

“WORKING TOGETHER FOR A SAFE CAMPUS”

RESIDENCE HALL

EMERGENCY PROCEDURES



EMERGENCY PREPAREDNESS

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FIRE EXIT DRILLS

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HOMELAND SECURITY

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EMERGENCY PREPAREDNESS

Following is a list for GACs, RAs, and RDs that should be completed at the outset of each semester, in advance of any emergency incident.

Graduate Administrative Coordinators

Train Community Assistants on their responsibilities associated with Fires and Fire Alarms, Fire Exit Drills, Fire Watch, Bomb Threats, Severe Weather Events and to refer to the sources on page 15 if Early Warning System sirens are activated.

Confirm that the following are readily available and in good condition at the Service Desk(s).

Air horns

Flashlights

Firewatch binder (and spare copies of forms, signs, and checklists.)

Severe weather/tornado alert signage

Charged Radios

Establish the *Evacuation Assistance List*:

The Evacuation Assistance List should contain the names, addresses, and phone numbers of residents who have permanent or temporary mobility limitations and who require assistance from emergency personnel in order to evacuate. This list will be used to locate and check on residents with mobility limitations after severe weather events. Each GAC is responsible to create/compile the list for his or her building(s).

Obtain a list of residents with disabilities from the Assignments Office. Work with the RD to establish an “Evacuation Assistance List.”

Confirm that Community Assistants know the process for adding temporarily disabled residents to the list and for removing them if they no longer require assistance.

Confirm that the desk has copies of the “Information for Residents Who Require Evacuation Assistance” fact sheet (Appendix C) and is prepared to provide the fact sheet to residents as their names are added to the “Evacuation Assistance List.”

Establish a specific location at each desk where the list will be kept. The “Evacuation Assistance List” must be available and provided to emergency personnel when needed.

Resident Assistants

Confirm each room or suite/apartment contains an “In Case of Fire” notice posted by the door during room inspections, before residents arrive, and report missing notices to 4-WORK. The South Campus Commons fire safety placards are in each hallway (not student rooms).

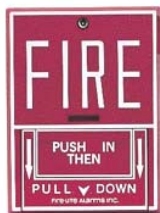
- Work** with your Resident Director on a fire safety communication plan for your floor or unit. Review the attached “Floor/Unit Meeting Agenda” (Appendix D). Consider using the videos “*Get Out and Stay Alive*” (available from the Community Office), “*Early Warning, Early Action*” about the Early Warning System (available from the University Police) or scheduling a guest speaker from the Department of Environmental Safety Fire Marshals’ Office.
- Review** and become familiar with the “Storm Safety” and “Tornado Alert” fact sheets (Appendix E and Appendix F) with residents at one of your first floor/unit meetings.
- Confirm** mobility impaired residents are listed on the “Evacuation Assistance List” kept at the Service Desk, as you initiate byroom verifications and/or unit agreements, and meet residents. Provide a copy of Appendix C: “Fire Safety Information for Residents Who Require Evacuation Assistance” to residents.
- Help** keep fire doors closed throughout the year. Fire doors, which are located in hallways and stairwells, slow down the spread of smoke and fire significantly, but only if they are closed. (Fire doors are rated to withstand fire for up to 120 minutes.)

Resident Directors

- Review** and be familiar with the procedures contained within this Emergency Procedures manual.
- Train** Resident Assistants. The Department of Environmental Safety Fire Marshals’ Office conducts a fire safety training session with all RAs in August that includes the “*Get out and Stay Alive*” video program. The Department of Public Safety has a video “*Early Warning, Early Action*” about the Campus Early Warning System. Supplement these training materials with a review, of the pertinent portions, of the Emergency Procedures manual.
- Work** with RAs on a fire safety communication plan for residents. Highlight use of the “Floor/Unit Meeting Agenda for RAs” (Appendix D), for use in traditional style halls.
- Work** with RAs to help them present weather/tornado information (Appendices E and F).
- Consult** with the Graduate Administrative Coordinator: Know the location of the Service Desk’s *FireWatch Binder*, (copies of forms, signs, checklists), and fire watch supplies (air horns, etc.)
- Confirm** the presence and location of the *Evacuation Assistance List* for all Service Desks on your side of campus. You are expected to provide it to emergency personnel in a fire emergency.
- Confirm** the presence of ample quantities of “Storm Safety” and “Tornado Alert” notices at the Service Desk and/or Community Office, (location may vary per Community).

FIRE or FIRE ALARM

Expectations of All Building Occupants: (including RL and RF staff):



Sound Alarm: If smoke or fire is observed, pull the nearest fire alarm pull-station. Fire alarm pull stations activate alarm bells throughout the building to alert other residents of the fire emergency. Pulling the fire alarm station saves lives.



Use the Nearest Exit or Exit Stairwell: Immediately exit the building upon hearing an alarm, even if you have not seen smoke or fire. Use the nearest stairwell to exit.

Do not wait for confirmation of an actual fire or assume the alarm is a false alarm. Evacuate immediately, even if fire and smoke are not apparent.

Do not use the elevator. Elevators enter into a “fire service” mode and may **not respond** to calls when the fire alarm system has been activated. Occupants may become trapped in elevators.

Do not attempt to locate the fire.

Do not attempt to fight or extinguish the fire.

Do not re-enter the building until the fire department gives authorization.



Call 911: Once safely outside, call 911 from an outside callbox or blue light phone.

If using a cell phone, call 301-405-3333 to contact University Police (on a cell phone, dialing 911 sends the call to the Prince George’s County Emergency rather than the University Police).

Residence Hall fire alarm systems are connected to a Department of Public Safety monitoring system.* However, residents still must call 911 to report as much information as possible to University Police and to confirm the local fire department has been notified and dispatched.

*South Campus Commons fire alarm systems are monitored by a private monitoring company.

