



Emergency Action Plan (EAP)

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Emergency Action Plans

Audience: All employees

Frequency: Initially, annually (during Department Annual Safety Training)

Trainer: Supervisor

POLICY:

USM - EMERGENCY ACTION PLAN (EAP) (INCLUDING EVACUATION FOR Individuals with Disabilities)

General

An Emergency Action Plan (EAP) is a written document describing the hazards present within a work-area and the actions necessary for the safe, prompt and complete evacuation of employees, faculty, students and guests. In a diverse and transient community such as The University of Southern Maine (USM), EAPs must be clear and consistent between different work-areas to ensure that all building occupants can safely evacuate in the event of an emergency.

Regulatory Guidance

1. Occupational Safety And Health Administration (OSHA) 29 CFR 1910.38, Emergency Action Plans
2. 1910.39 Fire Prevention Plans
3. Subpart E – Exit Routes and Emergency Planning
4. University of Maine System Procedures for Testing, Inspection, and Maintenance of Life safety Equipment and Systems. Version 2 (August 1, 2003)
5. National Fire Protection Association (NFPA)
6. NFPA 1 Uniform Fire Code
7. NFPA 101 Life Safety Code

Requirements

Each area-specific Emergency Action Plan covers the basic actions employees must take to ensure the safety of all building occupants from fire and other emergencies. Area-specific written plans can be obtained from The University of Maine Systems Safety Management (UMSSM) Department.

The following elements are included in each written plan:

1. A listing of the major hazards of the workplace.
2. Approved emergency procedures for the specific area.
3. Methods of reporting fires and other emergencies.
4. Types of evacuation to be used depending on the emergency.
* Typically, this requires the complete evacuation of the entire building; however, designated individuals may be authorized to remain behind to assist others or conduct critical operations using approved procedures.
5. Emergency escape routes, primary and secondary.
6. A Rally point for employees & students to meet when evacuated.
7. The procedure to account for all employees & students upon evacuation.
8. Procedures for employees who remain behind to assist others, or conduct critical operations when an evacuation has been ordered.
9. Names or regular titles of persons who can be contacted for further information or explanation of duties under the plan to ensure that plans remain current and effective.
10. A template for site specific Emergency Action Plan(s) is included in appendix B

Emergency Action Plan (EAP) Training:

1. Each department/area supervisor must ensure that the Area-Specific EAP is reviewed with each employee upon initial assignment to the work area. EAP training may be conducted separate from other training; however, it is usually included as part of the Department Annual Safety Training and documented using a Department Annual Safety Training Form
2. Employees must be retrained at least annually. Retraining is also required when an employee changes work areas, when their responsibilities change, or when the plan is changed.
3. Students receive general evacuation instructions from their instructor at the beginning of each semester and specific instructions whenever a hazard is introduced.

EAP Drills/Exercises:

Where required, UMSSM or persons assigned by UMSSM, will work with the Authority Having Jurisdiction (usually the Local Fire Department) and building occupants to complete required evacuation drills with sufficient frequency to familiarize occupants with the drill procedures.

The following areas require regular scheduled drills. Written records must be maintained by the person(s) conducting the drills:

All USM OCUPIED facilities:

In September of each calendar year, all Deans, Directors, and Department Heads shall address the following with their staff:

1. Procedures for evacuation.
2. Primary and Secondary Evacuation Routes.
3. Rally point(s) following an evacuation.
4. Accommodations for individuals with disabilities

Dormitories:

Drills in dormitories are conducted at least annually with Gorham Fire Department, Resident Life, Public Safety, and UMSSM.

Classroom Announcements:

An announcement should be made during the first class of each semester that directs the students' attention to the following issues:

1. Procedures for evacuation.
2. Primary and Secondary Evacuation Routes.
3. Rally point(s) following an evacuation.
4. Request for disclosure by individuals if accommodations are needed for safe evacuation.

Additional announcements should be made throughout the semester whenever a new hazard is introduced that could affect evacuation.

