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 an emergency call Public Safety 5555, or use emergency phones or if in immediate threat call 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 exists/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 the all-clear is given.

2. **Shelter-in-Place** ➔ Tornado (weather events) – Environmental Hazards
   - Notification will be via mobile alert system, email, PA system, digital alert clocks, code 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 the building ventilation 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 to be given.

3. **Lockdown** ➔ Criminal or Violent Act – Shooter/Hostage
   - Notification will be via the mobile alert system, email, PA system, digital alert clocks, code blue emergency phones, building monitors, and/or emergency personnel.
   - If observing an incident on campus, call **911 first and IMMEDIATELY afterwards call Public Safety 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 a locking door if possible. Avoid open areas. Close, lock and move away from doors and windows. Turn off lights, remain quiet, and 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.

For more information, contact Public Safety:

- [http://www.howardcc.edu/services-support/public-safety/](http://www.howardcc.edu/services-support/public-safety/)
- [Emergency x5555](http://www.howardcc.edu/services-support/public-safety/)
- [Non-Emergency x5500](http://www.howardcc.edu/eopvideo)
Evacuation Routes and Assembly Areas Map

Legend

★ Assembly Areas

☆ Handicapped, by Permit Only

W Welcome Center

1 – Open Parking – White Striped

2 – Employees Only – Yellow Striped

3 – Main Receiving

4 – Food Services and Bookstore Deliveries

------------------- Pedestrian route around N building

Area closed.