



Your time. Your place.
Chesapeake College at 50

EMERGENCY PROCEDURES GUIDE

INTRODUCTION

This Emergency Procedures Guide is intended for the use of Faculty, Staff, and Students of Chesapeake College to specifically address possible emergency conditions or incidents while on this campus.

Recipients of this Guide should become familiar with its contents. In the event of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times, preferably beside the telephone. New employees will be made familiar with this Guide as a part of their orientation program.

In accordance with all Federal, State, and Local Government guidelines regarding the reporting of emergencies or crimes on campus as well as for insurance indemnity purposes, **all incidents should be reported as soon as possible to the Administrative Services office.** The College's Incident Report form can be found in the Forms folder on "cChest." A paper copy of the form also may be obtained from Administrative Services. When completed, send the form to room-D-226 Dorchester Administration Building or via e-mail to kmaxwell@chesapeake.edu.

If there are further questions or comments contact the Director of Public Safety at Ext. 5889.

EMERGENCY PHONE NUMBERS

All emergencies occurring during normal work hours can be reported directly to Chesapeake College Security by dialing 9-410-758-7275 or by dialing *9 on any campus phone. You may also dial "0" for the campus Switchboard Operator. After normal business hours please contact Campus Security @ 410-758-7275. If there is an immediate need for fire or police, please contact Queen Anne's Emergency Operations Center by dialing 9-911.

ADDITIONAL INFORMATION

(Non-Emergencies)

Queen Anne's County Emergency Management.....	410-758-4500, ext. 1116
Talbot County Emergency Management	410-770-8160
Dorchester County Emergency Management	410-228-1818
Maryland State Police (Centreville Barracks)	410-758-1101
Maryland State Police (Dorchester Detachment)	410-228-3101
Maryland State Police (Easton Barracks – serving Talbot, Dorchester & Caroline) ..	410-819-4747
Sheriff's Department, Queen Anne's County	410-758-0770
Sheriff's Department, Talbot County	410-822-1020
Sheriff's Department, Dorchester County	410-228-4141
Easton City Police Department.....	410-822-1111
Cambridge City Police Department	410-228-3333
Chesapeake College Security Cell Phone	410-758-7275
<i>(Available any time including nights, weekends, and holidays.)</i>	
Cambridge Center Security Cell Phone	410-463-4185
Chesapeake College Director of Public Safety	410-827-5889

MARYLAND POISON CENTER..... 1-800-222-1222

CHESAPEAKE COLLEGE BUILDING MONITORS

Building	Building Monitor Name
Caroline College Center	Dana Bowser – Ext. 5840
	Katy North – Ext. 2304
Dorchester Administration Building	Angela Forgrave – Ext. 2399
	Jim Davidson – Ext. 5846
Early Childhood Development Center	Heidi Garlick – Ext. 5801
	Peg Anawalt – Ext. 2357
Eastern Shore Higher Education Center	Debbie Urry – Ext. 5761
	Ruth Jeffries – Ext 2306
Kent Humanities Building	Courtney Sykes – Ext. 2333
	Amy Childs – Ext. 2331
Learning Resource Center	Chandra Gigliotti – Ext. 5812
	Ginny Capute – Ext. 2318
Manufacturing Training Center	Miriam Collins – Ext. 5836
Todd Performing Arts Center	Dick Peterson – Ext. 5868
	Valerie Walzak – Ext. 5850
Queen Anne’s Technical Building	Paula Sarkisian – Ext. 2352
	Staci Garrison – Ext. 3414
Talbot Science Building	Carolyn Causey–Ext. 2322
	Susan McGeehan – Ext. 2311
Maintenance Building	Jayne Welch – Ext. 5872
Health Professions & Athletics Center 1st Floor	Becky Fauver – Ext. 2259
	Frank Szymanski – Ext. 5828
Health Professions & Athletics Center 2nd Floor	Trushay Alston – Ext. 2323
	Mary Branning – Ext. 5917
Cambridge Center	Bob Boettger – Ext. 2621
	Jo-Ann Adams – Ext. 2620

