



Faculty/Staff Emergency and Safety Procedures

The best time to prepare for disasters is before they occur. Emergencies can arise at any time and from various natural or manmade causes. AACC attempts to minimize potential loss and speed up the process of recovery from any emergency by planning ahead.

Steps you can take to be prepared

- Know the exit routes from your office, classroom, floor, and building. Study these in advance. It is easy to get disoriented during an actual emergency.
- Know the location of fire extinguishers and how to use them. Read the directions before an emergency. Report missing extinguishers immediately.
- Make sure that AACC's Public Safety emergency number (**410-777-1818**) is posted on your telephone.
- Participate in annual fire and exercise drills.
- Be familiar with AACC Emergency Warning Notification Systems.
- If you are a manager, develop a departmental calling tree and have this list readily available at the office and at home.
- If you are a manager, administrator of department head, know your critical operating activities and plan for recovery.
- Be alert and report any criminal incident, suspicious behavior, suspicious packages, or improper security activity to Public Safety (**410-777-1818**).
- If your mobility is limited by wheelchair, crutches, etc., call Public Safety in advance and alert them that you may require assistance during an emergency.
- Report any unsafe conditions to Public Safety at (**410-777-1818**)
- Stay informed about developing emergency conditions through the e2campus, and the Emergency Information Website.

In case of an emergency

- Follow emergency directions as given.
- Monitor e2campus cell phone broadcast messages and the "Emergency Information Website" for the most current emergency information.
- Emergency calling tree notification may be used to provide instructions to subordinates.
- Various other methods of communication, siren, message net, may be used, as the emergency develops to alert and inform the AACC community.

Emergency Situations

Active Shooter:

An active shooter is an armed individual who has used deadly force and continues to do so with unrestricted access. The incident can involve a single shooter or multiple shooters. It can be a close encounter or from a distance. It can be a targeted student, faculty/staff or random victims. It might involve just one room or multiple locations. No two situations are alike. Shooting can occur anytime, anywhere, to anyone.

What To Do:

Have a survival mindset because the consequences are potentially catastrophic. Have a proper mindset and tools to react with a purpose. You need to take direct responsibility for your personal safety and security.

1. Be aware, prepare, and rehearse.
2. Run away from the threat if you can, as fast as you can.
3. If you cannot flee, lock and barricade doors. If no lock, barricade door with furniture.
4. Turn off lights.
5. Close blinds.
6. Cover windows.
7. Turn off computer monitors, radios, cell phones (after calling Public Safety at 410-777-1818 or 911).
8. When you call Public Safety, give your name, specific location, number of shooter(s), type of weapons, if known, description including clothing, number of people with you.
9. Keep calm, quiet and out of sight.
10. Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets, etc.
11. If the shooter confronts you and you cannot flee, you can hide, you may choose to play dead, if other victims are around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
12. Consider risks before un-securing room.
13. Remember, the shooter will not stop until they are engaged by an outside force.
14. When the police arrive follow all their commands. Show them your hands and don't argue with them. They are there to engage the shooter first, then assist injured or trapped people.

Bomb Threats:

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The following procedures should be implemented regardless of whether the bomb threat appears real or not.

What To Do:

All personnel should acquaint themselves with the following procedures:

1. The person receiving the bomb threat should remain calm and attempt to obtain as much information as possible from the caller. (Complete Bomb Threat Checklist)
2. Once the call has ended, DO NOT USE THAT PHONE AGAIN until you are told to do so by public safety.
3. Once the call has ended, notify your supervisor and contact the Department of Public Safety at 410-777-1818.
4. A public safety officer and the shift commander will interview you and obtain all the details. Public safety will consult with the A. A. County Police Department about the specifics of the bomb threat.
5. If instructed to evacuate, move away from the building at least 600 feet.
6. Do not re-enter the building until authorized to do so by public safety or police personnel.

Disruptive Person(s):

Maryland law prohibits person(s) from disturbing or preventing the orderly conduct of activities, administration, or classes at institutions of higher education. Additionally, the college has a student code of conduct that is printed in the college catalog. When followed, the code allows the teaching and learning process to move forward without disruption.

The underlying reason causing a disruption can usually be dealt with after the incident. What matters most during the incident are the real victims of the disruption, the other students. Therefore, it is

important to deal with the disrupter's actions in a formal manner by first addressing the problem through verbal direction, and then documenting the incident on the "Faculty/Staff Incident Report".

