

Emergency Management Program Update

Response Guide for Facilities



Objective: UMBC's *Emergency Management Response Guide for Facilities* is a printable one-page (front and back) pamphlet. It provides vital readiness information and immediate life safety instructions unique to each building and its occupants.

1. Each facility response guide follows a standard format:

- Facility response guides have **gray banners** to distinguish them from other guides.
 - General Emergency Management/Preparedness guides have **black banners**.
 - Guides that assist leaders with incident command decisions have **gold banners**.
 - Guides that address mitigation for specific types of threats have **teal banners**.
- **Section 1, Immediate Actions**, includes emergency contacts, medical emergency actions, and a 5-step action plan (*detect, verify, notify, act, end*).
- **Section 2, Preparedness**, includes information on AEDs, fire alarm activation, fire extinguishers, emergency exits, and immediate actions for an active assailant.
- **Section 3, Emergency Exits**, provides a floor plan of the ground floor (and/or first floor), exit routes, designated emergency exits, and locations of life-safety resources. These are the same emergency exit plans posted inside each facility.
- **Section 4, Evacuation**, provides instructions and includes excerpts from Facility Management's [2022 Campus Map](#) to illustrate Primary & Alternate evacuation Assembly Areas. All Assembly Areas are positioned at least 500 feet from their facilities for safety and to ensure occupants remain clear of response vehicles.
- **Section 5, Shelter-in-Place**, provides instructions for shelter actions, lockdowns, and internal relocations. A floor plan illustrates designated internal shelter locations.

2. Distribution:

- Department heads may distribute facility response guides to their staff and faculty directly or through Facility Managers. They will also be made available [online](#).
- Some Response Guide and Facility Guides listed online with an asterisk have controlled information. E-mail schaible@umbc.edu to request access to these.
- They are intended for staff and faculty permanently assigned to or regularly occupying a specific facility, and for resident students assigned to residential housing units.
- Facility response guides may not be appropriate for visitors (i.e., students, clients, patients, etc.). Permanently assigned Staff and faculty can use this guide to provide instruction to individuals not assigned workspace or living space in their buildings.
- Occupants can save or print their own copies as needed.

3. Printing instructions for Emergency Management Response Guides:

- Actions may vary based on your printer. Printing instruction can be found in the margins of each Guide. In the *Print* dialogue box, select *Properties*.
- Print guides with 4 columns on Legal-size (8.5" x 14") paper. Print LARGE guides with 4 columns on A3/Tablet-size (11" x 17") paper.
- Under *2-Sided Printing*, select *2-Sided Print, Flip on Short Edge*.
- Print in color. Fold where indicated in half, then in quarters or in thirds, pamphlet-style.

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