Training Program

UMBC Emergency Operations Plan
This training module is designed to provide users with a basic understanding of the Emergency Operations Plan (EOP) on the UMBC Campus. It will provide information that can help you stay safe during a critical incident through two key components: *preparation AND action!*
Upon completion of this training users will be able to:

- Understand what an EOP is designed to accomplish;
- Understand how the EOP effects you;
- Identify potential critical incidents;
- Identify the various communication platforms on campus;
- Understand the role of building managers during a critical incident;
- Identify specific actions for particular critical incidents; and
- Evacuate buildings and the campus.
UMBC has a comprehensive Emergency Operations Plan (EOP) designed to mitigate the impact of critical events on campus.

The EOP is based upon:

- The identification of hazards that may impact the campus;
- The likelihood that these hazards may occur;
- The impact these hazards would have on the campus if they did occur;
Comprehensive plans to deal with each of these hazards;
- Plans to recover in the aftermath of a critical incident;
- Plans for the continued operation of this institution during and after any critical incidents;
What the EOP is Designed to Do

- Provide for safety and security of the UMBC community;
- Preplanning to reduce the potential for injury or damage;
- Providing the campus community and general public with factual and timely information;
- Reduce the impact and duration of campus emergencies;
What the EOP is Designed to Do, cont.

- Provide any victims of a critical campus incident with help and resources; and
- Evaluate the university’s response to an actual crisis and modify the EOP to improve performance.
How the EOP Effects You

- The EOP is virtually seamless to most members of the UMBC community;
- The EOP functions in the background, unless a critical incident occurs that impacts the UMBC community;
- In the event of a critical incident, the EOP will be activated, and campus leadership will begin implementing plans and dedicating resources to mitigate the incident.
Emergency Incidents That Would Activate the EOP

- Emergency incidents on campus could include:
  - Hazardous material accidents
  - Fires
  - Floods
  - Utility emergencies
  - Hostage situations
  - Active shooter situations
Emergency Incidents That Would Activate the EOP, cont.

- Cyber attacks;
- Chemical, Biological, Radiation, Nuclear, Explosive (CBRNE) incidents
- Tornados
- Hurricanes
- Snow Emergencies
- Aircraft accidents
Emergency Communications System

- The system, comprised of emergency sirens placed throughout the campus, will be activated in the event of a campus emergency;
- When the siren sounds on campus, the first course of action should be to seek shelter in the nearest building;
- Once inside the safe areas of campus buildings, community members should seek additional information by visiting the campus website, www.umbc.edu, my.umbc.edu, and utilizing the UMBC Announcement Line, available at 410-455-6789.
E2Campus Emergency Text Alert System

- The system allows the rapid dissemination of information to the campus community in the event of an emergency through all text enabled devices such as cell phones, PDAs, and email;
- This system provides the easiest and quickest method to reach large numbers of the campus community, and has the capacity to distribute a short text message detailing critical information to the whole campus community within 10 minutes;
The system is dependent upon members of the campus community to sign up for the free service;

All members of the campus community are encouraged to sign up for E2Campus by going to the my.umbc.edu webpage and click on the “alerts” button on the top right of the page, or by going to the UMBC Police website, www.umbc.edu/police, and clicking on the Emergency Notifications “log in” button on the UMBC Police website Homepage;
WeatherData

- UMBC receives real time warnings from the WeatherData service that details critical weather events that have the potential to impact the UMBC community;
- The WeatherData service monitors developing weather patterns that will impact the specific UMBC footprint, and provides information tailored to the UMBC community not available through general weather broadcasts or the general warnings issued by the NWS.
WeatherData technicians also have the ability to remotely activate the UMBC Emergency Communications System when they detect that life threatening weather will imminently impact the UMBC community;

The WeatherData system is used in conjunction with the campus’s Emergency Warning System siren and the E2Campus Emergency Text Alert System to provide a comprehensive weather emergency warning system that alerts the campus of critical weather emergencies.
Prepare and maintain an Emergency Actions Plan;
Have the Emergency Action Plan displayed in prominent building locations;
Report emergencies to the University Police at x55555;
Develop a building/facility phone tree and emergency contact list.
Communication methods used to communicate emergency information:
- The University Telephone System
- Two Way Radios
- Cellular Telephones
- Voice Mail
- E-Mail
- E2Campus Text Alerts
UMBC Emergency Notification System, cont.

