



Emergency Procedures



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Introduction

Montgomery College is committed to providing a safe and secure environment that will support and enhance the institution's educational programs and services. As part of that commitment, the College has developed a comprehensive Emergency Operations Plan to prepare for and respond to both man-made and natural emergencies occurring on one or more of the campuses or in the local community.

Purpose

The purpose of the Montgomery College Emergency Operations Plan is to provide guidelines, assign responsibilities, and increase awareness in responding to emergencies that may impact the Montgomery College community. The response actions of emergency personnel are guided by the College's commitment to:

- Preventing or minimizing harm or injury to individuals
- Minimizing damage to College assets
- Effectively communicating to the College community information concerning a potential emergency, during an emergency, and after an emergency
- Restoring normal operations in the shortest possible time frame

Documents

The Emergency Operations Plan consists of three sections:

- Emergency Procedures - provides guidelines for employees and students to follow when reporting or responding to emergencies. It is available at <http://www.montgomerycollege.edu/emergency>
- Emergency Protocols – emergency procedures for College emergency responders
- Emergency Contact Information – critical contact information for College emergency responders

The Continuity of Operations Plan (COOP) is an “all-hazards” plan for extended emergencies that will allow the College to continue its essential functions for up to two weeks.

Updates

The Director of Emergency Planning with the assistance of the Environmental Safety Coordinator and the Offices of Safety and Security will be responsible for the regular review and updating of the Plan.

Emergency Numbers

- If a life threatening emergency is taking place, Call **9-1-1** first, then call the Office of Safety and Security
- Office of Safety and Security
 - Germantown 240-567-7777 SA 282
 - Rockville 240-567-5111 CB 101
 - Takoma Park/Silver Spring 240-567-1600 ST 117
- All off-campus locations should Call **9-1-1** and then notify the appropriate College administrator. If the emergency is at a Montgomery County Public School (MCPS), Call **9-1-1** first and then call MCPS security at 301-279-3232.
- Emergency phones are placed throughout each campus which ring directly to the Office of Safety and Security on that campus. Calls made on emergency phones are recorded.
- Students and employees are encouraged to carry a cell phone for reporting emergencies and receiving county and College alerts

Communications

Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College's operational status will be communicated through one or more of the following means:

1. College emergency responders: Security Officers, Campus Response and/or Support Teams
2. Montgomery College ALERT. Registered users receive text and e-mail messages. Registration information at <http://www.montgomerycollege.edu/emergency>
3. Montgomery College Emergency Desktop Notification. Scrolling messages are broadcast on College computers
4. Montgomery College Web site at www.montgomerycollege.edu
5. My MC web site at <https://mymcprod.montgomerycollege.edu/cp/home/displaylogin>.
6. My MC student e-mail system
7. Montgomery College employee voice mail. From off-site, dial 240-567-1701
8. Montgomery College employee e-mail. From off-site, <http://mcmail.montgomerycollege.edu>
9. Montgomery College main phone number at 240-567-5000
10. Montgomery College cable channel 10 in Montgomery County
11. Commercial radio and TV stations including:
 - Channel 4 WRC WTOP (103.5 FM)
 - Channel 5 WTTG WFRE (99.5 FM) - Frederick
 - Channel 7 WJLA WAMU (88.5 FM)
 - Channel 9 WUSA WFMD (930 AM) - Frederick
 - News Channel 8 WMAL (630 AM)

All inquiries from the news media regarding an emergency event should be directed to the College's Office of Communications

National Terrorism Advisory System (NTAS)

The National Terrorism Advisory System (NTAS) replaces the color codes of the Homeland Security Advisory System (HSAS). NTAS will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an

Imminent Threat Alert - Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert - Warns of a credible terrorist threat against the United States.

Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels. **Sunset Provision** - An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

Lockdown Alert

A Lockdown Alert is issued to temporarily restrict movement on a campus during a situation that could potentially endanger the welfare of the College community. Situations may include an intruder or an incident involving a violent or criminal act including an active shooter or hostage situation. A Lockdown is used when it may be more dangerous to evacuate a building than stay inside. Building exterior doors will be secured to prevent entry.

When notified of a Lockdown:

- Remain indoors and secure the entrance to your classroom or office
- Seek concealment away from windows and doors. Turn off lights and close the blinds
- Place cell phones on “vibrate only” and silence other electronic devices
- If you are in a hallway or a general open area, move into an enclosed room and secure the entrance
- If you are outdoors, immediately take cover
- If you are commuting to a campus and receive a Lockdown alert, remain off campus until notified the situation has been resolved
- During the incident, the College will provide updates thru its multiple communication methods
- Remain in a secure room until you are notified by the Office of Safety and Security, College officials, fire/rescue, or police that the situation has been resolved

Shelter in Place Alerts

HAZMAT (hazardous materials) Shelter in Place Alert

A HAZMAT Shelter in Place Alert is issued to protect the welfare of the College community due to an outdoor emergency such as the accidental or intentional release of a chemical, biological, or radiological contaminant into the environment. Buildings are not secured and will be open for entry.

When notified of a HAZMAT Shelter in Place:

- Remain indoors; if outdoors, move into a building
- During the incident, the College will provide updates thru its multiple communication methods
- Remain indoors until notified by the Office of Safety and Security, College officials, fire/rescue, or police that the situation has been resolved

Weather Shelter in Place Alert

A Weather Shelter in Place Alert is issued to protect the welfare of the College community when a National Weather Service weather warning is issued and a College location is in the projected or actual track of the storm. Buildings are not secured and will be open for entry.

When notified of a Weather Shelter in Place:

- Remain indoors; if outdoors, move into a building
- Seek shelter immediately in a windowless area such as an interior hallway, restroom, or a room located on the lowest level of a building
- Areas with wide-span roofs such as an auditorium, cafeteria, or large wide hallways should be avoided
- Remain in a protected area until notified by the Office of Safety and Security, College officials, fire/rescue, or police that the danger has passed

Emergency Response

Incident Priorities

The College's commitment of resources in response to an incident will be dependent on the actual or probable impact on life-safety and College operations.

Priority 1 (active or imminent life-safety emergency)

This is an incident that has an impact on the life-safety of the College community and possibly the surrounding community. Examples would include active shooter, large-scale hazardous material spill, ruptured gas main, major weather emergency such as a tornado, Department of Homeland Security imminent threat alert, or a terrorist event has occurred in the Washington D.C. area.

Priority 2 (major emergency)

This is an incident that has an immediate impact or potentially may impact a significant portion of College or campus operations and requires assistance from external organizations. Examples would include a campus-wide utility failure, ruptured gas main, suspicious package, bomb threat, building fire, or winter storm.

