Prince George’s Community College

Emergency Procedures Manual

On Campus Emergency Telephone Number
Extension 0111

Direct Telephone Number
301-322-0666
The Prince George’s Community College Emergency Procedures Manual has been
designed to provide a contingency plan for the College community in the event of a
campus emergency at the main campus in Largo and other College sites including
Andrews Air Force Base, Laurel College Center, and Prince George’s Metro Center.
While the guide does not address every conceivable situation, it does provide the basic
guidelines necessary to cope with most campus emergencies.

This manual is the product of research with emergency agencies, as well as colleges
and universities throughout the country.

The Prince George’s Community College Emergency Procedures Manual must be
adhered to by the entire college community.
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# Emergency Telephone Numbers

## On-Campus

<table>
<thead>
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<th>Number</th>
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<tbody>
<tr>
<td>Campus Police Emergency Number</td>
<td>0111</td>
</tr>
<tr>
<td>Campus Police Non Emergency Number (For routine public safety business)</td>
<td>0666</td>
</tr>
<tr>
<td>Campus Police Cell Phone</td>
<td>240.508.8737</td>
</tr>
<tr>
<td>College Health Center</td>
<td>0845</td>
</tr>
<tr>
<td>College Mental Health Counselor</td>
<td>0093</td>
</tr>
<tr>
<td>Facilities Management Department (After normal business hours including weekends, call the Campus Police)</td>
<td>0655</td>
</tr>
</tbody>
</table>

## Administrative Personnel:
(For official emergency phone calls, home phone numbers for administrators are available from the College Telephone Operator or Campus Police).

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Charlene Dukes, President</td>
<td>0402</td>
</tr>
<tr>
<td>Ms. Alonia C. Sharps, Executive Assistant to the President</td>
<td>0170</td>
</tr>
<tr>
<td>Mr. Tom Knapp, Vice President for Administration and Finance</td>
<td>0409</td>
</tr>
<tr>
<td>Dr. Tyhuan Lee, Vice President for Student Services</td>
<td>0412</td>
</tr>
<tr>
<td>Mr. Joseph Martinelli, Vice President for Workforce Development and Continuing Education</td>
<td>0417</td>
</tr>
<tr>
<td>Dr. Joseph G. Rossmeier, Vice President for Technology</td>
<td>7014</td>
</tr>
<tr>
<td>Dr. Sandra Dunnington, Vice President for Instruction</td>
<td>0406</td>
</tr>
<tr>
<td>Ms. Diedre Hill, Director of Marketing and Publication</td>
<td>0916</td>
</tr>
</tbody>
</table>
## Emergency Telephone Numbers

### Off-Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>From College Phone</th>
<th>From Cell or Pay Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td></td>
<td>*9-911</td>
</tr>
<tr>
<td>Fire</td>
<td></td>
<td>911</td>
</tr>
</tbody>
</table>

### Hospitals: dial *9 from a College Phone for an outgoing call

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Doctors Hospital</td>
<td>301-552-8665, 301-552-8118</td>
</tr>
<tr>
<td>Greater Laurel Beltsville Hospital</td>
<td>301-497-7954, 301-725-4300</td>
</tr>
<tr>
<td>Greater Southeast Community Hospital</td>
<td>202-574-6541, 202-574-6000</td>
</tr>
<tr>
<td>Prince George’s Hospital Center</td>
<td>301-618-3752, 301-618-2000</td>
</tr>
<tr>
<td>Southern Maryland Hospital Center</td>
<td>301-877-4500, 301-868-8000</td>
</tr>
</tbody>
</table>

### Police: dial *9 from a College Phone for an outgoing call

<table>
<thead>
<tr>
<th>Police</th>
<th>From College Phone</th>
<th>From Cell or Pay Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prince George’s County Police</td>
<td></td>
<td>*9-911, 911</td>
</tr>
<tr>
<td>Maryland State Police, College Park Barracks</td>
<td>301-345-3101</td>
<td></td>
</tr>
<tr>
<td>Maryland State Police, Forestville Barracks</td>
<td>301-568-81010</td>
<td></td>
</tr>
<tr>
<td>Poison Control Center, University of Maryland, School of Pharmacy</td>
<td>800-492-2414</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Guidelines

1. Purpose

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property through effective use of campus resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled routinely, the President, or his/her designee may declare a state of emergency, and these contingency guidelines may be implemented.

