Montgomery College Emergency Procedures
January 7, 2010

Notification of Changes to College Operations
Montgomery College will always operate on its regular schedule unless otherwise announced. Changes to the College’s operational status will be communicated through the following means:

- The College’s:
  - Main phone number at 240-567-5000. A recorded message will be available
  - Home page at www.montgomerycollege.edu. A message will be placed on the front page
  - MyMC web site at https://mymcprod.montgomerycollege.edu/cp/home/displaylogin. A message will be placed on the front page
  - Faculty and staff College voice mail. From off-site, dial 240-567-1701
  - Faculty and staff College e-mail. From off-site, visit http://mcmail.montgomerycollege.edu
  - Cable channel 10 in Montgomery County

- Commercial radio and TV stations including:
  - Channel 4 WRC WTOP (103.5 FM)
  - Channel 5 WTTG WFRE (99.5 FM) - Frederick
  - Channel 7 WJLA WAMU (88.5 FM)
  - Channel 9 WUSA WFMD (930 AM) - Frederick
  - News Channel 8 WMAL (630 AM)

- Montgomery College ALERT. Cell phone text messages and/or e-mail messages are sent to registered users. To learn how to sign up for this service, please visit http://www.montgomerycollege.edu/emergency.

Weather
In addition to the Director of Emergency Planning, each Office of Safety and Security, as well as the three Directors of Facilities will monitor weather alert radios, Alert Montgomery, or media stations for National Weather Service watches or warnings issued for Montgomery County. Montgomery College ALERT will be used along with all other current communication mechanisms to announce weather related collegewide and campus closings, delays, or emergencies. Per the National Weather Service:

- “A WATCH is issued when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so”
- “A WARNING is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property”
- A TORNADO EMERGENCY is issued when a large, violent tornado is expected to impact a populated area

If a **High Wind or Severe Thunderstorm Warning** is issued, continue to monitor weather forecasts and current conditions. If storm impacts a College location, seek shelter immediately.

If a **Tornado Warning or Tornado Emergency** is issued and a College location is in the projected or actual track of the storm, seek shelter immediately in windowless hallways or rooms located on the lowest level of a building. Areas with wide-span roofs such as an auditorium, cafeteria, or large wide hallways should be avoided. Remain in the protected area until the danger has passed.
If a Winter Storm Watch or Warning is issued, continue to monitor weather forecasts and current conditions. See Notification of Changes to College Operations for communication methods used by the College for notification of changes to campus or College operations.

**Emergency Response Priorities**
The College’s commitment of resources in response to an incident will be dependent on the actual or probable impact on life-safety and College operations. The coordination of the response will follow a clear chain of command based on the Incident Command System (see future article).

- **Priority 3 (Minor Emergency)** – An incident limited in scope and area with minimal impact on normal operations. Incident is quickly resolved with internal resources or limited help from external organizations. Examples would include a fire alarm activation, small hazardous material incident, localized power outage, water leak, vehicle accident, or medical calls.

- **Priority 2 (Major Emergency)** – An incident that has an immediate impact or potentially may impact a significant portion of College or campus operations and requires assistance from external organizations. Examples would include campus-wide utility failures, severe weather event, heating/cooling plant failure, bomb threat, or major fire.

- **Priority 1 (Disaster)** – A community-wide incident that threatens or disrupts College operations and possibly the surrounding community. Examples would include an active shooter; a major weather emergency such as a tornado, tropical storm, or hurricane; a large-scale hazardous material spill; or a Homeland Security Condition Red – imminent threat or terrorist event has occurred in Washington D.C. area.

**Response to Emergencies on Evenings and Weekends**
The on-site or on-call administrator and the Office of Safety and Security will enlist the help of any on-site members of the Campus Response or Campus Support Teams (see future article) to assist in emergency notification, evacuation, or shelter-in-place operations. The Office of Safety and Security will maintain incident command until relieved, including communications with appropriate emergency response personnel.

**Evacuation Areas or Shelter-In-Place**
An emergency may require the evacuation of a single or multiple buildings. Each building has been assigned a specific evacuation area where evacuating personnel should remain until receiving further instructions from a Security officer or a member of the Campus Response Team. If there are any persons requiring medical attention, CALL 9-1-1 and notify a Security officer or a member of the Campus Response Team (see future article).

The College may advise the campus community to shelter-in-place as a response to certain emergency situations such as the release of hazardous materials into the environment. All persons should seek shelter in a building, if outside, or remain in their current building. If possible, select interior rooms or rooms with the fewest windows. Continue to shelter-in-place until receiving further instructions from a Security officer or a member of the Campus Response Team.