DISRUPTIVE/DANGEROUS STUDENT PROCESS

College Contacts	
Wye Mills Campus	Chesapeake College Cambridge Center
Chesapeake College Security 410.758.7275	Chesapeake College Security 410.463.4185
Kathy Petrichenko D-231 Dorchester Administration Building 410.822.5400, ext. 2257; cell: 443.786.0343 kpetrichenko@chesapeake.edu	Bob Boettger Cambridge Center, Room 115 410.820.6058, ext. 2621; cell: 410.251.7274 bboettger@chesapeake.edu
In all cases, faculty/staff have the option to call “911” if they deem that is appropriate	

Faculty/staff with disruptive/potentially dangerous students should follow the process below:

1. The first call faculty/staff should make should be to the security cell phone (**WMC: 410.758.7275; Cambridge Center: 410.463.4185**).
2. The second call, if time permits, should be to Kathy Petrichenko (443.786.0343) if incident is on the Wye Mills Campus or Bob Boettger (410.251.7274) if the incident is at the Cambridge Center.
3. Jointly, Public Safety and Student Success will determine whether local law enforcement and/or Corsica River Mental Health Services/Eastern Shore Operations Center should be called. Concurrently, Kathy Petrichenko or designee will determine whether a Behavior Intervention Team (BIT)* meeting needs to take place.
4. Public Safety will provide Kathy Petrichenko with an incident report to be used to determine if student conduct proceedings and/or law enforcement and/or mental health follow-ups need to take place as part of the process. Note: F/S who wish to report non-emergency student conduct issues or wish to report a distressed or dangerous student electronically may do so using the Incident Report Form on the Safety and Security page:
http://www.chesapeake.edu/consumer/student_inc_rep.asp
5. Complainant and that individual’s dean/supervisor will be updated throughout follow-up process through conclusion, while BIT team will receive after-action report from Kathy Petrichenko/David Jones in cases where the BIT team was activated.

* **BIT Composition:** President, all vice presidents, and Public Safety, Facilities and Public Information directors, augmented as necessary by law enforcement/mental health professionals. Any BIT member may call team meeting.

MENTAL HEALTH SERVICES REFERRAL PROCESS

College Contacts	
Wye Mills Campus	Chesapeake College Cambridge Center
Maureen Conlon D-152 Dorchester Administration Building 410.827.5856; mconlon@chesapeake.edu	Bob Boettger Cambridge Center, Room 115 410.820.6058, ext. 2621; 410.251.7274 bboettger@chesapeake.edu
Joan Seitzer (secondary contact) D-151 Dorchester Administration Building 410.827.5808; jseitzer@chesapeake.edu	Guido DeLuca (secondary contact) Cambridge Center, Room 126 410.820.6058, ext. 2606 gdeluca@chesapeake.edu

Student, or faculty/staff attempting to assist student, should follow the outlined referral procedure below that will be uniform across all campuses.

1. Student/staff should contact one of the contact people listed above to start the process.
2. Student must sign referral form in order to participate.*
3. Referral will be emailed or faxed to CRMHS to the attention of the designated primary contact (Paula Turner).

* If a student decides not to sign the referral, college officials could determine (s)he may be a danger to self or others and then contact the Eastern Shore Operations Center or local law enforcement for appropriate assistance.

Examples of situations in which a faculty/staff member may wish to consider a referral:

- ✚ F/S member observes student seems unusually sad, angry, frustrated, or distressed when this is either unexpected (not seen previously in student) or seems unusual for the situation (emotional in a situation that would not seem to call for it).
- ✚ Student relates to F/S member serious situation (death in family, major discord within family or with extremely close friends, or student or someone who is close to that student is experiencing issues with drugs or alcohol or both) and appears not be handling situation well.
- ✚ Student relates to F/S member that they are involved in an unhealthy relationship which includes physical and/or psychological abuse or threat or abuse.

Note: Employees may always contact Maureen Conlon or Joan Seitzer to determine how best to serve the student’s interests. Some issues (for example, gender-based misconduct) may require college investigation and/or referral to law enforcement, and others may require the college to include the incident, without naming the victim, as part of federal college crime reporting.

Note: If CRMHS services are appropriate, the CRMHS contact will explain the registration process and ensure the student receives documentation needed for registration. If CRMHS services are not appropriate, the contact will provide information to the student regarding more appropriate local services. *CRMHS will share information with the college about the student’s treatment only if there is reason to believe the college or college-related individuals are at risk.*

FIRE/EXPLOSION

- ◆ Upon discovering a fire, immediately sound building fire alarm. The nearest fire alarm pull box is shown on the building maps at the back of this Guide. All Faculty and Staff should familiarize themselves with emergency equipment locations in your building.
- ◆ Upon activation of any fire alarm, the building will be evacuated.
- ◆ Contact the Switchboard Operator by dialing “O” or call Campus Security 410-758-7275, or *9 from any college phone.

