



Washington County
Community College

Calais, Maine

Discover Choices • Create Success

SAFETY PROCEDURES

February 2020

NOTICE OF NONDISCRIMINATION

Washington County Community College does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Tatiana Osmond, Affirmative Action Officer

Washington County Community College
One College Drive Calais, ME 04619
Ph: (207) 454-1094
Fax: (207) 454-1026
tosmond@wccc.me.edu

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United States Department of Education Office for Civil Rights

33 Arch Street, Suite 900
Boston, MA 02110
Ph: (617) 289-0111
Fax: (617) 289-0150
TTY/TDD: (617) 289-0063
OCR.Boston@ed.gov
and/or

Maine Human Rights Commission (MHRC)

51 State House Station
Augusta, ME 04333-0051
Ph: (207) 624-6050
Fax: (207) 624-6063
TTY/TDD: (207) 624-6064
www.state.me.us
and/or

Equal Employment Opportunity Commission

475 Government Center
Boston, MA 02203
Toll-Free: 1-800-669-4000
Ph: (617) 565-3200
Fax: (617) 565-3196
TTY: (617) 565-3204 or
1.800.669.6820 www.eeoc.gov

Procedures for Emergency Calls

Do the following if a situation involves a fire, personal injury or other emergency that may pose a threat to someone's health or safety. It is important to give clear and concise information. Please use the information below when placing a call to 911.

Do not hesitate! Call 911 even if in doubt.

Call **911** then call the WCCC Emergency line at **1099** from a campus phone or **(207) 454-1099** from an off-campus phone, if safe to do so.

My name is _____ . I am at Washington County Community College. There is an emergency (describe the emergency). The directions to where I am are:

Building: _____

Room Number: _____

My Call Back Phone Number: _____

Description of how to get to where you are:

Procedure for Active Threat/Terrorist or Similar Event

This policy is to provide an emergency response plan to alert students, staff, faculty, and visitors that an active threat appears to be actively engaged in killing or attempting to kill people on the campus or in a facility on the campus. All WCCC employees are required to watch the FBI's active shooter video: <https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources/responding-to-an-active-shooter-crisis-situation>

Purpose

To outline procedures for when an active threat or terrorist event (i.e. individual with a weapon), has been identified placing students, staff, faculty and visitors in danger. The procedure will call for buildings or areas inside a building not considered under threat to be secured thus preventing any potential violence from spreading to them.

Crisis Response Team

The following outlines the Crisis Response Team members in the event of an active threat. Other team members will be added as needed.

1. **OVERALL RESPONSIBILITY:** College President or designee
2. **DIRECT IMPLEMENTATION:** Director of Facilities and Dean of Enrollment Management and Student Services
3. **INTERNAL COMMUNICATIONS RESPONSIBILITY:** Dean of Finance and Administration
4. **EXTERNAL COMMUNICATIONS RESPONSIBILITY:** College President and Director of Human Resources, Communications and Development, or designee

Notification of Threat

Anyone with knowledge of a threatening situation or incident that could affect the safety and security of the College and/or its occupants should activate the Vigilance Campus Alert System, call **911**, then call the WCCC Emergency line at **1099** from a campus phone or **(207) 454-1099** from an off-campus phone, when safe to do so. The Campus Alert System will sound with a siren followed by the following messages: "Run, Hide, Fight."

INSTRUCTIONS TO ALL INDIVIDUALS IN THE EVENT OF AN ACTIVE THREAT ON COLLEGE PROPERTY

RUN: When an active threat is in your vicinity

- If there is an escape path, attempt to evacuate—look for doors and windows.
- Evacuate whether others agree to or not.
- Head away from the shooter. Head to one of rally points, if safe to do so.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- **DO NOT ACTIVATE THE FIRE ALARM—unless there is visible fire, or you smell smoke that threatens an individual's safety.**

*Call **911**, when safe to do so and then call the WCCC Emergency line at **1099** from a campus phone or **(207) 454-1099** from an off-campus phone and let the person know your location—whether on campus or off campus.*

If you can't get out safely, you need to HIDE.

HIDE: If an evacuation is not possible, find a place to hide:

- Lock and or blockade the door.
- Close and lock the windows.
- Turn off the lights.

- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

Your hiding place should:

- Be out of the shooter's view.
- Provide protections if shots are fired in your direction.
- Not trap or restrict your options for movement.

Call **911**, when safe to do so and then call the WCCC Emergency line at **1099** from a campus phone or **(207) 454-1099** from an off-campus phone.

If you can't hide or your life is in danger, you need to **FIGHT**.

FIGHT: As a last resort, and only if your life is in danger:

- Attempt to injure or incapacitate the individual causing harm.
- Act with physical aggression.
- Improvise weapons.
- Commit to your plan and take actions.

Call **911**, when safe to do so and then call the WCCC Emergency line at **1099** from a campus phone or **(207) 454-1099** from an off-campus phone.

When **law enforcement** arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times—do not reach for any items.
- Avoid pointing or yelling.
- EMS is on the way to help those injured. Law Enforcement are not acting as EMS and their first priority is to eliminate the active threat first, not to provide medical care.

Elimination of Threat

When the incident is resolved, law enforcement officials will notify appropriate College personnel, who will give the “**all clear**” signal to the campus community, through the Camps Alert System.

As noted in the WCCC Clery Report, MCCS policy strictly prohibits the use of firearms on campus. The MCCS policy is section 803 and can be found at:

https://mymccs.me.edu/ICS/icsfs/Policy_803.pdf?target=422e6688-764c-4472-aa1d4a4d8ef088b6.

Please see appendix E.

Bomb Threats

The purpose of this policy is to provide a safe procedure to handle a bomb threat made against this facility. Bomb threats usually come by telephone (but may come by various means), if this should occur, the following procedure should be followed:

Ask **who, where, what when, why**:

1. **Who: Ask the caller who they are.** FBI case studies show that most callers want you to ask who they are so that they feel empowered.
2. **Where: Ask where the bomb is located.** Listen carefully; note if the caller has a good idea of the campus lay out, if the caller is familiar with terms that are used here.
3. **What: Ask the caller what the bomb looks like.** What will make it explode, what type of bomb? Get as much detail as possible.
4. **When: Ask when the bomb is supposed to go off.**

5. **Why: Ask the caller why they are doing this?** It might be someone that is known at the College.

Be aware of any distinguishing voice characteristics or background noise. If possible, ask the questions on the Bomb Threat Call Checklist found in **Appendix B**.

Steps to follow after a bomb threat is called in:

1. Call the WCCC Emergency line at **1099** from a campus phone or **(207) 454-1099** from an off-campus phone or notify a Dean or the President of the College. The Dean or College President will determine whether to activate the Vigilance Emergency Notification System (**DO NOT activate any fire alarms**, an evacuation may not be the best course of action). If you are unable to call the Emergency Line, please send a Vigilance Emergency Notification System.
2. Notify the person in charge of your present location and all details regarding the call.
3. Scan your worksite location for any suspicious items. If suspicious items are found evacuate the area to a safe location. Either inside the building or to a designated rally point.
4. Ensure the President or designee has been notified. They will work with law enforcement to determine the credibility of the threat.
5. If an evacuation is ordered, do not return to the campus building until instructed to do so by until the **“all clear”** is provided along with the **controlled confirmation word (example “zebra”)**. In addition, a security sweep of the egress route, rally points used for assembly and surrounding areas should be performed.
6. Direct any inquires by the press to the President’s Office or Director of Human Resources, Communication and Development.

Building Evacuation

If a building evacuation is determined to be the best course of action, supervisors must inform all employees of the evacuation plan. In addition, a security sweep of the egress route, rally points used for assembly and surrounding areas should be performed. Employees must be familiar with evacuation plans for the buildings in which you are located or visiting. When entering an office or other environment check for the evacuation directions.

All faculty members are responsible for reviewing the evacuation plan for classrooms and shops with all students at the beginning of each semester.

