

# Occupant Emergency Plan

**Saratoga Building**  
220 Arch Street  
Baltimore, MD 21201

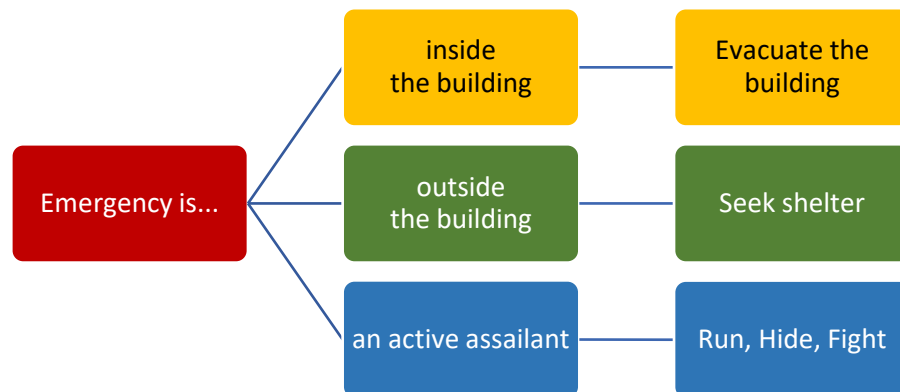
**Updated April 2026**

## Purpose

This Occupant Emergency Plan prepares University of Maryland, Baltimore (UMB) students and employees to respond if an emergency impacts your University building.

## Imminent Risk to Life Safety

When an emergency affects your University building, the action you take will either be to Evacuate, Seek Shelter, or Run-Hide-Fight.



## Important Numbers

- **Emergencies:** Call or Text 9-1-1
- **UMB Police Non-Emergency:** 410-706-6882
- **Suicide and Crisis Lifeline:** Call or Text 9-8-8
- **Facilities Service Center:** 410-706-7570
- **Student Counseling Center:** 410-328-8404
- **Environmental Health and Safety:** 410-706-7055
- **Employee Assistance Program:** 667-241-1555
- **UMB Office of the Fire Marshal:** 410-706-3494

**Evacuation:** Using the nearest safe exit, leave the building. Use enclosed stairwells, not elevators or open stairs (e.g., those commonly found in building lobbies). Encourage others to evacuate as you leave, but don't delay your own evacuation. If an individual asks you to help them evacuate, please do so if you feel comfortable; otherwise report their exact location to first responders.

- Assemble between the Downtown Baltimore Child Care Center and the Lexington Building.
- During extreme weather, go to the Lexington Building.

**Evacuation Assistance:** If you need help evacuating, go to the nearest enclosed stairwell.

- If you are not in imminent danger, do not block others from using the stairs.
- Ask others to notify first responders of your location (floor/stairwell).
- If in imminent danger, call 911. Ask others to help you exit the building.
- Even if you cannot leave, enclosed stairwells provide some protection.

**Seek Shelter:** Limits your exposure to emergencies outside your building.

- Go inside if you are outside.
- Find a safe location for the type of emergency (*see Hazard-Specific Protective Actions*).

**Run, Hide, Fight:** Act quickly if it appears there is an active assailant.

- Run away to avoid the attacker if it is safe to do so.
- Hide if escape is not possible. Lock and barricade doors. Avoid windows. Silence phones. Turn off lights.
- Fight to defend yourself if your life is in imminent danger.

## Visitors

Hosts are responsible for accompanying and aiding their visitors during emergencies, ensuring that all guests are accounted for and guided to designated safety areas according to UMB campus emergency procedures.

# Hazard-Specific Protective Actions

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 [umaryland.edu/emergencies](http://umaryland.edu/emergencies)**
- 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

## Stop the Bleed Kits

Stop the Bleed kits are found across UMB. The kits include the items necessary to control serious bleeding and prevent further blood loss for a victim suffering from a traumatic injury. Large Stop the Bleed kits are mounted on the wall and include eight individual bleeding control kits. To use the kits, follow these instructions:

- If the area is safe, proceed toward the victim to help them.
- Use your gloved hands to apply direct pressure at the site of the wound.
- Pack cloth or gauze into a deep wound that is bleeding profusely.
- Apply a tourniquet to an injured limb between the wound and torso.
- Wrap the victim with a blanket or jacket to keep them warm.
- Stop the Bleed kits are in these locations at **Saratoga Building**:
  - 12th Floor Elevator Lobby
  - 13th Floor Elevator Lobby
  - 14th Floor Elevator Lobby



## Automated External Defibrillators (AEDs)

AEDs are found across UMB and can be used by anyone. If someone is experiencing a cardiac emergency:

- Yell for help. Tell someone nearby to call 911. Ask that person or another bystander to bring you an AED if there is one nearby. Time is of the essence.
- When a person is passed out and not waking up, check their breathing. If the person is not breathing or is gasping, begin CPR.
- Perform CPR by pushing down hard and fast in the center of the chest at least 2 inches at a rate of 100 to 120 pushes per minute, allowing the chest to come back up to its normal position after each push.
- Use the AED as soon as it arrives. Turn it on and follow the prompts.
- Continue administering CPR until the person starts to breathe or move, or until someone with more advanced training takes over, such as first responders.
- AEDs are located in these locations at **Saratoga Building**:
  - 1st Floor Lobby
  - 12th Floor Elevator Lobby
  - 13th Floor Elevator Lobby
  - 14th Floor Elevator Lobby



## Door Locks

During an active assailant incident, try to run away from the attacker if it is safe to do so. If escape is not possible, hide. When hiding, secure your location by locking the door. Below are the different types of locks you may find on campus:



This is a standard door lock, which sits above the door handles. This lock can be used by turning the thumb turn towards the door frame to lock the door. The thumb turn can be turned away from the door frame to unlock the door.



The is like a standard door lock and can be used by turning the thumb turn towards the door frame to lock the door (in this photo, the thumb turn would be turned to the left/counterclockwise.) The thumb turn can be turned away from the door frame to unlock the door (in this photo, the thumb turn would be turned to the right/clockwise.)



This lecture hall style lock is placed on doors with a push bar. The lock includes instructions so your which way to turn the thumb turn to ensure the door is locked. In this photo, the thumb turn would be turned counterclockwise to lock the door and would be turned clockwise to unlock the door.



This lock includes a window which shows whether the door is locked or unlocked. In this photo, the door is locked when the thumb turn is turned to the left (counterclockwise).

# Roles and Responsibilities

## Students and Employees

Individuals have a responsibility to be familiar with emergency exits and areas to seek shelter. Sign up for UMB Alerts to ensure you are receiving prompt alerts and instructions during an emergency here: [umaryland.edu/alerts](http://umaryland.edu/alerts)

## Security Officers

Security officers coordinate with UMB Police and first responders to share information during an emergency and aid building occupants during an evacuation or sheltering emergency.

# Become a Preparedness Pro

Complete the Preparedness Pro training requirements to earn a **digital credential** and a **Preparedness Ambassador badge**.

Preparedness Pro trainings build practical skills that help you recognize emergencies and take appropriate action to support safety across the UMB community.

Participants learn skills such as:

- Identifying evacuation routes and shelter locations during emergencies
- Understanding how to respond during a violent or threatening incident
- Recognizing cardiac arrest and assisting with CPR or AED use
- Administering medicine to reverse an opioid overdose
- Controlling severe bleeding until professional help arrives
- Using a fire extinguisher to safely put out small fires

View current requirements and available trainings: [umbsafe.org/emtraining](http://umbsafe.org/emtraining)