This plan may be implemented during a large-scale natural or man-made disaster, or civil disorder at the main campus in Largo and other College sites including Andrews Air Force Base, Laurel College Center, and Prince George’s Metro Center. Since an emergency may be sudden and without warning, these procedures were developed to provide guidance for various emergency situations.

2. Scope

These procedures apply to all College facilities, grounds, and personnel on a 24 x 7 basis during those days when the College is officially open.

3. Definitions of an Emergency

The President or his/her designee serves as overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist College employees in determining the appropriate response.

**Minor Emergency.** Any unplanned or sudden incident, potential or actual, which will not adversely affect normal College activities and operations, is considered to be a minor emergency. All emergencies are to be reported immediately to Campus Police by calling extension 0111.

**Major Emergency.** Any unplanned or sudden incident, actual or potential, which affects one or more buildings and will disrupt the overall activities and operations of the college, is considered to be a major emergency. Outside emergency services may be required, as well as major resource efforts from campus support services. Major policy considerations and decisions will usually be required during times of crisis from the college administration. All emergencies are to be reported immediately to the Campus Police by calling extension 0111 or 301-322-0666.

**Disaster.** Any event or incident that has seriously impaired or halted College operations is considered to be a disaster. In some cases, the level of personal injury and property damage may be severe. A coordinated effort of all campus-wide resources and outside emergency resources is essential to effectively control the disaster. During business hours, all disasters are to be reported to the Campus Police by calling extension 0111. The Campus Police should be notified after normal business hours including weekends. In any disaster, an Emergency Control Center will be activated. In addition, any incident that has the potential for adverse
publicity concerning College activities or operations should be promptly reported to the Office of Marketing and Public Relations on extension 0916.

NOTE: Upon notification of any of the listed emergencies, Campus Police will immediately notify the V.P. for Finance & Administration, V.P. for Student Services and the Dean of Human Resources.

4. Declaration of Campus State of Emergency

The President or his/her designee has the authority to declare a campus state of emergency:

Upon notification of a major emergency or disaster, the Campus Police shall immediately place into effect the appropriate emergency procedures necessary to meet the emergency, safeguard persons and property, secure control and access to campus facilities, and immediately consult with the President or his/her designee regarding the emergency and the possible need for a declaration of a campus state of emergency.

If the president or his/her designee declares a campus state of emergency, only Prince George’s Community College registered students, employees, and contractors are authorized to be present on the campus. If someone cannot produce proper identification, they will be asked to leave the campus. Proper identification includes student or employee identification cards. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Maryland Annotated Code.

Only members of the Emergency Resource Team or others given express permission by the Campus Police will be allowed to enter the immediate disaster site for the purpose of conducting a damage assessment.

Direction and Coordination

1. Emergency Director

The President or his/her designee serves as the overall "Emergency Director" during any major emergency or disaster. The Emergency Director has the authority to declare a campus state of emergency. The Vice President for Administration and Finance serves as the designee. In the absence of said Vice President, he/she shall establish a specific line of emergency authority, composed of designated senior administrators, to act as alternate Emergency Director in his/her absence.

2. Emergency Coordinator

The Chief of Campus Police serves as the Emergency Coordinator and will coordinate all emergency operations. The Emergency Coordinator will be responsible for operational control of major emergencies or disasters. The Emergency Coordinator will activate the Emergency Resource Team and coordinate all emergency operations as directed by the Emergency Director.
Emergency Command Posts

1. Field Emergency Command Post

If a minor emergency has occurred, the command post will be set up in a patrol vehicle or small office. The Field Emergency Command Post shall have the following equipment:

- Emergency Procedures Manual
- Emergency Response Team list including contact information
- Campus telephone directory
- Cell Phone
- Portable two-way radios
- Portable public address system
- First aid kit
- Barricades, barrier tape, etc.

2. General Emergency Command Post

If a major emergency or disaster has occurred, the command post will be set up in Kent Hall, room 114, the President’s conference room. If this site is unavailable, the Emergency Director will select an alternate location. The preferred location will be a room large enough to accommodate the Emergency Resource Team and media crews, and is capable of supporting multiple telephones and electrical appliances. There will be a continuous police presence in the Command Post until the state of emergency ends.
Campus Emergency Resource Team

The Emergency Resource Team is comprised of the senior cabinet and key campus personnel with responsibilities as defined below. It shall be the decision of the Emergency Director as to when the Team is activated, and where they should meet for instruction. Team members will be responsible for acquiring assistance from additional staff personnel in their respective areas as required. Any and all responses shall include all locations of Prince George’s Community College.

