

BEAL UNIVERSITY

Bangor Location

Emergency Response Plan

99 Farm Road, Bangor, Maine 04401
Main Phone: (207) 307-3900 | Fax: (207) 947-0208
Emergency: 911

Immediate Emergency Quick Reference

Use phone or in-person notification for emergencies.

Email is not an emergency reporting method. In any immediate threat to life, health, fire safety, or campus security, call 911 first, then notify the Front Desk and Chief Operating Officer or designee when safe.

Emergency / resource	Phone / email	Use
Police, fire, or medical emergency	911	Immediate danger, fire, smoke, weapon, active threat, serious injury, suspected gas leak, hazardous release, or any uncertain situation that may endanger life or safety.
Beal University Bangor location	(207) 307-3900 Fax: (207) 947-0208	Main campus phone and business office contact.
Campus address for 911	Beal University 99 Farm Road Bangor, ME 04401	Give exact room, lab, entrance, hallway, parking area, or landmark when possible.
Bangor Police Department non-emergency	(207) 947-7382	Non-emergency law enforcement contact. Use 911 for emergencies.
Bangor Fire Department non-emergency	(207) 992-4700	Fire department administrative/non-emergency contact. Use 911 for emergencies.
Bangor Fire Prevention Bureau	(207) 992-4263	Fire prevention/code questions, pre-planning, and inspection coordination.
Poison Help	1-800-222-1222	Poisoning, chemical exposure, medication ingestion, or toxic exposure guidance. Call 911 first for collapse, seizure, trouble breathing, or inability to awaken.
Maine CDC Disease Reporting	1-800-821-5821 disease.reporting@maine.gov	Reportable disease consultation and reporting. Use phone for urgent or confidential reporting.
988 Suicide & Crisis Lifeline	Call or text 988	Mental health or suicide crisis support. Call 911 if there is immediate danger on campus.
Maine Crisis Line	1-888-568-1112	Behavioral health crisis support, 24/7.
Maine 211	Dial 211 Text ZIP code to 898-211 info@211maine.org	Non-emergency referrals for housing, food, mental health, transportation, disaster resources, and other community supports.

Beal University Emergency Contacts

Role / department	Current name / office	Phone / extension	Email	Emergency responsibility
President	Sheryl DeWalt	(207) 307-3900	President@beal.edu	Executive authority and external leadership communication.
Chief Operating Officer / Campus Emergency Coordinator	Steve Villett	(207) 307-3900	svillet@beal.edu	Coordinates campus response until public safety assumes command; authorizes emergency notifications or delegates; media spokesperson unless President designates otherwise.
Front Desk / Reception	Beth Carlow	(207) 307-3900	Frontoffice@beal.edu	Receives reports, maintains visitor log, initiates call tree/notifications when safe, directs emergency responders.
Facilities / Maintenance Supervisor	Kevin Hardy	(207) 307-3900	Khardy@beal.edu	Safety systems, facilities access, utility shutoffs if safe and authorized, fire/code/vendor coordination.
Director of Human Resources / Title IX Coordinator	Robin Tardiff	(207) 307-3900 Title IX ext. 336	rtardiff@beal.edu titleix@beal.edu	Employee support, injury follow-up, Title IX intake, access to emergency contacts as appropriate, evacuation warden role unless reassigned.
Director of Student Services	Ginger Glodowske	(207) 307-3900	Gglodowske@beal.edu	Student support, access/functional needs, post-incident resources, referrals.
Senior VP of Academic Affairs	Anie Bonilla	(207) 307-3900	Abonilla@beal.edu	Academic continuity, faculty direction, program-specific instructional safety.
Director of Compliance and Accreditation	Brenton Carlini	(207) 307-3900	Bcarlini@beal.edu	Clery/ASR documentation, test records, regulatory documentation, evidence retention.
Senior VP of Institutional Effectiveness	Brenton Carlini	(207) 307-3900	Bcarlini@beal.edu	Institutional assessment, improvement planning, documentation support.
Chief Technology Officer	Sean Serrao	(207) 307-3900	Sserrao@beal.edu	Emergency communication systems, cybersecurity incident coordination, continuity of IT services.
IT Team / LMS Support	Sheree Rice / Brent Roberts	(207) 307-3900 ext. 330	ithelp@beal.edu	Phones, email, Canvas, text systems, website/social support, LMS technology response.
Admissions	Admissions Office	(207) 307-3900 ext. 308	admissions@beal.edu	Prospective student/visitor coordination as directed.
Financial Aid	Financial Aid Office	(207) 307-3900 ext. 317	Fa@beal.edu	Student financial aid continuity and referrals after incidents.

Emergency: 911 | Beal Main Phone: (207) 307-3900 | 99 Farm Road, Bangor, ME 04401

Role / department	Current name / office	Phone / extension	Email	Emergency responsibility
Student Accounts	Student Accounts / Bursar	(207) 307-3900 ext. 319	studentaccounts@beal.edu	Student account continuity and questions after disruptions.
Registration / Registrar	Registrar Office	(207) 307-3900 ext. 325	registrar@beal.edu	Student records, rosters, schedules, and record continuity.
Career Services	Career Services Office	(207) 307-3900 ext. 337	careerservices@beal.edu	Employer/externship communication and student career support continuity.

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1. Purpose, Scope, and Beal Campus Profile

1.1 Purpose

This Emergency Response Plan establishes Beal University procedures for preparing for, responding to, communicating about, and recovering from emergencies affecting the Bangor location at 99 Farm Road, Bangor, Maine. The plan is written as an all-hazards plan for foreseeable emergencies that may affect students, faculty, staff, visitors, vendors, contractors, prospective students, and other persons present for University operations.

The plan is intended to support life safety, rapid reporting to public safety agencies, orderly evacuation or sheltering, campus emergency notification, emergency communication, continuity of essential operations, regulatory documentation, and post-incident improvement.

1.2 Scope

This plan applies to the Bangor location during administrative hours, scheduled classes, University events, and any other time employees, students, visitors, vendors, or contractors are present in connection with University operations. Clinical, externship, fieldwork, or off-site learning locations follow the emergency procedures of the host site; Beal University personnel must also notify University leadership when an incident affects a Beal student or employee.

1.3 Bangor campus profile

The Bangor location is located at 99 Farm Road, Bangor, Maine 04401. The campus is approximately 25,000 square feet and includes classrooms, laboratories, computer laboratories, a library resource center, student support spaces, a visitor reception area, student lounge, fitness center, admissions, financial aid, academics, career services, executive offices, and administrative offices.

Instructional spaces include nursing simulation and virtual reality learning spaces, a fully equipped Health Sciences medical office / patient room / phlebotomy / clinical laboratory environment, computer laboratories, and a welding laboratory with fully equipped individual welding booths and related welding/cutting/grinding equipment. These areas create distinct emergency planning considerations, including fire prevention, hot-work awareness, compressed gas and fume control, sharps and biohazard controls, bloodborne exposure control, chemical hazard communication, electrical/technology continuity, and medical emergency readiness.