Responsibilities

The Department of University of Maine Systems Safety Management

1. Providing guidance to Deans, Directors, and Department Heads for the correct development and implementation of Department Specific EAPs
2. Annual auditing of departments for hazards that shall be included in the EAP's
3. Ensuring that each department has an Up to Date plan
4. Scheduling and evaluating of evacuation drills held in conjunction with the Authority Having Jurisdiction upon request of Deans, Directors, and Department Heads

The Department of Facilities Management

1. Testing, inspection, and maintenance of life safety equipment and systems on a regular schedule (or on request by the department having such equipment).

Deans, Directors, and Department Heads

1. Reviewing and implementing their area-specific plans.
2. Updating area-specific plans in conjunction with UMSSM.

3. Ensuring that plans are submitted to UMSSM for approval where employee(s) are required to remain behind to shut down or operate critical equipment.
4. Ensuring that employees/students are properly trained to carry out their portion of the plan.
5. Scheduling of evacuation drills in conjunction with the Authority Having Jurisdiction at their respective locations as stated in their site specific EAP.

Statement of Purpose:

1.0 Scope

1. The EAP includes:
 - a. Procedures for reporting a fire or other emergency;
 - b. Procedures for emergency evacuation, including type of evacuation and exit route assignments;
 - c. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
 - d. Procedures to account for all employees after an evacuation;
 - e. Procedures to be followed by employees performing rescue or medical duties; and
 - f. The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.
2. The EAP also addresses other listed emergencies;
 - a. Acts of Violence
 - b. Suspicious Packages
 - c. Bomb Threat Procedures
 - d. Emergency Response Procedures – Ice Rink
 - e. Incident Command System
 - f. Laboratory Emergencies
 - g. Oil Spill Procedures
 - h. Poisoning Emergency
 - i. Medical Emergencies
 - j. Utility Interruption

2.0 Emergency Contact Numbers

USM Police (campus phone)	911
USM Police (personal phone)	780-5211
LAC Police (Alternate)	784-6421
UMSSM or Director	5338 or 420-4831
Academic Support for Students with Disabilities	780-4706
Health Education Specialist/Consultant	780-5411/4050
Maine Medical Center Poison Control Center	871-2950 or (800) 442-6305
Chemtrec – Chemical Response	1-800-424-9300
National Chemical Response Center	1-800-424-8802
Facilities Management	780-4160

3.0 Building Evacuation

1. Procedures: All USM employees and students are encouraged to check building evacuation signs (diagrams) for the building and/or rooms they occupy on campus. Specific knowledge you should obtain from the diagram includes:

- a) Primary escape route.
- b) Secondary escape route.
- c) Number of hall doors to nearest stair landing.
- d) Areas of refuge – typically stairwells of multi floored buildings.

Caution: Elevators should not be used during fire emergencies.

2. Evacuation procedures to be employed:
 - a) When the alarm sounds, calmly evacuate the building immediately. Do not run.
 - b) When needed, assist disabled persons to the closest “area of refuge” or stair landing for your floor, and instruct that disabled person to remain there until assistance arrives (the fire department).
 - c) Proceed out of the building exit and assemble in the designated area (rally point) based on the building specific EAP.
 - d) Remain at the rally point until instructed to return inside or move to another safe location.
 - e) The director/supervisor of each department is responsible for performing a head count at the designated rally point. Missing employees should be accounted for.

4.0 Fire / Explosion Emergencies

1. In the event a fire alarm sounds:
 - a) Call 911, USM Police. They will notify the Fire Department and Facilities Management (FM).
 - b) Evacuate the building by use of stairways. Elevators should not be used.
 - c) Assist disabled persons to the area of refuge in multi-story buildings (stairwells).
 - d) Evacuate the building.
 - e) Assist the Fire Department and USM Police by standing away from the building and proceeding to the designated assembly area (rally point), usually the nearest parking lot.
 - f) Do not re-enter the building until advised by the Fire Department or USM Police personnel that the building is safe to enter.

2. In the event of fire or smoke, but alarm has not been activated:
 - a) Manually activate a fire alarm pull station.
 - b) Follow above procedure.

