



Revised August, 2015

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Emergency Procedures Guide

The *Emergency Procedures Guide* is intended as a basic guideline that will help college administrators, faculty and staff respond to the first few critical minutes of a crisis. It is not meant to be the “final answer” to any situation, and it is not meant to supplant the use of solid common sense based on experience.

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PURPOSE AND USES

The *Emergency Procedures Guide* was developed by members of the Critical Incident Team. There are three basic purposes for providing this information in this format:

- To assist College personnel when dealing with emergencies;
- To serve as a resource for identifying safety related College topics that require additional training or staff development, and;
- To serve as a guide for conducting safe college drills or for managing actual emergency situations.

Your critique of this document or related College procedures is always welcome. Please refer your comments or recommendations to the Vice President of Administrative Services. Thank you for the conscientious manner in which you are striving to ensure a safe college environment for students, faculty, and staff.

The information in this guide has been reviewed and approved by members of the Critical Incident Team

BOMB THREAT

Upon receiving a bomb threat, notify Campus Public Safety immediately by dialing Ext. 1601 for the North East Campus or Ext. 1602 for Elkton Station from any college phone, **who will contact 911.**

Most bomb threats are received by telephone. The person receiving the threat should remain calm and obtain as much information as possible by using the bomb threat checklist on the following page.

BOMB THREAT CHECKLIST

Initial Actions: Time of Call: ___AM/PM Do not hang up! Keep caller talking.

Exact Wording of Threat: _____

Questions to Ask: When is the bomb going to explode? _____

Where exactly is the bomb? _____ When did you put it there? _____

What does the bomb look like? _____

What kind of bomb is it? _____ What will make the bomb explode? _____

Did you place the bomb? _____ Why did you place the bomb? _____

What is your name? _____

What is your address? _____

Listen for: **Voice** [accent/ impediment/ tone/ speech/ diction/ manner]

Language [polite/ incoherent/ irrational/ taped/ read out/ abusive]

Noises [traffic/voices/machinery/music/noises on the line/local calls /try to determine sex of caller and estimated age.]

After the Call: Note the time at the end of the call: _____AM/PM

Name of recipient (print): _____

Signature: _____ Date: _____

If a bomb threat is received by written communication, immediately follow the above procedure for notifying emergency responders and college personnel. **Do not handle the communication any more than absolutely necessary.**

CONTACT INFORMATION - COLLEGE

On Campus Phone Numbers

College Operator	Extension 0
Public Safety Office	Extension 1601
Facilities Department	Extension 1016
Maintenance Emergencies (nights/weekends)	Extension 1499
Campus Emergency Red Phones	Pick up – they connect to 911
IT Help Desk	Extension 4357

Off Campus Phone Numbers

Cecil County Sheriff's Office	410-996-5500
Elkton Police Department	410-398-4200
Maryland State Police	410-398-8101
North East Fire Department	410-287-2112
Singerly Fire Department	410-398-3355
Cecil County Emergency Services	410-996-5350
Cecil County Health Department	410-996-5550
Poison Control	800-222-1222
Union Hospital	410-398-4000

Emergency Alert System Stations

RADIO		
WDEL 1150 AM/ WSTW 93.7 FM	(302) 478-2700	http://snowatch.dbcmedia.com
WDSD 94.7 FM	(302) 395-9857	http://www.wilm.com
TELEVISION		
WBAL TV Channel 11	(410) 338-6696 Automated	Wbal.reportclosing.com
WMAR TV Channel 2	(410) 377-4500	http://www.abc2news.com/adminclose/
WBFF/WNUV Fox 45, Fox	(410) 662-5798	
WJZ TV Channel 13	(410) 466-1152	
WGAL – PA TV Channel 8	(800) 289-5116 Automated (866) 302-3456 Operator	http://wgal.reportclosing.com
NEWSPAPER		
Cecil Whig	(410) 398-3311	Jacob Owens (443) 245-5043 jowens@chespub.com
Rising Sun Herald	(410) 658-5740	Lisa Tome opcnews@zoominternet.net
The News Journal	(302) 324-2500	Nichole Dobo (302) 324-2281 ndobo@delawareonline.com
Baltimore Sun	(410) 322-6000	Jennifer Badie (410) 332-6000 jenn.badie@baltsun.com

