



2023 CAMPUS SAFETY AND EMERGENCY PREPAREDNESS



HCC Alert

Hagerstown Community College utilizes a combination of the following notification systems as appropriate for the determined level of crisis and the specific incident: Audible Outdoor Siren, Audible Indoor PA System, Indoor signboards, HCC Alert system (Omnilert), HCC Email, HCC Website, Mass Media, HCC Campus Phone System. Based on the situation, HCC can utilize anyone or all of the emergency communication platforms to send a Timely Warning or Emergency Notification. A crisis or an emergency on the college campus is generally defined as an incident or event that presents a significant threat to the operations and/or safety of the students, faculty, staff and visitors. A crisis may be sudden and strike the college with little or no advance notice. Those crises usually pose a health or safety threat, such as a fire, campus violence or a severe student injury. Hagerstown Community College's Crisis Management Team is committed to disseminate factual, timely and accurate information during a crisis or emergency. The Crisis Management Team and HCC Police have the authority to assess the situation, determine what immediate communication is needed and move forward to deliver that communication to campus community. The HCC Crisis Management Team is comprised of staff members and directors from several different divisions on campus. For example, if there is a major fire in an academic building, the HCC Police would be responsible for initial emergency communications (via HCC Alert, Valcom and Outdoor Siren) with the campus. In the absence of the chief, another member of the police department or a trained College administrator can send messages. HCC recognizes that no one system or person will enable the College to fully warn everyone in a timely manner because each system has limitations. It is imperative to utilize multiple systems and trained staff to effectively broadcast the message to as many of the college students, faculty, staff and visitors. The College has adopted various modes of communications that can be used in an emergency.

To help keep you better informed in the event of a campus emergency, HCC uses a notification system that enables you to receive urgent text messages through your cell phone and e-mail messages to your HCC Email account. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the college to use the service. To receive these messages, you must be registered. Sign up now. <https://www.hagerstowncc.edu/about-hcc/campus-police/emergency-alerts>



Chief Eric C. Byers
Hagerstown Community College Campus Police
11400 Robinwood Drive
Hagerstown, Md. 21742
Office: 240-500-2501
Cell: 240-675-0619

Campus Police

Location: Learning Resource Center, room 115

On Duty Officer Phone: 240-500-2308

Emergency Phone: 911

Email: campopol@hagerstowncc.edu

www.hagerstowncc.edu/about-hcc/campus-police

Regular Hours:

Monday - Friday, 7 a.m. – 10:30 p.m.

Saturday, 8:30 a.m. – 4:30 p.m.

After hours, Washington County Sheriff: 240-313-2100

HCC Campus Police patrol the campus and enforce all College and Maryland state traffic and parking laws. Other responsibilities include, but are not limited to:

- Motor vehicle accident reports
- Fire prevention
- Emergency planning
- Crisis intervention
- Response to medical emergencies
- Security surveys
- Crime detection and prevention
- Police reports
- Roving patrols
- Lost and found
- Parking coordination for special functions
- Police based training

The office and emergency numbers for campus police can be found on the back of your student ID card. Contact campus police if you need help with any of the following:

- Escort to your car if you feel unsafe due to weather or time of day
- Getting keys out of your locked car
- Jumpstarting your car

To help the Campus Police provide the best possible crime prevention service, timely reporting is essential. The sooner an event or incident is reported, the sooner action can be taken and a resolution obtained.

The Campus Police handle all reported information confidentially. Reports are usually available to those persons directly impacted by the report. In some cases, reports are available to other agencies. Names of suspects and/or witnesses are not released unless approved by the HCC president or mandated by law.

Please help to keep the campus safe for yourself and others by reporting any unusual or suspicious persons and incidents or any unsafe conditions. Your safety and the safety of others is everyone's job on campus. Use common sense and take appropriate precautions.