3. Concerning disabled persons (in the event of a fire):
 - a) Remain calm. Dial 911 and inform the dispatcher of the nature of your disability, any special needs you might have, where you are waiting for help, and the details of the emergency. Remember, help is on the way.
 - b) When the alarm rings, disabled persons who are unable to evacuate the building should seek refuge in the nearest stairwell. Stairwell areas will be searched first by emergency response personnel.

A list of disabled individuals living in University residence halls should be maintained by residence life directors and USM Police.

5.0 Medical Emergencies

1. Remain calm and proceed as follows for accidents and sudden illnesses:
 - a) Call 780-5211 or 911.
 - b) USM Police will make the necessary assistance call and respond accordingly.
 - c) Make the victim as comfortable and relaxed as possible.
 - d) Anyone trained and/or certified in medical response can assist.
 - e) Encourage others in class/department to move into the hall until rescue is addressed and completed.
 - f) Do not leave the patient unattended until rescue arrives.

- g) Designate someone in class/department to go to the nearest exit door to direct rescue to the location.

6.0 Acts of Violence

This procedure guide applies to all faculty and staff of the university and specifically applies to acts of violence, intimidation, and inappropriate aggression of various types.

Procedures to follow:

1. At the first sign of violence, call USM Police at 911 or 780-5211. **Note:** If immediate calling is not possible, someone should try to do so discreetly out of sight of the offender(s).
2. Establish an atmosphere of cooperation.
3. Try not to display anger, fear, or anxiety - remain calm.
4. Talk in a calm voice, lower and slower than the offender. Allow the person to voice their grievance.
5. Be willing to listen. A person in “crisis” needs this element of cooperation.
6. Visually observe the following as you communicate with the offender(s):
 - a) Description of the person.
 - b) Description of any weapons.
 - c) Gather details regarding the offender(s) demands.
7. Post police reporting:
 - a) Report the act of violence.
 - b) Your name.
 - c) Your exact campus location.
 - d) Specify the exact time.
 - e) Describe offender(s) appearance.
 - f) Provide exact details how the offender(s) left the building or their current whereabouts if still in the area.

Examples: Two persons proceeded out of the front doors of our building; one male, one female are currently in the main office area.

7.0 Suspicious Package

Procedures to be followed

1. Do not open the envelope or package (if recognized as potentially suspicious and not already opened). If opened, leave it where it is.
2. Contact your supervisor immediately, and the supervisor will contact USM Police. If your supervisor is not available call 911/780-5211.

- a. Provide specific incident details and site location such as campus, building, room, etc.
3. Isolate the mail to keep others from touching it. If powder is spilled, do not try to clean it up or cover it with something.
 - a. If possible, have someone shut down any ventilation or air handling equipment in the area. Leave the immediate area.
4. Wash your hands with soap and water immediately.
 - a. Try to avoid contaminating other surfaces, and do not touch your face.
 - b. **Note:** Anyone who touches the suspicious item should wash hands, also.
5. USM Police will notify the UMSSM Office to formally document the incident.
6. All responding personnel shall wear the appropriate personal protective equipment (PPE).
 - a. Responders may attempt to place mail and other evidence in a plastic bag.
 - b. They will also place PPE and materials used for cleaning in a plastic bag.
 - c. Cleanup of dry or powdery material should be done only if permitted by law enforcement and then only with wet sponges or wet paper towels (no brushing or dry sweeping).
 - d. Preventing skin contact and inhalation of biological or chemical material is essential.
 - e. All plastic bags will be sealed. Material must be preserved for evidentiary purposes.
7. USM Police will contact the Gorham, Portland, or Lewiston police for emergency response assistance.
8. Local police authority will notify the following if deemed necessary: U.S. Postal Inspector, the Cumberland County Emergency Management Agency, and the FBI, if warranted.
9. The Cumberland County EMA will determine if additional response personnel are needed. EHS will notify specific USM administrator with incident details.
10. Supervisors will document the names of all USM employees and/or students involved with the incident.