1.4 Life-safety priorities

- **Protect life and health.** Move people away from immediate danger, call 911 when emergency response is needed, and provide reasonable assistance consistent with training and personal safety.
- **Warn and communicate.** Notify affected persons without delay when there is a confirmed significant emergency or dangerous situation, unless notification would compromise response or rescue efforts.
- **Stabilize the incident.** Support public safety responders, prevent secondary injuries, and restrict access to unsafe areas.
- **Account for people.** Use class rosters, staff rosters, visitor logs, and supervisor/faculty reports to identify known missing, injured, or unaccounted-for persons.
- **Recover and improve.** Provide follow-up information, student and employee support, continuity of instruction and operations, regulatory documentation, and after-action review.

1.5 Relationship to other Beal policies and plans

This plan does not replace other Beal University policies or required program-specific safety procedures. It should be used together with, as applicable:

- Annual Security Report and Clery Act policies;
- Title IX, VAWA, nondiscrimination, anti-hazing, student conduct, and supportive-measure policies;
- OSHA-required Emergency Action Plan, Fire Prevention Plan, Hazard Communication Plan, Bloodborne Pathogens Exposure Control Plan, PPE procedures, and lab/shop safety procedures;
- Building, fire alarm, sprinkler, extinguisher, emergency lighting, egress, inspection, and maintenance records;
- FERPA, student privacy, employee privacy, and health-and-safety disclosure practices;
- IT incident response, data security, LMS continuity, phone continuity, and continuity-of-operations procedures;
- Program-specific Nursing, Welding, and laboratory/shop safety procedures.

2. Regulatory and Accreditation Alignment

This plan is written to align with applicable emergency preparedness expectations for a Maine postsecondary institution, including federal workplace safety requirements, federal campus safety requirements, Maine fire and life-safety requirements, local code/fire prevention requirements, ACCSC emergency preparedness expectations, and generally accepted all-hazards emergency planning guidance for institutions of higher education.

Requirement area	Plan alignment
ACCSC Physical Facilities and Emergency Preparedness	Written emergency preparedness plan; scenario identification and action plans; evacuation and lockdown procedures; communication protocols during and after incidents; student orientation; regular training for faculty and staff; institutional assessment and improvement connection.
Clery Act / 34 CFR 668.46(g)	Immediate emergency notification after confirmation of significant emergency or dangerous situation; responsible titles; notification content/audience process; larger-community dissemination; annual test; publicizing procedures; test documentation.
Clery timely warning and VAWA-related procedures	Coordination for Clery-reportable crimes, follow-up information, Title IX/VAWA support, evidence preservation guidance, law-enforcement options, and privacy controls.
OSHA 29 CFR 1910.38 Emergency Action Plan	Reporting methods, evacuation procedures and route assignments, accounting for employees and students, rescue/medical-duty limits, role contacts, alarms, training, and plan review.
OSHA 29 CFR 1910.39 Fire Prevention Plan	Major fire hazards, hazardous material storage/handling, ignition controls, combustible waste control, fire protection equipment, heat-producing equipment safeguards, and responsible roles.
OSHA Hazard Communication, Bloodborne Pathogens, PPE, Welding/Cutting/Brazing	Chemical labels and SDS access, exposure control, sharps/biohazard response, PPE, welding fire prevention, compressed gas/hot-work controls, and incident documentation.
Maine Office of State Fire Marshal / NFPA / Bangor Fire Prevention	Maintains fire alarm, sprinkler, extinguisher, egress, emergency lighting, occupancy, and life-safety practices consistent with Maine-adopted NFPA standards and local fire/code requirements.
Maine CDC / public health reporting	Communicable disease consultation and reporting process; response to public health directives; infection-control measures.
ADA / Section 504 / access and functional needs	Procedures for individualized planning, notification, evacuation, sheltering, lockdown, service animals, communication, and post-incident support.
FERPA health and safety emergency principles	Allows emergency disclosure of relevant information to appropriate parties when necessary to protect health or safety while limiting disclosure to need-to-know information.
Maine anti-hazing and federal Stop Campus Hazing Act alignment	Emergency response to hazing-related injuries/threats; reporting to Student Services, Title IX, HR, COO, or law enforcement; documentation for Clery/ASR review where applicable.

2.1 More protective requirement rule

When federal, state, local, accrediting, programmatic, or site-specific requirements differ, Beal University should follow the more protective or more stringent requirement unless counsel, a regulator, or an appropriate authority determines otherwise. If public safety officials direct an action during an emergency, Beal personnel must follow those directions unless doing so would create an immediate and obvious danger.

2.2 Annual review expectation

The Emergency Preparedness Committee reviews this plan at least annually and after regulatory changes, facility changes, emergency events, drills, after-action findings, significant program/lab/shop changes, or changes to emergency communications systems.

3. Emergency Organization and Role Assignments

3.1 Emergency Preparedness Committee

The Emergency Preparedness Committee includes the following members:

- Chief Operating Officer / Campus Emergency Coordinator: Steve Villett;
- Senior Vice President of Academic Affairs: Anie Bonilla;
- Senior Vice President of Institutional Effectiveness: Brenton Carlini;
- Chief Technology Officer: Sean Serrao;
- Senior Vice President of Financial Aid: Consuela Phillips

3.2 Emergency management roles

Role	Primary responsibilities
President	Executive authority; major institutional decisions; public leadership communication; approval of prolonged closure or suspension if needed.
Chief Operating Officer / Campus Emergency Coordinator	Coordinates campus response until public safety assumes incident command; authorizes emergency notifications or delegates; coordinates evacuation, sheltering, closure, and re-entry

Role	Primary responsibilities
Emergency Announcer	decisions with public safety; serves as media spokesperson unless President designates otherwise. The COO or designee, Front Desk, or person left in charge by the COO announces or initiates protective actions using plain language when safe to do so.
Evacuation Warden / Alternate Warden	Primary warden: Robin Tardiff. Alternate: Steve Villett or designee. Wardens supervise evacuation, receive area reports, coordinate assembly-area accounting, and report issues to public safety/COO.
Area Searchers / Sweepers	Facilities, HR, Front Desk, Program Directors, and trained designees check assigned rooms, restrooms, conference rooms, labs, and remote areas only when safe and without delaying their own evacuation.
Facilities/Maintenance Supervisor	Monitors facility conditions and safety systems; coordinates with fire/code officials and vendors; assists with utility shutoff if safe and authorized; maintains maps, inspection records, life-safety equipment records, and corrective actions.
SVP Institutional Effectiveness	Coordinates Clery/ASR documentation, emergency test records, incident documentation, regulatory reporting review, policy review, institutional assessment/improvement evidence, and evidence retention.
Senior VP of Academic Affairs / Deans / Program Directors	Coordinates academic continuity, faculty communication, classroom/lab response, program-specific safety needs, and instructional recovery.
Faculty / Instructors	Lead immediate classroom or lab response; direct evacuation, sheltering, or lockdown; take class roster; account for students; report missing, injured, or unaccounted-for persons to assembly-area lead or emergency coordinator.
Front Desk / Reception	Maintains visitor log; helps direct emergency responders; receives reports; initiates internal contact list when safe; supports visitor accountability.
Chief Technology Officer / IT Team	Supports emergency communication systems, phones, email, text platform, Canvas announcements, website/social updates, system outages, cybersecurity incident response, and technology recovery.
Director of Student Services	Coordinates student support, access and functional needs, referrals, post-incident resources, student re-entry support, and student communications support.
Director of Human Resources / Title IX Coordinator	Coordinates employee emergency contacts, post-incident employee resources, Title IX/sex-based harassment response, supportive measures, and related reporting.
All employees	Report emergencies immediately, follow this plan, assist students and visitors within training and ability, and preserve personal safety.
Senior VP Finance, Payroll, and Benefits	Coordinates employee injury reporting, OSHA documentation support.

