

EMERGENCY NOTIFICATION

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety or his designee, constitutes an ongoing, serious, or continuing threat, a campus-wide “timely warning” will be issued. A timely warning will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. The Director of Public Safety, or his/her designee, will draft a timely warning message, often after consulting with members of the Emergency Operations Group, Student Affairs personnel, Public Relations and Marketing, and others. Anyone with information that they believe constitutes an ongoing or continuing threat to the community should contact the Department of Public Safety at 410-778-7810.

Distribution Procedures

If warranted, a timely warning will be sent out via WAC Alerts by Public Safety personnel. WAC Alerts works by sending a message to all standard text communication devices: mobile phones (via SMS text messages, voice and voice mail), land phones, e-mail accounts, RSS readers, wireless pagers, wireless PDAs, and web site pages. All Public Safety personnel have been trained to send messages out via WAC Alerts. Follow up information may be sent out through the college email system to students, faculty, and staff, or through additional WAC Alerts messages. The Department may also disseminate general information through the campus’ student newspaper, *The Elm*.

Immediate Notification

Washington College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. All Public Safety personnel have been trained to activate the WAC Alerts emergency notification system.

Due to the size of the campus, notifications will normally be sent to all recipients.

Emergency Notification Systems

Listed below is a description of several emergency notification systems on campus and processes that are in place:

Emergency Phones

The campus is equipped with direct connect phones found in strategic locations. To use, just press the RED button – phone will automatically dial Public Safety.

WAC Alerts

WAC Alerts is the College's self-service, web-based, emergency notification system that sends instant alerts to registered users. The College will use WAC Alerts to send emergency communications to the campus community. WAC Alerts is the College's primary emergency notification system.

WAC Alerts works by sending a message to all standard text communication devices: mobile phones (via SMS text messages, voice and voice mail), land phones, e-mail accounts, RSS readers, text pagers, wireless pagers, wireless PDAs, and web site pages. It is a cross-carrier mobile service, so it does not matter which phone provider you use.

All Washington College students, faculty and staff can self-manage their accounts to register or deactivate the service, update phone numbers, email addresses, etc. Those who register can also include phone numbers or email addresses for parents, spouses or others if they want.

To sign up, go to the Public Safety webpage (https://www.washcoll.edu/people_departments/offices/public-safety/index.php) and click on the WAC Alerts link (<https://washcoll.omnilert.net/>) under Quick Links.

Additional notification methods

Unless electrical power or electronic communication is unavailable following a major storm or emergency, the Washington College web site will be the official source for information and regular updates will be posted there. Follow up information may be sent out through the college email system to students, faculty, and staff, or through additional WAC Alerts messages. We may also disseminate general information through the campus' student newspaper, *The Elm*.

Should telephone and electronic communication be interrupted, information fliers will be posted on first floor bulletin boards around campus, in the residence halls, and at entrances to key buildings when and where possible.

When appropriate, the Director of Public Safety will share emergency information with the Chestertown Police Department and the Kent County Office of Emergency Services. Members of the larger community can receive information regarding emergencies on campus through the College's webpage. Depending on the scale of the emergency, community members may also tune into local media outlets (television, radio, Internet) for updates.

During an emergency, follow-up messages may come from one or all of the alert systems depending on the situation.

Training and Testing

Washington College conducts regular tests of our communications systems (WAC Alerts and Emergency Phones). Working with members of our Emergency Operations Group (EOG) and local emergency services, we also schedule annual emergency/tabletop exercises and

other emergency drills so that we can fully assess and evaluate our emergency plans and capabilities.

EVACUATION PROCEDURES

Building/Campus Evacuation

Building evacuation

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by the Department of Public Safety (see Emergency Notification Methods, above).

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Do not use an elevator during a fire evacuation

If possible, move persons requiring assistance to designated Areas for Evacuation Assistance! Notify emergency personnel immediately upon their arrival of the exact location of individuals still in the building.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.

Do not return to an evacuated building unless told to do so by a Department of Public Safety Officer or emergency personnel.

Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the Department of Public Safety (see Emergency Notification Methods, above).

All persons (students, faculty, staff and visitors) are to immediately vacate the area of campus in question and relocate to another part of the campus grounds as directed.

Do not return to an evacuated area unless told to do so by a Department of Public Safety Officer or emergency personnel.

Broader emergency evacuation information will be disseminated in accordance with guidance provided by Kent County Emergency Services.

EMERGENCY RESPONSE

What to Do in an Emergency

Call for Help

Call 911 from campus phones for any situation that requires an immediate response from police, fire or medical authorities to preserve life or property. If calling from a cell phone, give your location as Washington College, in Chestertown in Kent County. (Many cell phone 911 calls go to a call center not located nearby.)

