DARLING MARINE CENTER
CAMPUS WIDE EMERGENCY ACTION PLAN

EMERGENCY ACTION PLAN

This is the basic emergency response plan for emergencies at the Darling Marine Center. Each building/ work area has an area-specific plan detailing alarm systems, major hazards, exit routes, rally points and specific responsibilities. Additional guidance for specific emergencies is provided on the following pages.

Call for Help

In an emergency, call for assistance from Emergency Responders as soon as possible. **Dial 911** for Fire, Police, and Medical Emergencies. If it is not safe to call for help from your current location, evacuate to a safe place first. Provide your name, the specific location and type of emergency, and the number/ campus extension you are calling from.

*Note: **Dial 911 directly** for emergency responders. All other outside calls require dialing '9' prior to the area code (9 + Area Code + Number).*

Alert Others

During an evacuation or other emergency:

- Alert others in the area,
- Activate the alarm system if necessary,
- Use the nearest available EXIT.

Evacuate

Evacuate the building or area when:

- An alarm is activated or detected,
- Ordered to by competent authority,
- Concerned for your safety.

Rally Point

After evacuation:

- Assemble at your area specific Rally Point,
- Account for other occupants of the building,
- Notify Emergency Responders (911) if they have not already been notified.
- Do not leave the Rally Point until released by your supervisor or Emergency Responders.

For Further Information

Contact:

- Your supervisor,
- DMC Facility Emergency Coordinators
- Dept. of Safety Mgmt. at 207-581-4055

Special Assistance

If you think you may require evacuation assistance in an emergency, please contact your supervisor and Facility Emergency Coordinators so that appropriate accommodations can be made.

Medical Emergency

In the event of injury or illness to yourself or someone else:

- Cease all activity.
- Alert others in the area.
- Call 911 if an emergency exists. *[Note: Any injury or illness involving hazardous chemicals is considered an emergency.]*
- Provide first aid if trained, proper PPE is available, and you can do so without endangering yourself or others.
- Notify your supervisor or one of the DMC Emergency Coordinators.
- If possible send someone to meet the ambulance and direct responders.

AED

Automatic External Defibrillators (AED) are located at the following locations:

1) Administration Bldg. lobby (upper campus)
2) Brooke Hall/ Conference Center (lower campus)
3) Flowing Seawater Lab entrance (lower campus)
4) R/V *Ira C*
5) Dive & Field Staging Building (*travelling unit)

AEDs are identified by a sign and/or contained in a wall cabinet. If possible, send someone to retrieve the AED if someone is unconscious or exhibiting signs of a heart attack.

Fire/ Explosion

In the event a fire is detected or suspected:

- Stop all activity.
- Sound the alarm by the most appropriate means. Voice, telephone, or fire alarms.
- Evacuate the building using the nearest available EXIT. Conduct a minimal sweep for other occupants. If you can do so safely, shut windows and close the door tightly behind you as you leave.
- Call 911 from a safe place and provide pertinent information.
- Assemble at the Rally Point.
- Account for all occupants of the building.
- Notify one of the DMC Emergency Coordinators.
- Provide information to Emergency Responders upon their arrival.
- Remain outside of the building until the all clear is given by Emergency Responders.

Use of Emergency Fire Equipment

Only people who are specifically trained may use emergency equipment such as fire extinguishers. If you have not been trained or have any doubts about your ability to use emergency fire equipment, evacuate immediately.

Chemical Spills

Emergency Chemical Spills

Chemical Spills are considered emergencies if:

- The spill presents a threat to personal health and safety, or the environment.
- The spill requires a response from personnel outside the immediate area.

For Emergency Spills, follow the emergency procedures for FIRE/ EXPLOSION (previous page).

If personnel have been contaminated by the spilled material:

- Alert others of the situation, sound the alarm, and evacuate if necessary.
- Begin decontamination procedures using a nearby Emergency Shower/Eyewash or other appropriate means, including the removal of any contaminated clothing.
- Call 911 for medical attention.
- Continue decontamination for at least 15 minutes.
- Provide first aid if trained, proper PPE is available, and you can do so without endangering yourself or others.
- Notify one of the DMC Emergency Coordinators.
- Provide information to Emergency Responders upon their arrival.

