

FIRE OR EMERGENCY EVACUATION

If you discover a fire or emergency situation inside a building, you should:

1. Activate the manual alarm pull station. They are located near emergency exits.
2. Call University Police at **711** or **410-706-3333** once you are a safe distance away

Evacuation Procedures

You should do the following:

1. Do not use elevators.
2. Immediately evacuate using marked emergency exits.
3. Individuals requiring evacuation assistance should go to the designated area for rescue assistance on their floor and await further instructions.
4. Obey Fire Wardens and emergency response officials.
5. Evacuate in an orderly manner. Walk, don't run.
6. Stay in single file in the stairways.
7. If all exits from a floor are blocked, return to your work area and:
 - a. Close the door and place a towel or article of clothing along the bottom edge of the door.
 - b. Open the windows for fresh air and hang an article of clothing or other similar article out the window. This will let the fire department know you are still in the building.
 - c. **If the window cannot be opened - DO NOT BREAK the glass.**
8. If you must remain in a room during a fire or other emergency remain calm and call **711** or **410-706-3333** and advise University Police of your location and the situation and wait for the fire department to assist you.

FIRE OR EMERGENCY EVACUATION

MEDICAL SITUATIONS

You should do the following if you discover a person experiencing a medical emergency:

1. Survey the scene to ensure it is safe for you to approach the victim
2. If the person is experiencing a medical emergency, call University Police at **711 or 410-706-3333** for help
3. When you call University Police, be prepared to provide the following information:
 - a. Your name and the phone number you are calling from.
 - b. Victim's location.
 - c. What happened and the nature of the emergency.
 - d. Number of persons needing help and any special conditions.
 - e. Victim's condition.

If you are trained in First Aid and/or CPR, you may proceed with treating the victim according to your training.

1. If the event is a cardiac arrest and you are trained on the proper use of an Automated External Defibrillator (AED), proceed with obtaining the AED unit and treating the victim according to your training.

Exposure to Human Body Fluids

If exposed to human blood or body fluids, wash the effected area for 15 minutes and call Human Bloodborne Pathogen Exposure Hotline at **410-328-2337** and enter **7845** to page the on-call person.

MEDICAL SITUATIONS

HAZARDOUS MATERIAL RELEASE

Hazardous material releases can include chemical, biological or radioactive materials.

Individuals who discover a hazardous material release shall take the following steps:

1. If possible, isolate the spill. In a laboratory this can be done by closing the door to the laboratory.
2. If life-threatening or serious injuries are involved, activate the manual fire alarm pull station and contact University Police at **711 or 410-706-3333**.
3. If the release is not life-threatening, evacuate to a safe area and contact University Police at **711 or 410-706-3333**.
4. If you can do so safely, note what was released, its location, and the amount released.

HAZARDOUS MATERIAL RELEASE

SHELTERING IN PLACE GUIDELINES

Sheltering In Place is one of several response options available to emergency management directors and employees of the University Of Maryland Baltimore (UMB) in the event of an emergency. Sheltering In Place means persons will remain in a building until emergency management officials issue additional instructions or declare that the emergency condition has ended. It is a short-term option for limiting the potential exposure of persons to hazards that may be present in the outdoor environment.

A Sheltering In Place Coordinator has been identified for each university building. They have been trained to take certain actions and maintain communication with the university emergency command center for the duration of the emergency condition.

Persons in university buildings should take the following actions when the UMB Emergency Management Director issues advice to Sheltering In Place:

1. Remain calm. Shut windows and exterior doors. Remain in the building and await further instructions from the Sheltering In Place Coordinator, Fire Wardens or the Emergency Management Director.
2. If in a laboratory, reduce all operations to a safe condition as quickly as possible. This might include terminating chemical reactions or processes; disposing of hazardous chemicals that are in use; securing radioactive materials; and putting away cultures and potentially infectious materials.
3. Do not use elevators. The movement of elevators pumps significant amounts of air in and out of a building.
4. Do not seal off rooms or corridors with plastic or tape. The Emergency Management Director will centrally control building ventilation to minimize the risk of exposure of occupants to hazardous materials.