Reference documentation used to prepare this information included: CDC Guidelines, FBI Directives, and U.S. Postal Service.

8.0 Bomb Threat

This procedure provides the University community with guidelines for action and information regarding bomb threats. It applies to all physical facilities:

Anyone receiving a bomb threat should:

1. Try to determine from the caller and write down if possible:
 - a) The exact location of the device.
 - b) The time of detonation.
 - c) Any special instructions.
2. Note the time of the call.
3. Make a note of:
 - a) The caller's gender and approximate age.
 - b) The caller's speech patterns.
 - c) Background noises.
4. NOTIFY USM POLICE IMMEDIATELY BY DIALING 780-5211 or 911 .
5. USM Police dispatcher will notify the USM Police Chief who will notify and confer with: (For more contact info use appendix A)
 - a) Chief Business Officer – Ext.
 - b) President's Office – Ext.
 - c) Provost's Office – Ext.
 - d) Facilities Management Office (Portland) – Ext.
 - e) Facilities Management Office (Gorham) – Ext.
6. Following the notification of a bomb threat, USM Police Chief or his representative will normally:
 - a) Evacuate the building(s) in question by pulling the fire alarm.
 - b) Notify Gorham Police Department and/or Portland Police Department and fire departments as appropriate.
 - c) Search the building(s) in question by using appropriate available FM, USM Police, Portland or Gorham Fire/Police Department personnel.
 - d) After an appropriate search, and after conferring with University officials, re-open the building upon the USM Police Chief's approval.

9.0 **Emergency Response Procedures – Ice Arena**

1. Emergency Operations Center (EOC) – The Gorham Fire Department’s squad truck will be the designed EOC. Secondary Backup Center Gorham – Faculty Lounge, John Mitchell Center. The JMC is located diagonally across from the ice arena facility. Enter the front double doors, through the first door on the left and straight ahead into the faculty lounge.
2. Detection System Format – System activation is as follows:
 - a) Fire alarm sounds – constant intermittent rings.
 - b) Voice activated instructions follow: “MAY I HAVE YOUR ATTENTION PLEASE (TWICE) THERE HAS BEEN A FIRE REPORTED IN THE BUILDING. PLEASE PROCEED TO THE NEAREST EXIT AND LEAVE THE BUILDING”.
3. Evacuation Process (Procedures): Upon hearing the fire alarm and the voice activated message, all spectators, officials, athlete, coaches, and personnel are to evacuate the arena and adjoining rooms immediately.
4. Evacuation Routes
 - a) Arena occupants: Upon hearing the alarm and announcement, arena occupants are to exit the front doors and proceed immediately out onto the sidewalk and to the side of Hill Gym; USM employees are asked to assist in facilitating the evacuation. Then proceed down the sidewalk to the front end of the gym and wait for further instructions. This process is vital to insure that Emergency Personnel can respond and crowd is safe from contact with Emergency Response vehicles. **Note:** A fluorescent orange line on the sidewalk is the closest point occupants should be to the ice arena.
 - b) Ice skating participants: Before leaving the ice and/or locker rooms, please remove your skates. Parents/guardians may wish to wait for small children before evacuating the ice arena. Coaches/instructional personnel should be sure to accompany your athletes/participants out of the arena.
 - c) Off campus routes if needed would be determined by the police.
 - d) Ice arena personnel: When and during the evacuation, ice arena personnel shall assist evacuating arena occupants outside, and wait outside the arena front doors for the arrival of the USM Police and the Gorham Fire Department.

