

Emergency Action Plan

I. PURPOSE

During any emergency, proper action saves lives and helps prevent injuries.

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 Campus Safety, at 410-337-6111. It is essential that Campus Safety be contacted in addition to 911 so that campus safety officers are able to direct emergency responders to the location of the emergency.

II. SCOPE

This plan is for the protection and safety of all members of the Goucher College community, including students, faculty, staff, and campus visitors.

The plan applies to fires, explosions, floods, toxic material releases, civil disturbances, and any other emergency on campus.

III. 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, smell smoke, or discover any other hazardous emergency conditions in a college facility, immediately activate the building fire alarm and call 911 first, and then the college Office of Campus 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 to fight fires. Only individuals who are trained and are comfortable using a fire extinguisher may use one in the event that the fire is smaller than a wastebasket AND the fire is not between the individual and an exit. The PASS method should be used (Pull the pin, Aim the hose, Squeeze the handle, Sweep back and forth towards the base of the fire). 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 Campus 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 at least fifty (50) feet from the building and in an area where you will not hinder the approaching emergency response personnel and apparatus. 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 Campus Safety or emergency personnel. In addition, Campus Safety personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for Campus 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, Campus 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.

IV. 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 may 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 Campus Safety and/or other 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 (see Appendix A for designated building shelter-in-place areas). Because buildings alarms are intended to facilitate the evacuation of an unsafe building, you should not enter an alarmed building when seeking a place to shelter. 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, Campus Safety and/or other emergency personnel may 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 Campus Safety or other 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 also call Campus 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, the college website, phone, loudspeaker, e-mail and/or the E2campus notification system.

V. 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 one, some, or all of the following: e2Campus text message, voice mail, the college website, door-to-door contact by RAs in the residence halls and appropriate personnel in other areas of campus. Individuals should go to the nearest room or office and, if safe, allow others to seek refuge with them. Close and lock doors if possible. If safe to do so, you should barricade the door 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 Campus Safety (x6111) from a campus phone and give the officer the following information:

1. Your name
2. Your location (be as specific as possible)
3. Number of shooters
4. Identification or description of intruder
5. 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.

VI. HAZARDOUS MATERIALS RESPONSE / CONTINGENCY PLAN

Federal regulations define Goucher College as a “very small quantity generator” (VSQG), which is a facility that generates less than 100 kilograms of non-acutely hazardous waste per month and less than 1 kilogram of acutely hazardous waste per month. Maryland regulations define Goucher College as a “small quantity generator” (SQG), which is a facility that generates 100 kilograms (approximately 220 pounds) or less of non-acutely hazardous waste per month and accumulates less than 100 kilograms of non-acute hazardous waste at any one time. Therefore, per federal and state regulations, Goucher is required to develop and implement emergency prevention and preparedness procedures, and a written contingency plan to deal with releases and other emergencies involving hazardous wastes. See 40 CFR § 265.56.

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.

In addition to the procedures described above for evacuation emergencies, 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 Campus Safety will consult the appropriate Safety Data Sheet (which describes in detail the hazards associated with particular materials), available in an on-line database, and provide such information to emergency personnel. If the emergency coordinator determines that any release, fire, or explosion could threaten human health, or the environment, outside the facility, they must report such findings to governmental authorities as provided in the above-cited regulations.

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. Incidental spills should be reported to Campus Safety and the Office of Risk Management with location, any equipment affected, and any persons involved.

A. Emergency Coordinators

Goucher College has designated an Emergency Coordinator (EC) and Alternate Emergency Coordinator to take charge in all emergency response situations including spills, fires or explosions. The EC is responsible for coordinating all college emergency response measures and has the authority to commit all college resources required to fully implement this contingency plan.

EMERGENCY COORDINATOR	TELEPHONE NUMBER
Director of Campus Safety	Office: 410.337.3112
ALTERNATE	TELEPHONE NUMBER
Assistant Director of Campus Safety	Office: 410.337.6111

The EC will:

1. Assess the situation and take any required actions to gain control of the emergency.
2. Assume overall responsibility for the safety of employees' onsite.
3. Make decisions in conjunction with the Fire Department relative to the site (e.g., when it is safe to reoccupy the facility).
4. Communicate with department managers and other appropriate employees to keep them aware of the situation.
5. Relinquish control to the local authorities as required by state law, upon arrival of local authorities.
6. Provide annual training to students and new employees as outlined in section X.