Expectations of Community Assistants:

Notification: Community Assistants who are advised of a fire by telephone should:

Instruct the caller to pull the alarm station.

Call 911 to report the emergency

Contact the RA on-duty, or community office, if during business hours.

Notify the RD on-duty or Community Office during business hours.

Locate: The list of residents who require evacuation assistance and have it ready.

If the threat of fire is in the same building as the service desk:

Lock the key box.

Remain at the desk (if you're not at risk) to receive calls and help coordinate communication.

Evacuate if directed to do so by the fire department or if you feel you are at risk.

Expectations of the RA:

If you hear an alarm or are notified by a Community Assistant, or others, of a fire emergency:

Call 911 to report the emergency or confirm it has been reported. Although it is likely that others have done so, make a 911 call yourself to guarantee that emergency personnel were notified.

Notify/Verify the Service Desk has been informed. In cases where the service desk is in a different building, and therefore may not hear the fire alarm, (Annapolis, St. Mary's, South Campus Commons, Leonardtown, Cumberland, and Centreville) it is essential that the building's RAs take responsibility to notify the Service Desk.

Page the RD on-duty or contact the Community Office during business hours.

Report to the emergency site. Remain outside.

Introduce yourself to police or other emergency staff. Remain outside and available as a resource to the RD and/or emergency staff.

Wait at the main entrance for emergency personnel. Do not enter the building/residential floors.

Provide access if emergency personnel need access through a locked door.

Assist the RD and/or emergency personnel as requested and appropriate. Help keep residents out. Residents may interfere with emergency personnel and put themselves in danger by attempting to re-enter to obtain valuables or assist in the fire-fighting efforts. Residents may not re-enter until authorized to do so by the Fire Department.

Check and secure exterior doors when the incident is over, and notify Residential Facilities at x4-WORK* of any doors that need to be electronically reset or relocked (request they page a staff member on-duty to respond immediately).

*In the case of South Campus Commons the RA should contact the RD, who will notify the General Manager, or Assistant Manager, instead of x4-WORK.

Write and submit an incident report.

Expectations of the RD on-duty:

- **Report** to the Service Desk
- **Provide** the list of residents who require evacuation assistance to emergency personnel.
- **Confirm** the Community Assistant responsibilities have been accomplished.
- **Locate** the RA.

Page the Community Director on-call (update the CD as needed throughout the incident).

Direct residents to the indoor assembly area (see Appendix A) if you expect the evacuation to extend beyond 30 minutes or if weather conditions are poor.

After a Fire:

Assist displaced residents. The University Department of Public Safety and Environmental Safety Fire Marshals will secure the scene until their investigation is completed. In some cases this could take hours, or days. Determine the likely length of their investigation and work with the Community Director to find accommodations for displaced residents.

Assist police and fire investigators. They will need to speak with anyone who was in the area at the time of the fire and with the person who reported the fire. If the fire was in a bedroom or suite/apartment, investigators will need to talk with the residents.

Contact Residential Facilities for clean up and repairs via 4-WORK*.

Make sure Residential Facilities staff is aware of the extent of damages so they can begin to clean up and make repairs to the fire scene.

*In the case of South Campus Commons contact the General Manager or Assistant Manager.

Insurance Claims: Direct residents to call Environmental Safety's insurance coordinator at x5-3964. Residents with personal property damaged by fire, smoke, or water may be eligible for reimbursement by the State's insurance carrier. Reimbursement is not automatic and is based on the findings of an independent claims investigator. South Campus Common's residents must contact the South Campus Management Office at x4-2499 regarding insurance claims.

FIRE EXIT DRILL

Fire exit drills are conducted in residence halls once per semester in accordance with Life Safety Codes. A fire exit drill is designed to prepare residents and staff for an actual fire and to evaluate resident and staff performance and readiness (Fire exit drills therefore are not announced in advance to residents or front-line staff).

Department of Environmental Safety Fire Marshals schedule, conduct, and evaluate Fire exit drills. Their pass/fail evaluation is based on the following factors:

- Campus emergency 911 is called promptly (by a resident, RA, or Community Assistant) when the fire alarm begins to sound.
- The hall is correctly identified during the 911 call.
- Residents evacuate promptly, via the stairwells.
- Community Assistants perform their duties in the “Fire or Fire Alarm” section of this manual.
- RAs perform their duties in the “Fire or Fire Alarm” procedures section of this manual.
- A list of residents who require evacuation assistance is available at the service desk and is provided to emergency personnel.

Buildings that fail fire exit drills are reported to the Community Director for additional training or appropriate action.

FIRE WATCH

Background:

A Fire Watch is an inspection conducted when a building's fire alarm and/or sprinkler system is not operational. During a Fire Watch, inspectors actively look for evidence of smoke or fire, listen for sounding smoke detectors, and if smoke or fire is found, evacuate the building and contact emergency personnel. The State of Maryland Fire Prevention Code requires fire alarm and sprinkler systems, in buildings equipped with them, are operational at all times (if not, the hall should not be occupied). A Fire Watch is an emergency, short-term alternative approved by the Campus Fire Marshal that permits continued occupancy of residence halls.

Who Calls a Fire Watch?

The status of a fire alarm system may not be apparent, so an assessment is required from a "competent authority" (Fire Department, Department of Environmental Safety Fire Marshals, or Life Safety Systems) that a fire alarm or sprinkler system is out of service. Since the assessment may come from different on-campus or off-campus fire departments (who may have varying knowledge about our halls and procedures) or information may be communicated in a variety of ways. They may speak to RL staff or UMPD officers on site, or they may contact 4-WORK*, who will in turn page the RD on duty. (* The South Campus Commons RA should contact the RD, who will notify the Property Manager or Assistant Manager instead of x4-WORK.)

