



Emergency Response Guide

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Prepared for Garrett College
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Garrett College Emergency Response Guide

INTRODUCTION

The Emergency Response Guide is designed to offer guidance to the campus community in response to incidents or emergencies that may occur on campus or at college facilities. This guide is used in conjunction with the College's Emergency Operations Plan. The College's Emergency Operations Plan, used by campus officials, effectively coordinates the use of College and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near Garrett College or one of its off-site locations. It shall be placed into operation whenever an emergency affecting the College cannot be controlled using daily operating procedures.

As designed, this guide applies to all members of the campus community, including students, employees, visitors, contractors, and any other related entities. This guide does not replace any procedures previously established in relation to safety and emergency response, but supplements and supports prior documentation and practices.

GENERAL EMERGENCY PROCEDURES

General emergency include campus emergencies or issues that warrant investigation. For specific emergencies, refer to Section 5 of this document.

No incident is ever the same. Therefore, no one response can dictate the best approach to handle an incident. The College will do everything within its power and resources to prevent the loss of life and property.

a. Campus Emergencies

In the event of a life-threatening emergency CALL 911, following the guidelines below:

- Clearly state the type of emergency to the dispatcher—police, fire, medical, etc.
- Clearly state the location of the emergency and your name, location, and telephone number.
- Describe the emergency and follow the dispatcher's instructions.
- DO NOT HANG UP UNTIL TOLD TO DO SO BY THE DISPATCHER.
 - Contact Campus Security at 240-321-5799.

b. Non-Life Threatening Emergencies

Immediately call Campus Security at 240-321-5799 for non- life threatening emergencies or to report an incident or crime.

MEDICAL EMERGENCIES

a. Basic First Aid is required

If basic first aid is required in the event of a medical emergency, follow these steps:

- Do not move an injured person unless it is a life-threatening situation.
- Call Campus Security (call 240-321-5799). Campus Security Officers will administer basic first aid and/or indicate if additional medical resources will be required.
- Stay with the injured person until a Campus Security Officer arrives.
- First aid kits are available in all buildings for basic supply needs. (*See Table 1*)

Building	Location
100- GIEC/CEWD	Rooms 114, 122
200- STEM	Rooms 214, 241, 242
300- Tech Center	Room 317
400- Student Center	Rooms 401, 404A
500-Library	Room 501
600- Learning Center	Rooms 621
700- Fine Arts	Room 701
750- Maintenance	Rooms 752,760
800- CEPAC	Off-line for construction
900-CARC Aquatic Complex	Rooms 902, 910, 912, 922
950- CARC Gymnasium	Rooms 950, 951, 979
1000- CAOS	Room 1010
1100- Garrett Hall	Lounge
1200- Laker Hall	Room 105
3000-NOC	Room 1306
4000- SOC	Rooms 4007, 4008
5000- CTTC	Rooms 5101, 5106, 5108

Table 1: First Aid Kit Locations

b. Outside Medical Assistance is required

If outside medical assistance is required in the event of a medical emergency, follow these steps:

- Do not move an injured person unless it is a life-threatening situation.
- Call 911.
- Clearly describe the medical emergency and give your name, location, and telephone
- Do not hang up until told to do so by the dispatcher.
- Stay with the injured person and try to keep them calm until medical help arrives.

c. Automated Defibrillator (AED) is required

When a medical emergency where a victim's heart has stopped occurs, use of an Automated Defibrillator (AED) can be beneficial. If an AED is required in the event of a medical emergency, follow these steps:

- Call 911 or identify a nearby individual to do so.

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- Call Campus Security (call 240-321-5799) to notify them.
- If trained or feel comfortable in doing so, use an AED (*see Table 2*). Note: The AEDs on campus prompt the user on the steps to follow.
- If an AED is used, notify Campus Security of its activation so adequate measures can be taken to rearm and resupply the device.

Building	Location
100- GIEC/CEWD	Main Hallway next to restrooms
300- Tech Center	Main Hallway between restrooms
400- Student Center	Cafeteria outside of room 509
700- Fine Arts	Main Hallway next to Business Office window
800- CEPAC	Off-line for construction
900-CARC Aquatic Complex	Pool Deck
950- CARC Gymnasium	Main Hallway next to room 975
4000-SOC	Lobby wall by office 4006
5000- CTTC	Main Hallway across from 5106

Table 2: AED Locations

INJURY/ACCIDENT REPORTING

a. Employee on-campus accidents/injuries

If an employee has an accident or incurs an injury on campus, follow these steps:

- Notify the injured employee's supervisor as soon as possible.
- Notify the Human Resources Department and Campus Security.
- Complete a "Workers Compensation First Report of Injury or Illness" form within twenty-four (24) hours with the Payroll Office.
- Complete any additional required documentation as requested.

b. Student on-campus accidents/injuries

If a student has an accident or incurs an injury on campus, follow these steps:

- Call 911 if the injury cannot be treated with basic first aid.
- Notify Campus Security by calling 240-321-5799.
- Notify the Director of Student Development or designee, who will follow up with the student and notify parent/guardian if necessary.
- Campus Security will complete an Incident Report and file it within twenty-four (24) hours of the reported accident or injury.

EVACUATION

a. Evacuation Procedures

Campus evacuations fall into two categories: small-scale and large-scale evacuations. A small-scale evacuation refers to evacuation of a single area. A large-scale evacuation refers to an evacuation of one or more areas.