10.0 Incident Command System – Major Responsibilities Defined

1. Incident Commander (Gorham Fire Chief/Portland Fire Chief): Upon notification and/or arrival on campus, the Incident Commander is in complete charge of emergency response activities. The Incident Commander (IC) with assistance from designated individuals, will coordinate all activities during an emergency.
2. The IC will maintain communication with Gorham residents and the USM community.
3. Response Team (Gorham Fire Department): Their duties/responsibilities will include:
 - a) Knowledge of the ammonia refrigeration system.
 - b) Knowledge of safe handling of hazardous materials.
 - c) Participation in general response including fire, explosion, first aid, etc.
4. Alternate Incident Commanders (USM Personnel): (For Contact # See Appendix A)
 - a) First – USM Police
 - b) Second – Director, UMSSM
 - c) Upon notification and in the absence of the Incident commander (GFD/PFD), these individuals have the authority and responsibility to expend the necessary resources in the event of an emergency under this section (plan).
5. Security of Site (USM Police): USM Police personnel will immediately secure the incident area and:
 - a) Regulate crowd control at a safe distance.
 - b) Assist all emergency response vehicles and/or authorized personnel responding to the incident.
 - c) Authorized to call for additional police personnel if needed (local, county, or state).
6. Liaison Representatives (Athletic Department): (For Contact # See Appendix A)
 - a) First – Ice Arena Maintenance
 - b) Second – Ice Arena Manager
 - c) To provide as liaison with the response team (GFD) and its coordinator with respect to the facility, its system, and the hazardous substance in house. Also to inform the following:
 - i. USM Athletics Director
 - ii. USM Facilities Management
7. USM Information Officer: This person will assume the duties of contacting local and state agencies to ensure that proper notification procedures are established. Minimum contact checklist to include: (For Contact # See Appendix A)
 - a) USM President and Chief Business Officer's Office
 - b) University of Maine Systems Office in Bangor

- c) Local Emergency Planning Committee (LEPC)
 - d) Local Emergency Management Agency (LEMA)
 - e) State Environmental Agency
 - f) National Response Center
 - g) Possible Other Contacts: County HAZMAT, State Police, Local Police, Cumberland County Sheriff's Department, News, Media, etc.
 - h) **Note:** Upon call, report to command post for coordinated media effort.
 - i. The USM Information Officer is the only person authorized to distribute information to the media (radio, news, television, etc.)
8. Duty Dispatcher (USM Police Department): USM Police will immediately notify the following in this order:
- a) Gorham Fire Department – Fire Chief at 839-5581 or,
 - b) Portland Fire Department, Fire Chief at 874-8400
 - c) USM Police – at 911
 - d) Director, UMSSM – at 780-5338 or 420-4831
 - e) Facilities Management at 780-4160
9. Off-Site Agency Response Departments:
- a) Gorham Fire & Rescue: 911 / 222-1660
 - b) Clean Harbors in South Portland Maine: 799-8111
 - c) DEP, if any spill occurs: HazMat (1 800 452-4664), Oil (1 800 482-0777)
 - d) Cumberland County Emergency Preparedness: 892-6785

11.0 Laboratory Emergencies

1. In the event of a hazardous chemical or biological spill: If the person responsible for the spillage deems that there is a danger to building occupants, etc., confine the fumes or fire by closing the doors and windows.
 - a. Pull fire alarm so that evacuation can begin.
 - b. Call USM Police. State your name, the location, and nature of the emergency and that you have activated the fire alarm.
 - c. USM Police will notify the local evacuation/response team for professional assistance.
2. In the event of hazardous gas leak (flammable, toxic, corrosive, oxygen):
 - a. Departmental staff should attempt to shut off the main gas source if possible.
 - a. With flammable gas, one should refrain from turning electrical switches on or off.

- b. If the situation has the potential to be of danger to building occupants, the fire alarm should be activated from a nearby pull station so that evacuation of the building can occur.
 - c. Report the leak/spill to USM Police by dialing 911.
 - d. Notify FM and your department chairperson as soon as possible.
 - e. EXIT the building and wait for the Fire Department to arrive.
 - f. Advise the arriving personnel what has occurred that led to the evacuation.
3. How to control and extinguish a laboratory fire:
- a) Confine the fire – close lab hoods, doors and windows.
 - b) Pull alarm.
 - c) If trained to do so, extinguish the fire using the P.A.S.S. method.
 - a. Pull safety pin, Aim nozzle at base of fire, Squeeze lever to activate extinguisher, Sweep from side to side.
 - d) If you are not trained, evacuate the building immediately.

