

# Emergency Response Guide

If You Hear or See Something, Say Something.



## Main Campus

7932 Opossumtown Pike  
Frederick, Maryland 21702

## Monroe Center

200 Monroe Ave.  
Frederick, Maryland 21701

## Security

Located in the Student Center (H-116)

Call **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.

**911** (call or text) • Poison Control: 800.222.1222

[www.frederick.edu/emergencyguide](http://www.frederick.edu/emergencyguide)

# EMERGENCY RESPONSE GUIDE

This guide is designed to supply readily-accessible information to FCC employees, students, and visitors to prepare for and use in emergencies.

The material covers “best practices” for most situations. Familiarize yourself with this guide before an emergency occurs. Because each circumstance is unique, do whatever you can to keep yourself and those around you safe.

While the College has an active Crisis Management Team, Security staff, video surveillance, and programs to prevent emergencies, they will still occur. Each person is a critical component of overall College safety. Your conduct can eliminate opportunities for crime or significantly increase the likelihood that perpetrators will be apprehended. Your attention to detail and willingness to report unusual situations can prevent accidents, injuries, or criminal activities. You are an integral part of our overall safety.

## **Communication**

Communications during an emergency will come through the FCC Alert text messaging system, College public address system, social media, emails, FCC website, College signage, TV and radio stations, Security staff, or through other avenues. Be sure to sign up for FCC Alert at [www.frederick.edu/fccalert](http://www.frederick.edu/fccalert).

**Evacuation:** Immediately exit the building and move to a designated or safe evacuation area.

**Shelter-in-Place:** Immediately move into designated emergency shelter locations inside the nearest building and while inside close exterior windows and interior doors.

**Lockdown:** Immediately enter or remain inside a structure or room, lock the doors and windows, barricade the door, remain quiet and out of sight. Be alert for further directions.

## **Drills**

The College periodically conducts unannounced and pre-announced evacuations, shelter-in-place, and lockdown drills.

## **Ongoing Building Precautions**

Keep doorways, hallways, and stairways free of obstacles. To report, call Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.

## **Questions about this guide?**

Contact Security in the Student Center, Room H-116 or at **301.846.2453**.

## **Escort**

If you would like an escort to your vehicle, call **301.846.2453** and Security staff will assist.

# SEVERE WEATHER



In the event of a severe weather emergency, FCC will notify you via FCC Alert message, public address system, or a Security member, and indicate how to respond. Each employee is expected to react accordingly when a severe weather emergency is imminent.

## Tornadoes

Tornado **Watch:** Conditions are favorable for a tornado or severe weather.

Tornado **Warning:** A tornado has been sighted. Seek shelter immediately. Move away from rooms with exterior windows and seek shelter immediately in an interior hallway.

1. Go to the closest **Emergency Shelter Location** listed below and identified on the Emergency Floor Plans posted throughout each building. Close office doors after you exit an area.
2. When you reach shelter, seek cover and protect yourself.
3. FCC staff will notify you when it's safe to exit (via FCC Alert text message, public address system, or a Security member).

Emergency Shelter Locations		
Building Name	Bldg. Letter	Location
Annapolis Hall	A	First floor: restrooms, A-103E, A-103F, A-105G, A-105H, hallways by A-105, A-107C, mailroom restrooms Second floor: restrooms, A-201, A-204G
Athletics Center	D	Home and visitor team locker rooms
Braddock Hall	B	First floor: hallway between B-101/B-104, B/C knuckle restrooms Second floor: hallway between B-207/B-214
Catoctin Hall	C	First floor: hallway between C-110/C-120, hallway between C-128/C-130 Second floor: hallway between C-212/C-225, hallway between C-234/C237
Children's Center	M	Classroom restrooms
Conference Center	E	Hallway between E-103/E-108, E-123, E-124 A/B, E-125, restrooms
Gambrill Hall	G	First floor: kitchenette, G-107, restrooms Second floor: restrooms, break room
Jefferson Hall	J	First floor: J-101, J-107, J-108, J-109, J-110, J-116, hallway by J-114, hallway from J-118-121 Second floor: J-202, J-203, hallway from J-207 to J-227, J-209, J-212, J-214, J-216, J-219, J-221, J-223, J-227 Third floor: J-303, J-304, J-306, J-307, hallway from J-315 to J-331
Linganore Hall	L	First floor: restrooms, hallway, L-103, L-111, L-112, L-113, L-115, L-116 Second floor: restrooms, hallways, hallway between L-205/L-211, L-206, L-212, L-227
Plant Operations	P	Second floor restroom #20
Monroe Center	MC	Student lounge, Workforce Services – conference room, staff lounge
Parking Deck		Safely seek shelter on the first level interior concrete walls away from the wind by crouching down protecting yourself
Student Center	H	First floor: restrooms, hallway between elevator/H-105/H-111, service corridor between H-118/H-126 Second floor: restrooms, hallway between H-221/H-215, hallways outside classrooms
Sweadner Hall	S	Inside Sweadner Hall
Visual and Performing Arts Center	F	F-104 A/B, F-106, F-109, F-110, F-111, F-112, hallway between F-118/F-120, F-125, F-132, F-143, hallway between F-143/F-145
Kiln Building	K	First floor interior area parking deck crouching down to protect yourself
Baseball/Soccer/Lacrosse Fields		Baseball field restrooms, first floor interior parking deck, Catoctin Hall shelter areas
Practice Field/Softball Field		Gambrill Hall or Athletic Center shelter areas

