by an out-of-control fire, a hazardous materials accident, or an active threat such as a mass shooting or terrorist incident. The most likely location for a mass shooting situation remains a school campus.

A controlled evacuation reduces chaos and the chances of further injury to all involved. The hazard's characteristics, path, and magnitude determine the number of people to be evacuated, the time available, the evacuation routes, and the distance of travel. Evacuations should be coordinated with shelter operations, emergency information, and traffic control operations.

ORGANIZATION AND LOGISTICS OF RESPONSIBILITIES

Supervisors must inform all current employees of the evacuation plan. Employees must be familiar with evacuation plans for the buildings they are located or visiting. Employees should check for evacuation directions when entering an office or other environment.

All faculty are responsible for reviewing the evacuation plan for classrooms and shops with all students at the beginning of each semester or course.

The President or their designee is responsible for ordering an evacuation to protect the students and staff's health and safety. Other staff and/or volunteers may be called upon to help administer the evacuation plan.

An attempt should be made to record the names of all those who have been evacuated.

Return to the evacuated area when it is deemed safe for the students and staff to return. Re-entry will be handled in the same way as the evacuation.

1. Exit signs and evacuation maps are posted in all college areas if building evacuation becomes necessary.
2. Except for medical emergencies, elevators should not be used for evacuation.
3. Special health problems and needs (such as a "handicapped accessible" means of evacuation) must be addressed by contacting College Security to make proper provisions for these individuals.
4. All should follow the procedures outlined below if it becomes necessary to evacuate the building.
 - Remain calm.
 - Keep talking to a minimum.

- Walk, do not run, to exits. Close all doors as you leave.
- Exit in an orderly fashion with no more than two people side by side.
- Do not jam or crowd exits.
- Use the stairwells for evacuation.
- Assist any special needs person if needed.
- Once outside the building, conduct a head count and record the names to ensure no one is still inside. Designate areas for assembling from different parts of each building located on each building's evacuation map.
- You will be notified by proper authorities when it is safe to return to your building.

Incident Command will determine where the assembly areas will be depending on the type and location of the emergency taking place if different from the assembly area located on building evacuation maps.

BOMB THREATS

PURPOSE

Bomb threats are a common occurrence on a school campus. The threat can be made in several ways, including direct threats, telephonic threats, written threats that can be left in several various areas, and threats on social media and third-party word-of-mouth threats. Each threat will be taken seriously until the threat is proven credible or not.

Any discovery of a bomb threat, regardless of the type of threat or manner discovered, will be immediately reported to the Bangor Police Department. **Dial 911.**

- ❖ Notify the EMCC security officer of the threat and have evacuation procedures implemented.
- ❖ If an emergency appears imminent, obtain help evacuating the building at once.

SUSPICIOUS PACKAGES

PURPOSE

The College has a mailroom and lobby mailbox area; there remains the potential that a suspicious package may be encountered or even pass through the mailroom and onto an office or individual. Persons should be aware of suspicious packages, how to recognize them, and how to handle an envelope or package in the event one is received.

RECOGNIZING A SUSPICIOUS PACKAGE

Characteristics of suspicious packages or letters:

- It is unexpected, or from someone you don't know.
- It has no return address or one that doesn't match the postmark or can't be verified as legitimate.

- It is marked with phrases like "Personal," "Confidential," or "Do not X-ray."
- It has inappropriate or unusual labeling, such as threatening language.
- It has protruding wires or aluminum foil, strange odors or stains
- It has excessive postage or packaging material, such as masking tape and string
- It has an unusual weight given its size or its lopsided or oddly shaped
- It is not addressed to a specific person or department

ACTIONS/STEPS TO TAKE

- Place any suspicious envelope or package in a plastic bag or another container to prevent leakage.
- Have everyone leave the room, close the door, or mark the area to prevent others from entering.
- Wash your hands with soap and water to prevent powder from spreading to your face. Never sniff or smell suspicious mail.
- Immediately report the incident to security. Security will notify the police and other required authority, including the College President and other members of the Command Staff. If security cannot be immediately contacted, **dial 911**.

