Loyola University Maryland
Department of Public Safety

Desk Top Reference Guide
Campus Addresses

**Main Campus**
North Charles Street
Baltimore, Maryland 21210
410-617-2000

**Clinical Centers at Belvedere Square**
5911 York Road
Baltimore, MD 21212
410-617-1200

**Columbia Campus**
8890 McGaw Road
Columbia, MD 21045
410-617-7600

**Timonium Campus**
2034 Greenspring Drive
Timonium, MD 21093
410-617-1500

**The Retreat Center**
13210 Green Ridge Road
Flintstone, MD 21530
1-800-322-1090

This reference guide is not intended to solve emergency situations. The purpose of this guide is to provide Loyola University Maryland community members with critical information to use before, during, and after a serious incident. It provides important information for all employees to follow in the event of an emergency. In order to be fully prepared, you should take the time to familiarize yourself with this reference guide.
Loyola University Maryland
Department of Public Safety

Emergency Response Desk Reference

Loyola University Maryland Department of Public Safety is committed to the safety and security of all members of the Loyola community. In an emergency, the Department of Public Safety will provide an appropriate campus-wide response to assure life safety and minimize disruption of normal activities.

The following guide is a procedural outline for all employees to follow in the event of an emergency. In order to be fully prepared, you should take the time to familiarize yourself with your buildings: floor plans, entry and exit points, building access hours, rally points and evacuation procedures. More detailed and specific procedures are contained in the Loyola University Maryland Emergency Information Booklet available here on the Department of Public Safety website.

**Loyola Emergency Notification System (LENS)**

The Loyola Emergency Notification System (LENS) was established in 2003 to notify community members of emergencies and what actions the university is taking to respond. LENS incorporates the use of a centrally controlled public address system that uses alert tones, programmed messages, and voice instructions. We plan to use LENS to relay important information about impending emergencies and how we will respond to serious events as they are unfolding. The public address system was designed to notify the university primarily when community members are outside traveling from building to building. In 2008, additional siren capabilities were added on the East side of campus and at the Fitness and Aquatic Center (FAC).

In May 2007, the university augmented LENS with a text messaging service that distributes brief messages in situations posing **imminent threats** to the Loyola Community. Over the past two years we have been adding cell phone numbers to our database to reach as many as possible. New users must register to receive these critical messages. Improvements in e2campus now let Loyola send messages out to all the network email accounts as well. Adding this capability provides us greater dissemination of the threat message and expands critical information and instructions.
Every member of the university community should register for this technology. The e2campus mass notification system will only be used in circumstances posing imminent danger to our campuses. Use of the system will be followed by announcements through all of the university’s existing emergency notification channels.

In order to benefit from this new service, you must register your cell phone with e2campus. Presently we have over 2700 members of the university community that have registered! This number is only half of what is needed to push this critical information to the community. Take a few moments and register so that you will be an informed about critical incidents that could affect our community.

To register:

1) Go to the following webpage at http://security.loyola.edu/e2campus/
2) Select your class year or Faculty and Staff.
3) Log in using your full Loyola e-mail address and password.
4) Fill in the required information. We recommend using your Loyola username to register.
5) Agree to the terms of Service.
6) Click “Create an Account.”
7) You should receive an SMS test message on your phone that will provide you with a four-digit number to use in the next e2Campus window. Fill in the number, and then click “Validate Mobile Phone.”
8) A new page should indicate that you have successfully registered.
9) Click “Log in,” then use the username and password you just created.
10) Click on the “Services” tab to add your e-mail address and/or other notification options.

To update or delete your account, go to www.e2campus.com/my/loyola/

Monthly tests of the system will be conducted on the first Monday of each month at 1:00 pm. If you do not receive the monthly test messages, please contact the Office of Technology Support (OTS) via email at ots@loyola.edu or by phone at 410-617-5555 and explain your concern.
Emergency Notification and Response

In case of an emergency, serious injury or illness on campus, please notify Public Safety immediately at extension 5911. All other non-emergency calls should be directed to extension 5010.

