

# EMERGENCY MANAGEMENT RESPONSE PLAN

Hagerstown Community  
College

**HAGERSTOWN COMMUNITY COLLEGE**  
**Emergency Management and Response Plan**

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## Telephone Numbers

**EMERGENCY – Fire, Police or Medical ..... Dial 911**

**Campus Police (Emergency) ..... 1-240-500-2308**

Campus Police (Non-Emergency) .....1-240-500-2312

Campus Police Cell Phone.....1-240-675-0914

Campus Police Cell Phone (Evening).....1-240-675-1011

Washington County Sheriff’s Department.....1-301-791-3020

Maryland State Police – Hagerstown Barrack .....1-301-739-2101

### ADMINISTRATIVE PERSONNEL:

President.....1-240-500-2233

Cell.....1-301-491-0112

Vice President, Administration and Finance .....1-240-500-2235

Cell.....1-301-491-9801

Vice President, Academic Affairs.....1-240-500-2559

Cell.....1-301-331-7350

Dean, Planning & Institutional Effectiveness .....1-240-500-2228

Cell.....1-301-991-5801

Dean, Student Affairs.....1-240-500-2301

Cell.....1-240-675-0863

Director, Human Resources .....1-240-500-2259

Cell.....1-240-675-4209

Director of Instruction.....1-240-500-2437

Dean, Continuing Education and Business Services .....1-240-500-2476

Cell.....1-240-625-5035

Director of Facilities .....1-240-500-2216

Cell.....1-240-310-4205

Maintenance Supervisor.....1-240-500-2343  
Cell.....1-301-491-9809

Director, Information Technology .....1-240-500-2352  
Cell.....1-240-675-0950

Director, Public Information & Government Relations.....1-240-500-2265  
Cell.....1-240-469-7455

## Introduction

The safety and security of the college community are of vital concern. Hagerstown Community College is committed to providing and maintaining a safe environment for all employees, students, visitors, and guests. The College will adopt reasonable and practical means to prevent, deter and respond to campus emergencies. The preparation of the Emergency Management and Response Plan (EMRP) and the allocation of resources to support the plan are part of the commitment HCC has for the college community.

In order to provide a safe work environment the College will:

- Ensure that employees, students, and others are adequately informed of the Emergency Management and Response Plan.
- Provide appropriate training to the College community
- Allocate resources to provide a safe and secure campus
- Establish mental health counseling protocols
- Coordinate with local law enforcement agencies
- Maintain a balance between safety and retaining the openness of a college campus
- Provide and maintain an emergency notification system to keep employees, students, visitors, and guests informed of emergencies.
- Identify and train an Emergency Advisory Team to respond to and coordinate responses to emergencies and disasters.

The mass shootings at Virginia Tech and other acts of terrorism and violence have heightened everyone's awareness of the lack of preparedness in handling these threats. Hagerstown Community College (HCC), along with many colleges and universities across the country, have taken this threat very seriously and have taken steps to develop plans to prevent, deter and respond to campus emergencies. The success of these plans is contingent upon campus and community leaders recognizing beforehand the importance of an integrated approach.

The Hagerstown Community College Emergency Management and Response Manual has been designed to provide a contingency plan for the College community in the event of a campus emergency. While the guide does not address every conceivable situation, it does provide the basic guidelines necessary to cope with most emergencies. In the event of an emergency the college would put this information on to the college's website ([www.hagerstowncc.edu](http://www.hagerstowncc.edu)); send a college-wide broadcast via the telephone; send out a mass notification via HCC Alert; and activate the campus siren system.

The EMRP must be adhered to by the entire college community. Concerted efforts with shared responsibility by all members of the college community are required to ensure the success of this manual.

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property through effective use of campus resources. Whenever an emergency affecting the campus reaches proportions that **cannot be handled routinely**, the President or his/her designee may declare a state of emergency, and these contingency guidelines may be implemented.

The purpose of the Emergency Management and Response Plan (EMRP) is to establish procedures and organizational structure for responses to a major emergency. Being a contingency plan for the College community in the event of an emergency, this document provides general guidelines and practices to follow during an emergency. These guidelines and practices are designed to protect life and property, restore normal operations of the college, and to assure good communications within the College community and with outside agencies. Although the plan does not address every possible emergency situation it is sufficiently flexible to accommodate most emergencies.

The emergency management and response plan is a campus level plan that establishes basic guidelines for the response of HCC's faculty and staff and resources during an emergency or crisis. These procedures apply to all College employees. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by this plan.

This plan and organization shall be subordinate to State or Federal plans during a disaster declared by those authorities.

The Plan focuses on the following emergency situations:

- Airborne Release of Hazardous Material
- Armed Person
- Biological, Hazardous Chemical or Material Incident
- Bomb Threats
- Civil Disturbance or Demonstrations
- Cyber Attack
- Death on Campus
- Downed Aircraft
- Explosion
- Fire
- Generators/Temporary Power
- Lockdown
- Medical Emergencies
- Mental Health Crisis
- National Emergency
- Utility Failure
- Violent Criminal Behavior
- Weather Extremes

The Emergency Management and Response Plan is predicated on a realistic approach to problems most likely to be encountered on campus during a major emergency. The following are general guiding principles:

- (1) An emergency may occur at any time of the day or night with little or no warning.
- (2) Emergencies and the events that follow are not predictable; therefore, published support and operational plans serve only as a guide and checklist, and may require field modification to meet the requirements of the emergency.
- (3) The emergency or disaster may affect surrounding communities; therefore, county, state and federal emergency services may not be available. During such situations delayed off-campus emergency services may be expected.
- (4) A major emergency may be declared if such a condition is developing or is probable based upon information received; or if a national emergency exists or has been declared and there is potential for danger to the College.