MISSING PERSONS

PURPOSE

This procedure establishes protocols for EMCC's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This procedure applies to students who reside in EMCC campus residence halls. A student may be considered a "missing person" if the person's absence is contrary to their usual pattern of behavior, and unusual circumstances may have caused the absence. A person may be considered a missing person if there is a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Procedures for designation of emergency contact information

Adult Students (18+) and emancipated minors

During their housing registration process, students are allowed to designate an individual or individuals to be contacted by the College no more than 24 hours after the student is determined to be missing per the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

Minor Students (under 18 years old and adults with legal guardians)

If a student who is not emancipated is determined to be missing according to the procedures set forth, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below. During their housing registration process, parents or legal guardians may also identify individuals the school should contact (significant others, family in the area, etc.).

Official notification procedures for missing persons

1. Any individual on campus who has information that a residential student may be a missing person must notify the Director of Residential Life and Student Engagement and Residential Life as soon as possible.
2. The Director of Residential Life and Student Engagement, or their designee, will gather all essential information about the residential student from the reporting person and the student's acquaintances. Examples of this include: (description, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). The Core Response Team will be notified to aid in the search for the student.
3. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the College will contact the Bangor Police Department to report the student as a missing person and BPD will take charge of the investigation.

No later than 24 hours after determining that a residential student is missing, the Vice President of Student Affairs will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under 18) that the student is believed to be missing.

Campus communications about missing students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media designed to elicit public assistance in searching for a missing person. Therefore, outside law enforcement authorities will handle all communications regarding missing students, who may consult with the Vice President of Student Affairs.

All inquiries concerning missing students or information provided about a missing student shall be referred to the Vice President of Student Affairs and/or their designee. They shall direct such questions and information to law enforcement authorities. Before providing the EMCC community with any information about a missing student, the Vice President of Student Affairs and/or their designee shall consult with the BPD to ensure that communications do not hinder the investigation.

VI. CRITICAL INCIDENT SITUATIONS

- **MASS CASUALTY**
- **LOCKDOWN PROCEDURES**
 - **SHELTER IN PLACE**
 - **EARTHQUAKE/FLOOD/STORM/TERRORIST**
 - **QUARANTINE**
 - **ILLNESS**
 - **EVACUATION AND LOCKDOWN OF GROUNDS**
 - **PANDEMIC**
- **ACTIVE SHOOTER/TERRORIST**

CRITICAL INCIDENT INVOLVING MASS CASUALTY

This section applies to large-scale emergencies and disasters that would cause sufficient casualties and/or fatalities to overwhelm local medical, health, and mortuary services capabilities.

Operations of these types will most likely be overseen by the Penobscot County EMA and Bangor Fire/EMS; however, the campus and volunteers may be called upon to assist, or the incident or portions thereof may occur on campus grounds depending on the situation.

CONCEPT OF OPERATIONS

The Bangor Fire/EMS Chief will coordinate the requirements for medical attention at a localized disaster scene, such as a HazMat incident.

If the situation warrants, the Incident Command on campus will request volunteers to assist with Search & Rescue, reasonable casualty care, and possible transportation of victims.

If the incident involves HazMat, the Bangor Fire/EMS Chief will initiate decontamination measures for the emergency responders, volunteers, evacuees, victims, and the deceased.

ADMINISTRATION AND LOGISTICS

Emergency Medical support may come from the Northern Light Healthcare System, St. Joseph's Hospital, Acadia Hospital, Dorothea Dix Psychiatric Hospital, the American Red Cross, or the Maine National Guard. Some campus students and staff may have limited medical training. Contact these individuals.

LOCKDOWN PROCEDURES – DISASTER PREPAREDNESS

- **Lockdown, Shelter in Place**
- **Lockdown, Quarantine**
- **Lockdown, Evacuation and Securing Campus Grounds**

PURPOSE

A major disaster affecting the College and/or the outside community may require EMCC to become a haven for people currently on campus or a complete evacuation of the campus and the lockdown of all its facilities. Internal disasters such as a terrorist attack or bomb threat may require the College to limit entrance or exit from the campus. In these cases, the College assumes that the situation is so severe that it is necessary to curtail the civil rights of freedom of movement and to prohibit entering or exiting the college grounds.