Web Addresses

Cecil County Emergency Services
Cecil County Government
Cecil County Health Department
National Weather Service
Terrorism Preparedness
Union Hospital

www.ccdes.org
www.ccgov.org
www.cecilcountyhealth.org
www.nws.noaa.gov
www.ready.gov
www.uhcc.com

To report an emergency on campus phones, dial 9 – 911

CLASSROOM EXTENSIONS FOR EMERGENCY CONTACT

Extension	Location	Building	Extension	Location	Building
1700	AS108	Arts & Science	708	ES109	Elkton Station
1701	AS109	Arts & Science	709	ES113	Elkton Station
1702	AS111	Arts & Science	710	ES117	Elkton Station
1703	AS113	Arts & Science	713	ES126	Elkton Station
1704	AS114	Arts & Science	753	ES138K12	Elkton Station
1705	AS224	Arts & Science	732	ES138S	Elkton Station
1706	AS231	Arts & Science	789	ES210	Elkton Station
1707	AS352	Arts & Science	755	ES211	Elkton Station
1708	AS353	Arts & Science	754	ES212	Elkton Station
1709	AS357	Arts & Science	756	ES216	Elkton Station
1710	AS358	Arts & Science	757	ES217	Elkton Station
1712	AS416	Arts & Science	758	ES219	Elkton Station
1711	AS359	Arts & Science	759	ES220	Elkton Station
1712	AS420	Arts & Science	762	ES221	Elkton Station
1713	AS438	Arts & Science	764	ES227	Elkton Station
1714	AS439	Arts & Science	648	ES233	Elkton Station
1715	AS440	Arts & Science	765	ES300	Elkton Station
1716	AS441	Arts & Science	766	ES308	Elkton Station
1717	AS444	Arts & Science	767	ES314	Elkton Station
1718	AS448	Arts & Science	768	ES315	Elkton Station
1719	AS449	Arts & Science	769	ES322	Elkton Station
			770	ES325	Elkton Station
1720	TC103	Tech Center	771	ES326	Elkton Station
1721	TC106	Tech Center	772	ES327	Elkton Station
1722	TC208A	Tech Center	773	ES328	Elkton Station
1723	TC208B	Tech Center	774	ES329	Elkton Station
1724	TC208C	Tech Center	775	ES342	Elkton Station
1725	TC214	Tech Center	788	ES343	Elkton Station
1726	TC216	Tech Center	none	ES344	Elkton Station
1727	TC218	Tech Center			
1728	TC219	Tech Center	1775	PE219	PE Complex

1729	TC221	Tech Center	1774	PE218	PE Complex
1730	TC304	Tech Center	1777	PE220	PE Complex
1731	TC305	Tech Center	1778	PE221	PE Complex
1732	TC306	Tech Center	1779	PE223	PE Complex
1733	TC307	Tech Center	1756	PE103	PE Complex
1734	TC308	Tech Center	1762	PE202	PE Complex
1735	TC316	Tech Center	1766	PE209	PE Complex
1736	TC312	Tech Center	1768	Coaches	PE Complex
1737	TC320	Tech Center	1769	Coaches	PE Complex
1738	TC322	Tech Center	1770	Coaches	PE Complex
1739	TC323	Tech Center			
1740	TC403	Tech Center			
1741	TC405	Tech Center			
1742	TC406	Tech Center			
1743	TC410	Tech Center			
1744	TC412	Tech Center			
1745	TC414	Tech Center			
1746	TC416	Tech Center			
1747	TC423	Tech Center			
1748	TC421	Tech Center			
1749	CC218	Cultural Center			

CONTACT INFORMATION - EMERGENCIES

REPORT ALL INCIDENTS to Security or Police using the contact information below for:

North East Campus	Call 0 or 9-911 or nearest RED phone
Elkton Station	Call 0 or 9-911 or nearest RED phone
Family Educ. Cen. [FEC]	Call 9-911 or 410-287-6060, Ext. 0
College Crossing	Call 0 or 9-911

