

# **“WORKING TOGETHER FOR A SAFE CAMPUS”**

## **RESIDENCE HALL**

### **EMERGENCY PROCEDURES**



#### **EMERGENCY PREPAREDNESS**

##### **FIRE OR FIRE ALARM**

##### **FIRE EXIT DRILLS**

##### **FIRE WATCH**

##### **EMERGENCY MANAGEMENT**

##### **SEVERE WEATHER**

##### **BOMB THREATS**

##### **SUSPICIOUS PACKAGES OR MAIL**

##### **UNIT/FLOOR MEETING AGENDA**

## Table of Contents

### EMERGENCY PREPAREDNESS

Administrative Operations Staff.....	1
Resident Assistants .....	1, 2
Resident Directors.....	2

### FIRE or FIRE ALARM

Expectations of All Occupants (including RL and other staff).....	3
Expectations of Community Assistants & Customer Service Supervisors .....	4
Expectations of the RA .....	4, 5
Expectations of RD on duty .....	5

### FIRE EXIT DRILLS .....

	6
--	---

### FIREWATCH

Background and Overview of Responsibilities.....	7, 8
Resident Director Fire Watch Implementation Checklist .....	9, 10
Fire Watch Inspector Checklist.....	11
Fire Watch Log .....	12
Fire Watch Notice .....	13

### EMERGENCY MANAGEMENT

Homeland Security.....	14
Emergency Preparedness .....	14, 15
Campus Early Warning System .....	15
UMD Alert – Emergency Notification.....	16

### SEVERE WEATHER

Tornado Watch.....	17
Expectations of RAs .....	17
Expectations of RD or RD on duty.....	17
Expectations of GAC on Call Staff Member .....	18
Expectations of Community Assistants .....	18
Tornado Warning .....	18
All Staff .....	18
Resident Director or RD on duty .....	18
Severe Storms .....	18
Expectations of RAs .....	18, 19
Expectations of RD or RD on duty.....	19

### BOMB THREATS

Bomb Threat Data Report .....	20
-------------------------------	----

### SUSPICIOUS PACKAGES OR MAIL .....

	21
--	----

<b>Appendix A: ASSEMBLY AREAS .....</b>	<b>22</b>
<b>Appendix B: IN CASE OF FIRE .....</b>	<b>24</b>
<b>Appendix C: INFORMATION FOR RESIDENTS NEEDING EMERGENCY ASSISTANCE .....</b>	<b>25</b>
<b>Appendix D: FLOOR/MEETING AGENDA FOR RAs .....</b>	<b>26</b>
<b>Appendix E: STORM SAFETY .....</b>	<b>28</b>
<b>Appendix F: SCC STORM SAFETY INFORMATION .....</b>	<b>29</b>
<b>Appendix G: TORNADO ALERT .....</b>	<b>30</b>

## EMERGENCY PREPAREDNESS

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

### **Administrative Operations Staff**

**Train** Community Assistants and Customer Service Supervisors on their responsibilities associated with Fires, 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** the following are 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** an *Evacuation Assistance List*:

- This list will be used to locate and check on residents with mobility limitations.
- Each Administrative Operations staff member is expected to 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 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 to evacuate.

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

**Confirm** the desk has copies of the “Information for Residents Who Require Evacuation Assistance” fact sheet (Appendix C) and is prepared to provide the 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** during room inspections, that each room or suite/apartment contains an “In Case of Fire” notice posted by the door and report missing notices to 4-WORK.

**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 schedule a guest speaker from the University of Maryland Fire Marshals’ Office.

**Review** the “Storm Safety” and “Tornado Alert” information (Appendix E and Appendix F) with residents at your floor/unit meetings.

**Confirm** mobility impaired residents are 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 UMD Emergency Management Program has packaged programs that you can deliver to staff and residents. The University of Maryland 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 Administrative Operations staff for your community. Know the location of the Service Desk’s *Fire Watch 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 pull 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 outside, call 911 from a 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 the Department of Public Safety.\* Residents must still call 911 to report as much information as possible to University Police and to confirm the fire department has been notified and dispatched.

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

## **Expectations of Community Assistants & Customer Service Supervisors:**

**Notification:** Community Assistants or Customer Service Supervisors advised of a fire by telephone should:

**Instruct** the caller to pull the alarm station.

**Call 911** or **(301) 405-3333** 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 of a fire emergency:

**Call** 911 or 301-405-3333 to report the emergency or confirm it has been reported. Although it is likely others have done so, make a 911 call yourself to guarantee that emergency personnel were notified.

