

10. Notify the Calais Police Department at 911
11. Notify the person in charge at your present location of the threat and have evacuation procedures put into effect.
12. Do not return to the building until instructed to do so.
13. Make yourself available to the officers on duty and relay all pertinent information to them as soon as possible.
14. Notify the WCCC Office of the President
15. For any inquiries by the press or others direct them to the Office of the President.

A Bomb Threat Check list is located in **Appendix C**

#### **B. ELEVATOR EMERGENCY**

If the elevator gets stuck between floors, call or ring the bell for assistance. If you hear someone calling for help from an elevator, contact the following.

Internal Emergency Number	<b>454-1000</b>
Facilities Management	Phone: <b>454-1067</b>
	Cell Number <b>214-4806</b>

If you are unable to reach help on campus, **call 911.**

#### **C. FIRE EMERGENCY**

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 the routes designated on the evacuation maps. Maps showing the location of the nearest fire alarm pull station, fire extinguisher, and the correct evacuation route are posted for all classrooms, labs and shop areas as well as in the main corridor of each wing.

If you detect fire or smoke:

1. Activate the nearest fire alarm pull station. The Calais Fire Department will be called automatically.
2. Close any open doors to the affected area.
3. Do Not attempt to fight the fire unless it appears to be containable; and you are trained in the use of a portable fire extinguisher.
4. There are exit stairwells on each floor of all buildings designated by the EXIT signs. These stairwells should be used for evacuation. In order to prevent smoke from entering the stairwells, **ALL DOORS MUST BE KEPT CLOSED.**
5. Should the primary exit be blocked by heavy smoke or fire, use the secondary route as indicated on the evacuation map.

6. Should you become caught in heavy smoke, crouch down below smoke levels, take short breaths through your nose and crawl to the stairwell.
7. Be sure that any special-needs person is being assisted in leaving the building.
8. When safely outside the building, proceed immediately to the assembly area designated for your part of the building.

**a. GENERAL INFORMATION OF FIRE EMERGENCIES**

Maintenance personnel have been appointed for each building and know the location of all alarms, stairs, and extinguishers to use in case of emergency. The maintenance personnel will supervise and aid in the evacuation and assist instructors in conducting a head count in the assembly areas.

Classroom and shop teachers and staff supervisors will be in charge of evacuating their areas with the help of the maintenance personnel.

It is extremely important that each location on campus have a designated area to meet outside the building so a head count may be taken. Familiarize yourself with the staging locations, located in the back of this manual, for your area. The fire warden will verify that everyone is out of his/her area and report this information to the Calais Fire Department.

Maintenance personnel will check fire extinguishers, EXIT signs and lights in stairwells periodically for problems. Any problems found should be reported to the Director of Facilities at 454-1067.

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 and evacuation drills will be held twice a year and will be signaled by an uninterrupted buzzer.

**b. DUTIES OF COLLEGE STAFF**

1. Upon hearing the fire alarm, notify all students and co-workers in your area and evacuate the building.
2. Perform a quick check of your area to ensure that everyone is evacuating the area.
3. Ensure that any special-needs person is receiving all necessary aid to evacuate the building.
4. Assure that all fire doors are closed and lights are turned off.
5. Assure that all persons have been accounted for and have evacuated the area.
6. Maintenance staff will check the elevator to make sure that no one is trapped inside.