

2. Why not just dial 911?

A 911 call will not directly connect from the campus telephone system unless an outside line is dialed first, and in any case would be routed through the state system back to the local response services. In the time it would take you to relay all the necessary information to the 911 operator, the Comm Center will have already contacted the Brunswick police, fire, and/or medical services, and utilized their detailed knowledge of the College facilities and population to best organize their responses. **REMEMBER: x3500 is the “911” for Bowdoin College!**

3. What events are considered reportable?

Any accident that has or could result in an injury serious enough to require emergency response or outside medical treatment, or any incident that has or could present a threat to safety or result in damage to College property, must be reported to Safety & Security. Timely reporting of any accident or incident involving faculty, staff, students, or guests of the College will allow Safety & Security

to provide necessary response services, notify the appropriate College departments and officers, and properly document the event for legal and/or insurance purposes. If the accident or incident involves an employee of the College (including student and part-time employees), their Supervisor must additionally file a written *Accident/Incident Report* with Human Resources and the EHS Office within 24-hours.

4. What do I do if someone is seriously injured?

- Call x3500
- Secure the area, deal with immediate threats to life and safety, and stay with the injured party. DO NOT attempt to move an injured person, unless their life is endangered.
- A competent person may, at their own discretion, provide first aid as needed.
- DO NOT transport the injured person to the hospital yourself, unless absolutely necessary – the emergency medical responders or Security officers will do so.

5. What do I do in the event of a fire?

- Sound the alarm at the nearest pull box – the Comm Center will be alerted automatically.
- Evacuate the building immediately along the marked and lighted EXIT routes. If there is smoke in the halls or stairwells, crawl on hands and knees to minimize inhalation. Check all doors before opening – if hot to the touch, take another route. Lend aid to those who are physically disabled. DO NOT use elevators, or attempt to move through the fire area. If all exit routes are blocked, seek sanctuary in a secure room and await rescue.
- Congregate at a distance away from the building, to allow free access by responders and a headcount by Supervisors.
- If the fire is small and manageable, a competent person may, at their own discretion, use an extinguisher to limit its spread before evacuating themselves.
- DO NOT re-enter the building until the “all-clear” has been given by the fire department.

6. What do I do if I witness a crime, an act of violence, or suspicious persons or activities?

DO NOT attempt to intervene, unless you can do so safely. Call x3500 immediately – the Comm Center will send a Security officer, and alert local law enforcement. Stay on the phone, if possible, to provide more information; try to make detailed observations about the persons, vehicles, etc., that are involved.

7. What do I do after an accident in a College-owned or leased vehicle?

- Secure the vehicle and accident scene, using the emergency road kit provided.
- Report the accident to the police, and request medical assistance if necessary.
- Obtain insurance information from the other driver(s), and provide yours using the insurance card in the vehicle's glove box.
- Record this information on the *Vehicle Accident Report* form, as provided in the emergency kit; and report the incident to, and file

the written report with, the Comm Center as soon as possible.

8. What do I do if an oil or chemical spill occurs?

Call x3500, and secure the area. Do not attempt to control or clean up the spill, unless you are trained to do so.

9. Who can answer my questions about the College's emergency procedures?

For more information, please contact:

Security Communications Center
725-3314 (non-emergency)

Randall Nichols, Director
Department of Safety and Security
725-3458
rnichols@bowdoin.edu

Mark Fisher, Manager
Office of Environmental Health and Safety
725-3763
mfisher@bowdoin.edu

A copy of these procedures is also posted on the Bowdoin College website at <http://www.bowdoin.edu/security/safety/reference.shtml>.



BOWDOIN COLLEGE

GENERAL EMERGENCY PROCEDURES

Information for Faculty, Staff and Students

Bowdoin College has developed the following General Emergency Procedures to address accidents and incidents involving faculty, staff, students, or guests of the College.

1. What do I do first?

Any serious accident or incident must be reported first to the **Communications Center (x3500)** at Safety & Security, which is staffed 24-7-365 and will coordinate the appropriate response services.