

# Emergency Procedures

## To Contact Safety and Security:

**Emergencies: x3500 or 725-3500**  
**Location: Rhodes Hall, 9 Bath Road**

**Non-Emergencies: x3314 or 725-3314**  
**website: [bowdoin.edu/security](http://bowdoin.edu/security)**

## Fires

- Activate the nearest fire alarm pull station as you exit.
- Notify occupants and help those needing assistance in the immediate area.
- Help confine the fire by closing the doors as you exit.
- Evacuate the building through the nearest exit.
- Call Safety and Security at 725-3500.
- Do NOT reenter the building until authorized to do so by emergency personnel.

## Building Evacuation

- When the building alarm is activated, evacuation is MANDATORY—do not assume it is a drill.
- Do NOT use elevators or shut down your computer.
- Take only personal belongings (e.g., keys, jacket, bag).
- Close doors behind you as you exit.
- Move all personnel to a safe area.

## 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.
- Call Safety and Security at 725-3500.

## Bomb Threats

- Get as much information as possible from the caller.
- Call Safety and Security at 725-3500.
- Follow instructions from emergency personnel.

## Suspicious Behavior

- Do NOT physically confront the person.
- Do NOT let anyone into a locked room or building.
- Do NOT block a person's access to an exit.
- Call Safety and Security at 725-3500.

## Medical Emergencies

- Call Safety and Security at 725-3500.
- If certified in first aid and/or CPR, begin administration.
- Do not attempt to move the person unless necessary.

## Gas Leaks, Fumes, or Vapors

- Activate the nearest fire alarm pull station as you exit.
- Do NOT use light switches or electrical equipment.
- Call Safety and Security at 725-3500.
- Clear the area immediately if instructed to do so by the emergency dispatcher.

## Person With a Weapon

- If possible, exit the building immediately and call Safety and Security at 725-3500.
- If you cannot exit—clear the hallway immediately and/or remain behind closed doors in a barricaded room, if possible.
- Stay away from windows.
- Call Safety and Security at 725-3500.
- Evacuate the room only when instructed.
- Do NOT attempt to confront or apprehend the person unless as a last resort for survival.

## Water Leak or Flooding

If you can do so safely:

- Secure vital equipment, records, and hazardous materials.
- Shut off nonessential electrical equipment.
- Move all personnel to a safe area.
- Call for assistance with flood clean-up at 725-3333 during business hours or 725-3314 after hours.

## Oil or Hazardous Materials 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 unless you have been specifically trained to do so.
- If a fire or explosion is or may be involved, evacuate the area immediately.
- From a safe area, call Safety and Security at 725-3500.
- Be prepared to provide the following information:
  - ~ Name and quantity of material
  - ~ Time and location of incident
  - ~ If anyone was injured or exposed to material

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