1. **Emergency Director: President or his/her designee**
   a. Responsible for the overall direction of the College’s emergency response.
   
   b. Activates the Emergency Resource Team and advises them of the nature of the emergency.
   
   c. Collaborates with the Emergency Resource Team to assess the emergency and prepare the College’s response.
   
   d. Declares and ends, when appropriate, the campus state of emergency as provided for in this guide.
   
   e. Notifies and conducts liaison activities with the College administration, governmental agencies, Emergency Resource Team and others as necessary.

2. **Emergency Coordinator: Chief of Campus Police**
   a. Responsible for the overall coordination of the College’s emergency response.
   
   b. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
   
   c. Initiates immediate contact with the Emergency Director and begins assessment of the College’s condition.
   
   d. Notifies and utilizes Campus Police, and other emergency resources.
   
   d. Notifies and conducts liaison activities with appropriate outside organizations such as fire and police departments.

3. **Campus Police: Officer in Charge (OIC)**
   a. Maintains the Campus Police Office in a constant state of readiness.
   
   b. Notifies College administrators of major emergencies and disasters as directed.
c. Establishes the appropriate "Field Emergency Command Post".

d. Monitors emergency broadcasts and warning evacuation systems.

e. Takes immediate and appropriate action to protect life and property and to safeguard records as necessary.

f. Obtains assistance from county, state, and federal emergency aid resources as required.

g. Provides traffic control, access control, perimeter and internal Campus Police patrols, and fire prevention services as needed.

4. **Physical Hazard and Damage Control: Director of Facilities Management**

   a. Provides equipment and personnel to perform shutdown procedures, hazardous area control, damage assessment, debris clearance, emergency repairs and equipment protection as required.

   b. Provides vehicles, equipment operators for movement of personnel and supplies, assigns vehicles to Emergency Resource Team for emergency use as required.

   c. Obtains the assistance of utility companies for emergency operations as required.

   d. Furnishes emergency power and lighting systems as required.

   e. Surveys habitable space and relocate essential services and functions as required.

   f. Provides facilities with emergency back up generators as required.

   g. Provides for storage of vital records at an alternate site as required.

   h. Provides resource assistance involving the handling and disposal of possible hazardous waste material and biological or chemical substances.

5. **Student Services: Vice President of Student Services or designee.**

   a. Assists student population in responding appropriately to the emergency.

   b. Provides students and parents with information concerning the emergency.

   c. Provides Counselors to support students and employees.

   d. Collaborates with Emergency Coordinator to assess the need for medical attention.
e. Secures assistance of appropriate staff to support telephone response efforts.

f. Coordinates with Personnel and Marketing and Public Relations offices the internal/external release of information to students and employees.

6. **Telecommunications: Director of Personnel/designee.**
   
a. Maintains the College telephone system and arranges for outside assistance as required.

b. Arranges for telecommunications at command posts as required.

c. Prepares college-wide notification through the College voice and e-mail systems as required.

d. Assists the Emergency Director to ensure that appropriate notifications are made to off-campus employees as required.

7. **Media Relations: Director of Marketing and Public Relations/designee.**
   
a. Establishes contact with public media as directed by the Emergency Director.

b. Advises the Emergency Director of all news media covering the emergency.

c. Establishes contact with local television and radio stations for public announcements.

d. Prepares press releases for approval and when approved, releases them to the media.

e. Coordinates with Personnel and Student Services offices the internal/external release of information to students and employees.

"All information for the media will be channeled through the Office of the President/Emergency Director."

8. **Executive Assistant to the President**
   
a. Serves as liaison to the office of the President or his/her designee.

b. Coordinates the needs of disabled staff and students.

9. **Vice President for Instruction**
   
a. Coordinates faculty notification and classroom utilization.

b. Serves as resource for off-campus sites.

10. **Vice President for Workforce Development and Continuing Education**
   
a. Coordinates faculty notification and classroom utilization.
b. Serves as resource for off-campus sites.

11. **Vice President for Technology**

   a. Arranges for appropriate technical support when computer services are interrupted for extended periods of time.

   b. Coordinates security and shut-down activities when a critical incident involves the college’s primary computer and telecommunications facilities and equipment and/or computer labs.