A major earthquake or severe storm best exemplifies a disaster, though it may apply to pandemic illness* or terrorist acts. In these cases, the agency in charge (i.e., College, MEMA, CDC, Office of the Governor, state and/or local police) may issue a civil state of emergency and/or "no-travel" order to prevent people from entering harm's way and to facilitate the movement of emergency vehicles through the area. It then becomes necessary to secure the campus, enforce the no-travel order, and either shelter-in-place or evacuate all individuals on campus until the order can be lifted.

A Lockdown may involve students being physically on campus and sheltering in place. As we've seen in the case of a pandemic, it may involve a calculated, organized evacuation of students and staff and locking down the physical campus, allowing only essential personnel on-site. The following sections will cover procedures for all types of lockdown scenarios.

*The COVID-19 Re-Entry Team, as part of the response to the 2020 COVID pandemic, created lockdown protocols used in March of 2020 when the campus was shut down due to the pandemic and subsequently developed an EMCC Campus Re-Entry Plan for the re-opening of the Campus in September of 2020 during the pandemic. These protocols and plans were created with information from the Maine CDC and the MCCS. These should be referred to in addition to this EMA Plan for similar future events.

LOCKDOWN – SHELTER IN PLACE

PURPOSE

These procedures will ensure the safety and security of the students, staff, faculty, and visitors when a severe storm, terrorist threat (i.e., individual with a weapon/active shooter), or quarantine has been identified that places the population of the campus in a position of possible danger. The lockdown procedure will call for buildings or areas inside a building not considered under threat to be secured, thus preventing any potential violence from spreading to those locations.

CORE CRISIS RESPONSE TEAM

The Incident Command Structure should be used in the event of this type of emergency (as well as any Lockdown Emergency described in this Action Plan). Refer to the ICS section of this Action Plan for instructions.

NOTIFICATION AND RELATED PROCEDURES

- Initial Notification of Threat

Anyone with knowledge of a threatening situation that could affect the safety and security of the College and/or its occupants should:

- **Immediately call 911.**
- Second, call campus Security at 207-745-6090.
- Instructions to all individuals in the event of a terrorist act resulting in a Lockdown Shelter in Place on college property

These instructions are posted in each room.

- Stay calm.
- Stay as low as possible.
- Turn off the lights, including computer monitors; close and lock all windows; close all blinds.
- Lock all room doors, including all entry doors.
- Stay away from windows and doors.
- Remain in the building unless instructed to evacuate.
- Go to a corner of the room, sit on the floor, and wait for the all-clear notice.
- If outside, seek refuge in a secure building and avoid remaining in the open.
- Incidents at Off Campus Higher Education Centers

If the incident is at one of our outreach centers, staff will call 911. Next, contact the college Vice President of Student Affairs at 207-974-4673 or the Director of College

Operations at 974-4718. If there is no response to these numbers, call the President at 207-974-4692. Follow the procedures outlined above.

- Elimination of Threat

When the incident is resolved and law enforcement officials notify the College that the environment is safe, telephone calls to each appointed personnel in each building will be made by the Incident Team members. The building emergency contact individual will give the all-clear to each room.

- Communications

- Communications to news media: President or Director of Marketing and Public Relations
- Communication to Law Enforcement and the individual(s) reporting the threat: Director of College Operations
- Communications to students and employees: Director of Marketing and Public relations

- Review

Within five days of the incident, the President's Cabinet will convene to review the incident and adjust any procedures that will assist the College in responding more efficiently and effectively.

LOCKDOWN – QUARANTINE

PURPOSE

The possibility exists that a contagious illness or other pathogens could initiate on campus, as was the case with the Covid-19 pandemic. Once reported, an order is received from the Maine Center for Disease Control or the Federal Centers for Disease Control to quarantine the school to prevent the spread to the outside community. The following are the protocols for this type of emergency.

