



ALLEGANY COLLEGE  
of MARYLAND

# EMERGENCY procedures

---

---

JULY 2024

---

---

## TABLE OF CONTENTS

Overview.....	2
Purpose.....	2
Scope .....	2
Assumptions .....	3
Emergency Management Teams.....	3
e-SAFE Program.....	3
Emergency Telephone Numbers .....	4
Notifying/Reporting an Emergency.....	5
<b>Gas Leaks.....</b>	<b>7</b>
<b>Weather-Related Emergencies.....</b>	<b>8-9</b>
<b>Suspicious Behavior.....</b>	<b>11</b>
<b>Building Evacuations.....</b>	<b>13</b>
<b>Medical Emergencies .....</b>	<b>14-15</b>
<b>Civil Disturbances and Demonstrations .....</b>	<b>16-18</b>
<b>Fire.....</b>	<b>19-20</b>
<b>Bomb Threats .....</b>	<b>21-23</b>
<b>Hazardous Materials.....</b>	<b>24-25</b>
<b>Hostage/Barricade .....</b>	<b>27-28</b>
<b>Lockdown/Lockout.....</b>	<b>29-30</b>
<b>Active Shooter.....</b>	<b>31-33</b>
Cumberland Campus Map (with Evacuation & Rally Points).....	34
Bedford County Campus Map.....	35
Emergency Color Codes .....	36-37

---

---

## OVERVIEW

Essential to accomplishing the mission of the College is providing a safe and comfortable environment for students, faculty, and staff. When incidents occur, it is the College's intention to react quickly and effectively to stabilize the situation and then start procedures to return the situation to normal operations.

## PURPOSE

The basic emergency procedures outlined in this document are to protect lives and property through effective use of campus and college community resources.

Emergencies that may result in the implementation of this plan are:

- (1) Large-scale disorder and
- (2) Large-scale natural/man-made disaster.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate situations of various types and magnitude.

## SCOPE

These procedures apply to all personnel, buildings and grounds operated by ACM.

---

---

## ASSUMPTIONS

The college emergency management plan is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster.

The following are general guidelines:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not predictable; therefore, published support and operational plans will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency. Disasters may affect residents in the geographical vicinity of the campus; therefore, City, County, State and Federal emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable

## EMERGENCY MANAGEMENT TEAMS

The Emergency Management Team will be charged with the following tasks:

- Coordinating emergency training schedule for staff and faculty
- Reviewing emergency plan procedures regularly and change as needed
- Distributing emergency plan procedure information to all staff and faculty
- Assisting with the staging of various emergency drills

### **Emergency Management Team Members:**

Department of Campus Safety and Special Police

## E-SAFE PROGRAM

The College has initiated an emergency and school closing e-SAFE program which is available to students, faculty, staff, and other individuals who have a need to know. e-SAFE is a text messaging and email notification system that will notify registered users when there is a major emergency, crisis situation or disaster, or a weather emergency closing or delay for the Allegany College of Maryland campuses. Individuals wishing to sign up for the e-SAFE service may do so by visiting the college website at [www.allegany.edu](http://www.allegany.edu)

---

---

## EMERGENCY TELEPHONE NUMBERS

In the case of a **life-threatening emergency, call 911** and then immediately call the College Emergency Number 301-784-5555 so the appropriate personnel can go to the scene of the emergency and also properly direct or escort emergency medical response crews and vehicles.

### AT ALL LOCATIONS OF ALLEGANY COLLEGE OF MARYLAND

*Please note that 911 is dialed directly through the phone system. It is not necessary to dial an outside line. 911 will get the local emergency services for each campus. Campus Police can be reached at ext. 5555 from any campus phone or 301-784-5555 from a cellphone.*

### AT THE DESIGNATED LOCATION

#### College Emergency Number

**Cumberland Campus ..... x5555**

**by cell or off-campus ..... 301-784-5555**

<b>Location</b>	<b>Phone</b>	<b>Location</b>	<b>Phone</b>
Physical Plant - Cumberland	x5261	Physical Plant - Bedford County Campus	x5401
by cell or off-campus	301-784-5261		
College Operator	0	Daytime Emergency	814-652-9528
by cell or off-campus	301-784-5000	Evening Emergency	814-494-8875

<i>Power Failure</i>	<i>appropriate Physical Plant Office</i>
<i>Elevator Emergency</i>	<i>appropriate Physical Plant Office</i>
<i>Water Problem</i>	<i>appropriate Physical Plant Office</i>
<i>Bomb Threat</i>	<i>Campus Police 301-784-5555 or call 911 and Security</i>

Campus Police Director	Dave Lancaster	301-784-5699
Campus Police Assistant Director	Corey McKenzie	301-784-5252
Campus Police Special Police Sergeant	Sarah Scott	301-784-5622

---

---

## NOTIFYING / REPORTING AN EMERGENCY

**Call 911** for any emergencies requiring the assistance of outside agencies (police, fire, ambulance).

*\* Please note that 911 is dialed directly through the phone system. It is not necessary to dial an Outside line. 911 will get the local emergency services for each campus.*

- All emergencies shall be reported immediately to the College Emergency Number.
- Cumberland Campus: x5555 (by cell or off-campus 301-784-5555)
- Bedford County Campus: x5423 (by cell or off-campus 814-652-9528, ext. 6218)  
Evening Emergency: 814-494-8875
- Appropriate personnel will respond, direct/escort emergency response crews/vehicles, and coordinate the response of emergency/personnel to the area(s) affected.

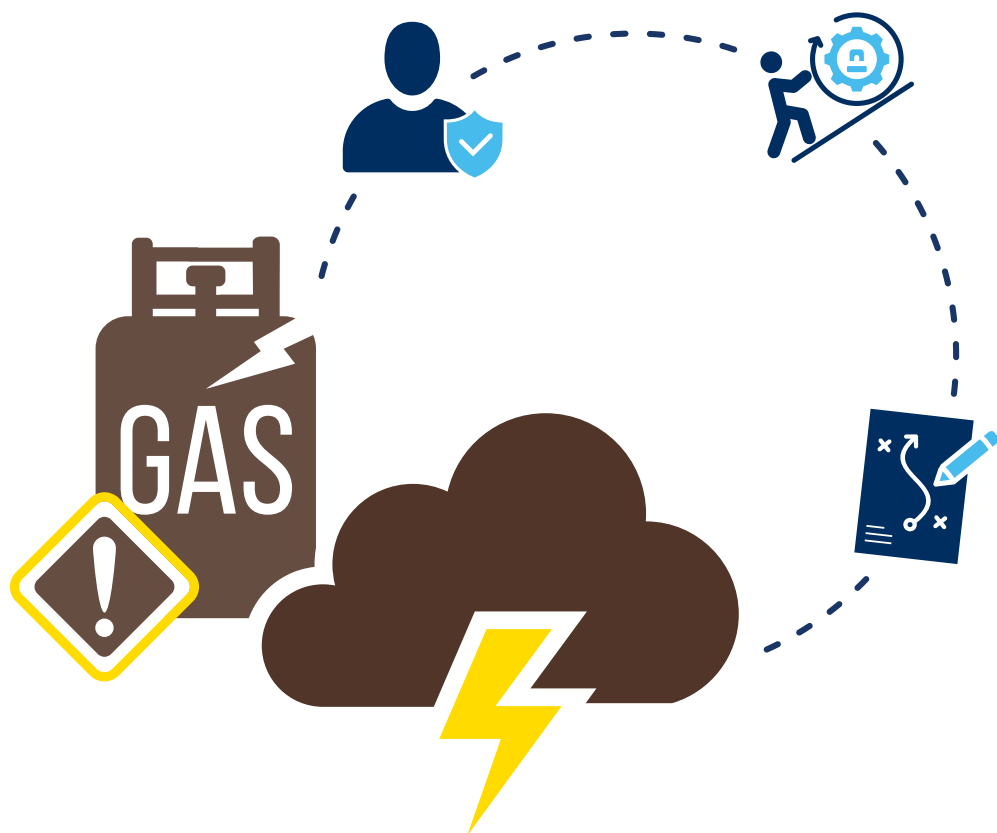
When calling 911:

- Stay calm
- Speak clearly
- Explain the problem/emergency
- Provide the location of the emergency
- Give your name
- **Do NOT** hang up until advised to do so by the 911 operator!

## REUNIFICATION CENTER

In the event of an emergency where opening of a reunification center is required, the following procedures should be adhered to:

- ACM's Reunification Center is located at the Gymnasium (Bob Kirk Arena). This is in yellow on the color-coded Campus Map.
- In the event the Gymnasium is unable to be used, you may be directed to an off-campus satellite location, TBD later.



# GAS LEAKS

& weather-related emergencies

---

---



## MAINTENANCE / UTILITY FAILURES / GAS LEAKS

**Call appropriate Maintenance Department or Security regarding the following problems:**

- Propane/Natural Gas (leak and breaks) - evacuate 300ft. from source of leak and all adjacent buildings. Call Columbia Gas Emergency Number 1-888-460-4332.
  - Water Main Break (supply interruption)
  - Maintenance Failures
- Elevators malfunction- during an elevator malfunction, press the emergency button to describe the situation. The alarm company will notify emergency officials and college representatives.
  - Plumbing/Leaks/Flood
  - Roof Leaks
  - Ventilation (heating/cooling) - **If smoke is coming from the ventilation system call 911 immediately and vacate the area, then call Security and the Maintenance Department.** For odors notify the Maintenance Department.





## WEATHER-RELATED EMERGENCIES

### HIGH WINDS AND TORNADOES

Stay Alert to these Danger Signs:

- Severe thunderstorms with strong, gusty winds.
- A funnel (dark column spinning from sky to ground).
- A loud roaring noise (similar to a freight train).

**Tornado Watch:** Conditions are right for a tornado to occur.

**Tornado Warning:** A tornado has been sighted and may impact shortly.

**All Buildings are equipped with Hazardous Weather signs. If possible, evacuate to these areas.**

#### **Seek Shelter Immediately:**

- In buildings: Move to interior space (preferable a stairwell, hallway, or an area without windows).
- In your vehicle: STOP! Get out and lie flat in a low area (ditch, ravine or against a curb, if nearby). Cover your head.
- In open country: Lie face down in a low area (ditch, ravine or against a curb, if nearby).
- Cover your head.
- DO NOT try to outrun the tornado on foot or in your car.
- DO NOT open the windows.

### EARTHQUAKES

- If you are indoors, go to the lowest level of the building.
- Stay away from glass windows and doors, shelves and appliances.
- Move to a stairwell or crawl under a sturdy work table or desk, or stand in an interior doorway.
- If you are outdoors, move quickly away from buildings, utility poles and structures; avoid power or utility lines because they may be energized.
- If in a vehicle, stop in the safest place available away from power lines and trees.

---

---

## **HEAVY RAINS / FLOODS**

Severe weather is usually forecasted by the National Weather Service with enough notice to allow emergency preparations. Severe weather can come in the form of thunderstorms, high winds, damaging hail and heavy precipitation. Floods are usually forecasted by the National Weather Service with sufficient advance notice to allow emergency preparations to take place before an area is affected. Flash floods will hamper emergency preparations because heavy rain will raise the water level of rivers and streams in a short period of time causing the land to flood in just a few hours.

### **If a Severe Weather Watch or Warning is given:**

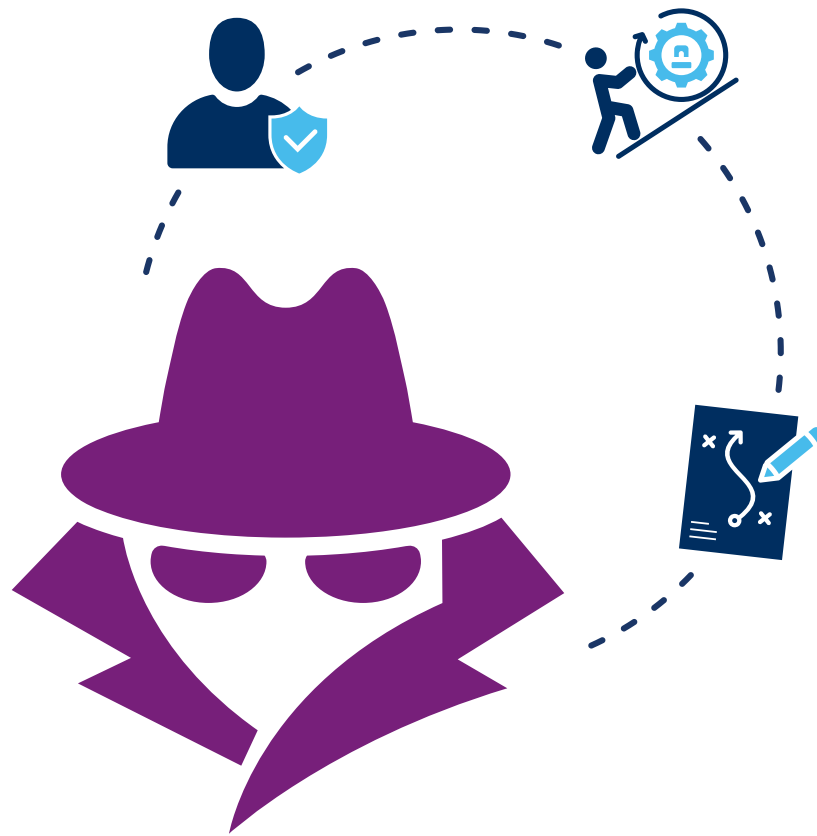
- Keep a radio nearby (if available) and/or turn on the local TV station (if available) to listen for weather advisories. **DO NOT GO OUTSIDE!**
- Seek shelter in a building and stay away from windows.
- If in your car, try to seek shelter or pull to the side of the road until the weather event is over.
- If water rises in the streets, water surrounding your facility reaches the danger level, or mud slides occur, the local fire department should be contacted. Often times they can lend assistance.

