



Cecil College

Quick Reference

Emergency Procedures

Guide

Please keep this information at your work area where it is readily accessible

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Important Contact Information

On Campus Phone Numbers	
College Operator	Extension 0
Security Office	Extension 606
Facilities Department	Extension 530
Maintenance Pager (after hours)	Extension 535
Campus Emergency Red Phones	Pick up and wait for answer

Off Campus Phone Numbers	Emergency Number	Direct Number
Cecil County Sheriff's Office	9-911	410-996-5500
Maryland State Police	9-911	410-398-8101
North East Fire Department	9-911	410-287-2112
Elkton Police Department	9-911	410-398-4200
Cecil County Emergency Service	9-911	410-996-5350
Cecil County Health Department		410-996-5550
Poison Control		800-222-1222
Union Hospital		410-398-4000

Emergency Alert System Stations	
WAMD 970 AM	WBAL 1090 AM
WASA 1330 AM	WXC 103.7 FM
WOEL 89.9 FM	

Web Addresses	
Cecil County Emergency Services	www.ccdes.org
Cecil County Government	www.ccgov.org
Cecil County Health Department	www.cecilcountyhealth.org
National Weather Service	www.nws.noaa.gov
Terrorism Preparedness	www.ready.gov
Union Hospital	www.uhcc.com

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

Bomb Threat

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 next page.

Immediately call 9-911. Inform the dispatcher of the situation with as much information as possible. After calling emergency responders, call Ext. 0 so that appropriate College personnel can be notified to assist.

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.

Never Assume that the Bomb Threat is a Joke.

Incident Reporting

Please make sure that security is made aware for proper incident reporting. All incidents can be reported on-line at:

<http://services.cecil.edu>

or

www.cecil.edu

BOMB THREAT CHECKLIST

1. Initial Actions

Time of call:	AM/PM	Do not hang up! Keep caller talking
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2. Exact Wording of Threat

3. 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?	
Where are you?	
What is your address?	

4. 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 call / STD
OTHER	sex of caller / estimated age

5. After the Call

Note the time of the end of the call:	AM/PM
Name of recipient (print):	
Signature:	Date:

Elevator Malfunctions

In the event that an elevator malfunctions during normal business hours, call **Ext. 530**.

In the event that an elevator malfunctions during non-business hours, call the campus operator at **Ext. 0** or pick up the nearest red phone for assistance.

If occupants are trapped inside of malfunctioning elevator, make this fact known when you call for assistance.

Talk to occupants and reassure them that assistance is on the way. If at any time there is a medical need with an occupant, call **9-911** and advise emergency services of you location and the situation.

Incident Reporting

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Fire

If you discover a fire, explosion or smoke in the building, immediately pull the closest fire alarm. After activating the alarm, immediately proceed to evacuate the building. As you evacuate, make sure all other building occupants are aware of the alarm.

Steps When Evacuating

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

Evacuation Routes

Evacuation Route are posted in each classroom

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 by the fire department**

**Location of closest fire extinguisher to your office or classroom
(fill in)**

Incident Reporting

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www.cecil.edu

Maintenance Emergencies

Examples of Maintenance Emergencies:

Overflowing toilets, basins and urinal
Large amounts of standing water in buildings
Broken pipes
Sparking wires
Significant amount of lights out
Any situation that poses an immediate threat

In the event of a maintenance emergency:

During business hours, call Facilities at **Ext. 530** and provide:

Your Name
Type of Maintenance Emergency
Location

During non-business hours call the maintenance pager at **410-232-0464, Ext. 535**.

Incident Reporting

Please make sure that security is made aware for proper incident reporting. All incidents can be reported on-line at:

<http://services.cecil.edu>

or

www.cecil.edu

Medical Emergencies

1. In the event of a medical emergency dial **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

AND/OR

2. **Dial “0”** and report the incident to campus operator, who will contact security
3. Post someone at building entrance for directions

Medical Emergencies

Incident Reporting

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OR

www.cecil.edu

Location of closet first aid kit to your classroom or office (fill in):

Power Outage

In the event that College loses power, immediately begin to move to a building floor that has direct outside access.

In the event that someone is inside of an elevator during a power outage, immediately dial **Ext. 0** and notify the operator.

Reminder:

The emergency lighting in hallways and stairwells are battery operated and will only sustain the lighting for a short period of time.

Spills, Gas Leaks and 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:

1. Sound the building fire alarm
2. Make every attempt to direct evacuation occupants away from hazard
3. Call or have someone call **9-911** or pick up the nearest red phone and provide:
 - Building
 - Floor and Room Number
 - Type of Incident
 - Materials 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:

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

1. During business hours, call facilities at **Ext. 530**.
During non-business hours call the maintenance pager at **410-232-0464, Ext. 535**.
2. Move away from affected area and keep others away.
3. Notify responding College personnel if you have come into contact with material.

Incident Reporting

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<http://services.cecil.edu>

or

www.cecil.edu

Violent Situations/Weapon on Campus

In the event that you witness a violent situation in progress or observe someone on campus with a weapon.

DO NOT APPROACH A PERSON WITH A WEAPON

1. **Dial 9-911** from the closest campus phone or pick up the nearest red phone and give the dispatcher the following information:
 - Your name
 - Exact location (ex. Cecil College third floor of the Technology Center)
 - The type of situation
 - Name(s) of persons involved if known. If not, the descriptions of the parties involved.
 - If there is a weapon involved, the type of weapon

AND/OR

2. **Dial “0”** and report the incident to campus operator, who will contact security

Incident Reporting

Please make sure that security is made aware for proper incident reporting. All incidents can be reported on-line at:

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Weather Emergencies

The College bases all decisions for weather related closings and/or delays upon road conditions 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 broadcast on the following radio and television stations:

WSTW 93.7 FM	WBAL 1090 AM
WIYY 97.9 FM	WILM 1450 AM
WXYV 102.7 FM	WSER 1550 AM
WQSR 105.7 FM	WNRK 1260 AM
WXCY 103.7 FM	WDEL 1150 AM
WMIX 106.5 FM	WBAL TV Channel 11
WMAR TC Channel 2	WJZ TV Channel 13
WBFF TV Channel 45	

**For updates on weather related closings or delays
contact:**

471-287-1000
Or
www.cecil.edu