3.3 Transfer of command to emergency responders

When police, fire, EMS, emergency management, public health, utility emergency crews, or other authorized responders arrive, Beal University personnel will provide information, access, rosters, building maps, known hazards, and other assistance. Public safety officials direct tactical response. University personnel should not interfere with emergency operations and must follow responder instructions.

3.4 Emergency supplies and records

Facilities/Maintenance, Front Desk, Student Services, HR, Program Directors, and other assigned personnel should maintain or have access to emergency supplies and records appropriate to the campus. These may include first aid kits, AEDs, flashlights, batteries, emergency contact lists, roster access procedures, visitor logs, incident report forms, bomb threat checklists, evacuation maps, SDS access, exposure-control supplies, and after-action forms. Locations must be documented in Appendix A or a restricted safety annex.

4. Core Emergency Procedures

4.1 First five minutes

- Assess immediate danger. Move away from fire, smoke, violence, chemical exposure, falling hazards, electrical hazards, gas odor, or other immediate threats.
- Call 911. Call 911 for fire, smoke, serious injury, crime in progress, weapon, active threat, gas odor, chemical release, medical emergency, or any uncertain situation that may endanger life or safety.
- Activate alarms if appropriate. Pull the fire alarm for fire, smoke, explosion, or conditions requiring immediate building evacuation. Do not pull the fire alarm for an active threat unless fire, smoke, or evacuation is the safer action.
- Warn nearby people. Use plain language. Example: "Fire in the welding lab. Evacuate now through the nearest safe exit."
- Notify campus leadership when safe. Notify the Front Desk, Chief Operating Officer, Facilities/Maintenance Supervisor, or designee.
- Follow the correct protective action: evacuate, shelter-in-place, lockdown, secure-in-place, or avoid the area based on the hazard and instructions from public safety or University officials.

4.2 Reporting an emergency

Any person may and should report an emergency. Do not delay reporting because you are unsure whether a situation is serious enough. When calling 911, provide:

- Your name and phone number;
- Campus name and address: Beal University, 99 Farm Road, Bangor, Maine 04401;
- Exact location: classroom, lab, hallway, parking area, entrance, office suite, or nearby landmark;
- Nature of emergency: fire, medical, weapon, intruder, chemical spill, suspicious package, gas odor, etc.;
- Number of injured, exposed, threatened, or unaccounted-for persons, if known;
- Description of suspect, vehicle, package, hazard, or condition, if applicable;
- Actions already taken, such as evacuation, lockdown, first aid, or alarm activation;
- Known hazards for responders, such as compressed gas, welding materials, chemicals, sharps, locked rooms, or utility hazards.

Do not hang up first

Stay on the line with 911 unless the dispatcher says to hang up or staying on the line would place you in danger.

4.3 Emergency protective actions

Protective action	Use when	Basic action
Evacuate	Fire, smoke, explosion, gas odor, indoor hazardous material release, structural hazard, bomb threat decision, or official order.	Leave by the nearest safe exit; assist others if safe; go to assembly area; account for people; do not re-enter.
Shelter-in-place	Severe weather, hazardous material outdoors, police/fire order, unsafe exterior conditions.	Move to designated interior shelter area; close doors/windows if appropriate; take roster; remain until all-clear.
Lockdown	Intruder, active threat, weapon, serious violence, or police instruction.	Move to securable room; lock/barricade if safe; silence phones; lights off; stay out of sight; communicate with 911 only if safe.
Secure-in-place	Threat outside campus or nearby police activity where instruction can continue safely inside.	Bring people inside, lock exterior doors, keep people away from windows, restrict movement, continue essential activity as directed.
Avoid / Deny / Defend	Active attacker or direct violence where lockdown/evacuation decisions must be made immediately by those at risk.	Avoid by leaving if safe; deny access by securing/barricading; defend only as last resort against imminent life-threatening harm.
Medical hold / keep area clear	Medical emergency, spill, disturbance, or isolated incident requiring privacy or responder access.	Keep bystanders away; preserve access for EMS; protect privacy; avoid moving the person unless necessary for safety.

4.4 Accountability after evacuation or sheltering

- Faculty bring class rosters or access rosters electronically when safe. If time does not allow, leave immediately and account using available roster access at the assembly area.
- Front Desk brings or preserves the visitor log when safe.
- Program Directors, supervisors, and department leads account for employees, students, visitors, and contractors known to be in their areas.
- Instructors report missing, injured, exposed, or unaccounted-for persons to the Evacuation Warden / Assembly Area Lead, who reports to the COO or public safety officials.
- No person may re-enter the building until the Fire Department, police, or other authority with jurisdiction gives the all-clear through the COO or designee.

4.5 Access and functional needs

Students, employees, and regular visitors who may need assistance during evacuation, sheltering, lockdown, or emergency communication are encouraged to notify Student Services, HR, the COO, or their instructor/supervisor in advance. Beal will maintain assistance plans confidentially and share only with individuals who need the information for emergency planning or response.

- Ask before assisting; communicate clearly and respectfully.
- Use the nearest safe exit or accessible route if available.
- Do not use elevators during fire or suspected fire unless directed by emergency responders.

- If evacuation is not possible without responder assistance, move to a safer area or area of refuge if available, close doors, call 911, and report the exact location.
- Allow service animals to remain with handlers unless doing so would create an immediate safety hazard.
- Instructors and supervisors should know who has voluntarily identified an assistance need for their classroom, lab, or work area.

5. Evacuation, Shelter, and Lockdown Procedures

5.1 Primary exterior assembly area

The primary exterior assembly area for Beal University Bangor is the far back right-hand corner of the school parking lot. This location is used because it moves students, employees, and visitors away from the building while preserving emergency vehicle access to the front of the campus and staff parking areas closest to the building.

Primary assembly area
Far back right-hand corner of the school parking lot. Stay clear of building entrances, fire lanes, emergency apparatus, hydrants, and responder work areas.