Emergency Reporting

- State “this is an emergency,” remain calm, and give the dispatcher the following information:
  - Your location.
  - The nature of the emergency.
  - Your name and the phone number from which you are calling.
- Stay on the line until you are certain no further information is required.
- After notifying emergency personnel, notify staff in your immediate work area.
- Direct emergency personnel to the appropriate location.
- If you call 911 from a cell phone, please call campus police at 410-617-5911 after you hang up with the 911 operator

Life Threatening Injuries

- Call Public Safety at extension 5911 and provide as much information as possible about the injury and the victim.
- Satellite campus locations call 911; Columbia ask for Howard County; Timonium ask for Baltimore County
- Public Safety will alert appropriate emergency response units and direct them to the scene.

Employee/Student/Visitor Injury Non-life Threatening

- Employees must report all work-related injuries to their immediate supervisor or department chairperson and to the Human Resources Department.
- Student or visitor injuries should be reported to Public Safety at 5010

Crime Reporting

- Report all crimes to Public Safety at extension 5911 (emergency) or 5010 (non-emergency.)
- These extensions are staffed 24 hours a day, 7 days a week by Public Safety dispatchers or officers.

Fire

- Take a few moments to familiarize yourself with the building exits, fire pull stations, and fire extinguisher locations.
- If a fire occurs in your work area sound the alarm by pulling the wall mounted pull station and activating the building’s fire alarm system. Public Safety dispatchers will notify the Baltimore City Fire Department and dispatch police units to the scene. Notify others in the area as you evacuate the building.
- Upon hearing a building fire alarm, evacuate immediately through the nearest exit.
Once you have evacuated the building alert the first responding campus police officer to the source of the fire; GO TO THE RALLY POINT (RP.)

- Do not use building elevators; they are designed to recall to an exit floor, open up and no longer operate (stairwells are fire rated for 2-3 hours).
- Assist any handicapped persons in evacuating or help them to the nearest stairwell to wait for rescue.
- Faculty members conducting a class should be the last persons to leave a room; close the door and report any persons that have not evacuated to Public Safety.
- Staff supervisors should ensure that all members of their department have evacuated their office/work areas and report any persons that have not evacuated to Public Safety.
- If your clothes catch on fire STOP, DROP and ROLL. DO NOT RUN.
- If caught in heavy smoke, drop to your hands and knees and crawl out of the building. Hold your breath as much as possible; breathe shallowly through your nose and use a blouse, shirt, or jacket as a filter.
- If trapped by fire, place a wet towel or other clothing at the base of doorways to prevent smoke from seeping into the room. Never open a closed door without feeling it first. Use a phone to alert Public Safety to your location inside of the building.
- Close as many doors as possible between you and the fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary as this may draw in outside smoke or fan the fire.

**Emergency Evacuation for Persons with Disabilities**

Whenever possible everyone should evacuate the building upon hearing an alarm. In the event that you are unable to exit the building, notify someone of your location and seek refuge in an exit stairwell to await rescue by the fire department. Exit stairwells are rated to provide 2-3 hours of fire protection.

Preplanning is important! In general you should:

- Familiarize yourself with the location of the nearest exit or stairwell
- Know where a second exit is located in case the first one is not accessible
- Seek an evacuation assistant who would be willing to help in the event of an emergency

Disabled Persons who may need assistance in the event of an emergency should notify Public Safety at 410-617-1145 or Environmental Health and Safety at 410-617-1120 to develop a personal evacuation plan.

**On Campus Rally Points**

- The quad is the central rally point for all main campus fire alarm events; Diane Geppi-Aikens Field serves as the RP for the Andrew White Student Center.
- Satellite Campus locations should review the rally point maps below
- Public Safety officers will provide alternative guidance should the situation dictate.
- See Rally Point Maps below to verify your rally point:
Loyola University Maryland
West Campus - Rally Point Map #1

KEY:
- Evacuate occupants to Rally Point location
- Sprinklered
- Non-Sprinklered
- Hydrant
- Fire Dept Connection
- Gate

*If no City address is listed on the building then use 4501 N. Charles Street for 911 calls, then provide building name
Loyola University Maryland
Academic Quad - Rally Point Map #2