Whenever disruptive individuals fail to comply with faculty/staff direction, the Department of Public Safety should be immediately contacted at 410-777-1818.

What To Do:

Whenever you observe or are the subject to unruly or disruptive acts by an individual(s), do the following:

1. If the disruption is occurring in a classroom or office, the instructor/staff should try to deal with the situation by requesting the individual(s) stop his/her course of conduct. Immediately notify the Department of Public Safety if the individual continues to be disruptive.
2. If the disruption is occurring outside the classroom setting, notify the Department of Public Safety and wait for an officer to respond to the scene.
3. For either of the above situations, prepare and forward a "Faculty/Staff Incident Report" to the Dean of Students and a copy to your Chair or supervisor.

Fires:

When there is a fire, the Anne Arundel County Fire Department will respond. No matter how small the fire, always notify the Department of Public Safety. The notification will result in the dispatch of an officer to the scene and the notification of the Risk Manager.

What To Do:

If a fire occurs in your area:

1. Rescue and remove anyone from immediate danger without putting yourself in danger.
2. Put it out if it is a small extinguishable fire and you are trained in the use of fire extinguishers. Otherwise, alert all occupants in your area.
3. Never allow the fire to come between you and the exit.
4. Notify the Department of Public Safety at 410-777-1818. Evacuate promptly and pull the fire alarm as you exit the building. Watch for responding officer and provide information.
5. Notify the public safety or fire personnel of anyone still in the building.
6. Don't panic if trapped. Use a telephone or cell phone to notify the Department of Public Safety of your location.
7. DO NOT USE the elevator or break windows.
8. Only return to the building when directed by public safety personnel.

Gas Leaks:

Although most of the buildings do not have a natural gas connection, whenever gas is detected in a building or other enclosed area, it should be treated as an emergency and immediately reported to the Department of Public Safety at 410-777-1818. Natural gas has the aroma of rotten eggs. Gas leaks, when left unreported, can result in an explosion with subsequent injuries or death to members of the college community.

To limit the possibility of an explosion, avoid using light switches, fire, bells/horns, telephones, and appliances when gas is detected in an area.

What To Do:

If you smell gas (characterized by a rotten egg smell):

1. Remain calm. Shut it off if the source of the leak is immediately apparent and can be easily corrected (e.g. Bunsen Burner, kitchen appliance, etc.).
2. Evacuate the building/area when the source of the leak is not apparent.

3. When evacuating: Do not activate the fire alarm or use the phone or turn on lights in the affected area. Verbally notify everyone in the affected area and proceed to the closest exit and evacuate the building.
4. Notify the Department of Public Safety from an unaffected area.

Hazardous Material Spill:

For spills, releases or incidents beyond the abilities of faculty, facilities management personnel to contain and/or clean up, take the following steps.

What To Do:

1. Immediately notify affected personnel and evacuate the spill area.
2. Call Public Safety at 410-777-1818 to report the incident. Give your name, telephone number, and location of spill, name and quantity of the material, if known, and any injuries or damage, if any.
3. Evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
4. Anyone who is contaminated by the spill should wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. If needed, first aid can be started immediately.
5. No effort to contain or clean up the spill and or releases should be made unless you have been trained in the proper methods to do so.
6. Take appropriate steps to make sure no one evacuates through the contaminated area.
7. Do not re-enter the area until directed to do so by emergency personnel.

Hostages Situation:

This involves an armed and dangerous individual who may or may not have already used deadly force. In most cases, his access will be restricted causing containment of the offender and victim(s). The motive can vary between substantive or expressive.

What To Do:

1. Call public safety **410-777-1818**, if possible.
2. Remain calm.
3. Follow directions.
4. Avoid sudden movements.
5. Maintain eye contact (but don't stare).
6. Find the middle position (not too assertive/passive).
7. Personalize yourself.
8. Don't argue.
9. Don't be a nuisance.
10. If released or escape, be prepared to calmly, quickly and accurately provide police with:
11. Name of suspect(s), if known.
12. Number of suspects
13. Description of suspect(s)
14. Location of Suspect(s)
15. Number and types of weapons carried by suspect(s)
16. Number of hostages and any injuries
17. Follow any police commands.

