

Evacuation Procedures, Reporting Crimes, and Suspicious Incidents

General Procedures:

- Follow posted evacuation routes or safest direct exit route from building.
- Close doors. Do not touch light switches.
- If able to do so safely, help person who require evacuation assistance to reach a designated Place of Refuge for Evacuation Assistance. Once outside, alert trained emergency responders about the location of those who still need to be evacuated.
- Do not return to an evacuated building until directed by University officials.
- DO NOT USE ELEVATORS.
- Take necessary items (keys, wallet, coat, etc.) with you.
- Do not take time to search for personal items or investigate the source of the alarm.
- Meet in Safe Assembly Location.

Building Coordinators

- Make sure doors are closed.
- Assist others if able and as necessary.
- Bring list of building personnel if available.
- Report to Safe Assembly Location.
- Take a head count.
- Report any missing persons to Campus Police personnel.

The Office of Campus Police is a full-service department available 24 hours a day, seven days a week.

All criminal activity or suspicious incidents should be reported immediately to the Office at 301-891-4019 (4019 from a campus extension).

You can also use the Emergency Blue Light Phones located throughout campus to report any emergency. (Press the red button on the unit to activate it.)

When reporting any emergency or possible crime, be prepared to calmly state the following:

- Your name, location and phone number.
- Nature of the incident.
- Descriptions of persons involved.
- Description of property involved.
- Vehicle information, if appropriate.

DO NOT approach or attempt to apprehend or question the persons involved in the incident. It safe to do so, wait in place and keep other witnesses on the scene until an office arrives.

Fire and Smoke Conditions

If a Fire cannot be easily extinguished:

- Activate fire alarm and call 911 (9-911 from campus extensions) and Campus Police (301-891-4019).
- Contain fire by closing all doors and windows.
- Evacuate building and meet at Safe Assembly Location.
- If able to do so safely, help persons who require assistance to reach the designated Places of Refuge for Evacuation Assistance. Once outside, alert trained emergency responders about the location of those who still need to be evacuated.
- DO NOT USE ELEVATORS.
- Do not re-enter building until directed to do so by Campus Police.

If Trapped:

- If you cannot evacuate, you will need to shelter in place.
- If able, move to a room with an outside window so rescuers can see you.
- Call 911 to report your position, number of people with you and their medical conditions.

Building Coordinator:

- Assist with evacuation.
- Help others if necessary and as able.
- Make sure doors and windows are closed.
- Bring list of building personnel if available.
- Report to predetermined area.
- Take a head count. Report missing person to public safety personnel.

Fire Safety Tips:

- Never enter a smoke-filled room.
- Feel all doors before entering a room; if hot, do not enter.
- Stay close to the floor if heavy smoke is present.
- Never allow the fire to come between you and an exit path.
- If your clothing is on fire: Stop, drop and roll to put out the flames. Seek immediate medical assistance.

Severe Weather (Tornado/Flood/Earthquake)

Tornado Watch

- Conditions are right for tornadoes to develop.
- Be prepared to take cover.

Tornado Warning

- A funnel cloud has been sighted or indicated in the vicinity.
- Take cover.

In a Tornado

- Take shelter in the interior area of the lowest level of the building. Avoid windows and large, open rooms. If possible, get under a sturdy desk or table.
- Protect your head with your arms.
- If caught outside, lie flat in the nearest ditch, ravine or culvert with hands and arms shielding your head.
- If in an automobile, abandon the vehicle and follow guidelines for outdoor shelter.
- Information on tornado watches and warnings is available from radio WGTS 91.9 or WTOP 103.5 FM Takoma Park, Maryland.

Flooding

- It is safe to do so, turn off or disconnect electrical devices in the flood area.
- Protect or remove valuable property that is susceptible to water damage.
- Close doors and seal openings to minimize the spread of water.
- Remain in a safe adjacent area to direct response personnel to the site and others away from the site.
- If flooding liquid is contaminated, the area must be secured.
- If in an automobile, do not try to cross a flooded roadway.

Earthquake

- If you are inside:
 - Duck under a desk or sturdy table or brace in a doorway.
 - Stay away from windows, appliances, and heavy objects that could fall on you (bookcases, file cabinets, heavy mirrors, etc.).
 - Do not use elevators.
 - Stay indoors until shaking stops, then cautiously move outdoors.

- If you are outside:
 - Move into open space away from electrical lines, trees and buildings if possible.
 - Or duck into a doorway to avoid falling debris.
- If you are driving:
 - Pull over to the side of the road but do not stop on or beneath bridges or near power lines or large highway signs.

Afterward, be prepared for aftershocks and report any gas leaks or electrical problems to Campus Police (301-891-4019), or facility services (301-891-4161).

If gas leaks are possible, do not use open flames, electric switches or appliances.

Threats of Violence/Active Shooter

Non-Specific Threats of Violence

Alert Campus Police (301-891-4019). Do not hesitate to report a non-specific threat just because there has been no actual harm to a person or property.

Direct Threats of Violence

- Get out of immediate danger if possible.
- Call Campus Police (301-891-4019) or 911 (9-911 from campus extensions). Stay on the line until you are told to hang up.

