

# **Emergency Readiness Guide for Hood College**

Some content has been adapted from the Department of Homeland Security; UCLA Division of Student Affairs; The Washington Post; and the National Weather Service  
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# Introduction

This booklet is intended to provide information about basic best practices for personal safety and responding to situations of concern. Awareness and alertness are two of the best tools for how to act in an emergency.

The responsibility for a safe and secure campus is a shared one. Each member of our community has a role to play in an emergency situation. Knowing the basics of personal actions to take, and where to go for information, is the foundation for our collective campus security.

Sharing information in a timely manner is critical to the protection of our community. Everyone on campus is encouraged to report anything suspicious or hazardous.

**If you see something, say something.**

Generally the best point of contact for reporting something is campus safety, which is staffed 24 hours a day. When campus safety places the call to municipal agencies (fire, EMS, police), they are better able to direct first responders to the specific location on campus.

**Campus Safety: 301-696-3111**

You may also use the blue light emergency phones located across campus, or, in the case of extremely urgent situations, dial 911.

**When seconds count, call 911.**

The Emergency Readiness Guide is a living document and subject to updates and enhancement.

## Important Phone Numbers

### **301-696-3111** **Campus Safety**

Campus safety is staffed 24 hours a day, seven days a week and is the best starting point for reporting an incident and activating response and first responders.

### **911** **Emergency Response**

When seconds count, call 911 directly. If able, please follow up with a call to campus safety so they can anticipate the arrival of emergency responders.

## Additional Phone Numbers

### Hood College

Campus Safety	301-696-3111
Counseling Center	301-696-3388
Facilities Management	301-696-3452
Health Center	301-696-3439
Human Resources	301-696-3592
Ombudsperson	301-696-3295
Religious and Spiritual Life	301-696-3436
Services for Students with Disabilities	301-696-3421
Title IX Coordinator	301-696-3556

### Frederick

Frederick Memorial Hospital	240-566-3300
Frederick Police Department	301-600-2100
Heartly House Crisis Hotline	301-662-8800
Maryland State Police	301-600-4151

## Emergency Blue Light Locations

There are 14 outdoor emergency blue light phones on campus, located at:

- Whitaker Campus Center parking lot
- Behind Alumnae House
- South entrance to Coffman Chapel parking lot
- Between the Thomas Athletic Field and the Athletic Complex
- North of the Huntsinger Aquatic Center
- North side of the Ronald J. Volpe Athletic Center parking lot
- South side of the Williams Observatory
- South side of Meyran Hall
- Northwest corner of Gambrill Gym
- Southwest corner of Gambrill Gym
- Between Alumnae Hall and Shriner Hall
- Northeast corner of Hodson-Science and Technology Center
- Northwest corner of Hodson Annex
- Northeast corner of Kiln Pavilion

In addition, each residence hall has a call box at the main entrance, as well as red emergency phones on each floor. These are direct phones to the Campus Communications Center (Whitaker Campus Center switchboard), which is monitored 24 hours a day.

# Communications

## Hood Alert

The emergency notification system gives College administration and security professionals the ability to reach participating students, faculty, staff, parents and others with time-sensitive information during unforeseen events or emergencies, including closings or delays due to inclement weather. This system uses voice, email and text messaging. During critical situations, Hood College officials can use the system to broadcast pertinent information and provide instructions as appropriate.

**To sign up to receive alerts, visit [www.hood.edu/hoodalert](http://www.hood.edu/hoodalert).**

## Timely Warnings

In compliance with the federal Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998, campus safety will, from time to time, issue “Timely Warning Notifications.” Such notifications are generated for Clery Act crimes that occur on or near the College and are considered to represent a serious or continuing threat to campus or the campus community.

Timely warnings may be issued via email, website and/or Hood Alert, depending on the circumstance.

Notification to the community about an emergency may include directions regarding protective actions.



