

GOUCHER COLLEGE
**CAMPUS
EMERGENCY
PROCEDURES
GUIDE**

For Faculty, Staff, and Students

IN A LIFE-THREATENING
EMERGENCY

DIAL 911

followed by
24-Hour OFFICE OF PUBLIC
SAFETY HOTLINE

410-337-6111

Student Health and Counseling
Services

410-337-6050

Office of Community Living

410-337-6424

Facilities Management Services

410-337-6166



Local Emergency Resources for Students

Walk-in Urgent Care

Doctors Express
1220 East Joppa Road
410-296-0018

Greater Baltimore Medical Center

6701 N. Charles Street
Emergency Room:
443-849-2226

St. Joseph Medical Center

7620 York Road
Emergency Room:
410-337-1226

Medical Emergencies

Medical Emergencies
Suicide Threat/Mental Health Emergency

Death

MEDICAL EMERGENCIES

In the event of a medical emergency:

- Remain calm and do not move the victim unless his/her location poses a possible danger.
- Immediately notify or ask someone in the vicinity to call **911** and the Office of Public Safety (410-337-6111)
- Let Public Safety and responding emergency personnel know if the victim
 - ▶ is unconscious
 - ▶ has trouble breathing
 - ▶ has chest pain or pressure
 - ▶ is bleeding severely
 - ▶ has pressure or pain in the abdomen that does not go away
 - ▶ is vomiting or passing blood
 - ▶ has a seizure
 - ▶ has a severe headache or slurred speech
 - ▶ appears to have been poisoned or exposed to hazardous materials
 - ▶ has injuries to the head, neck, or back; or
 - ▶ has possible broken bones
- Care for life-threatening conditions and provide first aid only if you have the proper training.

Automatic External Defibrillation Devices

on campus are located in the following areas:

1. Aquatic Center office
2. Sports and Recreation Center – training room or at site of athletic event
3. Horse Stables
4. Kraushaar Auditorium lobby
5. Office of Public Safety – lobby
6. Student Health and Counselling Services
7. Facilities Management Services – office lobby

Any trained person may use any AED at any location on campus.

SUICIDE THREAT/ MENTAL HEALTH EMERGENCY

Mental health emergencies include suicide, attempted suicide, threats of suicide, and other behaviors that directly endanger the affected individual or others.

- If it appears that an individual has caused harm to himself or others or is in need of immediate medical assistance, call **911**, then call Public Safety (410-337-6111).
- Every attempt or statement about suicide should be taken seriously. Don't try to evaluate the validity of the threat on your own.
- If it appears that an individual is threatening to cause harm to herself or others, call Public Safety immediately (410-337-6111).
- Once on the scene, public safety officers will make an initial evaluation and render first aid as needed until support arrives. Police or emergency medical assistance might be requested. Public safety officers will contact appropriate community living representatives.
- If possible, provide responding personnel with any pertinent information you know about the victim.
- After the immediate emergency passes, contact Student Health and Counseling Services (410-337-6050) in order to ease the effects of any trauma you or others might feel regarding the incident. They will provide you with walk-in times for urgent mental health issues.