Emergency/Evacuation Coordinators (identified by reflective vests) assigned to buildings will aid in both small-scale and large-scale evacuations in coordination and with support from campus operations and emergency personnel.

b. Evacuation Map with Designated Area Locations

Best practice is to locate an escape route and evacuation area in advance. Evacuation Maps are located throughout each building and within each room or office. Not all evacuation areas suit each type of emergency event. If a designated evacuation area is in use by emergency personnel or otherwise compromised, then choose an alternate area or follow the commands of emergency or college personnel.

c. Evacuation Protocol

IF ASKED TO EVACUATE, EVEN IF PROBLEMS ARE NOT OBVIOUS, IT IS YOUR RESPONSIBILITY TO COMPLY.

If an evacuation is mandated, follow these steps:

- Evacuate the room or area immediately to a pre-established Evacuation Assembly Area (as indicated on evacuation map) or to an alternative safe area.
- Collect essential personal belongings—medications, car keys, wallet, purse, cell phone, etc.—**only if time and safety permits.**
- Take the stairs—DO NOT USE THE ELEVATOR.
- Assist disabled persons with the evacuation—mobility aids may need to be left behind—the Emergency/Evacuation Coordinator (EC) will act as the liaison to the Incident Commander (IC) and will notify the IC if there are any disabled persons needing assistance.
- Assist students and community members with evacuating if necessary.
- After evacuating, stay in the evacuation area. Permission to return to the evacuated building is determined ONLY after the “all clear” has been given.

In the event of a prolonged evacuation, the EC will escort people to a location designated a safety area by the IC.

d. Evacuation Protocol for Persons with Disabilities

Persons with disabilities are strongly encouraged to contact the Office of Student Services (if a student) or the Office of Human Resources (if an employee) to discuss safety issues and the College’s evacuation plan.

In the event of an emergency, the Garrett College community must observe the following evacuation procedures to assist people with disabilities:

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- Be aware that people with disabilities often need more time to make necessary preparations in an emergency.
- Be aware that rescue, fire and police personnel, and building supervisors and coordinators will check all exit corridors and exit stairwells for trapped persons, including persons with disabilities who are unable to use stairs.
- Offer assistance whenever possible.

Emergency Evacuation for Persons with Physical Disabilities

Please be aware that people with disabilities and their service animals may be entirely self-sufficient under normal circumstances but may need extra assistance in an emergency. Ask the person how you can help them most effectively. Offer assistance. Never assume assistance for persons with disabilities is unneeded.

Emergency Evacuation for Persons with Mobility Impairments

Persons using wheelchairs on ground level floors can evacuate along with other persons. Prior to lifting or carrying an individual, determine what exit routes from buildings can be used to deter from lifting or carrying an individual and discuss with the person to determine the way he/she prefers transportation. The only buildings that are non-ground level are the residence halls; no one in a wheelchair or with a mobility impairment will be housed on floors other than the first floor for safety purposes.

Emergency Evacuation for Persons with Visual Impairment

To assist a visually impaired person, help guide him/her by asking the person if he/she would like to take your arm at the elbow. DO NOT grasp the arm of a person with low vision or blindness. Give the person verbal instructions as you guide them, and advise about steps, rough terrain, doorways, debris, etc. Verbal compass directions, estimated distances, and directional terms are the most familiar tools for persons with vision loss.

A service animal could become confused or disoriented in a disaster. People who are visually impaired may have to depend on others to lead them, as well as their service animals, to safety during a disaster.

Emergency Evacuation for Persons with Audio Impairments

Individually notify deaf and hearing-impaired persons of an emergency and the required response. Write directions on paper if necessary. Do not assume that hearing impaired persons can hear the fire alarm or that they will know what to do by watching others.

Emergency Evacuation for Persons with Respiratory Impairments

Stress can aggravate many respiratory illnesses. In an emergency, oxygen and respiratory equipment may not be readily available. Refer people with respiratory illnesses to emergency personnel.

Emergency Evacuation for Persons with Other Impairments

Ask the person how you can help them most effectively. If necessary, lead the person to a safe location and tell the person to wait there, and then go seek help from Campus Security and/or emergency personnel immediately.

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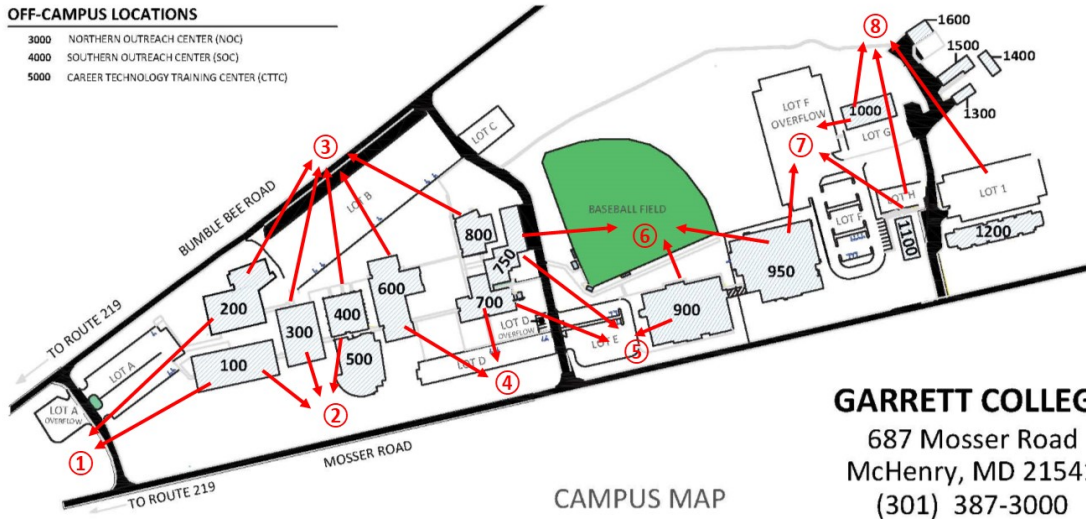
LEGEND

