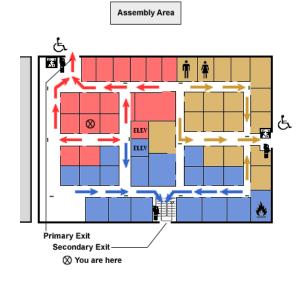
Revised: Sept 28, 2009



## **Emergency Information**







#### Overview:

This booklet has been put together by Public Safety, Campus Police, Environmental Health and Safety and Student Life in order to provide the Loyola University Community with information regarding what to do in the event there is an emergency on campus, or in and around Baltimore City. This booklet provides Loyola University, Baltimore regional and Federal evacuation information. Additionally information from the United States Department of Homeland Security, the Maryland Emergency Management Agency and our own Campus Police is available in the following pages. Loyola University will use and mirror the "Threat Advisory" levels established by Homeland Security. This color coded system provides our heightened security posture for the campus community. Please refer to the website <a href="http://security.loyola.edu/e2campus">http://security.loyola.edu/e2campus</a> for further information regarding any changes to our security measures.

This booklet is informative in nature and provides students, faculty, administrators and staff with a basic knowledge of what the "threat" may be and how Loyola anticipates responding should an event take place. This is a "living" document to be used as a guide in our preparation and response to emergencies. Each year this information will be revised to include any changes we encounter or new emergency communication methods that we may use to inform our community of emergency events. If you have any questions or concerns regarding Loyola emergency evacuation plans please feel free to contact Campus Police at x2300 or Environmental Health and Safety at x1120.

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

In June 2007, after the tragic events at Virginia Tech, we added a mobile phone text messaging system to notify the university community of **imminent** threats to our campuses. This technology is a web based notification system that sends text messages to cell phones and email

messages to the Loyola web network. To receive this notification on your phone and computer, the Loyola community <u>must register</u> through this web page at <a href="http://security.loyola.edu/e2campus/">http://security.loyola.edu/e2campus/</a>. To find out more about e2campus and this powerful mass notification system go to the Public Safety web site.

#### To register:

- 1) Make sure you have your cell phone on hand.
- 2) Go to the following webpage at http://security.loyola.edu/e2campus/
- 3) Select your class year or Faculty and Staff.
- 4) Log in using your full Loyola e-mail address and password.
- 5) Fill in the required information. We recommend using your Loyola username to register.
- 6) Agree to the terms of Service.
- 7) Click "Create an Account."
- 8) 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, then click "Validate Mobile Phone."
- 9) A new page should indicate that you have successfully registered.
- 10) Click "Log in," then use the username and password you just created.
- 11) Click on the "Services" tab to add your e-mail address and/or other notification options.

Use the following link www.e2campus.com/my/loyola/ to update and or delete your account.

The third piece of LENS is our individual emergency notification system. This is a series of "blue light" emergency distress stations strategically placed across campus. By pushing the call button a voice signal is sent directly to our Base dispatch center. Base then dispatches a call to a campus police officer. The dispatch center will stay on the "line" with the person making the call and position CCTV to get a view of the distress station when applicable. Campus Police Officers will deploy to the calling station and take appropriate action.

There are three types of distress stations that you will see on campus:

- a. Free standing towers / poles with blue lights on the top.
- b. External building mounted units.
- c. Small wall mounted systems found in the laundry rooms in the residence halls.

#### 1. LOYOLA UNIVERSITY EMERGENCY INFORMATION:

Everyone's safety during an emergency depends on the cooperation of each member of our community. Specific emergency information that you need to know while you are present at Loyola University is listed on the next few pages. First we will go through the steps to follow

during a fire. If you should hear a fire alarm in any building on the Loyola University campus you should do the following:

#### a. Fire Emergency:

- Exit the building through the nearest stairwell
- Close doors and notify visitors, tenants and occupants that there is an emergency and they need to evacuate
- Assist disabled occupants to the stairwell or safe haven area and give their location to the fire department
- Go to the building Rally Point (see Rally Points Map)
- Wait for instruction from Student Life, Campus Police or the Fire Department
- Do not re-enter a building until the "all clear" is given by the Fire Department

Other emergencies that could occur at Loyola University may require different evacuation procedures. Please read the following sections so that you may be informed as to your responsibilities during other emergencies.