**Verify** the Service Desk has been informed. Where the Service Desk is in a different building and therefore may not hear the fire alarm, (Annapolis, Queen Anne'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 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 or emergency personnel as requested and appropriate. Help keep residents out and away from the building. Residents might interfere with emergency personnel and put themselves in danger by attempting to re-enter or assisting 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.

Notify Residential Facilities at (301) 314-9675 (x4-WORK)\* of 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 SCC Manager on duty instead of (301) 314-9675 (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 (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 University 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 and on call Administrative Operations staff member 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 (301) 314-9675 (x4-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 SCC Manager on duty.

**Insurance Claims:** Direct residents to call the **Office of Risk Management - Insurance**

**Services at 301-405-3961 or email [insurance@umd.edu](mailto:insurance@umd.edu).** 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 (301) 314-2499 regarding insurance claims.



## **FIRE EXIT DRILL**

Fire exit drills are conducted in residence halls once per semester in accordance with the Maryland Fire Prevention Code. 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 drills therefore are not announced in advance to residents or front-line staff).

The University of Maryland Fire Marshal's Office schedules, conducts, and evaluates fire exit drills. Their pass/fail evaluation is based on the following factors:

- Campus police (301-405-3333) is called promptly (by a resident, RA, or Community Assistant) when the fire alarm begins to sound.
- The hall is correctly identified during the emergency call.
- All occupants evacuate promptly via the stairwells.
- Community Assistants perform their duties per 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 occupants 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:***

The State of Maryland Fire Prevention Code requires fire alarm and sprinkler systems, in buildings equipped with them, to be operational at all times (if not, the hall should not be occupied). A Fire Watch is a short-term alternative inspection, approved by the University Fire Marshal that permits continued occupancy of residence halls when a building's fire alarm or sprinkler system is not operational. During a Fire Watch, inspectors 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.

### ***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, University Fire Marshals, or Life Safety Systems or Capstone Director/Associate Director-Facilities for SCC) whether a fire alarm or sprinkler system is out of service. The assessment may come from on or off campus fire departments (who have varying knowledge about our halls and procedures) and information may be communicated in a variety of ways. They may speak to RL staff or UMPD officers on site, or they may contact 301-314-9675 (4-WORK)\*, who will in turn page the RD on duty. (\* The South Campus Commons RA should contact the RD, who will notify the SCC Manager on duty instead of 301-314-9675 (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 (301) 314-9675 (x4-WORK) or a "competent authority" that you need a Fire Watch and you are uncertain it is required, or why, ask staff at (301) 314-9675 (x4-WORK)\* to contact a supervisor to speak with you. Consultation can occur with you and the "competent authority" to confirm appropriate direction.

**Notify 4-WORK about the Fire Watch.** Call (301) 314-9675 (x4-WORK)\* to be certain they have been notified of the alarm or sprinkler system outage. The Fire Department, University 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 is 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 at his/her discretion, staff a Fire Watch with responsible residents.

***Pay***

Fire Watch staff are paid \$8.75/hr using Resident Life payroll (301-314-7350 via cell phone or x4-7350 from campus phone) “1-pay” materials

***UMPD Availability***

University of Maryland Police Officers or 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 (301-405-3555) to request staffing assistance.

**Begin Fire Watch** within 4 hours after notification. RL staff should organize a Fire Watch after being advised by the “competent authority” it is needed and it 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 (301-314-9675)\* 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.

\*For repair updates during a Fire Watch in SCC buildings, staff should contact Capstone’s Director for SCC or the Capstone Associate Director – Facilities instead of 4-WORK.

**Resident Director Fire Watch Implementation Checklist**

*A Fire Watch is a continuous inspection conducted by DRL staff in order to provide fire and smoke detection and emergency warning to occupants when a building's fire alarm and/or sprinkler system is not operational.*

**Fire Watch inspectors serve as a “human smoke detector” and notify Campus Police (301-405-3333) of smoke or fire.**

Several constituencies are authorized to notify our staff of the need for a Fire Watch. These include Facilities Management, University of Maryland Fire Marshal’s Office, Residential Facilities, UMPD, and the Fire Department (or Capstone’s Director for SCC).

**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, (301)314-9675 (x4-WORK)\* (if not notified by 4-WORK) to confirm a Fire Watch is necessary. Inform x4-WORK of the problem (\*Call the Capstone professional staff member on duty for South Campus Buildings).