# Protective Actions

## Prepare for any Emergency

- Have an exit plan for when you need it.
- Know where all the exits are in buildings, not just the exits you use.
- Keep “real” shoes at your desk so you don’t have to sprint in uncomfortable shoes.
- Know how to call 911 from your building. Do you have to dial out first? Should a crisis arise, make sure someone actually calls.
- Don’t use code words on PA announcements and be as informative with as many details as possible.
  - “A man with a gun is in the library.”
  - “There is a fire on the third floor of Tatem.”
- Try to keep others from inadvertently walking into danger once you are safe.

# Protective Actions

## Seek Shelter

One of the directives you may receive in an emergency communication message is to “seek shelter” because of a developing condition. Seeking shelter is often used as a protective measure against severe weather.

Seeking shelter (going inside) or sheltering (staying inside) means you immediately move to the nearest building and await further instruction.

You can prepare for a seek shelter directive by familiarizing yourself with your surroundings. For buildings you frequent, identify rooms and locations that meet these criteria:

- Few windows or doors
- Lower level of building
- Access to landline telephone
- Rooms without mechanical systems

If a seek shelter directive is issued, remain calm and do the following:

- Stop what you are doing and proceed to the best sheltering location in your building
- If you are outside, move quickly to the nearest building and locate an interior room
- Stay away from doors and windows
- If you have a phone, take it with you
- Gather others in the room with you
- Close and lock windows and exterior door or other openings to the outside, if possible

# Protective Actions

## Hide and Barricade

Hide and barricade differs from seek shelter in the nature of the threat for which is it used and the kind of barrier suggested. A hide and barricade directive may be used in situations such as the presence of a hostile or armed intruder in the area surrounding campus (for example, an armed individual who just robbed a local bank and was seen headed in the direction of campus).

A hide and barricade requires locking doors and windows, and barricading oneself to block entry to a campus facility, classroom or office. In the event of a hide and barricade, building occupants are directed to secure themselves in their current location and not to leave until advised or cleared to do so by campus safety or law enforcement.

## Evacuation

An evacuation directive means that personnel should leave the indicated area (indoors or out) and exit/move to a location at a safer distance. Evacuation directives will most commonly be given in the following circumstances:

- Fire
- Utility loss that renders an area unsafe
- Structural damage that renders an area unsafe
- Explosion
- Hazardous materials

Evacuation guidelines:

- Evacuate quickly and calmly
- Do not use elevators
- Assist those with impaired mobility
- Do not stop to retrieve personal possessions

If you cannot evacuate for some reason, go to the nearest window and signal for help, and call campus safety at 301-696-3111.

# Active Shooter/Hostile Intruder

**ACTIVE THREAT**

**CALL 911**

**RUN | HIDE | FIGHT**



What would you do if someone walked into the building you are in and started shooting? What if you heard gunshots out your window? We are asking you to consider this question and prepare for how you would act rather than freeze, should the unthinkable happen.

Run, Hide, Fight is the national protocol for responding to a hostile intruder or active shooter scenario.

- **Run** when it's safe to do so. After you are safe, call 911.
- **Hide** where it's safe. Block the door, avoid windows and silence your cell.
- **Fight** if it is the only option available to you. Anything around you can be a weapon.

On the following pages, you will find the basics of the Run, Hide, Fight Program, developed by the Department of Homeland Security. Read these pages and refer to them to keep the concepts fresh in your mind. A split second of indecision could make the difference.

# Active Shooter/Hostile Intruder

## Run, Hide, Fight: RUN

The first—and best—option is to get out as quickly as possible. Encourage others to leave with you but do not let their indecision keep you from going.

- Choose your route carefully  
Don't blindly follow a crowd. Pause to look before you enter choke points such as stairwells, lobbies and exits to make sure you can move through them quickly and are not stuck out in the open.
- Think unconventionally  
Doors are not the only exits. Open a window; if you have to break it, aim for a corner. See if the drop ceiling is a viable exit. You may be able to punch through thin drywall.
- Look down  
If you're trapped on the second floor, consider dropping from a window—feet first—into a soft landing spot. Any drop higher than the second floor could be fatal.
- Be quiet and stealthy  
Try not to attract the shooter's attention. Remember that edges of stairs are less likely to creak. Stay low and duck when passing windows, both inside and outside of buildings.