The College will be mindful and take necessary precautions to minimize the potential for a virus or pathogen to become an issue. EMCC maintains a separate Policy on Infectious Diseases. The Maine CDC recommends the following to reduce the risk of a virus outbreak:

- ❖ Make hand-cleaning supplies readily available.
- ❖ Encourage students and staff to stay home if sick.
- ❖ Monitor absenteeism.
- ❖ Plan for digital and distance learning.
- ❖ Plan for continuity of safe housing for students and staff.
- ❖ Plan ways to continue student services, such as meal programs for dismissals.
- ❖ Assess ways to increase physical space between students and limit interactions.

- ❖ Be prepared to dismiss or close schools and cancel events temporarily.
- ❖ Short-term dismissals for cleaning and contact tracing if you have a case.
- ❖ Longer dismissals if you have a substantial spread in your area.
- ❖ Work with your local health department for guidance on closures and re-openings.

PERSONAL PROTECTIVE EQUIPMENT

Ensuring ample and proper personal protective equipment (PPE) is available and up to date. Proper PPE should be used by anyone responding to individuals who exhibit signs and symptoms of a pathogen. It's also crucial that individuals take extra precautions in dealing with a situation that may involve the spread of a virus or pathogen. Individuals should also be familiar with the proper donning, removal, and use of PPE equipment (see charts in the Appendices)

RECOMMENDATIONS FOR VIRUS CONTROL

- Review and reinforce employee health policies.
- Promote additional handwashing and glove use when cleaning
- Clean and sanitize frequently touched surfaces such as handrails, doorknobs, light switches, elevator buttons, etc.
- Have standard operating procedures for cleaning, sanitizing, and using the proper chemicals
- Provide hand sanitizers for persons at the entrance of suspected infected areas.
- Facilities with common restrooms that only have air dryers provide paper towels in restrooms to shut off the water after handwashing and to open doors.
- Minimize the possibility of dispersing the virus through the air. Do not shake students' laundry or linens when packing or disposing of them.

LOGISTICS

An emergency involving a quarantine will require the establishment of a coordinated command structure. This command will ensure a provision for housing, food, and medical care to individuals remaining on campus, maintenance of the campus to provide continued services, the establishment of a secure perimeter, limiting access to campus, and communication and coordination with the outside community.

QUARANTINE SEQUENCE OF EVENTS

- Diagnosis (usually by one of the local hospitals) of a highly contagious illness in a student or employee currently on campus or who has been on campus/in class during the previous 7-10 days.
- Any acute illness or life-threatening condition on campus would initiate our Emergency Procedures. This procedure includes calling 9-1-1 and having the sick individual transported by ambulance to the hospital. Upon diagnosis, the hospital would notify (as required by law) the Maine CDC and/or the Federal CDC in Atlanta.
- One or both agencies would conduct a threat assessment.
- The agency or agencies would order the College to either close and send people home or instruct us to quarantine the campus and shelter everyone here,

constituting a lockdown. In this most severe case, the essential note is that no one is allowed on campus, nor is anyone currently on campus allowed to leave.

- Only authorized individuals will be allowed to enter or leave the affected campus or building(s).

QUARANTINE AND RESPONSIBILITIES OF THE INCIDENT COMMAND STRUCTURE

Once it becomes incumbent to secure the campus, enforce a no-travel order, and shelter-in-place (quarantine) all individuals on campus until the order can be lifted, the following scenario is a likely sequence of events of the ICS.

1) Notification from State or Federal Authorities to the "Incident Commander" at the College. In general, this will be the President. In the absence of the President, such notification will follow the chain of command through the Vice President of Student Affairs and the Director of Human Resources.

2) Communication of the received order shall go from the Incident Commander to:

- a) Senior staff of the College
 - Who will have specific roles in the response procedures
- b) Remaining faculty and staff
- c) Students on-campus
- d) Students off-campus
- e) Community at large

3) The campus will divide into several sectors to meet specific needs: all are consistent with their current on-campus functions but may take on a new level of intensity.

