

# Emergency Procedures



LOCKDOWN



LOCKOUT



EVACUATE



SHELTER

**BOWDOIN SAFETY AND SECURITY**  
**207-725-3500**

**BRUNSWICK POLICE, FIRE, RESCUE**  
**9-1-1**

## Assault or Threat with a Deadly Weapon

- Run/Evacuate if it is safe
- Hide in a secure room if you cannot evacuate
  - ◊ Lock doors and windows
  - ◊ Keep silent
  - ◊ Wait for instructions or “All Clear” signal
- Fight only as a last resort

## Bomb Threat

- Remain calm and follow instructions of emergency personnel

## Building Evacuation

- When the building alarm is activated, evacuation is MANDATORY — Do NOT assume it is a drill
- Do NOT use elevators
- Take only personal belongings (e.g., keys, jacket, bag)
- Close doors behind you as you exit
- Move to the primary or secondary rally point, whichever is safer

## Fire

- Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures
- Notify occupants and help those needing assistance in the immediate area
- Close the doors as you exit to help confine the fire
- Evacuate the building through the nearest exit
- Do NOT reenter the building until authorized to do so by emergency personnel

## Gas Leak, Fumes, or Vapors

- Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures
- Do NOT use light switches or electrical equipment

## Medical Emergency

- Survey the scene as you approach, and only provide assistance if it is safe to do so
- If trained, administer first-aid, CPR, and/or AED
- Do NOT attempt to move the person unless necessary

## Oil or Hazardous Material Spill

- If the incident is indoors, and if it is safe to do so, close all adjacent doors in order to isolate the area
- Do NOT attempt to clean up the material
- If a fire or explosion is or may be involved, activate the nearest fire alarm pull station and follow the building evacuation procedures

## Suspicious Behavior

- Do NOT physically confront the person
- Do NOT let anyone into a locked room or building
- Do NOT block suspicious person’s access to an exit

## Suspicious Object or Package

- Do NOT touch or disturb the object or package
- Do NOT use your cell phone near the object or package
- Evacuate the immediate area

## Water Leak or Flooding

- If safe, secure vital equipment, records, and hazardous materials
- If safe, shut off nonessential electrical equipment
- Move to a safe area

## Weather Emergency

- Take shelter
- Avoid unnecessary travel
- Follow official instructions
- Be prepared for power outage