Local Emergency Resources

Baltimore County Crisis
Hotline for Emergency
Mental Health

410-931-2214

Grassroots 24-Hour Crisis
Counseling Hotline

410-531-6677

DEATH

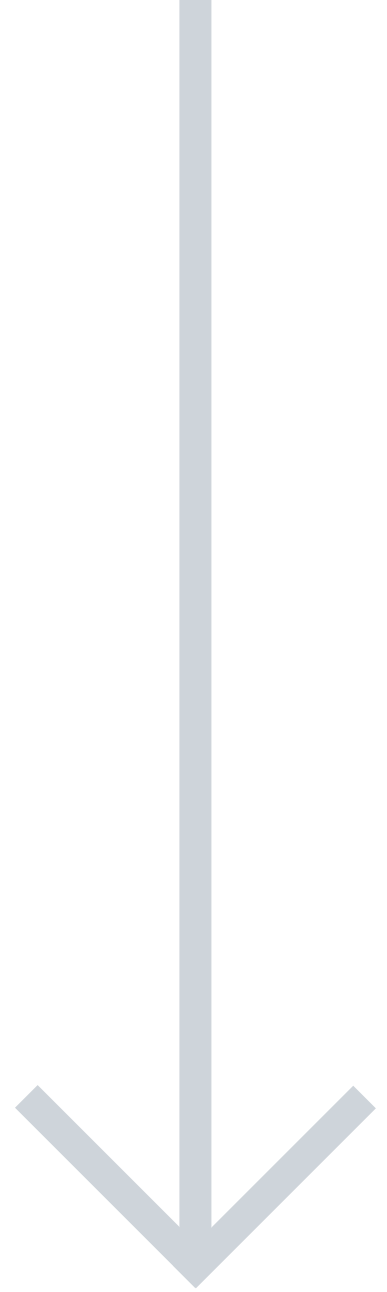
- Upon discovery, immediately call **911** and Public Safety (410-337-6111).
- Try to stay with the deceased until a safety officer or police arrive.
- Do not allow anyone to disturb or move the body in the interim.
- If possible, provide any pertinent information you know about the victim to responding safety officers or police.
- Counseling services will be provided for members of the campus community.

DESIGNATED GATHERING SPOT FOR BUILDING EVACUATION:

BUILDING:

GATHERING SPOT:

At the gathering spot, try to account for all people who were in your vicinity, including visitors. Wait for information and further instructions from public safety officers.



If you discover a fire:

Activate the nearest fire alarm. Immediately notify **911**, and then call the Office of Public Safety (**410-337-6111**) to inform them of the fire's location and scope.

FIRE/EVACUATION PROCEDURES

Once the alarm is activated:

- Calmly alert others in your area that they must leave.
- Assist disabled individuals in your vicinity, and inform safety officials of their location.
- Take pets with you if you can do so without jeopardizing anyone's safety.
- Do not try to retrieve items in another location in the building.
- Evacuate the building by following the exit signs. Do not use elevators.
- Close as many doors as possible between you and the fire. Touch doors before opening them to see if they are hot.
- Move to the building's designated gathering spot or, as directed by public safety personnel, at least 25 feet away from the building.
- Try to account for all people who were within your vicinity, including visitors.
- Wait for safety officers to tell you when it is safe to return to the affected building.

If caught in smoke:

- Crawl toward the nearest exit.
- Breathe through your nose, covering your mouth and nose with a shirt or towel.

If trapped in a building:

- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building, and call for help using a telephone or cell phone.

TIPS

- Locate and remember every regular and emergency exit from the building where you work, live, and take classes.
- Know the locations of the building's fire alarms and extinguishers.
- Write down and post your building's designated evacuation gathering spot.

Fire Extinguisher Use

Caution:

Improper use of a fire extinguisher can increase the hazard. Please use a fire extinguisher only if you have been trained to do so. If you have any doubt of your ability to fight the fire, exit immediately.

If you must use a fire extinguisher, place yourself between the fire and your exit from the area. Discharge the fire extinguisher using the PASS method:

Pull the pin. This will break the tamper seal, if one is provided.

Aim low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

Squeeze the handle to release the extinguishing agent.

Sweep from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.

WEATHER EMERGENCIES

Keeping Informed

The college will alert the community in various ways in the event of an imminent weather emergency, including e-mail and voice-mail messages, updates on the campus website, and text-message alerts through the e2Campus alert system. In addition, campus security officers may notify the community through vehicle sirens and public address systems.

College decisions to cancel or otherwise modify class and work schedules because of emergency weather conditions will be announced through outlets that include:

Baltimore television stations:

WBAL (channel 11), WMAR (channel 2), and WJZ (channel 13)

Washington-area television station:

ABC 7

Baltimore radio stations:

WYPR (88.1 FM) and WBAL (1090 AM)

Severe Storms

- If threatening weather approaches, seek shelter immediately and assist disabled individuals to seek shelter with you.
- If you are outdoors:
 - Seek shelter inside immediately.
 - Do not try to outrun a tornado in a vehicle. Leave the vehicle and seek indoor shelter or low spots off the side of the road. Be aware of the potential for flooding.
- If inside a building:
 - Move to safer areas, such as basements or interior rooms and hallways on lower levels without windows.
 - Get under sturdy pieces of furniture and stay away from windows.

e2Campus Notification System

In the event of an emergency, the e2Campus Notification System delivers urgent information quickly to the Goucher community via text message, e-mail, and RSS feed. The system is free and easy to use, and user information is completely private and secure. Students and family members can sign up for the service at www.goucher.edu/getalerts.