## **INCLEMENT WEATHER REPORTING (SNOW & ICE)**

The college has an “Inclement Weather Reporting” procedure that is distributed annually. This describes procedures to follow regarding announcements that either close the college or delay the opening of the college. Most often it is related to snow and ice conditions. The college distributes announcements to various media in the tri-state area. Additionally, the information is recorded on the college’s phone system (listed below) and on the college’s web page at [www.allegany.edu](http://www.allegany.edu) and through the e-SAFE notification system.

Cumberland Campus: 301-784-5000

Bedford County Campus: 814-652-9528 or 301-784-5401



# SUSPICIOUS

behavior

---

---



## SUSPICIOUS BEHAVIOR

**Assist in making the campus a safe place by being alert to suspicious circumstances and promptly reporting them.**

If you suspect suspicious behavior and feel that you or others are in danger, call Campus Police at 301-784-5555 or call 911.

### **Include the following information when calling 911:**

- Your Name
- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of any property involved

### **PROCEDURES**

- Assist the officers when they arrive by furnishing them with any additional information and ask others to cooperate
- Follow directions given by security personnel or law enforcement authorities
- DO NOT take any action that may jeopardize your safety or the safety of others
- DO NOT attempt to apprehend or detain the suspect(s)
- If you become a victim or a witness to a criminal act or observe a suspicious person on campus, AVOID RISKS
- If it is safe to do so, maintain observation and note as much as possible
- Report your additional observations to authorities upon their arrival



building **EVACUATIONS**

**MEDICAL** emergencies

civil **DISTURBANCES**

---

---



## EVACUATION PROCEDURES

### BUILDING EVACUATION

- Stay calm; do not rush and do not panic.
  - Safely stop your work.
  - Leave by the nearest marked exit and alert others to do the same.
  - Assist the handicapped in exiting the building if it does not put you in personal danger.
  - Do not use elevators in the event of fire.
- WALK, DO NOT RUN, and do not push or crowd others trying to get out.
  - Use handrails in stairways and stay to the right.
  - Proceed to a clear area that is at least 500 feet away from the affected building unless directed otherwise by emergency responders.
  - Keep streets, fire hydrant areas and walkways clear for emergency vehicles and personnel.
  - Keep noise to a minimum (this will allow instructions to be given and heard).
  - Wait for any instructions from emergency responders or your supervisor.
  - Do not re-enter the building or work area until you have been instructed to do so by emergency responders, a member of the Campus Emergency Management Team, or maintenance personnel.

### **DISABLED INDIVIDUALS**

- Staff and/or Faculty located in a room with a disabled individual will be responsible to coordinate assistance to disabled individuals.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask the individual how to best assist and whether there are any special considerations or items that need to come with the person.
- Non-ambulatory persons in wheelchairs should always be removed from smoke or fumes immediately. Accommodate their preferences regarding: removal from wheelchair and transport to ground level; whether to extend or move extremities when lifting because of pain, catheter leg bags, brace, etc.; if seat cushion or pad should be brought along; forward or backward stair carry; and aftercare needs if removed from wheelchair.
- Visually impaired persons should have a sighted assistant to guide them to safety. Advise them of obstacles as you walk. Orient them as to where they are when you reach safety. Provide any needed additional assistance. **Do not leave them alone.**
- Individually inform hearing-impaired persons of the emergency. Do not assume they know what is happening by watching others. Get the persons attention by turning the light on and off or write a note describing the emergency and the location of the nearest exit. Provide any needed additional assistance.
- If a disabled person is unable to be evacuated they will be priority for responding rescue personnel. Proceed to nearest enclosed stairwells and wait for rescue personnel to arrive. Someone should stay with the disabled person, if it does not place them in additional danger and someone should meet responding rescue personnel to report the location of disabled persons.



## MEDICAL HEALTH EMERGENCIES

Each medical emergency will be individually evaluated and acted on accordingly. The Campus Emergency Management Team may be involved depending upon the magnitude of the emergency.

### **Call 911 if the injured/ill person has any of the following symptoms:**

- Difficult or ceased breathing
- Unconsciousness
- Chest pains
- Serious burns
- Possible back injury and/or broken bones
- Seizures
- Severe bleeding
- Any other obvious medical emergency
- Call 911. The injured or ill person may only refuse treatment from the responding emergency medical personnel.

### **Be prepared to give the following information to the 911 operator:**

- Specific college location (building and room number)
- Description of emergency: (chest pain, unconsciousness, broken bones, etc.)
- Approximate age and gender of person.

### **After calling 911, call the respective College Emergency Numbers:**

Cumberland Campus: x5555 (by cell or off-campus-301-784-5555)

Bedford County Campus: x5401 (by cell or off-campus - 814-652-9528, ext. 6200 or 301-784-5401)

Evening Emergency: 814-977-6808

---

---

## **FIRST AID TIPS**

- Give your name when calling 911.
- Describe the nature and severity of the medical problem and the exact location of the victim.
- Check to make sure the scene is safe.
- Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM** unless fire or other hazards are life-threatening to the person.
- Ask the victim, "Are you O.K.?" and "What is wrong?"
- Check breathing and administer CPR (if trained) and if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical identification and question any witnesses.
- Give all information to the emergency responders.

## **AED LOCATIONS ON CAMPUS**

- College Center
- Gym
- Allied Health Dental and Medical
- Continuing Education
- Tech Building
- WCI Training Building

Also located at:

- Western Maryland Works
- ACM Bedford County Campus





## CIVIL DISTURBANCE OR DEMONSTRATION

Allegheny College of Maryland honors the United States Constitution and recognizes its responsibility as a public institution to promote freedom of speech, religion, and association within the context of its educational mission. Any person/organization who is permissibly and lawfully on our campuses who wishes to deliver a speech, distribute pamphlets or other literature, campaign for public office, picket/protest, or engage in similar activity shall submit

a written request\* at least 24 hours in advance to the Dean of Student Development and Legal Assistant to the President; the request shall specify the type and kind of activity to be conducted as well as the date, time, location.

*\*Genuinely spontaneous demonstrations do not require advance permission, but such activities may be disbanded if they violate the below-listed restrictions.*

### **Such requests shall be granted with the following exceptions:**

- No such activity is permitted in academic buildings and/or classrooms.
- No such activity is permitted in the library.
- No such activity is permitted when the College is closed.
- Activity participants may not disrupt educational and/or administrative operations.
- Excessive noise is not permitted; noise will be considered excessive if it interferes with the ability of students, faculty, or staff to listen, learn, or conduct business.
- No other person may be compelled to participate.
- The activity may not interfere with the free flow of pedestrian or vehicular traffic.
- The activity may not endanger the safety or health of participants, other visitors, students, faculty, or staff. Open flame is strictly prohibited.
- College property may not be defaced or damaged; banners, signs, and the like may not be affixed or attached to any College structures including buildings, utility poles, existing signs, landscape walls, etc.
- All materials must be removed at the conclusion of the activity.
- No fundraising may be conducted during the activity.
- Participants' conduct shall be consistent with the standards expected of all students as outlined in the Code of Student Conduct.
- No such activity shall be identified as representing an official position of the College without approval by the President and/or the Board of Trustees. (Official College entities such as clubs and committees, however, may identify themselves as being affiliated with the College.)
- Violations of these exceptions, behavioral standards, and/or laws will result in the College's revocation of its consent, and the person/organization will be required to cease its activity.