Medical Emergencies:

Injuries and illness can occur at the College. They can range from minor illness to life threatening incidents.

What To Do:

Whenever you observe or are informed of a medical emergency:

1. For minor injury or illness, first aid care is administered by the College Nurse in the Student Union Building room 120 or by calling extension 2480, or contact Public Safety after traditional office hours or on the weekend.
2. For serious illness or injury, immediately call the Department of Public Safety at 410-777-1818. Report that you have a medical emergency. Give the building and room number as well as any other information requested by the communications officer. Send someone to meet the responders and direct them to your location. If the incident involves blood or other body fluids, ensure that responders are aware of the fact.
3. Keep the ill or injured person as comfortable as possible while waiting for the officer or medical assistance to respond. Do not move an injured person unless not doing so may cause serious injuries or death.
4. Administer first aid to the level of your training. Use personal protective barrier devices when rendering first aid where there is a chance of an exposure to bodily fluids (blood, vomit, saliva, etc.).
5. Provide the responding officer and shift commander with your version of what happened after the ill or injured person's needs are taken care of and the incident has concluded.

Power Outage:

The college does not maintain auxiliary power units to provide emergency power. During a power outage, please remain in the room until advised to leave the building. Generally, the power will come back on after a few minutes.

What To Do:

If the building in your area has a power outage:

1. Remain calm.
2. If you are teaching a class, have the students remain seated and stand by for instructions from the Department of Public Safety officer or a Facilities Management staff member who will move through the hallways to provide information and assistance.
3. Provide assistance to visitors, students and other staff in your immediate vicinity. Give special attention to persons who may require an elevator to exit the building.
4. If you are stuck in an elevator, use the Elevator emergency button to notify the Department of Public Safety of your presence therein.
5. Leave the building in an orderly manner when directed to do so by a Public Safety officer or Facilities Management staff member.

Suspicious Mail or Packages:

The following information and recommendation were collected from various federal agencies to help you safely and effectively handle these types of incidents.

What To Do:

All campus personnel should maintain an enhanced awareness of receipt of suspicious letters or packages. If you are concerned about a particular envelope or package, **DO NOT OPEN IT**. There is little risk of a release of materials or risk of exposure to you if the envelope or package remains intact. Call Public Safety at **410-777-1818** and inform them that you have a suspicious envelope or package. Some common things to look for include:

1. Packages with no return address or excessive postage.
2. Misspellings of common words or restrictive markings such as "personal" or "confidential".
3. Items protruding from the envelope or package, wet areas, openings, or strange odors.
4. Unusually heavy envelope and/or the presence of small bulges of powder or granules.

If you open an envelope or package and you find a letter that contains a threatening message or states that you have been contaminated with anthrax or some other biological substance, and no substance is found:

1. Place the letter in the envelope and place the envelope in a plastic bag.
2. Wash your hands with soap and water.
3. Call Public Safety at 410-777-1818 and remain at your work location until they arrive.

If you open an envelope or package and you observe some type of powder, or powder spills out.

1. Slowly and carefully put it on a table or the floor, leave the material alone and call Public Safety at 410-777-1818.
2. If there is material on your clothes, do not brush it off as this may disperse material into the air. Remain in place, carefully remove your outer clothing, and leave them on the floor.
3. Wash your hands with soap and water.
4. Do not walk around the office to show other people or ask co-workers to come in and take a look.
5. Do not clean up the material.
6. Put up a sign to warn others to stay away.
7. Remain near your work location until Public Safety arrive.

If there is a small explosion or release of material from a package:

1. Walk out of the space immediately, close the door, and put a sign on the door to prevent others from entering.
2. Call Public Safety at 410-777-1818 and remain nearby to provide information to the public safety officers when they arrive.
3. Treat yourself and your clothing as mentioned above.

People who may have been present in the room, but did not directly contact the letter or substance, are at minimal risk for exposure. Individuals not in the room at the time when the envelope or package was opened are not at risk.

Tornado Alert:

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. Tornadoes are capable of wind speeds of 250 mph or more. The National Weather Service issues a "Tornado Watch" when atmospheric conditions are favorable for the formation of tornadoes in a given area. A "Tornado Warning" is issued by the National Weather Service and indicates that a tornado has been sighted and poses a definite threat to a given area.

