



# EMERGENCY RESPONSE

## QUICK REFERENCE GUIDE

**Campus Security:** 240-321-5799 or security@garrettcollege.edu

**For Any Emergency Call 911**

### ARGUMENTS/CONFRONTATIONS

- Determine severity of situation
- Inform participants they are causing a disturbance and to end now
- If continues evacuate, call **Campus Security**
- If serious, call **911**

### FIRES/EXPLOSIONS

- Activate fire alarms
- Close all windows and doors
- Evacuate to designated sites (*See evacuation map*)
- If smoke present, remain low to the ground
- Touch doors before entering another room. If warm, do **not** enter

### BOMB THREAT

- Keep caller on line as long as possible
- Stay calm and ask questions
- Call **Campus Security** and provide all information
- Turn off cell phones, handheld radios, and pagers

### SHOOTING/ HOSTAGE SITUATION

- If you can evacuate safely, do so. Otherwise, lockdown/barricade immediately.
- Call **911** and provide detailed information
- Call **Campus Security**
- Do **not** leave concealed position until the "all clear" is given.

### EVACUATION

- Required when alarm system is activated
- Exit in an orderly fashion
- Leave by nearest safety exit (*See evacuation map*)
- Evacuate to designated location
- Seek out Emergency Evacuation Personnel with orange arm badges
- Do not re-enter until authorized

### SHELTER IN PLACE

- For natural disasters, i.e. tornados
- Close all windows and doors
- Call **911**
- Seek shelter in designated areas (*See evacuation map*)
- Sit in "**tucked**" position along an interior wall
- Remain until "all clear" is given

### MEDICAL EMERGENCIES

- Stay calm
- Call **911**
- Call **Campus Security**
- Begin life-saving efforts if capable
- AED is located in **several buildings** (*See evacuation map for locations*)
- First Aid Kits are located in all buildings (*See evacuation map for locations*).

### DIRECTORY OF NON-EMERGENCY INFO #S:

<b>FIRE (Garrett Central Alarm)</b>	<b>301-334-1929</b>
<b>BIOLOGICALS (Health Dept)</b>	<b>301-334-7770</b>
<b>CHEMICALS (Health Dept.)</b>	<b>301-334-7777</b>
<b>RAPE CRISIS</b>	<b>301-334-9000</b>
<b>MD SUICIDE HOTLINE</b>	<b>1-800-422-0009</b>
<b>POISON CONTROL CENTER</b>	<b>1-800-222-1222</b>
<b>GARRETT REGIONAL MEDICAL</b>	<b>301-533-4000</b>
<b>MARYLAND STATE POLICE</b>	<b>301-387-1101</b>
<b>GARRETT COUNTY SHERIFF'S DEPT.</b>	<b>301-334-1911</b>

**REPORT SUSPICIOUS PACKAGES OR BEHAVIOR TO CAMPUS SECURITY**

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