100	CONTINUING EDUCATION WORKFORCE DEVELOPMENT (CEWD)
200	GARRETT INFORMATION ENTERPRISE CENTER (GIEC)
300	STEM
400	INFORMATION TECHNOLOGY
500	STUDENT CENTER
600	LEARNING RESOURCE CENTER
700	SHAW LEARNING CENTER
750	FINE ARTS / BUSINESS ADMIN.
800	MAINTENANCE
900	SPECIAL EVENTS CENTER
950	CARC-AQUATICS & FITNESS
1000	CARC-GYMNASIUM
1000	CENTER FOR ADVENTURE & OUTDOOR STUDIES (CAOS)
1100	GARRETT HALL
1200	LAKER HALL
1300	STORAGE
1400	TECH WORKSHOP
1500	BASEBALL CLUBHOUSE / CAOS STORAGE
1600	BASEBALL / SOFTBALL PRACTICE FACILITY

OFF-CAMPUS LOCATIONS

3000	NORTHERN OUTREACH CENTER (NOC)
4000	SOUTHERN OUTREACH CENTER (SOC)
5000	CAREER TECHNOLOGY TRAINING CENTER (CTTC)

- ① - Evacuation Site 1
- ② - Evacuation Site 2
- ③ - Evacuation Site 3
- ④ - Evacuation Site 4
- ⑤ - Evacuation Site 5
- ⑥ - Evacuation Site 6
- ⑦ - Evacuation Site 7
- ⑧ - Evacuation Site 8



GARRETT COLLEGE
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DISTURBANCE, FIGHTS OR PHYSICAL ABUSE

It is important that you do not ignore a potentially dangerous situation. If you hear yelling or threatening language, confront it immediately or ask someone for help. Knock on a closed door to see if everything is all right or approach individuals to ask if there is a problem. It is better to interrupt a situation that could be dangerous, than to ignore it. If you are uncomfortable doing so, call for assistance. A call to Campus Security (240-321-5799), can generate help very quickly.

If you witness a fight or some other physical abuse, do not become involved but contact Campus Security (240-321-5799) immediately. It is recommended that you then return to the scene of the incident and attempt to disperse onlookers and discourage others from becoming involved in the confrontation as long as your safety is not in jeopardy. **If in doubt, call 911.**

For instances of dating violence, domestic violence, stalking or sexual assault, please refer to the [Sexual Misconduct Guidelines](#) or contact the Title IX Coordinator at 301-387-3037.

CONCERN OR THREAT REPORTING

Immediately report communications containing any of the following references to a supervisor or other College Official responsible for reporting it to the appropriate Administrator or other authority. In all cases, an Incident Report should be completed and filed with the [Campus Security](#) office.

Threats

All threats of harm to College employees and students received in writing, by telephone, e-mail or fax, through an informant, on social media, or in-person should be reported to Campus Security. Any assault or attempted assault should be reported. In all of these situations, an Incident Report should be filed with the Campus Security Department.

Communications of Concern

Many communications do not make explicit threats but are nonetheless cause for concern. Report any communication that meets one or more of the following criteria:

- A particular complaint or sense of outrage over the handling of a College incident;
- References to a special history or destiny shared with an employee or student;
- Evidence of suspicious behavior, stalking behavior, or research into personal affairs of an employee or student;
- References to death, suicide, weapons, sexual misconduct, violence, assassinations, acts of terrorism, or affection;
- Obsessive desire to contact an employee or student;
- Belief that an employee or student owes the person a debt;
- Perception of an employee or student as someone other than him or herself;
- References or claims of mental illness—psychiatric care, anti-psychotic medication, etc.

ARMED INTRUDER/WEAPON THREAT

Every situation is different and the threatened individual will have to rely on their best judgment as to the best course of action, given the unique situation. Your own safety and the safety of others are the top priority.

Garrett College utilizes the A.L.I.C.E. training method to handle active threats. A.L.I.C.E, which stands for: Alert, Lockdown, Inform, Counter, and Evacuate, provides the campus community with the ability to possibly act to save lives as well as equipping them with the skills to address an active threat to their area. Below are some general guidelines, presented through the A.L.I.C.E. program, to manage an armed intruder or threat with weapon. These guidelines include:

Immediate or Imminent Violence

If you hear gunshots or witness an armed person, move away as quickly as possible.

People that have the opportunity to safely escape should do so by:

- If there is a way out, GET OUT! This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Keep others from entering the danger zone.
- Evacuate to a safe location, which will be as far from the threat as possible.
 - Do Not use the pre-determined assembly areas used for a general evacuation.
- Notify 911 as soon as it is safe to do so.

If you cannot flee, find a place to hide:

- Lock and/or barricade the door.
- Silence your cell phone.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should:
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Not trap or restrict your options for movement.
 - Allow for an escape route if you need to move quickly.

AS A LAST RESORT, and only if your life is in danger:

- Attempt to incapacitate the armed individual by:
 - Causing distractions to interfere with the ability to aim accurately.
 - Cause as much chaos in the room as possible to create sensory overload.
 - Control the armed individual using body weight, not strength.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the armed individual is incapacitated, notify 911.

When law enforcement officers arrive:

- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to locating the armed individual.
- Know that help for the injured is on its way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
- The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

Confrontation by Threatening Person

When confronted by a threatening person follow the general behavioral guidelines below and make conscious observations.