12.0 Oil Spill Procedures

Management Approval: University of Southern Maine is committed to the prevention of discharges of oil to navigable waters and the environment, and maintains the highest standards for spill prevention control and countermeasures through regular review, updating, and implementation of this Spill Prevention Control and Countermeasure Plan.

1. Facility Owner and Operator: Facility Owner – University of Maine System. Facility Address – 107 Maine Avenue Bangor, ME 04401-4330. Facility Telephone (207) 973-3330.
2. USM Facilities Management, Address, and Telephone: University of Southern Maine. Facility Address – 96 Falmouth Street Portland, ME 04104-9300. Facility Telephone (207) 780-4160.
3. Facility Contacts:
 - a) Facilities Management Executive Director, (207) 780-4160 (See appendix A)
 - b) Central Heat Plant Operator (Portland), (207) 780-4167
 - c) Central Heat Plant Operator (Gorham), (207) 780-4160
4. Personnel Training and Spill Prevention Procedures:
 - a) Personnel instructions: All buildings and grounds maintenance personnel are instructed in oil spill prevention during their initial training sessions and on an annual basis. Personnel are made familiar with the SPCC, emergency contacts, and spill response procedures.
 - b) Designated person accountable for spill prevention: The executive director of Facilities Management is officially accountable for spill prevention. However, all

personnel whose duties involve maintenance and/or inspection of boilers and oil storage tanks are responsible for spill prevention.

- c) Spill prevention briefings: Spill prevention briefings are conducted annually for all building and grounds maintenance personnel.

13.0 Poisoning Emergencies

1. Symptoms/Signs of poisoning:

- a) Unusual stains or odors on clothes or skin.
- b) Unusual odor on breath.
- c) Sudden changes in behavior, such as drowsiness, stomach pains, irritability, and signs of fear.
- d) Drug or chemical containers that are open and/or out of place.

2. Keep calm – act quickly. To call for help use the following procedure:

- a) Dial 911 first, then the Maine Poison Control Center (871-2950).
- b) Identify yourself, and give your relationship to the victim.
- c) Give your telephone number.
- d) Describe the victim by name, age, and sex.
- e) If possible have the container or poison in your hand and identify as best you can:
 - i. What was taken?
 - ii. When was it taken?
 - iii. How much was taken?
 - iv. How is the victim acting?
- f) Be prepared to answer any additional questions asked.
- g) Follow advice given by the Poison Control Center.

3. Additional Emergency Procedures:

- a) Chemical Fumes or Gases - Immediately carry or drag the person to fresh air; be sure exposure to fumes is minimized. Start artificial respiration (if trained to do so) if person is not breathing, and continue until the person resumes breathing or help arrives. Send someone for help.
- b) Chemicals on the Skin – Brush off all dry poisons & flush exposed parts with plenty of water. Flush with temperate water for 15 minutes. Then wash skin with bar soap and water, and rinse well. Remove and discard all affected clothing.
- c) **Chemicals in the Eye** – Immediately flush the eye gently with large amounts of plain lukewarm water (never hot) for at least 15 minutes. Do not allow the victim to rub his eyes.

- d) **Swallowed Poisons** – Look into the victim’s mouth, and remove all tablets, powder, or any material that is present. Examine the mouth for cuts, burns, swelling, unusual coloring or odor. Rinse and wipe out mouth with a cloth.
 - i. Summon Public Safety immediately – 911

Note: The USM Environmental Health & Safety Office has the Safety Data Sheets on file for information pertaining to all chemicals used on the respective campus. Use GOOGLE if a computer is available, the chemical name is known, and time is critical.

14.0 Utility Interruption

1. On weekday’s gas, oil, water, or electric utility interruptions should be reported to the Department of Facilities. On nights and weekends, report interruptions to USM Police. If it is necessary to shut off gas or oil supply, water, or electricity to points on campus, the Department of Facilities staff will give advance notice if possible to building managers.
2. When electrical power is restored to a building, voltage fluctuations may occur. Measures should be taken to protect equipment and experiments from sudden surges of electricity. Turn off as much electrical equipment to minimize the electrical load when electricity is restored. Expect that air operated controls may also be affected. Ventilate the premises if the air becomes foul. Extinguish all open flames if trained to do so. If people are trapped in elevators dial 911.