5.2 Planned evacuation routes

Area	Primary evacuation route	Notes
Classrooms and general lab areas	Exit through the classroom hallway and out the back emergency door, then proceed straight back to the far back right-hand corner of the school parking lot.	Use the nearest safe marked exit if the planned route is blocked.
Welding lab / welding classroom	Exit through the welding shop door or classroom door, then proceed to the far back right-hand corner of the school parking lot.	Move away from the building and avoid emergency vehicle access paths. If safe, stop work and shut off equipment before leaving; do not delay evacuation.
Front desk, administrative offices	Exit through either front main entrance door or the employee door at the end of the hallway, whichever is closest and safest.	If the front/office side is blocked by fire, smoke, or hazard, use the back door at the end of the classroom hallway.
Library / learning resource center	Use the nearest safe marked exit and proceed to the primary assembly area.	Library staff/faculty assist students and visitors if safe.
Student lounge / fitness area	Use the nearest safe marked exit and proceed to the primary assembly area.	Do not stop for personal items beyond immediately reachable items.
Nursing labs	Use the nearest safe marked exit and proceed to the primary assembly area.	If safe, secure sharps, close biohazard containers, and stop simulation/VR equipment; do not delay evacuation.
Computer labs / IT spaces	Use the nearest safe marked exit and proceed to the primary assembly area.	Do not delay evacuation to log out or power down unless specifically assigned and safe.

All evacuation routes must remain clearly posted, marked by exit signs, illuminated as required, and free of storage, furniture, boxes, cords, equipment, or other obstructions.

5.3 Secondary exterior assembly area

If the primary assembly area is unsafe due to smoke, wind direction, hazardous material release, police activity, downed wires, flooding, ice, or responder direction, the COO, Evacuation Warden, Facilities/Maintenance Supervisor, or public safety official will direct occupants to a secondary assembly area away from the building and emergency access routes. Beal should identify and post the secondary assembly area after consultation with Facilities and, ideally, Bangor Fire Department.

5.4 Severe weather and shelter areas

For tornado warnings, severe thunderstorm warnings, violent snowstorms, or other weather conditions where evacuation would increase danger, move to interior shelter areas away from windows. The Bangor ERP historically identifies the maintenance room, faculty area, and Medical Assistant / Health Sciences lab area as safe areas because these locations do not have windows. Beal should verify current room names and capacity annually.

Shelter area	Use	Notes
Maintenance room	Severe weather shelter / interior refuge	Keep clear enough to shelter occupants. Avoid stored hazardous materials or equipment hazards.
Faculty area	Severe weather shelter / interior refuge	Close doors and remain away from windows and exterior glass.
Nursing Labs	Severe weather shelter / interior refuge	Secure sharps, chemicals, and equipment if safe before moving people in.

Shelter area	Use	Notes
Interior corridors / interior rooms without windows	Overflow shelter areas if primary shelter areas are full or inaccessible	Avoid large-span rooms, windows, exterior doors, and the welding lab unless specifically directed.

5.5 Lockdown and secure-in-place basics

- Use plain-language announcements when possible: "Lockdown. Locks, lights, out of sight." or "Secure-in-place. Threat outside. Bring people inside and lock exterior doors."
- For lockdown with an internal threat, direct students, employees, and visitors into the nearest classroom, lab, office, or securable space.
- Classes or people outside the building should not enter the building during an internal active threat. Move away from the building to a safer location and call 911.
- Lock or barricade classroom/office doors if safe. Turn off lights. Silence cell phones. Keep people out of sight and away from windows and doors.
- Do not open the door for anyone until law enforcement or verified campus leadership gives an all-clear. Be aware that a fire alarm during an active threat may be a tactic; evacuate only if there is fire, smoke, immediate danger in the room, or instruction from law enforcement.
- For a threat outside the building, lock exterior doors, bring people inside, clear hallways/restrooms, keep people away from windows, restrict movement, and continue instruction only if safe.

6. Scenario Action Plans

6.1 Fire, smoke, explosion, or fire alarm

If you discover fire or smoke, use RACE:

Step	Action
Remove / Relocate	Move people away from immediate danger if you can do so without endangering yourself.
Activate alarm	Pull the fire alarm and call 911. Provide the campus address and exact location of fire/smoke.
Confine / Contain	Close doors and windows behind you if safe to slow fire and smoke spread.
Extinguish / Evacuate	Use a fire extinguisher only if trained, the fire is small, you have a clear exit behind you, and you can do so safely. Otherwise evacuate immediately.

- Evacuate using the nearest safe marked exit. Walk quickly; do not run.
- Check doors with the back of your hand before opening if smoke or heat is suspected.
- Instructors lead students to the assembly area and take class roster if immediately available.
- Report to the primary assembly area: far back right-hand corner of the school parking lot.
- Report missing, injured, or trapped persons to the Evacuation Warden and Fire Department.
- Do not re-enter the building until the Bangor Fire Department or authority with jurisdiction issues the all-clear through the COO or designee.

6.2 Welding lab fire or hot-work incident

- Stop welding/cutting/grinding if safe. Shut off equipment and gas supply only if trained, authorized, and doing so does not delay evacuation or create danger.
- Warn occupants and activate the fire alarm for fire, smoke, explosion, or conditions requiring building evacuation.
- Call 911 and report that the incident involves the welding lab, hot work, compressed gas, combustible materials, or electrical equipment as applicable.
- Move students through the welding shop or classroom exit to the primary assembly area unless the route is blocked.
- Do not move cylinders or equipment unless doing so is part of trained emergency shutdown and can be done safely.
- Facilities and the Welding Program Director should preserve the area for Fire Department review and document corrective actions before resuming lab operations.

6.3 Medical emergency, traumatic injury, or death

- Call 911 immediately for life-threatening injury or illness, unconsciousness, chest pain, severe bleeding, breathing difficulty, seizure, suspected overdose, severe allergic reaction, serious burn, major fracture, electric shock, or death.
- Give the 911 dispatcher the campus address, exact location, victim condition, and whether the victim is conscious and breathing. Do not hang up unless directed.
- Do not move an injured or ill person unless they are in immediate danger.

- If trained, provide first aid, CPR, AED use, bleeding control, or naloxone support consistent with training and available equipment.
- Protect yourself from blood or body fluids. Use gloves/PPE if available.
- Keep bystanders back and preserve access for EMS.
- Notify the Front Desk, COO, HR, or Student Services as soon as safe.
- Document actions on the Beal University accident/incident report and send to the COO/HR as directed.

6.4 Bloodborne pathogen exposure, sharps injury, or biohazard spill

Potential exposure incidents may occur in Nursing, Health Sciences, first-aid response, or other settings involving blood or other potentially infectious materials.