Emergency Operations Plan (EOP)

The safety and security of the College community are of vital concern. HCC 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 Emergency Operations Plan (EOP) 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 environment, the College seeks to maintain a balance between safety and retaining the openness of a college campus. The College provides an emergency notification system to keep employees, students, visitors, and guests informed of emergencies. Sign up at www.hagerstowncc.edu/emergency.

Hate Crimes and Bias

Hate crimes manifest when an alleged victim was intentionally selected because of the perpetrator's bias or because the perpetrator perceived the person to be in one of six protected group categories: religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability. Hate crimes that occur on campus or between students should be reported to HCC Campus Police as soon as possible, 240-500-2308. Students may also seek support from the Dean of Students Office.

HCC Siren

During an emergency on campus, the College will initiate the use of its external siren system to alert the campus of the emergency. If you hear the siren, listen to the message immediately following for directions. Check your phone for HCC text messages and HCC emails.

Lost and Found

The Lost and Found is maintained by the Campus Police. The Campus Police will initiate a Property Report on all items found or recovered. Items will be held for at least 30 days. The person(s) who found the item(s) may make an application to claim the property in the event that the rightful owner(s) cannot be located.

Parking and Traffic Regulations

Facilities and Permits

The campus map displayed on the inside back cover of this handbook shows all parking areas and the identification letter of each area. Parking is monitored year-round, seven days/week

Student parking spaces are designated on campus with WHITE lines. Any space with YELLOW lines is for staff/faculty and some are marked for visitors only. All vehicles must be parked inside the lined spaces, and should not be on the grass, or infringe on adjacent spaces. No parking is permitted along curbs, in crosshatched areas, or in any restricted zone designated by permanent or temporary signage, or blocked off with cones or barricades.

Parking area “B” is for staff and there are some spaces for visitors and new student registration. All spaces are yellow indicating not a student parking area.

Parking area “C” is designated in yellow for staff parking, but is open to student parking beginning at 5 p.m. each day.

Parking area “G” has select spaces marked by double lines of white and yellow. This indicates that students or staff may park there.

There are restricted spaces throughout the campus for handicap permit holders. Unattended vehicles blocking traffic or causing hazards are subject to a citation and being towed at the owner’s expense.

Annual Security Report

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” the Campus Police/Security prepares an Annual Security Report. The full report may be viewed by visiting www.hagerstowncc.edu/campus-police-annual-security-report. A hard copy of the report may be obtained by calling 240-500-2501.

Addiction Awareness

HCC has teamed up with the Washington County Health Department to provide regular NARCAN trainings on campus. The Behavioral Health Unit at the Washington County Health Department has also provided large doses of NARCAN to be distributed across the campus. HCC Campus Police have placed several doses of NARCAN in all the AED boxes. Those boxes are located in all of the student use buildings on campus. In addition to this, a NARCAN video was created at HCC with assistance from the local health department. This brief video describes the signs of an opioid overdose, provides information on NARCAN, and where it can be found on campus. The video also urges the viewers to reach out for help if they or someone they know are struggling with addiction. Hagerstown Community College has a Behavioral Intervention Team that can connect students or staff to resources to deal with someone that is struggling with an addiction.

Sexual Assault Awareness

HCC partnered with the One Love Foundation to present an awareness program about dating violence. This program has been presented to HCC Student Athletes. Members from the HCC BIT team worked on this project and helped facilitate the student training. If you or someone you know has been affected by a sexual assault, dating violence or domestic violence contact Campus Police or a member of the HCC BIT/Care Team (www.hagerstowncc.edu/needhelp) to be connected with resources. Hagerstown Community College can connect students to CASA, Inc. for services and assistance. For more information on CASA and their programs and services please go to: www.casainc.org If you are in crisis, and need to speak to someone NOW call the 24-hour hotline at 301-739-8975 (711 Hearing Impaired).