EARTHQUAKE PROCEDURES

If you are inside:

- Take cover under a sturdy desk, table, or bench or against an inside wall, and hold on. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- If you are in bed, stay there. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.
- Stay inside until shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects when entering or exiting buildings. Once outside, move to the building's designated gathering spot. Wait for safety officers to tell you when and if it is safe to return to the building.

If you are outside:

- Stay there.
- Move to the nearest designated gathering spot, and away from buildings, streetlights, and utility wires. Wait for safety officers to tell you when and if it is safe to return to your building.

EVACUATION PROCEDURES – DISABLED INDIVIDUALS

Persons whose mobility is impaired are individually responsible for informing their supervisors and the Office of Public Safety (410-337-6111) of their names, building names and room numbers, and nature of disabilities. This information will be given to the Baltimore County Fire Department during emergencies. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units.

Co-workers may assist in evacuating disabled persons only if this places them in no personal danger.

Always ask someone with a disability how you can help, before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the person.

Mobility-impaired persons in wheelchairs on non-ground-level floors should proceed to the nearest enclosed stairwells and wait for the Baltimore County Fire Department to arrive. Someone should stay with the disabled person, if it does not place them in additional danger, and someone should meet responding fire fighters to report the location of disabled persons.

Visually impaired persons should have a sighted individual guide them to safety.

Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.



Turn Around (Rape crisis program) Hotline

410-828-6390

House of Ruth (Hotline and victim advocate program)

410-889-7884

STTAR Center (Sexual Trauma Treatment, Advocacy, and Recovery Center) Hotline

410-997-3292

Rape, Abuse & Incest National Network

Hotline

800-656-HOPE

Assaults

Sexual Assault or Rape
Assault/Acts of Violence

Personal Safety Tips

SEXUAL ASSAULT OR RAPE

If you have been raped or sexually assaulted

If you are raped or sexually assaulted, the most important thing is your safety. Get to a safe environment as soon as possible, and call **911** or the Office of Public Safety (410-337-6111).

If you choose to seek medical attention, campus personnel can assist you. Greater Baltimore Medical Center is the nearest hospital equipped with Maryland State Police Sexual Assault Evidence Collection Kits.

Seeking medical attention is advisable, even if you think you do not have any physical injuries. A health care provider can talk with you about other possible risks, such as internal injuries, sexually transmitted diseases, and pregnancy.

Medical providers may be required to inform law enforcement. It is your choice to cooperate with police, and you have the right to ask for a rape crisis counselor or advocate to be present.

If you choose to report the crime

If you choose to report the rape or sexual assault, take these important steps in order to preserve evidence:

- Do not shower, bathe, brush your teeth, or even wash your hands.
- Do not change or destroy your clothing.
- Do not disturb the area, room, or vehicle where the assault occurred
- Even if you forget or are unable to take these steps, it's still not too late to report the crime. Reporting the crime does not mean you must press charges.

Campus Assistance

A rape or sexual assault can cause you to experience a range of emotions, some which may be difficult to understand. Talking about what happened helps. Goucher College encourages you to reach out to any of the following people for support or assistance:

- Office of Public Safety 410-337-6111
- College Chaplain 410-337-6048
- Student Counseling Services 410-337-6481
- Director of Community Living 410-337-6424
- Dean of Students 410-337-6150

ASSAULT/ACTS OF VIOLENCE

RESPONSE

1. If you witness or are the victim of an assault or act of violence, immediately call **911**, then the Office of Public Safety (410-337-6111). If you need to seek medical attention, campus personnel can assist you.
2. If it is safe to do so, stay at the location of the incident to provide officers with a full account of the events and to direct them to any evidence.
3. If known, provide officers with any information regarding the perpetrators of the incident.
4. Consider calling Student Health and Counseling Services, in order to ease the effects of any trauma you might feel regarding the incident.