Non-Emergency Chemical Spills

If a spill is determined to be a non-emergency, it can be handled by trained personnel according to established procedures. Do not clean up a chemical spill unless you have received specific chemical spill clean-up training and can perform the clean-up safely. Check with your lab supervisor prior to cleaning up a non-emergency chemical spill.

Oil/ Gas/ Fuel Spills or Leaks

All known or suspected oil, gas, or other fuel leaks are to be reported to the DMC Laboratory Manger (Tim Miller, 207-563-8330/207-563-8830) or another Facility Emergency Coordinator. If necessary, call 911.

Radiation Emergencies

Employees working in areas where radioactive materials are used must receive specialized training. In the event of an emergency involving ionizing radiation or radioactive materials:

- Evacuate the area and immediately call 911.
- Inform the dispatcher that radioactive materials are present.
- Take precautions to prevent further release, or spread of radioactive materials if you can do so safely.

Asbestos & Lead

Campus buildings constructed prior to 1980 may contain asbestos and/or lead containing-materials. These materials have been labeled when identified.

Asbestos may be present in ceiling tiles and their adhesives, floor tiles and their adhesives, duct installation and tapes, laboratory counter tops, fume hoods, and pipe insulation. Lead may be present in interior and exterior paints used on older buildings on campus.

Neither asbestos nor lead containing materials pose health risks when they are intact. Do not disturb these materials by moving, removing, breaking, cracking or dismantling them. If you encounter these types of materials in poor or damaged condition, contact Tim Miller (207-563-8330).

Human Body Fluids

Do not clean up blood or other bodily fluids unless you have been specifically trained to do so. If you encounter what you suspect is blood or other bodily fluids:

- Keep yourself and others away.
- Contact your supervisor or a DMC Emergency Coordinator to arrange for clean up.

Utility Interruption

All utility interruptions (including internet access) at the DMC should be reported to Tim Miller, Laboratory Manager. If it is necessary to interrupt utilities to points on campus, DMC Management Staff will give advance notice, if possible.

If electrical power is lost:

- Extinguish any flames and terminate any experiments. Ventilation through the chemical fume hood ceases with the power loss and may not automatically return with the power.
- Turn off as much electrical equipment as possible to minimize the electrical load when power is restored. This also protects the equipment from voltage fluctuations.
- If persons are trapped in the elevators, call Tim Miller, Laboratory Manager, or 911 if injuries are suspected.
- Do not open refrigerators or freezers unless absolutely necessary.
- Long term power outages may require the evacuation of the building.

Evacuation/ Emergency Sheltering

In the event of a campus-wide or larger scale evacuation, or in the event that emergency sheltering is required, all DMC personnel should follow the instructions of DMC Facility Emergency Coordinators and/or Local Emergency Responders.

Violent, Criminal, or Suspicious Activity

To report a crime, threat of crime, or other suspicious activity, call the Lincoln County Sheriff's Department (911). You may also wish to contact the UMaine Public Safety Department.

Active Shooter

In an active shooter situation, UMaine encourages all personnel to *"RUN, HIDE, FIGHT".*

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Block, lock, and/or secure access to the area.

3. FIGHT

As a last resort, and only when your life is in imminent danger, take action against the active shooter and attempt to disrupt and/or incapacitate their activities.

Full details on this nationally recommended procedure can be found on the UMaine Police Dept. website:
https://umaine.edu/police/crime-prevention/active-shooter/

Bomb Threat

If you receive information about a bomb in a University building:

- Take notes if possible; attempt to obtain any pertinent details from the source of information.
  - Type of device
  - Location of device
  - Time of impending event
  - Listen to the tone of the caller's voice and any background noises.
- Notify the Lincoln County Sheriff (911) and UMaine Public Safety (207-581-4040).
- Notify one of the DMC Emergency Coordinators and/or your Supervisor.
- If concerned for your safety, you may choose to leave the building, but DO NOT pull the fire alarm as this could trigger a device in the area.

