



KVCC EMERGENCY PROCEDURES

The Department of Campus Safety and Security and the College Emergency Response team would like to share the following information with that campus community regarding Emergency Procedures.

In the event of a campus or regional emergency, KVCC will provide notification through a variety of methods – Voice notification through campus phones and speakers, messages on the KVCC App, and website(www.kvcc.me.edu), and the **KVAlert** system. To sign up for KVAlerts, go to www.getrave.com and enter your maineccc.edu credentials. ... You can sign up for text-messages, e-mail, and/or automated phone calls. This system is used for campus operations (closures and delays) and emergency notifications only.

In the event of a campus lockdown/lockout – Lockdown- Immediately upon notification, seek a place of refuge; either a classroom or office that has a lock that cannot be opened from the outside without a key. Lock the door, shut off the lights, draw the shades and silence your cell phone. Conceal yourself as best you can out of view of the door. If you feel that your safest option is to exit the building, do so with your hands clear and visible. Do not admit anyone to this space unless you are certain that it is safe to do so. Ignore any fire alarms and stay in Lockdown until an “All Clear” message has been broadcast. In the event of a general threat in the area, the College may go into **Lockout**. -All exterior doors will be locked automatically. Our staff will monitor the primary access point of each building. Please enter and exit only through the attended entry points. Classes and activities will continue as normal. Again, do not admit anyone into buildings or exit through other doors. Stay in Lockout until an “All Clear” message has been broadcast.

In the event of a campus evacuation - Immediately evacuate to the nearest Emergency Assembly Area. Each group/class will stay together and assemble at the Emergency Assembly Area (which is at least 200 feet away from the building). Bring your belongings with you as you may not be able to get back into the building. **DO NOT** get into your vehicle and drive away. Roadways are to be kept clear for emergency personnel and vehicles. At the Emergency Assembly Area, each instructor will take an accounting of his/her students. The most senior member of the staff will take account of employees. If employees or visitors cannot be accounted for, the Emergency Responders are to be informed immediately.

In the event of a campus emergency – If you should witness or are involved in an emergency on campus; First, dial 911 and give the dispatcher the campus, specific location, student name(s), and the nature of the emergency. Stay on the line until the dispatcher tells you it is okay to disconnect. If possible, designate another person to call the Department of Campus Safety and Security at 453-5811. Security should be notified any time that 911 is utilized.

To report an unsafe situation, have someone escort you to your car, or if in need of general assistance dial **453-5811**. Please do not use email to report suspicious or unsafe situations.

Emergency Numbers to Remember

Emergency Response.....	911
Campus Safety & Security (to Reach an Officer).....	453-5811
Tim McDonald, Director of Campus Safety and Security.....	453-5116
Heidi Miller, Occupational and Environmental Safety Manager	453-3628



Safety and Security Office Locations
Fairfield Campus - King Hall rm. 113
Alfond Campus - Averill Building rm. 123