Priority 3 (minor emergency)

This is an incident limited in scope and area with minimal impact on normal operations. The incident is quickly resolved with internal resources or limited help from external organizations. Examples would include a fire alarm activation, small hazardous material incident, localized power outage, water leak, vehicle accident, or medical calls.

Response to Emergencies on Evenings and Weekends

The on-site or on-call administrator and the Office of Safety and Security will enlist the help of any on-site members of the Campus Response or Campus Support Teams to assist in emergency notification, evacuation, or shelter-in-place operations.

Crisis Management Team

The Crisis Management Team may be activated during an emergency to provide leadership and to support but not direct, the on-scene command, response, and management. The Team will meet at the College's designated Emergency Operations Center (College EOC).

The members of the Crisis Management Team include the following:

President (or designee) – Chair	Chief Human Resources Officer
Chief of Staff/Chief Strategy Officer	Chief Information Officer
Senior Vice President for Academic Affairs	Director of Communications
Senior Vice President for Administrative and Fiscal Services	
Senior Vice President of Student Services	Director of Emergency Planning
Associate Vice President for College Facilities	General Counsel

In the event of a local, regional or national emergency, Montgomery County may activate its Emergency Operations Center (County EOC). When notified of activation, at least one College representative will immediately respond to the County EOC or use WebEOC via the internet. The College representatives are the Director of Emergency Planning and the Environmental Safety Coordinator

Behavioral Intervention Teams (BIT)

The College has developed collegewide and campus-based Behavioral Intervention Teams (BIT) for the purpose of identifying and addressing student behaviors of concern. The mission of the Behavioral Intervention Team is to help maintain a healthy and safe environment for all students, faculty and staff; however, BIT cannot guarantee anyone's safety. BIT is not a first-responder group, but with the help of the college community, student behaviors of concern can be identified and addressed in an effort to avert potential problems or incidents.

The collegewide team meets monthly to determine policies and procedures and provides guidelines for campus-based teams. The team consists of Vice-Presidents and Provosts, Deans of Student Development, Associate Deans of Student Development, Campus & Community Coordinator, Counselors, General Counsel, Human Resources, Facilities, Safety and Security, and Emergency Planning.

Campus-based teams are responsible for reviewing, investigating, and assessing behaviors of concern. They evaluate situations to determine risk/threat levels for reported behaviors, decide next steps and, when appropriate, refer students for internal and/or external intervention. BIT also supports first responders by providing follow-up to emergency situations and making recommendations. The campus-based teams meet on a regular basis to discuss and respond to new concerns and follow up on active cases. The campus-based teams can consist of deans/associate deans, counselors, security, instructional faculty, and staff.

An Incident Report Form is used to report a "student of concern" or a student disciplinary issue. The report form can be accessed on College computer desktops. It is also available as a link through the Deans of Student Development Web page. The report form is a part of the Maxient Web site and is designed to alert and track student incidents. Deans of Student Development and B.I.T. team members will be able to access the report quickly, start a case file, and provide judicial or behavioral intervention as appropriate. Information sessions on how, why, and when to report are available by contacting a Dean of Student Development.

Reporting "cases of concern" via B.I.T. or disciplinary cases via the Student Code of Conduct should never be substituted for calling the Office of Safety and Security or **9-1-1** in emergency situations or health and safety situations that need attention immediately.

Post-Event Counseling and Support Services

A campus or community emergency/incident may result in employees and students experiencing a wide range of feelings including loss, sadness, anxiety, anger, or fear. To assist employees, the College offers a confidential Faculty Staff Assistance Program (FSAP) designed to help with life's issues and situations where professional guidance may be desired. Information on FSAP can be found at <https://www.montgomerycollege.edu/hr/fsap.html>.

For students, counseling faculty will be available to assist with personal concerns and feelings. If appropriate, counseling faculty will work with local community counseling services to provide additional professional guidance including debriefings.

MC Watch Program

The MC Watch program, based on the concept of neighborhood watch programs, is focused on providing information to the College community of actions that can be taken to provide a safer and more secure environment. The objective of the program is to have each member of the College community assist the Office of Safety and Security by serving as observers, listeners, and reporters.

Situations that should be of concern

Avoid personal contact with any suspicious activity or with any crime in progress

- Physical or verbal dispute
- Someone screaming or shouting for help
- Anyone forced into a vehicle
- Observe someone with a weapon (firearm, knife)
- Someone “testing” doorknobs as they walk down a hallway
- Unusual noises (explosion, breaking glass, gunshots)
- Anyone peering into vehicles or tampering with vehicles
- Male entering a women’s restroom or locker room
- Observe a fire, accident, or medical emergency
- Observe property being taken out of an office/classroom that is unoccupied
- Observe use of illegal drugs
- Any situation that looks “unusual”

Who do you contact?

If a life threatening emergency Call **9-1-1** first, then call the Office of Safety and Security. The Office of Safety and Security is open 7 days a week, 24 hours a day. For all other campus emergencies or situations of concern, immediately call the Office of Safety and Security by using a campus emergency phone which will ring directly to security or by dialing:

- Germantown Campus 240-567-7777 SA 282
- Rockville Campus 240-567-5111 CB 101
- Takoma Park/Silver Spring Campus 240-567-1600 ST 117

Crime prevention tips

- Be aware of your surroundings and alert to strangers
- Avoid potentially dangerous situations
- Park and walk in well lit, frequently traveled areas
- Avoid walking alone at night
- Utilize campus escort services provided by security
- Learn where emergency telephones are located on the campus
- Program campus security numbers into your cell phone
- Always lock your vehicle and do not leave valuables in plain view
- Do not leave personal items unattended at any time

Individuals with Disabilities

The College has implemented procedures to assist individuals with disabilities during an emergency. Likewise, individuals with disabilities should create a personal emergency plan which addresses their specific needs before and during an emergency.

- **Development of a Personal Emergency Plan**

Step 1: Register

Students with disabilities who need assistance should register with a campus office of Disability Support Services (DSS) regarding the nature of assistance they will specifically need during an emergency. Employees requiring assistance should register with the Office of Human Resources.

Step 2: Develop Personal Evacuation Instructions

Assistance required during an evacuation should be written down on a card and carried by the individual with disabilities at all times. The card should instruct others on the best ways to assist and the number of persons needed to assist.