Sometimes acts of violence or vandalism are motivated by hate or bias. A hate/bias incident is an act that appears to be motivated or is perceived by the victim to be motivated, all or in part, by race, color, religion, ethnic background, sexual orientation, or disability. To be considered a hate/bias incident, the act is not required to be a violation of a federal, state, or local statute.

PERSONAL SAFETY TIPS

Avoid walking or jogging alone, especially after dark.

If you must travel alone at night, ask someone to escort you to your destination. The Office of Public Safety operates an on-campus escort service—contact the office at 410-337-6111.

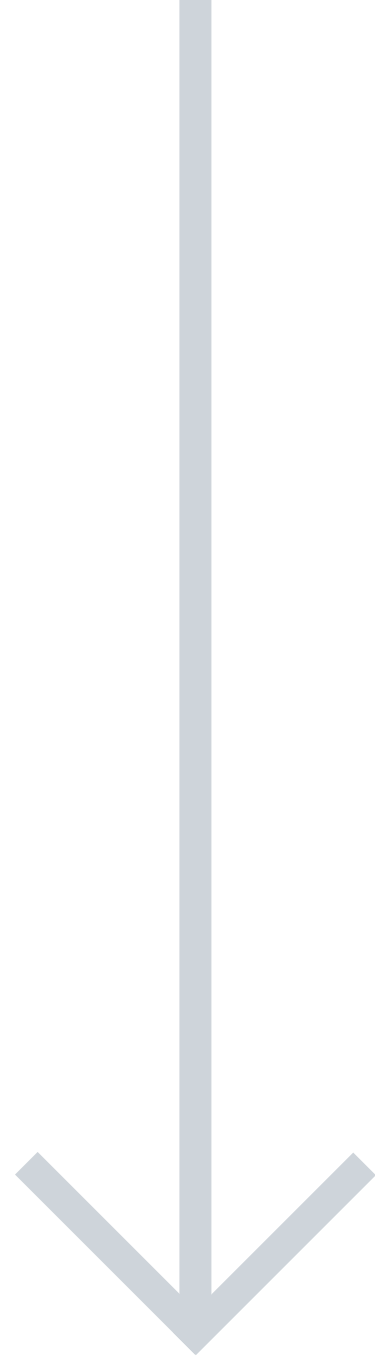
Be alert to your surroundings. If you suspect that you are being followed, quickly run in a different direction toward a lighted area, a group of people, or a street with traffic.

Be aware of the location of blue phones on campus.

Have your keys ready when returning to your residence hall or apartment, and keep your personal items concealed and close to your body.

Don't investigate a suspicious person or noise outside by yourself—call for help.

Remember that the majority of assaults involve alcohol—be aware of your limits.



Call 911

and then the Office of
Public Safety

(410-337-6111)

from a safe location

Civil and Criminal Incidents

Civil Disturbances/Protests

Bomb Threats - Weapons/Explosives

Active Shooter

CIVIL DISTURBANCES/PROTESTS

The college supports the rights of persons to express themselves, to dissent, and to demonstrate, provided that demonstrations are lawful, do not disrupt normal college activities, and do not infringe upon the rights of others.

Peaceful protests

Do not interfere with or obstruct a peaceful civil protest; instead watch peacefully or continue with your business on campus as usual.

Disruptive civil protests

If protests disrupt normal college activities, result in damage to college buildings or grounds, or threaten the safety of others:

- Remain calm.
- Call **911** and Public Safety at 410-337-6111.
- Do not obstruct or provoke protesters.
- Alert all persons in the area of the situation to move away.
- If prudent, lock doors and windows to prevent unauthorized entry.
- If necessary to evacuate, follow the directions of responding public safety or police officers.
- If evacuated, meet at the predetermined evacuation location and wait for additional instructions and information.

BOMB THREATS – WEAPONS/EXPLOSIVES

Bomb Threats

If you are within 300 feet of any suspicious package, do not use a cell phone, cordless phone, or walkie-talkie, because it may trigger an explosion.

By phone:

- Stay calm.
- If your phone has caller ID, record the number displayed.
- If possible, get the attention of someone else and have him or her call **911**.

By e-mail:

- Immediately call **911** and Public Safety (410-337-6111)
- Forward an e-mail threat to Public Safety (PublicSafety@goucher.edu), and do not erase.

