

EMERGENCY RESPONSE INFORMATION



**Provided by the
Campus Police Department**

DO NOT REMOVE FROM THIS AREA

PERSONS WITH DISABILITIES

When a semester begins, instructors need to learn which students may be disabled and would need assistance during an emergency and/or evacuation. Do not wait until there is a situation. Know who may need help and develop a plan for how to assist people who are disabled.

- If a fire alarm sounds or everyone is instructed to evacuate the building or seek shelter in a safe area of the building, have other students assist the disabled individual and contact the Campus Police at **extension 2308 from any College phone or 240-500-2308 from a cellular device** to request assistance.

PERSONS WITH DISABILITIES

CIVIL DISTURBANCE

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:

- If the event is in its initial stage and has not reached a critical point, call the Campus Police at **extension 2308 from any College phone, or 240-500-2308 from any cellular device.**
Call the Campus Police at 240-500-2308, or extension 2308 from any College phone, if the disturbance escalates into a situation that poses imminent threat to health, life or safety. (provide the address, location, and all possible details). Be sure to let them know the severity of the situation. The Campus Police will notify 911 by police radio for additional assistance.
- Do not interfere, interrupt or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if appropriate and safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.
- If the disturbance is inside, evacuate or shelter-in-place, as necessary.

CIVIL DISTURBANCE

BUILDING EVACUATION

- When a fire alarm sounds, evacuate the building immediately. Inform others of the need to leave who are not responding to the alarm or do not know of an evacuation
- Leave the building immediately. Do not stop to gather belongings. Use stairs as a route to exit the building.
- Upon exiting the building stay 300 feet away from the building to allow access for emergency personnel and equipment.
- If you suspect anyone is still in the building, notify authorities at the scene; do not go back into the building.
- Try to stay upwind from fire, smoke or any chemical odor.
- Follow any directions given by emergency personnel on the scene.
- **DO NOT RE-ENTER** the building until given the okay by the Campus Police or other HCC authority.

BUILDING EVACUATION

MEDICAL EMERGENCY

- In case of a medical emergency, call the Campus Police **at extension 2308 from any College phone or 240-500-2308 from a cellular device.**
- If an ambulance is needed, also call **911** and be prepared to give the following information:
 - ✓ Name of Caller
 - ✓ Location and Address
 - ✓ Nature of Injury or Illness
 - ✓ Phone Number at the Scene
 - ✓ Information about the victim
(Sex, Age, Date of Birth, History of Illness, Nature of Injury or Illness)
- Do not move a seriously injured person unless his/her life would otherwise be in danger.
- Do not attempt first aid procedures or techniques beyond your abilities or training on any sick or injured person.
- Stay with the sick/injured person until the Campus Police or ambulance arrives on the scene.
- If you are an instructor and the sick/injured person is a student you must fill out an incident report. Injured employees should contact the Office of the Vice President of Administration and Finance to report an incident.

MEDICAL EMERGENCY

POWER OUTAGE

- Notify the Campus Police at **extension 2308 from any College phone or call 240-500-2308 from a cellular device**. The Campus Police will notify Facilities to determine if a building closure is necessary.
- Alert the Campus Police of critical areas. Critical areas may include laboratories, refrigerated or air conditioned locations, or any area where a prolonged power outage could adversely affect health or property.
- Secure all vital equipment, records, experiments, and hazardous materials if it is safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting or heating purposes.
- Unplug electrical equipment, including computers, and turn off the light switches.
- During power failures be prepared to evacuate if/when directed by emergency response personnel. If an evacuation is required, re-entry should not occur until directed to do so by emergency response personnel.

POWER OUTAGE

GAS LEAKS – FUMES - VAPORS

- Notify the Campus Police **at extension 2308 from any College phone or 240-500-2308 from a cellular device.**
- If gas is leaking inside the building, ventilate the area, shut off any open flames, open windows and, if possible, shut off gas valves.
- Notify others and evacuate the building immediately. Avoid the use of elevators unless necessary.
- Do not re-enter the building until informed by emergency response personnel that it is safe to return.

