Objective: UMBC *Emergency Management Response Guides* are a printable one-page (front and back) pamphlets. They are intended as planning tools and can supplement training.

1. **Each response guide follows a standard format:**
   - Guides that assist leaders with incident command decisions have **gold banners**
   - General Emergency Management/Preparedness guides have **black banners**.
   - Guides that address mitigation for specific types of threats have **teal banners**.
   - Facility response guides that provide building-specific readiness have **gray banners**.

2. **Content:**
   - Response Guides are a convenient tool for simplifying and documenting complex systems and operations into understandable components parts.
   - The goal is to minimize the amount of specialized knowledge required so that any member of the UMBC community can take appropriate and immediate action.
   - Facility Response Guides are unique to each campus facility. They provide vital readiness information, immediate life safety instructions, floorplans, and maps for evacuation and shelter actions.
   - Response Guides are different than Emergency Action Procedures (EAPs).
   - EAPs are short checklists that simplify operational procedures for a specific threat or hazard. They state no more than five immediate actions critical to life safety and security anyone can take to mitigate incident impacts.
   - Expect Response Guides to be revised often alongside updates to policy/procedure.

3. **Distribution:**
   - Guides are meant to provide simplicity and transparency to complex emergency management issues. They are available to the UMBC community [online](#).
   - Department heads may distribute Facility Response Guides to their staff and faculty directly or through Facility Managers.
   - Some Response Guide and Facility Guides listed online with an asterisk have controlled information. E-mail schaible@umbc.edu to request access to these.
   - Occupants can save or print their own copies as needed.
   - Response guide templates are available for anyone to download and create their own.
   - Guides fold pamphlet-style for convenience in half, then in quarters or in thirds.

4. **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 3 columns on Letter-size (8.5" x 11") paper.
   - 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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