

Guidelines for Sheltering In Place At the University of Maryland Baltimore

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 Shelter in Place Coordinator will be 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 shelter in place.

1. Shut windows and exterior doors. Remain in the building and await further instructions from the Shelter in Place Coordinator, Fire Wardens, or the emergency management director. Limit your use of the telephone so that emergency communications will not be hindered by non-essential communications.
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. The sash on chemical fume hoods should be pulled down to the fully closed position. Discontinue any laboratory process that might create a hazard if chemical fume hoods, biosafety cabinets, or building ventilation were turned off.
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>. This same information can be obtained by dialing the campus emergency phone number at 410-706-8622. If electronic communication has been disrupted, Fire Wardens on each floor will have up-to-date information on the emergency condition via their preplanned communication network.