



BEAL UNIVERSITY
Wilton Location
Emergency Response Plan

75 Allen Street, Wilton, Maine 04294

Wilton Phone: (207) 401-6075 | Main Phone: (207) 307-3900 | Fax: (207) 947-0208

Emergency: 911

Revised August 18, 2026

Immediate Emergency Quick Reference

Use phone or in-person notification for emergencies: Email is not an emergency reporting method. For any immediate threat to life, health, fire safety, or campus security, call 911 first, then notify the Wilton on-site lead 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/fuel leak, hazardous release, or any uncertain life-safety situation.
Beal University Wilton location	(207) 401-6075 Fax: (207) 947-0208	Local campus phone and reception/business contact.
Campus address for 911	Beal University 75 Allen Street Wilton, ME 04294	Give the exact classroom, lab, entrance, hallway, parking area, or landmark when possible.
Franklin County Regional Communications Center	(207) 778-6140	Non-emergency police/dispatch contact. Use 911 for emergencies.
Wilton Police office	(207) 645-3876	Police office line. For a non-emergency officer, use (207) 778-6140; use 911 for emergencies.
Wilton Fire & Rescue administrative	(207) 645-4598	Fire department administrative contact. Use 911 for incidents or emergencies.
Poison Help	1-800-222-1222	Poisoning, chemical exposure, medication ingestion, or toxic-exposure guidance. Call 911 first for severe symptoms.
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 to 898-211 info@211maine.org	Non-emergency referrals for disaster resources, shelter information, housing, food, mental health, transportation, and other 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 otherwise designated.
Wilton on-site lead / Primary Evacuation Warden	Katie Brown	(207) 307-3900	kbrown@beal.edu	Leads immediate on-site protective actions when present; coordinates accounting and responder liaison.
Wilton site representative / Alternate Warden	Tara Baldwin	(207) 401-6075	tbaldwin@beal.edu	Receives reports, supports notifications, visitor accountability, and responder direction. Assignment carried forward from 2024 ERP and must be confirmed by the COO.
Facilities / Maintenance Supervisor	Kevin Hardy	(207) 307-3900	khardy@beal.edu	Safety systems, facilities access, utility shutoffs if safe and authorized, and 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, emergency-contact access as appropriate, and institutional warden support.
Director of Student Services	Ginger Glodowske	(207) 307-3900	gglodowske@beal.edu	Student support, access and functional needs, post-incident resources, and referrals.
Senior VP of Academic Affairs	Anie Bonilla	(207) 307-3900	abonilla@beal.edu	Academic continuity, faculty direction, and program-specific instructional safety.
Senior VP of Institutional Effectiveness	Brenton Carlini	(207) 307-3900	bcarlini@beal.edu	Clery/ASR documentation, emergency-test records, regulatory documentation, assessment, improvement planning, and evidence retention.

Role / department	Current name / office	Phone / extension	Email	Emergency responsibility
Chief Technology Officer	Sean Serrao	(207) 307-3900	sserrao@beal.edu	Emergency communication systems, cybersecurity incident coordination, and continuity of IT services.
IT Team	Sheree Rice / Brent Roberts	(207) 307-3900 ext. 330 / 331	ithelp@beal.edu	Phones, email, text systems, website/social support, and technology response.
LMS Support	Josh Cole	(207) 307-3900 ext. 332	Lmshelp@beal.edu	Canvas, LMS
Admissions	Admissions Office	(207) 307-3900 ext. 308	admissions@beal.edu	Prospective student and visitor coordination as directed.
Financial Aid	Financial Aid Office	(207) 307-3900 ext. 317	financialaid@beal.edu	Student financial aid continuity and referrals after incidents.
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 Wilton 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 Wilton satellite location at 75 Allen Street, Wilton, Maine. It is 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 supports life safety, rapid reporting to public-safety agencies, orderly evacuation or sheltering, campus emergency notification, continuity of essential operations, regulatory documentation, and post-incident improvement.

1.2 Scope

This plan applies 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 personnel must also notify University leadership when an incident affects a Beal student or employee.

1.3 Wilton campus profile

The Wilton satellite location is at 75 Allen Street, Wilton, Maine 04294. The facility supports the Associate Degree in Nursing and includes Classroom 1, Classroom 2, a nursing lab, simulation/virtual-reality spaces, administrative offices, two adjunct faculty offices, a program director office, restrooms, and related support areas.

Nursing and simulation spaces create distinct emergency-planning considerations, including sharps and biohazard controls, bloodborne-pathogen exposure response, chemical hazard communication, electrical and technology continuity, patient-simulation equipment safety, and medical-emergency readiness. Current floor plans, occupancy information, life-safety systems, equipment locations, and utility shutoffs must be maintained in a controlled facilities annex and verified after changes.