The President or his/her designee serves as overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist College employees in determining the appropriate response.

**Minor Emergency** - Any unplanned or sudden incident, potential or actual, which will not adversely affect normal College activities and operations, is considered to be a minor emergency.

**Major Emergency** – Any unplanned or sudden incident, actual or potential, which affects one or more buildings and will disrupt the overall activities and operations of the College, is considered to be a major emergency. Outside emergency services may be required, as well as major resource efforts from campus support services. Major policy considerations and decisions will usually be required during times of crisis from the college administration.

**Disaster** - Any event or incident that has seriously impaired or halted College operations is considered to be a disaster. In some cases, the level of personal injury and property damage may be severe. A coordinated effort of all campus-wide resources and outside emergency resources is essential to effectively control the disaster. All disasters are to be reported to the Campus Police by calling extension 308. In all cases of disaster, an Emergency Command Post (ECP) will be established and the appropriate support and operational plans will be executed. Upon the President's command, the Emergency Operations Control Center (EOCC), and the Emergency Advisory Team will be activated.

## **Direction and Coordination**

**Emergency Director** - The College President or his/her designee is responsible for the overall direction of campus emergency operations and will be the Emergency Director. The President will continually be apprised of all pertinent information regarding the emergency.

**Emergency Coordinator** - The Vice President of Administration and Finance will serve as the Emergency Coordinator. The operational control and coordination during a campus major emergency or disaster will be the responsibility of the coordinator. The coordination of emergency resource teams is the responsibility of the Emergency Coordinator. The coordinator will report all emergency functions to the Emergency Director. An alternate Emergency Coordinator will be selected by the Emergency Director, to serve in that capacity during the absence of the Vice President.

**Communication Coordinator** – The Director of Facilities will serve as the Communication Coordinator, however, in his/her absence, another member of the team will be assigned that function by the Emergency Director. The coordinator is responsible for communication between the Emergency Operations Control Center and the Emergency Command Post.

**Emergency Advisory Team** - The Emergency Advisory Team will assist the Emergency Director in establishing the Emergency Operations Control Center and providing a list of Emergency Resource Team Leaders for the Emergency Coordinator to contact. The Emergency Advisory Team will be activated upon command from the Emergency Director. The team will report to the Emergency Operations Control Center. All information regarding the occurrence will be funneled to the Emergency Advisory Team so that the situation can be assessed for an executive decision Emergency Director.

Membership on the advisory team includes:

- President / Emergency Director
- Vice President of Administration & Finance / Emergency Coordinator
- Director of Facilities / Communication Coordinator
- Vice President, Academic Affairs
- Dean, Planning & Institutional Effectiveness
- Dean, Student Affairs
- Director, Human Resources
- Director, Instruction
- Director, Continuing Education
- Director, Public Information & Government Relations

If circumstances require, the following positions may serve as members of the advisory team:

- Chief, Campus Police
- Director, Information Technology
- Maintenance Supervisor

**Emergency Command Post (ECP)** - During a major emergency or disaster the Emergency Command Post will be set up in the office of the Director of Facilities. The Director will appoint a staff member to operate the ECP. The ECP attendee will be a liaison for the Campus Police, other emergency personnel, the Emergency Operations Control Center, and/or outside agencies. The attendee will keep the President/Emergency Director and the Emergency Advisory Team (if assembled) informed of all pertinent information. **The Command Post attendee will not disseminate information to anyone except to the Emergency Operations Control Center, Campus Police and other emergency field personnel.** All other inquiries regarding the situation will be referred to the office of Public Information and Government Relations. Another member of the maintenance staff may be required to assist in the Command Post, and to serve as a runner, should communications be disrupted.

**Emergency Operations Control Center (EOCC):** During any emergency situation, the President/Emergency Director, at his/her discretion, may request the Emergency Advisory Team to assemble. The team will report to the location designated by the President/Emergency Director as being the Emergency Operations Control Center. Most often the location will be the Board Room located in the Administration and Student Affairs Building. However, due to circumstances at the time, the location may change and the Emergency Coordinator must notify the Emergency Command Post of the location so communications can be established. The Director of Information Technology will assure that telephone and computer communications are operational for the EOCC. The Director of Facilities will provide hand-held radios for use at the EOCC. Flashlights will be provided by the Maintenance Department if needed.

**Public Information :** The Director of Public Information and Government Relations will coordinate and control the dissemination of all information regarding the situation to students, faculty , staff, news media, and the general public. Pertinent information will be available on the College website at [ww.hagerstowncc.edu](http://ww.hagerstowncc.edu).

## **Emergency Evacuation Plan**

In the case of a minor emergency, injury or illness, contact the Campus Police/Security at extension 2308. Be prepared to state the nature of the emergency and exact location. A major emergency is an event affecting an entire building or buildings and/or disrupting the overall operations of the College. If a major emergency occurs the President / Emergency Director and Emergency Advisory Team may deem it necessary to evacuate a specific building or the entire campus. Guidelines have been prepared to ensure your safety and the safety of others. Specific faculty and/or staff members may be asked by the Emergency Advisory Team to assist in the evacuation of a building. All others are to follow the procedures outlined below.