Step 3: Establish Evacuation Assistants

Students and employees with disabilities should prepare for emergencies in advance by establishing a primary and an alternate evacuation assistant for each class or office location. An evacuation assistant can be a classmate, instructor, supervisor, or co-worker. An individual's personal evacuation instructions should be shared with their primary and alternate evacuation assistants. An evacuation assistant will assist individuals with disabilities to an evacuation area outside the building (see Emergency Evacuation Areas, pp. 23-29) or to a safer area within a building. In addition to an evacuation assistant, a second person should immediately notify emergency personnel where an individual is located. Police or fire/rescue personnel will decide if the individual is safe at that location or evacuate the individual as necessary.

Step 4: Be Familiar with Evacuation Options

Most Montgomery College buildings have accessible exits at the ground level floor that can be used during an emergency. However, in some buildings, people will need to use stairways to reach building exits. Become familiar with emergency exits, building evacuation routes, and campus evacuation areas (see Emergency Evacuation Areas, pp. 27-33). Identify primary and secondary evacuation routes from each classroom or office. Elevators are not to be used as an emergency exit unless instructed by emergency personnel. Emergency Evacuation Area maps are also posted in each building and at <http://www.montgomerycollege.edu/emergency>.

Step 5: Need information?

Students – contact Disability Support Services

Germantown 240-567-7770; Rockville 240-567-5058; Takoma Park/SS 240-567-1480

Employees - Office of Human Resources 240-567-5370

- **Evacuation Options**

Persons with disabilities must evacuate to the nearest exit which can be reached safely. Persons with disabilities have four basic evacuation options:

Horizontal Evacuation

Use building exits to the outside ground level.

Stairway Evacuation

Use steps to reach ground level exits from the building.

Stay in Place

Unless danger is imminent, remaining in a room with an exterior window, a room telephone or cell phone, and a solid or fire-resistant door is a viable option. With this approach, the person should Call **9-1-1** and report his or her location directly. The fire/rescue dispatcher will relay the individual's location to on-site emergency personnel, who will determine the necessity for evacuation. If the phone lines fail or there is no cell phone signal, the individual can signal from the window by waving a cloth or other visible object.

The "Stay in Place" approach may be more appropriate for sprinkler protected buildings or buildings where an area of refuge is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.

Area of Refuge

With an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant will go to the building's designated emergency evacuation area (see Emergency Evacuation Areas, pp. 27-33) and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Stair landings are areas of refuge. For small stair landings crowded with other building occupants using the stairway for evacuation, taking a position in a corridor next to the stair is a good alternative until the stair landing is clear.

For false alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the responding emergency personnel.

• Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired - Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their evacuation assistant when the alarm sounds. The evacuation assistant should then go to the emergency evacuation area (see Emergency Evacuation Areas, pp. 27-33) and notify the on-site emergency personnel of the location of the person with a disability. If the person with a disability is alone, he/she should Call **9-1-1** and provide their present location and the area of refuge to which he/she is headed to.

If the stair landing is chosen as the area of refuge, please note that some campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (i.e. the fire/rescue or other trained emergency responders). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down the stairs is never safe.

Mobility Impaired - Non-wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

A number of campus buildings are equipped with fire alarm strobe lights but some buildings are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short note explicitly stating to evacuate.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

• **General Information**

The College's Disability Support Services (DSS) staff from each campus will provide a list of students each semester to the Office of Safety and Security specifying classroom locations and class schedules for all students requesting assistance in an emergency evacuation, as well as the nature of their disability, i.e. wheelchair, walker, cane, blind, and etc. DSS will provide updates to the Office of Safety and Security as warranted.

The Office of Human Resources will provide the Office of Safety and Security a list of all employees requesting assistance in an emergency evacuation and the office locations of the employees. The Office of Human Resources will provide updates to the Office of Safety and Security as warranted.

The Office of Safety and Security will keep a copy of the lists provided by DSS and the Office of Human Resources in their Emergency Contact Information. During an emergency, Security Officers will distribute copies to members of the Campus Response Team

DSS sends a formal memo to all faculty and staff requesting that announcements, regarding procedures for individuals with disabilities, be made at the beginning of each semester class. Faculty should also put this notice in their syllabi asking those students that need assistance in an emergency to register with DSS or notify them directly.

Emergency Procedures

Active Shooter (Per U.S. Department of Homeland Security)

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- **CALL 9-1-1 WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- **Call 9-1-1** when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet
- If evacuation and hiding out are not possible:
 - **Call 9-1-1**, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible.

Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 9-1-1 Operator:

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

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers.

These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Bomb Threat

If you receive a written bomb threat, IMMEDIATELY contact the Office of Safety and Security

If you receive a telephoned bomb threat:

- Document the exact wording of the threat
- Record the caller's phone number from your telephone display, if available
- Obtain as much information as possible including
 - When is bomb going to explode?
 - Where is the bomb right now?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause the bomb to explode?
 - Did you place the bomb? Why?
 - Where are you now?
 - What is your name and address?
- Male or Female?
- Voice characteristics? If voice is familiar, who did it sound like?
- Background sounds?
- After the call has ended, IMMEDIATELY call the Office of Safety and Security. To avoid unnecessary panic, do not discuss the contents of the bomb threat with anyone else

Campus Demonstrations

Demonstrators are not required to obtain permission to hold a demonstration on any of the campuses or elsewhere on College-owned property, nor to reserve space or notify the College in advance, unless they choose to do so. Demonstrations may continue so long as they are in compliance with all applicable county, state, and federal laws and College policies and procedures. Actions in violation of policies and procedures include but are not limited to:

- Demonstrations inside buildings
- Blocking stairways, walkways, entrances, and exits from buildings; blocking roadways; or otherwise restrict free movement on any of the campuses
- Disruption of, or interference with, instructional activities, other College business and/or campus events
- Actual or threats of physical violence, or other forms of harassment, or destruction/defacement of property
- Interference with free entry to or exit from College facilities and free movement by individuals; and
- Interference with the rights of other members of the College community to freedom of speech or assembly or other rights

Crime

In the event that you are the victim of a crime, observe a crime in progress, believe a crime may be in progress, or observe a suspicious person:

- Do not attempt to apprehend or interfere with the possible criminal, except in cases of self-protection
- If a life threatening emergency Call **9-1-1** first, then call the Office of Safety and Security
- Provide your name, location, and a description of the incident
- If safe to do so, remain where you are until contacted by a Security officer
- A description of the suspect(s) would be useful. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and the person's name, if known
- If the suspect is entering a vehicle, note the license number, make, model, color, and any outstanding characteristics of the vehicle
- Do not disturb the crime scene

Fire

Fire or presence of smoke in a building:

- Pull building fire alarm to alert all building occupants
- Walk quickly to the nearest available exit that can be reached safely, alert others to do the same, and help persons requiring assistance, with their permission
- Elevators are not to be used during any evacuation related to a fire
- When safely away from the building, Call **9-1-1** first, then call the Office of Safety and Security
- Notify responding emergency personnel of any persons remaining in the building
- Go to the nearest evacuation area (see Emergency Evacuation Areas, pp. 27-33). Evacuation area maps are posted in each building
- Do not re-enter a building unless directed by fire/rescue, a Security officer, or a clearly identified member of the Campus Response Team

Fire alarm sounds in a building:

- Walk quickly to the nearest available exit that can be reached safely, alert others to do the same, and help persons requiring assistance, with their permission
- Elevators are not to be used during any evacuation related to a fire
- Go to the nearest evacuation area (see Emergency Evacuation Areas, pp. 27-33). Evacuation area maps are posted in each building
- Do not re-enter a building unless directed by fire/rescue, a Security officer, or a clearly identified member of the Campus Response Team

Gas Leak

Natural gas is a colorless, odorless, and combustible gas consisting primarily of methane. For safety and detection, Washington Gas adds an unpleasant odorant called mercaptan (smells like rotten eggs) to the natural gas traveling through most of the pipelines. Propane is a gas compressed into a transportable liquid and stored in tanks. The odorant mercaptan is also added to propane.

If you suspect a natural gas or propane leak:

- Evacuate the area immediately; warn others as you exit a building or leave the area, if possible
- Do nothing that could create an ignition source. Do not use any type of phone or battery-powered equipment. Do not turn electrical equipment or light switches on or off.
- From a safe location, call the Office of Safety and Security
- Do not attempt to locate the source of the odor or re-enter the area

Hazardous Material Spill or Release

If a spill or release of hazardous materials should occur within a building:

- Contact the Office of Safety and Security and provide the name and quantity of the material, if known
- Evacuate all persons from the affected area and secure area to prevent further contamination
- Do not attempt to clean up the spill unless you have related training
- Anyone who is contaminated by a spill should wash off the contamination with water, remain in the vicinity, and provide their names to the Security officers

If a spill or release of hazardous materials should occur outside a building:

- Contact the Office of Safety and Security and provide the name and quantity of the material, if known
- Security officers or members of the Campus Response Team may request persons to shelter-in-place. If outside, move into a building
- During the incident, the College will provide updates thru its multiple communication methods
- Remain indoors until notified by the Office of Safety and Security, College officials, fire/rescue, or police that the situation has been resolved

Hostage Situation

If you observe or become aware of a hostage situation:

- Move to a safe location
- Call **9-1-1** or the Office of Safety and Security
- Provide the following information
 - Your name, location, and phone number
 - Specific location of event
 - Number and description of hostage takers
 - Number of possible hostages
 - Description of any weapons hostage takers may have

If you are taken hostage:

- Remain calm, respectful, passive, comply with requests, avoid sudden movements and debates
- Closely observe hostage takers in order to provide detailed description later
- Stay away from doors and windows, if possible

During a rescue:

- Assume rescuers will not know if you are a hostage taker or a hostage
- Remain in place and follow all instructions you are given
- Identification will occur once you are in a safe area

Medical

- If a life threatening emergency Call **9-1-1** first, then call the Office of Safety and Security
- All Security officers are trained in Basic First-Aid, Adult CPR, and the use of Automated External Defibrillators (AED's)
- Automated Exterior Defibrillator (AED) -- An AED is a machine that analyzes a victim's heart rhythm and if needed, will provide an electric shock to allow the heart to return to a normal pumping rhythm. An AED is located in a public area of all campus buildings.

Pandemic Influenza

A local or regional outbreak of a pandemic influenza will be closely monitored by College staff. Information and directions provided by county, state, and federal agencies will determine the College's response to the outbreak. If warranted, the College will implement a pandemic education and prevention program which will include these action items.

- Encourage faculty to use MyMC course tools to communicate with students
- Provide students in the classroom with education and prevention information
- Provide students and employees with online access to pandemic notices or flyers
- Provide weekly updates to students and employees and post all updates on the College's emergency Web site
- Post Centers for Disease Control and Prevention (CDC) posters in buildings
- Continue to provide touch free hand sanitizer dispensers in building common areas
- Continue to provide hand wipes in computer labs, classrooms, assessment centers, and libraries
- Increase frequencies of cleaning building entry door handles and push plates; restroom fixtures; handrails; and elevator buttons.
- Expand monitoring of restroom cleanliness and supplies
- Track Collegewide use of sick leave
- Review Continuity of Operations Plan (COOP Plan)
- Plan for possible cancellation of large public gatherings

If the College, in consultation with the county's health department, determines operational changes need to be made, the College will use its communication protocols to notify the College community.

General Influenza Information

- Influenza virus is contagious and is spread from human to human through coughing, sneezing, and sometimes by touching something with the flu viruses on it and then touching mouth or nose.
- Tamiflu, an antiviral medication, is effective in treating the symptoms. It will not prevent or cure the flu.
- Symptoms include fever, cough, sore throat, body aches, headache, chills, and fatigue. Other symptoms may include nausea, vomiting, or diarrhea.
- Studies have shown that people may be contagious from one day before they develop symptoms to up to 7 days after they get sick.
- The county's Department of Health and Human Services (HHS) regularly monitors hospitals, pharmacies, and other agencies for trends.
- According to CDC guidelines, persons with flu-like symptoms should stay home until at least 24 hours after you are fever free (without the use of fever-reducing medications).

Tips for Preventing the Flu

- Cover your nose and mouth with a tissue when you cough or sneeze.
- Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water (for at least 15 seconds), especially after you cough or sneeze.
- Alcohol-based hand cleaners are also effective, but only if they are at least 60% alcohol. Rub hand cleaner into hands until hands are dry. Apply more hand cleaner if hands dry in less than 15 seconds.
- Avoid close contact with sick people.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- If you get flu-like illness symptoms, stay home from work or school, except to seek medical care, and limit contact with others to keep from infecting them.

Suspicious Packages and Envelopes

Identifying Suspicious Packages and Envelopes (Centers for Disease Control and Prevention)

Some characteristics of suspicious packages and envelopes include the following:

- **Inappropriate or unusual labeling**
 - Excessive postage
 - Handwritten or poorly typed addresses
 - Misspellings of common words
 - Strange return address or no return address
 - Incorrect titles or title without a name
 - Not addressed to a specific person
 - Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray”
 - Marked with any threatening language
 - Postmarked from a city or state that does not match the return address
- **Appearance**
 - Powdery substance felt through or appearing on the package or envelope
 - Oily stains, discolorations, or odor
 - Lopsided or uneven envelope
 - Excessive packaging material such as masking tape, string, etc.
- **Other suspicious signs**
 - Excessive weight
 - Ticking sound
 - Protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

Handling of Suspicious Packages or Envelopes

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If at work, notify a supervisor, a security officer, or a law enforcement official.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

▪ **Stop. Don't handle.**

▪ **Isolate it immediately.**

▪ **Don't open, smell, or taste.**

▪ **Activate your emergency plan. Notify a supervisor.**



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

▪ **Isolate area immediately** ▪ **Call 911** ▪ **Wash your hands with soap and water**



To order this poster, call 1-800-332-2317.