The EC must be thoroughly familiar with the:

1. facility;
2. facility's layout and operations;
3. nature of the hazards within the facility; and
4. location of:
 - hazardous waste;
 - hazardous materials;
 - emergency equipment; and
 - all environmental records.

The Alternate Emergency Coordinator must assume the role of EC in their absence.

B. Preparedness and Prevention

Portable fire extinguishers are distributed throughout the campus.

Telephones are located and available in all areas using hazardous materials and at individual desks throughout the campus. Emergency telephone postings are posted in hazardous waste accumulation and storage areas.

Spill control, containment and clean up materials are available in various areas throughout the campus. A large portable spill kit is located in the MAA. Hazardous waste stored within the MAA is maintained within secondary containment in order to contain any spilled materials.

Safety showers and eyewash stations are clearly marked and located in areas where hazardous materials are used. Exits are clearly marked so that everyone can quickly find their way out in the event of an emergency. Fire alarm pull stations are located near each exit. All fire extinguishers are inspected on a yearly basis. When a fire-related emergency happens in any particular area, FMS inspects the extinguishers in that area and replaces it as necessary. All spill control, containment and clean up materials are replenished and replaced as necessary. All personal safety equipment is replenished as required.

C. Hazardous Substance Use and Storage

1. Hazardous and Non-Hazardous Waste

As an SQG of hazardous waste, Goucher generates and stores hazardous waste onsite. Hazardous and non-hazardous wastes are accumulated in limited quantities in Satellite Accumulation Areas (SAA) in the chemistry laboratories.

The hazardous waste Main Accumulation Area (MAA) for the central collection of liquid and solid hazardous wastes generated is located in the Hoffberger Science Building. The Hoffberger MAA is located on the 2nd floor in the Chemical Stockroom. The MAA is equipped with secondary containment and is in close proximity to a safety shower, eyewash station, fire extinguishers and spill equipment. The building sprinkler system also serves this area. The waste containers are arranged with the labels facing out to provide for adequate access for inspection and movement of personnel and emergency equipment. Incompatible materials are segregated to prevent commingling.

Hazardous wastes are removed and shipped off site for disposal within 180 days of generation in accordance with state and federal regulations.

The types of hazardous wastes routinely generated at Goucher College are:

- Waste Flammable Liquids
- Waste Corrosive Liquids
- Waste Toxic Liquids

2. Hazardous Materials

Chemical storage locations include:

- Within chemical storage cabinets located throughout the Hoffberger Science building;
- Within maintenance and facility areas.

If any hazardous materials or suspected hazardous materials are found outside of the listed accumulation sites, please notify the Office of Risk Management for evaluation and removal. Any removal that is

beyond the scope of the Office of Risk Management shall be removed through the hazardous materials handling contractor.

VII. EMERGENCY EQUIPMENT

A. Fire Fighting Equipment

Portable fire extinguishers are located throughout the campus. They are well marked, easily accessible and compatible with the types of fires that could occur. Fire extinguishers are serviced and/or replaced annually.

B. Fire Detection and Suppression Systems

The campus is equipped with a notifier addressable fire alarm system, and standard smoke detector units, as well as a wet sprinkler system in select buildings.

C. Spill Control Materials

Spill response materials are located in the MAA and in other areas where hazardous chemicals are used. The spill kits contain a sufficient amount of spill response materials to respond to spills that could be reasonably anticipated based on the activities of the site. The spill response equipment includes, but is not limited to, absorbent pads, absorbent materials (speedi-dri), plastic bags, shovels, brooms, pans, personal protective equipment and reference materials. Spill response kits are inspected on a monthly basis to ensure the cleanliness, general condition and accessibility of the kits. The capabilities of these materials are to contain, control and clean up spills of hazardous materials located on site. For larger spills, the capabilities of these materials are to contain and control spills so as not to spread outside of the immediate area and allow the emergency response contractor (Triumvirate Environmental) to clean up the spill.

D. Emergency Medical Equipment

First aid kits and eyewash/ safety showers are maintained in various locations throughout the campus for immediate use in the case of a medical emergency.

The college also maintains automated external defibrillators (AEDs) on campus to effectively

Address ventricular fibrillation incidents that occur on campus. The locations of the AEDs are included in the [AED policy](#).

