The purpose of this document is to provide procedural guidelines for the control of potential or confirmed cases of parasitic insect infestation (i.e., bedbugs, lice, or fleas) in College buildings. This procedure applies to all employees of Bowdoin College who may be involved with or impacted by the discovery, response to, and/or management of such an infestation on campus. Regardless of to whom the first report is made, ALL such reports will be forwarded to Facilities Management (x3333), or if after hours to the Security Office (x3314), for further action.

**FIRST REPORT**

**Initial Notifications:**
- Manager of Environmental Health and Safety
  - x3763
- Safety & Security
  - x3314 (*AFTER HOURS)
- Director of Facilities Management
  - x4282
- Associate Director of Facilities Operations
  - x3071
- Workorder Administrator
  - x3333

**Notifications to Response Team:**

IF STUDENTS:
- Dean of Students / Dean on Call
  - x3228
- Director of Residential Life
  - x3037
- Director of Health Services
  - x3770

IF FACULTY:
- Dean of Faculty
  - x3579

IF FACULTY OR STAFF:
- Director of Human Resources
  - x3838

**Notifications to Senior Administration:**
- SVP/Treasurer
  - x3242
- VP/Public Affairs
  - x3256

**Notifications to Affected Populations:**
- Potentially Infested Faculty/Staff/Students
  - As needed
- Parents of Confirmed Infested Students
  - As needed

**Notifications to Senior Administration:**
- Confirm medical and/or physical evidence of the reported infestation
- Arrange for securing of infested area and materials for cleaning by a licensed vendor
- Coordinate necessary actions and/or prohibitions for persons in building
- Provide guidance to Facilities Management, Senior Administration, and Response Team re: remedial actions
- Close and post signage at potentially infested location(s) as needed
- Notify Housekeeping, Shops, Events, and other potentially affected faculty/staff as needed that designated locations are closed until further notice
- Engage a qualified pest control contractor and supervise remedial actions until completed
- Conduct follow-up inspections and cleaning as needed
- Coordinate with those involved to identify necessary followup tasks, and schedule with the Workorder Administrator

**Notifications to Affected Populations:**
- Relocate infested persons(s) to temporary spaces while their room or office is being cleaned
- Arrange for students’ personal needs for the duration of any relocation (i.e., bed linens, effects, clothing)
- Post informational notices for faculty/staff and identified student populations as needed

Bowdoin College
Office of Environmental Health & Safety
Pest Control Procedures