Poster 04
September 2009
PSN 7590-07-000-7597

Swimming Pool

Immediately upon notification of a building emergency or the closing of the College or campus due to an emergency, all pool activities including College classes will be suspended or cancelled. Patrons will be asked to leave the pool area, to quickly dress appropriately for outdoor conditions, and to exit the building. The swimming pool area and locker rooms will be cleared and secured.

- If a building emergency, patrons should go to a campus emergency evacuation area (see Emergency Evacuation Areas, pp. 27-33).
- If the College or campus is closed, patrons will be asked to make arrangements to leave the campus. It is the responsibility of the coach or team representative to ensure all swim team members have left the campus before the coach or team representative departs
- The Pool information line will be updated with closing information and a sign posted on the Pool office door
- The Pool website will be updated (Germantown only), if possible
- Early Morning Recreational Swim Sessions
 - A decision to cancel early morning swim sessions may be made before, and separate from, a College decision to delay opening or close due to weather conditions
 - Morning swim sessions will be cancelled if there is snow, sleet, or freezing rain during the night and roadways and walkways are covered. Although area roads may be drivable, campus roads, parking lots and walkways may not have been cleared
 - The decision not to open for the early morning swim may only be made just prior to the beginning of the early morning swim time, and may only be available by calling the swimming pool information line
 - During inclement weather, early morning swimmers are advised to delay their trip to the pool to allow sufficient time for a decision to be communicated, or swim during a later swim session if the College is open. If in doubt, please stay home.
- Public and Private School Swim Team Practices, Meets, and Other Activities
 - Public and private schools using the College swimming pool may announce a delayed opening, an early dismissal, or the closing of their schools. Internal school emergency closing procedures will determine if an activity will be held
 - Regardless of a decision by a public or private school, if the College or campus is closed, the pool will be closed

Utility Outage and Building Equipment Failure

- Report outages and equipment failures (ex. elevators) to the Office of Safety and Security
- If an emergency exists, Call **9-1-1**
- Elevators will not be operational during an electrical outage. If trapped in an elevator, use the elevator's emergency telephone to call the Office of Safety and Security or activate the elevator's emergency alarm button
- If evacuation of a building is necessary, use the stairs, walk quickly to the nearest available exit that can be reached safely, alert others to do the same, and help persons requiring assistance, with their permission
- After exiting the building, go to the nearest evacuation area (see Emergency Evacuation Areas, pp. 27-33) and remain in the evacuation area until notified the emergency has been resolved. Evacuation area maps are posted in each building.

Weather

College personnel will monitor National Weather Service alerts related to weather events that may impact the College. The alerts as defined by the National Weather Service are:

- **WATCH** - issued when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so
- **WARNING** - issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property
- **TORNADO EMERGENCY** - issued when a large, violent tornado is expected to impact a populated area

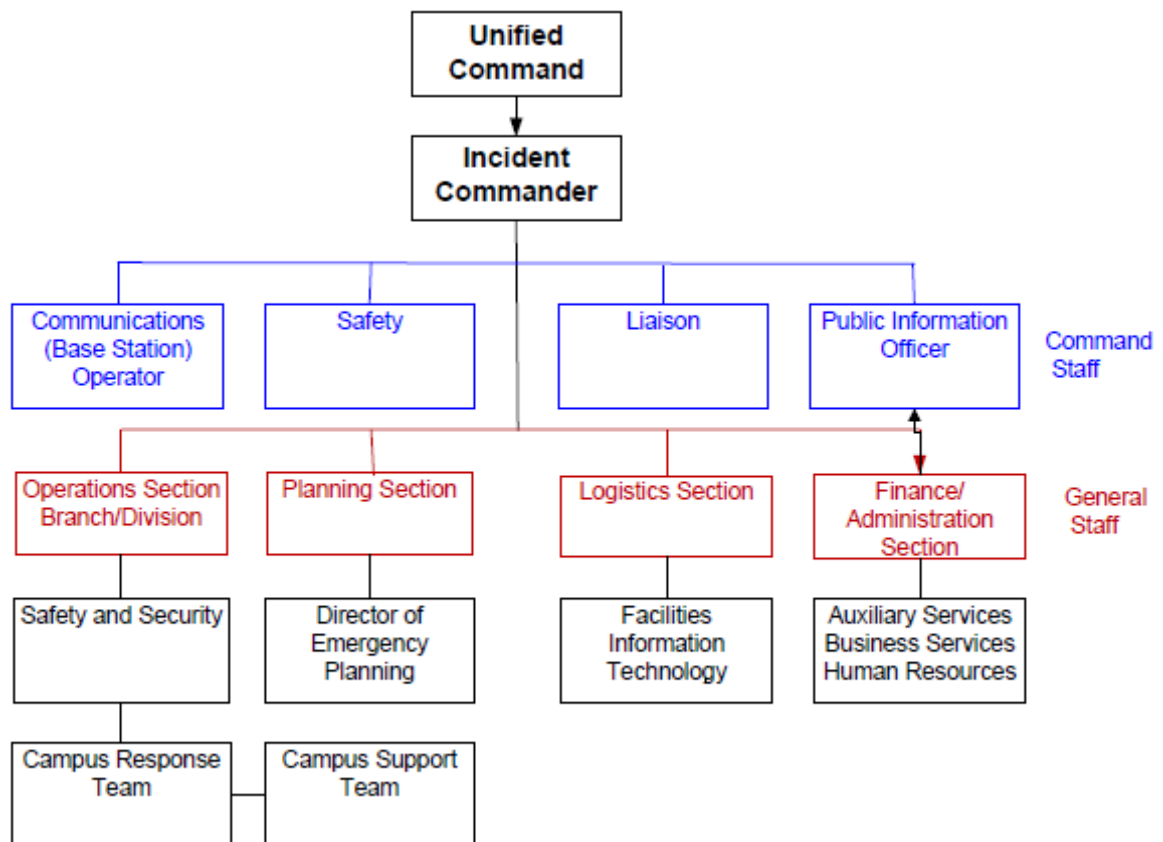
A Weather Shelter in Place Alert is issued to protect the welfare of the College community when a National Weather Service weather warning is issued and a College location is in the projected or actual track of the storm. Buildings are not secured and will be open for entry. When notified of a Weather Shelter in Place Alert:

- Remain indoors; if outdoors, move into a building
- Seek shelter immediately in a windowless area such as an interior hallway, restroom, or a room located on the lowest level of a building
- Areas with wide-span roofs such as an auditorium, cafeteria, or large wide hallways should be avoided
- Remain in a protected area until you are notified by the Office of Safety and Security, College officials, fire/rescue, or police that the danger has passed

If a winter storm watch or warning is issued by the National Weather Service, College staff will continue to monitor weather forecasts and current conditions. The College will always operate on its regular schedule unless otherwise announced.