1.4 Life-safety priorities

- Protect life and health. Move 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. Use it 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 laboratory safety procedures;
- Building fire alarm, smoke detector, 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; and
- Program-specific Nursing, simulation, laboratory, and clinical/externship 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 and fire-response requirements, ACCSC emergency-preparedness expectations, and generally accepted all-hazards planning guidance for institutions of higher education.

Requirement area	Plan alignment
ACCSC Physical Facilities and Emergency Preparedness	Written preparedness plan; scenario action plans; evacuation and lockdown procedures; communication protocols during and after incidents; student orientation; regular faculty/staff training; assessment and improvement.
Clery Act / 34 CFR 668.46(g)	Immediate emergency notification after confirmation of a significant emergency or dangerous situation; responsible titles; notification content and audience; 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, employee accounting, 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 and handling, ignition controls, combustible-waste control, fire-protection equipment, heat-producing safeguards, and responsible roles.
OSHA Hazard Communication, Bloodborne Pathogens, and PPE	Chemical labels and SDS access, exposure control, sharps/biohazard response, PPE, chemical-spill response, and incident documentation.
Maine Office of State Fire Marshal / local fire and code	Fire-alarm, smoke-detection, extinguisher, egress, emergency-lighting, occupancy, and life-safety practices consistent with Maine-adopted requirements and local coordination.
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	Individualized planning for notification, evacuation, sheltering, lockdown, service animals, communication, and post-incident support.
FERPA health-and-safety emergency principles	Disclosure of relevant information to appropriate parties when necessary to protect health or safety while limiting disclosure to those with a need to know.
Maine anti-hazing and federal Stop Campus Hazing Act alignment	Emergency response to hazing-related injuries or 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. During an emergency, personnel must follow public-safety 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/laboratory changes, or changes to emergency-communication systems.

3. Emergency Organization and Role Assignments

3.1 Emergency Preparedness Committee

The Emergency Preparedness Committee includes:

- 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;

Vice President of Financial Aid: Consuela Phillips; and

- Wilton on-site lead and alternate designated by the COO.

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.
COO / Campus Emergency Coordinator	Coordinates University response until public safety assumes incident command; authorizes notifications or delegates; coordinates evacuation, sheltering, closure, and re-entry; media spokesperson unless otherwise designated.
Wilton on-site lead / Emergency Announcer	Initiates protective actions using plain language when safe; calls 911 when needed; notifies the COO; serves as local responder liaison until relieved.
Primary / Alternate Evacuation Warden	Supervises evacuation; receives area reports; coordinates assembly-area accounting; reports missing or injured persons and access issues to public safety and the COO.
Area Searchers / Sweepers	Trained, designated personnel check assigned rooms, restrooms, labs, and remote areas only when safe and without delaying their own evacuation. No one is required to enter a hazardous area.
Facilities / Maintenance Supervisor	Monitors facility conditions and safety systems; coordinates with fire/code officials, property owner, 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-review support, institutional assessment/improvement evidence, and record retention.
SVP 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 laboratory response; direct evacuation, sheltering, or lockdown; take rosters if immediately available; account for students; report missing, injured, or unaccounted-for persons.
Wilton reception / on-site office staff	Receives reports, maintains visitor information when used, helps direct responders, initiates the internal contact list when safe, and supports visitor accountability.
CTO / IT Team	Supports emergency communication, phones, email, text platform, Canvas, website/social updates, outages, cybersecurity response, and technology recovery.
Student Services	Coordinates student support, access and functional needs, referrals, post-incident resources, and student re-entry.
HR / Title IX Coordinator	Coordinates employee emergency contacts, injury follow-up, 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.
SVP Finance, Payroll, and Benefits	Coordinates employee-injury reporting and 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 personnel will provide information, access, rosters, building maps, known hazards, and other assistance. Public-safety officials direct tactical response. University personnel must not interfere with emergency operations and must follow responder instructions.

3.4 Emergency supplies and records

Facilities, on-site office staff, Student Services, HR, Program Directors, and other assigned personnel should maintain or have access to supplies and records appropriate to the location. These may include first-aid kits, AEDs if provided, flashlights, batteries, emergency contacts, roster-access procedures, visitor information, 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/fuel odor, or other immediate threats.
- Call 911. Call for fire, smoke, serious injury, crime in progress, weapon, active threat, suspected gas/fuel leak, 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 it for an active threat unless fire, smoke, or evacuation is the safer action.
- Warn nearby people. Use plain language, such as: 'Fire in the nursing lab. Evacuate now through the nearest safe exit.'
- Notify campus leadership when safe. Notify the Wilton on-site lead, COO, Facilities/Maintenance Supervisor, or designee.
- Follow the correct protective action: evacuate, shelter-in-place, lockdown, secure-in-place, avoid the area, or keep an incident area clear based on the hazard and responder instructions.