Armed Gunman on Campus or Other Direct Threat

- Get out of immediate danger if possible.
- Alert Campus Police (301-891-4019) or 911 (9-911 from campus phones) and provide the following information: Reported location of the suspect, identity and physical description of suspect, and the number and type of weapons reportedly held by the suspect.
- Remain in a room with doors locked and windows secured. Stay away from windows and doors.
- Listen for additional information over the WEBES towers for WAU Alerts.

Active Shooter on Campus

- Get out of immediate danger if possible.
- Alert Campus Police (301-891-4019) or dial 911 (9-911 from campus phones) with the following information: Location of the active shooter(s), physical description, number and type of weapons held by the shooter(s), the number of potential victims at the location.
- If you see the shooter at a distance, run away when possible. Do not run in a straight line; use objects to block you from view when possible.
- If you cannot evacuate safely shelter in place. Lock doors, close blinds, turn out lights, stay away from doors and windows, silence cell phones.

Bomb Threat/Suspicious Package

Bomb Threat over the Phone

- Stay calm. Pay close attention to details. Try to keep the caller engaged on the phone to get useful information. Use Bomb Threat Checklist to record information.
- Have a co-worker or another person alert Campus Police (301-891-4019) and dial 911 (9-911 from campus extensions) from another phone.
- Evacuate the building only if instructed by the university or properly identified emergency personnel.

Bomb Located on Campus with or without Visible Timer

- Call 911 (9-911 from campus phones) and Campus Police (301-891-4019).
- Record information about the bomb if requested and relay to emergency personnel.

Detonated Bomb on Campus

- Remain calm and call 911 (9-911 from campus phones) and Campus Police (301-891-4019) to inform them of location, visible damage, known casualties, etc.
- If uninjured, move away from the blast zone to a safe area.
- Do not re-enter the area until official word is received that the area is safe.

Suspicious Package or Mail

- Do not handle or open the package or mail.
- Call Campus Police at 301-891-4019 and notify your supervisor.

If you have touched a suspicious substance:

- Keep others away from it.
- Wash your hands with soap and water.
- Remove contaminated clothing as soon as possible and double-bag in plastic bags.

If contamination of the area is possible:

- Secure the room and evacuate the area.
- Do not operate any power switches or activate the fire alarm.
- Do not allow re-entry into the area/office where package is located.

Building Coordinators

- If instructed to evacuate, assist with evacuation.
- If able to do so safely, help those who need evacuation assistance reach a designated Place of Refuge for Evacuation Assistance. Once outside, alert trained emergency responders about the location of those who still need to be evacuated.
- Bring list of building personnel if available.
- Report to Safe Assembly Location.
- Take a head count. Report any missing and injured person to public safety personnel.

Civil Disturbances or Demonstrations

Any free-expression activity on campus properties, such as demonstrations, marches, meetings, flash mobs, picketing and rallies, must comply with regulations of the College and federal, state or local law. Do not obstruct or provoke a peaceful, non-disruptive demonstration. Alert Campus Police (301-891-4019) so they can monitor the situation.

If demonstration becomes violent and disruptive, alert Campus Police (301-891-4019). Move away from windows and close blinds if possible. Do not open doors or attempt to leave the building without consulting police. If demonstrators gain entry into building, avoid provoking or obstructing them in any way. Lock yourself in a room or office until police can assist you in leaving the building safely.

Hazardous Materials Incidents

HAZMAT Incident on Campus or in Community

- Listen for details on WEBES towers or through WAU Alerts.
- Ensure windows and doors remain closed.
- Stay indoors until hazard is declared over.

Spilled in Labs

- Follow laboratory procedures for eyewash, rinse or shower.
- Vacate persons in immediate area if necessary.
- Call Campus Police (301-891-4019).
- Shut off all potential ignition sources and DO NOT turn on switches or unplug any electrical equipment.
- Follow lab instructions for cleanup and disposal.

In the event of a major spill:

- Call 911 (9-911 from campus extensions) or Campus Police (301-891-4019).
- Identify yourself, location/phone, material(s) spilled and any injuries.
- Assist injured persons; isolate contaminated persons.
- Close doors or control access to spill site.
- Follow evacuation instructions.

Weapons of Mass Destruction

Warning Issued Stating an Attack Using WMD is Imminent

- Monitor radio and TV stations for important information. Follow instructions issued by governmental and emergency personnel.
- Seek shelter in nearest heavily constructed building.
- If attack is suspected to be chemical in nature, shelter in an above-ground, interior room if possible. Some chemicals are heavier than air and will tend to gravitate toward basements.
- If biological, radiological, or nuclear in nature, shelter in below-ground, interior room if possible.

Confirmed Attack Using WMD

- Shelter in place. Turn off all fans and all heating and cooling systems.
- If biological attack, move away from detonation area – upwind if possible; wash thoroughly; shelter in basement; if possible turn off air handling equipment; ask for medical help if you become ill.
- If chemical attack, seek shelter above ground. Use duct tape and plastic sheeting to seal all cracks and vents into the room. Anyone in proximity should thoroughly wash all exposed skin, place contaminated clothing in double plastic bags, wash body again, then put on fresh clothing if available.
- If radiological (conventional bomb used to spread radioactive material), seek shelter in nearest undamaged building. If shelter is not available, attempt to move rapidly upwind and away from the detonation site.
- If nuclear, shelter below ground in heavily constructed building if possible. Cover head and eyes. The blast wave may take 30 seconds or more to hit.
- Monitor radio and television stations for important information.
- In all cases do as instructed by governmental and emergency personnel.