In some cases, Fire Department personnel may issue a form entitled "Correction Order - Fire Watch," which was designed to notify fraternities and sororities of required procedures. This form is not a formal part of the residence hall procedures and may not be consistently issued to residence hall staff. The following Fire Watch procedures developed and approved for residence halls supersede information contained on the "correction order" form.

What To Do If You Are Advised You Need a Fire Watch:

Confirm the RD has been notified.

Once notified the RD will:

Confirm the Fire Watch is needed. If advised by 4-WORK or a "competent authority" that you need a Fire Watch and you are uncertain it is required, or why, ask staff at 4-WORK* to contact a supervisor to speak with you. Consultation can occur with you and the "competent authority" to confirm both receive appropriate direction.

Notify 4-WORK about the Fire Watch. Call 4-WORK* to be certain they have been notified of the alarm or sprinkler system outage. The Fire Department, Department of Environmental Safety Fire Marshals, or UMPD may direct their communication to RL or service desk staff. 4-WORK needs to be advised so they can initiate repairs and follow-up to get the problem fixed. Do not assume emergency personnel have initiated repairs.

Recruit and assign individuals to Fire Watch. Once notified a Fire Watch is required, the Resident Director on duty is expected to recruit and assign individuals to work the Fire Watch and assure inspections begin within 4 hours of the initial notification. The RD may staff a Fire Watch with teams of two. This may be desirable on South Campus after dark.

Who conducts Fire Watch?

The Resident Director should attempt to staff Fire Watch coverage with RAs, Community Assistants, or other department staff or may, at his or her discretion, staff a Fire Watch with responsible residents.

Pay

Fire Watch staff are paid \$6/hr using Resident Life payroll (4-7350) “1-pay” materials

UMPD Availability

University of Maryland Police Officers or UMDPS Police Aides may be available, on a case-by-case basis, resources permitting, to fill vacant shifts. Community Directors are authorized to contact the University of Maryland Police (5-3555) to request and arrange staffing assistance.

Begin Fire Watch within 4 hours after notification. RL staff should organize a Fire Watch immediately after being advised by the “competent authority” it is needed and the Fire Watch patrol must begin no later than 4 hours after being so advised (the Fire Watch must begin if repairs are not completed and the alarm/sprinkler system is not restored within 4 hours, and must continue until notified by 4-WORK, the Fire Watch is no longer required.

Contact 4-WORK* for updates. You may ask 4-WORK* staff to contact a supervisor if you are unclear about the status of the alarm or sprinkler system.

*South Campus Commons Buildings staff should contact the South Campus Commons General Manager or Assistant Property Manager instead of 4-WORK.

Resident Director Fire Watch Implementation Checklist

A Fire Watch is an inspection conducted by DRL staff in order to provide fire and smoke detection and emergency warning to occupants when a building’s fire alarm or sprinkler system is non-operational.

Fire Watch inspectors serve as a “human smoke detector” and to notify 911 at the first sign of smoke/fire.

Several constituencies are authorized to notify our staff of the need for a Fire Watch. These include Facilities Management, Environmental Safety, Residential Facilities, UMPD, and the Fire Department.

If advised to implement a Fire Watch, the Resident Director should:

_____ **Note** date/time notified of need for Fire Watch: _____

_____ **Who** notified you of the need for Fire Watch? _____

_____ **Call** DRF Service Center, x4-WORK* (if not notified by 4-WORK) to confirm a Fire Watch is necessary and verify 4-WORK has been informed of the system problem (*Call the Capstone Manager for SCC Halls).

_____ **Obtain** name of the DRF Service Center staff member confirming need for Fire Watch:
_____ (name)

_____ **Note** the DRF work order number: _____

_____ **Notify** the Community Director on-call.

_____ **Initiate** the Fire Watch, once it is verified that a Fire Watch is needed, by contacting available RA’s and CA’s (residents may be used to staff Fire Watch at the RD’s discretion.)

_____ **Receive** the Fire Watch Log sheet from the service desk (log is updated hourly by Fire Watch inspectors).

_____ **Schedule** staff in 1-hour shifts for firewatch inspection patrols.
Inspections in traditional halls are continuous with a max. 15-minute break.
Inspections in suites/apartments take place once per hour.
Inspections must begin within 4 hours of being notified of the need for a Fire Watch.
RDs may, for reasons of personal safety and other considerations, staff a Fire Watch with teams of two (this may be particularly desirable on South Campus after dark).

_____ **Obtain** Fire Watch notices from the service desk and instruct Fire Watch inspector staff to post.
Post notices on exterior doors in suites/apartments.
Post notices in lobby, elevators, on bulletin boards, and bathroom doors throughout traditional halls.

_____ **Obtain** an air horn from the service desk which are used to notify residents smoke or fire has been detected.

_____ **Ensure** all individuals scheduled as Fire Watch inspectors understand their responsibilities as outlined in the Fire Watch document.
Distribute “Fire Watch Inspector Checklist” to inspectors.
Ensure inspectors read and understand the “Fire Watch Inspector Checklist.”

- _____ **Instruct** Fire Watch inspectors to conduct patrols as indicated below:
 - Once per hour, in suites/apartments (teams of 2), walk around the exterior and up/down stairwells.
(For Leonardtown, inspectors only conduct tours around the exterior of the affected building.)
 - Continuously in traditional halls, including corridors, laundry room, lobby, stairwells, recreation rooms, basements, and any other common areas.
 - Contact UMPD dispatcher at x53555 once per hour, on the hour, to report the status of the Fire Watch inspection and to confirm the Fire Watch is still underway.
 - See “Fire Watch Inspector Checklist” for specific items each inspector should be looking for.