- If at all possible notify Campus Public Safety immediately by dialing Ext. 1601 for the North East Campus or Ext. 1602 for Elkton Station from any college phone.
- Public Safety will be notified and will arrange all contacts with emergency personnel. If you receive no answer, you may call 911 by dialing 9 – 911 or pick up the nearest **RED** phone.
- Be sure to give the dispatcher the following information:
 - Your Name
 - The Exact Location
 - The Nature of the Emergency
 - Stay on the Phone to Give Updated Information if Possible

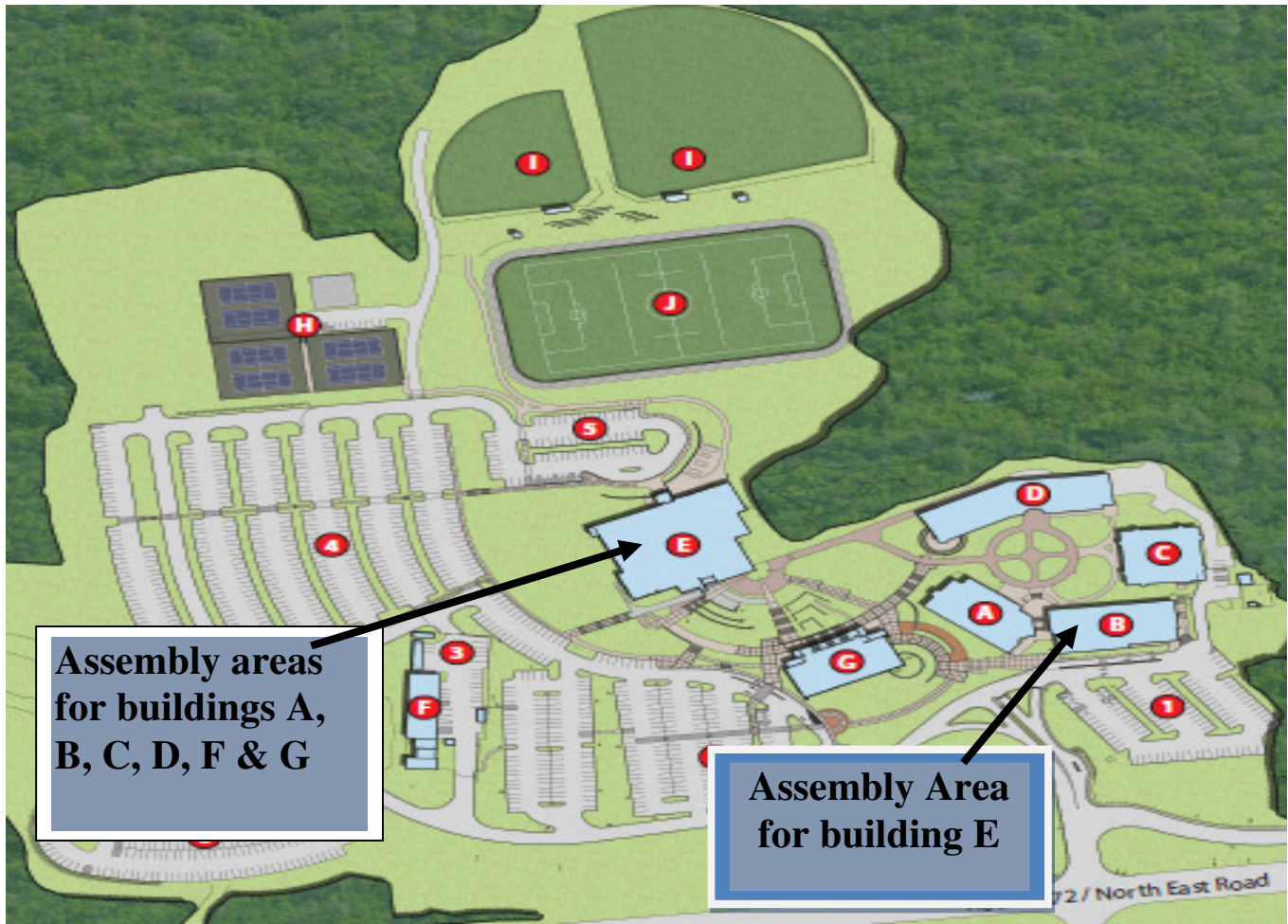
EMERGENCY ASSEMBLY AREAS

These guidelines are for immediate building evacuation to a pre-determined safe area away from the structure. This will assure the personal safety of all personnel, students, and visitors as well as not hinder the arrival of emergency responders.