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**Emergency Communication and Reporting**

**Telephone Reporting System.** The telephone system is the primary means of emergency communications at the College. The system will be used for the immediate transmission of specific information regarding an emergency to all affected areas of the campus as directed by the Emergency Director. During an emergency, the College’s telephone system must be restricted to official college business. In the event the telephone system is not operational, Campus Police and Facilities Management personnel will make appropriate notifications in person.

**GroupWise – Email System.** The e-mail system is an additional tool to be used for emergency communications. The system will be used for the immediate transmission of specific information regarding an emergency or disaster to all affected areas of the campus as directed by the Emergency Director. In the event that the College’s e-mail system is not operational, Campus Police and Facilities Management personnel will make appropriate notifications in person.

**Radio Systems.** The Campus Police operate a two-way radio system as the primary tool for emergency communications and contact with local emergency service agencies. Facilities Management also operates a two-way radio system to communicate with its personnel. Both systems will be used to for the immediate transmission of specific information regarding an emergency or disaster.

**Reporting Emergencies.** All calls for emergency service are to be made to the Campus Police on extension 0111. Dial 0111 from a campus phone; dial 911 from a cell or pay phone. Stay calm. State “This is an emergency.” Carefully explain the emergency and give your exact location. Provide the phone number where you can be reached. **Do not hang up the telephone until directed by the emergency dispatcher.**
Evacuation Procedures

Building Evacuation

- Building evacuations will occur when an alarm sounds continuously and/or upon notification by your Administrator/supervisor or Campus Police Officer.

- When the building evacuation alarm is activated during an emergency, exit the building from the nearest marked exit and alert others to do the same. **Do not use elevators during emergency evacuations.** Building alarms are not connected to the emergency response system. Emergencies must be reported following the emergency reporting procedures.

- Assist individuals with disabilities or others who may need help in exiting the building. Escort them to the nearest stairwell, or a safe area in an adjacent building or room that is a safe distance away from the hazard. Notify the campus police dispatcher about any disabled people remaining in the building and their locations. Campus Police and Facilities Management personnel will assist them in exiting the building.

- Once outside, proceed to a clear area that is at least 200 feet away from the Affected building, or other location as designated by the Campus Police or other emergency services personnel. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

- **Do not** return to an evacuated building unless the "all clear" signal is given by Campus Police.

Campus Evacuation

- Evacuation of all or part of the campus will be ordered by the Emergency Director.

- All students, employees, and contractors are to immediately leave the evacuation site, and relocate to another part of the grounds as directed.

- Campus Police and /or assisting emergency services personnel will establish traffic patterns for exiting the campus by personal vehicle.

Fire

All calls for emergency service are to be made to the Campus Police on extension 0111. Dial 0111 from a campus phone; dial 911 from a cell or pay phone. Stay calm. State “This is an emergency.” Carefully explain the emergency and give your exact location. Provide the phone number where you can be reached. **Do not hang up the telephone until directed by the emergency dispatcher.**

- Know the location of the nearest exit, building alarm, and fire extinguishers in your area. Attend a class to learn how to use a fire extinguisher.
• If a fire appears to be minor and controllable, immediately, contact the Prince George’s County Fire Department by dialing *9-911 from a College phone, or 911 from a cell or pay phone, and the Campus Police on extension 0111. If you have been previously trained in using fire extinguishers, promptly direct the charge of the fire extinguisher toward the base of the flame.

• If a fire appears to be major, activate the fire alarm, then immediately contact the Prince George’s County Fire Department, *9-911 from a College phone, or 911 from a cell or pay phone, and the Campus Police on 0111. The fire alarm sounds in the building only and is not connected to an emergency response system. Emergencies must be reported by following the emergency communication and reporting procedures.

• If a fire appears to be major and uncontrollable, immediately evacuate all affected rooms, closing all doors and windows (do not lock doors) to confine the fire and reduce oxygen. Then immediately notify the Prince George’s County Fire Department, *9-911, from a College phone, or 911 from a cell or pay phone, and the Campus Police on 0111.

• When the building alarm sounds or an emergency exists; remain calm, walk quickly to the nearest exit and alert others to do the same.

  Assist individuals with disabilities or others who may need help in exiting the building. Escort them to the nearest stairwell, or a safe area in an adjacent building or room that is a safe distance away from the hazard. Notify the campus police dispatcher about any disabled people remaining in the building and their locations. Campus Police and Facilities Management personnel will assist them in exiting the building. Do not use elevators during emergency evacuations.

