



CECIL COLLEGE

Revised July 2023

Click on topic below to go to that section

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.

<u>Purpose and Uses</u>	2
<u>Bomb Threat</u>	2
<u>Contact Information – College and County</u>	3
<u>Emergency Alert Media Stations</u>	4
<u>Classroom Extensions</u>	4
<u>Emergency Contact Information</u>	6
<u>Emergency Assembly Areas - North East Campus</u>	7
<u>Emergency Assembly Areas – Elkton Station</u>	8
<u>Elevator Malfunction</u>	9
<u>Evacuation</u>	9
<u>Fire, Explosion or Smoke</u>	10
<u>Fire Extinguishers</u>	10
<u>Maintenance Emergencies</u>	10

<u>Medical Emergencies</u>	11
<u>Power Outage</u>	11
<u>Shelter in Place</u>	11
<u>Spills/Gas Leaks/Odors</u>	12
<u>Tornado and Severe Storms</u>	13
<u>Weapons on Campus/Violence</u>	14
<u>Weather Alerts/Closures</u>	14

EMERGENCY PROCEDURES GUIDE

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 publicsafety@cecil.edu. 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

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 - COUNTY

Cecil County Sheriff's Office 410-996-5500
Elkton Police Department 410-398-4200
Maryland State Police 410-996-7800
North East Fire Department 410-287-6050
Singerly Fire Department 410-398-2078
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 Media Stations

To send weather closure announcements or emergency alerts to radio/tv/news, please contact the Director of Marketing and Communications.

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
Christiana/Union Hospital	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	1420	ES109	Elkton Station
1701	AS109	Arts & Science	1421	ES113	Elkton Station
1702	AS111	Arts & Science	1422	ES117	Elkton Station
1703	AS113	Arts & Science	1375	ES126	Elkton Station
1704	AS114	Arts & Science	1427	ES211	Elkton Station
1705	AS224	Arts & Science	1428	ES212	Elkton Station
1706	AS231	Arts & Science	1430	ES217	Elkton Station
1707	AS352	Arts & Science	1431	ES219	Elkton Station
1708	AS353	Arts & Science	1432	ES220	Elkton Station
1709	AS357	Arts & Science	1433	ES221	Elkton Station
1710	AS358	Arts & Science	1435	ES227	Elkton Station
1712	AS416	Arts & Science	1436	ES300	Elkton Station
1711	AS359	Arts & Science	1437	ES308	Elkton Station
1712	AS420	Arts & Science	1438	ES314	Elkton Station
1713	AS438	Arts & Science	1439	ES315	Elkton Station
1714	AS439	Arts & Science	1440	ES322	Elkton Station
1715	AS440	Arts & Science	1450	ES324	Elkton Station
1716	AS441	Arts & Science	1441	ES325	Elkton Station
1717	AS444	Arts & Science	1442	ES326	Elkton Station
1718	AS448	Arts & Science	1443	ES327	Elkton Station
1719	AS449	Arts & Science	1444	ES328	Elkton Station

1720	TC103 Tech Center	1445	ES329 Elkton Station
1721	TC106 Tech Center	1447	ES335 Elkton Station
1722	TC208A Tech Center		
1723	TC208B Tech Center		
1724	TC208C Tech Center		
1725	TC214 Tech Center		
1726	TC216 Tech Center		
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 EMERGENCY INCIDENTS to Public Safety or Police using the contact information below for:

North East Campus

Call 9-911 or nearest **RED phone**

Elkton Station

Call 9-911 or nearest **RED phone**

- 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), if possible, otherwise Theatre, Building B Lobby
- North East Campus, Building E
 - Proceed to second floor lobby, otherwise 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), if possible, otherwise Theatre, Building B Lobby
- Cedar House:
 - Proceed out the driveway across to the paved area.
- Elkton Station
 - Proceed to the North area of the parking lot near the railroad tracks (see Elkton Station map)

NORTH EAST CAMPUS

CECIL COLLEGE • NORTH EAST CAMPUS




**Assembly Area
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
-  **CDL Training Course**

1 - 4 Public Parking

 Accessible parking is available in lots 1, 2 and 4 as well as adjacent to buildings C and D, and the tennis courts.



ELKTON STATION



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**
- **If possible, avoid going to vehicles to reduce traffic congestion for emergency vehicles**
- **Do not reenter a building for any reason until cleared to do so**
- **Evacuees must remain in the designated assembly area (see page 6) 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 they 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
- Provide assistance to disabled

Evacuation Routes

Evacuation Routes are posted in office areas and on each floor of every building. 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, or after hours, 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 or 410-287-1601 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 Seahawk Alert, voice mail, email, or personal communication.

SHELTER IN PLACE

SHELTER IN PLACE is always announced by the Seahawk Alert system on the North East campus and

at

Elkton Station campus or by telephone systems, 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.

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
 - Retreat to the *safe-zone* inside the classroom as indicated by the green dots
 - Collect personal possessions and move them to the *safe-zone* so the room looks unoccupied
 - Plug in phones and turn off the sound
 - Lock the door
- Shut and lock all windows and close exterior doors
- Turn off air conditions, 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 Public Safety Department and Facilities Department monitor weather broadcasts during impending severe weather and will announce actions that should be taken when a tornado “warning” is issued. The announcement to the campus will be through the Seahawk Alert System.

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 **"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 Seahawk Alert System
- Facebook www.cecil.edu
- Twitter
- MyCecil
- Cecil.edu

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