Incident Command System (ICS)

The College's approach to managing an emergency is based on the National Incident Management System (NIMS) which includes the Incident Command System (ICS). ICS provides a common organizational structure, common terminology, and common operating procedures; establishes a clear chain of command for effectively managing an incident; and provides for an effective interfacing of College personnel with emergency agencies. Moreover, ICS focuses on the rapid identification of a potential emergency, building evacuation or denial of entry, quick notification of the proper authorities, and initiation of mitigation and recovery efforts in conjunction with emergency agencies.



Unified Command

- Responsibility: joint management of an incident at a single command post
- Staffing: Incident Commanders from the College and outside emergency agencies

College Incident Commander

- Responsibility: management of all incident operations
- Staffing: Safety and Security Supervisor, Shift Lead, or officer; Director of Facilities

Command Staff

Communications (Base Station) Operator

- Responsibility: provides communication support for College Incident Commander
- Staffing: Safety and Security officer

Safety

- Responsibility: monitoring and assessing safety hazards
- Staffing: Environmental Safety Coordinator or Environmental Safety Specialist

Liaison

- Responsibility: Primary contact with fire/rescue or police assisting at an incident; or with College administrators supporting the response to an incident
- Staffing: Safety and Security officer with fire/rescue or police command; Director of Facilities or Assoc VP for College Facilities with College administrators

Public Information Officer

- Responsibility: official spokesperson for the College
- Staffing: Director of Communications, Associate Communications Director

General Staff

Operations Section

Operations Section Chief

- Responsibility: organizing, assigning, and supervising all of the tactical field resources assigned to the incident
- Staffing: Safety and Security Supervisor, Shift Lead, or officer; Director of Facilities

Branch Director

(Divides responsibilities by building, groups of buildings, or campus areas)

- Responsibility: coordinates activities of a CRT and a CST for a specific Branch; reports to Operations Section Chief
- Staffing: Safety and Security officer or Facilities Supervisor

Division Supervisor

(Divides responsibilities within a building)

- Responsibility: coordinates activities within a building for one or multiple floors; reports to Branch Director
- Staffing: Safety and Security officer, CRT member, or CST member

Campus Response Team

- Responsibility: provide support to Safety and Security Officers
- Staffing: Facilities staff

Campus Support Team

- Responsibility: assist Security officers and Campus Response Teams during an emergency; assigned to a specific building floor(s) (division)
- Staffing: pre-selected faculty and staff volunteers

Planning Section

- Responsibility: provide support to College Incident Commander
- Staffing: Director of Emergency Planning

Logistics Section

- Responsibility: provides services, equipment, and supplies requested by the College Incident Commander
- Staffing: staff from Facilities and Information Technology Services

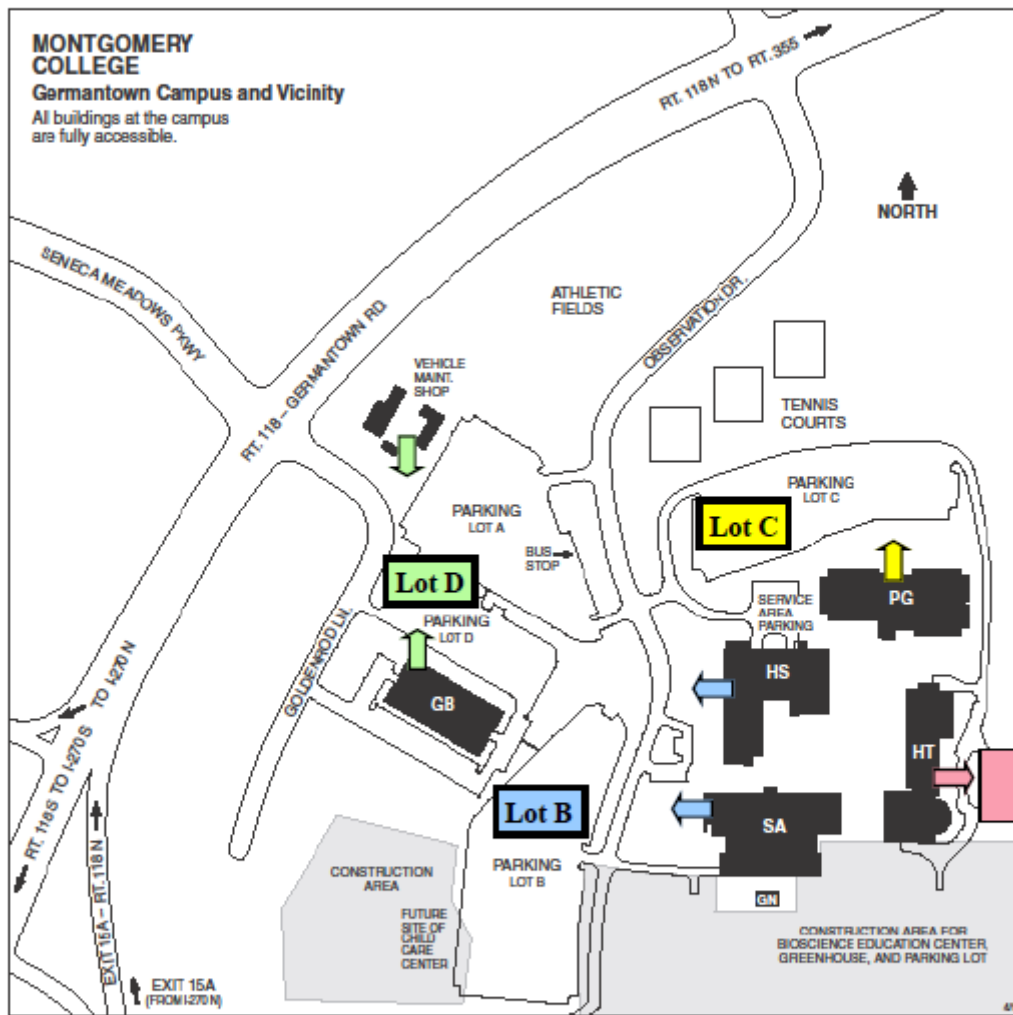
Finance/Administration Section

- Responsibility: provides services requested by the College Incident Commander; tracks and documents incident costs including labor and supplies
- Staffing: staff from Auxiliary Services, Business Services, and Human Resources

Emergency Evacuation Areas (See pages 28-34)

An emergency may require the evacuation of a single or multiple buildings. Each building has been assigned a specific external evacuation area where persons should remain until receiving further instructions from a Security officer or a member of the Campus Response Team or Campus Support Team. If there are persons requiring medical attention, **CALL 9-1-1** and notify a Security officer or a member of the Campus Response Team or Campus Support Team.