## MEDICAL



1. Call **911** if a person has a medical emergency and notify Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.
2. Make sure the scene is safe before you approach someone who is injured.
3. If able, provide the name of the injured person, their detailed location, and any helpful information for responders, such as medical bracelets or patient history.
4. Remain with the person until help arrives, and only move the person if a greater hazard exists.
5. All injuries to employees, students and visitors must be reported to security.

*Automated External Defibrillators (AED) are located in each building as indicated on the Emergency Floor Plans posted throughout each building.*

For non-emergency medical assistance, contact Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.

## CRIME



### 1. Notify

#### **Crimes that involve imminent danger**

If you are the victim of or witness to a crime that puts yourself or others in imminent danger, you should immediately report it to the police by calling or texting **911** and report it to Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone and provide as many details as possible.

#### **Crimes that do not involve imminent danger**

For any instances of crime that do not involve imminent danger, notify Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone, and be prepared to give as many details as possible. A Security member will contact police if necessary.

### 2. Keep Safe

Do not approach or attempt to apprehend the offender(s). Stay in a safe place until police or Security arrive.

### 3. Describe

Provide an accurate description of the crime, and any other details that will assist in the investigation of the crime. **Do not disturb or touch items at the crime scene.**

# BOMB THREAT



A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

Bomb threats can be received by various means such as phone calls, text messages, or social media. If you see or hear about a bomb threat, contact Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.

## **If a bomb threat is received by phone:**

- Remain calm, and attempt to keep the caller on the phone as long as possible.
- Use the Bomb Threat Checklist (summarized on page 5 of this guide).
- After the call is complete, immediately call Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone. If possible write a note to a colleague to alert Security while you are on the phone.

## **If a written bomb threat is received (letter, email, text or social media message):**

- Save everything that came with the threat (e.g. envelope, container, text, etc.).
- Immediately call Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone to report the situation.
- Minimize handling of the message to preserve fingerprints, handwriting, paper, and postal marks.

## **Upon notification of a bomb threat:**

- Security will assess the threat and advise the building occupants if it is necessary to evacuate the building or area. If you suspect that the threat is real and imminent, evacuate the known threat area.
- Faculty and staff should not search the premises.
- If time permits, all chemicals and select agents should be secured immediately. All lab operations, processes, and equipment should be turned off or put in a "safe mode."
- **Do not** attempt to re-enter the building until instructed to do so by Security.

## **If authorities order an evacuation:**

- Gather outside at the designated College Evacuation Locations and follow the instructions of Building and Floor Coordinators.
- **Do not** operate any power switch or light switch.
- **Do not** use elevators.
- **Do not** congregate in the building lobby.
- Turn off cellular phones and other radio transmitting equipment in the area.
- Leave doors open.

**Direct individuals with disabilities or those who are unable to evacuate to the closest Area of Rescue Assistance as indicated on page 8 of this guide.**

# BOMB THREAT CHECKLIST

A full version of the Bomb Threat Checklist is located on all College desktop computers.

## If a bomb threat is received by phone:

### Listen carefully:

Check for a caller ID number. Write down all the information you receive. Be polite and show interest. Try to keep the caller talking to learn more information. If possible, write a note to a colleague to call Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.

### Ask the caller:

- Where is the bomb located? (Building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat

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### Information About Caller

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_



# SUSPICIOUS BAGS, PACKAGES, OR OBJECTS

*If You Hear or See Something, Say Something.*



## Signs of a suspicious bag, package, or object:

Report any unattended or suspicious bags, packages, or objects to Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.

**Do not** use cellular phones or two-way radios within 300 feet of an unattended or suspicious bag, package, or object.

**Do not** touch or move the bag, package, or object.

**Do not** activate the fire alarm.

- 1. Leave** the area immediately and notify Security when you locate unattended or suspicious bags, packages, or objects. Call Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.
- 2. Notify 911** if there is an imminent danger.

## DISRUPTIVE INDIVIDUAL

If you feel threatened by someone or observe an individual who is disruptive, call Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.