Occupants of:

- North East Campus, Buildings A, B, C, D, F and G
 - Proceed to the Physical Education Complex, Building E second floor lobby (see North East Campus map)
- North East Campus, Building E
 - Proceed to the Theatre, Building B lobby (see North East Campus map)
- Facilities/Building Maintenance:
 - Proceed to the Physical Education Complex, Building E second floor lobby (see North East Campus map)
- Cedar House:
 - Proceed out the driveway across to the paved area next to the white house
- College Crossing
 - Proceed to the parking area next to High's Service Station
- Elkton Station
 - Proceed to the North area of the parking lot near the railroad tracks (see Elkton Station map)
- Family Education Center
 - Proceed to the North West corner of the grass area (see Family Education Center map)
- Bainbridge
 - Proceed to fence facing roadway (see Bainbridge map)

NORTH EAST CAMPUS



**Assembly areas
for buildings A,
B, C, D, F & G**

**Assembly Area
for building E**

- | | |
|----------|-------------------------------------------|
| A | Student Services / Library Administration |
| B | Milburn Stone Memorial Theatre |
| C | Arts and Sciences |
| D | Technology Center |
| E | Physical Education Complex |
| F | Facilities Management / Receiving |
| G | Engineering & Math Building |
| H | Tennis Courts |
| I | Baseball / Softball Fields |
| J | Soccer Field / Walking Track |

1 - 6 Public Parking

The College Bookstore and Career and Job Placement Services are located across the street from the North East campus in College Crossing at 3135 Joseph Biggs Memorial Highway.

ELKTON STATION



**Assembly Area
for Elkton
Station**

FAMILY EDUCATION CENTER



BAINBRIDGE



ELEVATOR MALFUNCTION

- If you are **INSIDE** of a college elevator, pick up the emergency phone inside the elevator or use cell phone to call for assistance from Public Safety who will notify 911.
- If you are **OUTSIDE** of a malfunctioning elevator call Ext. 1016 (Facilities) or 1499 (Maintenance on Call).
 - Public Safety will be sent to your location
 - If occupants are trapped inside of a malfunctioning elevator, make this fact known when you call for assistance
 - Talk to occupants and reassure them that assistance is on the way
 - If there is an occupant in need of medical attention make that fact clear when speaking with the operator

In the event that an elevator malfunctions after 4 PM, call Campus Public Safety by dialing Ext. 1601 for the North East Campus, Ext. 1602 for Elkton Station.

EVACUATION

Evacuation is always announced by the sounding of the FIRE ALARM

- **All occupants should take the shortest route to an exit except if it is blocked by fire, debris, or other hazards**
- **Do not use elevators when evacuating**
- **If a building is consumed by smoke, occupants should get as close to the floor as possible and crawl to the nearest exit**
- **All doors should be closed upon exiting the room/building**
- **Do not use cellular telephones**
- **Do not go to vehicles**
- **Do not reenter a building for any reason until cleared to do so**
- **Evacuees must remain in the designated assembly area (see next page) until further notice**

The Following Guidelines Are Provided To Assist In The Evacuation Of People With Disabilities:

Attempt a rescue evacuation of a disabled person only when there is immediate danger and you cannot wait for professional assistance.

Evacuating Persons with Wheelchairs

- Two physically capable occupants should be invited to *volunteer* to assist the disabled to evacuate
- If a volunteer is not available, designate two people to assist who are *willing* to accept the responsibility
- Ask the disabled person how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person

FIRE, EXPLOSION, OR SMOKE

- Immediately pull the closest fire alarm
- Proceed to evacuate the building
- Make sure all other building occupants are aware of the alarm

Maryland State Law requires complete evacuation of buildings once the fire alarm is activated.

REMINDER: Never Use The Elevator To Evacuate A Building Unless Instructed To Do So By The Fire Department.

Steps When Evacuating (Turn to the page titled EVACUATION for specific details on evacuation procedures)

- Carry nothing in your hands
- Leave door unlocked and closed
- Use stairwells instead of elevator
- Offer assistance to disabled

Evacuation Routes

Evacuation Routes are posted in each classroom and office area. Follow route to exit the building.