• Once outside, proceed to a clear area that is at least 200 feet away from the affected building, or other location designated by the Campus Police or other emergency services personnel. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

• An "Emergency Field Command Post" may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

• Do not return to an evacuated building until after the "all clear" signal is given by the Campus Police.
**Bomb Threat**

If you observe an unusual or suspicious object on campus, **do not handle the object!** Clear the area and **immediately** contact the Campus Police on ext. 0111.

If you receive a bomb threat over the telephone, follow the Bomb Threat Checklist (familiarize yourself with the information on the checklist) so you will be able to respond to the call and complete a report.

**BOMB THREAT CHECKLIST**

Do not interrupt the caller except to ask:

- When is the bomb going to explode? ________________________
- Where is the bomb located? __________________________________________________
- What kind of bomb is it (chemical, mechanical, electrical, etc.)? ______________
- What does the bomb look like? _______________________________________

Keep talking to the caller as long as possible and record the following:

- Date and time of call ______________________________
- Age and sex of caller ______________________________
- Speech pattern, accent, possible nationality, etc. _________________________
- Emotional state of the caller ______________________________
- Background Noises ______________________________________________
- Name of person receiving call _______________________________________

**Immediately** notify Campus Police on extension **0111** with the above information providing your name, extension and room number. Follow evacuation procedures as directed. Campus Police will respond and take the appropriate emergency action.
Utility Failure

• In the event of a major utility failure occurring during regular working hours, immediately notify Facilities Management on extension 0655 and Campus Police on extension 0111. Utility failures include:

Electrical or Light Failure. During an electrical outage, emergency lighting will illuminate corridors and stairways. Keep flashlights available to supplement emergency lighting for safe exit.

Elevator Failure. During an elevator failure, use the emergency telephone to notify Campus Police. If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the front pane) which will signal for help.

Plumbing Failure/Flooding. If the college facility where you are located becomes flooded as a result of a plumbing failure, or excessive water resulting from a downpour, hurricane or tornado, cease all operations to prevent electrical shock. Do not touch any electrical equipment or light switches. Vacate the first floor, either by leaving the building or moving to a higher floor. Contact Campus Police on 0111 if you feel endangered or are injured. Provide the police dispatcher precise information about your location.

Natural Gas Leak. During a natural gas leak, ceases all operations to prevent accidental explosion. Do not operate any electrical equipment or light switches. Electrical arcing may trigger an explosion. Follow normal evacuation procedures, except, leave windows open. Immediately notify the Campus Police on 0111, and Facilities Management on 0655.

Steam Line Failure. Immediately notify Campus Police and if necessary vacate the immediate area.

Ventilation Problem. If smoke or odors come from the ventilation system, immediately notify Facilities Management on 0655, and the Campus Police on 0111. If necessary, cease all operations and evacuate the area.

• If the utility failure occurs after normal business hours including weekends, immediately notify Campus Police on extension 0111. If the police dispatcher is unavailable, the call will be re-routed to the Campus Police cell phone. The on duty officer will answer your call.

• Building evacuations will occur when the building alarm sounds continuously or when directed by an administrator, supervisor, or Campus Police officer.

• When the building alarm sounds, remain calm, close windows and doors, and walk quickly to the nearest marked exit. Alert others to leave also. Do not use elevators during emergency evacuations. Building alarms are not connected to the emergency services response system. Emergencies must be reported by following the emergency communication and reporting procedures.
• Assist individuals with disabilities and or others that may need help in exiting the building. Escort them to the nearest stairwell, or a safe area in an adjacent building or room that is a safe distance away from the hazard. Notify the campus police dispatcher about any disabled people remaining in the building and their locations. Campus Police and Facilities Management personnel will assist them in exiting the building.

• Once outside, proceed to a clear area that is at least 200 feet away from the affected building, or other location(s) designated by the Campus Police or other emergency services personnel. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

• **Do not** return to an evacuated building until after the "all clear" signal is given by the Campus Police.

**Serious Illness or Injury**

All calls for emergency service are to be made to the Campus Police on extension 0111. Dial 0111 from a College phone; dial 911 from a cell or pay phone. Stay calm.

• State “This is an emergency.”

• State your name, exact location and phone number where you can be reached.

• Describe the emergency as specifically as possible.