Report Everything

Any emergency or incident should also be reported to Public Safety at 410-778-7810. The Washington College Department of Public Safety works with local police and fire agencies to respond to all emergency situations on campus including fire, accident/illness, crime, hazardous spills/gas leaks, and bomb threats.

Check the Website

Unless electrical power or electronic communication is unavailable following a major storm or emergency, the Washington College web site will be the official source for information and regular updates will be posted there. The College will also use WAC Alerts to send emergency communications to the campus community.

Check Your Phone and Building

WAC Alerts will still send messages to registered phones, including cell phones and email addresses, despite power failures. All members of the College community are encouraged to register their personal cell phones in the WAC Alerts system. Should telephone and electronic communication be interrupted, information fliers will be posted on first floor bulletin boards around campus, in the residence halls, and at entrances to key buildings when and where possible.

Personal Safety Tips

Emergency Phones

Know the location of emergency phones throughout campus. To use: push the RED emergency button – phone will automatically dial Public Safety.

WAC Alerts

WAC Alerts is the College's self-service, web-based, emergency notification system that sends instant alerts to registered users. The College will use WAC Alerts to send emergency communications to the campus community.

All Washington College students, faculty and staff can self-manage their accounts. To sign up, go to the Public Safety webpage (https://www.washcoll.edu/people_departments/offices/public-safety/index.php) and click on the WAC Alerts link (<https://washcoll.omnilert.net/>) under Quick Links. This is the link to follow if you need to manage an existing account.

ICE - In Case of Emergency

Program your cell phone with an “In Case of Emergency” contact number and name using the acronym ICE. This will help emergency personnel assist you when you need it most.

Personal Safety

- Walk in groups or call Public Safety (410-778-7810) for an escort; do not walk alone after dark
- Keep identification on your person at all times
- Park and walk in well-lit areas
- Know the location of emergency phones
- Stay Alert! Avoid talking on your cell or using electronic devices when walking alone
- Secure personal property and avoid displaying valuables
- Alert someone you know and trust if you plan to leave campus or if your daily schedule will be different from the “norm”
- Report all suspicious activity to Public Safety (410-778-7810)

Residence Hall Safety

- Lock doors at all times, especially when you go to sleep
- Report lost keys immediately; do not loan your ID card or keys to anyone
- Secure valuables and medications at all times
- Know the location of fire alarms and extinguishers, and be familiar with exits and evacuation procedures
- Escort your guests at all times and do not let strangers into residence halls
- Report all suspicious activity to your RA or Public Safety (410-778-7810)

If you live off-campus, know your neighbors, leave on outside lights, keep your front and back doors locked and close your curtains.

Web Safety

- Review the security setting on a website before using that site
- Avoid posting personal information on any website; do not post social security number, phone number, address, or screen name
- Secure your laptop and computer when not in use so that other people will not have access to your information
- Do not add people you do not know to your IM or contact lists
- Inform Public Safety (410-778-7810) IMMEDIATELY if you receive threatening or suspicious email, or have concerns about suspicious activity on any of your familiar websites

Fire and Smoke

Members of the college community should become familiar with at least two evacuation routes from each building in which they study, work or reside, as well as the location of fire alarm stations, emergency exits, and fire extinguishers in the area. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. **YOU MUST LEAVE THE BUILDING WHEN THE ALARM SOUNDS.**

If You Discover Smoke or Fire

- If you have been trained and it is safe to do so, attempt to extinguish the fire with a portable fire extinguisher only if fire is small. If you have not been trained, you must evacuate the area.
- Do not let the fire get between you and your exit from the building.
- As you evacuate fire area, close all doors behind you.
- Activate the nearest fire alarm pull station. Warn people in the vicinity. Although an alarm will alert Public Safety automatically for most major campus facilities, that is not the case for a small number of buildings. Please call Public Safety at 410-778-7810 or local authorities at 911 to let them know the alarm has been activated and the nature of the emergency.
- Evacuate the building via the nearest safe exit.
- Elevators are not to be used as a means of exit during a fire emergency.
- Once outside, stay clear of the building. Do not re-enter the building until authorized by the Fire Department or Public Safety.

On Hearing the Fire Alarm

- If a fire alarm has been activated, make your way to the nearest exit and leave the building.
- Faculty and staff are asked to ensure that all students are out of the classrooms and laboratories before leaving. If time permits, close windows and shut off any gas and other utilities. Close doors upon leaving the room.
- Continue to move out of the building in an orderly manner even if the alarm stops sounding. Never return for personal items left behind.

Once outside, stay clear of the building. Do not re-enter the building until authorized by Fire Department or Public Safety.

Medical Emergency

Call Public Safety at 410-778-7810, or dial 911.

If you suspect a head or spinal injury **DO NOT MOVE** the victim unless there is an immediately life-threatening emergency.