4.2 Reporting an emergency

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

- Your name and callback number;
- Campus name and address: Beal University, 75 Allen Street, Wilton, Maine 04294;
- Exact location: classroom, nursing lab, simulation space, hallway, parking area, entrance, office, or landmark;
- Nature of emergency: fire, medical, weapon, intruder, chemical spill, suspicious package, gas/fuel odor, etc.;
- Number of injured, exposed, threatened, or unaccounted-for persons, if known;
- Description of any suspect, vehicle, package, hazard, or condition;
- Actions already taken, such as evacuation, lockdown, first aid, or alarm activation; and
- Known hazards for responders, such as chemicals, sharps, biohazards, simulation equipment, locked rooms, or utilities.

Do not hang up first: Stay on the line with 911 unless the dispatcher says to hang up or remaining on the line would place you in danger.

4.3 Emergency protective actions

Protective action	Use when	Basic action
Evacuate	Fire, smoke, explosion, suspected gas/fuel leak, indoor hazardous release, structural hazard, bomb-threat decision, or official order.	Leave by the nearest safe exit; assist others if safe; go to the assembly area; account for people; do not re-enter.
Shelter-in-place	Severe weather, outdoor hazardous material, police/fire order, or unsafe exterior conditions.	Move to a 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 a securable room; lock or barricade if safe; lights off; silence phones; stay out of sight; contact 911 only if safe.
Secure-in-place	Threat outside campus or nearby police activity where essential activity can safely continue indoors.	Bring people inside, lock exterior doors, keep people away from windows, restrict movement, and follow instructions.
Avoid / Deny / Defend	Active attacker or direct violence requiring an immediate personal decision.	Avoid by leaving if safe; deny access by securing/barricading; defend only as a 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; do not move the person unless needed for safety.

4.4 Accountability after evacuation or sheltering

- Faculty bring class rosters or access them electronically when safe. If time does not allow, leave immediately and account at the assembly or shelter area.
- On-site office staff bring or preserve visitor information 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 one may re-enter until the authority having jurisdiction gives the all-clear through the COO, on-site lead, 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 them only with those who need the information for emergency planning or response.

- Ask before assisting; communicate clearly and respectfully.
- Use the nearest safe exit or accessible route, including the Classroom 2 wheelchair-ramp route when appropriate and safe.
- 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. Wilton-Specific Evacuation, Shelter, and Lockdown Procedures

5.1 Primary exterior assembly area

The primary exterior assembly area is the back left corner of the downhill parking lot on the rear side of the building, near the dumpster. This location was carried forward from the September 2024 Wilton plan to move occupants away from the building and preserve front access for emergency vehicles.

Primary assembly area: Back left corner of the downhill rear parking lot, near the dumpster. Stay clear of entrances, fire lanes, apparatus, hydrants, downed wires, smoke, and responder work areas.

Required annual site review: Facilities and Wilton Fire & Rescue should confirm the assembly area's capacity, lighting, winter accessibility, distance from the building/dumpster, and impact on rear responder access. If unsafe during an incident, follow responder direction to another location.

5.2 Planned evacuation routes

Area	Primary evacuation route	Notes
Classroom 2	Exit through the door within Classroom 2, proceed down the wheelchair ramp, turn left, and continue to the rear assembly area.	Use the nearest safe marked exit if the planned route is blocked.
Classroom 1	Exit through the front door, turn left along the side of the building, then turn left again to the rear assembly area.	Keep emergency access paths clear.
Nursing lab and simulation / VR rooms	Exit through the front door, turn left along the side of the building, then turn left again to the rear assembly area.	If safe, secure sharps and stop equipment; never delay evacuation.
Administrative and faculty offices	Exit through the front door, turn left along the side of the building, then turn left again to the rear assembly area.	Assist visitors if safe. Preserve visitor information only if immediately available.
Any area with a blocked route	Use the nearest safe, marked alternative exit and move away from the hazard to the designated or responder-directed assembly location.	Do not pass through smoke, fire, hazardous vapor, violence, or downed wires.

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

5.3 Secondary exterior assembly area and off-site relocation

A secondary exterior assembly area has not been documented in the source plan. Facilities, the COO, the on-site lead, and ideally Wilton Fire & Rescue should designate and post one that does not interfere with emergency access. If the primary area is unsafe because of smoke, wind, hazardous materials, police activity, downed wires, flooding, ice, or responder operations, follow public-safety direction and move crosswind/upwind or farther away as instructed.

For an activated public shelter, warming/cooling center, or community relocation site, follow Franklin County EMA/public-safety direction or contact 211 Maine. Any preplanned off-site location must be approved with the site owner and public safety and documented for capacity, accessibility, route, hours, transportation, and accountability.