# Active Shooter/Hostile Intruder

## Run, Hide, Fight: HIDE

If you can't immediately leave a building or room, you want to buy time to plan another way out, to prepare in case the shooter forces his/her way in, and for the police to arrive.

- Block doors  
Don't just lock them. Barricade them with desks, chairs, bookcases, file cabinets—anything big and heavy. Wedge object under them at the farthest points from the hinges. Prop or wedge something under door handles to keep them from turning all the way. Tie hinges and knobs with belts or purse straps. A shooter doesn't want to work hard to enter a room.
- Turn off light and silence phones  
Make sure someone has alerted 911 with as many details as you can about your location and anything you know about the shooter's whereabouts. Cover windows if you have time; if not, make sure you can't be seen through the glass.
- Choose a hiding place  
If you know you will hide and stay hidden, don't count on particle-board furniture to stop bullets. Get behind something made of thick wood or thick metal, if you can; or stack several layers of thinner material. Make yourself as small a target as possible, either curling into a ball or lying flat on the ground.
- Make a plan  
Don't just get under a desk and wait. Plan how you will get out or what you and the other people you are with will do if the shooter gets in the room.

# Active Shooter/Hostile Intruder

## Run, Hide, Fight: FIGHT

This is the last resort—a dangerous option to be used only if your life is at risk and you are trapped with no alternative. Different situations call for different strategies, but all of these turn the element of surprise against the shooter.

- **Create chaos**  
Throw books, coffee mugs—anything you can grab. Make noise. Keep moving. A moving target is much harder to hit than a stationary one. Even children should be taught to move, make noise and distract so they can buy time to get away.
- **Swarm**  
Using a Secret Service technique, wait beside the door and grab the shooter as he enters. At least one person goes for the arm that holds the gun, one wraps his legs and pushes him down. Using their body weight, a group of smaller people can bring a large man to the ground and hold him there.
- **Move the weapon away**  
Once the gun is separated from the shooter, cover it with something such as a coat or a trash can. Do not hold the weapon. If the police storm in, they may think you are the shooter.
- **Attack**  
This is a last resort. It is not suggested for adults, unless absolutely necessary, and never for children. If you try to fight, choose a weapon and aim for vital areas such as the head, eyes, throat and midsection. Don't quit.

# Bomb Threat/Suspicious Package



## **BOMB THREATS/SUSPICIOUS PACKAGES**

**CALL 911**

**EVACUATE THE AREA &  
TAKE YOUR BELONGINGS**



**DO NOT USE  
A CELL PHONE**



**FROM A LAND LINE OR  
BLUE LIGHT PHONE, CALL 911 OR  
CAMPUS SAFETY AT 301-696-3111**

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat.

If you receive a bomb threat, keep the following actions in mind:

- Remain calm and assume the threat is real.
- Do not hang up and do not transfer the call.
- **Do not use a cell phone in the reported location of a bomb threat; use landlines only**
- Signal another person in the office to call campus safety from another phone for assistance while you remain on the call.
- Keep the caller on the line as long as possible.
- Do not hang up, even if the caller does.
- Write down as much information as possible:
  - What is the date and time?
  - Is there caller ID on the phone?
  - What the caller's tone and demeanor—angry, excited, agitated?
  - Does the voice sound young, middle-aged or old? Male or female?
  - Does the caller have an accent or use phrases that are out of ordinary?
  - Do you hear background noises—traffic, music, TV, children?
  - What are the exact words of the threat?
- Be polite and show interest to keep them talking. Ask questions:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What will cause it to explode?
  - What type of bomb is it?
  - How many are there?