## Building Evacuation

1. Always make a mental note of the closest exits to the room you are in so that you can take the quickest exit route in case of an emergency.
2. If a decision is made to evacuate a building, a faculty or staff member will go to each office and classroom in the affected building and advise everyone to leave the building in an orderly manner. If a designated staging area has been planned the faculty or staff member will so advise. Faculty are strongly encouraged to take roll before each class to ensure that all students are accounted for in the case of a building evacuation.
3. In the case of a building evacuation due to a fire or bomb threat, take only your personal belongings and proceed in an orderly manner to the nearest and safest exit. Close all doors and windows to confine the fire.
4. Elevators should not be used in the event of any emergency evacuation due to the possibility of power failure or fire.
5. If possible, assist persons with disabilities in exiting the building. Notify the Campus Police of any persons with disabilities who are still in the building. The Campus Police and/or maintenance staff will assist them in exiting the building.
6. If a person with disabilities cannot exit the building without the use of an elevator, escort the individual to a safe rescue area. **Do not use an elevator during a fire.** Immediately notify the Campus Police of the location of any persons with disabilities in such areas.
7. Move as far away from the building as possible.
8. Immediately notify the Campus Police of any injured persons or individuals remaining in the affected building.
9. Do not return to an evacuated building unless told to do so by the Campus Police/Security or other emergency personnel.
10. Once outside in a safe area, faculty should take a head count of their students to determine that all students are accounted for.

## Campus Evacuation or Emergency Closure

During an emergency or disaster, the President/Emergency Director and Emergency Advisory Team may decide to close the campus. In such an event, a faculty or staff member in each building will be notified and proceed to notify everyone in the building. **No one can overrule the decision by the President or his/her designee and remain on campus without the express permission of the President or his/her designee.**

Faculty and staff should secure office areas before leaving, unless advised to leave immediately. A member of the maintenance team will visit each building to be sure everyone has left and to secure the building. Once the building has been secured no one, except emergency personnel, is allowed to enter without permission from the President/Emergency Director or his/her designee.

The Campus Police/Security will set up roadblocks to stop all traffic from entering the campus. The only persons who will be permitted to enter will be individuals picking up students/children or emergency response personnel. Traffic patterns will be established as needed to help expedite the evacuation of the campus.

During an emergency or disaster that does not affect the entire campus, the President/Emergency Advisory Team may decide to close only part of the campus. In such cases, a faculty or staff member will notify those persons who are in the affected area that they must leave the area. Maintenance staff will visit the area and be sure the area is evacuated. The Campus Police/Security will immediately set up barricades around the affected area. No one, except emergency personnel, is permitted to enter the affected area without express permission from the President, his/her designee or Campus Police.

Information regarding the situation of the campus will be recorded on the telephone voice message (240) 500-2000 and messages posted on the College's web site at [www.hagerstowncc.edu](http://www.hagerstowncc.edu). In addition, there will be an internal broadcast telephone message and media broadcasts.

Should any faculty or staff have questions regarding the evacuation plan, please contact:

Campus Police/Security at extension 2312

or the

Maintenance Department at extension 2339

**All student and public inquiries should be directed to the Office of Public Information and Government Relations at 240-500-2262.**

### **Internal Emergency Notification System**

Anyone receiving information regarding a situation that is an emergency or could become an emergency should contact the Campus Police/Security immediately. The Campus Police/Security will assess the situation and make other notifications as necessary. On holidays, weekends and other days that the campus is closed, the on-duty security officer or maintenance personnel will contact their immediate supervisor and advise them of the situation. The supervisor will assess the situation and make further notifications as necessary. If the supervisor is not available, the next in the chain of command should be contacted.

In the event of a major emergency or disaster, the President or his/her designee will notify all administrators. Each College administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments and offices under his/her control.

Campus-wide notification at the time of an emergency is imperative to provide for the safety of all persons on campus.

The telephone and campus e-mail are the primary means of emergency communication on campus. The systems will be used for the immediate transmission of specific information regarding the emergency to all affected areas of the campus.

**During an emergency, campus phones must be restricted to College official notification only. In the absence of phone service, the Campus Police and Maintenance Department will provide runners for emergency notification.**

The Director of Facilities will provide a hand-held radio to the President/Emergency Director or his/her designee for use during the emergency operation. The primary use of the radio will be for communications between the President, the Emergency Advisory Team, Campus Police and Maintenance personnel.

The Vice President of Administration and Finance will alert the Information Technology Department of the emergency so that proper personnel will be available to deal with any problems encountered during the emergency regarding telephone and/or computer services.

### **Campus Closure Due to Inclement Weather (Non-emergency)**

When severe weather and other emergencies occur that impact classes or other campus activities, announcements are made on local radio and TV stations, and posted on the College web site. Students and others who have business at HCC are cautioned to listen for specific mention of HCC being closed, since the College does not always close when weather conditions make it necessary for the Washington County Public Schools to close.

The College does everything it can to keep the campus safe and productive during inclement weather. During periods when severe weather is forecasted, HCC officials are in regular contact with weather specialists and county and regional roads departments.

Since travel conditions are not the same for all students in the tri-state area, the College policy is to remain open, if possible, for those students who can attend during inclement weather. However, when weather conditions are severe, HCC does close and all classes and campus activities are cancelled.

It is the College policy to treat student and employee tardiness and absences very liberally on inclement weather days. All faculty and staff understand that on challenging weather days, students are not to be penalized if they are unable to make it to class or are late to arrive. In such cases, students need to contact their faculty members (preferably

through e-mail in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance.

## **Type Specific Emergency Procedures**

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

**All calls for emergency service should first be made to the Campus Police/Security by dialing extension 2308 on any campus phone, or by calling 240-500-2308.**

### **Airborne Release of Hazardous Material**

In the event of an airborne release of hazardous material either from a campus area or off campus area, immediately take cover inside a campus building. Assist any others who are having difficulty getting into a building. Notify the Campus Police/Security and the Maintenance Department immediately. Advise them of anyone outside or anyone who is inside and is having difficulty breathing.

The Campus Police/Security and the Director of Facilities will coordinate an investigation into the cause of the airborne release and determine if it creates a hazard to the College. The Vice President of Administration and Finance will be notified and will inform the President. The President will be kept informed of the situation.

In the event the airborne release is from the neighboring community, the Fire Department, and the Washington County Sheriff's Department will be notified.