Power Outage/Building Evacuation

In the event of an unexpected power outage (or a planned outage lasting more than 1 hour), the university may call for the cancellation of classes, evacuation of buildings, and orderly shutdown of administrative and computer network systems.

In non-daylight hours, battery-operated emergency lighting will stay on for approximately 15 minutes before batteries are depleted. Gather essential items (wallet, toiletries, etc.) before evacuating to another part of campus or taking other action as directed by Public Safety.

When directed to evacuate buildings:

- If able to do so safely, help those who need assistance to reach a designated Place of Refuge for Evacuation. Once outside, give Public Safety the name(s) of those who still need to be evacuated.
- Shut off switches to as many electrical items as possible and follow evacuation procedures.
- Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location.
- Do not return to an evacuated building until directed by university officials.

Gas/Water Leaks

SAFETY TIP: Never use gas generators indoors. To do so creates the danger of carbon monoxide poisoning.

Unconfirmed Propane Leak

- Inform Facility services (301-891-4161) and Campus Police (301-891-4019).
- Ventilate area.

Confirmed Propane Leak Requiring Immediate Repair

- Vacate the immediate area.
- Do NOT turn any electrical switches on or off.
- Do NOT activate fire alarm.
- Do NOT use cell phones, radios, pagers, flashlights or anything capable of producing static electricity, sparks, electric arcs or open flame.
- Meet at Safe Assembly Location.
- Notify Campus Police.
- Do not re-enter until cleared to do so.

Water Leaks

- Notify buildings and grounds during normal working hours or Public Safety after hours. Let them know the exact location of the leak and if any objects are in imminent danger.
- Avoid standing in floodwaters due to threat of electrocution.
- Evacuate if there are submerged electrical appliances or outlets in the vicinity of the water.
- Alert occupants on floors beneath the leak.

Medical Emergencies/Injuries/Illnesses

Medical Emergency

- Call 911.

Serious Incident/Injury (e.g., cardiac or respiratory arrest, loss of consciousness, asthma, etc.)

- **Call 911 (9-911 from campus phones) and give them the following:**
 - Number of injured/ill and condition.
 - Your name, location, and phone number.
 - Any care being given to the victims.
 - Stay on line until EMS hangs up.
 - Care for the victim(s) to the level of your training. If you are not trained, stay with the victim(s) until help arrives.
 - Contact Campus Police (301-891-4019) if they have not already arrived on the scene.
 - Remain at the scene until victim(s) have been transported and you have answered all questions from EMS regarding the victim(s).

Alcohol Intoxication/Poisoning

- Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to “sleep it off.” Stay beside the person and call Campus Police at 301-891-4019, or 911 (9-911 from campus phones) immediately if the person:
 - Cannot be roused
 - Is incoherent and is vomiting
 - Breathes shallowly
 - Has cold, clammy skin
 - Looks bluish or pale
 - Has taken other drugs with alcohol
 - Has a head injury

Work Related Injuries/Illness

Seek medical attention as required. Report the injury/illness to your supervisor, regardless of severity.

- **If you require immediate medical attention:**
 - Contact Campus Police (301-891-4019) for escort to Health Services or Emergency Room. Public Safety will decide if EMS needs to be activated.
 - If on-site medical attention is needed, call 911 (9-911 from campus phones) and request emergency services.
 - If exposure to blood-borne pathogens is possible, person should be taken to the Emergency Room.

Mental Health/Emotional Distress

We all experience stress as a natural part of life, but mental distress is a serious condition that requires help from professionals.

- **Signs of Serious Mental Distress may include:**
 - Severe listlessness, lack of energy or sleepiness
 - Marked change in personal hygiene, appearance or behavior
 - Isolation from others
 - Impaired speech, disjointed thoughts
 - Threats of harming self or others
 - Creates artwork that depicts graphic images of death or violence
 - Possesses weapons on campus or is preoccupied with weapons
 - High levels of irritability, easily frustrated
 - Alcohol or other drugs abuse
 - Dramatic weight loss or gain
 - Bizarre behavior for the situation
 - Prolonged or intense emotions such as fearfulness, tearfulness or nervousness
 - Onset of uncharacteristic poor performance or extreme procrastination

Suicide Intervention

Typical warning signs of someone contemplating suicide include:

- Overly suicidal statements (“I won’t be around next week.”) or expressions of despair (“I just can’t go on.”)
- Ambivalence about the future
- Giving away or destroying prized possessions
- Anxiety and/or depression
- Radical change in behavior

If you have concerns about a student or coworker’s well-being, contact Campus Police (301-891-4019). If the threat of suicide or violence seems immediate, call 911 (9-911 from a campus phone) and, if possible, alert Campus Police (301-891-4019).