- Incident Commander: College President
- Liaison: Director of Marketing and Public Relations
- Housing: Director of Residential Life
- Food: Director of Food Service Note: if the outside community needs our help with food- Flik Dining Services will redirect to this task under the direction of the Director of Finance
- Security: Director of College Operations
- Public Relations: Director of Marketing and Public Relations
- Operations: Vice President of Student Affairs
- Maintenance: Facilities Maintenance Engineer
- Medical Branch: Director of Nursing
- Counseling and Morale: Student Support Services Counselor
- Finance/Personnel: Director of Human Resources
- Housekeeping: Custodial Supervisor

4) Primary Concerns for these incidents are (in order of importance):

- Campus Security and Isolation: This must include the placement of barricades at all potential access points to campus, restricting all movement to a single access point under direct security control. The movement of people on campus may have to be controlled. Pedestrian access to and from campus must be restricted. Secondary stakeholders in this plan may be those businesses along Sylvan Road affected by our need to secure Rangeley Hall. Barricades could be placed on Sylvan Road at

the EMCC drive access, thus allowing continued access to the existing businesses on Sylvan Road.

- Housing for all campus residents is already achieved. The challenge will be to provide beds and space for all faculty, staff, and commuter students who must be accommodated. Additional cots, blankets, pillows, and toiletries must be supplied.
- Food (and Fuel) - Planning must occur to prepare and supply sufficient food and fuel to sustain ourselves for 7 to 10 days. The food should be durable, capable of long-term storage, or constantly cycled.
- Medical Treatment and Isolation: Medical staff must have appropriate facilities to treat the ill or injured. The ill must be isolated from others. The medical "ward" must be separated from general traffic and air handlers supplying other non-medical areas.
- Housekeeping must keep areas sufficiently sanitized.
- All other functions support these primary efforts.

5) Aftermath:

- Counseling for students
- Grieving for any deaths
- Loss control and insurance for damaged property
- Making up lost instructional time
- Semester Timing
- Faculty/Staff Contractual Issues

LOCKDOWN – EVACUATION AND LOCKDOWN OF ENTIRE CAMPUS

PURPOSE

As experienced during the outbreak of COVID-19 in 2020*, the most likely scenario for a coordinated evacuation and lockdown of the campus buildings and grounds would be due to a wide spread pandemic, and that the potential of this is probable. This section will use a pandemic and response to such threat as an example for the reason to send students home (as opposed to quarantine by shelter-in-place) and a total lockdown of the campus grounds.

***The COVID-19 Re-Entry Team, as part of the response to the 2020 COVID pandemic, created lockdown protocols used in March of 2020 when the Campus was shut down due to the pandemic and subsequently created an EMCC Campus Re-Entry Plan for the re-opening of the Campus in September of 2020 during the pandemic. These protocols and plans were created through the assistance of information from the Maine CDC and the MCCS. These should be referred to this EMA Plan for future events of this nature.**

LOGISTICS

The Office of the Governor or another Federal Authority has the power to declare a State of Civil Emergency and/or may recommend or mandate a Stay-At-Home Order and/or No Travel Order that would cause the College to lockdown the campus and send the students and non-essential employees home for a period of time. The College may then begin a schedule for essential staff to be on campus with conditions in place.