- For needle stick or sharps injury: wash the area with soap and water; encourage gentle bleeding without squeezing aggressively; do not suck the wound.
- For splash to eyes, nose, or mouth: flush with clean water for at least 15 minutes if feasible.
- Notify the supervising instructor, Program Director, HR, or Student Services. Seek medical evaluation promptly.
- Secure contaminated sharps only with appropriate tools and PPE. Do not recap used needles unless the procedure specifically requires it and a safe method is used.
- Use approved biohazard and sharps containers. Do not overfill or move containers unless trained and authorized.
- Document the incident and preserve information needed for exposure follow-up.
- Students in clinical/externship settings must follow the host site exposure-control procedures and notify Beal leadership.

6.5 Hazardous materials, chemical spill, or unknown substance

Situation	Action
Small known spill that trained staff can safely manage	Use PPE, SDS guidance, spill supplies, ventilation controls, and disposal procedures. Notify Facilities and the Program Director. Document if required.
Unknown substance, fumes, large spill, injury, exposure, fire risk, or spill beyond training	Leave the area, isolate the room, close doors if safe, call 911, notify Front Desk/COO/Facilities, and evacuate or shelter as directed.
Outdoor hazardous material release near campus	Follow public safety direction. Consider shelter-in-place, closing windows/doors, shutting outside air intake if safe and authorized, and monitoring exposed persons.
Chemical exposure to skin/eyes	Use eyewash/shower if available and appropriate; call 911 or Poison Help as needed; obtain medical evaluation; document the incident.

6.6 Natural gas odor or suspected gas leak

- If you smell gas, hear gas escaping, see damaged gas equipment, or suspect a leak, evacuate immediately. Move at least 300 feet away if possible.
- Do not use cell phones, light switches, appliances, flashlights, radios, lighters, matches, or anything that could create a spark while in the affected area.
- Do not open exterior doors or windows to ventilate. Do not try to find the leak or shut off the meter unless directed and trained.
- When safely away from the suspected leak, call 911. Then call Unitil gas emergency numbers: Maine gas emergencies 1-866-900-4460; former Bangor Natural Gas customers 1-877-427-7991.
- Do not re-enter until the Fire Department and gas utility indicate it is safe.

6.7 Power outage, electrical hazard, or downed wire

- Call 911 for fire, shock, smoke, sparking, downed wire, or immediate danger.
- Do not touch downed wires or anything in contact with them. Keep people away.
- Use flashlights; do not use candles.
- Facilities and IT assess whether instruction can continue safely. COO/designee determines closure, delay, relocation, or online continuity.
- Report Versant Power outages or electrical trouble at (207) 973-2000 or 1-855-363-7211 when safe.

6.8 Water, sewer, flooding, or building system failure

- Avoid standing water near electrical equipment, outlets, extension cords, or power strips.
- Notify Facilities/Maintenance and the Front Desk. Move people away from slip hazards and contaminated water.
- For City sewer main backup affecting property, call Bangor Public Works at (207) 992-4500 (24 hours).
- For water emergencies, contact Bangor Water District: business hours (207) 947-4516 option 1 then option 4; after hours (207) 843-6472.

- If flooding, sewage, or water intrusion affects egress routes, electrical systems, labs, or instructional areas, evacuate or close affected areas until corrected.

6.9 Severe weather and campus closure / delay

Severe weather includes tornado warnings, severe thunderstorms, flooding, extreme cold, heavy snow, ice, high winds, and other conditions that affect safe travel or campus operations.

- Monitor National Weather Service warnings and local emergency alerts.
- For a watch, alert faculty/staff and prepare to move to shelter areas if conditions worsen.
- For a warning affecting the campus, move students, staff, and visitors to interior shelter areas immediately.
- Instructors take rosters, close classroom/lab/office doors if safe, and account for students in shelter areas.
- Remain in shelter until the warning expires, public safety directs release, or COO/designee issues the all-clear.
- Campus closure/delay decisions should be made by the COO/Campus Emergency Coordinator or designee in coordination with the President and Senior VP of Academic Affairs as appropriate.
- Closings, delays, and instructional changes may be communicated through text/email, Canvas/LMS, Beal email, website/social media, voicemail, and other available channels.

6.10 Bomb threat

All bomb threats must be taken seriously until assessed. The person receiving a threat should remain calm, keep the caller on the line as long as possible, and signal another person to call 911 and notify the COO/Front Desk if possible. Do not hang up first.

- Ask: Where is the bomb or hazard? When will it explode or activate? What does it look like? What kind is it? What will cause it to explode? Did you place it? Why? What is your name and location?
- Record exact wording, caller ID/number, time, background sounds, voice characteristics, and any indication that the caller knows the building.
- Preserve written notes, emails, voicemail, screenshots, envelopes, and other evidence.
- Campus leadership, in consultation with law enforcement when possible, will determine evacuation, shelter, search, or other action. If a device is found, emergency responders take responsibility.
- Do not touch suspicious objects. Do not use radios, cell phones, or the fire alarm near a suspected device unless directed by public safety.
- If evacuation is ordered, instructors take rosters and leave belongings as-is unless directed otherwise.

6.11 Suspicious package or mail

- Do not open, move, shake, smell, cover, clean, or handle a suspicious package.
- If already opened, remain calm, put the item down, leave the immediate area if safe, close the door, and wash hands with soap and water.
- Call 911 and notify the COO/Front Desk. Clear the immediate area and prevent others from entering.
- If powder, liquid, or other substance is present, keep hands away from face, do not touch others, and wait for emergency responder instructions.
- Document who handled the item and preserve the area for responders.

6.12 Active threat, intruder, hostage, or violence

During violence or threat of violence, people closest to the threat must make immediate life-safety decisions based on what they see and hear. Use Avoid / Deny / Defend principles: leave if safe, deny access if leaving is not safe, and defend only as a last resort against imminent life-threatening harm.

- Call 911 as soon as it is safe. Provide exact location, description, weapons, injuries, and direction of travel.
- If evacuation is safe, leave belongings behind, keep hands visible, move away from danger, and do not gather in the primary assembly area if it is unsafe or in the line of danger.
- If hiding/locking down, lock or barricade doors, turn off lights, silence phones, stay low/out of sight, and remain quiet.
- Do not open doors until law enforcement or verified campus leadership gives an all-clear.
- If confronted by an armed person, follow law enforcement training principles: remain calm if possible, do not argue, and create distance when safe.
- Law enforcement controls the scene on arrival. Follow all commands and keep hands visible.

6.13 Crime, suspicious person, or threat near campus

- Call 911 for immediate threat, crime in progress, weapon, stalking, assault, violent behavior, or suspicious activity presenting danger.
- For non-emergency law enforcement assistance, contact Bangor Police at (207) 947-7382.
- Notify the COO/Front Desk. Campus leadership may secure-in-place, restrict access, move classes, or issue emergency notifications based on confirmed information.
- Do not physically confront suspicious persons unless necessary for immediate self-defense.

