



# **Student Major Disaster Plan & General Liability Claims**

## **CAMPUS LOCATIONS:**

Main Campus: 51 US Route 1, Suite K | Scarborough, Maine 04074

Branch Campus: 1010 Stillwater Ave | Bangor, ME 04401

Extension Campus: 20 East Ave., Lewiston, ME 04240

800.447.1151 | [www.ntinow.edu](http://www.ntinow.edu)

## **Violent Outbreak on Campus**

All students at NTI should be observant to possible outbreaks of violence in the classroom or on campus. Report immediately any unusual or potentially dangerous behaviors to a school authority. If an outbreak does occur, please do the following:

- Always use good judgment according to the situation's circumstances.
- Determine immediate appropriate action, such as evacuation or cover. Act accordingly.
- Notify emergency 911 and proper school authority as soon as possible.
- Remain mentally sharp and cognizant of what is taking place.
- Determine continued appropriate action for yourself and others to minimize injury, etc.
- Provide ALL information possible to the authorities to assist in intelligence gathering.

## **Student Major Disaster Plan: Lockdown or Evacuation**

1. In the event of a disaster situation, such as a school shooting or any other life threatening acts, the following guidelines should be performed:

- a. An announcement directing you to go into a lockdown mode or evacuation of the building/campus.
- b. The lockdown mode consists of four simple steps:
  - 1. Lock your door from the outside.
  - 2. Turn out the lights.
  - 3. Move yourself and students away from the door and windows.
  - 4. Keep everyone quiet and sit down on the floor.
- c. If the criminal act has been committed in your building and you are aware of it, immediately go into lockdown without notification. Call 911,
- d. Stay on the phone with person contacted until emergency has subsided.
- e. All staff and faculty that are not in a classroom should lock their office doors and remain out of sight from any windows. If you are located in a front desk type area, you should lock the glass doors, turn out the lights and go to an office with another employee.

## 2. Assessing the threat/situation:

The assigned police officers will determine if the threat warrants a continued lockdown, an evacuation, or a return to normal activities.

- a. If an evacuation is required, you will be given the evacuation command by a police officer in your area.  
(Room to room)
- b. If an officer comes to your room, they will advise you when and how to exit the building and where to go.
- c. If the evacuation notice is given you should proceed to the nearest exit or where you are directed by campus personnel and await instructions.

### **General Liability Claims**

NTI does not assume responsibility for expenses incurred as a result of accident or injury to any person on School property. NTI provides comprehensive general liability coverage for bodily injury and property damage claims resulting from operations for which the School should be held legally liable.