### **Armed Person**

If you observe anyone with a gun or other weapon, other than uniformed officers or non-uniformed officers with badges displayed, notify the Campus Police/Security immediately. State your name, exact location of the person, and your location.

Describe the person as specifically as possible including height, weight, age, sex, race, and clothing.

Do not approach the person or make it obvious that you have seen their gun or weapon. Try to maintain visual contact of the person until the Campus Police/Security arrives.

Upon arrival of the Campus Police/Security, identify yourself as the caller and identify the person with the weapon. Do not make it obvious that you are pointing them out; it may prompt the person to take a defensive action. If possible, move to a location out of sight of the person where you can meet the Campus Police/Security.

If the person leaves before the Campus Police/Security arrives, attempt to observe where they go and gather vehicle information.

## **Biological, Hazardous Chemical or Material Incident**

Any biological, hazardous chemical or material spillage should be reported immediately to the Campus Police/ Security and the Maintenance Department.

The Director of Facilities and/or the Campus Police/Security will notify the President immediately.

The Campus Police/Security will also notify the Vice President of Administration and Finance, Dean of Student Affairs and Vice President of Academic Affairs.

After assessing the situation, the Director of Facilities may initiate the Emergency Command Post, and establish communication with the President's office.

No one will be permitted in the area of such an incident without wearing proper protective equipment.

The Campus Police/Security and the Director of Facilities will coordinate an investigation to determine the cause of the incident. Should it be determined that the incident was intentional and accidental, further investigation will be done. The Campus Police/Security may consult with other state and federal **law** enforcement agencies if circumstances suggest the need.

The Campus Police/Security will contact the appropriate hazardous material authorities and emergency medical personnel and will require the following information:

- Name of caller
- Location of caller
- How and where contact can be re-established with the caller or other responsible party at the scene
- What biological or hazardous substance is involved
- Where and when the accident occurred
- Type and condition of containers
- Nature and extent of injuries to people and damage to property.

Upon arrival of specialized hazardous material personnel, the control of the incident scene will be turned over to them and the maintenance personnel and Campus Police/Security will assist as needed.

Do not walk into or touch any spilled material and avoid inhalation of all gases, fumes, and smoke, even if no hazardous material is involved.

Without endangering yourself or other personnel, try to contain the spill, if possible. This will reduce the spread and danger of contamination.

Anyone contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and provide their name to Campus Police/Security.

Rescue injured or trapped persons and remove them from the incident area if it is possible to do so without jeopardizing your own safety. Administer first aid according to the rescuers training.

If as a result of the incident, a danger of fire, explosion, spread of toxic fumes, or other contamination of personnel exists, activate the fire alarm and evacuate the building. Report the incident to the Campus Police/Security and Maintenance Department. If the alarm is not close by, do not risk injury by taking time to find an alarm, contact the Maintenance Department and Campus Police/Security immediately.

If the cause of the incident is suspicious, take note of any unfamiliar or suspicious persons and report it immediately to the Campus Police/Security.

## **Bomb Threats**

Response to a bomb threat involves distinct steps, as outlined in the following procedures. Evaluation of these procedures in an ongoing and systematic manner is an important part of the plan.

### **Types of bomb threats:**

Specific threats are those that indicate a bomb has been placed somewhere on the campus and that indicate the following information: exact building/ area, location in that building/area, time of detonation, and/or rationale for the placement.

Non-specific Threats are those that are vague and that provide little information. They are indicative of a possible hoax.

All bomb threats will be investigated until it is reasonable to classify the threat as a hoax.

### **Receiving a bomb threat:**

#### **Threats received by telephone:**

When a bomb threat has been received by telephone the person receiving the call should:

1. Remain calm and concentrate on the wording of the exact message and other details that could provide valuable information in evaluating the threat. Special attention should be given to where, what time, why, sex of caller,

race, possible age, background noises, language used (well spoken, foreign, irrational, etc.) and the exact wording of the threat.

2. If the caller breaks the connection, the receiver shall immediately call the Campus Police/Security at extension 308 and follow any provided instructions. The receiver shall notify his/her immediate supervisor and remain at the telephone on which the threat was received. All calls should be made on a telephone near the set on which the threat was received so that the original line may be kept open in the event the caller attempts to call back. The message **will not** be repeated to anyone else other than the Campus Police/Security and the immediate supervisor. The immediate supervisor will not repeat the message to anyone and the Campus Police/Security will notify the Vice President of Administration and Finance and the President.
3. Complete the bomb threat procedure form (Appendix A) and immediately write down as much information as possible.

#### **Threats received in writing:**

1. Once a written threat is recognized, further handling of the document should be avoided in order to preserve fingerprints, handwriting, typewriting, and postmarks.
2. All items connected with the bomb threat document should be saved.
3. Contact the Campus Police/Security who will respond and take custody of the written threat.

#### **Threats received by e-mail:**

1. If a bomb threat is received by e-mail, immediately notify the Campus Police and secure the computer so that the message cannot be accidentally deleted.
2. The Campus Police will make a copy of the message and forward the message Campus Police Office.
3. The Director of Information Technology will be contacted for assistance in tracing the IP address.
4. Carefully review the message to see if there is anything within the message that may suggest to you who the writer may be. Make note of any findings and provide the information to the Campus Police.
5. Do not reply to the e-mail unless directed to do so by the Campus Police.