Appendix A

- A. Chief Business Officer – (207) 780-4484
- B. Gorham Fire Chief – Robert LeFebvre 839-5581
- C. Portland Fire Chief – David Jackson 874-8400
- D. UMSSM, Director – John Reed 780-5338/420-4831
- E. Facilities Management Executive Director – John Souther 780-4546
- F. Police Chief – Noel March 780-5099
- G. Athletics Director – Al Bean 780-5588
- H. Facilities Maint. Sup. (Portland/Gorham) – Robert Adams 780-5443/209-0650
- I. Central Heat Plant Operator (Portland), Gary Porter 780-4167
- J. Central Heat Plant Operator (Gorham), 780-5403
- K. Ice Arena Operations Coordinator – Brian Bishop 780-4304
- L. Ice Arena Manager – Vinnie Degifico 780-5984
- M. Public Information Officer – Ben Stein 480-4444

Appendix B

Site Specific Emergency Action Plan

University of Southern Maine

Background

The major hazard(s) within Building Name: _____ is (are):

Hazard(s)	Location
Flammable Liquids/Gases	Room(s) _____
Chemical(s)	Room(s) _____
Mechanical	Room(s) _____
Pressurized Cylinders	Room(s) _____

The evacuation alarm is sounded with an AUDIBLE/VISUAL ALARM and/or AUDIBLE ANNOUNCEMENT

Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. The escape procedure and escape route sheet of the type posted in work areas is included with this plan.

In the event that you:

1. Discover a fire or chemical spill emergency;
2. Smell smoke or the odor of burning or abnormally hot material; or
3. The alarm is sounded.

You shall:

1. Verbally warn others in the area.
2. Activate the Fire Alarm system. (Pull stations near the exits.)

3. If your workspace is not currently involved and you can do so safely: Shut windows and close the door tightly behind you as you leave.
4. Evacuate the building; **do not use an elevator**, conducting a minimal sweep for visitors and students on the way out.
5. If you discovered the fire or chemical spill emergency, **Call 911** from a safe place and inform them of what has happened.
6. Assemble at the rally point and account for all employees.
7. Brief the Fire Department on concerns upon their arrival.
8. Remain outside the building until the all clear is given by the authorities.

Exit Pathways

(see attached building map, and/or attend training)

Rally Points

Employee Accountability Procedures after Evacuations

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included with this plan.

The rally point is _____ in good weather and _____ during inclement weather.

At the Rally Point an accounting of employees will be taken by _____ or the most senior of the staff available. If people cannot be accounted for, inform the Emergency Responders.

The following have been designated evacuation coordinator(s): _____

Employees authorized to remain behind to operate or shut down critical operations

- 1.

Sheltering in Place

(Certain emergencies require employees not to evacuate, but to move to an interior, windowless room. Describe procedures for sheltering-in-place emergencies at your workplace.)

Use of Emergency Equipment

Although it is policy to evacuate in case of a fire, circumstances may dictate that a fire extinguisher is needed. **DO NOT** use a fire extinguisher unless:

1. You have been trained in the use of an extinguisher within the last 12 months.
2. You are able to put out the fire without endangering yourself or others.
3. You have an open path of escape at all times

Personal Injury Emergency Procedures

In the event that:

1. You are injured.
2. Come upon an injured person.
3. Encounter what you suspect to be blood or other bodily fluids.

You shall:

1. Call **911** and inform them what has happened.
2. If the victim is other than yourself administer first aid only if you are currently certified and are using the proper personal protective equipment.
3. If the situation involves suspected blood or other bodily fluids and no victim still call **911** and inform the dispatcher. Keep people away from the suspected bodily fluid. **(DO NOT attempt a clean-up on your own.)**

Prevention/Follow-up

Periodic safety audits will be conducted by the employees and safety coordinator reducing the risks of hazards within the workspaces.