- 1) Notification from a State or Federal Authority to the "Incident Commander" at the College of the recommendations/mandate. In general, this will be the President. In the absence of the president, such notification will follow the chain of command through the Vice President of Student Affairs and the Director of Human Resources.
- 2) The ICS will determine the action to be taken and communicate with the community.
- 3) The campus will divide into several sectors to meet specific needs: all are consistent with their current on-campus functions, but may take on a new level of intensity.
 - a) Incident Commander: College President
 - b) Liaison: Director of Marketing and Public Relations
 - c) Housing: Director of Residential Life
 - d) Internal Communications: Dean of IT
 - e) Food: Director of Food Service
 - f) Security: Director of College Operations
 - g) Public Relations: Director of Marketing and Public Relations
 - h) Operations: Vice President of Student Affairs
 - i) Maintenance: Facilities Maintenance Engineer
 - j) Medical Branch: Director of Nursing
 - k) Counseling and Morale: Student Support Services Counselor
 - l) Finance/Personnel: Director of Human Resources
 - m) Housekeeping: Supervisor
- 4) Primary Concerns for these incidents are (in order of importance):
 - ❖ Campus Security and Isolation:
 - Securing (to possibly include disinfecting) all buildings.
 - Posting applicable buildings with 'No Trespassing' signage¹
 - Restricting all movement and access to buildings/equipment to a single access point that is under direct security control.
 - Movement of people on campus will need to be controlled. Pedestrian access to and from campus must be restricted. Secondary stakeholders in this plan may be those businesses along Sylvan Road that may be affected by our need to secure Rangeley Hall. Barricades could be placed on Sylvan Road at the EMCC drive access, thus allowing continued access to the other businesses along the Sylvan Road.
 - ❖ Student Housing. It may be the case that a number of students simply have no other place to go or feel that the College campus is a safer location to

¹ Per the Criminal Trespass law under Maine Title 17-A, M.R.S.A., ss 402

shelter themselves during a pandemic. These will be dealt with on a case-by-case basis by the ICS.

- ❖ Food Service - Planning will need to occur in the event that the civil emergency extends beyond the time needed to keep food items fresh and sustainable. The Director of Food Service may need to make arrangements for the disposal of expired/expiring food items.
- ❖ Communications and Video Conferencing. Ongoing planning and logistical meetings may be required through the use of certain video conferencing platforms. The Dean of IT will be responsible for ensuring a safe/secure resource for ongoing internal communications to those staff that will need to hold meetings via video conferencing.

The College will monitor the Governor's Office, the CDC, and other State and Federal Authorities daily. Once the state sets forth a plan to end any civil emergency and re-open non-essential businesses, the College will plan to re-open the campus. It will communicate a final plan as follows:

Communication of the received order shall go from the President to:

- ❖ Senior staff of the college
- ❖ Remaining faculty and staff
- ❖ Students on-campus
- ❖ Students off campus
- ❖ Community at large

ACTIVE SHOOTER (TERRORIST)

PURPOSE

Effective response to a Terrorist Threat (referred to in this section as 'active shooter') requires effective planning. Personnel near an active shooter may need to evacuate or shelter in place depending upon circumstances unique to that event. Organization leadership and managers coordinating the response to an active shooter event need to provide effective direction to personnel in the vicinity of the Active Shooter, provide clear situation information to first responders, and inform the public.

The following section details an overall example of how the College should respond to an incident under the ICS.

NOTIFICATION

Anyone who suspects an active shooter incident may occur, either by speaking to someone who is talking about committing an event, a post on social media or other media, or by third-party communication, should immediately notify Campus Security, other faculty, or staff or by dialing 911. **No threat should be disregarded regardless of whether it**

appears credible or not. All incidents and information should be reported immediately.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

INCIDENT COMMAND STRUCTURE/CORE RESPONSE TEAM

The Command Structure and Core Response Team for an Active Shooter incident should mirror the standard Incident Command Structure, as in Section III of this Emergency Action Plan. Specific duties of the ICS will be outlined further in the following sections.

INCIDENT RESPONSE CONSIDERATIONS

The response to a specific incident will depend on the individual event's unique circumstances. However, there are general procedures that apply to all active shooter incidents.

Evacuate if possible

- Determine an escape route based on where an active shooter may be located.
- Leave all belongings behind. Keep your hands empty and visible at all times.
- Help others evacuate, if possible, but do not attempt to move the wounded. Evacuate even if others do not agree to follow.
- Move quickly to a safe place far from the shooter and take cover. Remain there until the police arrive and give instructions.
- Remain calm. Avoid screaming or yelling as you evacuate.
- Follow all instructions of law enforcement.