- _____ **Instruct** Fire Watch inspectors on what to do if smoke or fire is detected or suspected:
 - At first sign of smoke or fire, Fire Watch inspector(s) must:
 - Pull the nearest fire alarm pull station.
 - Exit the building, calling 911 from the nearest safe phone.
 - Sound the air horn while exiting to notify as many residents as possible en route.
 - Notify the service desk
 - Walk the building exterior and sound the air horn as often as possible until the fire department arrives.

- _____ **Check** with the DRF Service Center (x4-WORK*) periodically, to verify the status of repair efforts and obtain estimated time remaining for the Fire Watch.

- _____ **At the conclusion** of Fire Watch (when notified by 4-WORK to end Fire Watch):
 - Return supplies to the service desk
 - Remove Fire Watch notices
 - Submit Fire Watch log sheet to Community Director.
 - Submit a roster (by hour) of individuals who participated in Fire Watch shifts to Community Director to initiate payment. (Fire Watch staff is paid \$6/hour).

*In the case of South Campus Commons Buildings staff should contact the General Manager or Assistant Property Manager instead of 4-WORK.

Fire Watch Inspector Checklist

A Fire Watch is an inspection conducted by DRL staff to provide fire and smoke detection and emergency warning to occupants when a building's fire alarm or sprinkler system is non-operational.

Fire Watch inspectors serve as a “human smoke detector” and notify 911 at the first sign of smoke/fire.

Note the Fire Watch Inspector procedures below and contact the Resident Director responsible for coordinating the Fire Watch with questions regarding these procedures. Contact 911 immediately if you sense an emergency

Fire Watch Inspector Procedures – Traditional Halls

Sign-in at the service desk by noting your name, date, and time on the Fire Watch log sheet at the beginning of your Fire Watch inspection shift. This sheet must be updated each hour.

Obtain Fire Watch notices and an air horn from the service desk.

Ensure that Fire Watch notices are posted in the lobby, in elevators, on bathroom doors and bulletin boards if you are the first Fire Watch inspection. Ensure Fire Watch notices remain adequately posted during all inspections.

Use air horns to notify residents that smoke or fire has been detected.

Conduct a continuous patrol of the entire building, including corridors, hallways, laundry room, basement, lobby, stairwells, recreation rooms, lounges, and any other common areas. Remain alert to signs of smoke or fire. (You may take a maximum of a 15-minute break each hour (no restrictions regarding where you take your break).

Contact UMPD dispatcher at x53555 once per hour, on the hour, to report the status of the Fire Watch inspection and confirm a Fire Watch is still in progress.

At first sign of smoke and/or fire, you must:

Pull the nearest fire alarm pull station.

Exit the building, calling 911 as soon as possible from the nearest safe phone.

Sound the air horn while exiting to notify as many residents as possible en route.

Notify the service desk

Walk the exterior of the building sounding the air horn until the fire department arrives.

Fire Watch Inspector Procedures – Suites/Apartments

Sign-in at the service desk by noting your name, date, and time on the Fire Watch log sheet at the beginning of your Fire Watch inspection shift. This sheet must be updated each hour.

Obtain Fire Watch notices and an air horn from the service desk.

Ensure Fire Watch notices are posted on exterior doors if you are the first Fire Watch inspection. Ensure that Fire Watch notices remain posted during all inspections.

Use air horns to notify residents that smoke or fire has been detected.

Conduct an inspection of the exterior of the building and go up and down interior stairwells once per hour. Remain alert to indications of smoke or fire (in Leonardtown, conduct inspections of the exterior of the buildings only.) Between hourly inspections you may return to your room or unit.

Contact UMPD dispatcher at x53555 once per hour, on the hour, to report the status of the Fire Watch inspection and to confirm a Fire Watch is still in progress.

At first sign of smoke and/or fire, you must:

Pull the nearest fire alarm pull station.

Exit the building, calling 911 as soon as possible from the nearest safe phone.

Sound the air horn while exiting to notify as many residents as possible en route.

Notify the service desk

Walk the exterior of the building sounding the air horn until the fire department arrives.

Serving as a “Human Smoke Detector:”

Remain attentive.

Listen for in-room smoke detectors sounding.

Look for observable signs of smoke and/or fire.

Enter all stairwells – open doors and look into each stairwell.

Enter all common areas including basement, lounges, laundry room, and computer labs.

Do not put yourself in jeopardy – if you suspect smoke and/or fire, exit the building; contacting 911 as quickly as possible

Attention Residents:

F I R E W A T C H
I N
P R O G R E S S

Fire alarm and/or sprinkler system is out-of-service.

Inspectors are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Contact 911 immediately if fire is seen or suspected.

Evacuate the building immediately upon hearing an air horn or other alert.

Homeland Security

The University of Maryland Department of Public Safety (includes the campus Police Department) will closely monitor Homeland Security and any change in the national threat level and any specific threats to the University community. The Department of Public Safety will develop, communicate, and direct any campus actions in response to such threats.

The University of Maryland Department of Public Safety has taken the following steps to prepare for security threats to the campus:

The University's trained, professional Public Safety personnel have prepared procedures to put in place on campus in the event of a threat or emergency.

Public Safety has established and will maintain a liaison with local, state & federal agencies on behalf of the University community.

Public Safety is prepared to provide increased police officer patrols and visibility as needed and appropriate.

The assistance of students and community members is critical in maintaining a secure campus. Public Safety asks every member of the community to be vigilant in reporting suspicious activity observed on campus by calling Public Safety at x911 from a campus phone, or 301-405-3333 from off campus or cell phone.

Concerns have been raised about the availability of food and water in cases of an emergency. The University has provisions to last approximately three days. Depending on the emergency, distribution of food & water to individuals who need it may take a day or more. Public Safety encourages students, faculty and staff to keep their own small supply of food & water to last for this interim period. Individuals should keep a flashlight, batteries, a portable radio, medicine, and necessary personal supplies. Public Safety will coordinate with state and federal disaster relief agencies such as the Federal Emergency Management Agency (FEMA) and the Maryland Emergency Management Agency (MEMA) to provide food & water should an emergency arise.