Behavioral Guidelines When Confronted by Threatening Person

General behavioral guidelines to manage confrontation by a threatening person include:

- Be calm, cooperative and patient—time is on your side.
- Offer to listen, but do not judge or argue with perceptions.
- Treat each concern as important and valid—a person in a crisis will only respond to someone who is willing to listen, understanding, respectful, and non-threatening.
- Allow the hostile person his or her personal space (at least 3 feet).
- Maintain polite eye contact.
- Keep gestures and body language open and non-threatening.
- Use a low, soft, slow voice when speaking.
- Ask/tell the person before you make any moves.
- Be truthful - to lose credibility can be catastrophic—assure the person you will do everything you can to resolve his or her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution—a person in crisis will be more accepting of a solution that he or she helped formulate.
- Always look for a win-win outcome—retaining dignity (saving face) is paramount to the person in crisis.

Observations To Make When Confronted by Threatening Person

Most importantly, be extremely observant. Note as much as possible about the aggressor, including:

- Clothing—color, type.
- Individual descriptors: Gender, height and weight.
- Other descriptions unique to the individual—tattoos, hair color, facial hair.
- Type(s) and number of weapons.
- Direction of travel or building entered.
- State of mind.
- What was said.
- The space you are in—if released or escaped, this information will be needed by police to ensure the safety of others.

SECURING THE BUILDING (LOCKDOWN PROCEDURES)

Most buildings on campus are lockdown capable, meaning that in the event of an incident requiring a lockdown, Campus Security will remotely lock all exterior doors equipped with electronic access control readers to limit an intruder's access to campus. *This is why it is critical that doors not be propped open using wood blocks or other items that may obstruct the doors from securing properly.*

Most classroom doors are opened, but remained locked. This is done so that doors may be pulled shut and will be locked without having to use a key in the event of an emergency.

During a lockdown, *if you cannot easily and safely escape the building*, it is important to:

- Lock yourself in an office or classroom. Fashion barricades out of any available items in your location.
- Turn off all lights and electronics in the room (set phones to silent).
- Close windows; pull down blinds, cover glass panels on doors.
- Hide behind, under, in a safe place and remain until the "all clear" is given.
- If possible, quietly notify 911 of your location.
- Do not let anyone besides law enforcement into the room.

BOMB THREATS

The Bureau of Alcohol, Tobacco, Firearms and Explosives said this of bombs, “Bombs can be constructed to look like almost anything and can be placed or delivered in a number of different ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.”

Suspicious Packages

If you suspect an item delivered to campus may be a bomb, then:

- DO NOT MOVE THE ITEM.
- Calmly notify others in the immediate area and evacuate.
- If there is a fire alarm in your area, DO NOT ACTIVATE IT. You do not want to frighten everyone.
- Notify Campus Security.
 - DO NOT USE A CELLULAR PHONE! A cell phone could potentially set off the package.
 - All Departmental Administrative Assistants have radios that can be used to communicate directly with Campus Security.
- Clearly state the location of the suspicious package or letter, your name, location, and telephone number from which you are calling.
- Do not hang up until told to do so.
- Campus Security will notify the Coordinator of Campus Safety and Security, who will work with College administrators to determine if/when 911 should be called and if evacuation is necessary.
- Evacuate if told to do so and comply with all directions given by College officials.
- Return to area will be allowed ONLY after the “all clear” notification is given by emergency personnel.

Bomb Threats

All bomb threats are taken seriously. Bomb threats can be delivered in a variety of ways including in-person, via telephone, or in writing. The most dangerous means is in-person while the most common means is via telephone.

In-Person Bomb Threat

The person invoking the bomb threat may be unstable and/or delusional and directing the threat at an individual, group, or themselves. If a person announces a bomb threat:

- Do not approach the individual. Never get close enough that you could panic the person or be used as a hostage.
- If possible, try to segregate the person from others.
- Try to draw the attention of one or two others and instruct them to first notify 911 then call Campus Security. DO NOT USE A CELL PHONE; USE A LANDLINE OR OFFICIAL COLLEGE RADIO.
- Talk to the person in a calm and rational manner—put the person and yourself at ease as much as possible.

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- Try to get the person to speak and let them do most of the talking—ask questions about the bomb, its location, and description.
- Let law enforcement replace you as the negotiator when they arrive at the scene.
- Once you leave the scene, relay all information to any other officer present.
- Immediately write down everything you remember.
- Remain accessible to law enforcement until you are told to do otherwise.

Telephone Bomb Threat

If an individual places a bomb threat over the telephone, then:

- Remain calm.
- If the caller allows you to talk, ask questions from checklist below and keep the caller talking as long as possible.
- Signal a co-worker to notify Campus Security while you continue talking.
 - DO NOT USE A CELL PHONE. Use a landline or official college radio.
- Campus Security will notify other personnel as required.
- Evacuate building, if deemed necessary by College personnel.
- Return to the evacuated building will be allowed ONLY after the “all clear” notification is given.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

<p>Caller's Voice</p> <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	<p>Background Sounds:</p> <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance	<p>Threat Language:</p> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken
--	--	--

Other Information: _____



Homeland Security

FIRE

Be sure you know the location of fire extinguishers, exits, and pull stations in your area. If a building fire alarm sounds (or if you are told to pull the alarm by a college official or other emergency personnel), evacuate the building immediately. Always evacuate when you hear the fire alarm. **There is no way to know whether the alarm is false or not!** Evacuate and proceed immediately to the nearest pre-established Evacuation Assembly Area. All classrooms and offices have an Evacuation Map posted by the door and maps are posted throughout the building halls. Refer to these maps to locate the assembly area.