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

\_\_\_\_\_ **Note** the DRF service request number: \_\_\_\_\_

\_\_\_\_\_ **Notify** the Community Director on-call.

\_\_\_\_\_ **Initiate** the Fire Watch, once verified a Fire Watch is needed, by contacting available RAs and CAs (residents may be used to staff Fire Watch at the RD’s discretion.)

\_\_\_\_\_ **Obtain** Fire Watch Log Sheet from the Service Desk (log updated hourly by Fire Watch inspectors).

\_\_\_\_\_ **Schedule** staff in 1-hour shifts for Fire Watch inspection patrols.  
Inspections are continuous with a maximum 15-minute break.  
Inspections must begin within 4 hours of being notified of the need for a Fire Watch.  
Fire Watch inspection patrols are conducted by 1 person per shift. If there are concerns related to safety and security, the Resident Director may staff a Fire Watch with teams of two inspectors per hour instead of one. For example, the Resident Director will want to staff with teams of two after dark on South Campus for areas such as Leonardtown and North Hill Communities where inspectors will rove outside.

\_\_\_\_\_ **Obtain** Fire Watch notices from Service Desk. Instruct Fire Watch inspector staff to post notices:  
• On exterior doors in suites/apartments.  
• In lobbies, elevators, on bulletin boards & bathroom doors throughout traditional halls.

\_\_\_\_\_ **Obtain** an air horn from the Service Desk. Use it to notify residents when smoke or fire is detected.

\_\_\_\_\_ **Ensure** Fire Watch inspectors understand their responsibilities.

- 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:

- In traditional halls, continuously tour corridors, laundry room, lobby, stairwells, recreation rooms, basements, and any other common areas.
- A fire watch is continuous
- In suites and apartments, walk around the exterior of the affected building and up/down interior stairwells.
- In the Leonardtown Community, tour the exterior of the affected Leonardtown building/s.
- Contact UMPD dispatcher at x(301) 405-3555 once per hour, on the hour, to report the status of the Fire Watch inspection and confirm the Fire Watch is still underway.

\_\_\_\_\_ **Instruct** Fire Watch inspectors 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 301-405-3333 from a mobile phone 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 building exterior & sound the air horn until the fire department arrives.

\_\_\_\_\_ **Check** with the DRF Service Center 301-314-9675 (x4-WORK\*) periodically. 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 for the area under Fire Watch.
- Submit a roster (by hour) of individuals who participated in Fire Watch shifts to Community Director to initiate payment. (Fire Watch staff is paid \$8.75/hour).

\*In the case of South Campus Commons Buildings staff contact Capstone’s Director for SCC or the Capstone Assistant Director - Facilities instead of 4-WORK.

## Fire Watch Inspector Checklist

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

**Fire Watch inspectors serve as a “human smoke detector” and notify University Police (301-405-3333) 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

### Traditional Halls, Oakland Hall and South Campus Commons - Fire Watch Inspector Procedures

**Sign-in at the Service Desk** by noting your name, date, and time on the Fire Watch log sheet at the beginning of your inspection shift.

**Update** the Fire Watch log sheet once each hour.

**Obtain** Fire Watch notices and an air horn from the Service Desk.

**Ensure** Fire Watch notices are posted in the lobby, in elevators, on bathroom doors and bulletin boards if you are the first Fire Watch inspection. Inspectors ensure Fire Watch notices remain adequately posted.

**Use** air horns to notify residents if 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 all common areas. Remain alert to signs of smoke or fire. (You may take a maximum of a 15-minute break each hour.)

**Contact** UMPD at x5-3555 (301-405-3333 from a cell phone) once per hour, on the hour. Report inspection status and confirm 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 (301-405-3333 from a mobile phone) 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.

### Suites/Apartments - Fire Watch Inspector Procedures

**Sign-in** at the Service Desk by noting your name, date, and time on the Fire Watch log sheet at the beginning of your 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. Inspectors ensure Fire Watch notices remain posted.

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

**Conduct** an inspection of the building exterior and go up and down interior stairwells. Remain alert to indications of smoke or fire (in Leonardtown, conduct inspections of building exterior only.) You may take a maximum of a 15-minute break each hour.