VIII. EMERGENCY CONTACT LIST

EMERGENCY CONTACT LIST	
Contact	Number
Primary Emergency Coordinator: Director of Campus Safety	Office: 410.337.3112
Secondary Emergency: Vice President for Campus Operations	Office: 410.337.6170
LOCAL RESPONSE & EMERGENCY ORGANIZATIONS	

Baltimore County Fire Department	911
Baltimore County Police Department	911
Ambulance	911
Hospital Main Number (Greater Baltimore Medical Center)	443.849.2000
Hospital Main Number (St. Joseph's Medical Center)	410.337.1000
Poison Control Center	800.222.1222
HAZARDOUS WASTE DISPOSAL CONTRACTOR	
Triumvirate Environmental, Inc. 1500 Carbon Ave, Baltimore, MD 21224	800.966.9282 410.636.3700
24 HR. EMERGENCY SPILL RESPONSE CONTRACTOR	
Triumvirate Environmental, Inc. 1500 Carbon Ave, Baltimore, MD 21224	800.966.9282 410.636.3700
STATE AND FEDERAL AGENCIES	
National Response Center	800.424.8802
Maryland Department of Environmental Protection Emergency Response Section (24-Hour)	866.633.4686
OTHER	
Maryland Emergency Management Agency	410.517.3600
Baltimore County Local Emergency Planning Commission	410.887.5996

IX. ADDITIONAL DUTIES

A. Rescue and First Aid

Advisors in the Office of Campus 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. Campus Safety officers may also be designated to prevent employees from re-entering buildings until an all-clear signal is given.

B. Fire extinguishers

Only individuals who have been trained and are comfortable using a fire extinguisher may use one, but only in the event that the fire is smaller than a wastebasket AND the fire is not between the individual and an exit. The PASS method should be used (Pull the pin, Aim the hose, Squeeze the handle, Sweep back and forth towards the base of the fire).

C. Critical systems

1. 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.

2. 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.

X. ADDITIONAL INFORMATION

Additional information or explanation of responsibilities under the Emergency Action Plan may be obtained by contacting the Director of Campus Safety, 410-337-6111. The Director of Campus Safety is responsible for dissemination to the college community of any significant changes to the plan.

XI. TRAINING

All students will be provided with access to electronic copies of this plan, which is available on the [Goucher website](#). Students will be trained on fire safety procedures at the start of the academic year by Residence Life or Campus Safety personnel. Fire/evacuation drills are conducted each semester under the direction of the Office of Campus Safety Emergency Coordinator (EC).

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 will receive training on its contents either online or in person. Drills will be conducted on a regular basis by the Office of Campus Safety Emergency Coordinator (EC).

XII. RESPONSIBLE OFFICE

For more information or questions about this policy, please contact the Office of Campus Safety at officeofcampussafety@goucher.edu.

XIII. HISTORY

Approved, December 2007

Revised, February 2009, October 2010, September 2012, October 2012, August 2014, July 2017, August 2018, October 2020, June 2024

Appendix A

Suggested Shelter in Place Locations for Weather Emergencies

I. ACADEMIC/ADMINISTRATION BUILDINGS

IMPORTANT: Always go to interior rooms and halls on the lowest floors. Stay away from windows.

Julia Rogers	Lower level, interior hallway
Athenaeum	Basement/boiler room (key needed)
Alumnae/i House	Center hallway of Alumnae/i House (near restrooms) or Athenaeum basement/boiler room (key needed)
Chapel	Undercroft
Dorsey Center	Basement fallout shelter (key needed) Alternative – lower level, interior of building
FMS and Power Plant	Power Plant - lower level, center of building
Hoffberger	B Level: Hallways and B-24 G Level: Hallways and lower part of Kelly Lecture Hall
IT Hub	Lower level, center of building
Kraushaar	Boiler room (key needed)
Lillian Welsh Gym	Hallway near the pool locker rooms
Meyerhoff	Boiler room (key needed)
Annex	Center hallway or Power Plant – lower level, center of building
SRC	Sauber Eisner Dance Studio (room #113) Squash court (room #111) Racquetball court (room #112)
Van Meter	G Level: Hallways and Rooms G-01 & G-02 B Level: Hallways and Room B-10

II. RESIDENCE HALLS

Places to shelter if warranted by a weather emergency.

IMPORTANT: Always go to interior rooms and halls on the lowest floors. Stay away from windows.

Froelicher	All floors First floor hallway of each hall; close all room doors
Heubeck	All wings and floors Basement hallway leading from Jeffery to Gamble
Mary Fisher	Dulaney and Hooper – first floor of Dulaney and Hooper; close all room doors Pearlstone and Bacon – lower level near vending area
First-Year Village	All floors Hallways with no view of windows or glass hazards
Sondheim	All floors First floor hallway; close all room doors
Welsh	All floors First floor hallway near vending area and laundry; close all room doors