Discovery of Fire and/or Smoke

If you discover a fire and/or smoke, perform the following steps:

- Only attempt to extinguish a fire if it is minor and can be quickly and easily extinguished with a portable fire extinguisher and you have been trained on its use.
- Report the fire and/or smoke by activating the nearest fire alarm.
- Start evacuation procedures and ensure 911 is called.
- Isolate the fire by closing all doors and windows on your way out, if possible.
- Evacuate to an assembly area at least 100 feet away from the building.
- Assist disabled persons. Give all pertinent information on location of disabled person to emergency responders if they are unable to evacuate.
- Do NOT use elevators when evacuating – use the stairs.
- Do NOT stop for personal belongings or records.
- Do NOT stand in smoke (the greatest danger during a fire).
 - Drop to your knees and crawl to the nearest exit, cover your nose and mouth with a cloth, if possible, to avoid inhaling smoke.
- Return to evacuated building only when “all clear” notification has been given.

Trapped by Fire and/or Smoke

If you become trapped by fire and/or smoke then follow these steps:

- If possible, call 911.
- Clearly tell the dispatcher you are reporting a fire.
 - Give your name, location of the fire (building, floor, room number), and your telephone number.
- Do not hang up until told to do so.
- If a window is available, open it and place an article of clothing outside the window as a marker for emergency personnel.
- Stay near the floor where there is the least smoke.
- Cover your mouth with clothing, preferably wet, to avoid inhaling smoke.
- Do not open a door if smoke is pouring in or around the bottom or if it feels hot.
- Shout to alert emergency personnel of your location.

Notify both the responding fire department and Campus Security on the scene if you suspect someone may be trapped inside the building.

SHELTER IN PLACE PROCEDURES

Severe weather could suddenly develop which would initiate Shelter-In-Place (SIP) procedures. The most likely scenario would be a tornado warning, or sighting close to campus. Should this occur, the following procedures are recommended:

- If outside, seek shelter in the closest large building.
- Seek shelter in any marked “Severe Weather Shelter” locations, indicated by placards above doors or in hallways and on evacuation maps located throughout the College (*See Table 3*).
- Move to the lowest floor in the building, a basement is the best option if available. Another option would be an interior room with no windows, or a first-floor interior room like a closet, or bathroom.
- Close and lock windows and doors, pull down blinds.
- Center yourself under large furniture, or other objects, or sit with your back against the wall in a tucked position to protect yourself from flying glass, or debris.
- Turn off lights if possible.
- Remain in location until the “all clear” is given.
- Remain off the cell phone, especially after a tornado strike.
- If anyone is seriously injured, contact 911. If possible, have someone contact Campus Security (240-321-5799) as well.

Building Name	SIP Location
100- GIEC/CEWD	Restrooms/ Inner Hallway
200- STEM	Room STEM205
300- Tech Center	Restroom hallway
400- Student Center	Tech Center Restroom hallway
500- Library	Hallway outside of 502-508
600- Learning Center	Faculty Row (hallway of rooms 680-690)
700- Fine Arts	Auditorium (FA 715)
750- Maintenance	Waiting Area (MT 767)
800- CEPAC	Offline for construction
900- Aquatic Complex	Locker Rooms/ Restrooms
950- Gym	Locker Rooms/Restrooms
1000- CAOS	Hallway outside of CAOS 1012-1013
1100- Garrett Hall	First floor hallway
1200- Laker Hall	First floor hallway
3000- Northern Outreach Center (NOC)	Room 1309
4000- Southern Outreach Center (SOC)	Hallway outside of 4008
5000- Career Training and Technical Center (CTTC)	Room 5107

Table 3: Shelter in Place Locations

INCLEMENT WEATHER

Garrett College will make every attempt to keep offices and services operating in inclement weather. There will be times when weather is too severe for normal College operations. In these cases, the College will follow its [College Closing and Delay](#) policy.

The College will assess the situation according to current procedure to decide on the status of the College—open, closed, start late, or close early. Information on the frequently asked questions pertaining to College delays and closings can be found on the [website](#). The announcement of the decision will be published on:

- Local radio stations
- Local television stations
- Via [Regroup](#)
- The Garrett College [website](#)
- Weather line- 301-387-3198
- College social media accounts

It is important that you check at least two different sources to verify information.

Please note: The final judgment on traveling to class or work shall be the responsibility of the individual, but college expectations for work and study will be uniform.

a. Winter Weather

Because of Garrett County’s location, we are susceptible to severe winter weather conditions.

The National Weather Service has three different types of alerts in relation to winter weather as illustrated in Table 4 below.

Category Name	Category Description
Winter Storm Warning	<ul style="list-style-type: none"> • Confidence is high that a winter storm will produce heavy snow, sleet or freezing rain and cause significant impacts. • Take Action!
Winter Storm Watch	<ul style="list-style-type: none"> • Confidence is medium that a winter storm could produce heavy snow, sleet or freezing rain and cause significant impacts. • Be Prepared!
Winter Weather Advisory	<ul style="list-style-type: none"> • Light amounts of wintry precipitation or patchy blowing snow will cause slick conditions and could affect travel if precautions are not taken. • Be Aware!