EMERGENCY EVACUATION AREA MAP



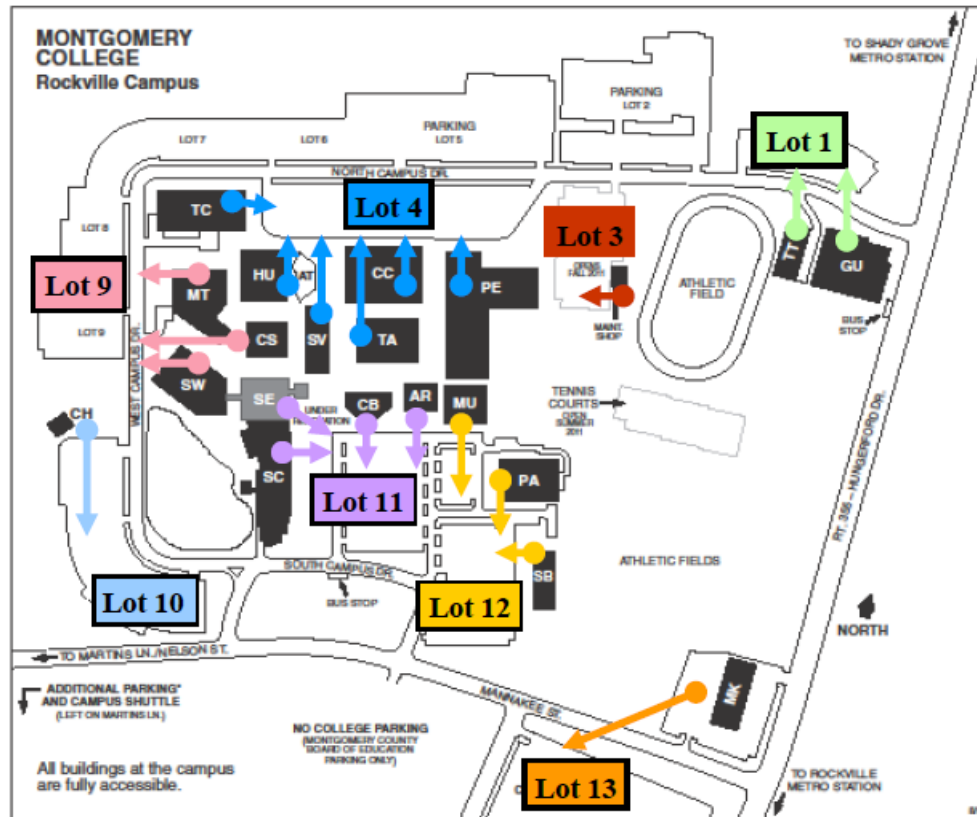
Montgomery College
 Germantown Campus
 2020 Observation Drive
 Germantown, MD 20876
 240-567-7700
www.montgomerycollege.edu
 For updates to campus maps, visit
www.montgomerycollege.edu/maps.

**Germantown Campus
 Legend of Buildings**
(as of April 2011)
 GB Goldenrod Building
 GN Greenhouse
 HS Humanities and Social
 Sciences Building

HT High Technology and
 Science Center
 PG Physical Education Building
 SA Sciences and Applied
 Studies Building
 (Security Office and
 Admissions Office)

EMERGENCY EVACUATION AREAS

MONTGOMERY COLLEGE Rockville Campus Map



Montgomery College
Rockville Campus
51 Mannakee Street
Rockville, MD 20850
240-567-5000
TTY 301-294-9672
www.montgomerycollege.edu
For updates to campus maps, visit
www.montgomerycollege.edu/maps.

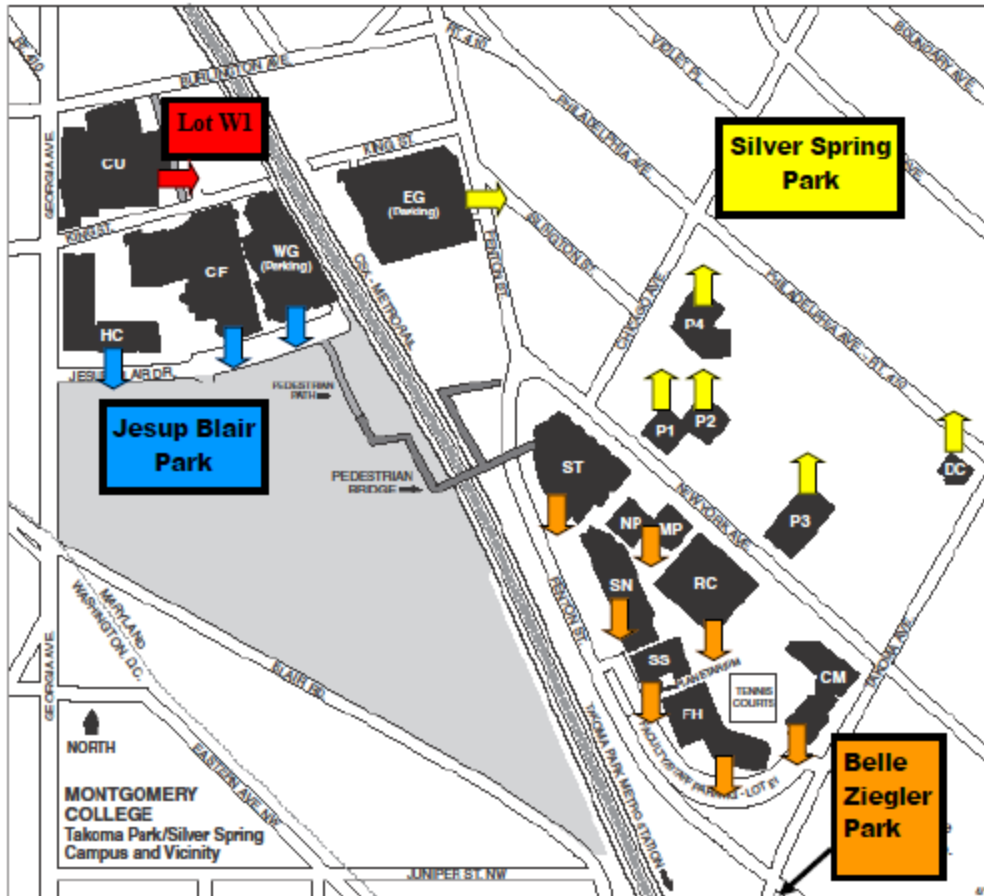
**Rockville Campus
Legend of Buildings**
(as of August 2011)
AR Paul Peck Art Building
AT Amphitheatre