In these conditions, **DO NOT:**

- Use cellular telephones, computers, appliances, elevators or other electronic devices.
- Touch electrical outlets, switches or door bells.
- Smoke, use a lighter, match or other open flames.
- Position or operate vehicles or powered equipment.
- Re-enter the building to open doors or windows.

GAS LEAKS – FUMES - VAPORS

FIRE/ SMOKE EMERGENCY

- Activate the fire alarm. Most alarms are near stairwells or exits. Call Campus Police at **extension 2308 from any College phone or 240-500-2308 from a cellular device.**
- Close all doors and windows, even if you are not in the affected area. Shut off all fuel sources, such as piped gas.
- If it is a small fire and can be controlled by use of fire extinguishers, anyone *who has been trained* in the use of fire extinguishers should attempt to control and extinguish the fire. Improper use of an extinguisher can increase the hazard. All others should evacuate the building.
- Evacuate the building to a safe distance of 300 feet to allow ample room for emergency equipment. A roll call should be taken outside to be assured everyone is out of the building.
- Do not enter the building until directed to do so by the Campus Police.

If you are caught in smoke:

- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose, and use a shirt or towel to breathe through, if possible

If you are trapped in a building:

- Close all doors and windows.
- Place something under the door to prevent smoke from entering.
- Attempt to go to a window to signal people outside of the building

FIRE/ SMOKE EMERGENCY

EXTREME WEATHER EMERGENCY/NATURAL DISASTER

- In the event of an extreme weather emergency/natural disaster, the College will provide information to the College Community through the emergency notification system.

Severe Thunderstorm:

- Keep people indoors and away from windows and exterior doors until the storm passes.
- Avoid contact with electrical equipment and plumbing.
- Report all injuries or damage to the Campus Police at **extension 2308 from any College phone or 240-500-2308 from a cellular device.**

Tornado:

- Seek shelter immediately.
- Close all windows and doors and stay away from windows and exterior doors.
- Seek shelter. The best shelter areas are basements, severe weather shelter areas, and interior spaces on the lower floors or rooms with block walls such as bathrooms or interior rooms with no windows. Each building has floor plans on the walls near entrances showing the best areas for shelter from storms.
- Once you receive the all clear from the Campus Police, leave badly damaged buildings and do not return to the building unless directed to do so by someone in authority. Do not attempt to turn equipment or utilities on or off.

Earthquake:

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD on until the shaking stops.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not use a doorway unless you know it is a strongly supported, load-bearing doorway.
- Stay inside until the shaking stops. Do not exit a building during the shaking.
- DO NOT use elevators.

EXTREME WEATHER EMERGENCY/NATURAL DISASTER

ACTIVE SHOOTER INCIDENT

In the event an active shooter is at large and/or shots fired are heard in your building:

Immediately call the Campus Police at **extension 2308 from any College phone or 240-500-2308 from a cellular device**, and advise what you have heard or observed. Be aware that others may also be calling so if the phone line is busy do the following:

Determine if it is safe to exit the room and building.

Are the shots in the distance or close?

If **the shots are in the distance**, exit the building in an opposite direction from where the shooting is heard. Be quiet, stay low to the ground, and run to another building or beyond. Contact the Campus Police and advise what you heard or saw and that you and your class have evacuated the building and where you currently are. You may be told to go to another building that may be safer. Do so immediately, quietly and quickly. Once in a safe place, take a roll count to be sure all your students are safe.