Building occupants should monitor updates posted to the UMB Campus Alerts web page at <http://www.umaryland.edu/alerts/index.html>.

SHELTERING IN PLACE GUIDELINES

FLOOD

The intrusion of water into a building can cause sudden and dramatic risk of injury to people and damage to property. If you discover a flood:

1. **DO NOT ENTER A FLOOD AREA.** Hazards beyond slipping on a wet floor exist. There is clear danger of electrical shock, being hit by falling debris and encountering hazardous materials.
2. Remove people from the immediate flood area to safety out of the water.
3. If it is safe to do so, secure experiments in progress, protect equipment from water damage and secure any hazardous materials (and any materials which may become hazardous when exposed to water).
4. Report the flood to Operations and Maintenance at ext **67570** with the following information:
 - a. Where are you (building name, which floor, what room)?
 - b. Where is the flood?
 - c. What do you see (water coming from above, the color of the water, the temperature of the water the source of the water if it is visible)?
 - d. What known hazards exist to first responders?
5. Follow any instructions provided to you by Operations and Maintenance.
6. Advise first responders of known hazards (experiments in process, hazardous materials, etc.) and critical equipment that needs to be protected if possible.
7. **DO NOT RE-ENTER THE FLOOD AREA** unless and until you are asked to do so and are escorted by Operations and Maintenance.
8. In the rare event that you are present at the moment when a flood begins and you can SAFELY secure the source of the water, valve off the source of the flood and then follow the instructions above.

Every step possible will be taken to protect the building and its contents. They are replaceable. You are not.

Be Safe: Stay Out Of Flooded Areas

FLOOD

ELECTRICAL POWER OUTAGE

In the event of a momentary power outage:

1. **DO NOT PANIC.** 99.9 percent of the time building power will be restored automatically within seconds.
2. Once power has been restored report the event to Operations and Maintenance at ext 67570.
3. Check all equipment for proper function and reset if necessary. Contact Operations and Maintenance if assistance is required.

In the event of an extended electrical power outage:

1. Account for all people in your immediate area or span of responsibility
 2. If it is safe to do so, secure experiments in progress, turn off equipment and secure any hazardous materials.
 3. Evacuate the outage area. Go out of the building or to an area where electrical power is known to be available.
 4. Report the electrical outage to Operations and Maintenance at ext 67570 with the following information: (Phones in the immediate outage area may not function.)
 - a. Where are you (building name, which floor, what room)?
 - b. Where is the outage?
 - c. What do you see (no lights, equipment is off, emergency lights on)?
 - d. What known hazards exist to first responders?
1. Follow any instructions provided to you by Operations and Maintenance.
 2. Advise first responders of known hazards (experiments in process, hazardous materials, etc.) and critical equipment that needs to be protected if possible.
 3. **DO NOT RE-ENTER THE OUTAGE AREA** unless and until you are asked to do so and are escorted by Operations and Maintenance.
 4. Operations and Maintenance will advise you when electrical power has been restored and that it is safe to return to the area. Upon return check all equipment for proper function and reset if necessary. Contact Operations and Maintenance if assistance is required.

Every step possible will be taken to protect the building and its contents. They are replaceable. You are not.

Be Safe: Stay Out Of Areas With No Electrical Power

ELECTRICAL POWER OUTAGE

BOMB THREATS

Telephone Bomb Threat

You should do the following:

1. Remain Calm
2. Do not hang up; keep the caller on the line as long as possible and listen carefully.
3. Note the time of the call and the specific telephone instrument on which it came.
4. Note the caller's number if your phone is equipped with caller I.D.
5. Note the exact words of the caller.