6.14 Sexual assault, dating violence, domestic violence, stalking, or sex-based harassment emergency

- Call 911 if there is immediate danger, injury, threat, weapon, or need for medical assistance.
- Preserve evidence when possible: do not clean, delete messages, wash clothing, or alter the scene if the person may want law enforcement involvement.
- Report or refer to the Title IX Coordinator: Robin Tardiff, (207) 307-3900, titleix@beal.edu. The Deputy Title IX Coordinator is Steve Villett.
- The University will coordinate supportive measures, reporting options, privacy, and Clery/VAWA review as required by policy and law.
- A victim may choose whether to notify law enforcement except where the University has an independent obligation to act because of immediate danger, minors, or other legal requirements.

6.15 Hazing, bullying, cyberbullying, or serious student conduct threat

- Call 911 for immediate danger, injury, threats of violence, coercion, weapon, or suspected criminal conduct.
- Report hazing, bullying, or cyberbullying to Student Services, the COO, Title IX Coordinator, HR, or other appropriate University official.
- Preserve evidence such as screenshots, messages, photos, videos, emails, social media posts, witness names, and dates/times.
- Hazing involving physical injury, forced consumption, coercion, sexual misconduct, threats, criminal conduct, or serious risk must be escalated immediately for safety and regulatory review.
- Do not retaliate against anyone who reports or participates in a review or investigation.

6.16 Cybersecurity incident or technology disruption

- Report suspected phishing, ransomware, unauthorized access, data breach, malware, lost/stolen device, compromised account, or system outage to IT immediately: ithelp@beal.edu or (207) 307-3900 ext. 330.
- For safety-impacting technology failure, also notify the COO/Front Desk. For criminal threats, extortion, or public safety concerns, call 911 or Bangor Police as appropriate.
- Do not click suspicious links, open unknown attachments, pay ransom, communicate with attackers, or delete evidence.
- If instructed by IT, disconnect the device from Wi-Fi/network but do not power it off if evidence preservation is needed.
- The CTO/IT Team coordinates containment, communication, restoration, and regulatory notification review with Compliance, HR, Student Services, and leadership.

6.17 Infectious disease, public health emergency, or exposure concern

- Follow directives from local, state, or federal public health authorities.
- Encourage sick students and employees to stay home and seek medical guidance.
- Use hand hygiene, respiratory etiquette, cleaning/disinfecting, ventilation review, and isolation/exclusion decisions based on current public health guidance.
- Notify Maine CDC Disease Reporting for reportable disease consultation/reporting: 1-800-821-5821; disease.reporting@maine.gov for non-confidential consultation.
- Coordinate academic continuity, remote instruction, attendance flexibility, and return-to-campus decisions through the COO, SVP of Academic Affairs, Student Services, HR, and Program Directors.

6.18 Missing person or welfare concern

Beal University does not operate student housing. Any report that a student, employee, or visitor is missing from campus, is believed to be in danger, or may be unable to care for themselves must be taken seriously.

- Call 911 or Bangor Police for immediate welfare concerns or suspected danger.

- Notify Student Services, HR, the COO, or Front Desk as appropriate.
- Preserve schedules, rosters, last-known contact, and witness information for law enforcement.
- Do not delay law enforcement notification because 24 hours have not passed when there is reason for concern.

7. Communication, Emergency Notification, Timely Warning, and Media

7.1 Emergency notification decision process

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, Beal University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing the notification would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

Decision point	Responsible role(s)	Documentation
Confirm significant emergency or dangerous situation	COO, public safety officials, Facilities, IT, Program Director, Front Desk, or other leadership depending on source of information	Incident report; caller/report notes; public safety communication; system logs if applicable.
Determine audience/segment	COO with President, SVPAA, Compliance, Student Services, IT, or public safety as needed	Notification decision log or incident report.
Determine content	COO or designee; IT/Communications support	Copy of message retained.
Initiate notification system	COO/designee; IT Team; Front Desk; Student Services; Academic leadership	System logs, email/Canvas copy, text log, website/social screenshot as applicable.
Follow-up/all-clear	COO/designee in coordination with public safety and leadership	Follow-up messages retained.

7.2 Notification methods

Emergency information may be distributed through one or more of the following based on the emergency, available systems, and affected audience:

- Emergency alarm systems and plain-language verbal announcements;
- Beal email and employee/student email accounts;
- Text messaging or other emergency notification through STARS
- Canvas/LMS announcements;
- Phone calls or voicemail;
- Beal website updates;
- Social media posts;
- Door postings/signage at entrances if safe;
- Direct classroom/lab/office notification by faculty, supervisors, Front Desk, or wardens;
- Local radio or media only if leadership determines broader dissemination is needed.

7.3 Timely warnings

When Beal University becomes aware of a Clery-reportable crime that represents a serious or continuing threat to students and employees, the SVP of Institutional Effectiveness, COO, President/designee, Title IX Coordinator, and other appropriate officials will evaluate whether a timely warning is required. Timely warnings should include information that promotes safety and helps prevent similar crimes while protecting privacy and avoiding information that would compromise law enforcement or victim safety.

7.4 Media and public information

- The COO serves as media spokesperson unless the President designates another spokesperson for a specific event.
- All employees should refer media contacts to the COO or designated spokesperson.
- Do not release names, medical status, student records, employee records, victim information, or personally identifiable information except through authorized channels and in compliance with privacy rules.
- Coordinate with law enforcement, fire, EMS, public health, and legal/compliance as appropriate before releasing details.
- Provide accurate updates when available; do not speculate.

8. Training, Drills, Documentation, and Plan Maintenance

8.1 Student orientation and plan availability

- Students receive information about emergency response and evacuation procedures during orientation and through University materials such as the catalog/student handbook, consumer information, Canvas/LMS, or student resources as applicable.
- The plan should be made available to students, faculty, and staff through Beal's website/consumer information or an equivalent readily accessible location. Hard copies should be available from the Front Desk, COO, or designee upon request.
- Security-sensitive annexes, floor plans, utility shutoff details, and confidential assistance plans may be restricted to employees and responders with a need to know.

8.2 Employee training

- Review this plan with employees when the plan is developed, when an employee is initially assigned emergency responsibilities, when responsibilities change, and when the plan changes.
- Train designated wardens/searchers, Front Desk, Facilities, Program Directors, HR, Student Services, Compliance, and IT on their specific roles.
- Provide training for higher-risk instructional areas, including welding, nursing, health sciences labs, chemical/SDS procedures, sharps/biohazard handling, PPE, and exposure reporting.
- Document training date, participants, topics, trainer/facilitator, and follow-up actions.

8.3 Drills and annual tests

- Conduct and document emergency response and evacuation tests at least annually. Fire evacuation drills should be conducted at least annually and preferably approximately every six months when feasible, consistent with prior Beal practice.
- Tests may be announced or unannounced. At least one test per calendar year should be accompanied by publicizing Beal's emergency response and evacuation procedures.
- Document each test with a description of the exercise, date, time, whether announced or unannounced, participating areas, issues observed, corrective actions, and responsible person(s).
- Use after-action findings to update the plan, training, maps, signage, communications, or facilities practices.

