

GOUCHER COLLEGE

EMERGENCY ACTION PLAN

I. PURPOSE

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.

II. 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, public safety 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.

III. 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 (see Appendix B for designated building shelter-in-place areas). 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.

IV. 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:

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.

V. 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.

VI. ADDITIONAL DUTIES

A. 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.

B. Fire extinguishers

Individuals who have been designated by the Office of Public Safety 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.

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.

V. ADDITIONAL INFORMATION

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

VI. TRAINING

All students will be provided with copies of this plan, which is also available online on the Goucher website. <http://www.goucher.edu/legal-counsel/all-policies-and-procedures-a-z/emergency-action-plan>. 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.

APPROVED, DECEMBER 2007

**REVISED, FEBRUARY 2009, OCTOBER 2010, SEPTEMBER 2012, OCTOBER 2012,
AUGUST 2014**

APPENDIX A

DESIGNATED GATHERING POINTS DURING EMERGENCIES ACADEMIC/ADMINISTRATION BUILDINGS

IMPORTANT: Outside gathering area must be at least 100 feet from emergency location.

Alumnae/i House	Van Meter Highway, in front of Chapel
Athenaeum	Alumnae/i parking lot, upper end, or Van Meter Highway, in front of Chapel
Chapel	Van Meter Highway, in front of Van Meter
Dorsey Center	Dorsey Center parking lot, bottom end (nearest horse jump field)
Equestrian Complex	Hockey Field
FMS	Lawn in front of Power Plant
Hoffberger	Grassy area between Hoffberger lot and Dorsey Center parking lot
IT Hub	North parking lot
Academic Center at Julia Rogers	Bottom of Julia Rogers lawn (across from IT Hub)
Kraushaar	Dorsey Center parking lot, apron area (near Hoffberger lot)
Lillian Welsh Gym / Dance Studios	Tennis Courts
Meyerhoff	Van Meter Highway, in front of Van Meter
President's House	Hill behind the house
Psych/Music Annex	North parking lot
Sports & Rec Center	Stadium parking lot
Van Meter	Van Meter parking lot

DESIGNATED GATHERING POINTS

DURING EMERGENCIES - RESIDENCE HALLS

IMPORTANT: Outside gathering area must be at least 100 feet from emergency location.

FISHER HALL

Bacon House – Van Meter parking lot
Dulaney House - Residential Quad, near Gamble House
Hooper House - Residential Quad, near Gamble House
Pearlstone – Van Meter Highway, in front of Chapel

FROELICHER HALL:

Alcock House - Residential Quad, near Dulaney & Hooper Houses
Gallagher House- Residential Quad, near Dulaney & Hooper Houses
Tuttle House- Residential Quad, near Dulaney & Hooper Houses

HEUBECK HALL:

Bennett House House – Fisher Lawn
Gamble House House – Fisher Lawn
Jeffery House House – Great Lawn
Robinson House House – Great Lawn

SONDHEIM HALL: Residential Quad, near Dulaney & Hooper Houses

STIMSON HALL:

Conner House – South parking lot
Lewis House – South parking lot
Probst House – South parking lot
Wagner House – New Power Plant driveway
Winslow House – South parking lot
Dining Hall – Van Meter Highway, in front of Athenaeum
Kitchen - Van Meter Highway, in front of Athenaeum
Hillel - Van Meter Highway, in front of Athenaeum

WELSH HALL:

Athenaeum (Alice's) patio or Van Meter Highway, in front of Athenaeum

APPENDIX B
ACADEMIC/ADMINISTRATION BUILDINGS
SUGGESTED SHELTER-IN-PLACE LOCATIONS
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.

Academic Center At Julia Rogers	Lower level, interior hallway
Athenaeum	The basement/boiler room (key needed)
Alumnae/i House	The center hallway of Alumnae/i House (near restrooms) or Athenaeum basement/boiler room (key needed)
Chapel	The undercroft
Dorsey Center	The 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	The boiler room (key needed)
Lillian Welsh Gym	Hallway near the pool locker rooms
Meyerhoff	The boiler room (key needed)
Psych/Music Annex	The center hallway of Psych/Music Annex 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

**RESIDENCE HALLS
SHELTER-IN-PLACE LOCATIONS**

**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 The first floor hallway of each hall; close all room doors.
Heubeck	All wings and floors The basement hallway leading from Jeffery to Gamble.
Mary Fisher	Dulaney and Hooper – the first floor of Dulaney and Hooper; close all room doors Pearlstone and Bacon – The Gopher Hole (Alternative – lower level near the vending area)
Sondheim	All floors The first floor hallway; close all room doors.
Stimson	All floors The first floor hallway of each hall; close all room doors.
Welsh	All floors The first floor hallway near the vending area and laundry; close all room doors.