Once the emergency situation has been mitigated, an incident investigation will be completed, and corrective measures will be implemented to prevent future recurrence of the problem.

If an injury is involved, then file a first report of injury with Human Resources.

Implementation and Maintenance

This plan will be reviewed, trained, and exercised when the plan is first implemented, whenever a new employee is hired, when changes necessitate, and at least once a year. The training will consist of providing a copy of the Emergency Action Plan and evacuation map to the employee, explaining procedures, walking through an evacuation, and answering any questions the employee has.

Evacuation drills will also be conducted.

The person(s) responsible for updating and training this Emergency Action Plan is(are),

Appendix C

Portland Rally Points

Law Building

Far end of main parking lot by 11 Granite Street

Payson Smith

Green space in front of building

Luther Bonney

Green space in front of Building

Science Building

Green space in front of Luther Bonney

Sullivan Complex

Pathway by community garden

Woodbury

Pathway by community garden on Masterton side (where farmers market sets up)

Masterton

Open space by Science Building/community garden

Abromson

Green space adjacent to building on Bedford Street

Parking Garage

Green space adjacent to building on Bedford Street

Wishcamper

Green space behind building on highway side

Glickman

Green space behind building on highway side

25 Bedford Street

Green space behind Central Heat Plant

Central Heat Plant

Green space/sidewalk on Sullivan side of building

Bedford Street Houses

Bedford Street sidewalk until further instruction

***NOTE: NEVER cross a vehicle travel lane to rally. Responding rescue vehicles can be a hazard.**

Department: University of Maine Systems Safety Management
Document: Emergency Action Plan

209 Deering Street

Deering Street sidewalk until further instruction

222 and 228 Deering Street

Deering Street sidewalk until further instruction

23 Brighton Ave

Green space on Luther Bonney side

***NOTE: NEVER cross a vehicle travel lane to rally. Responding rescue vehicles can be a hazard.**

Appendix D

Gorham Rally Points

Bailey Hall

Paula Hodgdon Field

Upper Class Hall

Paula Hodgdon Field

Woodward Hall

Paula Hodgdon Field

Anderson Hall

Paula Hodgdon Field

Upton Hastings Halls

Green space/hill between courtyard and Russell

Russell Hall

Paula Hodgdon Field

Robie Andrews Hall

Green space closest on Corthell Hall side

Corthell Hall

Green space on Robie Andrews Side

Academy/Art Buildings

Green space behind Robie Andrews

Brooks Student Center

Green space on Upton Hastings side

John Mitchell Center (JMC)

Green space on JMC side, across from Ice Rink or main parking lot*

Costello Sports Complex/Ice Arena

Green space by Hill Gym*

Philippi Hall

Green space on Dickey-Wood side of building

Dickey-Wood Hall

Green space behind building

Facilities Complex

Hannaford Field

***NOTE: NEVER cross a vehicle travel lane to rally. Responding rescue vehicles can be a hazard.**

Undergraduate admissions

Green space in front of building on state street side

28 Husky Drive

Sidewalk on parking lot side

134 School Street

Green space outside of building on 128 side

McLellan House

Green space outside of building on 128 side

Additional School Street Buildings

Green space/field behind buildings

19 and 7 College Ave

Green space/field behind buildings

51 College Ave

Green Space on college Ave side

Art Gallery

Lawn area on University Way side of building

President's House

Lawn on Corthell Hall side

***NOTE: NEVER cross a vehicle travel lane to rally. Responding rescue vehicles can be a hazard.**

Appendix E

L/A Campus Rally Points

APPENDIX G

Revision Notes

November 2015	Added - Policy, General, Regulatory guidance, Requirements, Training Appendix A-G
July 2016	Updated contact information, adjusted format in some areas
May 2017	Reviewed for accuracy, updated contact numbers, adjusted format
June 2017	Updated Rally Point pages
May 2018	Improved text & updated contact info and terminology