

Emergency Procedures

In the event of an emergency

- **Call 911 and then Security at ext. 5553 or 207-741-5553.**
- Always turn to the emergency evacuation maps in the classroom or office. There is a map located in each office, classroom, and dorm room on site.

Sign up for text alerts for emergencies

SMCC offers students the opportunity to sign up for text alerts to receive information in the event of an emergency as well as to receive notifications about postponed or cancelled classes due to inclement weather.

To sign up for emergency text alerts:

- Login to MySMCC
- Scroll to the bottom of the My Maine Guide home page to view the SMCC Emergency Alerts portlet.
- Enter your cell phone number in the cell phone field and press update

Familiarize yourself with the plan

Don't wait until an emergency happens. Make it a point to know all of the exits in the building where you are. Where are the closest fire extinguishers? Is there an Automated External Defibrillator (AED) in the building? Where are the escape routes? The back of the Emergency Procedure Maps (see information on the backside of this handout) include solutions to different scenarios that could take place.

In the event of:

<p style="text-align: center;">FIRE</p> <ol style="list-style-type: none">1. SOUND THE ALARM from the nearest alarm box; do not touch electrical devices.2. GO TO A SAFE LOCATION using the nearest secure exit. Stay low to avoid smoke.3. HELP OTHERS if it can be done safely. Do nothing else yourself UNLESS you are trained to do so.	<p style="text-align: center;">ATTACKS</p> <ol style="list-style-type: none">1. RUN from the situation immediately, if possible.2. HIDE or BARRICADE yourself if there is no safe exit. Lock doors, windows, pull shades, etc.3. FIGHT as a last resort & overpower the attacker.4. HELP OTHERS if it can be done safely. Do nothing else yourself UNLESS you are trained to do so.
<p style="text-align: center;">EMERGENCIES</p> <ol style="list-style-type: none">1. DETERMINE HAZARDS present, including suspicious items or situations.2. GO TO A SAFE LOCATION utilizing the nearest secure exit.3. HELP OTHERS if it can be done safely. Do nothing else yourself UNLESS you are trained to do so.	<p style="text-align: center;">ALL SITUATIONS, WHEN SAFE TO DO SO</p> <ol style="list-style-type: none">1. CALL IN THE EMERGENCY. If life threatening, call 911 first, then Campus Security, ext. 5553 or 741-5553.2. REMAIN ON LOCATION at a safe place until Campus Emergency Coordination Staff or Emergency Personnel arrive.3. (Turn page for additional safety information)



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For more information, visit the SMCC Safety & Security Office at
92 Campus Center Drive, (across from Preble Hall) South Portland, ME,
call **207-741-5553**, or e-mail **security@smccME.edu**.

Emergency Procedures

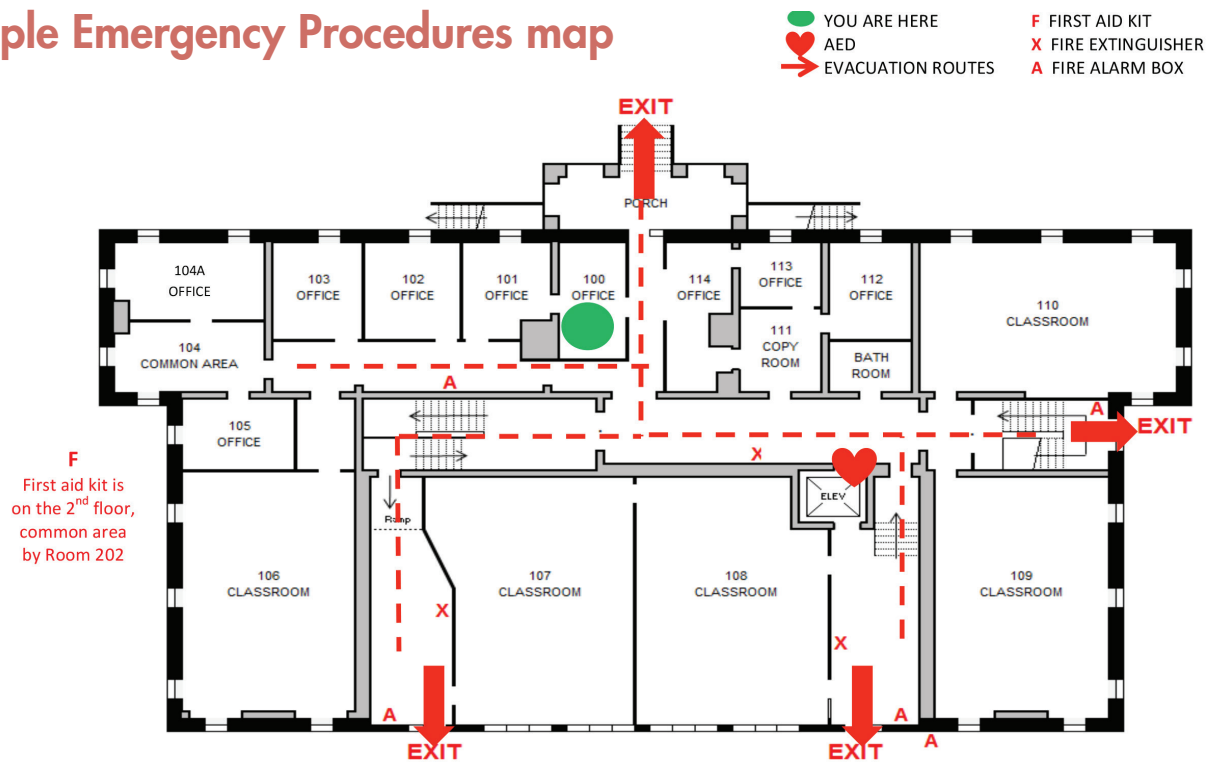
What information can you find on a Emergency Procedures map?

Emergency Procedure maps are in every classroom or office.

They include the following information:

- Your current location - "You are here"
- Automated external defibrillator (AED) locations
- Evacuation routes
- First aid kit locations
- Fire extinguisher locations
- Fire alarm box locations
- Primary and secondary assembly areas

Sample Emergency Procedures map



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