5.4 Severe-weather and shelter areas

For tornado or severe-thunderstorm warnings and other conditions where exterior evacuation would increase danger, move to interior rooms away from windows. The two adjunct faculty offices and program director office in the faculty administration area, directly opposite and slightly right of the front entrance, were identified in the 2024 Wilton plan because they lack windows.

Shelter area	Use	Notes
Two adjunct faculty offices	Primary severe-weather shelter / interior refuge	Verify structural suitability, occupancy capacity, clear egress, and absence of storage hazards annually.
Program director office	Primary severe-weather shelter / interior refuge	Keep occupants away from doors and exterior glass; verify capacity annually.
Other interior rooms/corridors without windows	Overflow only if primary rooms are full or inaccessible	Avoid large-span rooms, exterior windows/doors, electrical hazards, and laboratory equipment hazards.

5.5 Lockdown and secure-in-place basics

- Use plain-language announcements: 'Lockdown. Locks, lights, out of sight.' or 'Secure-in-place. Threat outside. Bring people inside and lock exterior doors.'
- For an internal threat, move to the nearest securable classroom, lab, office, or other space. People outside must not enter; move away from the building and call 911.

- Lock or barricade doors if safe, turn off lights, silence phones, and remain out of sight and away from windows and doors.
- Do not open the door until law enforcement or verified University leadership gives an all-clear. A fire alarm during an active threat may be a tactic; evacuate only for fire, smoke, immediate danger, or law-enforcement instruction.
- For a threat outside, bring people inside, lock exterior doors, clear hallways/restrooms, keep people away from windows, restrict movement, and continue only essential activity 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. Give the campus address and exact location of fire or smoke.
Confine / Contain	Close doors and windows behind you if safe to slow fire and smoke spread.
Extinguish / Evacuate	Use an extinguisher only if trained, the fire is small, you have a clear exit behind you, and it is safe. 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 and take rosters only if immediately available.
- Report to the primary assembly area unless it is unsafe or responders direct otherwise.
- Report missing, injured, or trapped persons to the Evacuation Warden and Fire Department.
- Do not re-enter until Wilton Fire & Rescue or another authority with jurisdiction issues the all-clear through the COO/on-site lead or designee.

6.2 Nursing laboratory, simulation, or equipment incident

- Stop the activity and move people away from sharps, electrical hazards, chemicals, damaged equipment, body-fluid exposure, smoke, heat, or other danger.
- Call 911 for serious injury, fire/smoke, electrical shock, hazardous release, or any uncertain life-safety condition.
- Shut down simulation/VR or laboratory equipment only if trained, authorized, and doing so will not delay evacuation or create danger.
- Secure sharps and biohazard containers only when it is safe and part of normal trained procedure; do not handle exposed sharps during evacuation.
- Notify the Program Director, on-site lead, Facilities, HR/Student Services, and COO as appropriate. Preserve the area for review and document corrective actions before resuming use.

6.3 Medical emergency, traumatic injury, overdose, 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 address, exact location, condition, and whether the person 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.
- Use gloves/PPE for blood or body fluids. Keep bystanders back and preserve EMS access.
- Notify the on-site lead, COO, HR, or Student Services when safe. Complete the University accident/incident report.

6.4 Bloodborne-pathogen exposure, sharps injury, or biohazard spill

- For a needlestick or sharps injury, wash the area promptly with soap and water. Do not suck the wound or aggressively squeeze it.
- For a splash to eyes, nose, or mouth, flush with clean water for at least 15 minutes when feasible.
- Notify the supervising instructor, Program Director, HR, or Student Services and obtain prompt professional medical evaluation under the University's Exposure Control Plan.
- Do not recap, pick up, or move contaminated sharps unless the task is part of an approved procedure and you are trained and equipped. Use approved sharps/biohazard containers and do not overfill them.
- Isolate a spill, use appropriate PPE and approved cleanup procedures, document the incident, and preserve information needed for exposure follow-up.
- Students in clinical/externship settings follow the host site's exposure-control procedure and notify Beal leadership.

6.5 Hazardous materials, chemical spill, or unknown substance

Situation	Action
Small known spill within training and supplies	Use PPE, SDS guidance, approved spill supplies, ventilation controls, and disposal procedures. Notify Facilities and the Program Director; document as required.
Unknown substance, fumes, large spill, injury, exposure, fire risk, or spill beyond training	Leave, isolate the room, close doors if safe, call 911, notify on-site lead/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/authorized, and monitoring exposed persons.
Chemical exposure to skin or eyes	Use eyewash/shower if available and appropriate; call 911 or Poison Help as needed; obtain medical evaluation; document the incident.