What To Do:

1. If the warning is for your area you should take shelter immediately.
2. On the Arnold campus a siren will sound. At GBTC, HCAT or AMIL the public safety officer will notify the occupants of the warning.
3. Locate a basement or corridor shelter location in your building away from windows, outside doors, large open areas (auditoriums, gymnasiums, theaters, atriums, etc.). In a high rise (four stories or more) building, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Assume a sitting position and cover your head.
4. Do not go outside and avoid automobiles.
5. If caught outside with no time to seek shelter in a building, lie flat face down in the nearest ground depression such a ditch or ravine. Do not enter a storm drain or pipe, as flooding might occur.
6. Once the tornado has passed, assist others that may be injured and report injuries and damage to the Department of Public Safety at 410-777-1818.
7. When it is safe to resume normal activities, the siren will sound the all clear on the Arnold campus. The public safety officer will make the notification at GBTC, HCAT, and AMIL.

Evacuation/Shelter in Place

AACC's Emergency Operations Plan (EOP) provides the context and institutional framework for responding to natural and man-made disasters that may affect the college. It consists of a Base Plan, which identifies key emergency responders and establishes priorities for decision making; Emergency Support Functions, which detail response steps for specific college functions; and Annexes, which describe response actions that must be taken in specific disasters. The EOP revolves around the four phases of emergency management which include mitigation, preparedness, response, and recovery, and adheres to federal requirements and guidelines.

There are three basic methods to respond to emergencies that may affect AACC:

- Building evacuation
- Shelter in place
- Campus evacuation/closure

In certain emergency situations, such as the release of hazardous materials, emergency responders may order the evacuation of certain offices or buildings, or instruct people in those facilities to shelter in place.

It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, public safety, police, fire or the college Emergency Manager will advise you of the appropriate action via e2campus, message alert, siren, door-to-door notifications, or other appropriate means.

Building Evacuation:

In the event of a sudden emergency, such as a fire, natural gas leak, or hazardous materials spill within a building, you may have to be evacuated. Building evacuation plans with evacuation routes highlighted are posted near most elevators.

What To Do:

1. Determine in advance the nearest exit from your work location, or classroom and the route you will follow to reach the exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.
2. Building evacuation will occur when an alarm sounds continuously and/or upon notification by emergency personnel.
3. Evacuate quickly.
4. Follow instructions from emergency personnel.
5. Check doors for heat before opening. (Do not open if hot).
6. Close the door as you exit your room or office.
7. Take only essentials with you.
8. Walk, do not run. Use stairways, not elevators.
9. Evacuate to at least 500 feet from building and remain there.
10. Keep noise to a minimum so you can hear emergency instructions.
11. Assist people with disabilities.
12. Alert public safety, police, or fire personnel about potentially trapped victims.
13. Do not reenter until instructed to do so by public safety personnel.

Shelter in Place:

A situation may occur at AACC where the safest action will be to shelter in place. Situations such as tornados, major hazardous materials spills, or an active shooter on campus may cause college officials to issue a shelter in place order.

What To Do:

1. Do not leave the building. Find a safe place within the building to stay and wait for further information.
2. Follow procedures to protect yourself from the specific hazard. For example, if a tornado has sighted, report to an interior room on the lowest floor. If a hazardous materials spill has occurred, close all doors and windows. If there is an active shooter on campus, close and secure all doors.
3. If you have information about the emergency that can aid emergency responders report it by calling public safety at 410-777-1818.
4. Remain in the building until an all clear has been given or told to leave by emergency responding personnel.

Campus Evacuation/Closure:

Certain disasters, such as hurricanes, severe winter weather, or major power outage, as well as man-made disasters may cause a cancellation of classes and a closure of the college. AACC officials will notify the college community through the emergency notification system if the college must close because of a disaster or emergency.

What To Do:

1. When the college closes, all faculty, staff and students (except essential personnel) must leave the campus.
2. Before evacuating, review any department checklist to secure offices and/or equipment.
3. Campus evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
4. Follow any directions and instructions from public safety, police or fire department personnel.
5. Updates and information on reopening will be sent out by the college via e2campus, College's Emergency Webpage, and local media. You will not be allowed to return to the college until the college is officially reopened.