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FIRE OR SMOKE

FIRE EMERGENCY PROCEDURE

- Remain calm.
- Leave the area immediately (closing doors behind you, if possible).
- Feel all doors before opening them. (Do not open a hot door.)
- Lower yourself to the ground and crawl in smoky conditions.
- Sound the building alarm if it is not already sounding.
- Leave the building following evacuation procedures.
- Call the fire department from a safe place. (Dial **911**.)
- Provide building name, location, floor, and room number.

KNOW YOUR SITE INFORMATION

- Location of safe area
- Location of emergency exits and stairwells
- Location of fire extinguisher
- Location of fire alarm pull stations
- Location of telephone

TO USE A FIRE EXTINGUISHER, LEARN HOW TO **PASS**

- **P**ull the pin.
- **A**im the extinguisher nozzle at the base of the fire.
- **S**queeze or press the handle.
- **S**weep from side to side, still aiming at the base of the fire, until it's out.

Note: Only use a fire extinguisher if the fire is very small and you know how to use one safely. Otherwise, **do not attempt to fight the fire yourself.**

NATURAL DISASTERS

Tornadoes, High Winds, Hurricanes, or Earthquakes

Note: During a natural disaster, the greatest danger is from falling debris, trees, and broken glass.

ACTIONS TO FOLLOW

If indoors

- Get under a desk or table immediately.
- Stand in a door frame if a desk is not nearby.
- Get away from windows or glass.
- Remain calm in a protected area until the threat has ceased or the danger has passed.

If outdoors

- Try to get to a protected or safe area away from buildings, windows, and glass; avoid telephone or light poles or any place where there could be falling debris.
- Get to a low area or depression.
- Cover your head and face.
- Remain calm and do not leave until the threat has ceased or the danger has passed.



- Remain calm.
- Listen carefully.
- Do not interrupt the caller.
- Keep the caller on the line and talking as long as possible.
- Do not anger the caller.
- Write down exactly what the caller says, as well as any indications in speech and background

BOMB THREAT

EVACUATION PROCEDURES

DO

- Remain calm.
- Leave the area immediately (closing doors behind you, if possible).
- Leave personal belongings behind.
- Leave the building. (Use marked exits and stairwells.)
- Call the fire department from a safe place. (Dial 911.)
- Provide building name, location, floor, and room number.
- Listen for special instructions.

DON'T

- Use the elevators.
- Panic...walk slowly.
- Return to your area until directed by the police or fire department.

KNOW YOUR SITE INFORMATION

- Location of safe area
- Location of emergency exits and stairwells
- Location of fire alarm pull stations
- Location of telephone

PERSONS WITH DISABILITIES

- If you are unable to exit from a ground-level floor, proceed to the nearest enclosed stairwell and wait for assistance. Call 911 or inform your coworkers to report your location to responding emergency personnel.
- Shelter in place is appropriate if you are alone and unable to evacuate. Call 911 and report your location. If you can, remain in a room with an exterior window, a telephone, and a solid or fire-rated door.

ASSISTING PERSONS WITH DISABILITIES

- Always ask someone with a disability how you can help.
- Mobility impaired: If the person is unable to exit the building, assist him or her to an enclosed stairwell or safe area. Inform the emergency responders of the location of the disabled person.
- Hearing impaired: Ensure the person has been alerted to the emergency through hand gestures or a short explicit note.
- Visually impaired: Assist the person by offering your elbow and guiding him or her through the evacuation route.

ACTIONS TO FOLLOW

If instructed to shelter in place,

- Remain calm and follow instructions from emergency management personnel.
- Close off your office suite by shutting windows and exterior doors.
- Select a small interior room with a hard-wired phone and few or no windows, if possible, and take refuge. If others are present, either select a room with adequate space for everyone or select multiple rooms.
- Avoid rooms with mechanical equipment, such as ventilation blowers, pipes, etc.
- Have a cell phone and/or portable radio available to get updates and stay informed.
- Listen to the radio or wait for the official all-clear or further directions.

RUN

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ACTIVE SHOOTER/ARMED INTRUDER



SUSPICIOUS LETTERS AND PACKAGES

Anyone receiving mail and packages should take reasonable and prudent care when handling these parcels.

CHARACTERISTICS OF SUSPICIOUS PACKAGES/LETTERS

- From someone unfamiliar to you, unexpected
- No return address or nonsensical address
- Handwritten address or labels for companies
- Postmarked city or state different from the return address
- Lopsided, heavy, or with leaks, stains, protruding wires, or unusual lumps, bulges, or protrusions
- Excessive use of securing materials (tape) or any use of string or twine
- Excessive postage on small packages or letters
- No postage or noncanceled postage
- Handwritten notes, such as “To Be Opened in the Privacy of,” “Confidential,” or “Prize Enclosed”
- Improper spelling of common names, places, or titles

- Arrival before or after a telephone call from an unknown person asking if the item was received
- Delivered by hand by someone other than regular carriers (e.g., “dropped off for a friend”)

IF A SUSPICIOUS LETTER OR PACKAGE IS RECEIVED

- Handle with care—don’t shake, bump, or open any further.
- Isolate the package and look for indicators.
- Don’t smell or taste any powder or substance that may have spilled out.
- Call the police or building security.
- Evacuate the building immediately.
- Wash your hands with soap and warm water.



HAZARDOUS MATERIAL LEAK OR SPILL

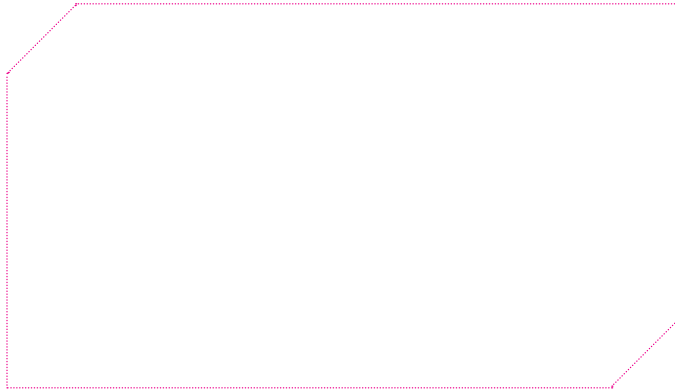
- Evacuate the room or area.
- Close and secure the room or area, if possible.
- Leave the building following evacuation procedures. (See Evacuation Procedures.)
- Call the fire department from a safe place. (Dial **911**.)
- Provide building name, location, floor, and room number.
- Provide details regarding type of spill and injuries, if any.

KNOW YOUR SITE INFORMATION

- Location of safe area
- Location of emergency exits and stairwells
- Location of fire alarm pull stations
- Location of telephone

POLICE
FIRE
AMBULANCE

CALL 911



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Visit <https://alert.umuc.edu> to sign up for the university's emergency communication system.

Send your questions or comments about safety and security or emergency preparedness to security@umuc.edu.

Emergency911

All Emergencies: 1. Remain calm.
2. Call 911 and provide the building name, location, floor, and room number.

Medical Emergency: 1. Initiate