1. Evacuation maps with primary exit routes and designated rally points are posted in classroom, shops, and college areas in the event an evacuation of the building becomes necessary.
2. Except for medical emergencies, elevators should not be used for emergency evacuation.
3. Special health problems and needs (such as a “handicapped accessible” means of evacuation) need to be addressed in advance by contacting Accessibilities Specialist in order to make proper provisions for these individuals.
4. All should follow the procedures outlined below in case it becomes necessary to evacuate the building.
 - a. Remain calm.
 - b. Keep talking and confusion to a minimum.
 - c. Exit in an orderly fashion with no more than two people side-by-side. Walk, do not run to exits.
 - d. Close all doors as you leave.
 - e. Do not jam or crowd exits.
 - f. Use the stairwells for evacuation.
 - g. Assist any persons with disabilities or notify emergency personnel of their location.
 - h. Once outside the building proceed to the designated rally point for your location. Conduct a head count, for your class and/or office, to make sure that no one remained inside. Report any missing persons to (207) 454-1099, when safe to do so. Designated rally points for assembling from different parts of each building are given in each classroom.

- i. You will be notified by proper authorities when it is safe to return to your building.

Fire Emergency

General Information Regarding Fire Emergencies

- Maintenance personnel know the location of all alarms, stairs, and extinguishers to use in case of an emergency. The maintenance personnel will supervise and aid in the evacuation and assist instructors in conducting a head count at the rally points. Classroom, shop teachers and staff supervisors are in charge of evacuating their areas with the help of the maintenance personnel. Each building has a designated rally point for evacuation which can be found in the individual classroom.

Maintenance personnel will check fire extinguishers, EXIT signs and lights in stairwells periodically to ensure equipment is properly functioning. Any concerns found must be reported, immediately, to the Director of Facilities at 1067 from a campus phone or (207) 454-1067 from an off-campus phone.

It is important that the fire doors in the corridors be kept closed at all times. Do not prop them open. It is not only in violation of the fire safety code, but, should a fire occur, closed doors will prevent smoke and flames from spreading more rapidly.

Fire Procedures

Fire alarm pull stations are located throughout the hallways in all buildings on campus. These alarms are connected to the local fire department. Upon the ringing of the fire alarm (an uninterrupted, loud buzzer), the building will be evacuated immediately in an orderly manner utilizing one of the exits located on the map. Each classroom, office, lab, shop area, and main corridor has a map with primary routes of exit. It is your responsibility to know these exits and alternative exits in case the primary exits are blocked by heavy smoke, or fire. Once outside the building proceed to the designated rally point for your location. Conduct a head count, for your class and/or office, to make sure that no one remained inside. Report any missing persons to (207) 454-1099, when safe to do so. Each building has a designated rally point for evacuation which can be found in each classroom.

If you see visible flames or smoke, or you're notified of such—Remain Calm.

1. Activate the nearest fire alarm pull station.
2. Close all doors and turn off lights as you leave.
3. Exit in an orderly fashion (walk) with no more than two people side-by-side. Do not run to exit building.
4. Do not jam or crowd exits.
5. Use stairwells for evacuation. Do not use the elevator for fire evacuations. If you cannot exit the building via a door, exit via a window, if safe, or call **911** and inform them of your location.
6. Persons with physical disabilities or those who are unable to navigate stairs should notify the nearest person and go to designated stairwell; if safe. Call **911** and let them know your location and that you cannot exit the building.
7. Should you become caught in heavy smoke, crouch down below smoke levels, take short breaths through your nose and crawl to the stairwell.
8. DO NOT re-enter the building until the fire department indicates it is safe.
9. Do not attempt to fight the fire unless it appears to be containable and you are trained in the use of an appropriate portable fire extinguisher. When using a fire extinguisher, remember the acronym **PASS: Pull, Aim, Squeeze & Sweep**.

Call the WCCC Emergency line at 1099 from a campus phone or (207) 454-1099 from an off-campus phone, when safe to do so.

Medical and Personal Injury Emergency

If the emergency involves injury and others are around, call for assistance from another person. Stay with the injured person, and ask the other person to call **911**, when safe to do so and then call the WCCC Emergency line at **1099** from a campus phone or **(207) 454-1099** from an off-campus phone. Direct the other person to wait for emergency personnel near a main entrance and direct them to the scene of the accident or illness (if the dispatcher does not require them to remain on the line). If you are alone, do not leave the person alone for longer than is necessary to make the **911** call. Activate the campus Vigilance System, if necessary.