Public safety units will be dispatched to the threatened building to conduct a quiet search or to evacuate the building, as deemed necessary.

Suspicious Mail

If you receive a package or letter that you suspect may be a threat:

- Do not handle or move the item.
- Exit the immediate area and ask others to do the same.
- DO NOT pull the fire alarm.
- Avoid tracking any spilled materials.
- Secure the area and keep people away.
- Wash your hands and other areas of exposed skin vigorously with soap and water.
- Call 911
- Public Safety units will assess the situation and determine what further action is required.

Animals

Wildlife

Due to our rural location, The Darling Marine Center is frequented by wild animals (deer, moose, fox, skunk, raccoon, etc). Do not approach wild animals.

Pets

Domesticated animals are allowed on campus, but must be under the control of their owners at all times. Approval of the Building Supervisor is required to have pets in campus buildings. See the UMaine Pet Policy or Laboratory Manager for additional information.

If you encounter a wild or domesticated animal behaving strangely or are concerned for your safety, find shelter in a safe place and call a Facility Emergency Coordinator or 911 to report the incident.

Workplace Injury & Illness

Employee Responsibility

If the injury or illness is an emergency follow the procedure for Medical Emergencies and call 911.

If the injury or illness is not an emergency, provide first aid if necessary, and report the injury/illness to your supervisor. Report ALL workplace injuries/illnesses to your supervisor as soon as possible.

Supervisors Responsibility

Supervisors are required to report all workplace injuries/illness to University entities using the following steps.

1. **Report of Injury**- Notify your supervisor or C. Rigaud, at 207-563-8273. Report the injury using forms and procedures found on the UMaine System Risk Mgmt. webpage.
2. **Records**- Retain a copy of all related documents for your department's records.
3. **Incident Investigation**- Cooperate with UMaine investigators if an investigation is deemed necessary.

Darling Marine Center
Emergency Telephone Directory

Notifying Emergency Responders

For Emergency Assistance: ***Call* 911**

Note: ***Dial 911 directly*** *to reach emergency responders. All other outside calls require dialing '9' prior to the area code (9 + Area Code + Number).*

207-563-3200 (from cell phones)
[Due to our location on the coast, dialing 911 from cell phones will reach emergency dispatchers, but the call may be routed through other counties or even states, causing delayed response times.]

Call 911 for any of the following:

- Criminal/ Violent Threats, Acts, or Suspicious Activity
- Fire/ Explosion
- Medical Emergencies
- Radiation Spills or Leaks
- Scuba Diving Injury or Illness
- When in doubt

Consider calling 911 for:

- Chemical Spills or Leaks
- Oil/ Gas/ Fuel Spills or Leaks

Tell the 911 dispatcher that you are at:

The University of Maine- Darling Marine Center
193 Clark's Cove Road
Walpole, ME 04573

NOTE: Be sure to provide your name, the specific location and type of emergency, and the number/ campus extension you are calling from.

Notifying DMC Staff

For emergency assistance from DMC Staff, notify one of the Facility Emergency Coordinators (FEC):

Notify an FEC for any of the following:

- If you have called 911
- Facilities or Systems Malfunctions
- Utility Interruption (Power, Heat, Internet)
- Plumbing Problems/ Water Leaks
- Elevator/ Mechanical Problem, etc.
- Trees Down (no immediate danger)
- Any other Maintenance Issues

Facility Emergency Coordinators

Timothy Miller
Campus: 207-563- 8330
Mobile phone: 207-557-3067
Home phone: 207-563-8830

Christopher Rigaud
Campus: 207-563-8273
Mobile phone: 207-949-2289

Heather Leslie
Campus: 207-563-8229
Mobile *Phone:* 207-350-2713

UMaine Emergency Contacts

If an FEC cannot be contacted in an emergency, contact the Dept. of Safety Management or UMaine Public Safety.

UMaine Public Safety (Orono): 1-207-581-4040

UMaine Safety Mgmt.:1-207-581-4055