---

---

*Nothing in this policy shall be construed to limit or infringe on academic freedom as defined by the College. Nothing in this policy shall be construed to limit or prevent the application of the College's Safety Risk Policy or Code of Student Conduct. Nothing in this policy shall be construed to limit or silent the expression of an individual's personal opinion/beliefs in casual conversation, in the classroom, in assignments, in chartered student organizations, in College committees, in attire, with jewelry, or other symbolic means so long as the expression does not otherwise violate the Code of Student Conduct, laws, and/or course syllabi.*

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-destructive. The college supports the rights of persons to self-expression, dissent, and to demonstrate provided that demonstrations are lawful, do not disrupt normal college activities, or do not infringe upon the rights of others.

A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with the normal operations of the campus.
- PREVENTION of access to offices, buildings or other campus facilities.
- THREAT of physical harm to persons or damage to campus facilities.

### **ALL DEMONSTRATIONS**

- Remain calm.
- Notify: Cumberland Campus; x5555 (by cell or off-campus – 301-784-5555) and Somerset or Bedford County locations if appropriate.

Somerset Education Site: 814-445-9848, x6107

Evening Emergency: 814-289-1326

Bedford County Campus: x5423 (by cell or off-campus – 814-652-9528, ext. 6218)

Evening Emergency: 814-977-6808

- Avoid obstructing or provoking protesters.
- Stay in safe area if violent.
- Carry on business as usual if safe to do so.
- Follow instructions of college administrators or Emergency Management Team if crisis situation.

### **PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS**

- Generally demonstrations of this kind should not be interrupted.

---

---

### **NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS**

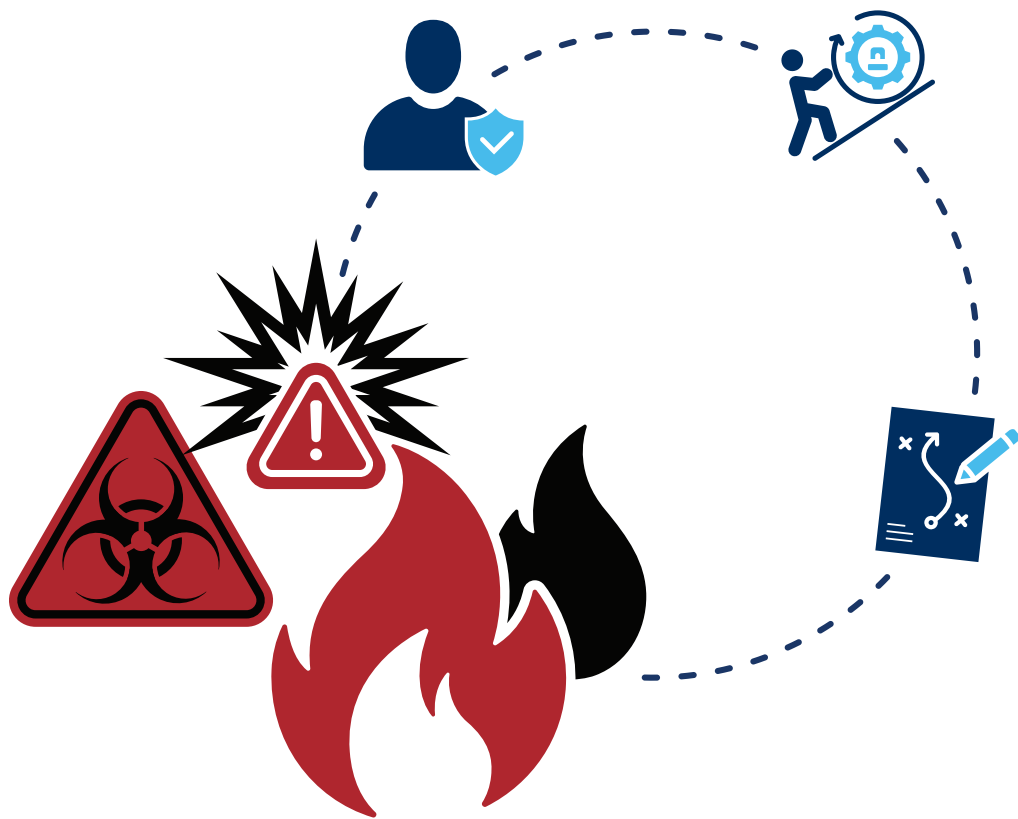
*(demonstration that blocks access to campus facilities or interferes with the normal operation of the campus)*

- Managed by college administrators and staff in accordance with the Emergency Management Plan or by the police if necessary.

### **VIOLENT, DISRUPTIVE DEMONSTRATIONS**

*(violent demonstration in which injury to persons or property occurs or appears imminent)*

- If injury to person(s) appears imminent the respective Police Department and Emergency Medical Services should be notified immediately (911).
- In the event significant property damage occurs or is imminent the respective Police Department should be notified immediately (911).
- After notifying the Police call the College Emergency Numbers



# FIRE

## bomb THREATS

# HAZARDOUS materials

---

---



## **FIRE**

### **FIRE EXTINGUISHERS, FIRE EXITS, AND FIRE ALARMS**

*\* Refer to emergency exit maps displayed in each department or classroom for locations*

- Know the location of fire extinguishers, fire exits, and alarm systems in your area, and know how to use them.

### **IF YOU DISCOVER A FIRE**

- Pull the fire alarm to alert occupants to the emergency.
- Call 911 by dialing 911 directly (it is not necessary to dial an outside line).
- Call the respective Campus Emergency Number:  
Cumberland Campus: x5555 (by cell or off-campus - 301-784-5555)  
Bedford County Campus: x5423 (by cell or off-campus- 814-652-9586, ext. 6218)  
Evening Emergency: 814-494-8775
- Evacuate the building following Evacuation procedures listed in this document.

### **WHEN A FIRE ALARM SOUNDS**

Immediately follow Evacuation Procedures listed in this document.

### **FIRE SAFETY TIPS**

If Trapped in a Room:

- Check closed doors before going through them by using the back of your hand. If the door is too hot, do not open it. Try another exit or alert others to your presence by signaling from a window.
- Place cloth material, (wet if possible), around and under a door to prevent smoke from entering.
- Get as far away from the fire as possible, and close all doors between you and the fire.
- Be prepared to signal your presence from a window.
- But DO NOT break glass unless absolutely necessary, as outside smoke may be drawn in.

If Caught in Smoke:

- 
- 
- Drop to your hands and knees and crawl. Since smoke rises, you will have a better chance of finding breathable air at floor level.
  - Hold your breath as much as possible.
  - Breathe through your nose using blouse shirt or jacket as a filter.
  - If there is a water source, wet your blouse and use it as a filter.
  - Close all doors behind you to slow the progress of the fire.