## **Possible explanations for bomb threats:**

There are two possible explanations for someone reporting that a bomb is to go off in a particular building/area and these are:

1. The caller has definite knowledge, or has reason to believe an explosive or incendiary device has or will be placed and they want to minimize personal injury or property damage. The caller may be the person who placed the device or someone else who has become privy to such information.
2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, possibly result in a disruption of the normal activities and routines at the college.
  - a. Panic is one of the most contagious of all human emotions. Panic is defined as a “sudden, excessive, unreasoning, infectious terror.” Panic is caused by fear – fear of the unknown. Panic can also be defined in the context of a bomb threat call as the ultimate achievement of the caller.
  - b. Once a state of panic has been reached, the potential for personal injury and property damage is dramatically increased. Emergency and essential facilities can be shut down or abandoned and the College community denied their use at a critical time. Therefore, it is important to stay calm at all times and to **control the information regarding the threat**. The only persons who shall be given the information are those with a need to know, until such time the President deems it necessary to inform others.

## **Type of Response and Evacuation**

The Campus Police/Security will be notified whenever a bomb threat is received. The officer on duty will respond and retrieve the information taken. If the Campus Police/Security is not available, the Vice President of Administration and Finance shall be notified. During the absence of both the Campus Police/Security and the Vice President, the person receiving the threat shall notify their immediate supervisor who will notify the President.

The Campus Police will notify the Vice President of Administration and Finance who will notify the President. In the absence of the Vice President, the Campus Police will notify the President or his designee directly.

The President may have an immediate meeting with other administrators to evaluate the situation and decide on a course of action. Only the President or his designee has the authority to order an evacuation of a building or area unless there is sufficient reason to believe there is a bomb and delay in evacuating the building or area may result in injury or loss of life.

### **Action Required for a Specific Bomb Threat:**

If the decision to evacuate has been made by the President, the affected building shall be immediately cleared of all occupants, as rapidly and orderly as possible. The use of the building's fire alarm may be used.

The Fire Department will be notified by the Campus Police/Security as a matter of information. They will not respond to assist in building searches.

If time permits, key managerial personnel in the affected building(s) will be notified of the decision to evacuate. They may be instructed to meet with their personnel and advise them of the decision and request that they conduct a voluntary visual search of their work area. If an unusual or unfamiliar object is found, they should NOT touch or disturb it but notify the Campus Police/Security immediately.

Evacuees should remove all purses, attaches and personal packages, which might cause unnecessary wasted searching efforts during the building search phase. If possible windows and doors should be opened to vent and minimize blast and fragmentation damage.

Occupants should be evacuated to a minimum of 600 feet from the threatened building or area. The building/area search could take up to several hours. **No one** except emergency personnel will be permitted within this perimeter.

The Campus Police/Security and maintenance personnel will coordinate the building search in teams of two. **Hand-held radios and cell phones should not be used within a 600 foot radius of the affected building or area.**

The Campus Police/Security will notify the Washington County Sheriff's Department to request the assistance of a bomb sniffing dog (if available) during the search of the building/area. In the event that a bomb is located, the Maryland State Fire Marshall will be contacted and a request made for response of the appropriate Explosive Specialists. No one will be permitted to re-enter the building until the device has been removed or disarmed, and the building declared safe for re-entry.

If upon completion of the search no explosive is located, the building shall be reopened.

### **Action Required for Non-Specific Bomb Threat**

Following evaluation of the threat by the President and any other administrators, Campus Police/Security and maintenance personnel will conduct a search of the affected building or area.

If a suspected explosive device is located, the building and/or area shall be totally evacuated.

Procedures will be followed for a Specific Bomb Threat action.

## **Civil Disturbance or Demonstrations**

Unlawful conduct and the interference with the conduct of institutions of higher education are prohibited by the Annotated Code of Maryland Title 26-101 and 26-102.

The College administration respects the right to freedom of speech for each individual, and does not intend to interfere with that constitutional right. However, in an effort to preserve the rights of all individuals within the College community, the College requests that notification regarding the “Date, Time and Manner” for any demonstration, marches, speeches, picketing, rallies and other mass gatherings be provided to the administration. Students should provide this information to the Dean of Student Affairs. Staff should forward this information to the President.

Most campus demonstrations such as marches, meetings, speeches, picketing, and rallies will be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- **Interference** with the normal operation of the College.
- **Prevention** of access to offices, buildings or other College facilities.
- **Threat** of physical harm to persons or damage to College facilities.

If any of these conditions exists, the Campus Police/Security should be notified and will be responsible for contacting the President or the Dean of Students. The President may request the assistance of legal counsel and other officials.

Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

### **Peaceful, Non-Obstructive Demonstrations**

1. Generally, demonstrations of this type should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
2. If demonstrators are asked to leave and refuse to leave by regular facility closing time, arrangements will be made by the Campus Police/Security and the Director of Facilities to monitor the situation during non-business hours.
3. Determination will be made by the President whether to treat the violation of regular closing hours as a disruptive demonstration.

## **Non-Violent, Disruptive Demonstrations**

1. In the event that a demonstration blocks access to College facilities or interferes with the operation of the College, demonstrators will be asked to terminate the disruptive activity by the College administration.
2. The Campus Police/Security will have a photographer or video camera available for verification/documentation purposes.
3. Key College personnel and/or student leaders will be asked by the President or Dean of Student Affairs to go to the area and persuade the demonstrators to desist.
4. If the demonstration continues, the President or Dean of Student Affairs will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
5. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specific action within a determined length of time may result in disciplinary action or possible criminal charges.
6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or video tape recordings.
7. If the decision is made to seek intervention by the Campus Police/Security, the demonstrators will be so informed. The Campus Police may request assistance from the Washington County Sheriff's Department. The remaining demonstrators will be warned of the intention to arrest.

## **Violent, Disruptive Demonstrations**

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President, Vice President of Administration and Finance and/or the Dean of Student Affairs will be notified immediately. The Campus Police/Security will take actions necessary to protect life and property, and to aide anyone injured, Campus Police/Security may request assistance from other law enforcement agencies.