To report a crime, call the On-Duty Campus Police or Security officer at 240-500-2308 or stop by the office located in the Learning Resource Center Room 115. You can also email campus police at campopol@hagerstowncc.edu

College Closings

(Emergencies and Inclement Weather)

When severe weather and other emergencies occur that impact classes or other campus activities, announcements are made on local radio and TV stations, posted on the College website (www.hagerstowncc.edu), posted on the official College Facebook (www.facebook.com/hagerstowncc) and Twitter (www.twitter.com/hagerstowncc) accounts and noted on the College switchboard recording. 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.

HCC holds classes at various community locations, including its Valley Mall Center. Classes held at off-site facilities are subject to the following cancellation or delayed start procedures:

- If HCC is closed or has a delayed opening due to inclement weather, classes scheduled at off-site locations are also cancelled or delayed.
- If HCC is closed or has a delayed opening due to an emergency situation which affects only its main campus, classes held at off-site locations will run as scheduled unless specified otherwise.
- If HCC is open and the off-site facility has issued a closing or schedule change, then HCC classes held there will follow the schedule change issued by the off-site facility.

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 so severe, HCC does close and all classes and campus activities are cancelled.

It is 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 email in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance.

Where to Look for Information:

- HCC website: www.hagerstowncc.edu
- Text message alert - sign up at www.hagerstowncc.edu/emergency-alerts
- HCC Facebook page: www.facebook.com/hagerstowncc
- HCC Twitter account: www.twitter.com/hagerstowncc
- Local radio & TV stations

For more information about college closings, visit www.hagerstowncc.edu/college-closings.

HOW TO RESPOND

IF AN ACTIVE SHOOTER IS ON CAMPUS

Quickly determine the best way
to protect your own life.

Others are likely to follow the lead of employees
and student leaders during an active shooter situation.

1. RUN

- Have an escape plan and route established
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide out of the active shooter's view
- Block entry to your hiding place
- Lock all lockable doors

3. FIGHT

- As a last resort when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression - throwing items at shooter

**CALL 911 THEN CALL CAMPUS POLICE AT
240-500-2308 WHEN IT IS SAFE TO DO SO**

How to respond when law enforcement arrives

- Remain calm and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

PROVIDE INFORMATION TO OFFICERS OR 911

- Location of the victims and the active shooter
- Number of shooters if more than one
- Physical description of the shooter/s
- Number and type of weapon held by the shooter/s
- Number of potential victims at the location



“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Hagerstown Community College’s Title IX Sexual Misconduct Policy and Procedure is available online www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures

Hagerstown Community College (HCC) is an academic community committed to providing a working and learning environment free from sexual misconduct. Sexual misconduct is an umbrella term used at Hagerstown Community College that encompasses various types of prohibited conduct including sexual harassment, sexual discrimination, sexual assault, dating violence, domestic violence, and stalking. HCC will not tolerate sexual misconduct and has implemented specific measures to strongly encourage and support the reporting of sexual misconduct and to ensure that all allegations of sexual misconduct are investigated and resolved in a timely, discreet, fair, and impartial manner and in accordance with Federal Title IX and Clery Act regulations and Maryland Education Article 11-601. HCC’s Title IX Sexual Misconduct Policy and Procedure outlines our commitment to address this prohibited conduct, the procedures for investigating and resolving complaints and the resources available to both a complainant and a respondent.