6.6 Suspected gas, propane, heating-fuel leak, or unusual odor

- If you smell gas/fuel, hear gas escaping, see damaged equipment, or suspect a leak, evacuate immediately and move well away, preferably upwind.
- Do not use cell phones, switches, appliances, flashlights, radios, lighters, matches, or anything that could create a spark while in the affected area.
- Do not attempt to ventilate, locate the leak, or shut off equipment unless trained, authorized, and directed.
- When safely away, call 911. Then notify the property/facility contact and account-specific fuel or gas vendor listed in the restricted facilities annex.
- Do not re-enter until the Fire Department and appropriate utility/vendor 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. The COO/designee determines closure, delay, relocation, or online continuity.
- Report CMP electricity emergencies/outages at 1-800-696-1000 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, the on-site lead, property contact, and COO. Move people away from slip hazards and contaminated water.
- Contact the Wilton Town Office / Water and Sewer at (207) 645-4961 during posted business hours; use 911 for immediate life safety.
- 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 affecting 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 campus, move students, employees, and visitors to interior shelter areas immediately.
- Instructors take rosters if safe, close doors, and account for students in shelter areas.
- Remain until the warning expires, public safety directs release, or the COO/on-site lead issues a verified all-clear.
- The COO/Campus Emergency Coordinator or designee decides closure/delay in coordination with the President and SVP Academic Affairs as appropriate.
- Communicate changes through text/email, Canvas/LMS, Beal email, website/social media, voicemail, and other available channels.

6.10 Bomb threat

Take every bomb threat seriously until assessed. Remain calm, keep a caller on the line as long as possible, and signal another person to call 911 and notify the on-site lead/COO if possible. Do not hang up first.

- Ask where the bomb/hazard is, when it will activate, what it looks like, what kind it is, what will cause it to activate, why it was placed, and the caller's name/location.
- Record exact wording, caller ID/number, time, background sounds, voice characteristics, and any building knowledge.
- Preserve notes, emails, voicemail, screenshots, envelopes, and other evidence.

- University leadership, in consultation with law enforcement when possible, determines evacuation, shelter, search, or other action. Emergency responders take responsibility if a device is found.
- Do not touch suspicious objects or use radios, cell phones, or the fire alarm near a suspected device unless directed by public safety.
- If evacuation is ordered, leave belongings as-is unless instructed otherwise and take rosters only if immediately available.

6.11 Suspicious package or mail

- Do not open, move, shake, smell, cover, clean, or handle the item.
- If already opened, put it down, leave the immediate area if safe, close the door, and wash hands with soap and water.
- Call 911 and notify the on-site lead/COO. Clear the area and prevent entry.
- If powder, liquid, or another substance is present, keep hands away from the face, do not touch others, and wait for responder instructions.
- Document who handled the item and preserve the area.

6.12 Active threat, intruder, hostage, or violence

People closest to violence must make immediate life-safety decisions based on what they see and hear. Use Avoid / Deny / Defend: leave if safe, deny access if leaving is unsafe, and defend only as a last resort against imminent life-threatening harm.

- Call 911 as soon as safe. Give exact location, description, weapons, injuries, and direction of travel.
- If leaving is safe, leave belongings, keep hands visible, move away, and do not gather at the normal 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 leadership gives an all-clear.
- If confronted by an armed person, remain calm if possible, do not argue, and create distance when safe.
- Law enforcement controls the scene upon arrival. Follow 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 officer response, contact Franklin County Regional Communications Center at (207) 778-6140; the Wilton Police office line is (207) 645-3876.
- Notify the on-site lead/COO. Leadership may secure-in-place, restrict access, relocate classes, or issue 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 for 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 law-enforcement involvement may be desired.
- Report or refer to the Title IX Coordinator: Robin Tardiff, (207) 307-3900, titleix@beal.edu. Deputy Title IX Coordinator: Steve Villett.
- The University coordinates supportive measures, reporting options, privacy, and Clery/VAWA review as required.
- A victim may choose whether to notify law enforcement except where the University has an independent obligation because of immediate danger, minors, or another legal requirement.

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

- Call 911 for immediate danger, injury, threat of violence, coercion, weapon, or suspected criminal conduct.
- Report hazing, bullying, or cyberbullying to Student Services, the COO, Title IX Coordinator, HR, or another appropriate University official.
- Preserve screenshots, messages, photos, videos, emails, social-media posts, witness names, and dates/times.
- Immediately escalate hazing involving physical injury, forced consumption, coercion, sexual misconduct, threats, criminal conduct, or serious risk.
- 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 outage to ithelp@beal.edu or (207) 307-3900 ext. 330.
- For safety-impacting technology failure, also notify the COO/on-site lead. For criminal threats, extortion, or public-safety concerns, call 911 or police as appropriate.
- Do not click suspicious links, open unknown attachments, pay ransom, communicate with attackers, or delete evidence.
- If IT instructs, disconnect the device from Wi-Fi/network but do not power it off when 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/disinfection, ventilation review, and isolation/exclusion decisions based on current public-health guidance.
- For reportable-disease consultation/reporting, call Maine CDC at 1-800-821-5821; use disease.reporting@maine.gov only for non-confidential consultation.
- Coordinate remote instruction, attendance flexibility, and return-to-campus decisions through the COO, SVP 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, believed to be in danger, or may be unable to care for themselves must be taken seriously.

