

# EMPLOYEE AND STUDENT EMERGENCY GUIDE

## INITIAL ACTIONS

Individuals discovering or receiving information about an incident should take the following steps:

1. Call Security's emergency number **207-859-5911** or from a Colby phone **x5911**
2. Provide the following information:
  - Your name
  - Nature of the incident
  - Location of incident
  - Severity of injuries or damage
  - Call-back telephone number
3. If safe to do so, take action to protect students, faculty, staff, and property. This may include:
  - Moving people away from the threat
  - Isolating and securing the area
  - Safely providing assistance as needed to affected personnel
  - Assisting persons with disabilities
  - Directing responders and providing information about the incident
4. Await instructions from Colby Security, response agencies, or College officials. When applicable, follow the instructions below.

## INFORMATION RESOURCES

1. Posting on the College website—[colby.edu](http://colby.edu).
2. Use of Colby's emergency siren and/or PA system indicates that you should **stay indoors if in a safe situation**.
3. Blackboard Connect. Additional information will be sent to telephones.
4. Email. Emergency instructions will be sent to all students and employees via email.
5. Security officers and emergency responders equipped with radios can be dispatched to deliver follow-up information.

## EMERGENCY SIREN

### IF YOU HEAR THE EMERGENCY SIREN, SEEK SHELTER INDOORS

- If you are in a safe, interior location, **stay where you are. Do not evacuate unless instructed or the situation is unsafe.**
- Check for text messages and emails from Colby.
- Access Colby's website for instructions if possible.
- Wait where you are until given the all-clear by College officials or emergency responders.
- If you are outdoors and hear the siren, get indoors in a safe location as quickly as possible.

## BLACKBOARD CONNECT

The Blackboard Connect Emergency Notification System is used to transmit brief emergency messages to the campus community as quickly as possible.

- This system will be used primarily to alert you to an emergency situation and provide immediate instructions.
- Blackboard Connect is one of several resources that may be used in an emergency.
- To review, enter, or update your emergency contact information, go to [colby.edu/emergency-contact-information-update](http://colby.edu/emergency-contact-information-update).

## CAMPUS LOCKDOWN

Campus lockdown will be initiated by Security using Blackboard Connect. All exterior doors equipped with remote access will automatically lock.

- All occupants should move to isolated sections of the building and reduce exposure to outside windows and doors.
- If possible, lock all interior doors and use furniture to block the entrance.
- Draw blinds to windows and turn off lights.
- Remain quiet and still and be prepared to move quickly.
- Stay calm, and calm people around you, if possible.
- Turn off mobile phone ringers.
- Remain quiet and do not open doors or windows until notified by Security or the police that it is safe to do so.

## EVACUATION PROCEDURE

- In the event of a fire alarm, evacuate the building. Instructions to evacuate may also be issued by Security, police, or College officials.
- Evacuate quickly, in an orderly, calm fashion to a safe area. Assemble at the location designated on the attached map.
- Do not use elevators.
- If safe to do so, assist persons with disabilities or those in need.
- Close all doors behind you—do not lock them.
- Remain in the assembly area until cleared to return to the building.

## POTENTIAL ACTIONS IN AN EMERGENCY INCIDENTS

### VIOLENCE ON CAMPUS

If you are faced with any threatening behavior at Colby, here are the steps you must take:

- If possible, move to a safe location.
- Call x5911 (207-859-5911) immediately.
- Give the dispatcher detailed information of the threat.
- Give a description of the subject, location, or last known location and/or direction of travel.
- Use active listening skills to communicate and de-escalate the situation, if possible.

### ACTIVE SHOOTER ON CAMPUS

Quickly determine the most reasonable way to protect your own life and follow the lead of Security, if possible, in an active-shooter situation.

1. *Evacuate (when in close vicinity to the shooter)*
  - Plan an escape route
  - Leave your belongings behind
  - Keep hands visible
2. *Hide Out*
  - Hide in an area out of the active shooter's view
  - Lock doors and block entry points if possible (see campus lockdown procedure)
  - Remain quiet
3. *Take Action*
  - As a last resort and **only** when your life is in imminent danger
  - Attempt to incapacitate the shooter
  - Act with strong physical aggression and throw items at the active shooter

### FIRE/EXPLOSION

*If you discover a fire:*

- Sound the alarm. Know where the pull stations are in your building.
- Leave the building. If safe to do so, assist in the evacuation of persons with disabilities or mobility concerns
- Call the emergency number, x5911.

*If you are in a burning building:*

- Go the nearest exit or stairs. Do not use the elevator.
- Feel door handles. If hot, do not open the door. Try another exit or window.
- If the exit is blocked, return to your room, close the door, open the window, and call for help.
- If in a smoke-filled area, keep low to the floor to escape the smoke and heat.
- Learn all the exits and the evacuation plans to your building.

### HAZARDOUS MATERIAL RELEASE

- Avoid contact with the spill material.
- Do not operate electrical/mechanical devices that could act as an ignition source.
- Do not use your mobile phone until clear of the area.
- Utilize fire alarm and evacuate the building if you are unsure of the severity.

### MEDICAL EMERGENCY

The Department of Security works closely with the Health Center, CER (Colby Emergency Response), and local first responders to respond to any and all medical emergencies on campus. All security officers receive first aid, CPR, and AED training.

- Do not move a seriously injured person unless there is a life-threatening situation.
- Call Colby emergency x5911 (207-859-5911).
- Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc. Do not hang up until directed to do so by the emergency operator.
- Stay with the victim, administer first aid if trained, and keep the victim as calm and comfortable as possible.
- Remain with the victim until emergency responders arrive on the scene.

### NOTE ON ASSISTING OTHERS

- If safe to do so, please provide assistance to persons with disabilities or mobility concerns to minimize their risk in an emergency situation.
- Do not put yourself in harm's way to provide aid to others or to help individuals who refuse assistance or are taking action that would endanger themselves.