If **the shots are close to your location**, you must shelter in place. Do not take the chance of being seen by the shooter. To secure in place do the following quickly and quietly:

- Lock and/or barricade the doors
- Turn off lights
- Remove books and clothing from desks and hide them out of view
- Close blinds
- Turn off radios, computer monitors and anything else that could make a noise and draw the shooter's attention to your room.
- Silence cell phones
- Place a note in the window visible to the outside stating you are in the room. This will alert emergency responders of your location as they approach. **DON'T DO THIS IF THE SHOOTER IS OUTSIDE.**
- Remain calm, quiet and out of sight. Comfort anyone who is panicky and who may scream or make other loud noises.
- Take adequate cover/ protection, e.g. behind walls, under desks or filing cabinets.

DO NOT LEAVE THE AREA UNTIL YOU ARE FOUND AND INSTRUCTED TO DO SO BY EMERGENCY RESPONDERS.

CONSIDER ALL RISKS BEFORE UN-SECURING YOUR AREA.

If any doubt exists regarding the safety of those in the room it is best to remain secured. Consider safety of the masses vs. the safety of a few.

ACTIVE SHOOTER INCIDENT

BOMB THREAT/SUSPICIOUS PACKAGE

If a bomb threat is received:

- Remain calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, point to this information, and have that person call Campus Police at **240-500-2308** from another landline or cellular telephone or campus phone. This call should be made out of hearing range of the caller.
- Try to keep the caller on the phone long enough to complete the *Bomb Threat Check Sheet* located on the next page.
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area, if requested.
- Provide for an orderly evacuation if ordered by emergency personnel.

If you receive or discover a suspicious package or device: DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT!

IMMEDIATELY CALL Campus Police at Ext. 2308 from any College phone or 240-500-2308 from any cellular device. *Cellular phones or radios should NOT be used within 300 feet of the suspicious package.*

The following constitutes a suspicious letter or parcel:

- Any powdery substance on the outside.
- Unexpected or from someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Addressed to someone no longer with your organization or otherwise outdated.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given the size, or is lopsided or oddly shaped.
- Unusual amount of tape.
- Marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Strange odors or stains.

What to do if you receive a suspicious package or parcel:

- Handle with care. Do not shake or bump and isolate it immediately. Do not open, smell, touch or taste.
- Treat it as suspect and call local law enforcement authorities.

BOMB THREAT/SUSPICIOUS PACKAGE

BOMB THREAT CHECK SHEET

Exact time of call:

Exact words of caller:

Questions to ask:

- 1. When is bomb going to explode?
- 2. Where is the bomb?
- 3. What does it look like?
- 4. What kind of bomb is it?
- 5. What will cause it to explode?
- 6. Did you place the bomb?
- 7. Why?
- 8. Where are you calling from?
- 9. What is your address?
- 10. What is your name?

Caller's voice: (circle)

Calm	Disguised	Nasal	Angry	Broken	Stutter	Slow
Sincere	Lisp	Rapid	Giggling	Squeaky	Crying	Deep
Excited	Stressed	Accent	Loud	Slurred	Normal	

If voice is familiar, whom did it sound like?

Were there any background noises?

Remarks:

Person receiving call:

Telephone number call received at:

Date:

EVACUATION & SHELTER-IN-PLACE GUIDELINES

Only follow these actions if safe to do so.

When in doubt, follow your instincts - you are your best advocate!

Building Evacuation (Get Out)

Action taken to leave an area for personal safety.

- Take the time to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities!
No exceptions!
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **Exit** signs indicating potential egress/escape routes.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location.
- Remain at Evacuation Assembly Area until additional instructions are given.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

Shelter-in-Place (Stay In)

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

Severe Weather

- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

Security Threat

- If you cannot safely evacuate, find a secure area within your building to stay and await further information.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Once within a safe place, attempt to secure the space (i.e.: lock doors, close windows/blinds).
- If unable to lock the door, secure it by any means possible.
- Remain quiet, unless making noise would be beneficial to your safety (i.e.: rescue recovery).
- Do not open the door until a **KNOWN** law enforcement officer advises it is safe to do so or some other credible information, such as HCC Text Alert, is received advising the threat is over.