ATODA
(Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness)

POLICY & PROCEDURES

Annual Notification to Faculty, Staff, and Students
2020-2021

Frederick Community College
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Notification to Students, Faculty, and Staff

In accordance with the Higher Education Opportunity Act (HEOA) of 2008, each postsecondary institution in the United States that participates in Title IV student aid programs must annually distribute, in writing, to each student and each employee, information about the Drug and Alcohol Abuse Prevention Program.

This document includes standards of conduct for all faculty, staff, and students, a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol, a description of the health risks associated with the use of illegal drugs and alcohol, information regarding local drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available, and a statement of our disciplinary sanctions for faculty, staff, and employees.

In accordance with federal law, Frederick Community College (FCC) publishes an annual College Security and Fire Report that is available online for review by students, faculty, and staff. The report contains information of a historical nature and includes crimes that were committed on campus last year and the two years prior to that. The crimes are categorized for ease of understanding and identification.

To access the 2020 College Security and Fire Report visit www.frederick.edu. Select ‘College Security’ at the bottom of the page, and then select ‘2019 College Security and Fire Report.’ Printed copies of the report are available by making a request to the Security Office located on the first floor of the Student Center (H-116).

For questions or comments related to these documents, please direct all correspondence to the appropriate College representative.

Contact for Students:
Jerry Haynes, Dean of Students and Director of Athletics (DOS/DA)
Frederick Community College
Office H-100, Student Center
301.846.2469 • jhaynes@frederick.edu

Contact for Faculty and Staff:
Melissa Bard, Vice President for Human Resources
Frederick Community College
Office G-230, Gambrill Hall
301.846.2677 • mbard@frederick.edu
I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) is committed to an alcohol, tobacco, and drug-free learning and working environment. Frederick Community College adheres to the responsibilities set forth in applicable local, state, and federal laws. All members of the College community, visitors, guests, and volunteers are required to comply with this Policy and Procedures.

The College provides education and prevention resources related to the use of alcohol, tobacco, opioid, and other drugs. The College utilizes educational strategies to increase awareness of drug, alcohol, or tobacco use. In response to the nationwide heroin and opioid epidemic, incoming full-time students are required to participate in prevention awareness training, and incoming part-time students are provided with resources that alert and educate them regarding heroin and opioid addiction and prevention.

Any student, employee, visitor, guest, or volunteer who uses illicit drugs or alcohol, or abuses any drug on College premises or during a College-sponsored activity may be subject to prosecution and punishment by the civil authorities. Students and employees may also be subject to disciplinary proceedings by the College.

Information provided by those who voluntarily avail themselves to tobacco, drug, or alcohol counseling or rehabilitation services will be kept confidential.

The College reserves the right to refuse any advertising or promotional activities which focus on the consumption of alcoholic beverages, tobacco, or drugs that might encourage use or abuse.

II. Definitions for the Purpose of this Policy and Procedures

A. “ATODA” refers to alcohol, tobacco, opioid, and other drug awareness.

B. “Calendar days” refers to Sunday through Saturday of each week excluding days on which the College is officially closed.

C. “College” refers to Frederick Community College and, collectively, those responsible for its control and operation and applies to all sites at which the College conducts classes and/or activities.

D. “College community” refers to trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
E. “College premises” refers to buildings or grounds owned, leased, operated, controlled, supervised, or temporarily used by the College.

F. “College-sponsored activity” refers to any activity that is initiated, authorized, or supervised by the College, or that involves representation of the College.

G. “Controlled substances” refers to drugs that have some potential for abuse or dependence. These drugs are regulated by local, state, and federal laws.

H. A “drug” refers to any chemical, whether synthetic or natural, that affects the human body or mind when it is swallowed, inhaled, injected, or consumed in any other way.

I. “Illicit drugs” refers to drugs which are illegal or forbidden by law.

J. “Naloxone” refers to a prescription medicine (Narcan, Evzio, or its equivalent generic) that reverses opioid overdose.