To learn more about preparing for specific emergencies visit the websites listed below:

<http://www.mema.domestic-preparedness.net/alerts.html>

(Overview of MD Threat Alert System & guidance for citizens, businesses, & schools)

<http://www.mdsp.org/cybertip.html>

(Maryland State Police Counter Terrorism Cyber site)

<http://www.redcross.org/services/disaster/beprepared/hsas.html>

(American Red Cross Homeland Security Advisory System)

<http://www.fema.gov/pdf/areyouready/security.pdf>

(FEMA site dealing with national security emergencies and terrorism)

Individuals with questions or concerns about emergency preparedness should contact the University of Maryland Department of Public Safety Public Information Office.

EARLY WARNING SYSTEM SIRENS

The University has an **Early Warning System**, consisting of a series of sirens, to alert the campus community to potentially life threatening emergencies. The **Early Warning System** is designed to provide notification to students, faculty and staff of imminent dangerous conditions. The sirens are loud enough to alert the entire University outside areas and areas contiguous to the University. For information about the **Early Warning System** visit www.umd.edu/Sirens

Siren Tones

Emergencies: A steady tone will sound for at least three minutes.

All Clear: One short blast that will sound for less than 30 seconds.

If you hear an **Early Warning System** siren, proceed as follows:

- **Remain inside** if in a residence hall, or any building.
- **Seek shelter** inside the closest accessible building if outside
- **Seek information** about the emergency from these sources which will provide advice on actions individuals should take:
 - WMUC 88.1 FM or 1640 AM (campus information radio station)
 - Cable Channel 76 (Terp TV), www.umd.edu or call (301) 405-7669 (x5-SNOW)
- **Do not** pull the fire alarm (which tells people to go outside).
- **Save work** on your computer, shut it down & disconnect it from the wall jack.

Early Warning System Siren Test:

A 30 second audible test of the sirens occurs the first Wednesday of each month at 11:55 a.m.

A 10 second low audible test occurs each Wednesday at 5:00 p.m.

UMD ALERT

UMD ALERT is a system that allows the University of Maryland, Department of Public Safety to send text messages about emergencies to cell phones, pagers, Blackberries, PDAs, and/or an e-mail account. **UMD ALERT** is a connection to real-time updates, instructions on where to go, what to do, what not to do, who to contact and other information.

University Police will determine (if an emergency occurs on campus) whether notification to the University Community should occur. The Police will send a text message to all registered devices if an emergency requires information be shared with students and staff.

UMD ALERT is a free service (your wireless carrier may charge you a fee to receive messages on your wireless device) available to all members of the University Community. To receive the service, students, faculty, or staff, must sign up for a **UMD ALERT** account. Alerts will be sent to all devices listed in your **UMD ALERT** account. Individuals can sign up for the service by visiting www.alert.umd.edu or by sending a text message to 411911 keyword: UMD

SEVERE WEATHER

Severe weather such as thunder/electrical storms, tornadoes, and hurricanes present dangerous conditions. To minimize the risk of personal injury and property damage, Resident Life staff should respond as outlined below. Specific circumstances may warrant other or additional courses of action. In such cases, Resident Life staff will be expected to cooperate with and take direction from professional emergency personnel.

A. TORNADO WATCH

A tornado *watch* is issued when conditions are favorable for a tornado to develop. A *watch* is generally less immediate than a *warning*, and frequently a **tornado watch** precedes a **tornado warning**.

Expectations of RAs:

Upon notification of a **tornado watch** by the RD, the RD on-duty, or other authority (Resident Life Administrator, Public Safety official):

- ❑ **Report** to Service Desk to obtain “Tornado Alert” notices, flashlights, charged radios, and any other materials, as directed by the RD or the RD on-duty.
- ❑ **Post** notices as follows:
 - All Halls:*
 - On the inside and outside of each exterior entry door.
 - Traditional Halls:*
 - Inside each elevator car
 - Hallway side of each elevator car door
 - Hallway side of each bathroom door

Monitor local television or radio reports. Remain near the Service Desk to receive updates concerning the tornado *watch* which may be elevated to a *warning* or be cancelled.

Expectations of RD or RD on-Duty:

Notify the CD and seek any special instructions.

Contact or direct the Service Desk to contact all available RAs. Direct RAs to post “Tornado Alert” notices in locations noted above, obtain flashlights and radios. Advise RAs, once they have posted notices, to monitor local television or radio reports, or remain near the Service Desk, for updates about the tornado *watch*.

Contact GAC. If GAC is not available, notify Community Assistant on-duty to prepare to quickly close desk (this includes securing keys, packages, and valuables) and seek shelter if tornado watch is elevated to warning

Monitor tornado status reports in case a *watch* is elevated (*warning*) or cancelled.

Expectations of Graduate Administrative Coordinator:

Notify the Community Assistant to prepare to quickly close desk (this includes securing keys, packages, and valuables) and seek shelter if a *watch* is elevated to *warning*.

Expectations of Desk Staff/Community Assistants:

Prepare to quickly close desk, secure keys, packages, valuables, and seek shelter if staff or news reports advise a **tornado *watch*** has been elevated to a **tornado *warning***.

B. TORNADO WARNING:

A tornado *warning* is issued when a tornado has been sighted or is believed to be imminent. In the event a tornado *warning* is issued for the College Park area, or upon activation of the **Early Warning System Sirens**, all staff and residents are expected to immediately seek shelter. Time is of the essence.

All Staff:

Proceed immediately to basement or lowest building point away from windows and glass. **Advise** individuals who you encounter en-route to do the same.

Remain within safe location until advised that tornado or tornado warning has passed.