If Clothing is on Fire:

- Do not allow victim to run.
- Yell, STOP, DROP to the ground, and ROLL.
- Roll the victim to put out fire.
- If available, throw a blanket over the victim to smother the fire.
- Attempt to extinguish the fire with an extinguisher if available.



## **BOMB THREAT**

### **BOMB THREATS MADE BY PHONE / VOICE MAIL**

Should a telephone call be received indicating the presence of a bomb or explosive device: **REMAIN CALM.**

- Take written notes of **EXACTLY** what the caller says. This may not be possible, as the caller may hang up if he/she thinks the call is being traced. Save voice mail threats.
- **IMMEDIATELY** call 911 and then notify the appropriate College Emergency Numbers.
- **KEEP THE INFORMATION CONFIDENTIAL; DO NOT DISCUSS BOMB THREATS** until given the OK by the Incident Commander or by public safety officials (police, emergency personnel etc.). It is imperative that these incidents be handled quietly, so as not to create an atmosphere of panic.
- Complete Bomb Threat Checklist ASAP.

### **WRITTEN BOMB THREAT / E-MAIL / SOCIAL MEDIA**

- **IMMEDIATELY** notify 911.
- All materials are to be saved, including any envelopes or containers. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting, paper and postal marks, which are essential in tracing the threat and identifying the writer.

### **MAIL BOMBS**

The physical appearance of a mail bomb is limited only by the imagination of the bomber. However, mail bombs have exhibited unique characteristics, which should be helpful in identifying a suspected item. It is important to know the type of mail you normally receive so that suspected items can be identified.

- Mail bombs have been contained in letters, books and parcels of varying sizes, shapes and colors.
- Letters may feel rigid, appear uneven, lopsided or bulkier than normal.
- Oil stains may be present on the wrapper.
- Excessive amounts of postage stamps may be used.
- The sender is unknown, no return address.
- Unusual restricted endorsement, such as "Personal" or "Private," is noted.
- The addressee normally does not receive personal mail at the office.
- Name and title of addressee are not accurate.

- 
- 
- Address is prepared to ensure anonymity of sender (i.e., home made labels, cut-and-paste lettering).
  - Mailing emits a peculiar odor.
  - Mailing appears to be disassembled or re-glued.
  - Handwriting appears distorted or foreign.
  - Protruding wires, tinfoil or string are present.
  - Pressure or resistance is noted when removing the contents.
  - Outer container is shaped irregularly or asymmetrically or has soft spots or bulges.
  - Wrapping exhibits previous use such as traces of glue, mailing labels, return address or tape.
  - Several combinations of tape are used to secure the parcel.
  - Unprofessionally wrapped parcel endorsed Fragile, Handle with Care or Rush - Do not Delay.
  - Package makes a buzzing or ticking noise.
  - Contents of parcel make a sloshing sound.

#### **IF YOU SUSPECT A MAILING AND ARE UNABLE TO VERIFY THE CONTENTS**

- Do not open the article. Immediately call the Department of Campus Safety and Special Police (ext. 5555)
- Isolate the mailing and secure the immediate area. (Move the people away from the mailing, not mailing away from the people).
- Do not put in water or confined space such as a desk drawer or filing cabinet.
- If possible, open windows in the immediate area to assist in venting potential explosive gases.
- Contact 911.
- Keep away for radios and cell phones.

Follow direction of emergency responders if evacuation is required (500 ft. from facility).



## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

### If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

### If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

**\* Refer to your local bomb threat management plan for evacuation criteria**

### DO NOT:

- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

## IF A SUSPICIOUS ITEM IS FOUND, CALL 911

**For more information about this form contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov**



V3

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE CALL  
RECEIVED:

### Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

### Exact Words of Threat:

### Information About Caller:

- Where is the caller located?  
(background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

#### Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

#### Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

#### Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

#### OTHER INFORMATION:



## HAZARDOUS MATERIALS EMERGENCY

The Vice President of Administrative Services and the Maintenance Departments have a list of material safety data sheets for all chemicals and products used on campus. This material list should be consulted in the event of a spill.

HAZMAT incidents may be:

- Indoor and outdoor fuel spills
- Solvent or other chemical spills in shops
- Chemical or biological spills in buildings and laboratories
- Chemical odors in buildings
- Natural gas smells and leaks
- Fires in laboratory or other facility involving highly toxic chemicals, infectious substances or radioactive materials.
- A hazardous material incident at a nearby location which causes all staff, faculty, and students to remain indoors or shelter in place for safety.

### **IF YOU WITNESS A HAZARDOUS MATERIAL SPILL**

- Evacuate the spill site and warn others to stay away.

### **IF YOU ARE THE HAZMAT USER**

- Leave the area of the spill first and go to a safe location nearby.
- Determine if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection.
- Manage the generated waste appropriately.
- Consult your supervisor as necessary.
- Isolate the spill area to keep everyone away and post signs as necessary.

---

---

### **INDIVIDUALS RECOGNIZING HAZMAT SPILLS THAT REQUIRE ADDITIONAL NOTIFICATIONS AND RESOURCES WILL**

- Alert all individuals who might be harmed to evacuate the immediate area and to go to a location that will not impede emergency personnel.
- If safe and appropriate to do so, limit the spread of the material by applying absorbents and by shutting doors.
- Notify the appropriate maintenance personnel on a telephone located at a safe distance from the hazard:

Cumberland Campus: x5555 (by cell or off-campus – 301-784-5555)

Bedford County Campus: x5423 (by cell or off-campus – 814-652-9528, ext. 6218)

Evening Emergency: 814-494-8875

- Maintenance personnel will call 911 if necessary. If maintenance personnel are not available, call 911. Follow instructions given by emergency management/services.
- Report:
  - the nature of the incident
  - the name of the Hazardous Material, if known
  - exact location of the spill
  - whether or not there are any injuries (911 if injuries)
  - and any other details that would assist officials in preparing their response