- Call 911 for immediate welfare concerns or suspected danger; use the non-emergency dispatch line when appropriate.
- Notify Student Services, HR, the COO, or on-site lead as appropriate.
- Preserve schedules, rosters, last-known contact, and witness information for law enforcement.
- Do not delay 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 community safety, determine the notification content and initiate the notification system unless doing so would compromise efforts to assist a victim, contain or respond to the emergency, or otherwise mitigate it.

Decision point	Responsible role(s)	Documentation
Confirm significant emergency or dangerous situation	COO, public-safety officials, Facilities, IT, Program Director, on-site lead, or other leadership depending on source	Incident report; caller/report notes; public-safety communication; system logs if applicable.
Determine audience / segment	COO with President, SVPAA, SVP IE, 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	COO/designee; IT Team; on-site staff; 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

Use one or more methods based on the emergency, available systems, and affected audience:

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

7.3 Timely warnings

When Beal becomes aware of a Clery-reportable crime representing a serious or continuing threat, the SVP of Institutional Effectiveness, COO, President/designee, Title IX Coordinator, and other appropriate officials evaluate whether a timely warning is required. Warnings should promote safety and prevention 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.
- Employees refer media contacts to the COO or designated spokesperson.
- Do not release names, medical status, student/employee records, victim information, or personally identifiable information except through authorized channels and consistent with privacy rules.
- Coordinate with law enforcement, fire, EMS, public health, and legal/compliance before releasing details as appropriate.
- Provide accurate updates when available; do not speculate.

8. Training, Drills, Documentation, and Plan Maintenance

8.1 Student orientation and plan availability

- Students receive emergency-response and evacuation information 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 available to students, faculty, and staff through Beal's website/consumer information or an equivalent accessible location. Hard copies should be available from the Wilton office, 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 when developed, when an employee is first assigned emergency responsibilities, when responsibilities change, and when the plan changes.
- Train wardens/searchers, on-site staff, Facilities, Program Directors, HR, Student Services, SVP IE, and IT on their roles.
- Provide higher-risk instructional training for nursing/simulation spaces, 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 occur 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 the exercise description, date, time, announced/unannounced status, participating areas, issues, corrective actions, and responsible person(s).
- Use after-action findings to update the plan, training, maps, signage, communications, or facilities practices.

8.4 Historical Wilton drill record

The September 2024 Wilton plan lists fire-evacuation drills in August 2022, November 2022, January 2023, May 2023, and September 2024. Add all later drills/tests to Appendix F and retain supporting documentation. If no later documented test exists, the COO/SVP IE should promptly schedule and document one.

8.5 Plan maintenance

The Emergency Preparedness Committee reviews and updates this plan at least annually and after incidents, drills, facility changes, program/lab changes, regulatory changes, organizational-role changes, notification-tool changes, 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 Academic Affairs, Deans, Program Directors, Registrar, IT, Student Services, and faculty.
- Support students and employees through Student Services, HR, Title IX, external referrals, 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 the appropriate authority, such as Fire/Police, Facilities, public health, utility provider, property owner, or code official.