K. “Opioid” refers to synthetic substances that act on opioid receptors to produce morphine-like effects.

L. “Senior Leadership Team” (SLT) refers to the President’s Senior Leadership Team, comprised of the President; the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development; the Vice President (VP) for Finance; the VP for Human Resources; the VP for Learning Support; the Chief of Operations; the Chief Information Officer; and the Special Assistant to the President for Institutional Effectiveness.

M. “Student” refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes, who has either paid or made arrangement for payment of tuition and/or fees.

N. “Tobacco” refers to any tobacco-derived or tobacco-simulating products, including, but not limited to: cigarettes (clove, bidis, kretks), electronic cigarettes and vaporizers, cigars and cigarillos, pipe tobacco, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

O. “Visitor” and “guest” refers to any person who is not a member of the College community who is on College premises.
P. “Volunteers” refers to individuals who are not members of the College community, but have had background checks and have been officially approved to serve as volunteers at the College.

III. Education, Prevention, and Responsibility

A. The College provides resources to educate, prevent, and address alcohol, tobacco, opioid, and other drug use and abuse. Resources, including awareness information, counseling services, and referral services are available to faculty, staff, and students. A list of community resources is available to students and all employees through the following offices: Adult Services, Center for Student Engagement, Counseling and Advising, Human Resources, and the Vice President for Learning Support. For eligible employees and their families, the College provides an Employee Assistance Program (EAP) that offers a comprehensive set of support services and resources paid for by the College. The services are confidential and available 24 hours a day, 7 days a week, 365 days per year. Contact the Human Resources office located in Suite G223 of Gambrill Hall for details.

B. Students are required to acknowledge and agree to comply with ATODA Policy and Procedures through their signature on their admissions application or their acknowledgement on their student profile.

C. The College issues an annual written notice to students and employees of the College Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy and Procedures. The Dean of Students and Director of Athletics (DOS/DA) is responsible for the oversight of ATODA programs and the tracking of incidents, reporting, and sanctions for students. The Vice President (VP) for Human Resources is responsible for the oversight of ATODA programs and the tracking of incidents, reporting, and sanctions for employees.

D. The College complies with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986, as Amended in 1989, and the Heroin and Opioid Education and Community Action Act (Start Talking Maryland Act). The College conducts a biennial review of its ATODA programs and policies to determine program effectiveness, consistency of sanctions, enforcement, and the need to implement changes. The DOS/DA and the VP for Human Resources collaborate to review all ATODA programs, co-author and submit the Biennial Review Report by December 31 of each even-numbered year to the Senior Leadership Team, and are responsible for the oversight and implementation of recommended changes.
E. The College provides a list of resources at https://www.frederick.edu/opioid-resources.aspx that alert and educate students regarding heroin and opioid addiction and prevention. Students are provided weekly reminders of this website until they have completed the corresponding training referenced in the same notification.

F. Each year, at New Student and Parent Convocation, opioid addiction and prevention education strategies are addressed by faculty and administrators.

G. The College offers workshops and programming during National Drug and Alcohol Awareness Month, Wellness Month, and other times throughout the year.

IV. Prohibited Conduct

A. The manufacture, sale, distribution, dispensation, possession, or use of illicit drugs or controlled substances, and the abuse or unauthorized use of alcohol by anyone on College premises, at any College-sponsored activities, or in College vehicles is prohibited. These violations may result in disciplinary action which could include criminal prosecution.

B. With the exception of parking lots, the use of all tobacco products is prohibited on College premises by any member of the College community, visitor, guest, or volunteer. The use of all tobacco products is prohibited in College vehicles at all times.

V. Reporting/Sanctions

A. Anyone who witnesses or has knowledge of violations of this Policy and Procedures occurring on College premises or at a College-sponsored activity should contact College Security. Call 4444 from a main campus phone or a Monroe Center office phone or (301) 846-2453 from any other phone. In the case of an emergency, call or text 911. Reporting protocols for off-site programs will be followed for violations of this Policy and Procedures.
B. Students

1. Anyone who has ATODA concerns regarding a student should complete a Student Behavior Incident Report Form and submit it to the DOS/DA. Students charged with violating the ATODA policy will be adjudicated under the College Code of Student Conduct.