By mail:

- See Suspicious Packages

Weapons/Explosives

- If you become aware that someone possesses dangerous materials on campus, call **911** and Public Safety (410-337-6111) immediately to report their location.
- Do not approach or confront anyone you suspect of having a weapon. Observe them from a distance and point them out to arriving public safety officers.

ACTIVE SHOOTER

These types of incidents are unpredictable, and you may need to alter the following suggestions, depending on the situation.

- If a shooter is in a building, exit the building immediately, if it is safe to do so.
- Notify anyone you may encounter to exit the building immediately.
- Seek shelter in a safe location, and await instructions from Public Safety officers or the police.
- Call **911**, then the Office of Public Safety (410-337-6111), and provide the following information:
 - Your name
 - Location of incident
 - Number of shooters
 - Identification and description of shooter
 - Number of persons with you
 - Your location

If exiting the building is not possible, or if a lockdown is announced, the following actions are recommended:

- Go to the nearest room or office.
- If safe, allow others to seek refuge with you.
- Close and lock the door. If the door has no lock, barricade it with items available (desks, chairs, bookshelves, etc.)
- Cover the door windows and pull shades. Turn off lights.
- Stay quiet and silence cell phones.
- Call **911** then the Office of Public Safety (410-337-6111) from a campus phone or a cell phone that has been silenced.
- Wait for police officers or public safety officers to assist you out of the building.

Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Officers will move quickly and directly. Early in an incident, officers may not be able to rescue people, because their main goal is to get to the shooter(s). Involved persons need to remain calm and patient during this time, so as not to interfere with police operations. Cooperate with officers who may ask you for information concerning the incident.

Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions of officers at the scene or responding to the scene.

Hazardous Materials

Chemical or Hazardous Materials Spill

Gas Leak – Fumes – Vapors

Suspicious Packages or Objects

CHEMICAL OR HAZARDOUS MATERIALS 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; or
- fires in a laboratory or other facility involving highly toxic chemicals, infectious substances, and radioactive materials.

Response:

OUTDOORS:

- If you witness an accidental or intentional release of hazardous material into the environment (air, water, ground), move upwind from the spill's vicinity.
- Immediately notify the Office of Public Safety (410-337-6111) of the spill's location and scope.
- Warn other individuals to stay away from the spill site.
- The Office of Public Safety will call medical personnel, if necessary, and direct them to your location.

INDOORS:

- Alert all individuals who might be harmed to evacuate the immediate area and go to a location that will not impede emergency personnel.
- Notify the Office of Public Safety on a phone located a safe distance from the hazard to report
 - the nature of the incident, and name of the hazardous materials, if known,
 - the exact location,
 - whether there are injuries,
 - symptoms being exhibited by exposed individuals, and
 - any other details that would assist officials in preparing their response.

TIPS

Material Data Safety Sheets, which contain information about hazardous materials on campus, are available in hard copy in every department in which hazardous materials are used or stored. They can be made available to you upon request.

GAS LEAK – FUMES – VAPORS

If you detect natural gas, fumes, or any unusual odors or vapors:

- Evacuate the area immediately, leaving doors and windows open as you exit and avoiding the use of elevators.
- Do not use electric switches, telephones (including cell phones), or anything that could cause a spark.
- Provide assistance to persons with special needs, if possible; otherwise, provide their location to emergency responders.
- Call **911** and then the Office of Public Safety (410-337-6111) from a safe location.
- Provide your location and the location of the odor or vapor to the dispatcher.
- Provide as many details as possible about the nature of the smell.
- Report to your building's designated gathering point to be accounted for and to receive further instructions.

TIP

A gas leak typically smells like sulfur or rotten eggs, due to an additive in the natural gas supply.

SUSPICIOUS PACKAGES OR OBJECTS

If you receive or discover a suspicious package or device:

DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!

Do not use a cell phone, cordless phone, or walkie-talkie within 300 feet of the suspicious package, because it may trigger an explosion. Turn off these devices immediately.