#### **b.** General Fire Evacuation Procedures:

If a fire alarm is activated in a campus building:

- Campus Police will respond to all fire alarms and emergency situations. They will notify the Baltimore City Fire Department if any fire alarm is activated.
- Campus Police and the Student Life Staff will assist in the complete evacuation of the building and control the occupants in the assembly area until the emergency has been abated (see specific building evacuation information).
- Occupants of all floors will immediately evacuate the building at the sound of the fire alarm system. Follow all the instructions below:

In the event you discover a fire:

- Remain calm and find the quickest and safest method of escape. Walk, do not run.
- Pull the nearest red manual pull station (usually on the wall near stairwells and exits). This will activate the building's fire alarm system.
- Report the fire (regardless of size) to Public Safety at x5911. Give the following info:
  - 1. Your Name
  - 2. Location of fire (Building name, Apt, Room # or area)
  - 3. Injured people

- Assist in the evacuation of the building. Give any disabled occupant info to Campus Police or the BCFD upon exiting.
- Close all doors when leaving rooms. If your room/apt door is hot to the touch and smoke is beginning to filter into your room; place a wet towel under the door or seal it with tape. Wave a sheet or large garment out the window. Wait for assistance from the BCFD.
- Use the nearest stairwell, walk on the right side. Elevators will not be in service during a fire alarm condition. Do not attempt to use an elevator. Exit out of the building. Go to the Rally Point (See Rally Point Map).
- Keep low and crawl in any smoke filled areas.
- Do not re-enter the building until the all clear has been announced. This occurs after the BCFD gives their all clear and Campus Police and/or Student Life has completed the floor survey.

#### c. Safety Guidelines for Portable Fire Extinguishers

Only use an extinguisher if you are comfortable and confident with its operation **and** the following conditions have been met:

- A clear egress and exit from area exists
- Someone called for help (Public Safety at extension x5911)
- The fire is small and manageable (size of a small trashcan)
- The fire is not spreading
- The extinguisher is in working order (i.e. inspection tag with current date punched)
- You are using the correct type of extinguisher with the class of fire present

#### Fire Extinguisher Instructions "PASS":

**P**ull the pin

Aim the nozzle

Squeeze the handle

Sweep the nozzle at the base of the fire

# HOLD UPRIGHT. PULL RING PIN. START BACK 10 FEET. AIM AT BASE OF FIRE. SWEEP SIDE TO SIDE.

#### Remember these basic safety principles:

\* Only fight a fire for 30 seconds (approx. time an extinguisher lasts) \*



- \* Protect yourself from heat and smoke \*
- \* Only use C or ABC extinguishers on electrical appliances or wiring \*
- \* Never allow the fire to get between you and your means of escape
- \* If outdoors, always attack the fire with the wind to your back \*
- \* Back out of the area keeping an eye on the extinguished fire \*
- \* Extinguishers are under pressure, be prepared for some force when releasing \*
- \* Remember every fire gives off some toxic gases in the smoke \*

#### 2. Loyola Emergency Notification System (LENS)

#### a. Public Address system:

• The Evergreen campus has an emergency notification system to alert the University Community of specific dangers posed by natural disaster or terrorist threats. The emergency system includes an outdoor warning system and indoor public address provided through the fire alarm voice units where applicable.

Sirens will be used as part of the outdoor warning system to alert the community for:

- Critical weather events like storms, tornadoes, hurricanes, winds, etc. that adversely affect the University.
- Baltimore Events: Critical events in and around Baltimore City that adversely impact operations at the University
- Loyola Events: Critical events in and around campus that adversely impact operations at the University

#### **b. Siren System Event Messages**

#### MONTHLY SIREN TEST:

#### 1. PART I of the test -Wail:

The wail siren is an alert notification that a critical weather event, Baltimore event, or Loyola event is imminent or expected. When the Wail siren sounds off, information will be provided about the type of event. This will be followed by instructions on what to do. Normally the siren will sound for approximately 30-40 seconds. The system is tested the first Monday of each month at 1:00 p.m.

