

GOUCHER COLLEGE EMERGENCY ACTION PLAN

This plan is for the protection and safety of all members of the Goucher College community, including students, faculty, staff, and campus visitors. During any emergency, proper action saves lives and helps prevent injuries. The plan applies to fires, explosions, floods, toxic material releases, civil disturbances, and any other emergency on campus. For your safety and the safety of others on campus, please familiarize yourself with this plan.

In addition, all employees should familiarize themselves with the Campus Emergency Procedures Guide, which is a yellow flip-chart that includes instructions for responding to particular emergencies, as well as emergency phone numbers. This chart should be posted in all work areas. If you need additional charts, contact the Office of Communications.

As a basic principle of emergency response on campus, all calls for emergency response should be made first to 911, and immediately thereafter to the Office of Public Safety, at 410-337-6111. It is essential that Public Safety be contacted in addition to 911 so that public safety officers are able to direct emergency responders to the location of the emergency.

EVACUATION EMERGENCIES

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Goucher College, all persons in the affected premises must evacuate. You will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell or a horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages and phone communications (voice mail) if appropriate.

If you discover a fire or smell smoke, or discover any other hazardous emergency condition in a college facility, immediately activate the building fire alarm and call 911 first, and then the college Office of Public Safety at 410-337-6111. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may take include coats, valuables, medicines, purses, wallets and keys. You should also take any pets with you. You should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may not use a fire extinguisher unless they are designated and trained by the college to do so. Any individual designated and trained by the college in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable

fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. Close windows and the doors behind you. Use the nearest safe exit, but DO NOT use any elevators. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge.

If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other side. If you are unable to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and then the Office of Public Safety at 410-337-6111 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, deaf, hard of hearing or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building. All exits in college facilities are marked with EXIT signs and directional arrows, where applicable.

Leave the building and assemble in the designated area assigned for your building, where you will not hinder the approaching emergency response personnel and apparatus (see Appendix A for designated evacuation areas). Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Office of Public Safety or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for Public Safety officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

If re-entry to the building is not imminent, occupants will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, Public Safety will implement procedures to account for all college employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephones and computers will be provided to allow employees and residents to contact family members.

EMERGENCY SHELTERING

For some emergencies the best course of action is to retire indoors into protected areas, or to “shelter in place.” For example, the evacuation of a building following a bomb threat may place people at risk rather than remove them from it, and a dangerous weather emergency outside a building might warrant retreat away from building windows and into basements.

Reasons for sheltering in place or going to a sheltered place in the building include:

1. Tornado warnings/severe weather conditions
2. Certain hazmat emergencies
3. Some civil disorders
4. Hostage/terrorism incidents

In these cases, individuals will be notified by security and/or emergency personnel by voice, phone, loudspeaker, e-mail, and/or the E2campus notification system to shelter in place or will be directed to an appropriate shelter. Because building alarms are reserved for evacuation emergencies, you should never try to shelter in place in a building in which such an alarm has been activated. Appropriate shelters for tornados or severe weather include interior rooms/hallways without windows that are free of hazards and comfortable. Basement and ground level areas are best.

In some cases it may be appropriate or necessary to shelter employees in a location other than their office or designated building shelter location. In such cases, security and emergency personnel will direct employees to such alternate locations. Appropriate locations for sheltering large numbers of employees may be the Sports and Recreation Center and Kraushaar Auditorium.

At the assembly point for sheltering in place, individuals should attempt to account for individuals known to be in the building, including visitors. Any missing individuals should be reported to the Office of Public Safety or emergency personnel with an identification of their last known location.

Employees sheltering in place should use cell phones to contact their personal emergency contacts to let them know about their condition and location. Employees should not also call Public Safety if their location has already been reported by a supervisor or other person.

Emergency response personnel will decide when it is safe to leave a building. This message will be delivered to individuals sheltering in place through voice, phone, loudspeaker, e-mail and/or the E2campus notification system.

LOCKDOWN PROCEDURES

For some emergencies evacuation or simple sheltering in place isn't a good option. When armed intruders are near or in a building, a **lockdown procedure** may be a suitable

response. Doors and windows are locked to restrict an intruder's mobility and no one is allowed into or out of a building or particular room.

If lockdown is appropriate, the campus will be notified by e2Campus text message, voice mail, the college website, door-to-door contact by CAs in the residence halls and appropriate personnel in other areas of campus, and any other appropriate means. Individuals should go to the nearest room or office and, if safe, allow others to seek refuge with them. Close and lock doors. If the door has no lock, barricade it with items available, such as desks, chairs, bookshelves, etc. Cover the windows in doors, pull shades and turn off lights. Keep quiet and act as if no one is in the room. Silence cell phones. Do not answer the door. Notify 911 and the Office of Public Safety (X6111) from a campus phone and give the officer the following information:

- Your name
- Your location (be as specific as possible)
- Number of shooters
- Identification or description of intruder
- Number of persons sheltering with you

Wait for police officers to assist you out of the building. Early in an incident, officers may not be able to rescue people because their main goal is to get to the intruder(s). Remain calm so as not to interfere with police operations and follow all directions of officers at the scene.