### *During Business Hours*

1. The Campus Police/Security should be immediately notified of the disturbance. The Campus Police/Security will notify the Vice President of Administration and Finance and the Dean of Students, who will contact the President of the College.
2. The President, in consultation with the Vice Presidents, Deans, legal counsel, Director of Facilities, Director of Public Information and Government Relations

and Director of Human Resources will determine the possible need for an injunction and/or intervention by Campus Police/Security.

3. The Director of Facilities will provide hand-held radio communication between the College administration and the Campus Police/Security at the site of the demonstration.

#### *After Business Hours*

1. The Campus Police/Security should be immediately notified of the disturbance.
2. The Campus Police/ Security will investigate the disruption and notify the Vice President of Administration and Finance and the Dean of Students. Both will be kept informed of the circumstances and advised as to whether assistance is required from other law enforcement agencies.
3. The Vice President of Administration and Finance will report the circumstances to the President and notify key administrators.
4. The Campus Police/Security will photograph and/or videotape the disturbance.
5. The Campus Police/ Security may call for assistance from the Washington County Sheriff's Department or the Maryland State Police if it is deemed to be of paramount importance to the safety of persons involved or the destruction of college property is occurring.

### **Cyber Attack**

Hagerstown Community College has strict guidelines for the use of college-owned computers. Adherence to those guidelines is required by everyone using this equipment. Misuse of college computers will not be tolerated.

If you are using a college computer and experience a cyber-intrusion, typically in the form of a virus, immediately notify the IT Department. If you are in the College Library notify the Library personnel. Refrain from further use of that computer.

If you personally witness or overhear another person acting or speaking in a suspicious manner about computer disruptions, notify the Campus Police/Security or the IT Department immediately.

## **Death on Campus**

There may come a time when the College community has to deal with a death on campus. If the death is due to an illness, heart attack or other natural causes, accidental injury, or traffic accident, the following guidelines will be followed:

The Campus Police/ Security will be notified immediately.

The Vice President of Administration and Finance will be notified and inform the President.

The Campus Police/Security will respond to the scene and if not already done, will call for an ambulance. The authority to determine death will be that of a member of an ambulance team.

The ambulance will transport the victim to the hospital unless substantial time has passed before they were called. The decision whether or not to transport will be that of the ambulance team.

Should the ambulance team decide not to transport the victim to the hospital; the Campus Police/Security or the ambulance team will notify the medical examiner who will examine the body. He/she may have the body removed to his office for an autopsy.

The President may designate a College authority to notify the family of the deceased.

If the death of a person on campus is due to a criminal act or causes unknown, the Campus Police/Security will request the assistance of the Washington County Sheriff's Department in the investigation of the crime or suspicious death. The following procedures will be adhered to:

The Campus Police/Security will secure the scene. No one except law enforcement will be permitted into the scene after they sign a log that they have entered the crime scene area.

The medical examiner will be notified to determine the person is deceased and request an autopsy.

The Sheriff's Crime Lab Unit will conduct the first stage of the investigation and collect all evidence.

The investigation will be conducted in accordance with law enforcement guidelines and may be turned over completely to the Sheriff's Department.

## **Downed Aircraft**

Hagerstown Community College is located close to an airport and to Camp David. In addition to flight patterns to and from these locations, Maryland State Police aircraft and other private craft may fly over the campus. The following procedures shall be followed if an incident involving a downed aircraft does occur:

### *Military Aircraft*

Should any military aircraft land or crash on the campus, the Campus Police/ Security and the Maintenance Department will immediately be notified. The Campus Police/Security will notify the Vice President of Administration and Finance who will advise the President.

Attempts will be made to rescue any injured, and move them to a safe distance from the site.

Render first aid as required and to the extent of your training and summon medical assistance and other emergency services as needed.

If there is a fire, the Fire Department will be called. Attempts will be made to control or extinguish the fire until the arrival of the Fire Department.

The Campus Police/ Security will secure the scene, protect the wreckage, isolate and guard the area, and exclude unauthorized persons.

Extreme caution must be used by all. Military aircraft may contain classified equipment, as well as ammunition, high explosives, and high octane aviation fuel.

Should it be determined that the aircraft does contain ammunition, explosives or other dangerous substances, the President shall be so advised. A decision will then be made regarding an emergency closure. The closure may involve one or more buildings.

The Director of Facilities will establish the Emergency Command Post, and have maintenance personnel set up a perimeter at least 600 feet away from the site.

Maintenance personnel will guard the perimeter admitting only emergency or military personnel.

No one with cameras will be permitted into the perimeter or allowed to photograph the aircraft. Should anyone take photographs of the site the military shall be so informed. The military may confiscate the film.

The Campus Police will contact the Military Police at Andrews Air Force Base and report the incident involving a military air craft. The Number for the Military Police at Andrews Air Force Base is 301-981-2001 or 2002.

### *Non-Military Aircraft*

In the event of a non-military aircraft crashing or forced to land on the campus the Campus Police/Security and the Director of Facilities must be notified immediately.

The Vice President of Administration and Finance will be notified and will notify the President.

The President will be kept informed of the situation and notified immediately if any hazards exist that could cause injury or property damage.

The Director of Facilities will establish the Emergency Command Post and have maintenance personnel set up a perimeter at least 600 feet from the site.

Maintenance personnel will guard the perimeter and permit only authorized personnel into the perimeter.

The Emergency Command Post will immediately contact the National Transportation Safety Board. This done by calling 404-881-7385 and advising the telephone operator that you wish to report an aircraft accident.

Pursuant to the Federal Aviation Act of 1958, as amended, the National Transportation Safety Board (NTSB) is responsible for the investigation and the determination of the probable cause of all accidents involving civil aircraft. The Bureau of Aviation Safety (BAS) is responsible to the NTSB for the investigation of civil aircraft accidents. The State of Maryland is under the jurisdiction of this office for aircraft accident investigations.