After hours contact Q. A. C. Emergency Operations Center by dialing “9-911”

- ◆ Give your name, location, telephone number, and location of fire or explosion.
- ◆ If a personal injury has occurred, indicate to the responder the location of the injured individual(s) and type of injuries (burns, cuts, internal, etc.) sustained so that emergency personnel will have proper equipment.

If personal injury has resulted from an explosion and no additional threat exists for your personal injury, try to make the injured individual(s) as comfortable as possible until emergency first aid personnel or a local rescue squad arrives.

- ◆ Upon activation of any fire alarm, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate.
- ◆ When you evacuate, **do not** stop for personal belongings or records. Leave immediately, using exit stairways. **Do not use elevators.**
- ◆ Notify Campus Security/Maintenance Department personnel or firefighters on the scene if you suspect someone may be trapped inside the building.
- ◆ **Do not** walk through or stand in a smoke cloud. Crawl under the smoke and use a wet cloth, if available, to cover your face.
- ◆ Evacuate to a distance of at least 500 feet upwind from the building and out of the way of emergency personnel and equipment. **Do not** return to the building until instructed to do so by authorized personnel.

Nights, weekends, and holidays contact the Campus Security @ 410-758-7275 or use *9 from any college phone line.

CHEMICAL SPILLS

In the event of a chemical spill or the release of toxic or hazardous material into the atmosphere:

- ◆ Notify others in the area of the spill or release of the dangerous material. Order/suggest evacuation if the circumstances so indicate.
- ◆ Notify the Switchboard Operator by dialing “O” or call Campus Security 410-758-7275, or *9 from any college phone.
Nights, weekends, and holidays contact Campus Security at 410-758-7275, or use the Campus Security phone line.
- ◆ Give the following information:

Your name

Phone number

Nature of the emergency (chemical spill)

Location of the incident (building, floor, room number)

Number of injuries if any (IS FIRE DEPT. OR AMBULANCE REQUIRED?)

Type of hazard (flammable, explosive, toxic – if known)

Type and quantity of substance (if known)

Suggest a safe place to meet the responding emergency personnel.

- ◆ **Do not expose yourself unnecessarily to any unknown substances. Use caution and remember – some toxic substances have no detectable odor.**

“RIGHT TO KNOW” LAW – The Facilities Department is the repository for “Right to Know” information and Material Safety Data Sheets for the chemicals and compounds that are used on campus. For more information, call the Facilities Department at ext. 5613.

POLLUTION, TOXIC CHEMICAL, AND OIL SPILLS

U.S. Coast Guard National Response Center 1-800-424-8802

Maryland Department of the Environment’s Emergency Response Division 410-974-3551

HAZARDOUS GAS LEAKS

(Flammable, toxic, corrosive)

If a gas cylinder begins leaking and it presents any danger to the building occupants, the following steps should be taken:

- ◆ Contact the Switchboard Operator by dialing “O” or call Campus Security 410-758-7275, or *9 from any college phone.

After hours contact Q. A. C. Emergency Operations Center by dialing “9-911”

For non-emergencies, dial ext. 5872.

- ◆ Give your name, telephone number, department, and location of emergency.
- ◆ Sound the building fire alarm if evacuation is needed.
- ◆ Shut off gas valve for the building.
- ◆ Do not touch or remove any cylinders. Isolate area and keep people away from the scene.
- ◆ Evacuate to a distance of at least 500 feet upwind from the building and out of the way of emergency personnel and equipment. **Do not** return to the building until instructed to do so by authorized personnel.
- ◆ **Do not** stand or walk through any smoke clouds or visible mist. Crawl under the smoke and use a wet cloth, if available, to cover your face.
- ◆ Suspected gas leaks or suspicious odors should be reported to Campus Security or the Maintenance Department by dialing 5872. If safe to do so, stand by and assist responding personnel by identifying the location of the leak or odor.