#### 2. PART II of the test – **Message**:

A message will state "this has been a test of the campus emergency notification system. Had there been an actual emergency, you would have been given specific instructions on what to do. This concludes the test of the campus emergency notification system".

Some examples of critical event messages:

#### **HURRICANE:**

Seek inside safe refuge, stay on the lower floors, and move away from windows. All persons should remain in place and stay calm until you hear the all clear signal.

#### **TORNADO:**

Go inside to the lowest interior floor of the nearest building and stay away from windows. Remain indoors until you hear the all clear signal.

#### **HAZMAT:**

Go inside, close all windows and doors. Turn off all ventilation systems, air conditioners, or heating units. Remain indoors until you hear the all clear signal.

#### **TERRORIST:**

Follow instructions provided by Campus Police, or other emergency preparedness personnel.

#### **EVACUATE:**

Gather your emergency items and wait for instructions of Student Life or Campus Police.

#### **ACTIVE SHOOTER:**

Attention, there is an imminent threat to the university community. Seek inside safe refuge. Lock yourself into a room, barricade the doorway, spread out, and turn off the lights and your cell phone if the shooter is close. After the shooter passes exit in the opposite direction, or stay in place. Call 911 and update police if it is safe.

#### **ALL CLEAR:**

Attention, the emergency is over, Repeat, the emergency is over. Resume your normal activities.

#### 3. PART III of the test – **Announcements:**

After one of these pre-recorded messages is concluded a message may follow explaining what actions the university will take responding to the event.

#### c. Other Threats

The potential threats that could effect the operation of Loyola University can be segmented into three categories; State or Regional effects, Baltimore effects, and or Loyola effects. Principal threats that could affect our residential and or academic buildings can include natural disasters, weather events, fire, bomb, or building collapse.

Public Safety/Campus Police can learn of a threat at base operations by any of the following:

- Baltimore City Police Department
- Media News/TV/Radio
- Baltimore City Fire/Police Dept.
- Emergency Alert System (EAS) activated
- Other Intelligence information

#### d. Notifying the University Community

In the event it becomes necessary to evacuate a Loyola University building, other than for fire, the following methods of communication will be used:

- E2campus text messaging system
- Bullhorns
- PA Systems
- Internet/Outlook/Telecommunications
- Loyola Television
- WLOY- Ch. 71, <u>www.wloy.com</u> or AM 1620 Public Safety/Campus Police Actions

Buildings will be evacuated using a PA system or bullhorns. The bullhorn announcement will be made on each floor after you hear a siren:

"Attention Loyola Community - This is an emergency and not a test. We are evacuating (building name). Wake up your roommates, collect your emergency shelter bags with emergency supplies, exit the building through the nearest stairwell (the elevators will be turned off) and go to your Rally Point". Check in with Student Life Staff and standby for further information. You will be moving to another assembly area either in Reitz Arena or the Fitness and Aquatic Center (FAC)".

#### e. Actions by Community members

#### 1. Students:

- Campus Police and/or Student Life Staff will make announcements using bullhorns or the addressable fire alarm system (where applicable) on all floors

- Follow your evacuation cards on the back of the entrance door to your room
- Grab your bags with emergency supplies
- Make sure your roommates evacuate as well
- Exit the building through the nearest stairwell
- Elevators will not be operating
- Go to your building's rally point (see rally map)
- Wait instructions to proceed to the final assembly area

#### 2. Faculty, Administrators and Staff:

- Campus Police will make an announcement using the bullhorns
- Follow all instructions for evacuating the building
- Exit the building through the nearest stairwell
- Elevators will not be operating
- Go to your building's rally point (see rally map)
- Wait instructions to proceed to the final assembly area