If the aircraft is a law enforcement craft, that agency will be contacted by the Emergency Command Post. That agency will assume control of the scene and the investigation.

### **Explosion**

In the event of a mishap that causes an explosion, immediately take cover under desks, tables or other objects. Cover your head and try to stay close to the floor. Make yourself a small target by crouching.

After the effects of the explosion, relocate yourself to a safe place outside. Contact the Campus Police/Security and the Maintenance Department.

The Campus Police/Security and maintenance personnel will respond to the scene and investigate the explosion.

The Vice President of Administration and Finance, who will notify the President, will be notified by the Campus Police/ Security. The President will be kept informed of the situation.

The Campus Police/Security and the Director of Facilities will coordinate an investigation into the cause of the explosion. If it is found to be a result of an intentional act, the Campus Police/Security will consult with other state and federal law enforcement agencies.

## **Fire**

If you notice fire, smoke or any evidence of fire, shout a warning to the occupants and activate the building fire alarm.

If the fire is small and if you are trained, use the proper type fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started and the emergency number has been called.

If the fire is uncontrollable, DO NOT put yourself or others at risk. Follow the College's Emergency Evacuation Plan.

If the fire alarm sounds or an emergency exists, remain calm, walk quickly to the nearest exit and alert others to do the same.

Once outside, go to a safe area at least 300 feet from the affected building, or to another designated location if instructed by the Campus Police/Security or other emergency personnel.

Keep roads, walkways, and fire hydrants clear for emergency vehicles and personnel.

## **Lockdown**

The decision to have an emergency campus lockdown will only be made if there is a serious risk of danger to staff, faculty and students of Hagerstown Community College from an armed intruder or dangerous person(s) on campus. The lockdown will be at the discretion of the President and/or his designee. In the event of an emergency campus lockdown, it is recommended that you stay in your area with all doors locked until you are notified it is safe to leave.

Should the President call for an emergency lockdown, the Emergency Coordinator or his/her alternate, will contact a specific faculty or staff member in each building and advise them to lock their buildings down.

The Campus Police/Security and maintenance personnel will go to each building to assist in the lock down and to be sure each building is safe.

To lockdown a building the following will be done:

- All classrooms, offices, main doors will be locked until advised it is all clear
- Students and staff will move to a wall area where they are not visible from doors or windows
- Window shades will be pulled if appropriate
- If needed, the Campus Police/Security will contact the Washington County Sheriff's Department and/or Maryland State Police for assistance.
- Once a building is in lockdown, no one will be permitted to enter or leave until the situation has become safe and the lockdown has been rescinded.

## **Medical Emergencies**

Contact Campus Police/Security by dialing extension 2308 on any campus phone, or by calling 240-500-2308.

If during a medical or police emergency, Campus Police cannot be reached, dial 9-911 from on-campus phones, and 911 from off-campus, mobile and cellular phones.

When calling, stay calm and carefully explain the problem and exact location to the dispatcher.

Do not hang up until told to do so.

Do not attempt procedures or techniques beyond your abilities or training on any sick or injured persons. In the most common case of minor injury or illness, provide basic first aid care only to the extent of your training.

Stay with the victim until help arrives.

## **Mental Health Crisis**

A mental health crisis exists when an individual is:

- Threatening harm to him/herself or to others
- Out of touch with reality (possibly due to drug reaction, mental illness, physical illness, or failure to take prescribed medications)
- Acting uncontrollable (possibly due to hallucinations brought on by mind-altering drugs, nervous disorders, or failure to take prescribed medications)

- Acting completely withdrawn (possibly due to psychosis)

If you observe anyone acting as described, immediately notify the Campus Police/Security.

The Campus Police/Security will attempt to convince the individual to submit to medical attention, call a family member or friend to come to pick them up, or take them for an emergency evaluation.

## **National Emergency**

Should a national emergency be declared and the President deems it in the best interest of the College community that the College be closed, the Emergency Campus Closure procedures will be followed.

## **Utility Failure**

If there is a major utility failure occurring during regular working hours (7:00 a.m. through 10:00 p.m. Monday through Friday), immediately notify the Maintenance Department at extension 2308 or 2339 and the Campus Police/Security at extension 2308 or 2312.

If the failure occurs after hours or on weekends or holidays, notify the Maintenance personnel on duty at extension 2308. The person receiving the call of a utility failure will contact the Director of Facilities, who will notify the President of the College.

The Director of Facilities and /or the Campus Police/Security will keep the President informed of the circumstances regarding the failure and the progress with repairs. The President may order the closure of the campus or interruption of classes.

If telecommunication is disrupted due to a utility failure, the Director of Facilities will provide the President's office with a hand-held radio for direct communication with maintenance and Campus Police/Security personnel.

The Director of Facilities will establish an Emergency Command Post if the utility failure is major and repairs cannot be made in a timely manner.

The Campus Police/Security and the Director of Facilities will coordinate an investigation into the cause of the utility failure to determine if it was intentionally caused. Should it be determined that the failure was intentionally caused by person(s) known or unknown, the Campus Police/Security will consult with state and federal law enforcement agencies regarding the act.

## Specific Types of Utility Failures

**Electrical/Light Failure:** Emergency lights contain battery packs, which are continuously charged during normal building operations. In the event of a power failure, the emergency lighting systems automatically switch on. With the increase use of campus facilities during evening hours, it would be advisable to have a flashlight available for emergencies. The ARCC, LRC and CP buildings have emergency generators that will automatically come on during a power failure.

During a power failure, the Campus Police/Security and maintenance personnel will go to any/all buildings affected and assist people having difficulty in exiting the building. Special attention should be given to stairwells and elevators. Should anyone be trapped on an elevator, the Fire Department may need to be summoned to assist in the evacuation.