How to Contact HCC’s Title IX Coordinators

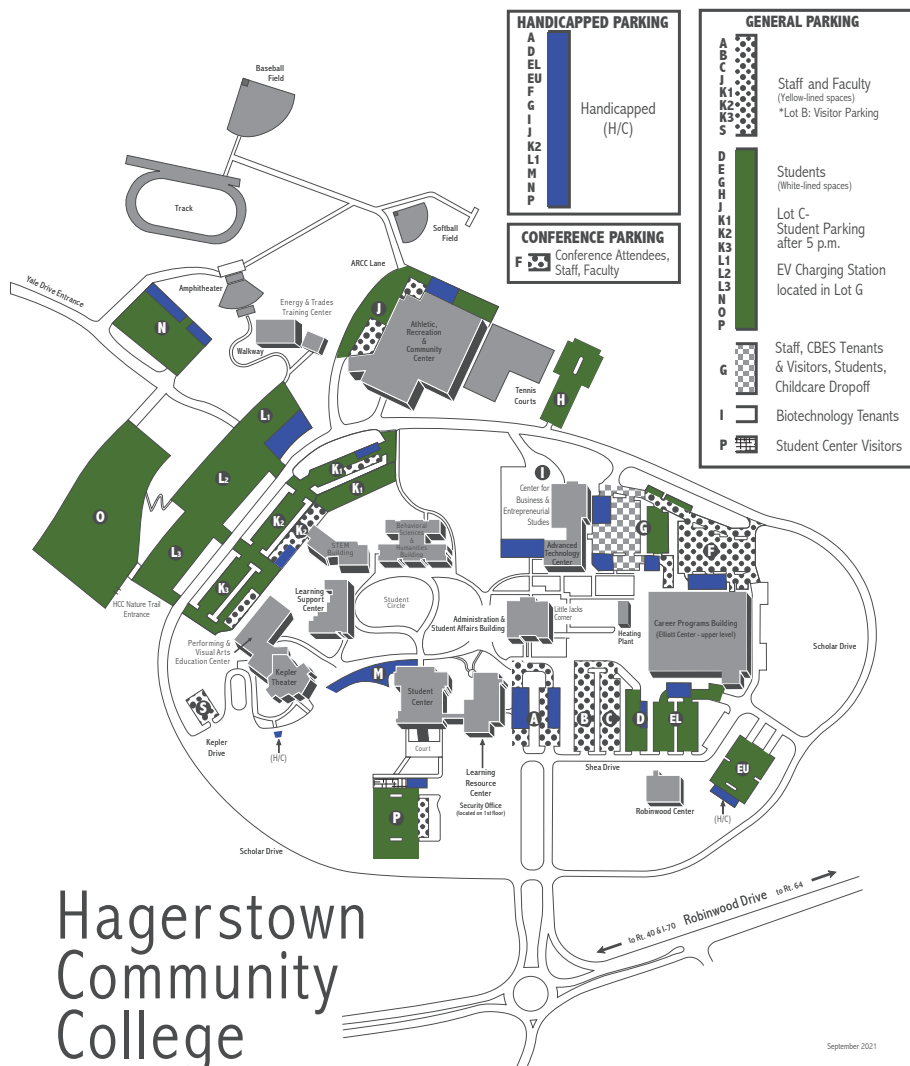
For Students:

Dr. Christine Ohl-Gigliotti
Dean of Students & Title IX Coordinator
Student Center, Room 142
11400 Robinwood Drive Hagerstown, MD 21740
240-500-2526
caohl-gigliotti@hagerstowncc.edu

For Employees:

Ms. Jennifer Childs
Executive Director for Human Resources & Title IX Coordinator
Administration and Student Affairs (ASA) Building, Room 700
11400 Robinwood Drive Hagerstown, MD 21740
240-500-2259
jachilds@hagerstowncc.edu

CAMPUS MAP



September 2021

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in your area or room until the "All Clear" is announced
Do business as usual

INSTRUCTORS AND STAFF

Close and lock the door
Account for students, visitors and others
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

INSTRUCTORS AND STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students, visitors and others
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

INSTRUCTORS AND STAFF

Recover people from hallway if possible
Close and lock the door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

INSTRUCTORS AND STAFF

Lead evacuation to specified location
Account for students, visitors and others
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazard
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

INSTRUCTORS AND STAFF

Lead safety strategy
Account for students, visitors and others
Notify if missing, extra or injured people



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Call 911

Campus Police 240-500-2308