- Emergency Communications System Siren
- Web Messages
- Signage
- FAX Machines
No EOP can possibly account for the amount of variables associated with any critical incident. Each event evolves differently depending on a variety of circumstances. They do share one commonality, initially they are highly volatile and extremely chaotic. The following protocols are designed to help reduce the chaotic nature of any critical incident.
Active Shooter

- Dangerous or threatening persons, workplace violence, active shooter:
  - Call the University Police immediately (x55555)
    - If you can’t speak because of close proximity, leave the line open so the police can hear what is going on
  - If an active shooter is outside your building:
    - Proceed to a room that can be locked, shut off lights and lock windows and stay out of sight.
    - One person in room should call 911.
    - Do not leave until given instruction to do so by police.
  - If an active shooter is in the same building as you:
    - If the room you are in can be locked follow the same procedures as above.
    - If you room cannot be locked determine if there is a nearby location that can be reached safely and then secured or if you can safely exit the building.
    - Do not count on walls or doors to be sufficient protection from bullets
If an active shooter enters your office or classroom:

- Dial 911 if possible and give your location. If you cannot speak leave the line open so the police can listen to what is taking place.
- If you cannot escape attempt to negotiate with the shooter. Only as a last resort should you attempt to overpower the shooter with force.
- If the shooter leaves the area, proceed immediately to a safer place and call 911.

**QUICK RESPONSE GUIDE**

- Lock and barricade doors
- Turn off Lights
- Close Blinds
- Silence Cell Phones
- Block Windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Take adequate cover, i.e. concrete walls, thick desks, or filing cabinets
Tornados

- If a tornado is expected to impact the UMBC campus, the Emergency Communications System Siren will sound in a series of long siren blasts;
- Seek shelter in the nearest building, and proceed to the basement or interior corridors, stairways, or room of the lowest floor of the building;
- Stay away from windows;
- Listen for the “all clear” short siren blasts.
For all other severe weather incidents, such as hurricanes, torrential rain and associated flooding, snow events, etc., seek information from campus and media communication platforms.
If there is a fire in your work area:
- Make sure that you have a safe exit from the fire area
- Leave the area immediately and pull the fire alarm. From a safe location on campus, call X 5-5555 or 410-455-5555 from a public telephone and report the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area.
On your way out, warn others nearby.
Move away from fire and smoke. Close doors and windows if time permits.
Touch closed doors. Do not open them if they are hot.
Use stairs only; do not use elevators. Elevator shafts and stairwells can produce a chimney effect that draws up heat and smoke. The elevator should be programmed to go to a pre-designated floor when the fire alarm is activated to be available to emergency responders using manual controls.
Move well away from the building and go to your building’s designated Emergency Assembly Area.
Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If the route does not contain excessive smoke and heat, proceed with evacuation.
If there is excessive smoke and heat, or the door is warm or hot to the touch, remain in the room and follow these procedures:

- Stuff the cracks around the door with towels, lab coats, throw rugs, etc. to keep out as much smoke as possible.
- Go to the window, and if it is clear outside (no smoke or flames), open the window at the top (to exhaust any heat or smoke in the room) and at the bottom (for a source of outdoor air). Signal for help by hanging a “flag” (sheet, jacket, etc.) out of the window. If a telephone is available, call X 5-5555 (or 410-455-5555 as appropriate) and inform them of the situation. Never attempt to jump from the upper floors of a multi-story building—jumps from heights of 3 floors or more are usually fatal.
What to do if taken hostage:
- Be patient. Time is on your side. Avoid drastic action;
- The initial 45 minutes are the most dangerous. Follow instructions and be alert;
- Don’t speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Remain calm and avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
Hostage Situations, cont.

- Be observant. You may be released or escape if the opportunity presents itself. The personal safety of others may depend on your actions.
- Be prepared to answer the Police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm the persons held by them. Such direct action further implicates the captor in additional offenses.
Evacuation Procedures

- If an evacuation is ordered, follow these instructions:
  - Stay calm, do not rush, and do not panic;
  - Safely stop your work;
  - If it is safe to do so, gather your quickly accessible personal property, close your office door and window, but **do not lock them**;
  - Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator;
Evacuation Procedures, cont.

- Proceed to the designated Emergency Assembly Area and report to your roll taker;
- Be attentive to any instructions from emergency responders;
- Do not re-enter the building or work area until you have been instructed to do so by emergency responders.