CB Counseling and Advising
Building (Security Office)
CC Campus Center
(Workforce Development
& Continuing Education)
CH Child Care Center
CS Computer Science Building
GU Homer S. Gudelsky Institute
for Technical Education
HU Humanities Building
MK Mannakee Building
(Central Administration)
MT Gordon and Marilyn
Macklin Tower
MU Music Building

PA Robert E. Parilla Performing
Arts Center
PE Physical Education Center
SB South Campus Instruction
Building
SC Science Center
SE Science East Building
(under renovation)
SV Student Services Building
(Admissions Office)
SW Science West Building
TA Theatre Arts Building
TC Technical Center
TT Interim Technical Training Center

*Parking at Rockville Municipal Swim Center.
Take Mannakee Street to left on Martins Lane.

EMERGENCY EVACUATION AREA MAP



Montgomery College
Takoma Park/Silver Spring Campus
7600 Takoma Avenue
Takoma Park, MD 20912
240-367-1300
TTY 301-587-7207
www.montgomerycollege.edu
For updates to campus maps, visit
www.montgomerycollege.edu/maps.

Takoma Park/Silver Spring Campus Legend of Buildings
(as of April 2011)
CF The Morris and Gwendolyn Cafritz Foundation Arts Center
CM The Commons
CU Cultural Arts Center
DC Child Care Center
EG East Garage (parking)
FH Falcon Hall (Physical Education)
HC Health Sciences Center (Workforce Development & Continuing Education - WDCE)
MP Mathematics Pavilion

NP North Pavilion
P1 Pavilion One
P2 Pavilion Two
P3 Pavilion Three
P4 Pavilion Four (Refugee Training Center)
RC Resource Center
SN Science North Building
SS Science South Building (Planetarium)
ST Charlene R. Nunley Student Services Center (Security Office and Admissions Office)
WG West Garage (parking)



Montgomery College
Gaithersburg Business Training Center

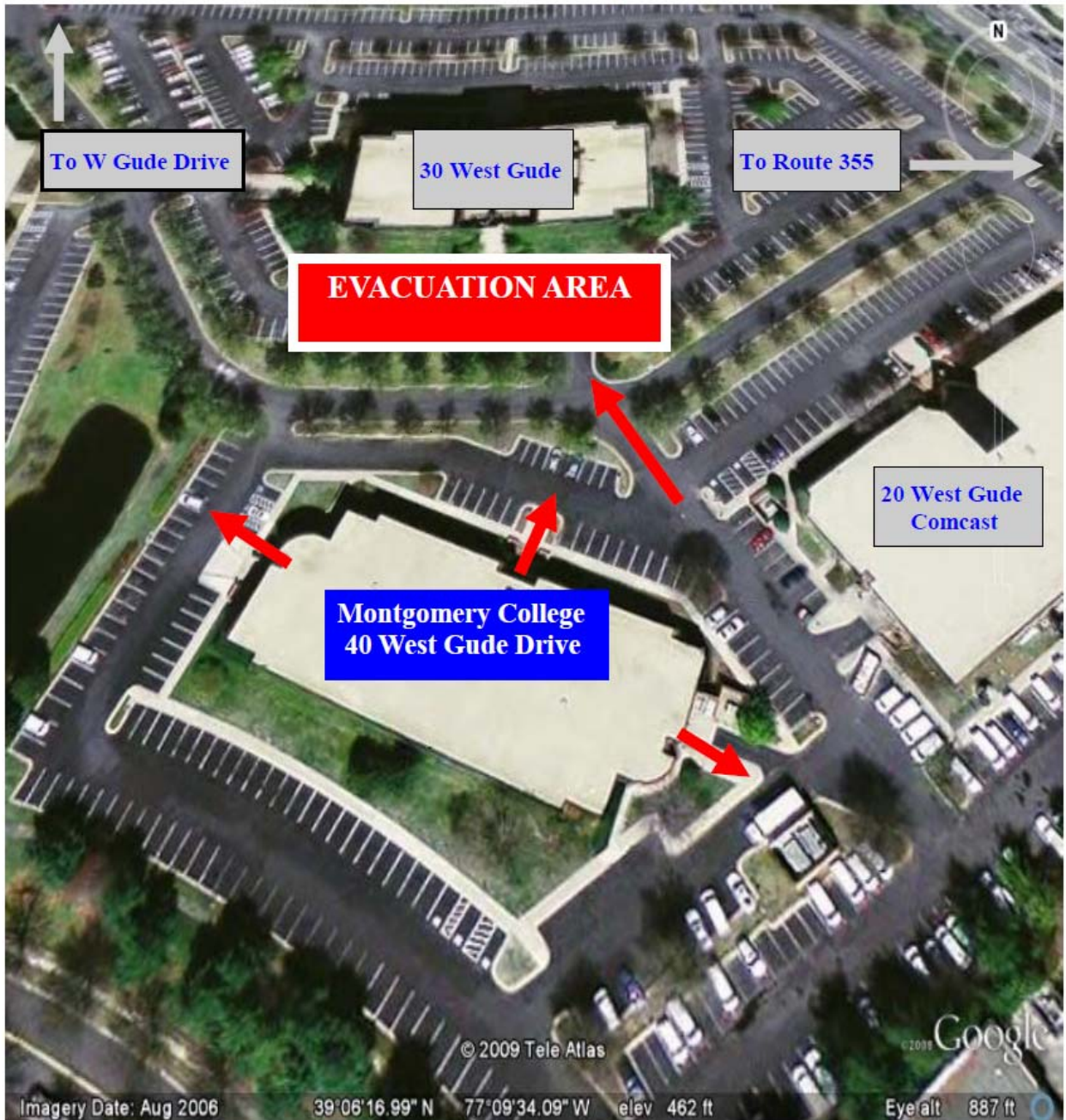
Emergency Evacuation Area Map





Montgomery College
40 West Gude Drive

Emergency Evacuation Area Map





Montgomery College
Westfield South

Emergency Evacuation Area Map





Emergency Evacuation Area Map