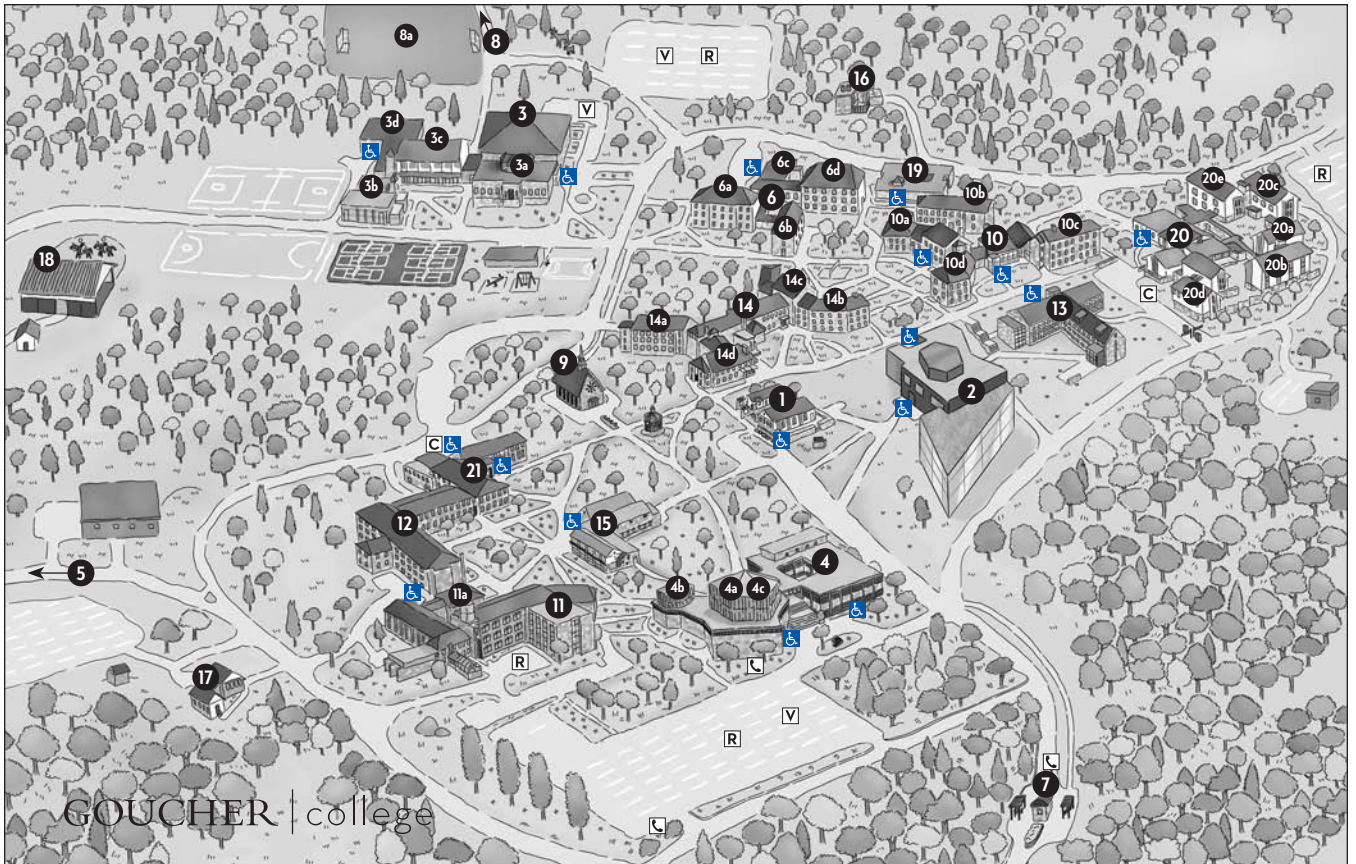
EVACUATE THE AREA AND IMMEDIATELY CALL 911 AND x6111 FROM A CAMPUS PHONE.

If the package has already been opened:

- Do not smell, touch, or taste the package or its contents.
- Call the emergency numbers above.
- Wash your hands with soap and water and remove contaminated clothing, if necessary.
- List all people in the room or area and give this list to responding emergency personnel.

What constitutes a suspicious letter or parcel?