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to “sleep it off.” Stay beside the person and call Public Safety at 410-778-7810 or dial 911 immediately if the person:

1. cannot be roused
2. is incoherent and is vomiting
3. breathes shallowly
4. has cold, clammy skin
5. looks bluish or pale
6. has taken other drugs with alcohol
7. has a head injury

Injuries

- After calling Public Safety at 410-778-7810, or dialing 911, you may provide first aid if you are trained, it is safe to do so, and the victim consents.
- Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
- Calmly assure the injured person that help is on the way.
- Assist emergency personnel in locating the victim and investigating the incident.
- Prepare for medical emergencies by taking first aid and CPR training classes.

Emotional/Psychological Warning Signs

If you have contact with any individual who displays the following behaviors, report your concerns to Public Safety, Student Affairs staff, Counseling or Health Services, or other college officials in a timely manner:

- Threatens harm or talks about killing self or students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assaults others constantly which may include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

Active Assailant

These recommended procedures cannot cover every possible situation that might occur. Nevertheless, they serve as an awareness and training tool likely to reduce the number of injuries or death if followed as soon as a situation develops.

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:

- If you can get out, do so immediately.
- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call 911.
- Don't stay in the open hall.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Barricade yourself in the room with furniture or anything you can push against the door.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Silence cell phones
- Try to stay calm and be as quiet as possible
- Keep others calm quiet and out of sight
- Contact authorities. Be aware the local emergency numbers may be overwhelmed. Program the Public Safety and Chestertown administrative numbers into cell phones: Washington College Public Safety 410-778-7810; Chestertown Police Department 410-778-1800.

What to Report

- Your specific location - building name and office/room number
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

- You can try to hide, but attempt to find a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area may be to fight back. This is dangerous, but depending on your situation, this could be a viable option. If you are caught by the intruder and are not going to fight back, follow directions and don't look the intruder in the eyes.

Once the police arrive, *obey all commands*. This may involve being handcuffed or made to put your hands in the air. This is done for safety reasons and once the police evaluate circumstances, they will give you further directions to follow.

Police Response

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation

Active Shooter

The following guidelines are recommended by FEMA for surviving an active shooter situation:

RUN. Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

HIDE. If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups – spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently – such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

FIGHT. Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.

Severe Imminent Weather

Preparations before a major storm

- Have flashlights and fresh batteries ready. Remember no candles are permitted in the residence halls.
- Obtain a battery-operated radio. Tune to a local TV/radio station or check on-line for the latest information on the storm's progress.
- Collect some bottled water and non-perishable food.
- Make sure your cell phones, laptop computers and other electronic devices are fully charged.
- If you live in an off-campus residence, bring any patio furniture and other outdoor accessories inside so that they do not blow into glass doors and windows.

During a storm

- Stay in your residence hall. Do not go outside. Downed electrical lines, flying debris, and flash flooding can be life threatening.
- Keep away from windows, glass doors and skylights. Breaking glass can cause severe injuries.
- Keep your blinds and/or curtains drawn and your windows tightly shut.
- Follow directions from your RAs and College employees.
- Use your flashlights - DO NOT USE OPEN FLAMES such as candles or kerosene lamps.
- If an injury of a life-threatening nature should occur, call 911 immediately.

If a tornado watch is announced

- Remain calm and stay inside.
- A “watch” indicates that conditions are favorable for the formation of a tornado in the area and a “warning” indicates that a tornado is imminent or has touched down in the area. If a tornado watch is announced for Kent or Queen Anne’s County, pay careful attention to radio, TV or Internet reports in case it is upgraded to a warning. If the power is out, listen to your battery-operated radios and heed the advice of your RAs.

If a tornado warning is announced

- A “warning” indicates that spotters have actually sighted a tornado or indicated on radar and is occurring or imminent in the warning area.

If inside during a tornado warning

- Seek immediate shelter.
- Go to a basement or lowest level of the building.
- If there is no basement, go to an interior hallway away from exterior windows.
- Close all doors to rooms with exterior windows.
- Stay away from all windows and other glassed areas.
- Use arms to protect head and neck.
- Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs.

If outdoors during a tornado warning

- If possible, get inside a building.
- If shelter is not available, lie in a ditch or low-lying area.
- Use arms to protect head and neck.

In case of a power outage on campus

- For a short-term disruption there is typically no need to do anything more than remain where you are unless doing so presents a safety hazard.
- Do not light candles, use flashlights only.

If the power outage is expected to be of extended duration you will be notified of where to go by either posted flyers on bulletin boards and first floor entryways of major campus buildings or by WAC Alerts text message.

Protect your computer and other electronics

- Unplug all expensive electronics, computers, and peripherals to protect them from damage due to power surges.
- Move your electronic equipment and computers to a protected location in your room or office away from a window and cover them with plastic. Lower window blinds to deter possible broken glass.