2. Sanctions for students are listed in the Code of Student Conduct, Section VI.C.

C. Employees

1. Anyone who has ATODA concerns regarding an employee should contact the VP for Human Resources, located in Suite G223 of Gambrill Hall. The VP for Human Resources must then notify the appropriate supervisor and Senior Leader.

2. Sanctions for employees are outlined in the Employee Misconduct Policy and Procedures.

D. Visitors, Guests, and Volunteers

All violations of this Policy and Procedures by visitors, guests, or volunteers should be reported immediately to College Security. Call 4444 from a main campus phone or a Monroe Center office phone or (301) 846-2453 from any other phone. In the case of an emergency, call or text 911.

Law enforcement may be called to respond if a visitor, guest, or volunteer is in violation of this Policy and Procedures.

VI. Opioid Overdose Response

A. FCC adheres to the Heroin and Opioid Education and Community Action Act (Start Talking Maryland Act) and follows guidelines and procedures outlined in the act, including utilization of nasal Naloxone by designated and trained employees of the College.

B. The Director of College Safety, Security, and Emergency Preparedness will:

1. Designate employees who are to receive training and be certified every two (2) years in the use of nasal Naloxone.

2. Ensure that the nasal Naloxone kits are current and not past the expiration date.
3. Ensure proper, secure, and efficient storage and deployment of nasal Naloxone for College use.

4. Ensure that any use of the nasal Naloxone on an individual is documented, and required notifications are made to the Chief of Operations, and the Frederick County Health Department.

**VII. Notification of Conviction**

A. As a condition of employment, employees must abide by the terms of this Policy and Procedures and notify the Human Resources Office in writing of any criminal drug statute conviction, no later than five (5) calendar days after such conviction. Lack of compliance with these requirements may subject the employee to separation from employment.

B. Upon receipt of notification of a conviction, the College will take the following actions as required by law:

1. Notify the appropriate federal agencies of such convictions within ten (10) calendar days, and

2. Take appropriate personnel action against the employee, which may include reprimand, warning, suspension with or without pay, or separation from employment; and/or

3. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

**VIII. Acceptable Use**

A. Alcoholic beverages may be served at College-sponsored events or non-College-sponsored events held on College premises with the written approval of the President upon securing the proper licensing, permitting, insurance, and meeting all local and state requirements related to usage control.

B. Specific curricula or program areas may have acceptable use policies upon approval of the President.

C. The handling of prescription/controlled medications as part of health science clinical assignments is granted by the President.
D. Employees should report to work fit for duty and free of any adverse effects of illicit drugs or alcohol. This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physicians about the medication’s effect on their fitness for duty and the ability to work safely and promptly disclose restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions to supervisors, but should do so to the Health Insurance Portability and Accountability Act (HIPAA) official in Human Resources.
Local, State, and Federal Law Descriptions Related to Alcohol and Other Drug Use

Students and employees at FCC are subject to federal, state, and local laws for the possession and distribution of illegal drugs.

Federal law states that it is unlawful to possess controlled substances including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. (Federal Law Title 21 USC, Sections 841 and 844 to 845).

1. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from five to 20 years.
   a. In February 2000, a law was enacted to categorize gamma hydroxybutyrate (GHB), also known as a “date rape” drug, as an illegal drug. This means that anyone possessing, manufacturing, or distributing GHB may face up to a 20-year penalty.
   b. For other illegal drugs, the penalty for simple possession is a fine of at least $1,000 and/or imprisonment up to three years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university, such as FCC. Additionally, any person who violates this law shall be liable for an amount up to $10,000 in civil penalties.
   c. In addition to federal laws, the state of Maryland has its own laws dealing with distribution, manufacturing, and possession of controlled substances. For instance, any person who unlawfully manufactures or distributes a narcotic drug may be fined up to $25,000 and may be imprisoned for up to 20 years for a first offense.