Table 4: Winter Weather Categories and Descriptions

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b. Heavy Snow or Blizzards

The College will continuously monitor the weather and if a blizzard or heavy snow is in the forecast, the College will make a determination on whether to close the campus or delay classes and activities. If you are stranded on campus during a blizzard, take the following actions:

- Notify Campus Security (240-321-5799) of your location.
- Stay inside.
- If the heat goes out, keep windows and doors shut.
- Eat and drink. Food provides the body with energy for producing its own heat. Keep the body replenished with fluids to prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing. Remove layers to avoid overheating, perspiration and subsequent chill.

c. Ice

There are occasions when an ice storm will occur during business hours. The most common occurrence during ice storms are slips and falls. The best tips to protect yourself on campus from slips and falls are:

- Wear proper footwear. A pair of insulated and water resistant boots with good rubber treads is a must for walking during or after a winter storm.
- Take short steps and walk at a slower pace so you can react quickly to a change in traction when walking on an icy or snow-covered walkway.
- Report hazardous conditions on campus to Campus Security (240-321-5790) or Facilities (301-387-3197).

LIGHTNING

It is important to note that no place outside is safe when thunderstorms are in the area. If you hear thunder, lightning is close enough to strike you. When you hear thunder:

- Immediately move to safe shelter: a substantial building with electricity or plumbing, or an enclosed, metal-topped vehicle with windows up.
- Stay in safe shelter at least thirty (30) minutes after you hear the last sound of thunder.

Indoor Lightning Safety

- Stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity.
- Avoid plumbing, including sinks, baths and faucets.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors, and do not lean against concrete walls.

Outdoor Risk Reduction Tips

If you are caught outside *with no safe shelter anywhere nearby*, the following actions *may* reduce your risk:

- Immediately get off elevated areas such as hills, mountain ridges or peaks.
- Never lie flat on the ground.
- Never shelter under an isolated tree.
- Never use a cliff or rocky overhang for shelter.
- Immediately get out and away from ponds, lakes and other bodies of water.
- Stay away from objects that conduct electricity (barbed wire fences, power lines, windmills, etc.).

HURRICANE

Garrett County has a “medium-low” to “medium” ranking for hurricane risk, with the higher ranking attributed to the potential flooding risk that is associated with the large amounts of rainfall that occur during a hurricane.

If a hurricane is forecasted for our area:

- Listen to the radio or TV for information.
- Ensure a supply of water for sanitary purposes, such as cleaning and flushing toilets. Fill sinks, tubs and other larger containers with water.
- You should evacuate under the following conditions:
 - If you are directed by local authorities to do so. Be sure to follow their instructions.
- If you are on campus and unable to evacuate, go to the Shelter in Place location indicated on evacuation maps. If you cannot make it to one of the pre-determined locations, follow these guidelines:
 - Stay indoors during the hurricane and away from windows and glass doors.
 - Close all interior doors – secure and brace external doors.
 - Keep curtains and blinds closed.
 - Take refuge in a small interior room, closet or hallway on the lowest level.

EARTHQUAKE

Earthquakes strike suddenly, violently, and without warning. There is a minimal likelihood of an earthquake occurring in Garrett County; however, the possibility is always present. Therefore, it is important to know safety precautions during an earthquake.

Indoor Earthquake Response

Persons indoors during an earthquake are advised to:

- Take cover next to or under a heavy piece of furniture (such as a desk or table) or against an inside wall and hold on.
- Avoid areas where glass, mirrors, pictures, could shatter or where heavy bookcases or other furniture could fall.
- Not stand in doorways, as they are not a reliable area for safety.
- Remain inside while the earthquake is occurring as running outside increases the risk of being injured.
- Abide by the saying “DROP, COVER, AND HOLD”.

Only when it has been determined safe to do so, evacuate the building to an Evacuation Assembly Area. (See posted evacuations maps).

Outdoor Earthquake Response

Persons outdoors during an earthquake are advised to:

- Move into the open.
- Stay away from buildings, trees, light poles, and utility wires that could fall.
- Once in the open, stay there until the shaking stops.

After the Earthquake

Expect aftershocks. Although aftershocks can be smaller than the initial quake, they can cause additional damage and bring down weakened structures. Aftershocks can occur in the first hours, days, weeks, or even months after the initial quake.

After the earthquake subsides:

- Check for injured persons in your building or area.
 - Do not move the injured individual unless there is serious danger to the person’s safety.
 - Notify emergency responders of the individual’s condition and location.
- Remain calm and evacuate the building or area in an orderly manner.
- Do not use any open flames or smoke until you are certain there are no gas leaks.
- If you smell gas in your building, evacuate immediately and notify college officials.
- Stay away from fallen or damaged electric wires.
- Do not enter the building(s) until the “all clear” has been given.

FLOODING

There are two flood categories Garrett County utilizes—a County Flood Watch and a County Flood Warning. Each is defined in Table 5.

Category Name	Category Description
County Flood Watch	<ul style="list-style-type: none"> • Conditions are favorable for flooding • Individuals should be aware but no action needs to be taken
County Flood Warning	<ul style="list-style-type: none"> • Rising water threatens to close roads, wash out bridges, and inundate property • Shelter or higher ground should be sought

Table 5: Flood Categories and Descriptions

Before A Flood

- Have emergency supplies available—keep a portable, battery-operated radio and flashlight in working order.
- Determine if you are in a flood-prone area and what the average flood depths are in the community.
- Identify dams and levees in your area—be aware of what could happen if they fail.
- Learn the community's flood evacuation route and the location of high ground.

During a Flood or After Heavy Rains

- Listen to the radio or television for weather information and instruction.
- If water enters the facility, turn off all utilities in the area—disconnect electrical appliances, but do not touch any electrical equipment if the floor is wet or under water.
- Stay clear of water on the floor.
- Be aware of loose or downed electric wires and falling or fallen objects.
- Do not drive in the event of a flood—six inches of water is enough to float a car.