Shelter if necessary

- Go to the nearest room or office and lock the door(s). If the door does not lock, wedge it shut or use heavy furniture to barricade it.
- If you are directed to evacuate, identify an escape route.
- Close blinds, turn off lights, and cover windows.
- Silence all noise, including cell phones, radios, and computers.
- Have one person call 911 if it is safe to do so. Be prepared to answer the dispatcher's questions.
- If it is unsafe to talk, keep the phone on so the dispatcher can monitor it.
- Stay out of sight and take cover behind large, thick items or furniture.
- Do not open the door until the person can provide an identification badge.
- Remain under cover until law enforcement advises it is safe to evacuate.
- Positively verify the identity of law enforcement as an unfamiliar voice may be the shooter attempting to lure victims from a safe place.

Take action, if you must

- If there is no opportunity for escape or hiding, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

Respond Appropriately When Law Enforcement Arrives

- Remain calm and follow officers' instructions.
- Raise your hands, spread your fingers, and always keep your hands visible.
- Do not run when police enter the vicinity. Drop to the floor if told to or move calmly out of the area or building.
- Do not make quick moves toward officers or hold on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop officers asking for help or directions. Evacuate the building in the direction the officers came from while keeping your hands above your head.
- For your safety, do not get upset or argue if an officer questions whether you are a shooter or a victim. Do not resist, even if you are handcuffed and searched.

Assist Emergency Responders

- Use security technology to assist law enforcement in locating the victims and shooter(s)
- Provide site and building maps
- Provide facility access to emergency responders
- Ensure critical phone calls get through to security personnel
- Provide extra radios for emergency responders
- Ensure incoming emergency response personnel know where to stage
- Ensure emergency responders are aware of any safety concerns as they enter process areas

A. Warnings and Notifications

The Incident Command will direct Internal Communications to activate the RAVE Alert System with information and instructions. If the threat is internal, the sensitivity of the information supplied and means of communication will be a primary consideration.

II. Post Incident Review/After Action Review Process

Within five days of the incident, the President's Cabinet will convene to review the incident and adjust any procedures that will assist the College in responding more efficiently and effectively.

APPENDICES

LOCAL BUSINESS CALL LIST

Business Name	Address	Contact	Telephone
Darling's Honda	114 Sylvan Road	Geoff Johnson	992-1460
Darling's Value Ctr	58 Sylvan Road	Bob Jonah	992-1571
Quirk Auto Park	377, 295 & 293 Hogan	Cindy Tozier	945-9401 ext 1
Bangor Fed Credit	339 Hogan Road	Stephen Clark	947-0374
Darling's Ford	403 Hogan Road	Otis Soohey	992-1510
Varney's	260 Hogan Road	Butch Gross	990-1200
Sam's Club	47 Haskell Road	Colleen Heath	947-4606
Swett's Auto	451 Hogan Road	Troy Swett	942-7678
Lee Auto Mall	465 Hogan Road	Dan Cullen	561-9850
Dorothea Dix	656 State Street	Herb Gibson	941-4000 x 4050
United Tech Center	200 Hogan Road	Greg Miller	942-5296
Eastside Rehab	516 Mt. Hope Ave	Kristen Simas	947-6131
Dept. of Trans.	219 Hogan Road	Steven Thebarga	941-4500

SAMPLE COMMUNICATION INFORMATION SHEET

(City/town, Date): This is the information we can confirm at this time. At _____, we experienced _____. (Provide as many facts as can be confirmed: who, what, where, when, how.) As a result, _____ students/faculty/staff were injured and have been transported to _____ where they are being assessed and treated. College officials have notified the families and are at the hospital to offer their support.

We are grateful to our employees and the local emergency agencies who responded so quickly and effectively to control the situation. [At no time was a danger posed to the surrounding community.]

At this moment, it is too early to determine the specific cause of _____. College personnel are cooperating and working closely with local authorities. The safety of our students, employees, and neighbors is extremely important to us. We are committed to conducting a thorough investigation of the incident to learn what can be done to minimize the chance of anything like this happening again. And we will work with authorities to that end.

