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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Revised August, 2015
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 Extension 1499
(nights/weekends)
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

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

EMERGENCY PROCEDURES GUIDE 4
Web Addresses
Cecil County Emergency Services www.ccedes.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

CLASSROOM EXTENSIONS FOR EMERGENCY CONTACT

<table>
<thead>
<tr>
<th>Extension</th>
<th>Location</th>
<th>Building</th>
<th>Extension</th>
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<tr>
<td>1700</td>
<td>AS108</td>
<td>Arts &amp; Science</td>
<td>708</td>
<td>ES109</td>
<td>Elkton Station</td>
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<td>Tech Center</td>
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<td>ES327</td>
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<td>TC219</td>
<td>Tech Center</td>
<td>1775</td>
<td>PE219</td>
<td>PE Complex</td>
</tr>
</tbody>
</table>
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)
Assembly areas for buildings A, B, C, D, F & G

Assembly Area for building E

<table>
<thead>
<tr>
<th>A</th>
<th>Student Services / Library Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Milburn Stone Memorial Theatre</td>
</tr>
<tr>
<td>C</td>
<td>Arts and Sciences</td>
</tr>
<tr>
<td>D</td>
<td>Technology Center</td>
</tr>
<tr>
<td>E</td>
<td>Physical Education Complex</td>
</tr>
<tr>
<td>F</td>
<td>Facilities Management / Receiving</td>
</tr>
<tr>
<td>G</td>
<td>Engineering &amp; Math Building</td>
</tr>
<tr>
<td>H</td>
<td>Tennis Courts</td>
</tr>
<tr>
<td>I</td>
<td>Baseball / Softball Fields</td>
</tr>
<tr>
<td>J</td>
<td>Soccer Field / Walking Track</td>
</tr>
</tbody>
</table>

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.
Assembly Area for Elkton Station
Assembly Area for Family Education Center
Assembly Area for 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
• WDSD 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.