

Emergency Preparedness Checklist

Complete this checklist and access the links to be prepared at UMB.

Know Your Building's Address

Searching for your building's address? [Go to the UMB Campus Maps website.](#)

My Building's Address:

My Room Number:

Evacuate – When an emergency is inside the building

Go to the two nearest emergency exits. Exit signs above doorways indicate the direction of exits.



Some emergency exits may have audible alarms. To stop the alarm, shut the door.



If you need evacuation assistance, go to an enclosed stairwell.

Request others notify first responders of your location.

Call or text 911 if you're in imminent danger.

Even if you cannot exit the building, being within a stairwell may provide you with protection.



Seek Shelter – When an emergency is outside the building

Find the two nearest **locations appropriate to seek shelter**. Ideal locations are on the lowest floors in interior rooms, hallways, or staircases, without windows.

Location #1:

#2:

Run, Hide, Fight / Avoid, Deny, Defend – From an active assailant

Find the two nearest **lockable rooms** to hide from an active assailant. Ideal locations are rooms with locks and minimal windows.

Location #1:

#2:

Consider objects in your space that you could use to defend against an attacker.

For active assailant training, [go to UMB Civilian Response to Active Shooter Events website.](#)

Emergency Equipment – To provide aid before first responders arrive

Find the nearest **Automated External Defibrillator (AED)** located at:

[Go to UMB's AED Program website for more information about AEDs, their locations, or to sign up for CPR/AED training.](#)

Find the nearest **Stop the Bleed kit** located at:

Kits are commonly co-located with AEDs. [Go to UMB's Stop the Bleed website for more information about Stop the Bleed kits and training.](#)

Find the nearest **Fire Extinguisher** located at:

[Go to UMB's Emergency Training website for more information about fire extinguishers and training.](#)

Important Numbers – To call for assistance

911 CALL FOR EMERGENCY MEDICAL, FIRE, OR POLICE ASSISTANCE

988 CALL FOR SUICIDE AND CRISIS LIFELINE

Save UMB's non-emergency numbers in your cell phone.

- **UMB Police Non-Emergency** 410-706-6882 – To request a SafeWalk or SafeRide.
- **Environmental Health and Safety** 410-706-7055 – To report safety concerns.
- **Facilities Service Center** 410-706-7570 – To report maintenance concerns.
- **Student Counseling Center** 410-328-8404
- **Employee Assistance Program** 855-410-7628

UMB Alerts

Make sure your information is up-to-date and add your cellphone to receive alerts via text message.

[Go to the UMB Alerts website to update your information.](#)



Finished everything? [Complete this form to receive a digital micro-credential for completion!](#)

[Please email UMB Office of Emergency Management with questions.](#)