• Describe the condition of ill/injured person.

• Provide the ill/injured person’s age and sex.

• Provide exact location of ill/injured person.

**Do not hang up the telephone until directed by the emergency dispatcher.**

In a **life threatening** emergency, dial *9-911 from a college phone, or dial 911 from a cell or pay phone, and notify the Campus Police on 0111.

Provide whatever first aid to the injured/ill person that you are qualified to perform.
Personal Safety

If you witness any criminal activity, or observe suspicious, violent or disruptive persons, **immediately** contact the Campus Police on 0111. Do not attempt to handle a potentially dangerous situation on your own. If you are the victim of a crime, avoid risks and contact the Campus Police as soon as you are able.

- State your name, exact location, and provide the phone number where you can be reached.
- Describe the suspicious behavior or criminal activity as specifically as possible.
- Describe the person(s) involved (height, weight, age, sex, clothing, etc.)
- Describe the property involved (example, vehicle make, model, tag) etc.
- Assist the Campus Police officers who respond to the scene with any additional information you may have regarding the incident.

**Do not hang up the telephone until directed by the dispatcher.**

Armed Intruder

If you witness any armed individual either within a campus building or on the campus grounds, immediately contact the Campus Police on 0111. Do not attempt to handle a potentially dangerous situation on your own. If you are the victim of this person’s action, avoid any further contact by seeking a safe place. If you are able to contact Campus Police, state the following:

- State your name, exact location, and provide the phone number where you can be reached.
- Describe the suspicious person as specifically as possible. Include height, weight, age, sex, clothing, etc.
- Assist the Campus Police officers who respond to the scene with any additional information you may have regarding the incident.
- If possible, do not hang up the telephone until directed by the police dispatcher.
Mental Health Crisis

A mental health crisis exists when an individual is:

• threatening harm to him/herself or to others

• out of touch with reality (possibly due to a drug reaction, mental illness, or physical illness),

• acting uncontrollably (possibly due to hallucinations brought on by mind altering drugs) or

• acting completely withdrawn (possibly due to psychosis)

If you observe a person acting as described above, immediately contact Campus Police on 0111. Do not attempt to handle a potentially dangerous situation on your own.

• State your name, exact location, and provide the phone number where you can be reached.

• Describe the person’s behavior as specifically as possible.

• Describe the person (height, weight, age, gender, clothing, etc.)

• Provide the location of the person.

Do not hang up the telephone until directed by the dispatcher.

Campus Police will contact the College Mental Health Counselor on 0093. If the person is a minor and is hospitalized as a result of the incident, the College Mental Health Counselor will notify his/her family.

Biological, Chemical or Physical Hazards

If you are exposed to a biological, chemical, or physical hazard, immediately contact the Campus Police on 0111. If possible, stay where you are and avoid contaminating others.

• State your name and exact location.

• Provide the name and exact location of the contaminated person(s).

• Describe the hazardous situation as specifically as possible including type of hazard.

• Provide the location of the hazardous situation.

• Provide the phone number where you can be reached.
• Assist the Campus Police officers who respond to the scene with any additional information you may have regarding the incident. The Campus Police will contact the appropriate HazMat authorities and emergency medical response personnel.

**Do not hang up the telephone until directed by the dispatcher.**

• If necessary, evacuate the contaminated area/building. **Do not use elevators during emergency evacuations.**

• Assist individuals with disabilities and others that may need help in exiting the building. Escort them to the nearest stairwell, or a safe area in an adjacent building or room that is a safe distance away from the hazard. Notify the Campus Police dispatcher about any disabled people remaining in the building and their locations. Campus Police and Facilities Management personnel will assist them in exiting the building.

• Once outside, proceed to a clear area that is a minimum of 200 feet from the affected building, or other location(s) designated by Campus Police or other emergency services personnel. Keep fire lanes, hydrant areas, roadways, and walkways clear for emergency response vehicles and personnel.

• **Do not** return to an evacuated building until after the Campus Police gives the “all clear” signal.

**Airborne Release of Hazardous Material (hazardous gases from off-campus sites)**

In the event of airborne release of hazardous material resulting from events occurring at a neighboring building or roadway, immediately take cover within a campus facility or vehicle. After securing personal cover, please notify Campus Police on 0111 and describe any symptoms or observations. Assist any other individuals who may have had difficulty seeking adequate shelter. However, do not endanger yourself by going outside the shelter. Notify Campus Police about any disabled people either still outside or within the shelter who are experiencing difficulty in breathing. Do not exit the shelter until after the Campus Police gives the “all clear” signal.