KEY:
- Points to the Rally Point location
- PA Speaker System
- Fire Dept Connection
- Hydrant
- Gate
- Sprinklered
- Non-Sprinklered

All buildings on the quad are considered 4501 N. Charles Street for 911 emergency calls.
Ridley Athletic Complex: Evacuation Route
Loyola Clinical Centers – Belvedere Square
5911 York Road
410 – 617 – 1200

Points of Contact:

Director of Extension Centers – Joe Bradley; 410 – 617 – 5780

Property Manager – Cross Street Partners; 410 – 928 – 3921

Executive Director – 410 – 617 – 1232

Assistant Director Operations – 410 – 617 – 1221

Police/Fire Department – 911

Belvedere Maintenance – James Phillips; 443 – 324 – 4639

BFPE (fire alarm monitoring service) – 1 – 800 – 365 – 2222 (passcode: 7746HH)

- All emergencies (fire, police, ambulance) call 911, then call Campus Police at 5911 to report the emergency.
- Evacuation Rally Point: In the event of a building evacuation please report to the parking lot across the street from the clinical center.
Columbia Graduate Center
8890 McGaw Road
410 – 617 – 7600

**Points of Contact:**

Director of Extension Centers – Joe Bradley; 410 – 617 – 5780

Facility Manager – 410 – 617 – 7618

Operations Office/Facility Scheduler – 410 – 617 – 7601

Police/Fire Department – 911 * ask for Howard County

- All emergencies (fire, police, ambulance) call 911, then call Campus Police at 5911 to report the emergency.
- Evacuation Rally Point: In the event of a building evacuation please report to the parking lot area in front of the building
The Retreat Center
13210 Green Ridge Road NE
1 – 800 – 322 – 1090

**Points of Contact:**

Director of Extension Centers – Joe Bradley; 410 – 617 – 5780

Retreat Center Manager – 1 – 800 – 322 – 1090

Retreat Center Scheduler/Assistant Manager – 1 – 800 – 322 – 1090

Police/Fire Department – 911

- All emergencies (fire, police, ambulance) call 911, then call Campus Police at 410 – 617 – 5911 to report the emergency.
- Evacuation Rally Point: In the event of a building evaluation please report to the grassy area in front of the building
Points of Contact:

Director of Extension Centers – Joe Bradley; 410 – 617 – 5780

Facility Manager – 410 – 617 – 1999


Police/Fire Department – 911 * ask for Baltimore County

- All emergencies (fire, police, ambulance) call 911, then call Campus Police at 5911 to report the emergency.
- Evacuation Rally Point: In the event of a building evaluation please report to the parking lot area in front of the building
Hazardous Material Spill

What to do inside:

- If you are inside where a spill has occurred, immediately notify other personnel in the area and evacuate the building.
- Close any doors as you leave.
- Notify Public Safety from a safe location as soon as possible at extension 5911 or through an emergency blue light phone.
- If you cannot evacuate, go to a protected, interior area of a building where toxic vapors are reduced. Close all doors and windows. Seal gaps under doorways and windows with wet towels and duct tape or similar items.
- Turn off all ventilation.
- If there is risk of an explosion, close all shades and draperies.
- Stay away from the windows to prevent injury from flying glass.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.

What to do outside:

- Move uphill and upwind; hazardous materials can move quickly and settle in low areas.
- Notify Public Safety from a safe location as soon as possible at extension 5911 or through an emergency blue light phone.

What not to do:

- Do not attempt to clean up a spill
- Do not touch or step in spilled materials.

Information that the Public Safety Dispatcher will ask for:

1. Your name?
2. The phone number from where you are calling?
3. The area, building, and room number where the incident has occurred?
4. If there is, or was, an explosion or fire?
5. How many people are injured?
6. What is the extent of the injuries and what is being done for those injured?
7. What is the name of the chemical or hazardous material involved?
8. How much was spilled and has the material been contained?
9. Who is in charge of the area?
10. Who will meet the ambulance, fire, or police department?
11. Your intended location after you evacuate the building or area?
What to Do After Being Exposed:

Inhalation:

- Inhale fresh air.
- If a person is not breathing, give artificial respiration.
- Seek medical attention immediately.
- Always consult the material safety data sheets (MSDS) for any chemical to which someone has been exposed.