**Contact** UMPD at x5-3555 (301-405-3333 from a cell phone) once per hour, on the hour. Report inspection status 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 (301-405-3333 from a cell phone) 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/fire, exit building and contact 911 as quickly as possible

**Fire Watch Log**

**Name of Building Under Fire Watch:** \_\_\_\_\_  
**Date & Time Fire Watch Started:** \_\_\_\_\_  
**Date & Time Fire Watch Ended:** \_\_\_\_\_  
**Name of RD / CD Managing Fire Watch:** \_\_\_\_\_

**All calls should be made to UMPD at 301-405-3555 or x5-3555**

<u>Date</u>	<u>Time</u>	<u>Printed Name of Inspector</u>	<u>UID of Inspector</u>	<u>Signature of Inspector</u>
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____
Date: ____/____	Time: _____ am/pm	_____	_____	_____

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. 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.**

---



## **EMERGENCY MANAGEMENT**

### Introduction

The university's Office of Emergency Management's (OEM) mission is to prepare the UMD community in the event of an emergency or incident, mitigate measures to reduce loss of life and property, and respond to and recover from emergencies or incidents. OEM supports the university in developing emergency and continuity plans; coordinating and providing trainings; developing, implementing and evaluating exercises; and promoting a culture of preparedness, self-sufficiency, and shared responsibility.

OEM offers trainings, exercises, plan development, educational materials and programs throughout the year. If you are interested in these offerings, please email [preparedness@umd.edu](mailto:preparedness@umd.edu).

To learn more about OEM, please visit us at the following links:

Website: [www.prepare.umd.edu](http://www.prepare.umd.edu)

Facebook: [www.facebook.com/UMDemergencypreparedness](https://www.facebook.com/UMDemergencypreparedness)

Twitter: @PreparednessUMD

### **HOMELAND SECURITY**

The University of Maryland Department of Public Safety (includes the campus Police Department) will closely monitor Homeland Security for 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.

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 301-405-3333.

### **EMERGENCY PREPAREDNESS**

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. Residents and residential staff should keep their own small supply of food (non-perishable) & water (at least 6 quarts) to last for 3 days. Individuals should keep a flashlight, batteries, a portable radio, medicine, and necessary personal supplies. If necessary, university officials will coordinate State and Federal assistance in the event of an extended emergency.

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

**<http://www.prepare.umd.edu>**

(University Office of Emergency Management website, includes emergency actions and resources)

**<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)

## **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:

[http://umdps.umd.edu/university\\_of\\_maryland\\_police\\_early\\_warning.cfm](http://umdps.umd.edu/university_of_maryland_police_early_warning.cfm)

### **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](http://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 ALERTS**

**UMD ALERTS** is a system that allows the University of Maryland, Department of Public Safety to send emergency notifications to e-mails and cell phones via text message. In order to receive text messages, UMD students, faculty, and staff must register their phones at [www.alert.umd.edu](http://www.alert.umd.edu). **UMD ALERTS** is a free service; however your wireless carrier may charge you a fee to receive messages on your wireless device. **UMD ALERTS** 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 the UMD community.

## 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 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 on Call staff member and ask them to notify Community Assistants working 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 GAC on Call Staff Member:**

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

**Expectations of 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 on call 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 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 on call 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 if safe to do so, obtain flashlights and radios.

**Conduct** post storm damage assessments and initiate insurance claim process. Advise Residents to **contact the Office of Risk Management – Insurance Services at 301-405-3961 or email [Insurance@umd.edu](mailto:Insurance@umd.edu) to initiate storm damage claims.**

\*South Campus Commons residents must contact the South Campus Commons Management Office at x4-2499 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 Public Safety report will 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. Provide the completed form 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 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.
- **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