**Cyber Attack**

In the event you are utilizing college computer facilities and experience a cyber intrusion, typically in the form of a virus, immediately notify the lab technician if you are in a college lab or the library, or the college’s Technology Help Desk at 0637 or 301-322-0637. Refrain from any further use of the computer until officially notified by the Technology staff. If you personally witness or overhear another individual who is using college computer facilities acting or speaking in a suspicious matter about computer disruptions, notify the lab technician immediately. If such a person is not available, contact Campus Police on 0111. Do not intervene directly.
Explosion

• In the event of an explosion, immediately take cover under desks, tables, or other objects from falling glass or debris.

• After the initial effects of the explosion have subsided, contact Campus Police on 0111.

• If necessary or directed, activate the building alarm. If the alarm has been damaged and fails to sound, contact the Campus Police on 0111.

• When the building alarm sounds, remain calm and walk quickly to the nearest marked exit. Alert others to leave also. Do not use elevators during emergency evacuations. Building alarms are not connected the emergency services response system. Emergencies must be reported by following the emergency communication and reporting procedures.

• Assist individuals with disabilities or others who may need help in exiting the building. Escort them to the nearest stairwell, or a safe area in an adjacent building or room that is a safe distance away from the hazard. Notify the Campus Police dispatcher about any disabled people remaining in the building and their locations. Campus Police and Facilities Management personnel will assist them in exiting the building.

• Once outside, proceed to a clear area that is a minimum of 200 feet from the affected building, or other location(s) designated by the Campus Police or other emergency services personnel. Keep fire lanes, hydrant areas, roadways, and walkways clear for emergency response vehicles and personnel.

• An “Emergency Field Command Post” may be set up near the emergency site. Keep clear of the command post unless you have official business.

• Do not return to an evacuated building until after the Campus Police gives the “all clear” signal.

Civil Disturbance or Demonstration

Most campus student demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. If a student demonstration causes one or more of the following conditions, immediately contact the Campus Police on 0111.

• Interference with the normal operation of the college.

• Blocks access to offices, buildings, or other college facilities.

• Threat of physical harm to persons or damage to college facilities.
Nonviolent, Non-obstructive Demonstrations

Generally, peaceful demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked. Efforts should be made to conduct college business as normally as possible.

Demonstrators will be asked to disperse when the College facilities and grounds close for the day. If demonstrators refuse to leave, the Emergency Director or his/her designee may arrange to monitor the situation, or may treat the violation as a disruptive demonstration.

Nonviolent, Disruptive Demonstrations

If a demonstration interferes with the operations of the College or blocks access to College facilities, the Emergency Director or his/her designee

• Will ask demonstrators to terminate the disruptive activity,

• Make arrangements for photographic documentation of the disruptive activity,

• Will ask key College personnel and student leaders to go to the area and persuade the demonstrators to disperse or discontinue the disruptive activities, and/or

• Will ask the Vice President for Student Services to go to the area and persuade the demonstrators to disperse or discontinue the disruptive activities.

If the demonstrators persist in the disruptive activity, the Emergency Director will apprise them that failure to cease the disruptive action within a determined length of time may result in disciplinary action including suspension or expulsion, or the possible intervention of the Campus Police and outside law enforcement authorities. Demonstrators will be informed when law enforcement authorities are asked to intervene. Campus Police and other responding authorities will announce the intent to make arrests to any remaining demonstrators.

Violent, Disruptive Demonstrations

If a peaceful demonstration escalates into violent behavior in which injury to persons or property occurs or appears imminent, the Emergency Director or his/her designee shall activate the Emergency Resource Team. The Emergency Director, in consultation with the Emergency Resource Team, will determine the necessary action.
Inclement Weather Policy

The Prince George's Community College remains open and observes the schedule of classes in all weather. The Vice President for Administration and Finance in collaboration with the Director of Facilities Management determines if current or predicted weather conditions warrant closing or delay. The College’s decision is independent from decisions made by Prince George’s County government and Prince George’s County public schools. Local radio and television stations announce official College closing information. Listen to media broadcasts for Prince George’s Community College closings. Do not call 0111 for weather information.

Students and employees are expected to use personal judgement concerning travel safety when the weather is inclement.