
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 BEEP plan or evacuation map)
- If smoke, 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 and pagers

SHOOTING/ HOSTAGE SITUATION

- Take cover 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 BEEP plan or 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 BEEP plan or 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 Health **Services Office LC 691**
- **First Aid Kits** are located in:
 - **Con- Ed Office**
 - **Chem./ Bio. Labs**
 - **Ath. Trainer’s Office (Gym)**
 - **Campus Security Vehicle**
 - **Laker Hall**
 - **Garrett Hall**

DIRECTORY OF NON-EMERGENCY INFO #S:

FIRE(Garrett Central Alarm)	301-334-1929
BIOLOGICALS (Health Dept)	301-334-7770
CHEMICALS (Health Dept.)	301-334-7777
RAPE CRISIS	301-334-9000
MD SUICIDE HOTLINE	1-800-422-0009
POISON CONTROL CENTER	1-800-222-1222
GARRETT MEMORIAL HOSPITAL	301-533-4000
MARYLAND STATE POLICE	301-387-1101
GARRETT COUNTY SHERIFF’S DEPT.	301-334-1911
HEALTH SERVICES COORDINATOR	301-387-3742
COUNSELING	301-387-3743

REPORT SUSPICIOUS PACKAGES OR BEHAVIOR TO CAMPUS SECURITY