

Emergency Quick Reference Guide

Howard Community College has developed three basic protocols to respond to all emergencies and protect the life and well-being of the college community.

In case of Emergency call Security [5555](tel:5555), or use Emergency Phones or if in immediate threat call [911](tel:911)

1. **Evacuation** ⇒ **Fire – Smoke – Bomb Threat**

- Notification will typically be via the fire alarm.
- Assist in alerting others in the vicinity, but do not jeopardize your safety or the safety of others.
- Leave buildings immediately using nearest exits/stairways; remain alert for emergency communications.
- If applicable, assist disabled on upper floors to designated Wheelchair Assembly Areas.
- ***In case of fire, do not use elevators***; otherwise, elevators can be used to evacuate.
- Proceed directly to the designated exterior assembly area (*See Evacuation Routes and Assembly Areas Map*).
- Do not reenter buildings under any circumstance until informed that it is safe and All-Clear is given.

2. **Shelter-in-Place** ⇒ **Tornado (weather events) – Environmental Hazards**

- Notification will be via Mobile Alert System, Phone Zone Paging, E-mail, Hall PA System, Digital Alert Clocks, Blue Emergency Phones, Building Monitors, and/or Emergency Personnel.
- Assist in alerting others in the vicinity, but do not jeopardize your safety or the safety of others.
- Close all doors and windows to the outside if possible.
- If in laboratories, cease operations, close fume hoods in case building ventilations systems are turned off.
- In case of Tornado, move to Tornado Safety Areas –basements, interior rooms and halls away from glass.
- If moving to safety or shelter areas, ***elevators can be used***.
- Remain alert for emergency communications, further instructions, and the All-Clear.

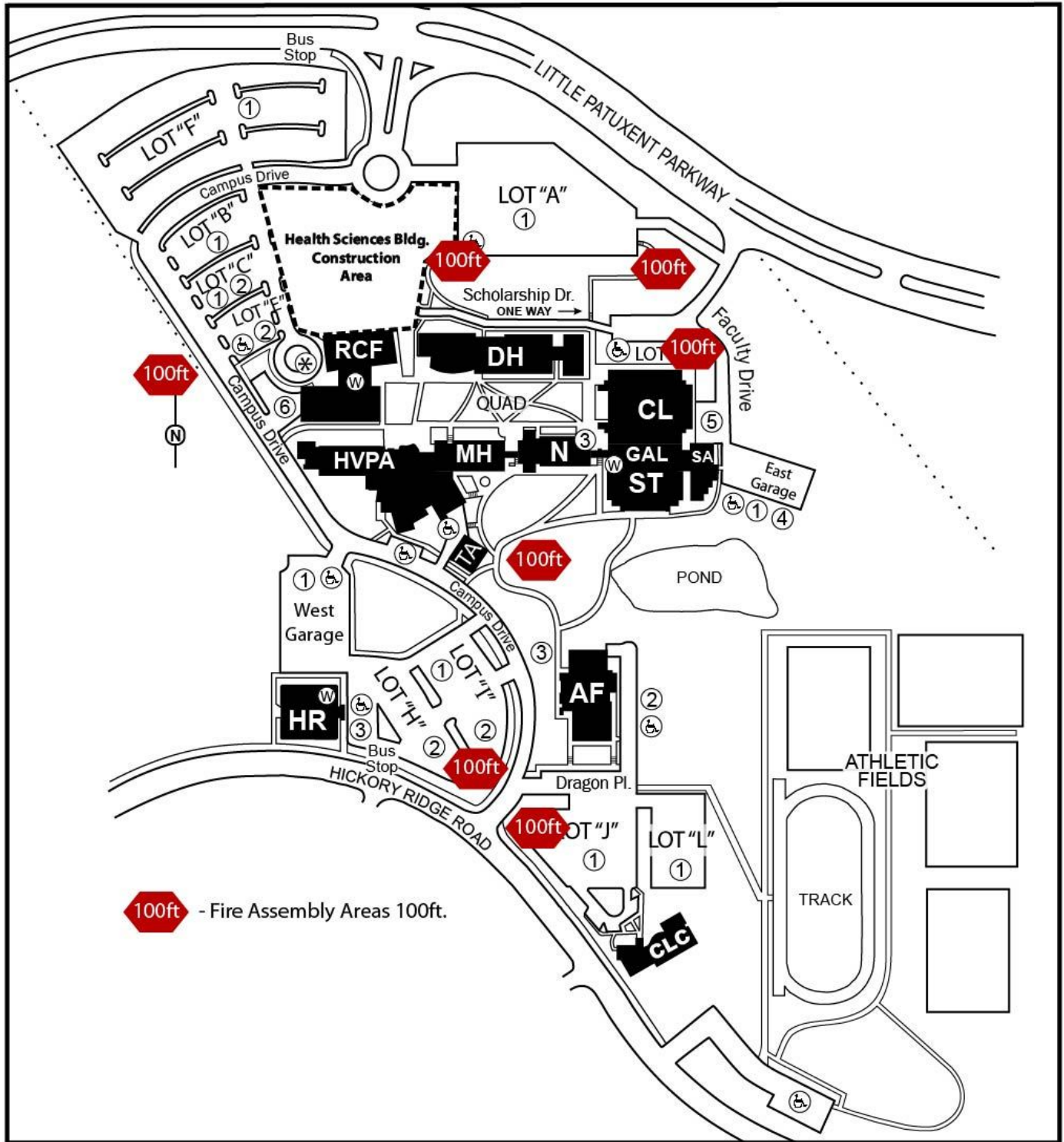
3. **Lockdown** ⇒ **Criminal or Violent Act – Shooter/Hostage**

- Notification will be via Mobile Alert System, Phone Zone Paging, E-mail, Hall PA System, Digital Alert Clocks, Blue Emergency Phones, Building Monitors, and/or Emergency Personnel.
- If observing an incident on campus, call [911](tel:911) first and IMMEDIATELY afterwards call Security [5555](tel:5555).
- Assist in alerting others in the vicinity, but do not jeopardize your safety or the safety of others.
- Seek shelter in a secure room with locking door if possible; avoid open areas; close, lock and move away from doors and windows; turn off lights; remain quiet; turn cell phones to vibrate.
- Remain alert for emergency communications and further instructions which may include staying, moving to another location or evacuating.
- If moving to another location or evacuating, ***elevators can be used***.
- Do not leave until instructed by Emergency Personnel and the All-Clear is given.

**Emergency
Update
Hotline x5050**

For more information, contact Security:
www.howardcc.edu/students/security
Emergency x5555
Non-Emergency x5500





*In the event that an evacuation needs to occur due to a bomb threat, local Police and Fire Departments will determine the appropriate assembly areas.