Eye Contact:

- Immediately flush the eyes for at least 15 minutes with water.
- Have someone else call Public Safety at extension 5911.
- Seek medical attention immediately.
- Always consult the MSDS for any chemical to which someone has been exposed.

Skin Contact:

- Promptly remove any contaminated clothing.
- Wash the affected area with soap and water.
- If symptoms persist after washing, seek medical attention.
- Always consult the MSDS for any chemical to which someone has been exposed.

Ingestion:

- Consult the MSDS and/or call the Poison Control Information Center at 1-800-222-1222.
- Follow directions and seek medical attention immediately.
- More information about MSDS’s can be found under “Quick Links” on our website: https://inside.loyola.edu/ehs

Bomb Threat

- Bomb threats are most commonly received by phone. A person receiving a telephoned bomb threat should keep talking to the caller and record the following information:
  - When will the bomb explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
Try to note as much as possible about the caller such as:
  - Date and time of call.
  - Sex of caller.
  - Phone number of caller if you have caller ID.
  - Caller’s voice.
  - Background sounds.
  - Threatening language.

Check your area for suspicious packages or bags: if found, do not touch. Report any suspicious objects to Public Safety.
In the event of a building or campus evacuation, secure your area and immediately evacuate to the announced location.

What Not to Do During a Bomb Threat:

- Do not assume a bomb threat is a prank. Assume the threat is real.
- Do not touch, move, or cover a suspected bomb. Note its description and exact location and report this to authorities.
- Do not use walkie-talkie devices or cell phones in the area.

Armed Intruder

- If you suspect an armed intruder is on campus call Public Safety at extension 5911 or use one of the campus emergency blue light phones. Stay on the line until told to hang up. Give a detailed description about the suspect to Public Safety.
- Remain in your room or office behind a locked door if possible. If the door will not lock try to pile furniture in front of the closed door. Turn lights out, close interior window blinds, stay away from exterior windows, and hide under any remaining furniture. Turn off any audio equipment and place cell phones on silent.
- Do not sound the fire alarm.
- If you are not at risk of injury and communication is available call Public Safety at extension 5911.
- If you are unable to notify Public Safety summon help by any means at your disposal.
- Do not leave your secure area until you are notified by Public Safety or a police officer.
- Stay out of open areas and remain as quiet as possible.
- Once Public Safety or the police arrive identify yourself, keep your hands out in front of you so police can see them, and obey their commands.
- If you suspect an armed intruder is nearby and you have a safe exit away from the building, flee the scene to a safe location and alert Public Safety at once.
- Never run in a straight line.
- Never confront an armed intruder.
Sheltering in Place

- A situation may arise in which Public Safety may direct in-place sheltering. In such situations you should remain in the building, office or room and stay away from windows. Lock the door to the room and await further evacuation instructions from Public Safety officers.

Psychological Crisis/Potential Harm to Self /Others

- A psychological crisis exists if an individual is threatening harm to themselves, others, or is out of touch with reality.
- Never try to handle a situation that you feel is dangerous.
- Notify Public Safety of the situation by calling extension 5911. Public Safety will alert University counselors and medical professionals if necessary.
- If possible and personally safe, remain with the individual under psychological crisis until emergency response arrives.

Utility/Service Failures

Elevator Failure:

- If you are trapped in the elevator use the emergency phone to notify Public Safety.
- If the elevator does not have an emergency phone activate the emergency alarm which will signal for help.
- Remain calm; do not attempt to exit the elevator without instructions.

Plumbing Failure/ Flooding/ Sewer Back-up:

- Cease using all electrical equipment.
- If necessary vacate the area. Notify Facilities at extension 2200 or Public safety at extension 5010.
- For satellite campus locations please contact Joe Bradley at extension 5780

Gas Leak:

- Cease all operations.
- Do not turn on/off lights, any electrical equipment, or your phone.
- Do not strike any matches.
- Leave the building and call Facilities at extension 2200 or Public safety at extension 5911.
- For satellite campus locations please contact Joe Bradley at extension 5780 when safe to do so.