1. Be prepared to give the following information to emergency personnel:
 - a. Nature of the emergency
 - b. Location of the emergency
 - c. Your name and contact information
2. Be prepared to assist emergency personnel by remaining on the telephone to give necessary information and answer questions.
3. Avoid unnecessary movement or action which may cause further injury.
4. After the emergency is cleared, the incident should be documented with the Business Manager.

Do not attempt to aid the ill/injured person unless you are trained in emergency first aid. There is a medical kit for minor first aid located in many departments and offices. Ensure that this kit is properly stocked at all times. Notify Facilities Manager if items need replenishing. First Aid kit locations can be found in **Appendix A**.

Power Failure

In the event of a power failure, notify the Director of Facilities at **1067** from a campus phone or **454-1067** from an off-campus phone or **214-4806**. If the failure occurs after 4:30 pm, call **(207) 214-3391**. If a power failure should occur, the building fire alarm system, exit signs, and stairwell lights will be powered by an emergency source. While in most cases evacuation of a building will not be necessary, you will be informed by the College if power cannot be restored and if the situation could lead to unsafe conditions. Facilities Management employees will verify that no other emergency accompanies the power failure and should also check to ensure that no one is trapped in an elevator. If a power failure is associated with a fire emergency, all procedures for evacuation of the building should be followed.

Suspicious Package & Objects

CHARACTERISTICS OF A SUSPICIOUS PACKAGE

This procedure provides basic information relating to suspicious packages or items. It can be used for any type of package or object, including those with unknown contents. Characteristics of a suspicious package may include rigid or bulky; lopsided or uneven; wrapping in string; badly written or misspelled labels, generic or incorrect titles; excessive postage, no postage, foreign writing, postage, or return address; missing, nonsensical, or unknown return address; leaks, stains, powders, or protruding materials; and ticking, vibration, or other sound.

IF YOU ARE HOLDING A SUSPICIOUS PACKAGE / OBJECT:

- Gently set the item down on a solid surface or on the floor. If there is powder or liquid, try to set the item down in a container like a trash can or bucket.
- Evacuate others from the immediate area.
- Leave the immediate area and proceed to the next set of directions.
- If delivered by a private citizen, complete "Suspicious Description Form" located in **Appendix D** or the Student Services Office. Dial **1099** from a campus phone or **(207) 454-1099** from a non-campus phone and provide the package location and description.

IF YOU LOCATE A SUSPICIOUS PACKAGE / OBJECT:

- DO NOT activate the fire alarm system.
- DO NOT touch or move the object.
- Call campus officials at 1099 from a campus phone or (207) 454-1099 from a non-campus phone and provide the package location and description. Activate the Vigilance System, if possible.
- Notify a Dean or the President of the College.
- If delivered by a private citizen, complete the “Suspicious Description Form” in **Appendix D** or the Student Services Office. Request other witnesses to remain nearby to speak with emergency personnel. Remain available to assist first responders.