2. Students and employees at FCC are subject to state and local laws for drinking and obtaining alcohol. It is illegal in the state of Maryland for any person under age 21 to drink alcohol (Md. Code Criminal Art. Section 5-608).

3. It is also illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol or possess alcoholic beverages with the intent to consume them (Md. Code Criminal Art. Section 10-113).

4. It is also illegal in most situations to furnish alcohol to a person under 21 (Md. Code Criminal Art. Section 10-114).
5. The penalty is a fine of up to $500 for a first offense and up to $1,000 for repeat offenses (Md. Code Criminal Art. Section 10-117).

a. In addition, state law dictates that it is illegal to possess alcohol in an open container in any parking lot of any shopping center or retail store, unless given permission by the owner. The penalty is a fine of up to $100.

6. It is also illegal to consume alcohol on any public property or highway unless authorized by the governmental entity that has jurisdiction over the property, with penalties including a fine of up to $100 (Md. Ann. Code Art. 2B, Section 19-204).

7. Students and employees are also subject to state and local laws governing drinking and driving. A person may not drive or attempt to drive while impaired or under the influence of alcohol (Md. Ann. Code Art. 2B, Section 19-204).

8. Individuals under 21 with a Blood Alcohol Level (B.A.L.) of .02 (approximately one drink) will be charged with a violation of restricted license and result in a suspended license until the age of 21 (Md. Code Transportation Art. Sections 21-902).

9. Any individual with a B.A.L. of 0.08 will be presumed to be driving under the influence of alcohol. An individual with a B.A.L. of .08 or more shall be determined to be under the influence of alcohol per se (Md. Code Transportation Art. Sections 16-113(b)).

10. Any of these violations will result in fines, imprisonment, or both. It is also unlawful to drive while impaired by any controlled dangerous substance whether or not it is illicit (prescribed or unlawfully obtained) (Md. Ann. Code Transportation Art. Sections 21-902).

11. A person can still be charged with these violations in Maryland even if they possess a driver’s license from another state (Md. Code Transportation Art. Sections 21-902 (c) and (d)).

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Alcohol
Ethyl alcohol, the form of alcohol found in beer, wine, and liquor, is a psychoactive drug. It is classified as a central nervous system depressant, although its effects are often misinterpreted as stimulating.

Low doses of alcohol significantly impair the judgment and coordination required to safely operate a motor vehicle. Moderate to high doses cause marked impairments in higher mental functions and alter a person’s ability to learn and remember information. Very high doses can cause respiratory depression and death.

About one in 10 people will find it difficult to control consumption, will have continuing problems associated with alcohol use, and will develop the disease of alcoholism. Even those who do not eventually develop alcoholism can experience and/or cause considerable harm to themselves, others, and the community. Individuals with a family history of chemical dependency face a higher chance of developing alcoholism or other forms of drug addiction. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have irreversible physical abnormalities and/or intellectual disabilities. In addition, alcohol use has been found to be significantly related to the transmission of HIV and other sexually transmitted infections, unplanned pregnancy, fighting, assaults, vandalism, and the incidence of acquaintance rape and other crimes.

Stimulants
Drugs included in this classification include cocaine (e.g., coke, crack), methamphetamine, Ritalin/Adderall, amphetamines (speed), high doses of caffeine, and other stimulants. Cocaine has been known to cause sudden death by causing the heart to beat in an abnormal rhythm resulting in a heart attack. The heart attack can be sudden and unexpected and can occur at any time when a person is using cocaine. Stimulants can cause a person to become emaciated, resulting from an increased metabolism and an extremely decreased appetite. Psychologically, cocaine and most amphetamines are extremely addictive and affect the pleasure center of the human brain.