FIRE EXTINGUISHERS

- If the fire is small enough to safely be extinguished, and you are familiar with fire extinguisher operation, use the closest portable fire extinguisher to put out the fire.
- If someone else is available, have that person call 9 – 911 or pick up the nearest **RED** phone to report the fire.
- If you have any doubts about the size of the fire or your ability to extinguish it, immediately evacuate.

MAINTENANCE EMERGENCIES

Examples of maintenance emergencies:

- Overflowing toilets, basins, or urinals
- Large amounts of standing water in buildings
- Broken pipes
- Sparking wires
- Significant amount of lights out
- Any situation that poses an immediate hazard

In the event of a maintenance emergency:

- Between 7:30 a.m. and 4:00 p.m., call facilities at **Ext. 1016** and provide your name, type of maintenance emergency, and location

- If you do not receive an answer call **Ext. 1499** for Maintenance on call or Campus Public Safety by dialing Ext. 1601 for the North East Campus, Ext. 1602 for Elkton Station.

MEDICAL EMERGENCIES

Faculty and staff should familiarize themselves with the exact location of first aid kits and AED's in their building.

- If at all possible notify Campus Public Safety immediately by dialing Ext. 1601 for the North East Campus or Ext. 1602 for Elkton Station from any college phone.
- Public Safety will be notified and will arrange all contacts with emergency personnel. But if you receive no answer, you may call 911 by dialing 9 – 911 or pick up the nearest red phone.
- Be sure to give the dispatcher the following information:
 - Your Name
 - The Exact Location
 - What Symptoms or Injuries the Individual has Sustained
 - Stay on the Phone to Give Updated Information if Possible

NOTE: First Aid kits and defibrillators are located in each building with signs notating their location. Typically Automated External Defibrillator's (AED's) are at the main entrance of each building.

POWER OUTAGE

- During daylight, remain in any area with adequate light until you receive word of the anticipated duration.
- After sunset, carefully move to a level of your building that has direct outside access.

Emergency lighting will be present but only for a short period of time.

In the event that someone is inside of an elevator during a power outage, immediately notify Campus Public Safety by dialing Ext. 1601 for the North East Campus or Ext. 1602 for Elkton Station from any college phone including the one located in the elevator.

Communications used may include e2Campus, voice mail, email, or personal communication.

SHELTER IN PLACE

SHELTER IN PLACE is always announced by the Whelan Emergency Alert System on the North East campus, telephone systems, and/or e2Campus email and text communication system.

“Shelter-in-Place” means to utilize the building that you are in as shelter from danger that is outside of the building or in other areas of the building.

When to “Shelter-in-Place”

At the North East Campus primary notification will be from the Whelan Emergency Alert System /Siren. Also utilized will be Cecil College's e2Campus Notification System which delivers emergency information to students, faculty, and staff as well as via the telephone systems in the classrooms.

All other campuses are notified through e2Campus texting, telephone systems, and personal communications.

How to "Shelter-in-Place"

- If you are inside, stay where you are
- Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency
- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene
- Locate a room to shelter inside; it should be:
 - an interior room
 - above ground level
 - without windows or with the least number of windows
- Shut and lock all windows and close exterior doors.
- Turn off air conditioners, heaters, and fans when possible.

NOTE: If there is a large group of people inside a particular building, several rooms may be necessary

SPILLS/GAS LEAKS/ODORS

Immediately Dangerous to Life or Health:

If an incident occurs which poses an immediate threat to building occupants and requires immediate evacuation of the building, the following steps should be taken:

In all cases, notify Campus Public Safety immediately by dialing Ext. 1601 for the North East Campus or Ext. 1602 for Elkton Station from any college phone. If no answer, proceed to:

1. Pull the nearest fire alarm
2. Make every attempt to move occupants away from the hazard
3. Call **9 – 911** or pick up the nearest **RED** phone and provide:
 - **Building**
 - **Floor and Room Number**
 - **Type of Incident**
 - **Material involved (if known) and amount**
4. If you or anyone else has come into contact with the material, immediately remove contaminated clothing and seek out emergency responders when they arrive.

Non-Life Threatening Incidents:

The following procedures should be followed for non-life threatening incidents including leaking packages, large spills of hazardous materials, and gas or unknown odors.