Appendix A - Emergency Contacts and Facility-Specific Information

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

Agency / resource	Phone	Address / notes	Source / web contact
Emergency	911	Immediate police, fire, EMS, active threat, gas/fuel odor, serious injury, fire/smoke, or hazardous release.	Emergency services
Franklin County Regional Communications Center	(207) 778-6140	124 County Way, Farmington, ME 04938. Non-emergency police/dispatch; use 911 for emergencies.	County Communications
Wilton Police Department	Officer dispatch: (207) 778-6140 Office: (207) 645-3876	874 Main Street, Wilton, ME 04294. Chief Ethan Kyes; policechief@wiltonmaine.gov.	Town of Wilton Police
Wilton Fire & Rescue	Admin: (207) 645-4598 Emergency: 911	874 Main Street, Wilton, ME 04294. Administrative/non-emergency coordination; incident reporting through 911.	Town of Wilton Fire & Rescue
Wilton Code Enforcement / Town Office	(207) 645-4961	158 Weld Road, Wilton, ME 04294. CEO Gary Judkins; ceo@wiltonmaine.gov.	Wilton Code Enforcement
Franklin County Emergency Management Agency	(207) 778-5892	120 County Way, Suite 3, Farmington, ME 04938. Director Amanda Simoneau.	Franklin County EMA
Maine CDC Disease Reporting	1-800-821-5821	24-hour reporting/consultation; disease.reporting@maine.gov for non-confidential consultation.	Maine CDC reporting
Poison Help	1-800-222-1222	Poisoning/toxic exposure. Call 911 first for severe symptoms.	Poison Help
MaineHealth Franklin Hospital Emergency Department	(207) 778-6031	111 Franklin Health Commons, Farmington, ME 04938. Emergency Department operates 24/7; call 911 for emergency transport.	MaineHealth Franklin ED
Maine 211	211 Text ZIP to 898-211	Community/disaster resources and activated public shelter information, 24/7; info@211maine.org.	211 Maine
988 Suicide & Crisis Lifeline	988	Call/text crisis support, 24/7.	988 Lifeline
Maine Crisis Line	1-888-568-1112	Behavioral-health crisis support, 24/7.	Maine DHHS hotlines
Statewide Domestic Violence Helpline	1-866-834-4357	Support resource; call 911 for immediate danger.	Maine helplines
Sexual Assault Support	1-800-871-7741	Support resource; call 911 for immediate danger.	Maine helplines
Central Maine Power	1-800-696-1000	Electricity emergency/outage/trouble, 24/7. Call 911 for life-threatening hazards/downed wires.	CMP emergency contact
Wilton Water / Sewer / Town Office	(207) 645-4961	158 Weld Road, Wilton, ME 04294; h2o@wiltonmaine.gov. Use 911 for immediate life safety.	Wilton Water & Sewer
Heating fuel / gas / property emergency	See restricted facilities annex	Maintain current landlord/property and account-specific fuel/vendor emergency contacts for the Wilton facility.	Internal facilities record

External contacts reviewed August 18, 2026 against official Beal University, Town of Wilton, Franklin County, MaineHealth, Maine government, CMP, Poison Help, 211 Maine, and 988 sources. Emergency contacts and agency information should be rechecked at least annually.

A.2 Facility-specific emergency information

Item	Current information	Responsible role	Verification / action
Primary assembly area	Back left corner of downhill rear parking lot, near dumpster.	Facilities / COO / Warden	Verify capacity, distance, lighting, winter access, and responder access annually.
Secondary assembly area	Not yet documented; designate and post after Facilities/Wilton Fire review.	Facilities / COO	Required follow-up before final local posting.
Severe-weather shelter areas	Two adjunct faculty offices and program director office; other interior rooms/corridors only as overflow.	Facilities / Program Director	Verify structural suitability and capacity annually.
Evacuation maps	Routes are stated to be posted/marked; current floor plan/map must be attached to controlled annex.	Facilities	Confirm current map at every facility change.
Fire alarms and smoke detectors	Reported throughout the building in 2024 ERP.	Facilities / vendor	Physically verify, inspect, and retain service records.
Manual pull stations	Reported near entrances in 2024 ERP.	Facilities	Physically verify and keep unobstructed.
Fire extinguishers	Reported throughout the school in accessible locations.	Facilities	Verify type, inspection tags, access, and placement.
First-aid kit	Nursing lab.	Facilities / HR / Program Director	Verify contents, signage, and restocking schedule.

Item	Current information	Responsible role	Verification / action
Panic button	Prior ERP states a panic button is located 'on the fire alarm.'	Facilities / IT	Verify whether present, exact location/function, monitoring, testing, and response protocol before relying on it.
AED location(s)	Not identified in source plan.	Facilities / HR	Confirm whether AED is provided; post location and inspection schedule.
Eyewash / emergency shower	Not identified in source plan.	Facilities / Program Director	Assess need based on chemicals/exposure hazards; document current locations.
SDS access	Not identified in source plan.	Facilities / Program Director	Document binder/electronic access and ensure affected personnel know location.
Biohazard/sharps containers	Nursing/laboratory areas use approved marked containers per prior plan.	Program Director / Faculty	Verify placement, pickup vendor, capacity, and exposure-control procedures.
Utility shutoffs and property contact	Maintain in restricted facilities annex.	Facilities	Include electric, water, heating fuel/gas, HVAC, alarm, landlord/property, and after-hours contacts.