8.4 Plan maintenance

The Emergency Preparedness Committee should review and update this plan at least annually. Updates should also occur after incidents, drills, facilities changes, program/lab/shop changes, regulatory changes, changes in organization chart roles, changes to notification tools, or safety inspections that identify corrective actions.

9. Recovery, Continuity, and After-Action Improvement

- Stabilize the scene with public safety and Facilities before resuming operations.
- Provide follow-up communications to students, employees, and other affected parties as appropriate.
- Coordinate academic continuity through the SVP of Academic Affairs, Deans, Program Directors, Registrar, IT, Student Services, and faculty.
- Support affected students and employees through Student Services, HR, Title IX, external referrals, and community resources such as Maine 211, 988, Maine Crisis Line, and medical care.
- Preserve evidence and records needed for law enforcement, OSHA, Clery, Title IX, insurance, workers' compensation, facilities, accreditation, or other reporting.
- Conduct after-action review after significant incidents and drills. Assign corrective actions, due dates, and responsible owners.
- Reopen affected areas only after safety is verified by appropriate authority, such as the Fire Department, police, Facilities, public health, utility provider, or code official.

Appendix A - Emergency Contacts and Facility-Specific Information

A.1 Public safety, public health, medical, and utility contacts

Agency / resource	Phone	Email / web contact	Notes
Emergency	911	N/A	Immediate police, fire, EMS, active threat, gas odor, serious injury, fire/smoke, hazardous release.
Bangor Police Department	(207) 947-7382 Emergency: 911	Police Department email link / police@bangormaine.gov	240 Main Street, Bangor, ME 04401. Use non-emergency line only when no immediate danger.
Bangor Fire Department	(207) 992-4700 Emergency: 911	fire.dept@bangormaine.gov	289 Main Street, Bangor, ME 04401.
Bangor Fire Prevention Bureau	(207) 992-4263	Fire.dept@bangormaine.gov	73 Harlow Street, 1st Floor, Bangor, ME 04401. Fire prevention/code coordination.
Bangor Code Enforcement	(207) 992-4230	code.enf@bangormaine.gov (or code.enforcement@bnagor.gov	73 Harlow Street, Bangor, ME 04401.
Bangor Public Works / sewer main emergency	(207) 992-4500	Amanda.smith@bangormaine.gov	24-hour contact for City sewer main backups affecting property.
Penobscot County Emergency Management Agency	(207) 945-4750	Penobscotecoc@penobscot-country.net	Emergency management coordination and regional support.
Maine CDC Disease Reporting	1-800-821-5821 Fax: 1-800-293-7534	disease.reporting@maine.gov	24-hour disease reporting/consultation. Do not send confidential reports by email unless authorized.
Poison Help	1-800-222-1222	poisonhelp.hrsa.gov / poison.org	Poisoning or toxic exposure. Call 911 first for severe symptoms.
Northern Light Emergency Care / EMMC	(207) 973-8000	N/A	489 State Street, Grant Building Level 1, Bangor, ME 04401. Emergency department 24 hours.
St. Joseph Emergency Care	(207) 907-3000	N/A	360 Broadway, Bangor, ME 04401. Emergency department.
Maine 211	211 Text ZIP to 898-211	info@211maine.org	Community and disaster resources, 24/7.
988 Suicide & Crisis Lifeline	988	988lifeline.org	Call/text/chat support, 24/7.
Maine Crisis Line	1-888-568-1112	N/A	Behavioral health crisis line, 24/7.
Statewide Domestic Violence Helpline	1-866-834-4357	N/A	Support resource; call 911 for immediate danger.
Sexual Assault Support	1-800-871-7741	N/A	Support resource; call 911 for immediate danger.
Versant Power outage / power emergency	(207) 973-2000 1-855-363-7211	Use outage reporting form	Electric outage or trouble. Downed wires: call 911 and keep away.
Unitil gas emergency	Maine: 1-866-900-4460	unitil.com	For suspected gas leak: leave area, call 911 from safe distance, then call Unitil.
Bangor Water District	Business hours: (207) 947-4516 opt. 1 then opt. 4 After hours: (207) 843-6472 Dig Safe 1-888-344-7233	billing@bangorwater.org; digsafes@bangorwater.org	Water emergencies; verify account-specific details annually.

A.2 Facility-specific emergency information

Item	Current Beal-specific information	Responsible role
Primary assembly area	Far back right-hand corner of the school parking lot.	Facilities / COO / Evacuation Warden
Secondary assembly area	To be designated and posted after Facilities/fire review.	Facilities / COO
Severe weather shelter areas	Maintenance room, faculty area, Medical Assistant / Health Sciences lab area; interior rooms/corridors away from windows if needed.	Facilities / Program Directors / Faculty
Evacuation maps	Posted and marked by exit signs throughout the building; attach current floor plans to restricted annex.	Facilities
Fire alarms and smoke detectors	Located throughout building.	Facilities / vendor
Manual pull stations	Near building entrances.	Facilities
Fire extinguishers	Located throughout school in accessible locations; never block.	Facilities
First aid kits	Administrative office area, Medical Assistant / Health Sciences lab area, Welding Lab. Verify current locations annually.	Facilities / HR / Program Directors
Panic button	Located on fire alarm per prior ERP; verify current function/location.	Facilities
Security cameras	Hallway areas monitored by security cameras.	Facilities / IT
Outdoor security lights	Side of building overlooking staff parking.	Facilities
AED location(s)	Insert current AED location(s) and inspection schedule.	Facilities / HR
Eyewash/shower stations	Insert current locations.	Facilities / Program Directors
SDS access	Insert current SDS binder/electronic access locations.	Facilities / Program Directors
Utility shutoffs	Maintain in restricted facilities annex.	Facilities

Appendix B - Beal Department Contacts

Department / function	Phone / extension	Email	Notes
Admissions	(207) 307-3900 ext. 308	admissions@beal.edu	Prospective student inquiries; not for emergency reporting.
Financial Aid	(207) 307-3900 ext. 317	financialaid@beal.edu	Financial aid continuity after closures/disruptions.
Student Accounts	(207) 307-3900 ext. 319	studentaccounts@beal.edu	Billing/payment questions after

Department / function	Phone / extension	Email	Notes
Registration / Registrar	(207) 307-3900 ext. 325	registrar@beal.edu	closures/disruptions. Rosters, registration, student records.
Career Services	(207) 307-3900 ext. 337	careerservices@beal.edu	Employer/externship communication, employment support.
IT Support	(207) 307-3900 ext. 330	ithelp@beal.edu	Technology, LMS, email, and cybersecurity support.
Title IX Coordinator	(207) 307-3900 ext. 336	titleix@beal.edu	Sex discrimination/harassment, sexual assault, dating violence, domestic violence, stalking, supportive measures.
Bangor campus main line	(207) 307-3900	Use department email as appropriate	Main campus line.
Fax	(207) 947-0208	N/A	General campus fax.