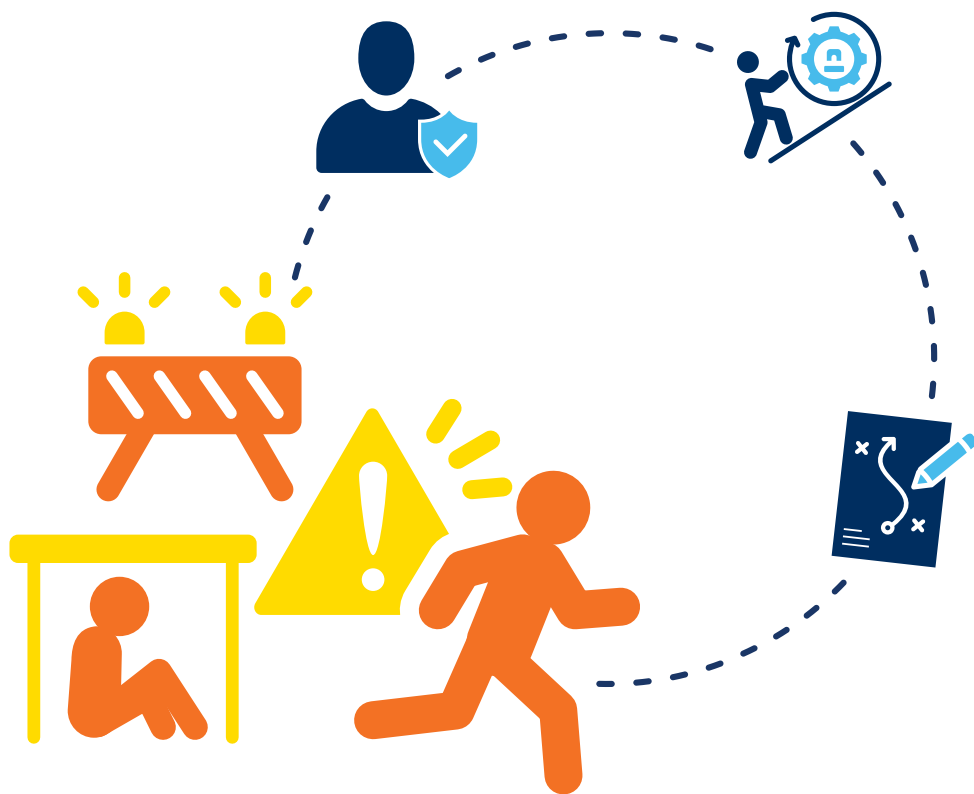
### **IF YOU SUSPECT OR WITNESS A RELEASE OF A HAZARDOUS MATERIAL TO THE ENVIRONMENT (AIR, WATER, GROUND)**

- Call the appropriate Maintenance Department.

Cumberland Campus: x5555 (by cell or off-campus – 301-784-5555)

Bedford County Campus: x5423 (by cell or off-campus – 814-652-9528, ext. 6218)

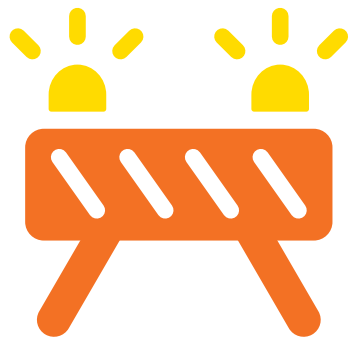
Evening Emergency: 814-494-8875



hostage / **BARRICADE**  
**LOCKDOWN** / lockdown  
active **SHOOTER**

---

---



## CRIMINAL BEHAVIOR / HOSTAGE / BARRICADE

### **CRIMINAL ACT**

*Note: It is always within the discretion of ANY staff, faculty, or student to immediately notify the appropriate or respective Campus Police (ext. 5555) or Police Department (911) when crime or suspicious behavior occurs.*

*Emergency Medical Services (911) must be notified immediately if person(s) are injured.*

### **Report the following information to 911, the Campus Police or Security:**

- Your name
- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of any property involved
- Description of any weapon involved

### **PROCEDURES**

- Follow directions given by security personnel or law enforcement authorities.
- DO NOT take any action that may jeopardize your safety or the safety of others.
- If safe to do so, maintain observation and note as much information as possible.
- DO NOT attempt to apprehend or detain the suspect.
- Report your observations to authorities upon their arrival.

## HOSTAGE / BARRICADE

**If you become aware of a hostage/barricade incident occurring on campus, immediately call Campus Police (ext. 5555) or 911 to report the incident.**

### **Include the following when calling 911:**

- Your name
- Nature of incident
- Exact location of incident
- Description of person(s) involved
- Description of weapons
- Description of the approximate number of hostages

---

---

**During a hostage or barricade emergency, follow these procedures:**

- Follow directions given by law enforcement authorities.
- DO NOT take any action that may jeopardize either your safety or the safety of others.

If safe to do so, maintain observation and note as much information as possible.

- DO NOT attempt to apprehend or detain the suspect(s).
- Report your observations to authorities upon their arrival. Be prepared that you will be possibly thought to be a hostage taker in the beginning. Once law enforcement arrives, get down on the ground with your hands open and to your sides. You may be handcuffed and taken out of area before it is known you were a hostage.



## LOCKDOWN PROCEDURES

When a physical threat is imminent due to a bomb scare, national or local warnings of terrorist activity or similar extreme situations, there will be notification of a LOCKDOWN. Follow these procedures immediately.

### SECURE IMMEDIATE AREA

- Lock and barricade doors with barricade system if available.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet and out of sight.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Silence cell phones (ringer and vibrate).
- DO NOT LEAVE THE SECURED AREA until emergency personnel or Campus Police unlock the door. Wait for emergency personnel to notify that it is safe to leave. Be patient, they will be on the way.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secure area.
- Consider the safety of masses -vs- the safety of a few.
- You will receive an e-SAFE Alert when the emergency is over with further instructions.

## LOCKOUT

A “Lockout” is a **Modified Lockdown** initiated to isolate students and staff inside campus buildings from an actual or potential threat from outside of the campus. **The Modified Lockdown is typically used when events in the vicinity of the school may pose a threat.**

Example of such a threat might be an escaped fugitive, disgruntled employee or spouse, and threats to community institutions near the campus (hospital, health department such, Finan Center). Where the situation warrants, the campus facility, staff, and students are aware of – but not disrupted by such a response being activated. Consequently, business continues as normal except for the termination of all outside activities.

---

---

### **LOCKOUT PROCEDURES**

- Building entrances are monitored by Security or Maintenance. Only persons with legitimate business are allowed to enter the building.
- Interior classroom doors are locked and monitored by faculty and staff.

### **LOCKOUT OBJECTIVES**

- To keep any threat of violence or dangerous incident out of a campus building.
- To promote minimal disruption to the educational process when there is a potential or actual incident outside the campus.

*NOTE: Persons who choose to leave while in a lockout may do so but are advised of the lockout and the potential threat.*





## ACTIVE SHOOTER

### **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of faculty and staff during an active shooter situation.

#### **1. Evacuate (RUN)**

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

Be sure to:

- Call 911 if safe to do so
- Have an escape plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- **DO NOT EVACUATE TO YOUR VEHICLE.** This will cause a traffic jam on Campus and will prohibit emergency vehicles from accessing the area.
- 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

#### **2. Shelter in place (HIDE)**

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 or barricade device on door)

If the active shooter is nearby:

- Silence your cell phone and/or pager and any other source of noise (i.e., radios, television)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet and calm

---

---

If evacuation and hiding are not possible:

- Remain calm
- Dial 911 or Campus Police, 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 (FIGHT)**

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. Everyone will be looked at as the possible shooter.
- 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 911 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

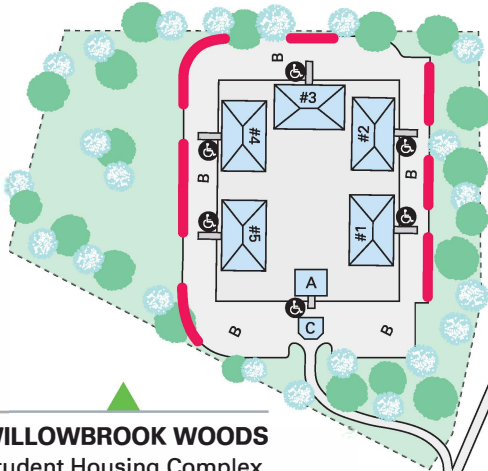
**The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals 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.**