Stimulant intoxication can lead to visual, auditory, and tactile hallucinations and delusional thinking. After a person develops dependence upon cocaine or an amphetamine, sudden or gradual cessation in use can cause markedly diminished interest or pleasure in most activities. Fatigue, insomnia, and feelings of worthlessness are also common and can possibly result in suicide attempts.
Opioids
Drugs included in this classification include opium, morphine, codeine, heroin, OxyContin, methadone, Percodan, Percocet, and other opium derivatives and synthetics. Narcotics are the most physically addictive illicit drugs. The first or second administration of narcotics may result in a tremendous euphoric feeling that cannot be repeated due to the rapid development of tolerance to the drug. This leaves the user with high cravings and low benefits from continued drug use. The user must continue ingesting the drug in order not to develop withdrawal symptoms. A major physical risk associated with the use of narcotics is sudden death resulting from respiratory arrest. Other risks include infection due to IV drug use. Psychologically, cravings for narcotics can be severe.

Phencyclidine/Ketamine
These drugs form a distinct category of their own because the effects produced are unlike any other drugs. Ketamine (“Special K”) and Phencyclidine (PCP) act similarly to a hallucinogen, in some respects. In other respects, they act similarly to that of a central nervous system (CNS) stimulant as well as a CNS depressant. Among their side effects are delirium, visual disturbances, hallucinations, and severe violence. Some evidence of long-term memory disorders and psychological disturbances resembling schizophrenia also has been linked to the use of these drugs.

Hallucinogens
Drugs in this classification include LSD (acid), mescaline (peyote), mushrooms (psilocybin), amphetamine variants (ecstasy), and other hallucinogens. The greatest short-term risk associated with ecstasy is dehydration and overheating. Additionally, consequences that ecstasy may have on the brain include depression, anxiety, and effects on the brain’s ability to think and store memories.

The greatest risk associated with LSD use is a “bad trip,” which can occur at any time, even with individuals who have used the drug many times. A bad trip is a psychological reaction to the ingestion of LSD and is primarily based upon the user’s mindset and environment at the time of administration. A bad trip can result in extreme paranoia, panic attacks, and a loss of self-control. The most extreme outcome of a bad trip can be permanent psychosis or even death.
Nicotine
Nicotine is the powerfully addictive substance in tobacco that can “hook” a user in as few as three cigarettes. Short-term health effects related to smoking can include wheezing, coughing, frequent colds, and decreased senses of smell and taste. Smoking can also trigger asthma symptoms. Long-term health effects can include chronic bronchitis, lung cancer, or cancer of the mouth, throat, bladder, pancreas, or kidney.

Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device. The term is used because e-cigarettes do not produce tobacco smoke, but rather an aerosol, often mistaken for water vapor, that actually consists of fine particles. There has been a recent outbreak of lung injuries associated with e-cigarette use or vaping.

Inhalants
Inhalants include a wide variety of breathable chemicals that produce mind-altering results. The three major subcategories of inhalants include volatile solvents, aerosols, and anesthetics. The most commonly abused inhalants are gas, glue, paint, and nitrous oxide (including whippets). A major physical consequence in inhalant use is sudden death occurring from heart beat irregularities. Inhalants produce an inebriation effect with associated bizarre thoughts, dizziness, numbness, and a lack of coordination. The intoxicated person will have problems performing even the most mundane tasks, and serious accidents can result. Long-term effects can include brain damage, poor concentration, and memory loss.

Cannabis
Drugs in this classification include: marijuana, tetrahydrocannabinol (THC), hashish, and hashish oil. Physical risks of marijuana use include damage to the lungs, chromosomes, and reproductive system. The most severe consequences of cannabis use affect brain functioning. Chronic marijuana use can result in changes in perception, motor activity, sensation, emotional response, motivation, memory, and states of awareness.
Depressants
Drugs in this classification include Rohypnol and other barbiturates, benzodiazepines, Xanax, valium, GHB, and other depressants including alcohol. Depressants produce rapid tolerance. Severe withdrawal, including seizures and death, can occur if depressant use is immediately stopped. Depressants can also cause sudden death by respiratory arrest or by stroke resulting from a marked increase in blood pressure. Mixing alcohol with other depressants can be lethal.
Getting Help

The College provides resources and referral services for students, faculty, and staff confronted with a problem of drug and/or alcohol abuse as part of our substance abuse awareness program. Employees may obtain information or referrals from the Human Resources Office. Students may obtain information or referrals from the Counseling and Advising Office or the Vice President for Learning Support.