If you observe someone in imminent danger, call or text **911**.



# ACTIVE SHOOTER OR ARMED INTRUDER

## Dial or Text 911 and Notify Security

### Notify

If you see someone with a weapon, call or text **911** and call Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.

**AVOID  
DENY  
DEFEND**

### 1. **A**VOID the incident

- Pay attention to your surroundings.
- Know your exit plan.
- Move away from the threat as quickly as possible.

### 2. **D**ENY the threat/Lockdown

- Keep distance between you and the threat.
- Create barriers to prevent or slow down the threat from getting to you. Barricade your door (move furniture, desks, copiers, tables, chairs). Improvise by using your belt, shoestrings, computer cable or other cords to secure a door.
- Turn off lights and cover interior windows.
- Remain out of sight and quiet behind large objects, and silence your phone.

### 3. **D**EFEND yourself

- Be prepared to defend yourself and others if you cannot “Avoid” or “Deny.”
- Be aggressive and committed to your actions.
- Do what it takes to survive.

# HAZARDOUS MATERIALS OR GAS LEAK



Hazardous material incidents may be accidental or by criminal intent. They may occur either inside or outside. Notify Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone.

### Indoor hazardous incidents:

- Follow established safety protocols.
- Turn off gas supplies.
- Evacuate to the designated College Evacuation Location.
- Notify Security immediately.
- Notify **911** if there is imminent danger.

### Outdoor hazardous incidents:

- Move away and upwind from the hazard and evacuate the area.
- Notify Security.
- Shelter in place if you are inside or directed by Security.
- Notify **911** if there is imminent danger.

Stay tuned to updates on the FCC Alert system, or from Security personnel.





The protection of life is paramount in a fire. If you see fire or smoke, notify Security at **4444** from a main campus phone or a Monroe Center office phone, or **301.846.2453** from any other phone. Follow fire safety protocols if in a science lab or chemical storage area. Fire extinguishers are positioned at various locations. Those who need assistance evacuating should proceed to "Areas of Rescue Assistance." Security or other trained staff will assist you in evacuating.

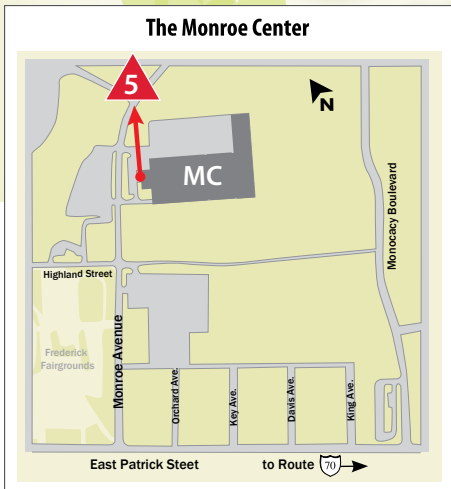
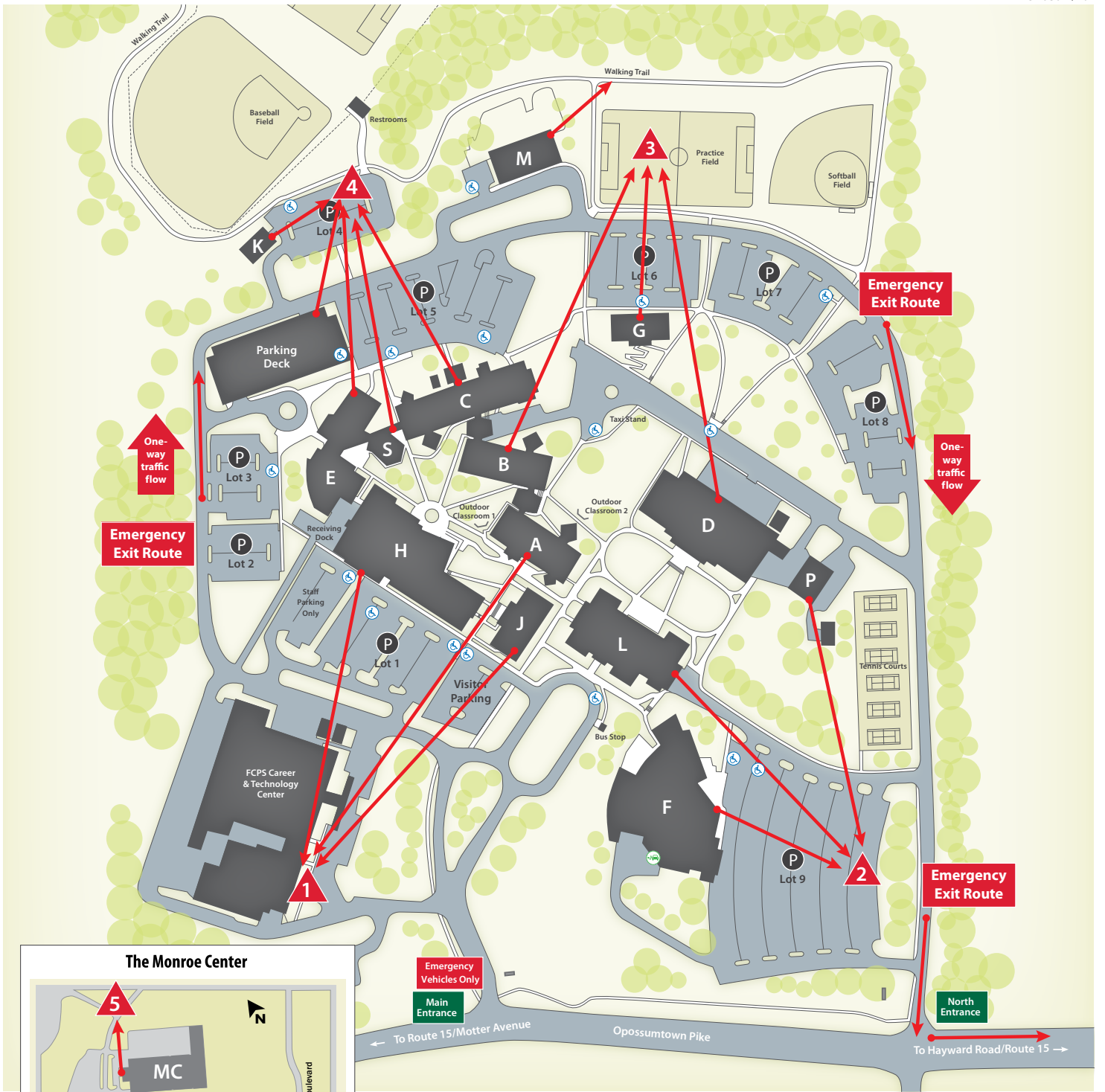
### Evacuate and Notify

