



BOWDOIN COLLEGE

EMERGENCY PROCEDURES

IF ANY FACULTY, STAFF, STUDENT, OR GUEST OF THE COLLEGE IS INJURED:

- CALL x3500
- SECURE THE AREA, AND STAY WITH THE INJURED PERSON
- IF QUALIFIED, PROVIDE FIRST AID – OTHERWISE AWAIT EMERGENCY RESPONDERS
- DO NOT MOVE OR TRANSPORT THE INJURED PERSON UNLESS ABSOLUTELY NECESSARY
- IF THE INJURED PERSON IS AN EMPLOYEE, THEIR SUPERVISOR MUST FILE AN ACCIDENT REPORT WITH HUMAN RESOURCES AND THE EHS OFFICE

IN THE EVENT OF A FIRE:

- PULL THE ALARM, AND EVACUATE THE BUILDING IMMEDIATELY ALONG THE MARKED AND LIGHTED ROUTES
- IF QUALIFIED, USE AN EXTINGUISHER – OTHERWISE EVACUATE AND AWAIT EMERGENCY RESPONDERS
- DO NOT RE-ENTER UNTIL THE “ALL-CLEAR” HAS BEEN GIVEN

ON OBSERVING A CRIME, ACT OF VIOLENCE, OR SUSPICIOUS PERSONS:

- DON'T INTERVENE UNLESS YOU CAN DO SO SAFELY
- CALL x3500, AND STAY ON THE LINE TO PROVIDE INFORMATION

AFTER AN AUTOMOTIVE ACCIDENT IN A COLLEGE OR RENTAL VEHICLE:

- SECURE THE ACCIDENT SCENE WITH THE VEHICLE KIT PROVIDED
- CALL THE POLICE, AND REQUEST MEDICAL ASSISTANCE IF NEEDED
- OBTAIN AND PROVIDE INSURANCE INFORMATION, AND FILE AN ACCIDENT REPORT WITH SAFETY & SECURITY AS SOON AS POSSIBLE

IF A DISASTER IS DECLARED:

- ACTIVATE DEPARTMENTAL CALL TREES, AND NOTIFY ALL EMPLOYEES
- ACTIVATE DEPARTMENTAL EMERGENCY PLANS
- FOLLOW THE INSTRUCTIONS OF COLLEGE OFFICERS AND EMERGENCY RESPONDERS

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 HAVE BEEN TRAINED TO DO SO