# CUMBERLAND CAMPUS MAP



**ALLEGANY  
COLLEGE**  
of  
**MARYLAND**



## WILLOWBROOK WOODS Student Housing Complex

### STUDENT HOUSING LEGEND

- 1 • Student Housing Building
- 2 • Student Housing Building
- 3 • Student Housing Building
- 4 • Student Housing Building
- 5 • Student Housing Building
- A • Club House
- B • Parking
- C • Gatehouse
- C • Handicap Parking

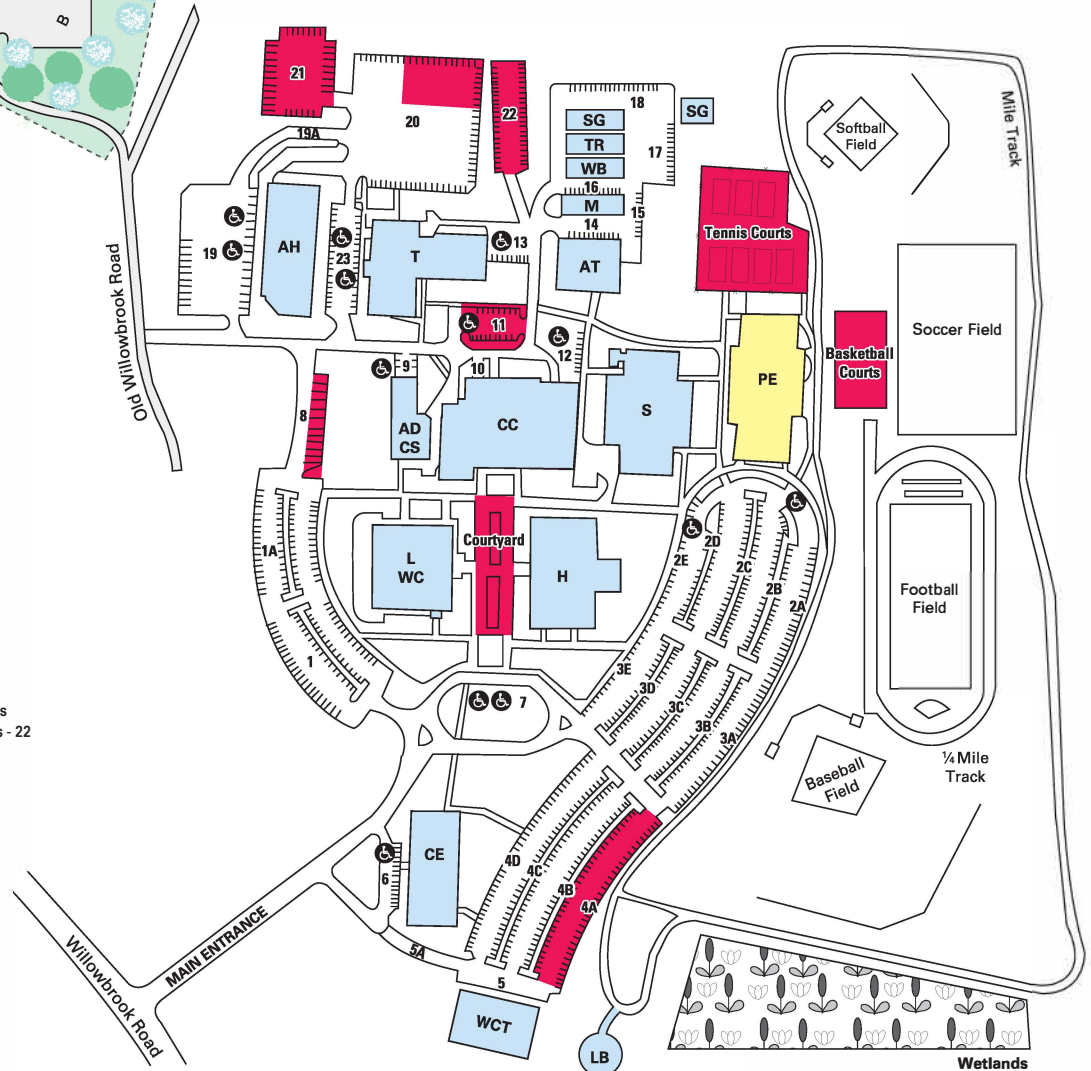
### EVACUATION POINTS

- Advancement - 8
- Allied Health - 21
- Auto Tech - 11
- College Center - 8, Courtyard
- Continuing Education Building - 4A
- Humanities - Courtyard
- Learning Commons - 8, Courtyard
- Physical Education Building - Basketball Courts
- Physical Plant & Small Multipurpose Buildings - 22
- Science - Tennis Courts
- Tech Building - 20
- WRCTC (formerly WCI) - 4A

### RALLY POINT / RE-UNIFICATION



• THIS MAP NOT TO SCALE



## LEGEND

<b>AD</b> Advancement (Foundation, Public Relations, Marketing)	<b>H</b> Humanities	<b>T</b> Technology
<b>AH</b> Allied Health	<b>L</b> Learning Commons	<b>TR</b> Transportation
<b>AT</b> Automotive Technology	<b>LB</b> Labyrinth	<b>WB</b> Workforce Building
<b>CC</b> College Center	<b>M</b> Maintenance	<b>WC</b> Thomas Welcome Center
<b>CE</b> Continuing Education and Workforce Development	<b>PE</b> Physical Education / Gymnasium (Bob Kirk Arena)	<b>WCT</b> Western Region Correctional Training Center
<b>CS</b> Campus Store (Bookstore)	<b>S</b> Science	<b>1-23</b> Parking
	<b>SG</b> Storage	<b>C</b> Handicap Parking



#### Emergency Color Code **RED**

Lock down all exterior doors/ground floor windows to prevent access into the buildings. Shelter in place.



#### Emergency Color Code **ORANGE**

Heightened security measures such as awareness of a possible threat and possible building evacuations or shelter in place procedures.



#### Emergency Color Code **YELLOW**

Standing down after an incident or emergency but not all clear. May include evacuation and reporting to re-unification point.



#### Emergency Color Code **GREEN**

All clear. Resume normal operations.

Financial Aid, Admissions/Registration, Advising Center, Business and Student Housing Offices are located in the College Center (CC). Ample parking is available, with reserved parking identified for the handicapped. All-Gender Restrooms are available throughout the campus. To view a list of locations, visit: [www.allegany.edu/agr](http://www.allegany.edu/agr)

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities. For inquiries related to this policy, Title IX, and ADA/504, please contact: Dr. Renee Conner, Dean of Student and Legal Affairs, Title IX Coordinator, ADA/504 Coordinator, 301-784-5206 / [rconner@allegany.edu](mailto:rconner@allegany.edu). Allegany College of Maryland is required to inform prospective and current students of important College policies. For full details on these key policies, please visit the Allegany College of Maryland website at [allegany.edu/policy-mandates](http://allegany.edu/policy-mandates).