Ask the caller the following questions or listen for the following information:

1. Where is it located?
2. When does it go off?
3. What does it look like?
4. What is the caller's name?
5. What is the caller's motive for placing the bomb?
6. Are you a University employee?
7. Are you a student?

Write down any information noticed, e.g. background noises, gender of caller, voice pitch, speech patterns, accent, etc. Notify the University Police immediately at **711 or 410-706-3333**.

Written Bomb Threat

You should do the following:

1. Remain calm.
2. Notify University Police immediately.
3. Once discovered, do not touch, move, or open package, so it is not altered or destroyed. Preserve scene for University Police.
4. Keep others from handling or going near it.

Opened or Closed Suspicious Packages

You should do the following:

1. Notify University Police Immediately
2. Do not use a two-way radio or cell phone within 100 feet of a suspicious package
3. Never touch any package that is suspicious. Do not attempt to touch, move, or open, as it could explode or spread.
4. Keep others from handling or going near the package.
5. Notify the University Police Immediately at **711 or 410-706-3333**.

BOMB THREATS

CIVIL DISTURBANCE

Outside

You should do the following:

1. Implement appropriate emergency procedures by moving students, faculty, staff and visitors to a safe location (as conditions permit) inside buildings to protect against trauma or danger.
2. If not able to move inside, take cover outside as able.
3. Consider persons with disabilities who may need assistance.
4. Notify University Police at 711 or 410-706-3333 of the type of disturbance, its location, the number of people causing it, who is involved, any weapons presence and your name. Provide as much information as possible.
5. Maintain a calming influence over your group. Reassure students, faculty, staff and visitors that everything possible is being done to return the situation to a normal condition.
6. If a gunshot is heard, get everyone on the ground immediately

Inside

You should do the following:

1. Notify University Police at 711 or 410-706-3333 of the type of disturbance, its location, the number of people involved, any weapons present and your name. Provide as much information as possible.
2. Keep students, faculty, staff and visitors quiet. Keep them away from the doors and windows.
3. Lock all room doors.
4. Account for all persons. Report any missing persons to University Police immediately.
5. Close window shades, curtains or blinds.
6. Maintain a calming influence over your group. Reassure students, faculty, staff and visitors that everything possible is being done to return the situation to a normal condition.
7. Should gunshots are heard, instruct everyone to get down on the floor immediately and take cover.
8. Always contact University Police when you have an emergency in your room.
9. Remain in the classroom or other safe area until notified by University Police to move or return to normal conditions.

CIVIL DISTURBANCE

ACTIVE SHOOTER

If you observe a suspicious person with a firearm, whether actively shooting or not, contact the University Police. The Police can be reached at **711 or 410-706-3333**.

If someone is actively shooting, quickly assess the situation and consider one of the following options:

1. Escape. Can you get out of the building, and away from the shooter? If taking this option, remember that there might be more than one shooter. Once you get to an exterior door, assess the scene outside before getting through the door.
2. Once you do exit, keep running until you are well away from the building, and try to get behind some type of cover (something that will offer protection from bullets).
3. Hide. Are you somewhere where you can possibly hide from the shooter and wait until law enforcement personnel rescue you? This may involve locking yourself in a classroom, closet or office. Try to find a room that does not have glass in the door. If the door does have glass, stay out sight from anyone looking inside.
4. **DO NOT ATTEMPT TO CONFRONT THE SHOOTER**
5. When you encounter law enforcement personnel. Follow their instructions exactly. You must remember that in these situations, the responding police officers do not know who the shooter(s) are, and they do not know who you are. They have to take certain precautions for everyone's safety. If the shooter is still active, be prepared to have the police officers leave you where you are. The officers first concern is to make contact with the shooter(s) and prevent him from causing anymore harm.
6. Provide officers with any information you have on the situation, such as description of the shooter, last place you saw them, direction of travel, location of injured/ hiding people or anything else pertinent.

ACTIVE SHOOTER