After the threat/call:

- Immediately notify campus safety at 301-696-3111
- Write up your notes from the call to have ready for campus safety and other law enforcement officials
- Discuss details of the call ONLY with campus safety, College leadership acting in emergency response roles or municipal law enforcement or fire personnel

## Suspicious Package

If you receive or discover suspicious mail or package:

- Do not touch it or smell it
- Do not tamper it
- Do not move it
- Leave the immediate area and take your belongings with you
- Contact campus safety by landline and alert them of the situation
- **Do not use a cell phone in the reported location of a bomb threat.**

Possible characteristics of suspicious mail or package:

- Excessive postage or tape that may be rigid or bulky
- Misspelled words, badly typed or written
- Addressed to a title only, not a name
- Strange odor, oily stain, discoloration
- Protruding wires or foil
- Ticking or other sound coming from it
- Postmark location that does not match return address
- Excessive marking with words like “personal” or “confidential”

If you suspect the mail or package may contain a bomb/explosive or chemical threat, isolate the area immediately, contact campus safety at 301-696-3111, and wash your hands with soap and water.

# Responding to Emergencies

## Fire

Before fire or smoke conditions even occur, you can prepare by becoming very familiar with your location in a building and how to reach two exits. In a fire situation, smoke will impede your vision and you may be forced to crouch or crawl to escape. By always being familiar with your surroundings and exit locations, you will increase your ability to react.

### **A fire or smoke emergency requires evacuation.**

If you are notified of or discover a fire:

- Quickly move to the nearest exit
- Do not use elevators to evacuate
- Notify and assist others to evacuate
- If you can do so safely, help persons who require assistance to relocate to the evacuation stairwell to await assistance
- If fire alarm is not yet sounding, manually activate the nearest alarm
- If caught in smoke, crawl to exit and use a shirt or towel as a smoke filter
- If the nearest exit is blocked by fire or smoke, choose another
- Close as many doors as possible on your way out to contain fire
- Remove yourself to a significant distance from the building and call 911 followed with a call to campus safety
- Do not re-enter the building until cleared to do so by campus safety or municipal responders

If clothes are on fire:

- Stop, drop and roll wherever you are. Rolling helps smother the fire.

If you are trapped:

- Keep doors and windows closed
- Call campus safety to report your location and condition
- If possible, place cloth material, preferably wet, under the door
- If the room has outside windows attempt to signal someone outside

When to use a fire extinguisher?

- Only if trained and confident in using one
- Only for small fires (think no larger than a small trash receptacle)
- If you fight the fire, attempt only one extinguisher then evacuate
- If in doubt, do not fight the fire, your safety is the first priority

For persons with mobility issues, in the event of an actual fire where you are unable to evacuate yourself safely:

- Relocate to the entry of an evacuation stairwell, marked by a red Exit sign
- Notify campus safety of your location, identifying the stairwell or nearby room number
- If there is no smoke or other immediate threat near the entrance to the stairwell, wait there until the exiting crowd passes you.
- If fire or smoke is imminent near the entry to the stairwell, move into the stairwell with others who are exiting
- Notify campus safety that you have moved into the stairwell

# Responding to Emergencies

## Medical Emergencies

Medical attention may be required for imminent/life-threatening situations such as heart attacks, seizures, head trauma or electrical shock.

Attention may also be needed for conditions that while serious, may not be life threatening, such as sprains, broken bones or moderate illnesses. Campus safety is staffed 24 hours a day and may be the best starting point for reporting an accident, injury or other medical situation.

Municipal response teams are not always as familiar with our campus and by campus safety placing the call, we can anticipate their arrival and ensure that response personnel reach the affected individual as quickly as possible. In addition, campus safety officers can assess the situation and determine an appropriate response.

Of course, when seconds count, in very serious situations, or when in any doubt, call 911 directly and immediately. If able, please follow up with a call to campus safety to ensure that they can anticipate the arrival of emergency squads to campus and direct them to the specific location.

When you call for yourself or another, be prepared to provide some information:

- Name of person involved and location of emergency/situation
- Any information about the nature of the issue:
- Is the person conscious? Speech affected?
- Breathing difficulties?
- Do you see blood, and if so where?
- Vomiting?

Stay on the line until the agency with whom you are speaking hangs up and if possible, remain with the injured/ill person until help arrives.