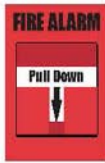
	<u>Interior Assembly Area</u>	<u>Exterior Assembly Area</u>
<b>CAMBRIDGE COMMUNITY</b>		
Bel Air	Centreville Lobby	Quad
Cambridge	Centreville Lobby	Quad
Centreville	Cumberland Lobbies	Quad
Chestertown	Cumberland Lobbies	Quad
Cumberland	Centreville Lobby	Quad
<b>DENTON COMMUNITY</b>		
Denton	Elkton Rec Room & Basement	Quad
Easton	Denton Rec Room & Basement	Quad
Elkton	Denton Rec Room & Basement	Quad
Oakland	Easton Rec Room & Basement	Parking Lot 2
<b>ELLICOTT COMMUNITY</b>		
Ellicott	LaPlata Rec Room & Basement	Quad
Hagerstown	Ellicott Basement	Quad
LaPlata	Ellicott Basement	Quad
<b>LEONARDTOWN COMMUNITY</b>		
Leonardtown	Community Center (Leonardtown)	Area in Front of Buildings
<b>NORTH HILL COMMUNITY</b>		
Anne Arundel	Queen Anne's Lobby, Multipurpose Room	Lawn East of Anne Arundel
Caroline	Prince Frederick Multipurpose Room	Lawn East of Wicomico
Carroll	Prince Frederick Multipurpose Room	Lawn North of Carroll
Dorchester	Anne Arundel Lobby, Rec Room	Lawn South of Dorchester
Prince Frederick	SCC 5# Lobby/ Seminar room & SCC #6 Lobby	Lawn South of Prince Frederick
Queen Anne's	Anne Arundel Lobby, Rec Room	Lawn North of Queen Anne's
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	Prince Frederick Multipurpose Room	Lawn East of Wicomico
Worcester	Prince Frederick Multipurpose Room	Lawn North of Somerset

Appendix A: Assembly Areas

<u>Hall</u>	<u>Interior Assembly Area</u>	<u>Exterior Assembly Area</u>
<b>SOUTH HILL COMMUNITY</b>		
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
<b>SOUTH CAMPUS COMMONS</b>		
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
South Campus Commons Building #7	Annapolis Lobby	Parking Lot behind South Campus Dining Hall

# SAMPLE

## IN CASE OF FIRE:



at nearest exit.



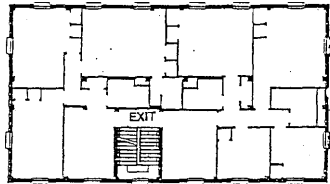
Do not use elevators.



Fire Department.

This building is CHARLES  
Your room number is 2102

You are here



## FIRE SURVIVAL INFORMATION

### EVACUATION:

#### ***Plan ahead for fire emergencies***

Know the location of your nearest EXIT, pull station, and outside phone. Be aware of alternate exits.

#### ***If the fire alarm sounds***

You are required to exit the building unless fire or smoke prohibits your exit. Exit the building whether or not there is evidence of smoke or fire. Always remain outside until you are given clearance to re-enter the building by authorized staff.

#### ***Crawl if there is smoke***

If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor. Get low and go.

#### ***Feel doors before opening***

Before opening any doors, feel the metal knob with the back of your hand. If it is hot, don't open the door. If it is cool, brace yourself against the door and open it slightly. If heat or heavy smoke is present, close the door and stay in the room.

#### ***Go to the nearest exit or stairway***

If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Always use an exit stair and not an elevator. Elevator shafts may fill with smoke, or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke-if they are closed-and will provide protection.

### CALL 911

Call 911 from the outside call box, or from a blue light emergency phone.

### IF YOU ARE TRAPPED:

#### ***Sometimes it's safer to stay in place***

If all exits are blocked, go back to your room and close the door. Don't jump! The fire department will rescue you.

#### ***Keep the doors closed***

Seal cracks and vents if smoke comes in. If you're trapped in a room and there is no smoke outside, open the window, if possible, from the top to let out the heat and smoke, and from the bottom to let in fresh air.

#### ***Signal for help***

Hang an object from the window (a bed sheet, jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call 911 and report that you are trapped. Be sure to give your room number and location.

### IF YOU ARE ON FIRE:

#### ***If your clothes catch on fire:***

Stop, drop and roll, wherever you are. Rolling smothers the fire.

#### ***If you are burned:***

Use cool water on small burns. Don't use ointments. If burns are large or if skin is blistered or charred call 911

## **RESIDENTS WHO REQUIRE EVACUATION ASSISTANCE**

### FIRE SAFETY INFORMATION

*(Provided to Individual Residents by the RA as Needed)*

Residents with limited mobility, disabilities, or injuries and may require evacuation assistance are responsible to notify their Service Desk to be placed on the “**Evacuation Assistance List.**” 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.

Residents with limited mobility, disabilities, or injuries are encouraged to make plans for emergencies, including specifying what type of assistance they require. Plans should be shared with roommates, friends, RA's, etc.