1. Evacuate the building by using the closest exit or stairway. Do not use elevators to evacuate. When smoke is present, crawl on your hands and knees to evacuate.
2. Pull a fire alarm while exiting the building and notify Security. For imminent danger, call **911**.
3. Proceed to designated College Evacuation Locations. Refer to Evacuation Maps and Emergency floor plans. Do not re-enter a building until the "All-Clear" is given. If an evacuation area is unsafe, respond to an alternate safe location.
4. Instructors and supervisors should conduct a head count at the evacuation site and be prepared to report any missing person.
5. Direct individuals with disabilities or those who are unable to evacuate to the closest Area of Rescue Assistance.
6. If evacuation paths are blocked, call **911** and identify your location.

### Area of Rescue Assistance

Building Name	Bldg. Letter	Location
Annapolis Hall/Braddock Hall	A/B	A/B knuckle/connector
Braddock Hall/Catoctin Hall	B/C	B/C knuckle/connector
Gambrill Hall	G	Building second floor stairway A lobby
Student Center	H	Stairways 2, 3, and 4
Jefferson Hall	J	Both east and west stairways
Linganore Hall	L	Second floor front stairway and Second floor side stairway, near L-209

The Athletics Center (D), Conference Center (E), Visual & Performing Arts Center (F), Children's Center (M), and Monroe Center (MC) are one story buildings. These buildings and the Parking Deck do not have areas of rescue assistance. Individuals should proceed to the College Evacuation Locations for these buildings or move as far away from the building as possible until assistance arrives.



**Frederick Community College Building Legend**

- |                                   |   |
|-----------------------------------|---|
| A Annapolis Hall                  | J Jefferson Hall                              |
| B Braddock Hall                   | K Mercer-Akre Kiln                            |
| C Catoclin Hall                   | L Linganore Hall                              |
| D Athletics Center                | M The Carl and Norma Miller Children's Center |
| E Conference Center               | MC The Monroe Center                          |
| F Visual & Performing Arts Center | P Plant Operations                            |
| G Gambrill Hall                   | S Sweadner Hall                               |
| H Student Center                  |   |

In case of an emergency, Call 4444 from any main campus phone or Monroe Center office phone, or 301.846.2453 from any other phone.

- ▲ 1 College Evacuation Location 1
- ▲ 2 College Evacuation Location 2
- ▲ 3 College Evacuation Location 3
- ▲ 4 College Evacuation Location 4
- ▲ 5 College Evacuation Location 5

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. Frederick Community College makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. If you have accommodation needs, please call 301.846.2408. To request a sign language interpreter, please call 240.629.7819 or 301.846.2408 (Voice) or email [Interpreting@frederick.edu](mailto:Interpreting@frederick.edu). Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event.