HAZARDOUS MATERIALS RESPONSE

Emergency procedures should be followed in the event of the release of a hazardous material that includes one or more of the following:

- May require evacuation of any people;
- Creates an atmosphere that is immediately dangerous to life or health;
- Creates the potential for a fire or explosion

Procedures described above for evacuation emergencies should be followed and in addition the following steps should be followed:

The individuals involved in the release of materials should isolate the release area by closing doors and should provide information about the materials released to emergency personnel. The Office of Public Safety will consult the appropriate Material Safety Data Sheet (which describes in detail the hazards associated with particular materials), available in an on-line data base, and provide such information to emergency personnel.

Incidental releases of hazardous materials that do not have the potential for fire, explosion or adverse health effects and can be cleaned up by qualified trained personnel using proper spill clean-up techniques, do not require evacuation.

ADDITIONAL DUTIES

Rescue and First Aid

Officers in the Office of Public Safety are trained to provide first aid services in the event of an emergency. These individuals shall assist in the evacuation of employees and the provision of first aid services as required to the extent they can do so without jeopardizing their own safety. They shall be responsible for directing emergency personnel to the location of an emergency, shall conduct sweeps of floors during evacuation emergencies if they can do so without jeopardizing their own safety and shall provide assistance as requested by emergency personnel. Public safety officers may also be designated to prevent employees from re-entering buildings until an all-clear signal is given.

Fire extinguishers

Individuals who have been designated by the college's Health and Safety Officer to use fire extinguishers and who have been trained in their use may use a fire extinguisher to extinguish a fire that is no larger than a wastebasket, provided they can do so without jeopardizing their own safety. No other individuals are authorized to use a fire extinguisher.

Critical systems

Laboratory procedure shutdown

In the event of an evacuation or shelter-in-place event, laboratory personnel should follow laboratory shutdown procedures that have been developed and included in lab Standard Operating Procedures for emergencies and power outages, to the extent they can do so without jeopardizing their own safety.

Critical Systems Maintenance and Shutdown

Most critical systems (e.g., heating and cooling plants) are on an automatic shutdown system. To the extent that FMS personnel can do so without jeopardizing their own safety, other equipment should be shutdown prior to evacuation of a building.

ADDITIONAL INFORMATION

Additional information or explanation of responsibilities under the Emergency Action Plan may be obtained by contacting the Office of General Counsel, 410-337-6011, or the Director of Public Safety, Rebecca Dietrich, 410-337-6113. These individuals are responsible for dissemination to the college community of any changes to the plan.

TRAINING

All students will be provided with copies of this plan, which is also available online on the Goucher website. <http://www.goucher.edu/x27946.xml>. Students will be trained on fire safety procedures at the start of the academic year by Community Living personnel. Fire/evacuation drills are conducted each semester under the direction of the Office of Public Safety.

All new employees or other regular building occupants, including full and part-time, permanent and temporary staff and faculty, will be provided with copies of this plan and receive training on its contents. Drills will be conducted on a regular basis by the Office of Public Safety.

**APPENDIX A
DESIGNATED GATHERING POINTS DURING EMERGENCIES**

OUTSIDE GATHERING AREA

Alumnae & Alumni House	Alumni House Parking Lot
Athenaeum	Grassy area between Athenaeum and T residential houses
Dorsey College Center	Dorsey Parking Lot
Facilities Management Services	FMS Parking Lot
Mary Fisher Hall	
Bacon House	Residential Quad
Dulaney House	Residential Quad
Hooper House	Outside main door along the Loop Road
Pearlstone Student Center	Van Meter highway area
Froelicher Hall	
Alcock House	Residential Quad area
Gallagher House	Residential Quad area
Tuttle House	Residential Quad area
Thormann Center	Grassy Area to Front of Froelicher
Haebler Memorial Chapel	
Offices	Van Meter Parking Lot
Sanctuary	Front of Chapel at Van Meter Highway
Heubeck Hall	
Bennett House	Residential Quad area
Gamble House	Residential Quad area
Jeffery House	near the front and side doors (along Van Meter Highway)
Robinson House	Residential Quad area
Hoffberger Science Building	Hoffberger Parking Lot
Horse Stable Complex	Hockey Field
Julia Rogers Library	Academic Quad
Meyerhoff Arts Center	Academic Quad
President's House	Parking lot
Psychology/Music Annex	North parking lot
Sports and Recreation Center	SRC parking lot
Todd Dance Studio	Tennis courts
Welsh Gymnasium	Tennis courts
Von Borries Swimming Pool	Adjacent field
Equestrian facilities	Hockey field across from the outside riding ring
Sondheim House	Residential Quad

OUTSIDE GATHERING AREA

Stimson Hall

Conner House
Lewis House
Probst House
Wagner House
Winslow House
Hillel
Dining hall
Kitchen

Loop Road area closest to the main house door
Loop Road area closest to the main house door
Loop Road area closest to the main house door
Loop Road area closest to the main house door
Loop Road area closest to the main house door
Welsh Hall Loading Dock
Welsh Hall Loading Dock
Stimson Hall Loading Dock

T Residential Houses

Closest area

- Front patio along Van Meter Highway
- Grassy area between the T and the Athenaeum
- Gated parking lot in front of Stimson

Van Meter Hall

Academic Quad or Van Meter Parking Lot

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