

For all emergencies below, activate the emergency response system by calling 911 as soon as possible.



FIRE EMERGENCY

- Activate nearest fire alarm pull station and call 911
- Evacuate using the nearest emergency exit



MEDICAL EMERGENCY

- Call 911 and provide location and patient condition information
- Send someone to the building entrance to assist emergency responders in locating the person(s)
- Provide first aid and/or CPR



HAZARDOUS MATERIALS RELEASE

- Isolate the spill by closing doors
- Move to a safe location
- If there is a risk of fire or explosion, activate the nearest fire alarm pull station and evacuate
- For non-emergent/non-life-threatening spills, call the UMB police at 410-706-6882



TORNADO

- Avoid windows or wide-open spaces, such as auditoriums
- Move to an interior hallway, ideally on the lowest level
- Take shelter under a sturdy table or desk
- Cover head with arms



EARTHQUAKE

- During an earthquake, drop down, take cover under a desk or table, and hold on
- If you are in a damaged building at the end of an earthquake, evacuate immediately
- After an earthquake, do not re-enter a damaged building
- Expect aftershocks. Some may be large enough to do additional damage to weakened structures



CIVIL DISTURBANCE

- If inside: If possible, move to an interior room with a lockable door
- If outside: Avoid large groups of people and/or demonstrations, don't seek refuge in places likely to be looted, seek safe shelter immediately



ACTIVE SHOOTER/VIOLENT INCIDENT

- Quickly evacuate the premises if safe to do so
- If evacuation is not possible, quickly proceed to a room that can be locked
- Turn off lights, close blinds, silence cellphone, keep out of sight, await instructions from authorities
- **Do not activate the fire alarm!** Call 911
- As a last resort, and only when your life is in imminent danger, fight back. Act with physical aggression and throw items at the assailant.



SUSPICIOUS PACKAGE

- Do not handle the package
- Alert others nearby
- Evacuate the area and isolate the package by closing doors
- Call 911



BOMB THREAT

- If you take the call, remain calm and obtain as much information as possible.
- Immediately notify another staff person in the office, preferably while the caller is still on the line.
- Document all that you know and hear. **This should include filling out a Bomb Threat Checklist available at <https://umbsafe.org/bombthreat>**
- Call 911 and do not evacuate unless instructed to do so by law enforcement.



GENERAL SAFETY/EVACUATION

- Evacuate using the nearest emergency exit
- Do not use elevators
- Individuals requiring evacuation assistance should go to the nearest emergency exit and request assistance from others in evacuating, ask others to report their location to first responders, and call 911 if in imminent danger. If unable to evacuate, seek shelter within a protected stairwell.
- Do not re-enter the building until the official "all clear" is given by emergency responders.



UTILITY OUTAGE/FLOODING

- Report the outage/flooding to the UMB Maintenance Administration Service Center at 410-706-7570