Assist with damage assessment as needed, if requested,

Remove notices, return flashlights, radios and materials, once the emergency has passed,

Resident Director or RD on-duty:

Contact the Community Director and advise about conditions, damages and what follow-up actions might be needed, once the storm emergency has passed,

C. SEVERE STORMS (such as electrical storms, hurricanes):

Electrical storms, hurricanes, tropical storms or other severe weather can bring dangerously winds, hail, flash flooding, lightning strikes, and loss of electrical power to the area. In the event of **storm watches** (conditions exist for severe weather to develop) and **storm warnings** (severe weather has been sighted or is indicated by weather radar), Resident Life staff should:

Expectations of RAs:

Upon notification of a severe **storm watch or warning** by the RD, the RD on-duty or other authority (Resident Life Administrator, Public Safety official):

Report to Service Desk to obtain “Storm Safety” notices, flashlights, charged radios, or other materials, as directed by the RD or the RD on-duty

Post notices as follows:

All Halls:

Post on the inside and outside of each exterior entry door.

Traditional Halls:

Inside each elevator car

Hallway side of each elevator car door

Hallway side of each bathroom door

Monitor local television, radio reports or remain near the Service Desk to receive updates.

Remove notices, return flashlights, radios or other materials when emergency has passed,.

Expectations of RD or RD on-Duty:

Notify the CD and seek any special instructions.

Contact or direct the Service Desk to contact the RA on-duty to post “Storm Safety” notices in locations noted above, obtain flashlights and radios.

Conduct post storm damage assessments and initiate insurance claim process. Advise Residents to contact Environmental Safety at x5-3961 to initiate storm damage claims.
*South Campus Commons residents must contact the South Campus Commons Management Office at x42499 regarding insurance claims.

BOMB THREAT DATA REPORT

The University of Maryland, Department of Public Safety manages all aspects of bomb threats received on campus, (evacuations, searches, and investigations). This report, furnished by the Department of Public Safety, to main campus contact numbers (including residence hall service desks), is to assist in collecting pertinent data.

Call 911 immediately after receiving a bomb threat.

Do not pull the fire alarm or initiate an evacuation of the building. University of Maryland Police Officers will respond and once on the scene, will initiate appropriate action.

The individual who received the call should complete this report (items in bold are required). Obtain as much information as possible during the threat call. Note details on this form and provide it to the University Police.

Call received by: _____

Date of call: ____/____/____ **Time of call:** ____:____ am pm

Phone number of phone on which bomb threat was received: _____

Location or address of telephone on which bomb threat was received: _____

Approximate length of call: _____

Attempt to determine:

- When is the bomb going to explode? _____
- Where is the bomb right now? _____
- What does the bomb look like? _____
- What kind of bomb is it? _____
- What will cause it to explode? _____
- Who planted the bomb? _____
- Why was the bomb planted? _____
- What is the caller's name? _____
- Where is the caller now? _____
- Does the caller represent an organization (what organization)? _____

Characteristics of caller's voice:

calm crying deep angry normal ragged excited distinct clearing throat
 slow slurred deep breathing rapid nasal crackling voice soft stutter
 disguised loud lisp well spoken laughter raspy foul irrational incoherent taped
 message read by caller familiar

Who did voice sound like? _____ What type of accent? _____

Background sounds

street noises house noises clear crockery motors static voices office sounds
 local music factory sounds long distance cell phone

Other details: _____

Exact words of threat: _____

SUSPICIOUS PACKAGES OR MAIL

Though unlikely to receive hazardous or potentially dangerous mail or packages, the following may be helpful, if a suspicious package, mail or threat about contaminated mail is received.

The indicators or characteristics below were prepared and listed by the University Department of Public Safety and may help identify a package as potentially suspect.

1. No Return Address
2. Restrictive Marking such as “Personal” or “Special Delivery”
3. Possibly Mailed from a Foreign Country
4. Excessive Postage
5. Misspelled Words
6. Addressed to Title Only or Incorrect Title
7. Badly Typed or Written
8. Package or Letter is Lopsided or Uneven
9. Wire Protrudes from Package or Letter
10. Letter is Rigid or Bulky
11. Strange odor
12. Wrong Title with Name
13. Oily Stains, Discolorations, or Crystallization on Wrapper
14. Excessive Tape or String

If letters or suspicious packages are received with the listed indicators, you should:

- **Handle** with care.
- **Do Not** shake or bump.
- **Isolate** the package or letter and look for the listed indicators.
- **Do Not** Open, Smell, or Taste.
- **Call 911** (from a campus phone) or **call 301-405-3333** (cell or off campus phone).

The University of Maryland Department of Public Safety should be called when any suspicious letter or package is received. The University of Maryland 911 Center will coordinate responses from appropriate agencies to include Emergency Medical Personnel, the Fire Department, Hazardous Material Response Teams, the FBI, and Environmental Safety.

Instructions for recipient actions will be relayed by 911 Communications Personnel.

Assembly Areas

	<u>Interior Assembly Area</u>	<u>Exterior Assembly Area</u>
CAMBRIDGE COMMUNITY		
Bel Air	Centreville Lobby	Quad
Cambridge	Centreville Lobby	Quad
Centreville	Cumberland Lobbies	Quad
Chestertown	Cumberland Lobbies	Quad
Cumberland	Centreville Lobby	Quad
DENTON COMMUNITY		
Denton	Elkton Rec Room & Basement	Quad
Easton	Denton Rec Room & Basement	Quad
Elkton	Denton Rec Room & Basement	Quad
ELLCOTT COMMUNITY		
Ellicott	LaPlata Rec Room & Basement	Quad
Hagerstown	LaPlata Rec Room & Basement	Quad
LaPlata	Hagerstown Lobby & Basement	Quad
LEONARDTOWN COMMUNITY		
Leonardtown	Community Center (Leonardtown)	Area in Front of Buildings
NORTH HILL COMMUNITY		
Anne Arundel	Dorchester Lobby, Rec Room	Lawn East of Anne Arundel
Caroline	Anne Arundel Lobby, Rec. Room	Lawn East of Wicomico
Carroll	Anne Arundel Lobby, Rec. Room	Lawn North of Carroll
Dorchester	Anne Arundel Lobby, Rec Room	Lawn South of Dorchester
Queen Anne	Anne Arundel Lobby, Rec Room	Lawn North of Queen Anne
Somerset	Anne Arundel Lobby, Rec Room	Lawn North of Somerset
St. Mary's	Anne Arundel Lobby, Rec Room	Lawn South of St. Mary's
Wicomico	Anne Arundel Lobby, Rec. Room	Lawn East of Wicomico
Worcester	Anne Arundel Lobby, Rec Room	Lawn North of Somerset