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

- **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. If an individual with limited mobility elects to remain inside, they should request others to notify emergency personnel of their location in the building (once the others evacuate).*

- **Remain** in your room or suitable location on that floor with the door closed if not able to exit to the building.
- **Call 911** from a landline or 301-405-3333 from a cell phone to report your location. Even if an individual's name is listed on the “Evacuation Assistance List” retained at the Service Desk, any person remaining in the building should call to verify their location and confirm they are 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 Fire Safety Procedures and 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. Exit the stair directly to the outside. DO NOT re-enter the building to use the lobby exit.

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

**Reinforce** the requirement that residents must exit the building when an alarm sounds whether or not there is evidence of smoke or fire. Advise residents failure to evacuate is a serious violation of University and Resident Life rules, and 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 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.
- Not use elevators. They may not respond or may shut down in a fire emergency, leaving residents trapped.
- Remain in their room and call campus emergency for assistance if unable to exit to the building.

**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 or inside assembly area for extended evacuations.

**Fire Safety:**

- Although RAs may handle it themselves, they may prefer to utilize professional assistance with fire safety education efforts. Assistance and guest lecturers may be scheduled by contacting the University Fire Marshal at x5-3970 from a campus phone or 301-405-3970 from a cell phone.
- The “*Get out and Stay Alive*” video (fire safety training program for college students) used by the University Fire Marshal 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 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. In apartment buildings with kitchens, stress the importance of giving your full attention to your cooking, especially when frying.

**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 (Appendices E & F) and Tornado Warning Information (Appendix G).

# Storm Safety

## **DEPARTMENT OF RESIDENT LIFE • UNIVERSITY OF MARYLAND**

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

**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:

1. **Remain alert** for approaching storms
2. **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. (In South Campus Commons, emergency lighting is provided via generators in buildings 4, 5, & 6 and via battery-backup in buildings 1, 2, & 3. Smoke Detectors in SCC student rooms also have battery-backup and remain functional during power outages).
- Hallways, bathrooms, student bedrooms will stay dark until power is restored by the power company
- Use a flashlight - do not light candles or otherwise cause fire or flame
- Elevators, air conditioning, heating/hot water systems will not operate until electrical power is restored
- Fire alarms/electronic card access system will operate on battery power (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 until 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



## For South Campus Commons

### Important Telephone Numbers

Police, Medical, Fire  
Emergency

911 from a campus  
phone

301-405-3333 from a  
cell phone

#3333 (Verizon,  
Sprint/Nextel, ATT  
mobile phones)

Loss of Power  
SCC Desk  
301-226-0001

Flooding/  
Water Damage  
SCC Desk  
301-226-0001

Police  
Non-Emergency  
301-405-3555

Police Emergency  
From Cellular Phone  
301-405-3333



# STORM SAFETY

## Stay Informed

- Check [www.umd.edu](http://www.umd.edu) for the latest weather alerts and campus information about classes, etc.
- Follow National Weather Service reports on local AM radio or television.

## If a Storm Approaches Campus...

- Save work on your computer, then shut down your PC and disconnect it from the walljack.
- Unplug television, radio, appliances, etc. to avoid power surge problems.
- Stay clear of elevators (to avoid possibility of being trapped in the event an electrical outage shuts off the elevators).

## If Electrical Power is Lost...

- Emergency lights run off of emergency generators (emergency backup batteries for SCC 1, 2 & 3) will minimally illuminate will minimally illuminate stairwells and lobbies. Hallways, bathrooms and student bedrooms will stay dark until power can be restored.
- Elevators and air conditioning will not resume operating until electrical power can be restored. Keep refrigerator door closed to keep food cold as long as possible. Food in refrigerators that may spoil should be checked after power is restored and removed, if necessary.
- Students with medical concerns or with temporary or permanent physical disabilities who need assistance during a power outage should report any concerns to their Service Desk staff.
- Your campus phone line should work during a power outage, letting you continue to receive and make calls normally.
- Keep in mind that cordless telephones do not work during a power outage.
- Cellular telephone systems should remain available, unless service from your cellular carrier is interrupted; check your batteries.

## Personal Safety

- Be extra careful when walking on slippery surfaces — steps, tile floors, slate patios, etc.
- Report to 301-314-9675 downed trees, limbs, standing water, debris, etc.
- Be extra careful when crossing streets — use crosswalks and watch approaching drivers carefully.



# Tornado Alert

DEPARTMENT OF RESIDENT LIFE • UNIVERSITY OF MARYLAND

## Watch vs. Warning

***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

***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 (avoid 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, take shoes and a jacket to protect your head.

**Use stairs**, not elevators

**Go** to an interior hallway in the basement or lower level

**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 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** 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