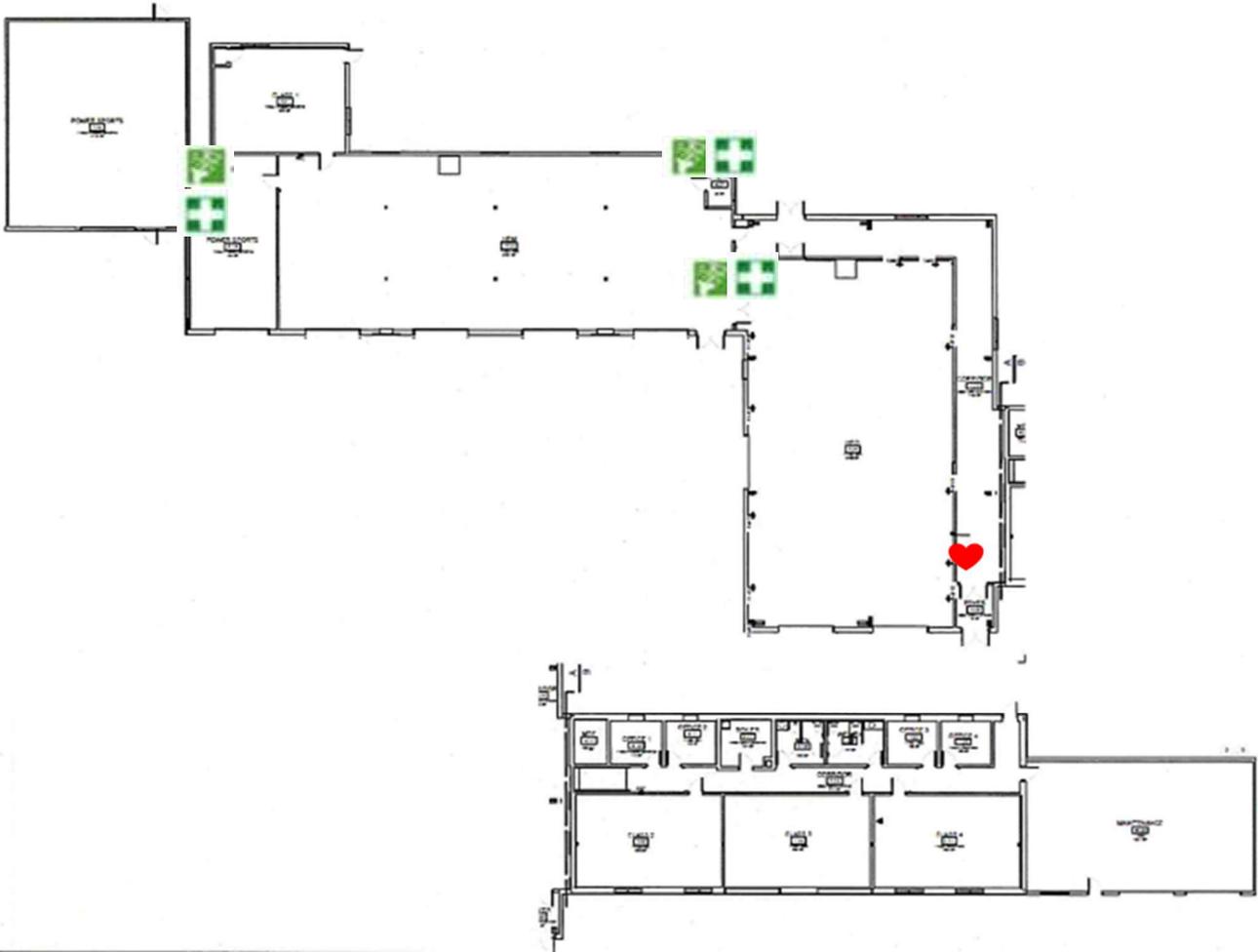
Violence in the Workplace

Washington County Community College recognizes that a workplace must be free of threats and violence. WCCC does not tolerate threats, harassment, or violence in the workplace. If an employee or student verbalizes potential threats or violent behavior, please contact the nearest dean or if you cannot reach either of these people, please call the WCCC Emergency line at 1099 from a campus phone or (207) 454-1099 from an off-campus phone. WCCC will work with impacted employees and students to provide information regarding services—see **Appendix C**. Employees should read and understand Maine Community College System policies 202 *Sexual Harassment, Sexual Assault and Consensual Relationships*, policies 201.1/202.1 *College Procedures for Discrimination, Harassment, Sexual Harassment and Affirmative Action* and 501.1 *Guidelines for Sexual Misconduct and Assault* and 501.2 *Guidelines for Sexual Assault First Responders*.

APPENDICES

- A. FIRST AID, AED, EYE WASH/SHOWER LOCATIONS
- B. BOMB THREAT CHECKLIST
- C. LISTING OF DOMESTIC VIOLENCE AGENCIES AND OTHER RESOURCES
- D. SUSPICIOUS PACKAGE
- E. MCCS POLIC 803 FIREARMS