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 disruptions.
Registration / Registrar	(207) 307-3900 ext. 325	registrar@beal.edu	Rosters, registration, student records, and schedules.
Career Services	(207) 307-3900 ext. 337	careerservices@beal.edu	Employer/externship communication and career support.
IT Support	(207) 307-3900 ext. 330	ithelp@beal.edu	Technology, email, phones, and cybersecurity support.
LMS Support	(207) 307-3900 ext. 332	Lmshelp@beal.edu	LMS
Title IX Coordinator	(207) 307-3900 ext. 336	titleix@beal.edu	Sex discrimination/harassment, sexual assault, dating/domestic violence, stalking, and supportive measures.
Wilton location	(207) 401-6075	Use department email as appropriate	Local campus line.
Bangor main line	(207) 307-3900	Use department email as appropriate	University main line.
Fax	(207) 947-0208	N/A	General University fax.

Appendix C - Emergency Notification Templates

Use plain language and confirmed information. Replace bracketed text before sending. Issue follow-up messages when conditions change and after an all-clear is confirmed.

Template	Message
Evacuation	Emergency at Beal University Wilton: Evacuate now using the nearest safe exit. Go to the back left corner of the downhill rear parking lot near the dumpster unless directed otherwise. Do not re-enter until an all-clear is issued.
Shelter-in-place / severe weather	Emergency at Beal University Wilton: Shelter in place immediately. Move to the two adjunct faculty offices, program director office, or nearest safe interior room away from windows. Remain until an all-clear is issued.
Lockdown	Emergency at Beal University Wilton: Lockdown immediately. Move to the nearest securable room, lock/barricade if safe, turn off lights, silence phones, stay out of sight, and remain quiet. Call 911 only if safe. Wait for law enforcement or a verified all-clear.
Secure-in-place	Emergency near Beal University Wilton: Secure in place. Bring people inside, lock exterior doors, stay away from windows, and limit movement until further notice.
Closure / delay	Beal University Wilton update: Due to [condition], campus operations are [closed/delayed/remote] on [date/time]. Check Beal email and Canvas for course and department instructions.
All-clear	Beal University Wilton all-clear: [Police/Fire/authorized official] has cleared [area/event]. Normal operations may resume [with limitations]. Follow additional instructions from Beal leadership.
Follow-up support	Beal University Wilton follow-up: Students needing support may contact Student Services at (207) 307-3900. Employees may contact HR. Crisis support is available at 988 or 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 the caller on the line; signal another person to call 911; preserve evidence; do not touch suspicious objects; do not use cell phones, radios, or the fire alarm near a suspected device unless public safety directs.

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 the door if safe.	
Call 911 and notify the on-site lead / COO.	
If opened and a substance is present, wash hands with soap and water; keep hands from face; avoid touching others.	
Record who handled the item and who was nearby.	
Preserve the 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	

Field	Information
Areas included	
Weather / conditions	
Start time / all-clear time / total duration	
Assembly area used	
Accounting method used	Class rosters / staff list / visitor log / other
Procedures publicized with test?	Yes / No - describe
Observed strengths	
Observed issues	
Corrective actions assigned	
Responsible person(s)	
Completion date	
Documentation retained by	SVP IE / Facilities / COO / other

Appendix G - Incident Report

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 / SVP IE / 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 it 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 - Nursing, Laboratory, and Facility Hazard Checklist

Area / item	Check / notes	Responsible role
Nursing lab / sharps	Sharps containers available and not overfilled; exposure procedures posted; PPE available; biohazard containers labeled; egress clear.	Program Director / Faculty / Facilities
Biohazard materials / waste	Approved containers and vendor pickup in place; restricted handling; exposure and spill procedures current.	Program Director / Facilities
Simulation / VR equipment	Trip hazards/cables controlled; equipment maintained; emergency stop/safe-use procedures known; cleaning procedures followed.	Program Director / IT / Facilities
Chemicals / cleaning materials	SDS accessible; labels intact; compatible storage; appropriate spill supplies and exposure procedures available.	Facilities / Departments

Area / item	Check / notes	Responsible role
Computer / IT spaces	No blocked exits; electrical loads managed; emergency communication backups reviewed; fire hazards controlled.	IT / Facilities
Fire extinguishers	Accessible; inspections current; type appropriate to hazards.	Facilities
Egress routes / exit doors	Clear, marked, illuminated, operational; exterior ramp/routes free of snow and ice; no corridor storage.	Facilities
Emergency lighting / exit signs	Testing and maintenance current.	Facilities
AED / first aid	Locations marked; inspections/current supplies documented; staff know how to summon 911.	Facilities / HR
Eyewash / SDS / exposure supplies	Need and locations assessed; supplies available to affected personnel; staff know reporting process.	Facilities / Program Director / HR
Assembly and shelter areas	Capacity, access, lighting, seasonal conditions, route, and responder access reviewed; secondary assembly area documented.	Facilities / COO / On-site Lead
Utility / property contacts	Current electric, water, heating-fuel/gas, HVAC, alarm, landlord/property, and after-hours contacts in restricted annex.	Facilities