# Responding to Emergencies

## Behavioral Distress

### See Something.

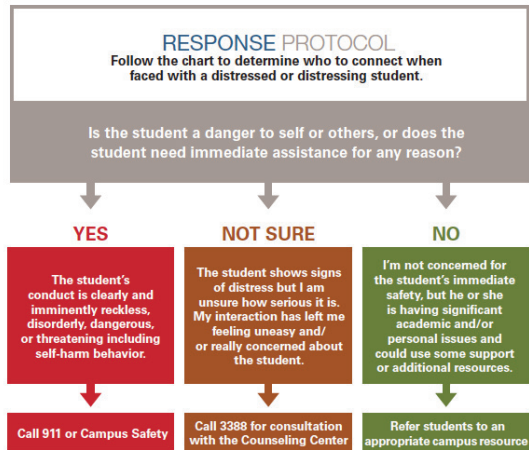
Hood faculty and staff are in a unique position to demonstrate compassion for Hood students in distress. Both undergraduate and graduate students may feel alone, isolated and even hopeless when faced with academic and life challenges. These feelings can easily disrupt academic performance and may lead to difficulties coping and other serious consequences. You may be the first person to **SEE SOMETHING** distressing in your students since you have frequent and prolonged contact with them.

### Say Something.

Students exhibiting troubling behaviors in your presence are likely having difficulties in various settings including the classroom, with roommates, with family and in social settings. Trust your instincts and **SAY SOMETHING** if a student leaves you feeling worried, alarmed, or threatened!

### Do Something.

Sometimes students cannot or will not turn to family or friends. **DO SOMETHING!** Your expression of concern may be a critical factor in saving a student's academic career or even their life.



# Severe Weather Conditions

Everyone should pay attention to weather conditions, and listen to the radio and television for weather alert information. In the event of closings and delays, the College will utilize its website, social media and the Hood Alert system to make timely notifications.

Certain weather conditions may materialize more quickly, requiring campus community members to be more attentive to their personal safety. It is important to understand the difference between a watch, warning and advisory—which may be issued in relation to blizzards, ice storms, thunderstorms, winter storms, flash flooding, high winds and other weather occurrences.

A **watch** is issued when there is potential for significant and hazardous conditions. Individuals should be diligent about remaining alert to conditions and monitoring weather. Under watch conditions, individuals should begin preparing to be able to quickly take shelter should circumstance warrant.

A **warning** is issued when severe weather has been reported or indicated on radar. Warnings indicate imminent danger to those in the path of a storm. Individuals should begin preparing to be able to quickly take shelter should circumstance warrant.

An **advisory** is issued when conditions are occurring, imminent or likely. Conditions will cause significant inconvenience and if caution is not exercised, may result in potential threat to life and/or property.

**Tornado warning:** A tornado has been sighted or indicated by radar. Warnings indicate imminent danger to life and property to those in the path. Take shelter immediately. Refer to the seek shelter guidelines on page 6.

- Take shelter in the interior of the lowest level of the building
- Avoid windows and large open rooms
- If possible, get under a sturdy desk or table
- “Duck and cover” – crouch down on elbows and knees; cover back of head with hands

# Utility and Facility Issues

Facilities or maintenance concerns may be reported to the facilities department at **301-696-3452** or **facilities@hood.edu**. Minor concerns—cracked window, pest issues, broken furniture—will be addressed as quickly as possible during regular hours. After business hours, localized utility failures such as minor power outages or water leaks can be reported to campus safety, who, as needed, will dispatch appropriate on-call personnel to address the issue.

There may be occasions when more serious utility issues arise.

- Gas leak—If you smell the “rotten egg” smell of gas or hear blowing or hissing noise:
- Evacuate the building immediately and inform/assist others on the way out
- Do not use any phone inside the building
- Do not turn on an electrical sources or appliances or lights
- Do not open or close windows
- Do not try to turn off the gas yourself
- Do not light candles or other flame source for lighting
- Contact campus safety AFTER exiting the building
- Do not re-enter until cleared to do so

In the case of a more serious water leak or flooding situation:

- Call campus safety and provide exact location and if any persons, animals or objects are in imminent danger
- Avoid standing in water 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



HOOD  
COLLEGE

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125 YEARS

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