CRIME IN PROGRESS

- ◆ Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
- ◆ If safe to do so, take time to get a good description of the criminal. Note height, weight, sex, race, hair color, approximate age, clothing, method and direction of travel, and name, if known. All this takes only a few seconds and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
- ◆ Contact the Switchboard Operator by dialing “O” or use the Campus Security phone line. After hours contact **Campus Security at 410-758-7275, *9 from any college phone, or dial 911.** Give your name, location, telephone number, and department. Advise them of the situation and remain where you are until contacted by Campus Security or a law enforcement officer.
 - ◆ In the event of civil disturbance, continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows. Do not interfere with those persons creating the disturbance or with law enforcement authorities on the scene.
 - ◆ The Business Office, Financial Aid and Registration departments have security buttons in the event of a disturbance at their front counters. If you hear the doorbell chime (and it is not an announced test), please call “911” and then call Campus Security to report a disturbance in progress.
 - ◆ In the case of a serious criminal incident or event occurring on campus that would warrant a lockdown, please remain in place and use whatever means necessary to secure or barricade doors and windows. Wait for instructions from emergency personnel before attempting to leave your location.
 - ◆ Nights, weekends, and holidays contact Campus Security using the Security cell phone number (410-758-7275) or *9 from any college phone, or call “911.”

ASSAULT IN PROGRESS

- ◆ Call 911 immediately, give your name and exact location of the incident.
- ◆ Contact Campus Security by calling (410-758-7275) or *9 from any college phone.
- ◆ Use verbal commands for the aggressor to stop his/her action(s).
- ◆ Do not attempt to interfere with the criminal except in the case of self-protection.
- ◆ Try to get a description of the suspect and vehicle, if applicable, for law enforcement officials.
- ◆ If the suspect has fled the area, render any necessary aid to the victim as needed. Stay with the victim until security or law enforcement officials arrive on the scene.
- ◆ Reassure the victim that help is on the way.
- ◆ Update 911 or campus security if the suspect has fled the area, and advise in which direction the suspect fled.

Please remember that if you are calling an external number from a campus phone, you must first dial 9 to get an outside line.

CRIME or ASSAULT IN PROGRESS CHECK LIST

Sex	Race	Age	Height	Weight	Weapon Type
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Hair
Glasses Type
Complexion
Scars, Marks
Tattoos



Hat (color, type)
Tie
Coat
Shirt
Trousers

Auto License, Make, Color	Direction of Escape
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CRIME and ASSAULT PREVENTION TIPS

1. At night, walk with friends or a group, if possible.
2. Avoid walking or jogging in poorly lighted areas.
3. When walking to the parking lot, have your keys ready.
4. Remember to lock your office and car door whenever you leave.
5. Engrave an I.D. number on all valuables and keep a record of all credit cards and serial numbers of personal property.

A SAFE CAMPUS COMMUNITY IS AN INVOLVED ONE

BOMB THREAT

- ◆ In order to preserve evidence and minimize contamination risk, written or email threats shall be saved and or protected from excessive handling or deletion. **Do not** turn on/off anything electrical and **do not** pull a fire alarm.
- ◆ Personnel **shall not** use cellular phones or portable radios within the threatened facility.
- ◆ The person receiving a bomb threat call should try to remain calm and attempt to obtain as much information as possible from the caller by using the **CHECKLIST** provided on the back of this page. In order to secure needed information, please try to keep the caller on the line as long as possible.
- ◆ Once the caller has hung up, the person receiving the call shall hang up, then dial *57 and hang up again. Call 911 immediately to report the incident, then contact the Switchboard Operator by dialing “O” or call Campus Security 410-758-7275, or *9 from any college phone. Give your name, location, telephone number, and the time you received the call or threat. Inform them of any information you may have gathered using the CHECKLIST.
- ◆ Inform your supervisor and/or department head and notify surrounding employees to evacuate the area. Security Officers and Maintenance Techs with the assistance of Building Monitors will be responsible for building evacuation, should it become necessary.
- ◆ If you should spot a suspicious object, package, etc., report it to the Switchboard Operator by dialing “O” or call Campus Security 410-758-7275 or *9 from any college phone. **Under no circumstances should you touch, tamper with, or move the object in any way.**
- ◆ If instructed to evacuate, move a safe distance away from the building (a minimum of 1000 ft.) and avoid vehicles, dumpsters or other structures. **Take all personal items (i.e., keys, purses, briefcases, knapsacks, etc.) with you.**
- ◆ The last Security Officer, Maintenance Tech, or Building Monitor exiting the building shall secure/lock the building to prevent re-entry. These designated personnel shall maintain a reasonable distance from the building in order to prevent unsuspecting persons from entering the area of the threat until released by law enforcement.
- ◆ Under no circumstances will College personnel or students be allowed to re-enter the building until instructed by authorized personnel that it is safe to do so.