- It is delivered by someone other than the regular carrier.
- It is wrapped in string.
- It has powdery substance on the outside.
- It arrives after a phone call asking if the items were received.
- It is unexpected or from someone unfamiliar to you.
- It has excessive postage, non-cancelled postage, or no postage.
- It is handwritten or has a poorly typed address, incorrect titles, titles with no name, or misspellings of common words.
- It is addressed to someone no longer with the college.
- It has no return address or a nonsensical one.
- It is of unusual weight given its size, or is lopsided or oddly shaped.
- It has an unusual amount of tape.
- It is marked with handwritten words such as "Personal" or "Confidential."
- It has strange odors or stains.
- It is making a noise.



BUILDING DIRECTORY

- 1** Alumnae & Alumni House
Buchner Hall
- 2** The Athenaeum
Hyman Forum
Library
Silber Art Gallery
- 3** Decker Sports & Recreation Center
3a Eisner Dance Studio
3b Todd Dance Studio
3c Welsh Gymnasium
3d von Borries Swimming Pool
- 4** Dorsey College Center
Administrative Offices
4a Kraushaar Auditorium
4b Merrick Hall
4c Rosenberg Gallery
- 5** Facilities Management Services
- 6** Froelicher Hall
6a Alcock House
6b Gallagher House
6c Thormann Center

- 7** Gatehouse
- 8** Goucher Stadium and Track
8a Beldon Field
- 9** Haebler Memorial Chapel
Heubeck Hall
- 10** Heubeck Hall
10a Bennett House
10b Gamble House
10c Jeffery House
10d Robinson House
- 11** Hoffberger Science Building
11a Kelley Lecture Hall
- 12** Julia Rogers Building
- 13** Katharine and Jane Welsh Hall
- 14** Mary Fisher Hall
14a Bacon House
14b Dulaney House
14c Hooper House
14d Pearlstone Student Center
- 15** Meyerhoff Arts Center
Dunnock Theatre
- 16** President's House
- 17** Psychology/Music Annex

- 18** Riding Arena
 - 19** Sondheim House
 - 20** Stimson Hall
20a Conner House
20b Lewis House
20c Probst House
20d Wagner House
20e Winslow House
 - 21** Van Meter Hall
- COLLEGE DESTINATIONS**
- Admissions (**4**)
 - Alumnae & Alumni Affairs (**1**)
 - Athletics & Physical Education (**3**)
 - Bookstore (**14d**)
 - Box Office (**4c**)
 - Career Development (**4**)
 - Communications Office (**4**)
 - Community Living (**10**)
 - Dean of Students (**4**)
 - Development (**4**)
 - Eisner Dance Studio (**3a**)
 - Equestrian Program (**18**)
 - Finance Office (**4**)

- Financial Aid (**4**)
- Goucher II Program (**21**)
- Graduate & Professional Studies (**21**)
- Graduate Programs in Education (**21**)
- Heubeck Multipurpose Room (**10**)
- Human Resources (**4**)
- Hyman Forum (**2**)
- Kelley Lecture Hall (**11a**)
- Kraushaar Auditorium (**4a**)
- Library (**2**)
- Merrick Lecture Hall (**4b**)
- Pearlstone Student Center (**14d**)
- Post Office (**14d**)
- Post-Bac Premed Program (**11**)
- President's House (**16**)
- President's Office (**4**)
- Provost's Office (**4**)
- Public Safety Office (**10**)
- Receiving (**5**)
- Rosenberg Gallery (**4c**)
- Silber Gallery (**2**)

- Student Administrative Services (**4**)
 - Student Health & Counseling (**10**)
 - Thormann Center (**6c**)
 - Todd Dance Studio (**3a**)
 - von Borries Swimming Pool (**3d**)
- Dining**
- Alice's Restaurant (**2**)
 - Heubeck Dining Hall (**10**)
 - Passport Café at Pearlstone (**14d**)
 - Stimson Dining Hall (**20**)

- Getting Around**
- R** Registered Vehicle Parking
 - V** Visitor Parking
 - ♿** Wheelchair Entrance
 - C** Collegetown Shuttle
 - ☎** Emergency Phone

Department/Building-Specific Information

(to be completed by each department)

The designated safe area(s) in this building for sheltering in place include:

In the event this building is evacuated, all occupants should go to the following location if it is safe to do so:

Specific hazards/controls for this location include:

In an emergency, call **911**, then 410-337-6111, from any campus phone or cell phone.