If the power failure is caused by Allegheny Power lines, the Director of Facilities will notify the power company immediately for repair service.

**Elevator Malfunctions/Failure:** If you are trapped in an elevator, use the emergency phone to call for help. If others are trapped on an elevator, determine the floor on which they are located. Reassure the individual(s) that help will arrive shortly to assist them. Notify the Campus Police/ Security and/or the Maintenance Department.

**Plumbing Failure /Flooding:** During a plumbing failure that results in flooding, do not touch any electrical equipment or switches. Notify the Maintenance Department immediately. If the problem is due to a water main break, the Director of Facilities will immediately notify Hagerstown City Water Department for emergency repair service.

**Steam Lines Failure:** Vacate the area of a steam line failure and notify the Maintenance Department immediately.

**Ventilation Problem:** If smoke or strange odors are coming from the ventilation system, notify the Maintenance Department and Campus Police/Security immediately. Be prepared to initiate established evacuation procedures for the building.

If it is confirmed that an unknown odor or gas is in the ventilation system, the Director of Facilities will immediately notify the President and suggest a temporary evacuation of the building until the source can be located.

**Gas Leak:** If you suspect a gas leak, always notify the Maintenance Department and Campus Police/Security. If the gas is leaking inside the building, ventilate the area, shut off open flames, do not operate electrical equipment, and, if possible, shut off the gas valve. **If there is a major gas leak, notify others in the building and evacuate the building immediately leaving windows open.**

## **Violent or Criminal Behavior**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and persons. Report all such findings to the Campus Police/Security promptly.

If you are a victim or witness to any on-campus offense, immediately report the incident to the Campus Police/Security at extension 2308. The following information will be needed:

- Your name
- Location of the incident
- Nature of the incident
- Description of person (s) involved
- Description of property involved

Assist the Campus Police/Security when they arrive by supplying them with all additional information and asking others to cooperate.

Should gunfire, weapons, or explosives be involved, avoid the incident. Take cover. Leave your cover, or seek first aid for the injured only when completely safe to do so.

In the event you are taken hostage or held against your will:

1. Avoid heroism and drastic action. In all probability, your captor(s) do not want to harm you.
2. The initial 45 minutes are the most dangerous. Do not speak to your captor(s) unless spoken to. Avoid appearing hostile, but maintain eye contact with the captor(s) without staring.
3. Do not expect the captor(s) to behave rationally. Do nothing to aggravate your captor(s). Comply with instructions the best you can. Avoid speculation as to the outcome of the situation. Avoid arguments.
4. Try to rest. Try to maintain a calm, composed attitude. This will help calm other captives and insure their safety.
5. Be alert. You may need to react quickly to changes in the situation or the efforts of the authorities to release you.
6. You will need to give descriptions of you captor(s). Learn all you can about them and notice as many details about their character, clothing, voice, build, etc. without making it obvious.

7. If medications, first aid or rest room privileges are needed by anyone, request them.

## **Weather Extremes**

Types of meteorological phenomena affecting the area are severe winter storms, hurricanes, and high winds or tornadoes.

### **During a Severe Winter Storm:**

Should conditions worsen while the College is open, the President may decide to close the College early. When such determination is made, students, faculty and staff will be notified through the proper channels.

If the storm has knocked down power lines and it appears that the electricity will be off for an extended period of time, it may be necessary to take appropriate action to prevent injury to people or damage to property.

### **During a Hurricane:**

When it has been determined that a hurricane is heading toward campus, all occupants shall move to the lower areas in the building.

Stay near the inside walls when possible and stay away from windows.

Do not attempt to cross through an area of flowing water that is above your knees.

Do not attempt to drive over a flooded road; you could become stranded and trapped.

If your vehicle stalls and will not restart while traveling through the predicted pathway of a flood, abandon it immediately and seek higher ground.

### **During High Winds or Tornadoes:**

Some tornadoes strike without time for a tornado warning and sometimes without a thunderstorm in the vicinity. When you are watching for rapidly emerging tornadoes, it is important to know that you cannot depend on seeing a funnel as clouds or rain may block your view. The following weather signs may mean that a tornado is approaching:

- A dark green-colored sky
- A large, dark, low lying cloud
- Large hail
- A loud roar resembling that of a freight train

If you notice any of these weather conditions take cover immediately.

When it has been determined that a tornado does exist and is heading toward the campus, all occupants shall move to the innermost part of the lower areas in the building.

**DO NOT USE ELEVATORS** as power failures may occur.

Stay near inside walls when possible and stay away from windows and doors.

Keep calm, and protect your head. Make yourself as small a target as possible by crouching down.

After the storm has passed, check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

Report injuries, potential threats and property damage to the Campus Police/Security and Maintenance Department.

Should major damage have occurred to the campus, it is most likely that telephone service will be disrupted. If it can be done safely, send a messenger on foot to find the Campus Police/Security or Maintenance. The Emergency Command Post will have been set up in room 111A of the Career Programs Building.

### **During an Earthquake:**

#### **If you are inside when the shaking starts:**

- Drop, cover and hold on.
- Move as little as possible.
- If you are in bed, stay there, curl up and hold on. Protect your head with a pillow.
- Stay away from windows to avoid being injured by shattered glass.
- Stay indoors until the shaking stops and you are sure it is safe to exit. If you must leave the building after the shaking stops, use stairs rather than an elevator in case there are aftershocks, power outages or other damage.
- Be aware that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.

#### **If you are outside when the shaking starts:**

- Find a clear spot and drop to the ground.
- Stay there until the shaking stops (away from buildings, power lines, trees, streetlights).
- If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines if possible. Stay inside with your seatbelt fastened until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged.
- If a power line falls on your vehicle, do not get out. Wait for assistance.
- If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris. Landslides are often triggered by earthquakes.