BOMB THREAT CHECKLIST

<ol style="list-style-type: none"> 1. Where is bomb located? 2. What time is it set to explode? 3. What does the bomb look like? 4. What kind of bomb is it? 5. What will cause it to explode? 6. Who placed the bomb? 7. Why? 8. Any other details. 	<p style="text-align: center;">Exact Wording of Threat:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																																				
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REMARKS: _____

Fill out completely, immediately after bomb threat. Date _____ Phone No. _____

Name: _____ Position: _____

INCLEMENT WEATHER

- A. In the case of inclement weather, radio stations will announce if classes are cancelled.
1. Radio Stations:

WBAL (1090 AM) BALTIMORE	WCTR (1530 AM) CHESTERTOWN
WPOC (93.1 FM) BALTIMORE	WKDI (840 AM) DENTON
WAAI (100.9 FM) EASTON	WSCL (89.5 FM) SALISBURY
WCEI (96.7 FM) EASTON	WTDK (107.1 FM) EASTON
 2. TV Stations:

WMAR TV (Channel 2) BALTIMORE	WBAL TV (Channel 11) BALTIMORE
WJZ TV (Channel 13) BALTIMORE	WBOC TV (Channel 16) SALISBURY
WJLA (Channel 7) WASHINGTON	WBFF TV (Fox 45) BALTIMORE
 3. Announcements regarding morning cancellation will normally be provided by 6:15 a.m.
 4. Announcements regarding evening cancellation will normally begin at 3:30 p.m.
 5. In some cases, Chesapeake College courses are scheduled in public school facilities. When the public school system closes due to inclement weather, the college's course must also be cancelled even though courses may be held at other sites. Public school announcements will also be made by the radio stations. Questions concerning school closings should be directed to the appropriate academic dean.
 6. The college website and switchboard will provide closing information normally beginning at 6:15 a.m. and 3:30 p.m. as indicated above.
 7. The college will also use Twitter as a means of sending messages regarding emergency situations and closings/delays due to weather. Sign up for Twitter alerts by choosing to follow **Chesapeake Emergency** at <https://twitter.com/>.
- B. If no announcement of cancellation is made, all classes and activities will be held at the regularly scheduled time.
- C. If announcements are made, care should be taken to note which of the following are used:
1. Complete closing of college - no students and no employees are to report.
 2. Classes cancelled and only essential employees will report to work. The Vice President for Administrative Services will determine which essential employees will report for work.
 3. Classes cancelled but administrators and staff required to report to work.
 4. Delay start of classes to 10:00 a.m. or 12:00 p.m. (will be announced on radio).
The teaching faculty would not be expected to report to work in situations 1-3 above. In situation 4 above, the administrators, teaching faculty, and staff will report no more than one-half hour before the start of classes to provide the maintenance department sufficient time to clear the roads and parking lots. Faculty/staff parking and parking lot A will be the first to be cleared of snow.
- D. When college offices are open during inclement weather, employees should determine whether they can safely drive to campus. Employees unable to drive to campus during these days must take leave. They should call their supervisors with this information and complete a leave form when returning to campus. No penalty, other than leave time, will be assessed for tardy arrival on campus.
- E. If classes are in session on campus, all faculty are expected to fulfill their teaching assignments. However, if weather conditions are deemed hazardous by the faculty member and the faculty member determines that it is unsafe to drive to class, he/she will be charged for sick leave in accordance with the provisions in the college's Sick Leave policy.

SERIOUS INJURY/ILLNESS

- ◆ Survey the area to see if it is safe for you to assist.
- ◆ **Do not** move a seriously injured person unless it is a life-threatening situation.
- ◆ In the case of serious injury, dial 9-911.
- ◆ Then dial '0' to alert the switchboard operator or use the Campus Security phone line.
- ◆ After normal working hours, dial 410-758-7275 to alert Campus Security or use the Campus Security phone line.
- ◆ Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury/illness. Advise if the victim is conscious and if medical personnel and/or ambulance are needed.
- ◆ Return to victim, administer first aid, and keep the victim as calm and comfortable as possible.
- ◆ Remain with the victim until medical assistance arrives. When possible have someone stationed outside the building to direct medical response personnel.
- ◆ Initiate reporting procedures as directed by Department Head or Supervisor. An Incident Report form should be filed as soon as possible with the Administrative Services office, Dorchester Building, room 226, phone ext. 5704.