#### f. Emergency Supplies - Bring a backpack or duffel bag with the following items:

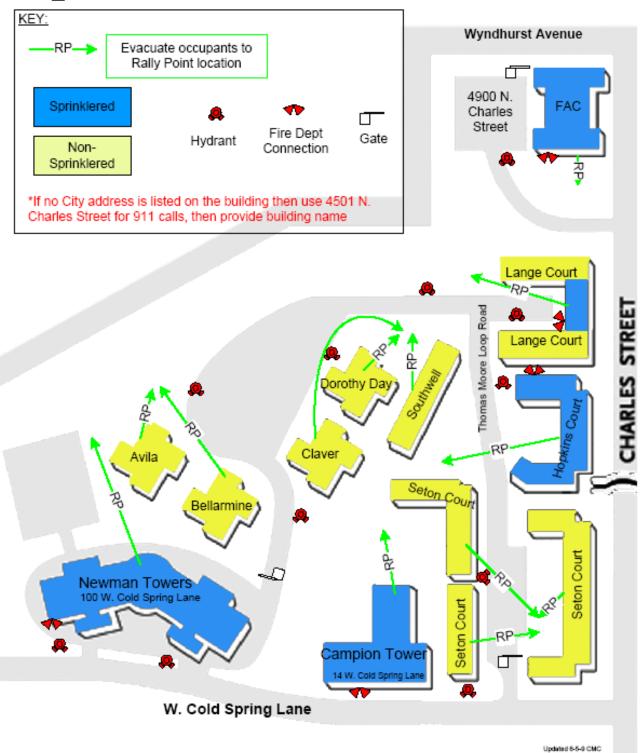
- Emergency Information Cards (EIC see example below)
- Prescriptions and medical needs
- Personal hygiene items
- Extra pieces of clothing/blanket or sleeping bag
- Bottled water
- Flashlight w/ batteries
- Wallet (ID, Cash, etc)
- Cell Phone

#### g. Rally Points:

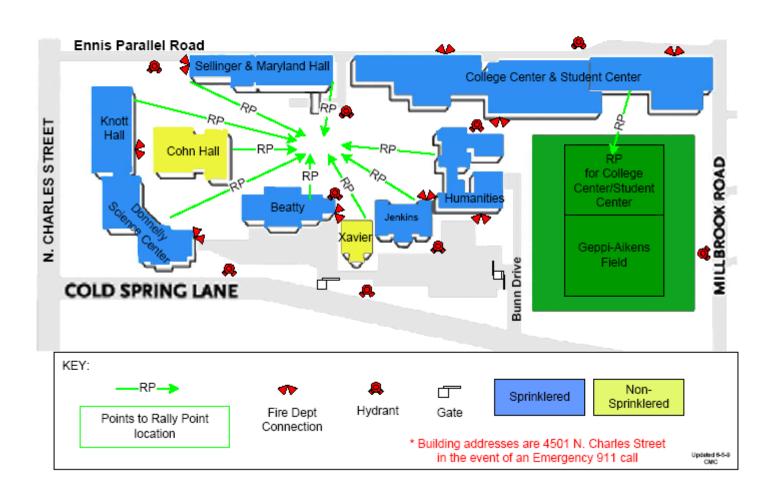
Locations where evacuating parties gather to check in (accountability), provide any pertinent information and to gain additional information about what is going to happen next. The rally points for the campus are shown on the following pages:

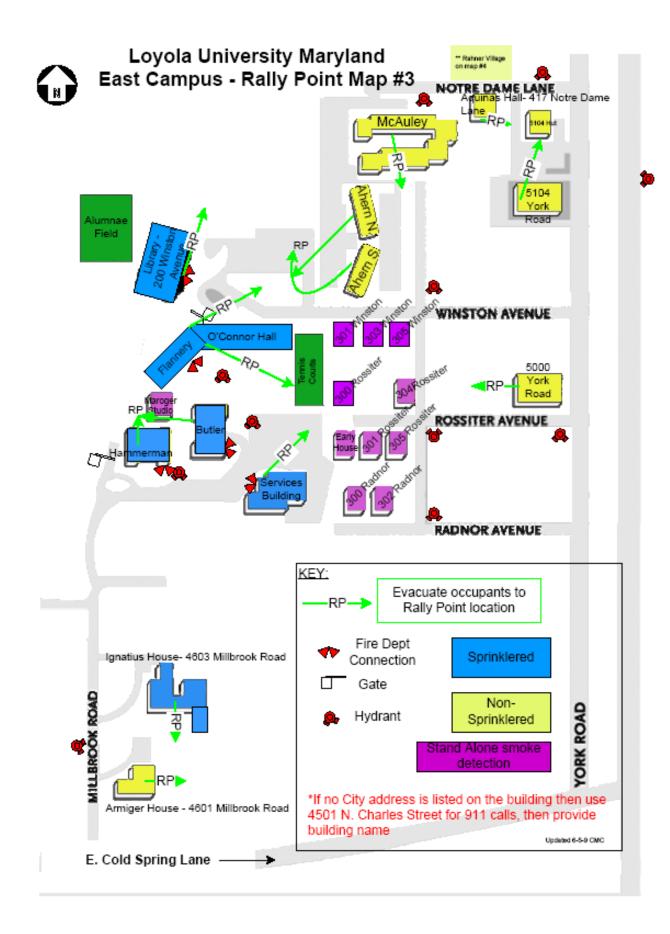


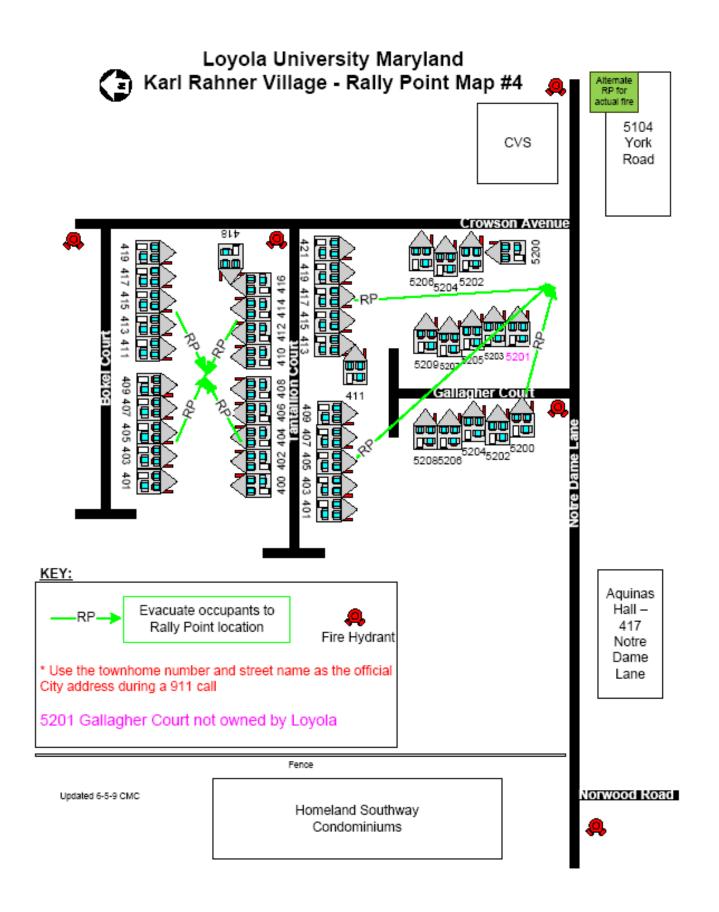
#### Loyola University Maryland West Campus - Rally Point Map #1