After a Flood

- Listen to the radio or television for advice and instructions.
- Report broken utility lines or other hazards to 911 or Campus Security (240-321-5790).
- Locate usable openings if swollen doors, mud, or buckled floors prevent regular doors from being used.
- Remember that water sources may be contaminated due to flooding of sewers and other breaches. Listen to the radio for advice on using tap water or other water for drinking.
- Avoid walking through floodwaters—swift moving water as little as six inches deep can sweep you off your feet.

TORNADO

Garrett County has a high ranking for the chance of a tornado occurring. Due to low frequency and intensity of tornado events in the county, most consider the threat to be reduced to “medium”.

Before A Tornado

- Be alert to changing weather conditions. Look for approaching storms.
- Look for the following danger signs:
 - Dark, often greenish sky.
 - Large hail.
 - A large, dark, low-lying cloud (particularly if rotating).
 - Loud roar, similar to a freight train.
- If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

During a Tornado

If you are inside a structure (building):

- Go to a pre-designated “shelter in place” area as outlined on the evacuation maps, or the lowest building level.
 - If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls.
- Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.
- In a high-rise building, go to a small interior room or hallway on the lowest floor possible.
- Do not open windows.

If you are outside with no shelter:

- Avoid areas with many trees.
- Protect your head with an object or with your arms.

If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include:

- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
- Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat or other cushion if possible.
- Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible.

After a Tornado

- Continue to monitor your battery-powered radio or television for emergency information.
- Be careful when entering any structure that has been damaged.

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- Be aware of hazards from exposed nails and broken glass.
- Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to the police and the utility company.
- Use battery-powered lanterns, if possible, rather than candles to light without electrical power. If you use candles, make sure they are in safe holders away from curtains, paper, wood or other flammable items. Never leave a candle burning when you are out of the room.
- Never use generators, pressure washers, grills, camp stoves or other gasoline, propane, natural gas or charcoal-burning devices inside - or even outside near an open window, door or vent. Carbon monoxide (CO) - an odorless, colorless gas that can cause sudden illness and death if you breathe it - from these sources can build up and poison the people inside. Seek prompt medical attention if you suspect CO poisoning and are feeling dizzy, light-headed or nauseated.
- Hang up displaced telephone receivers that may have been knocked off by the tornado, but stay off the telephone, except to report an emergency.
- Cooperate fully with public safety officials.
- Respond to requests for volunteer assistance by police, fire fighters, emergency management and relief organizations, but do not go into damaged areas unless assistance has been requested. Your presence could hamper relief efforts and you could endanger yourself.

EPIDEMIC/OUTBREAK

An epidemic is a disease that affects many people at the same time. An outbreak is a sudden rise in the incidence of a disease. According to the county's *Hazard Mitigation Plan*, the rank for an epidemic is "medium". In the event of an epidemic or outbreak, the individual infected should immediately report their illness to the Garrett County Health Department

a. Regional/National Operations

If a regional/national outbreak occurs, decisions to furlough non-essential staff may be required to focus on keeping the College operating. Decisions for such downsizing of personnel shall come from the College President and/or the Executive Staff.

b. College Operations

The College's decision to remain open or close (and for what length), cancel programs and events will depend on several factors—the timing of the epidemic/outbreak, locality (national, regional, or local)—and in coordination with the Garrett County Health Department and Emergency Management Office.

c. Pandemic Plan

According to the U.S Department of Health and Human Services, "a pandemic is a global disease outbreak. It is determined by how the disease spreads, not how many deaths it causes. When a new influenza A virus emerges, a flu pandemic can occur. Because the virus is new, the human population has little to no immunity against it. The virus spreads quickly from person-to-person worldwide". If a pandemic occurs, the College will refer to its Pandemic Plan and communicate to the campus community on the steps that it needs to take in order to eliminate or reduce exposure.

d. Contaminated Food Outbreak

According to the Mayo Clinic, "Food poisoning, also called foodborne illness, is illness caused by eating contaminated food. Infectious organisms — including bacteria, viruses and parasites — or their toxins are the most common causes of food poisoning".

Signs of food poisoning include:

- Abdominal pain
- Diarrhea
- Nausea and vomiting
- Mild fever
- Weakness
- Headaches

If you, students, or employees begin manifesting signs of food poisoning:

- Call 911 and Campus Security (240-321-5799).
- Determine if you all ate the same thing.
- Advise the responders of the potential source of the contamination.
- Follow the directions of first responders.

HAZARDOUS MATERIALS/SPILL/EXPOSURE

Hazardous materials are explosive, flammable, corrosive, oxidizing, toxic, combustible, infectious or radioactive materials that when assembled in a manner or in sufficient quantities can cause harm and endanger the public.

a. Chemical Spills & Releases

If the substance presents a clear and immediate danger to building occupants and cannot be controlled, the following steps should be taken:

- Confine the substance by shutting the door(s) or closing the supply valve(s), (i.e. a gas shutoff valve in the event of a gas leak).
- Evacuate the room and building to the nearest assembly area.
- Call Campus Security (call 240-321-5799) to notify the proper authorities.
- Clearly tell the officer you are reporting a chemical spill/release and any and all of the following information known to you:
 - Name of material
 - Exact location of the spill or release
 - Extent of contamination—water system, air handling system, quantity
 - Appearance & characteristic—solid, liquid, gas, odor, color
 - Injuries
 - Your name, department, phone number, and location

If needed, 911 will be contacted to alert the trained HazMat personnel in Garrett County, who may alert the Allegany County HazMat team if additional assistance is necessary.