CAMBRIDGE CENTER FIRST AID KIT LOCATIONS

First Floor Location: Room 122

Second Floor Location: Room 205

♥ Automated External Defibrillator located on wall just outside Registration Office room #116.

WYE MILLS FIRST AID KIT and AED LOCATIONS

<u>Dorchester Administration</u>	<u>Economic Development Center Performing Arts Center</u>		
<ol style="list-style-type: none"> 1. Reception Area First Floor 2. Reception Area Second Floor 	<ol style="list-style-type: none"> 1. AUD-08 Ticket Office 2. AUD-05 Training Kitchen 3. AUD-09 Scene Shop 4. EDC-15 Reception ♥ 5. AUD-18 – Auto Ext. Defibrillator 		
<u>Talbot Science Building</u>	<u>Health Professions & Athletics Center</u>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"> <ol style="list-style-type: none"> 1. Reception/Faculty Offices 2. S-128 3. S-130 4. S-131 5. S-132 </td> <td style="width: 50%;"> <ol style="list-style-type: none"> 6. S-133 7. S-101 8. S-102 9. S-105 10. S-107 </td> </tr> </table>	<ol style="list-style-type: none"> 1. Reception/Faculty Offices 2. S-128 3. S-130 4. S-131 5. S-132 	<ol style="list-style-type: none"> 6. S-133 7. S-101 8. S-102 9. S-105 10. S-107 	<ol style="list-style-type: none"> ♥ 1. HPAC-101 ♥ 2. HPAC-111 ♥ 3. HPAC-114 4. HPAC-130 5. HPAC-140 6. 2nd floor restrooms
<ol style="list-style-type: none"> 1. Reception/Faculty Offices 2. S-128 3. S-130 4. S-131 5. S-132 	<ol style="list-style-type: none"> 6. S-133 7. S-101 8. S-102 9. S-105 10. S-107 		
<u>Queen Anne’s Technical Building</u>	<u>Manufacturing Training Center</u>		
<ol style="list-style-type: none"> 1. T-101 2. T-122 3. T-131 4. T-132 	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"> <ol style="list-style-type: none"> 1. MTC-101 2. MTC-103 3. MTC-104 </td> <td style="width: 50%;"> <ol style="list-style-type: none"> 4. MTC -105 5. MTC-106 6. MTC-107 </td> </tr> </table>	<ol style="list-style-type: none"> 1. MTC-101 2. MTC-103 3. MTC-104 	<ol style="list-style-type: none"> 4. MTC -105 5. MTC-106 6. MTC-107
<ol style="list-style-type: none"> 1. MTC-101 2. MTC-103 3. MTC-104 	<ol style="list-style-type: none"> 4. MTC -105 5. MTC-106 6. MTC-107 		
<u>Kent Humanities Building</u>	<u>Maintenance Building</u>		
<ol style="list-style-type: none"> 1. H-124 Faculty Break Room 2. H-103F Theatre Green Room ♥ 3. H-100 Theatre Lobby– Auto Ext. Defibrillator 	<ol style="list-style-type: none"> 1. M-100 Maintenance Shop ♥ 2. Security – Auto Ext. Defibrillator 		
<u>Early Childhood Development Center</u>	<u>Caroline College Center</u>		
Main Entrance Hall	<ol style="list-style-type: none"> 1.C-104 Student Gov. Office 2.C-108 Kitchen 3.C-110 Electrical Room 4.C-211 Mechanical Room 5.C-201 Student Life Office ♥ 6. Café seating area – Auto Ext. Defibrillator 		
<u>Learning Resource Center</u>	<u>Eastern Shore Higher Education Center</u>		
<ol style="list-style-type: none"> 1. L-101 Circulation Desk 2. L-120 Information Tech. Help Desk 3. L-200 Academic Computing Info. Desk 	<ol style="list-style-type: none"> 1. HEC-103 Admin. Offices 2. HEC-104 Faculty Offices 3. 2nd Floor Emergency Phone ♥ 4. 1st Floor Elevators – Auto Ext. Defibrillator 		