Appendix A: Assembly Areas

<u>Hall</u>	<u>Interior Assembly Area</u>	<u>Exterior Assembly Area</u>
SOUTH HILL COMMUNITY		
Allegany	Annapolis Lobby	Area North of Charles Hall
Baltimore	Annapolis Lobby	Washington Quad
Calvert	Annapolis Lobby	Calvert Quad
Cecil	Annapolis Lobby	Calvert Quad
Charles	Annapolis Lobby	Area North of Charles Hall
Frederick	Annapolis Lobby	Washington Quad
Garrett	Annapolis Lobby	Lawn North of Garrett
Harford	Annapolis Lobby	Washington Quad
Howard	Annapolis Lobby	Washington Quad
Kent	Annapolis Lobby	Calvert Quad
Montgomery	Annapolis Lobby	Lawn North of Montgomery
Prince George's	Annapolis Lobby	Calvert Quad
Talbot	Annapolis Lobby	Lawn Northwest of Talbot
Washington	Annapolis Lobby	Washington Quad
SOUTH CAMPUS COMMONS		
South Campus Commons Building #1	Annapolis Lobby	Parking Lot behind South Campus Dining Hall
South Campus Commons Building #2	Annapolis Lobby	Parking Lot behind South Campus Dining Hall
South Campus Commons Building #3	Annapolis Lobby	Annapolis Hall Out-Door Courtyard/Patio
South Campus Commons Building #4	Annapolis Lobby	Annapolis Hall Out-Door Courtyard/Patio
South Campus Commons Building #5	Annapolis Lobby	Parking Lot behind South Campus Dining Hall
South Campus Commons Building #6	Annapolis Lobby	Parking Lot behind South Campus Dining Hall

RESIDENTS WHO REQUIRE EVACUATION ASSISTANCE

FIRE SAFETY INFORMATION

(Provided to Individual Residents by the RA as Needed)

Residents with limited mobility, disabilities, or injuries (such as a broken leg), and who may require evacuation assistance are responsible to notify their service desk to be placed on the “**Evacuation Assistance List.**” Their name, room number, and reason assistance may be required, will be included on the list which will be given to the fire department in an emergency. Assisting persons who cannot evacuate will be a priority for responding emergency personnel.

The Service Desk should be notified to remove a name if evacuation assistance is no longer required so emergency personnel will not look for that person and can focus efforts where needed.

A person with limited mobility, in the event of a fire or fire alarm, should:

Evacuate to the outside if able, if on the ground floor, or if they have an unobstructed route

- **Do not** use an elevator (it may not respond or may shut down in a fire, leaving individuals trapped).

Persons with disabilities know their abilities and limitations best. Attempts by residents to assist or carry someone down stairs may result in injury to the person receiving or providing assistance. Make decisions to accept or refuse assistance accordingly. Request that others (once they can evacuate outside) notify emergency personnel of your location in the building, if an individual elects to remain inside.

- **Move** inside an exit stairwell, to a stairwell landing, and stay there if not able to exit to the exterior. Exit stairwells are intended to keep out smoke and fire and serve as a primary *area of refuge*. Emergency personnel will check stairwells for individuals who need assistance.

Remain in your room with the bedroom door closed if not able to exit to the building exterior or an exit stairwell,

- **Call 911** from your room phone. Even if an individual’s name may be listed on the “Evacuation Assistance List” retained at the Service Desk, any person remaining in the building should call 911 to verify their location and confirm they are still present inside the building awaiting assistance.

FLOOR/UNIT MEETING AGENDA FOR RAs

Fire safety/emergency preparedness information for residents can be divided into two categories. The RA should prepare and be comfortable reviewing the following with residents:

Residence Hall Rules and Procedures & Fire Safety Education

Rules and Procedures:

Alert residents to the “In Case of Fire” notice posted inside of each residence room. The notice is located inside the bedroom door in traditional halls and inside the unit door in suites and apartments. (Refer to sample “In Case of Fire” notice, Appendix B.)

Highlight stairwell exits that are on the “In Case of Fire” notices and the need to use stairs, not elevators. Elevators may not respond or may shut down in a fire, leaving you trapped.

Review and discuss the “Expectations of All Building Occupants” on page 1 of this manual.

Reinforce the requirement that all residents must exit the building when an alarm sounds, whether or not there is evidence of smoke or fire. Advise residents that failure to evacuate is a serious violation of University and Resident Life rules, and more importantly, can result in serious injury and death.

Advise residents with limitations or disabilities that may affect their ability to evacuate to notify the desk to be added to the *Evacuation Assistance List*. This list is given to emergency personnel who will assist these individuals as a first priority.

Advise residents if they become injured (e.g. a broken leg) and need temporary assistance they should notify the desk to be added to the list.