Area Drug and Alcohol Abuse Services

Detoxification Services

Frederick Health Hospital
400 West 7th Street, Frederick, MD 21701 • 240.566.3500
(For medical emergencies only)

Meritus Health
11116 Medical Campus Road, Hagerstown, MD 21742 • 301.790.8000

Inpatient Treatment Facilities

Massie Unit
10102 SE Country Club Road (cottages 3 & 4), Cumberland, MD 21502
301.777.2285 • Outpatient services: 301.759.5050
Residential treatment facility for adults experiencing the effects of alcoholism and other substance abuse disorders. Length of stay is individualized but averages 21 days. A holistic treatment approach is utilized to address the issues necessary to maintain an abstinent lifestyle.

Mountain Manor Treatment Center
9701 Keysville Road, Emmitsburg, MD 21727 • 301.447.2360
50-bed short term, high-intensity adult residential substance abuse treatment. Its 12-step program includes a detox track, relapse prevention, full medical and nursing services, and psychiatric support for dual diagnosis patients. The program also features a long-term residential track for pregnant and post-partum women who are substance abusers. Participants in this track may keep their young children and infants with them.
Outpatient Services

Frederick County Health Department
Substance Abuse Services – Adult Recovery Services (CORE)
350 Montevue Lane, Frederick, MD 21702 • 301.600.1755
Adult outpatient services, Intensive Outpatient Program, outpatient detoxification, in-house psychiatric consultations and assessments, narcotics treatment program, men’s recovery groups, women’s recovery groups, and other specialty groups and alternative health services.

Allied Counseling Group
306 West Patrick Street, Frederick, MD 21701 • 301.698.7077
Comprehensive mental health services, including state-licensed and certified treatment for substance abuse, relapse prevention, continuing care, in-patient referrals, and intensive outpatient treatment.

Crossroads Center of Frederick
511 West South Street, Frederick, MD 21701 • 301.696.1950
Adult and adolescent intensive outpatient counseling for persons with alcohol and drug problems, abuse, and dependence. MVA-approved DUI/DWI programs.

Residential Treatment Facilities

Wells House @ Gale Recovery
425 East Patrick Street, Frederick, MD 21701 • 301.662.7003
Provides evidence-based behavioral health services along a continuum of care. Services include outpatient, intensive outpatient, and low intensity residential services, case management, peer services, Telemedicine for Suboxone and Vivitrol prescriptions, partnership with the University Psychological Center to provide onsite mental health services for patients with co-occurring mental health issues, and more.
Self-Help Groups

West Central Alcoholics Anonymous
301.662.0544

Cocaine Anonymous
301.368.9202
www.tradition5.org/wmdvaca

Narcotics Anonymous
800.543.4670
www.cprna.org/our-areas/info/frederick-area/

24-Hour Hotline Services

Frederick County Hotline
301.662.2255

Emergency Admissions for Alcohol & Drug Rehab
1.800.252.6465

Business Health Services (BHS)
(A confidential counseling and referral program for benefits-eligible employees and household members)
1.800.327.2251
www.bhsonline.com

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. Frederick Community College makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. If you have accommodation needs or questions, please call 301.846.2408. To request a sign language interpreter, please visit http://fcc-interpreting.genbook.com. If you have interpreting related questions, please email Interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. To guarantee accommodations, requests must be made at least five workdays in advance of a scheduled event. If your request pertains to accessible transportation for a College-sponsored trip, please submit your request at least 21 calendar days in advance. Requests made less than 21 calendar days in advance may not be able to be guaranteed. Gainful employment information is available at www.frederick.edu/GE.