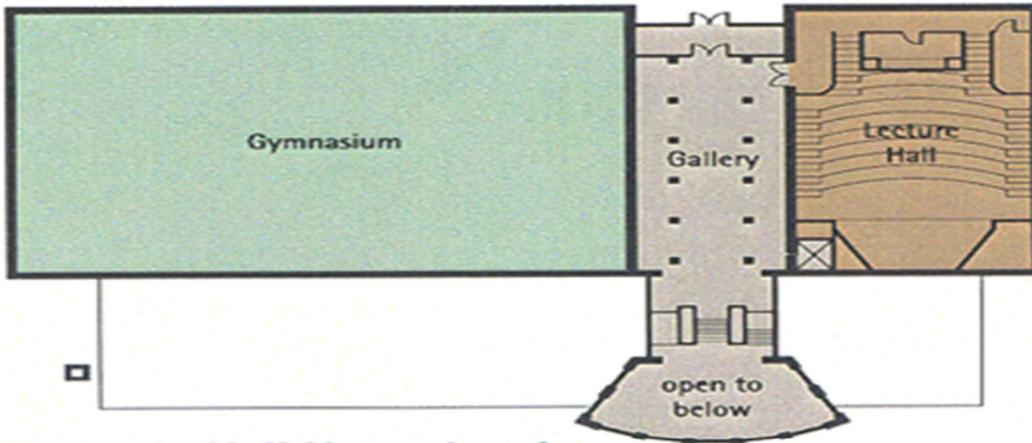
FIRST AID / AED LOCATIONS—HOWLAND HALL



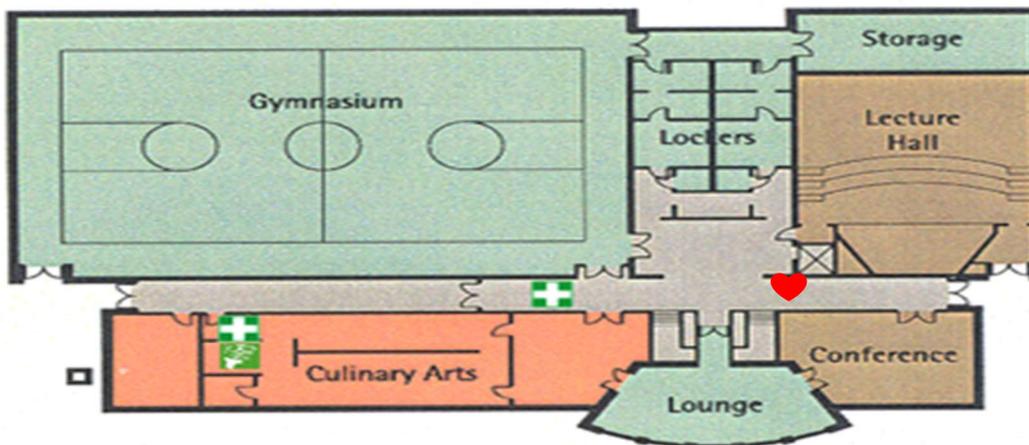
-  -Emergency Eye Wash Station
-  -Emergency Shower Station
-  -Emergency First Aid Station
-  -AED Station

APPENDIX A
FIRST AID / AED LOCATION—ST. CROIX HALL

St. Croix Hall Emergency Stations



St. Croix Hall Upper Level
(2,000 sf)



St. Croix Hall Lower Level
(16,100 sf)

-  -Emergency Eye Wash Station
-  -Emergency Shower Station
-  -Emergency First Aid Station
-  -AED Station

APPENDIX B BOMB THREAT CHECKLIST

WASHINGTON COUNTY COMMUNITY COLLEGE BOMB THREAT CHECKLIST

If you receive a call regarding a possible bomb threat, remain calm. Your goal is to try and keep the caller on the line as long as possible and get as much information about the incident as possible.

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?
10. What is the number indicated by the caller-ID?

EXACT WORDING OF BOMB THREAT:

- Male
 Female

Approximate Age: _____

Time call received: _____ A.M. P.M.

Date Call received: _____

Your Name: _____

Your Position: _____

Your Telephone Number: _____

Date Checklist completed: _____

CALLER'S VOICE:

- | | |
|---|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |

Familiar (If voice is familiar, who did it sound like?)