Electrical Failure:

- For emergency electrical problems call Facilities at 2200 or Public Safety at 5010.
- For satellite campus location please notify Joe Bradley at extension 5780.
Fire Extinguisher Instructions “PASS”:

**P**ull the pin

**A**im the nozzle

**S**queeze the handle

**S**weep the nozzle at the base of the fire

Remember these basic safety principles:
*Make sure you always have a safe exit before using a fire extinguisher*
*Only fight a fire for 30 seconds (approx. time an extinguisher lasts)*
### Healthcare Provider Summary of Steps of CPR for Adults, Children, and Infants

<table>
<thead>
<tr>
<th>Component</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recognition</strong></td>
<td><strong>Unresponsive (for all ages)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>No breathing or no normal breathing (ie, only gasping)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>No breathing or only gasping</strong></td>
</tr>
<tr>
<td></td>
<td><strong>No pulse felt within 10 seconds</strong></td>
</tr>
<tr>
<td><strong>CPR sequence</strong></td>
<td><strong>Chest compressions, Airway, Breathing (C-A-B)</strong></td>
</tr>
<tr>
<td><strong>Compression rate</strong></td>
<td><strong>At least 100/min</strong></td>
</tr>
<tr>
<td><strong>Compression depth</strong></td>
<td><strong>At least 2 inches (5 cm)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>About 2 inches (5 cm)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>About 1½ inches (4 cm)</strong></td>
</tr>
<tr>
<td><strong>Chest wall recoil</strong></td>
<td><strong>Allow complete recoil between compressions</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Rotate compressors every 2 minutes</strong></td>
</tr>
<tr>
<td><strong>Compression interruptions</strong></td>
<td><strong>Minimize interruptions in chest compressions</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Attempt to limit interruptions to &lt;10 seconds</strong></td>
</tr>
<tr>
<td><strong>Airway</strong></td>
<td><strong>Head tilt–chin lift (suspected trauma: jaw thrust)</strong></td>
</tr>
<tr>
<td><strong>Compression-ventilation ratio</strong></td>
<td><strong>30:2</strong></td>
</tr>
<tr>
<td><strong>(until advanced airway placed)</strong></td>
<td>1 or 2 rescuers</td>
</tr>
<tr>
<td></td>
<td><strong>30:2</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Single rescuer</strong></td>
</tr>
<tr>
<td></td>
<td><strong>15:2</strong></td>
</tr>
<tr>
<td></td>
<td><strong>2 rescuers</strong></td>
</tr>
<tr>
<td><strong>Ventilations with advanced airway</strong></td>
<td>1 breath every 6-8 seconds (8-10 breaths/min)</td>
</tr>
<tr>
<td></td>
<td><strong>Asynchronous with chest compressions</strong></td>
</tr>
<tr>
<td></td>
<td><strong>About 1 second per breath</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Visible chest rise</strong></td>
</tr>
<tr>
<td><strong>Defibrillation</strong></td>
<td><strong>Attach and use AED as soon as available.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Minimize interruptions in chest compressions before and after shock; resume CPR beginning with compressions immediately after each shock.</strong></td>
</tr>
</tbody>
</table>

**Abbreviations:** AED, automated external defibrillator; AP, anterior-posterior; CPR, cardiopulmonary resuscitation.

© 2011 American Heart Association
Emergency Numbers

Fire-Police-Ambulance 911(Emergency)

Baltimore City Services Line 311 (Non-Emerg.)

Loyola Campus Police 410-617-5911

Poison Control Center 1-800-222-1222

Northern District Police Station (Baltimore City) 410-396-2455

Maryland State Police 1-800-525-5555

National Suicide Prevention Lifeline 1-800-273-8255

Suicide Prevention Hotline 1-800-784-2433

Department of Environment 1-866-633-4686

House of Ruth 410-889-7884

Maryland Center for Missing Children 1-800-637-5437

Maryland Crisis Hotline 1-800-422-0009

FBI-Baltimore 410-265-8080

Baltimore Gas & Electric 410-685-0123

Verizon 410-539-9900