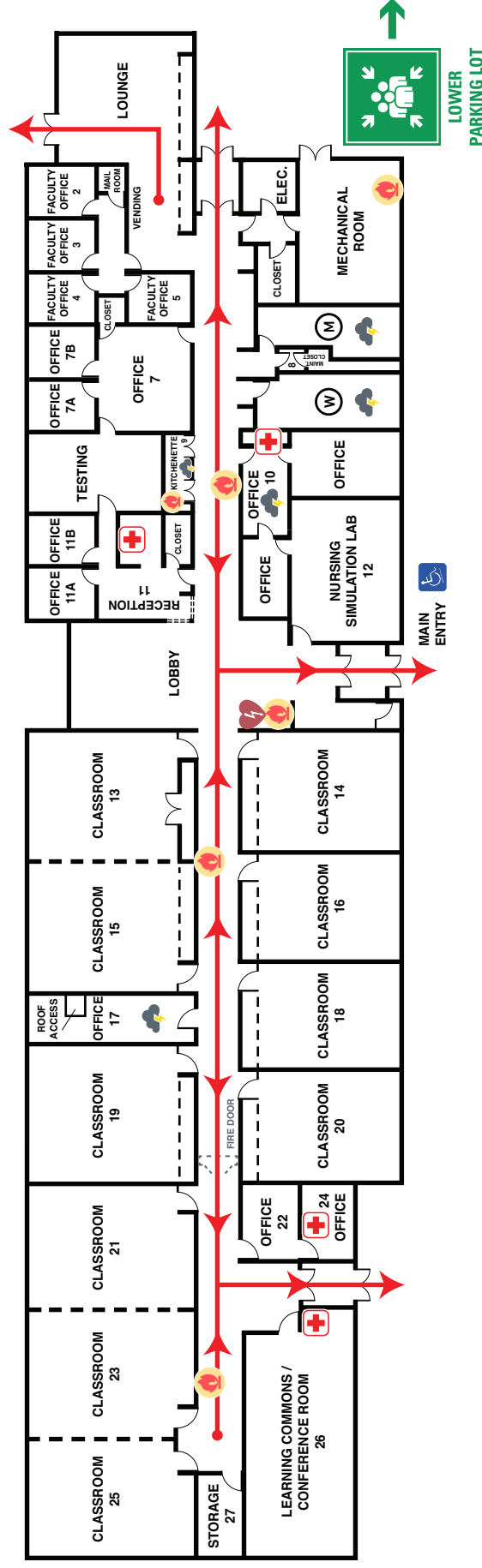
\*Additional instructions may be provided via eSAFE, Campus Police, Safety and Security, or a Building Representative. All Emergency Procedures can be found on the SECURITY webpage, [allegany.edu/security](http://allegany.edu/security), or by visiting [allegany.edu/codes](http://allegany.edu/codes). There is a list of potential emergencies that may be encountered and instructions on what actions should be taken.

# BEDFORD COUNTY CAMPUS

## Emergency Exit Building Floor Plan

**Medical, Fire, Criminal Emergencies:**  
Call 911 immediately, then x6200 or 301-785-5401 if by cell

**Assistance and Safety Needs:**  
Call x6200 or 301-785-5401 if by cell



### Fire Alarm

- immediately exit building
- go a safe distance away from building
- listen to emergency personnel for further direction

### Lockdown Mode

- stay inside and lockdown
- lock/blockade doors and windows, if possible
- stay away from doors and windows
- turn off lights
- remain calm and quiet
- DO NOT exit until told to do so by emergency personnel; they are on their way



AED (Automated External Defibrillator)

Fire Extinguisher

First Aid Kit



Severe Weather Shelter

Handicapped Accessible

Emergency Evacuation (& Fire Drill) Assembly Point

---

---

## EMERGENCY COLOR CODES

Definition: Established color code system to be used in the event of an emergency requiring the lockdown of the campus building and/or property.

Purpose: To have the ability to communicate a lock down color code system in the event of an emergency.

Procedures: In the event of an emergency, i.e. ACTIVE SHOOTER (Code Red), the Department of Safety and Campus Police shall notify all Security personnel and Maintenance department staff via two-way radios utilizing the established color code system. All on-duty Campus Security and Maintenance Department staff shall physically lock all exterior doors on campus and then follow all established emergency protocols. Campus Police Officers shall respond immediately to the incident and engage the perpetrator.

Example: An ACTIVE SHOOTER is reported in the CE building by an employee to Security via the 5555 emergency phone number. The person receiving the call shall notify all Security, Campus Police, and Maintenance staff that a CODE RED is in progress in the CE building.

Lock Down Protocols: In the event of an emergency requiring a lock down of all buildings on Campus a color code shall be established and communicated via two-way radio, Emergency notification by email/text (e-SAFE), or PA system.

### **ACTIVE SHOOTER / HOSTILE PERSON OR PERSONS**

**Color Code RED** – Lock Down all exterior doors/ground floor windows to prevent access into the buildings. Shelter in place.

**Color Code ORANGE** – Heightened security measures such as awareness of a possible threat and possible building evacuations or shelter in place procedures.

**Color Code YELLOW** – Standing down after an incident or emergency but not all clear. May include evacuation and reporting to re-unification point.

**Color Code GREEN** – All Clear. Resume normal operation.

**Additional instructions may be provided by e-SAFE, Campus Police, Safety and Security, or a Building Representative.**

---

---

When **Code RED** is received, all buildings shall be secured by security and maintenance staff ensuring the safety of all staff, students and visitors. The housing guard shall also lock down all access to housing and notify the Area Coordinator. The housing guard shall notify 911 and Campus Police of the incident. In the event that housing is closed then the Campus Security Guard shall make all notifications.

If the incident occurs during regular business hours the Campus Security Guard will attempt to secure the College Center first. He will notify the Bookstore, Library, and Advancement of the threat and advise them to lock down. The Maintenance Department will be responsible for locking down the remaining buildings utilizing a pre-determined lock down list for maintenance staff.

If the incident occurs during non-business hours or the weekend the responsibility for locking down all buildings on Campus will be the Campus Security Guard or College Center Maintenance staff if available. If the incident occurs during the night shift, i.e. 10:00 PM through 6:00 AM then the night Maintenance and Campus Security if available shall secure all buildings. The night maintenance supervisor shall notify 911 of the incident and contact Campus Police/ Director and Assistant Director of Campus Safety and Special Police at their emergency phone numbers.

All areas shall remain secured until the **Code GREEN / All Clear** is given.

Note: At no time shall Security or Maintenance staff place themselves in danger to secure a building. The affected area or location of the incident shall not be approached during the incident with the exception of Campus Police or responding agencies.

Addendum: All building representatives for the Emergency Communication Plan shall receive a two-way radio to monitor and/or utilize for notification of an emergency as defined in the Color Code Procedures. If the Building Representative receives a notification that there is an emergency requiring a Lock Down or shelter in place, then the Building Representative shall make every effort to notify the occupants in the building. If the incident is occurring in their building, then the safety of the representative is the priority and it may not be possible to make individual notifications. At no time should a building representative place themselves in danger to make any notification.