_____ Community College has established a hotline to provide ongoing updates about this situation: 207-xxx-xxxx. We will also be posting information as it becomes available to our website at www.xxxxx.edu.

At this time, we are asking that all media questions be addressed to _____ at 207-xxx-xxx, e-mail address.

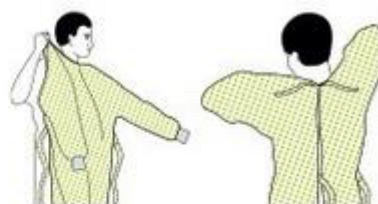
Adapted from Judith Hoffman, *Keeping Cool on the Hot Seat: Dealing Effectively with the Media in Times of Crisis*, 4C's Publishing Company, 2006

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



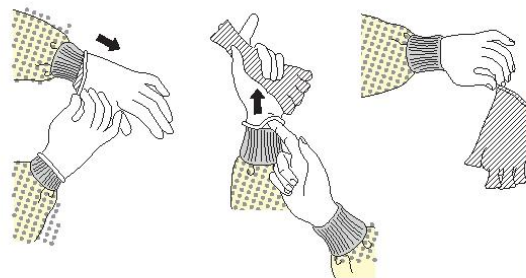
CS259672-D

SEQUENCE FOR REMOVING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Except for respirator, remove PPE at doorway or in anteroom. Remove respirator after leaving patient room and closing door.

1. GLOVES

- Outside of gloves is contaminated!
- Grasp outside of glove with opposite gloved hand; peel off
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist
- Peel glove off over first glovet
- Discard gloves in waste container



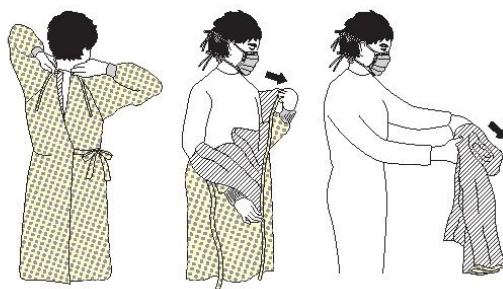
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield is contaminated!
- To remove, handle by head band or ear pieces
- Place in designated receptacle for reprocessing or in waste container



3. GOWN

- Gown front and sleeves are contaminated!
- Unfasten ties
- Pull away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard



4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- Grasp bottom, then top ties or elastics and remove
- Discard in waste container



**PERFORM HAND HYGIENE BETWEEN STEPS
IF HANDS BECOME CONTAMINATED AND
IMMEDIATELY AFTER REMOVING ALL PPE**



CS250672-A

TRAINING AND RESOURCES

RAVE Alert System: www.myemcc.com. Click on my account tab/click on rave tab in gray box

Maine Freedom of Access Act (FOAA): www.maine.gov/foaa

Family Educational Rights and Privacy Act (FERPA):
www2.ed.gov/policy/gen/guid/fso/ferpa/index.html

Maine CDC: www.maine.gov/dhhs/mecdc

Maine CDC Guide to Pandemic Response for Schools & Universities
www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html

Penobscot Emergency Management Agency: <http://penobscotema.squarespace.com/>

FEMA: <https://www.usa.gov/federal-agencies/federal-emergency-management-agency>

NIMS: www.fema.gov/national-incident-management-system

City of Bangor, Maine: www.bangormaine.gov/

State of Maine: www.maine.gov/portal/index.html

Maine Revised Titles and Statutes: <http://www.mainelegislature.org/legis/statutes/>

American Red Cross Training: www.redcross.org/take-a-class

OSHA Free Online Training: www.oshatrain.org/pages/professional-training-courses.html

Active Shooter/Emergency Management Training: www.easternmaineccc-me.safecolleges.com/courses

Local Non-Emergency Numbers

Bangor Police Department – 947-7384

Bangor Fire Department – 942-4700

Northern Light Hospital – 973-7000

St. Joseph's Hospital – 262-1006