Insure residents who require evacuation assistance know to:

- Evacuate to the outside if on the ground floor and with an unobstructed route.
- Do not use elevators. They may not respond or may shut down in a fire emergency, leaving residents trapped.
- Move to or be assisted to a stairwell if not able to exit directly to exterior. Stairwells are intended to keep out smoke, fire & serve as a primary *area of refuge*.
- Remain in their room and call 911 for assistance (reporting their room number) if unable to exit to the building exterior or get to a stairwell.

Discuss what residents should do and expect once they are outside. Remind them to be prepared to remain outside for up to 30 minutes. Advise them of the location of the outside assembly area and inside assembly area for extended evacuations.

Fire Safety:

- Although RAs may handle it themselves, RAs may prefer to utilize professional assistance with fire safety education efforts. Assistance and guest lecturers may be scheduled by contacting the Department of Environmental Safety Fire Marshals at 5-3970.
- The “*Get out and Stay Alive*” video (fire safety training program for college students), used by the Department of Environmental Safety Fire Marshals to train RAs, is available in the Community Office. RAs are encouraged to use this for fire safety education.
- Fire safety education programs should generally include:

What to do if a resident encounters smoke or fire:

Crawl if there is smoke (cooler, cleaner air will be near the floor).

Feel each door, and then the metal knob with your hand before opening them.

Discuss what to do if a resident is trapped by smoke or fire:

Go back to their room and close the door if exits are blocked (sometimes it’s safer to stay in place - do not jump!) Rescue is the fire department’s priority.

Call 911 and report that you are trapped in your room.

Close door and keep it closed: Seal cracks under the door with a towel or clothes.

Signal for help: Hang an object from the window (bed sheet, shirt) to attract attention.

Remind residents about “stop, drop, and roll” if they are on fire.

Fire Prevention:

Remind residents of the common causes of fires in residence halls: arson, candles, incense, smoking, overloaded outlets, extension cords, cooking equipment, halogen lamps.

Remind residents to keep exits and stairwells clean and unobstructed.

Report any fire safety issues to Resident Assistants.

Severe Weather and Tornadoes:

Review Storm Safety Information (Appendix E) and Tornado Warning Information (Appendix F).

Storm Safety

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Severe weather (thunderstorms, hurricanes and tropical storms) can bring dangerous high winds, hail, flash flooding, and loss of electrical power to our area

Storm watches (conditions exist for severe weather to develop) and **storm warnings** (severe weather has been sighted or is indicated by weather radar) mean you should:

Remain alert for approaching storms

Listen to WTOP 103.5 FM radio or local television stations

If a Storm Approaches Campus:

Save work on your computer, then shut it down and disconnect it from the wall jack

Stay in your building, moving to the basement or inner hallway of a lower floor if you feel unsafe

Do not use elevators (to avoid being trapped if an electrical outage shuts off the elevators)

Keep a flashlight and extra batteries handy

Unplug radio, appliances, television, etc., to avoid power surge problems

If Electrical Power is Lost:

- Emergency lights from backup generators will minimally illuminate stairwells and lobbies
- Hallways, bathrooms and student bedrooms will stay dark until power is restored by the local power company
- Use a flashlight - do not light candles or otherwise cause fire or flame
- Elevators, air conditioning and heating/hot water system will not operate until electrical power is restored
- Fire alarms and electronic card access system will operate on battery power for a period of time (fire 24 hours/card access 4 hours) before total power to these systems is lost. Both systems resume when electrical power is restored. Residence hall staff will provide continuous 'firewatch' roves during power outages.
- Smoke detectors in student rooms will not work but resume working when building electrical power is restored.
- Cordless telephones do not work during a power outage
- Food in refrigerators should be checked for spoilage or thrown away

Personal Safety:

Be careful when walking on wet and slippery surfaces (steps, walks, tile floors, slate patios).

Report to the Service Desk Staff or 911 any medical concerns, temporary or permanent physical disabilities if assistance is needed during a power outage

Call 911 to report downed power lines, other dangerous conditions

Call x4WORK to report downed trees, limbs, standing water, broken glass, debris, etc.

Be cautious when crossing streets – use crosswalks and watch approaching drivers carefully

Important Telephone Numbers:

Fire/Medical/Police Emergency	911
Loss of Power	x4-WORK
Flooding/Water Damage	x4-WORK
Police Non-Emergency	x5-3555

Tornado Alert

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Watch vs. Warning

*A **tornado watch** means conditions are favorable for a tornado in our area:*

Remain alert for approaching storms.

Remind others of the safest places in your building to move to in the event a tornado approaches campus

Listen to WTOP 103.5 FM radio or local television stations

Save work on your computer, then shut it down and disconnect it from the wall jack

Keep a flashlight handy

*A **tornado warning** means a tornado has been sighted or is indicated by weather radar:*

Take shelter in the basement or lowest level of a brick building (most classroom and administrative buildings, residence halls) or other building with a strong foundation

Do not use elevators (avoids being trapped if loss of electrical power shuts off the elevator)

Stay away from windows and glass

If Indoors When a Tornado Approaches:

Close and lock room door behind you, and take shoes and also a jacket to protect your head.

Use stairs, not elevators

Go to an interior hallway in the basement or lower level of your building

Do Not pull the fire alarm which tells people to go outside – they need to stay inside

Stay away from windows and glass

Use a flashlight; do not light candles or otherwise cause fire or flame

Move outside only when the storm has passed and it is safe to do so

Watch for downed power lines or debris; walk carefully (steps, walks, tile floors, or slate patios may be slippery)

If Outdoors When a Tornado Approaches:

Get inside a building at once

Lie down in a low-lying area or crouch near a building if shelter is not available or there is no time to get inside

Keep away at a safe distance from hazards such as glass, smaller buildings, fencing, and construction materials

Be aware of the potential for flying debris and flooding

Use arms to protect head and neck

If In a Vehicle When a Tornado Approaches:

Do not try to out drive a tornado

Get out of the vehicle immediately and get inside a building or, if there is no time, lie in a low-lying area