



**Crime Reporting and Police Services** - The Chesapeake College Department of Public Safety has primary responsibility for security and safety of ESHEC. It is open daily, 24 hours and consists of a director, uniformed special police officers, and uniformed security officers. The director and special police officers have powers granted through a special police commission, authorized by the State of Maryland, to make arrests, detain guests, and carry weapons. For emergencies or to report a crime, contact the security office at 410-758-7275, \*9 from any campus phone, or dial 0 on any campus phone during normal business hours (8 a.m.-4p.m.). You may also call 911 or the Talbot County Sheriff's Office at 410-822-1020. Reports can be made confidentially by victims or witnesses.

**Facility Access and Security** – Generally, all buildings are open 7 a.m.-9:30 p.m., Monday-Thursday and 7 a.m.-4:30 p.m. on Friday. Security officers lock and secure all buildings as appropriate for scheduled activities. To report physical security or safety concerns dealing with building or grounds maintenance, contact Facilities at 410-827-5872 or Public Safety at 410-758-7275.

**Crime Awareness and Prevention Programs** - Students and employees should take reasonable steps to promote their own safety. Safety awareness messages, including crime prevention tips, are sent through various notification systems to faculty, staff and students.

**Timely Warnings** – Timely notifications are issued after reports of criminal activity are received by the Chesapeake College Department of Public Safety. In the event of a confirmed emergency response that presents a dangerous situation involving an immediate threat to the health and safety of students and staff, the campus community will be notified in a timely manner by members of the Crisis Management Team or by the appropriate emergency response agency. The Crisis Management Team will also update information to the campus community during and after an event. The team consists of Chesapeake College's President, Vice Presidents, Director of Facilities, Director of Public Safety, and Director of Public Information. Faculty, staff and students will be notified by using some or all of the following methods: voice mail, Chesapeake College webpage, computer display messaging, email, Twitter and building monitor announcements.

#### **Emergency and Evacuation Procedures**

If an evacuation of the facility is necessary, building monitors, in conjunction with the public safety and maintenance staff will assist in evacuating the building in a safe and timely manner. The facility will remain evacuated until deemed safe by the appropriate emergency service agency investigating the incident. In the event that the campus must be shut down, security personnel with the assistance of the maintenance department will block all entrances and exits of the campus as deemed appropriate.

Chesapeake College will conduct drills and exercises to evaluate emergency response procedures that include the ESHEC. Upon the completion of any drills and exercises, an after-action review will take place to assess the response procedures. An *Emergency Procedures Guide* is available online at <https://www.chesapeake.edu/security>.