1. In all cases, call Campus Public Safety by dialing Ext. 1601 for the North East Campus or Ext. 1602 for Elkton Station from any college phone. If no answer, call **EXT. 1016 (Facilities)** or **1499 (Maintenance on Call)**
2. Move away from the affected area and keep others away.
3. Notify responding college personnel if you have come into contact with material.

TORNADO AND SEVERE STORMS

The Facilities Department monitors weather broadcasts during impending severe weather and will announce actions that should be taken when a tornado "watch" or "warning" is issued. The Whelan Emergency Alert System at the North East Campus may also be activated with a "weather emergency" notification.

- If a tornado "**WATCH**" is issued for your area, it means that a tornado is "**POSSIBLE**"
- If a tornado "**WARNING**" is issued, it means that a tornado has actually been **SPOTTED**, or is strongly indicated on radar, and **GO TO A SAFE AREA**, known as the "**HAZARDOUS WEATHER SHELTER**" **IMMEDIATELY**
- It is important that staff and faculty assist by directing students and visitors to safe areas noted by signs: "**HAZARDOUS WEATHER SHELTER**". The movement should begin when a tornado or severe thunderstorm "**WARNING**" is issued. If feasible, evacuation to lower floors should begin before the storm threatens.
- You should put as many walls as possible between oneself and the tornado
 - If time permits, move to the interior area of the lowest floor possible
 - If there is not sufficient time to move to lower floors, seek hallways, rooms, or corridors that are not exposed to the outside through windows, doors, or walls of glass
- Everyone should crouch as low as possible with head down; use your hands and arms to cover the back of your head
- Stay away from large open rooms such as auditoriums, cafeterias, and lounges
- If in a car, abandon it immediately; leave the vehicle, go to a substantial structure or lie flat in the nearest ditch or depression and use your hands to cover your head

NOTE: Lunches, meetings, or assemblies in large rooms should be postponed if severe weather is approaching.

Tornado Facts

- Tornadoes can occur with little or no advance warning
- Each year about a thousand tornadoes touch down in the United States
- Only a small percentage actually strike occupied buildings, but every year a number of people are killed or injured
- Winds of 200-300 mph can occur with the most violent tornadoes
- Though the average lead (advance) time on tornado warnings has gone up in recent years, remember that the average still includes some warnings with NO lead-time
- Most tornado deaths occur in cars and mobile homes

Even severe thunderstorms can generate winds strong enough to cause major damage

WEAPONS ON CAMPUS/VIOLENCE

- **DO NOT APPROACH A PERSON WITH A WEAPON**
- Call Campus Public Safety immediately by dialing Ext. 1601 for the North East Campus or Ext. 1602 for Elkton Station from any college phone
- Police will be contacted
- If unavailable, Dial 9 – 911 from the closest campus phone or pick up the nearest **RED** phone and give the dispatcher the following information:
 - **Your name and location (ex. Cecil College third floor of the Tech. Center)**
 - **The type of situation**
 - **Name(s) of person(s) involved if known; if not, the descriptions of the parties involved**
 - **If there is a weapon involved, the type of weapon**

WEATHER ALERTS/CLOSURES

The College bases all decisions for weather related closings and/or delays upon conditions of the campus and roads in the vicinity of the College. Everyone is urged to use his/her own discretion when it comes to personal safety.

If inclement weather warrants the closing or the delayed opening of the college, an announcement will be:

- Electronic Media
Cecil College e2Campus Alert System
Facebook
www.cecil.edu
Twitter
MyCecil
- College Voice Mail
- 410-287-1000 College Information Center
- 410-287-6060 North East Campus Switchboard
- 410-392-3366 Elkton Station Switchboard
- 410-287-1100 Family Education Center
- Public Media (TV & Radio)
- WBAL TV 11 – Baltimore
- WMAR TV 2 – Baltimore
- WBFF Fox 45 – Baltimore
- WJZ TV 13 – Baltimore
- WGAL TV 8 – Lancaster
- WDSB 94.7 – (includes 92.2 FM, 1450 AM, 1410 AM)

- WDEL 1150 AM/WSTW 93.7 - Wilmington

For updates contact: 410-287-1000 or <http://my.cecil.edu>

Weather Alerts are routinely emailed to College employees from the Director of Facilities or designee.