Only return to the evacuated building/area when the “all clear” has been given.

b. Chemical Odor

If a chemical odor is present, such as a solvent-type odor or a chemical spill is observed and neither poses an immediate safety threat:

- Call Campus Security (240-321-5799) and notify the nearby faculty or staff.
- Campus Security will notify responsible personnel to assess the situation and respond with appropriate clean-up materials if the spill or release is within the scope of the College’s response capabilities.
- If the spill or release is beyond the scope of the College’s capabilities, Garrett County Fire and Rescue will be notified for response from HazMat trained personnel or the Allegany County HazMat team.
- Campus Security will evacuate the area and establish a safe perimeter until the area is safe to reoccupy as advised by the Incident Commander.
- Entrance to the evacuated building(s) will be allowed ONLY after the “all clear” notification is given through Campus Security.

c. Blood Borne Pathogens

“Blood borne pathogens” refers to disease-causing microorganisms present in blood or potentially infectious body fluids. If exposed to a potential blood borne pathogen, report it immediately to Campus Security and fill out an incident report.

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High-Risk Exposure

A “high-risk” exposure incident is an accidental puncture injury, mucus membrane, or non-intact skin exposure to human blood or body fluid. A high-risk exposure is infectious, regardless of the source. If a high-risk exposure incident is suspected:

- Immediately and thoroughly wash the exposed site with soap and water, or flush the eye and mucus membrane with water or saline for 15 minutes.
- Report the incident to your supervisor immediately.
- Notify Campus Security (call 240-321-5799), who will notify the appropriate personnel.
- Exposed individuals may be taken to Garrett Regional Medical Center, located at 251 N 4th Street Oakland, MD. The hospital phone number is (301) 533-4000.

If you are unsure whether the above pertains to your situation, call the Garrett Regional Medical Center at (301) 533-4000.

Contact with the following bodily fluids or materials are **not** covered by this section: semen, feces, nasal secretions, saliva, sputum, spit, sweat, tears, urine, and vomit. If any of the preceding bodily fluids contain visible blood, then follow the high-risk procedures listed above.

If the exposed person does not consent to post-exposure information being released, the only information provided to the College will be a written report indicating whether a Hepatitis B vaccine was recommended for the exposed person and whether the person received the vaccination. The written report will be kept separately from the exposed person’s personnel file.

Cleanup of Bodily Fluids Containing Blood

If a spill or contaminated area is located on campus property, contact Campus Security (240-321-5799). An individual trained in cleaning blood borne pathogens will be contacted and the area will be treated according to College procedures.

BIO TERRORISM OR BIOLOGICAL DISASTER

Bio-terrorism or biological disasters include the release of toxic gas, disease, or other dangerous biological material. If airborne toxic chemicals are released in the community, the outside air can be a hazard to your health. Take shelter immediately and perform the following steps:

- Close all doors and windows.
- College officials will contact local authorities immediately.
- Facilities staff will see that all HVAC systems are shut down.
- Stay inside until the “all clear” is given.

NATIONAL/REGIONAL EMERGENCY

If an incident should take place that requires national or regional attention, follow information disseminated by the College administration pertaining to response and operations.

PROTESTS, MARCHES & DEMONSTRATIONS

Peaceful Protest, March, or Demonstration

If a peaceful protest, march, or demonstration occurs, notify Campus Security (240-321-5799). Campus Security will monitor for acts of vandalism or signs of escalation and will contact outside assistance as needed.

Pre-planned large demonstrations may have local law enforcement presence ahead of time.

Disruptive/Destructive Protest, March, or Demonstration

If a disruptive or destructive protest, march or demonstration occurs, notify Campus Security (240-321-5799) and include the identification of key individuals noting clothing, a physical description, activity engaged in, and any other useful information pertaining to the incident. Campus Security will contact outside assistance as needed.

UTILITY FAILURE

a. Electrical failure

In the event of an electrical failure, call Campus Security (240-321-5799) and clearly state the building(s) that are affected. Clearly state sights and sounds to Campus Security; they will notify Facilities.

In an electrical incident, it is imperative to:

- Turn off all computers and other electrical equipment, if not already shutdown.
- Do not touch any wires—keep others away from any downed or exposed wires.
- Do not approach any power lines—treat them as if they are live.

b. Plumbing failure

In the event of a plumbing failure, call Campus Security (240-321-5799), who will notify Facilities. If it is within the scope of their capabilities, Facilities will repair the problem. If it is not within the scope of their capabilities, the Facilities personnel will contact the proper utility company and shut-off the water main to prevent flooding or water damage, if necessary.

c. Elevator Failure

There is one elevator, serviced and inspected on a routine basis, on the Garrett College McHenry campus. It is located in Laker Hall which is located at 60 Laker Drive, McHenry, MD 21541

If trapped in an elevator, follow these procedures:

- Remain calm and pick up the phone or push the emergency button.
- Clearly state who you are, how many are trapped, your location, and what floor you think you are stuck on.
- DO NOT ATTEMPT TO CLIMB OUT ON YOUR OWN as the elevator can resume operation at any time.

Power to the elevator will be shut off if a rescue attempt becomes necessary. Campus Security will contact Garrett County Fire & Rescue if needed, and Facilities will notify the appropriate elevator service repair company.

MAJOR COMMUNICATIONS OUTAGES

Major communications outages have a direct impact on the College business with respect to financial losses and operational interference. In the event of any of the following outages listed below, contact the Information Technology Department at 301-387-3027.

Individual voice, data, or video services outages do not constitute a major communications outage and therefore are not emergencies.

Major communication outages include:

- Outages that directly affect the safety of students, faculty, staff or members of the College community.
- Entire building or campus loses telephone services.
- Entire building or campus loses data/information technology service.