BACKGROUND SOUNDS:

- | | |
|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (Please specify) |

BOMB THREAT LANGUAGE:

- Well spoken (education)
 Foul
 Taped
 Incoherent
 Message read by threat maker
 Irrational

REMARKS:

APPENDIX C
SEXUAL MISCONDUCT RESPONSE AGENCIES AND OTHER RESOURCES

AMHC Sexual Assault Services

Aroostook, Hancock & Washington Counties
(207)-498-6431
www.amhc.org

The Next Step – Domestic Violence Project

Hotline: 1-888-604-8692
Phone: 1-207-255-4785
<http://www.nextstepdvproject.org/>

Downeast Sexual Assault Services

Hotline: 1-800-228-2470
TTY: 1-888-458-5599
http://www.downeasthealth.org/sex_assault.html

Employee Assistance Program

Toll Free: 1-800-451-1834

Student Counseling Program

WCCC Administration Building
Dean of Enrollment Management and Student Services – (207) 454-1032 (work) or 904-5652 (cell)
Associate Dean of Student Affairs and Retention – (207) 454-1012 (work) or 214-3760 (cell)

Office of Human Resources

WCCC Administration Building
Phone: 454-1002 (work) or (207) 214-3401

APPENDIX D
SUSPICIOUS PACKAGES

Your Name: _____

Your Phone Number: _____

Person(s) delivering and description of person(s):
Names of person(s) in the immediate area:
Description of mail piece/package (markings, labels, declarations, postage):
Description of substance:

CHARACTERISTICS OF A SUSPICIOUS PACKAGE

This procedure provides basic information relating to suspicious packages or items. It can be used for any type of package or object, including those with unknown contents. Characteristics of a suspicious package may include rigid or bulky; lopsided or uneven; wrapping in string; badly written or misspelled labels, generic or incorrect titles; excessive postage, no postage, foreign writing, postage, or return address; missing, nonsensical, or unknown return address; leaks, stains, powders, or protruding materials; and ticking, vibration, or other sound.

IF YOU ARE HOLDING A SUSPICIOUS PACKAGE / OBJECT:

- Gently set the item down on a solid surface or on the floor. If there is powder or liquid, try to set the item down in a container like a trash can or bucket.
- Evacuate others from the immediate area.
- Leave the immediate area and proceed to the next set of directions.
- If delivered by a private citizen, complete “Suspicious Description Form” to the left. Dial **1099** from a campus phone or **(207) 454-1099** from a non-campus phone and provide the package location and description.

IF YOU LOCATE A SUSPICIOUS PACKAGE / OBJECT:

- DO NOT activate the fire alarm system.
- DO NOT touch or move the object.
- Call campus officials at **1099** from a campus phone or **(207) 454-1099** from a non-campus phone and provide the package location and description. Activate the Vigilance System, if possible.
- Notify a Dean or the President of the College.
- If delivered by a private citizen, complete the “Suspicious Description Form” to the left. other witnesses to remain nearby to speak with emergency personnel. Remain available to assist first responders.

APPENDIX E

FIREARMS POLICY

MAINE COMMUNITY COLLEGE SYSTEM

HEALTH AND SAFETY

Section 803

SUBJECT: FIREARMS

PURPOSE: To regulate the possession on MCCS property

A. Rationale

The Board of Trustees accepts the recommendation of law enforcement that ready access to firearms by a person in distress contributes significantly to the likelihood of violence. The trustees also recognize the dangers posed by the accidental or careless discharge of a firearm on property owned, operated or occupied by the MCCS. This policy shall be enforced in good faith for the purpose of furthering safety on each campus.

B. Definitions

For purposes of this policy, the following terms have the following meanings:

1. "Firearm" means any weapon, whether loaded or unloaded, which is designed to expel a projectile by the action of an explosive and includes any such weapon commonly referred to as a pistol, revolver, rifle, gun, semi-automatic gun, machine gun, shotgun or any other weapon that can be made into a firearm by inserting a firing pin, or other similar thing, or by repair;
2. "Possession" means ownership, care, custody or control whether concealed or in plain view; and
3. "Property" means all colleges, campuses, off-campus centers, buildings, parking lots and all other grounds owned, operated or occupied by an entity of the MCCS.

C. Regulation

Pursuant to 20-A M.R.S.A. §10009, no person other than those specified below may possess a firearm on property owned, operated or occupied by a college and/or the System. This prohibition includes residence halls and motor vehicles parked on such property. This prohibition also includes any concealed weapon because a concealed carry permit does not authorize firearm possession in a location where, as under §10009, possession has been lawfully prohibited pursuant to express statutory authority. Persons who violate this policy may be subject to removal, discipline and/or other lawful remedies.