Appendix C - Emergency Notification Templates

Use plain language. Provide only confirmed information. Replace bracketed text before sending. Follow-up messages should be issued when conditions change and after an all-clear is confirmed.

Template	Message
Evacuation	Emergency at Beal University Bangor: Evacuate the building now using the nearest safe exit. Go to the far back right-hand corner of the school parking lot unless directed otherwise. Do not re-enter until an all-clear is issued.
Shelter-in-place / severe weather	Emergency at Beal University Bangor: Shelter in place immediately. Move to interior shelter areas away from windows, including the maintenance room, faculty area, Medical Assistant / Health Sciences lab area, or the nearest interior room. Remain there until an all-clear is issued.
Lockdown	Emergency at Beal University Bangor: Lockdown immediately. Move to the nearest securable room, lock or barricade doors if safe, turn off lights, silence phones, stay out of sight, and remain quiet. Call 911 only if safe. Wait for law enforcement or verified campus all-clear.
Secure-in-place	Emergency near Beal University Bangor: Secure in place. Bring people inside, lock exterior doors, stay away from windows, and limit movement until further notice.
Closure / delay	Beal University Bangor update: Due to [condition], campus operations are [closed/delayed/remote] on [date/time]. Students and employees should check Beal email and Canvas for course and department-specific instructions.
All-clear	Beal University Bangor all-clear: [Police/Fire/authorized official] has cleared [area/event]. Normal operations may resume [with limitations if any]. Follow additional instructions from Beal leadership.
Follow-up support	Beal University Bangor follow-up: Students needing support may contact Student Services at (207) 307-3900. Employees may contact HR. Crisis support is available by calling/texting 988 or the Maine Crisis Line at 1-888-568-1112. Call 911 for immediate danger.

Appendix D - Bomb Threat Checklist

Prompt / observation	Record information
Date and time of threat	
Phone number / line where call received	
Exact wording of threat	
Where is the bomb/hazard?	
When will it explode / activate?	
What does it look like?	
What kind of bomb/hazard is it?	
What will cause it to explode / activate?	
Did you place it? Why?	
What is your name? Where are you?	
Caller voice: calm, excited, loud, soft, deep, nasal, raspy, slurred, crying, laughing, accent, disguised, familiar, other	
Background sounds: voices, street, music, machinery, animals, PA, vehicles, quiet, other	
Threat language: educated, foul, incoherent, irrational, read from script, taped, other	
Did caller indicate knowledge of building? Give specifics.	
Person receiving call	
Actions taken / persons notified	

Bomb threat reminders

- Remain calm. Keep caller on the line as long as possible. Do not hang up first.
- Signal another person to call 911 and notify the COO/Front Desk if possible.
- Preserve notes, voicemail, emails, screenshots, envelopes, and other evidence.
- Do not touch suspicious objects. Do not use cell phones/radios/fire alarm near a suspected device unless directed by public safety.

Appendix E - Suspicious Package / Mail Checklist

Indicator / action	Notes
Do not open, move, shake, smell, cover, or clean the item.	
Clear the immediate area and close door if safe.	
Call 911 and notify COO/Front Desk.	
If opened and substance present, wash hands with soap and water; keep hands away from face; avoid touching others.	
Record who handled the item and who was nearby.	
Preserve area for emergency responders.	
Follow law enforcement/fire instructions.	

Appendix F - Evacuation Drill and Annual Test Record

Field	Information
Date / time	
Type of drill or test	Fire evacuation / lockdown / shelter-in-place / tabletop / communication test / other
Announced or unannounced	
Areas included	
Weather / conditions	
Start time / all-clear time / total duration	
Assembly area used	
Accounting method used	Class rosters / staff list / visitor log / other
Publicized procedures in conjunction with test?	Yes / No - describe
Observed strengths	
Observed issues	
Corrective actions assigned	
Responsible person(s)	
Completion date	
Documentation retained by	Compliance / Facilities / COO / other

Appendix G - Incident Reporting

Field	Information
Date / time of incident	
Reporter name / contact	
Location	
Incident type	Fire / medical / injury / hazmat / threat / violence / cyber / facility / weather / other
Persons involved / witnesses	
Description of incident	
Immediate actions taken	
911 / police / fire / EMS notified?	Yes / No - time and agency
Injuries or exposures	
Photos / evidence / documents attached	
Notifications made	COO / HR / Student Services / Compliance / Title IX / IT / Facilities / other
Follow-up required	
Completed by / date	

Appendix H - After-Action Review Form

Question	Response
What happened?	
What was supposed to happen under the plan?	
What went well?	
What did not go as expected?	
Were emergency notifications timely and accurate?	
Were evacuation/shelter/lockdown actions appropriate?	
Were access and functional needs addressed?	
Were public safety and utility contacts effective?	
What corrective actions are needed?	
Responsible owner(s) and due dates	
Plan/training/map/signage updates needed	
Review completed by / date	

Appendix I - Access and Functional Needs Assistance Planning Form

Confidentiality
Maintain this information confidentially. Share only with those who need it for emergency planning, response, or safety.

Field	Information
Name	
Student / employee / visitor / other	
Program / department / class schedule or campus location(s)	
Preferred emergency communication method(s)	
Assistance needed for evacuation	
Assistance needed for shelter-in-place / lockdown	
Mobility, sensory, medical, communication, service animal, or other considerations	
Emergency contact, if voluntarily provided	
Assigned support person(s), if any	
Agreed plan summary	
Review date	

Appendix J - Lab, Shop, and Hazard Checklist

Area / item	Check / notes	Responsible role
Welding booths and hot-work areas	Combustibles controlled; fire extinguishers accessible; ventilation functioning; PPE available; gas cylinders secured; exits clear; hot-work procedures followed.	Welding Program Director / Facilities
Compressed gas cylinders	Stored upright and secured; caps/regulators managed; incompatible gases separated; leak procedures posted.	Program Director / Facilities
Nursing Labs	Sharps containers available; exposure procedures posted; PPE available; simulated/actual clinical materials controlled; biohazard containers labeled.	Program Director / Faculty / Facilities
Chemicals / cleaning materials	SDS accessible; labels intact; storage compatible; spill response supplies available as appropriate.	Facilities / Departments
Computer labs / server / IT spaces	No blocked exits; electrical loads managed; emergency communication backups reviewed; fire hazards controlled.	IT / Facilities
VR / simulation equipment	Trip hazards managed; cables controlled; emergency stop/safe-use procedures known; equipment cleaned/maintained.	Program Director / IT
Fire extinguishers	Locations accessible; inspections current; type appropriate to hazards.	Facilities
Egress routes and exit doors	Clear, marked, illuminated; doors operational; no storage in corridors.	Facilities
Emergency lighting and exit signs	Testing and maintenance current.	Facilities
AED / first aid	Locations marked; inspections current; supplies restocked.	Facilities / HR
SDS and exposure-control supplies	Available to affected employees and faculty; staff know location and reporting process.	Facilities / Program Directors / HR