#### Loyola University Maryland Academic Quad - Rally Point Map #2





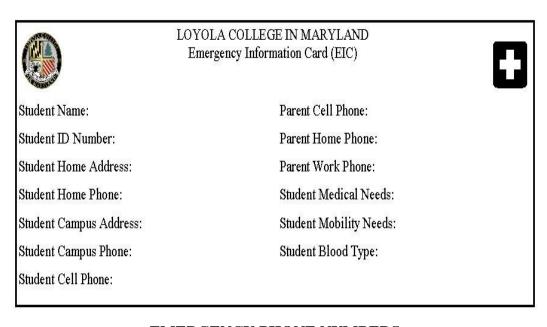


#### h. FAC/Reitz Assembly

We will have two assembly areas that will be used to shelter our students/faculty/staff and visitors. Depending on which building you are evacuating from will depend on your final assembly area. The emergency itself may dictate which area as well. Typically, most buildings on the east side of Charles St. will assemble at Reitz Arena. Buildings on the west side of Charles St. will assemble at the Fitness and Aquatic Center (FAC).

#### i. Sustainment

Many emergencies could affect the region and would cause roadways and local travel pathways to be blocked. Three days worth of food and water are available in case we have to keep students on campus. Medical needs will be assessed and carried out during this period. Some emergency power will also be available. If you should leave Loyola University during an emergency please let someone from the Student Life staff know your whereabouts. We will be conducting headcounts and trying to account for everyone on campus. Employees should report to their supervisor whether they will be leaving or not.



#### **EMERGENCY PHONE NUMBERS**

Public Safety/Campus Police x5911 and 5010 Student Life Staff x5081 and 2488

Student Health Center x5055 Counseling Center x5109 Baltimore City EMS/Fire/Police x911

#### 3. BALTIMORE EMERGENCY ALERT SYSTEM (EAS)

Baltimore City officials have prepared plans to alert and warn the public in case of a highly probable or immediate danger or disaster. After notification by sirens residents should tune to one of the local radio stations to be notified of the proper procedures to follow. Types of emergencies may include:

- Weather alerts
- Large city or county fires
- Unintentional Chemical/Biological or Radiological releases
- Terrorism attacks
- Amber Alerts (kidnapping)

#### SIREN TESTS AND TONE:

On the first Monday of the month at 1:00 pm Baltimore City and Loyola test their Public Address system. The loud wail sound that will be heard on campus is a signal that something is happening and the community should pay attention to the message that follows.

#### IF YOU HEAR AN EMERGENCY SIREN:

- 1. Stay Calm
- 2. Check it out Make sure it isn't the normal test time (First Monday of the month at 1:00
- 3. Tune to your local EAS Station
- 4. Listen for instructions
- 5. Do not use the phone- except to report a fire, police or medical emergency or if you need special assistance

#### a. EAS Radio Stations for MARYLAND and DC

Baltimore Area - Baltimore City, Baltimore County, Carroll County, and Howard County

**Local and State Primary Stations:** WBAL (AM-1090)

WIYY (FM-97.9) 98 Rock

Annapolis Area WHFS (FM-99.1)

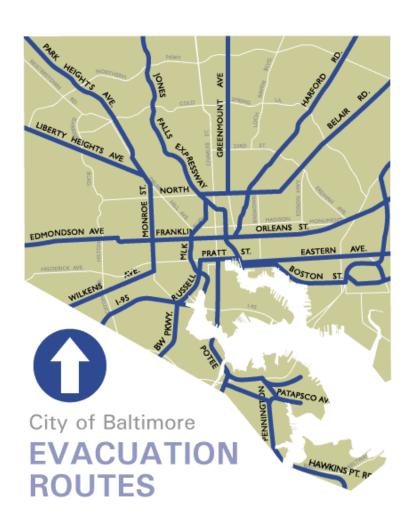
Washington DC Area - District of Columbia, Prince Georges and Montgomery Counties in Maryland. WTOP (AM-1500)

WMAL (AM-630)

Upper Eastern Shore - Kent, Queen Anne's, Talbot, and Caroline Counties and Lower Eastern Shore - Wicomico, Somerset, and Worcester Counties.

> WCEI (AM-1460 / FM-96.7) WLVW (AM-960) / WQHQ (FM-104.7)

#### **b.** Baltimore City's Evacuation Routes



#### 4. STATE EMERGENCY INFORMATION

The Maryland Emergency Management Agency (MEMA) www.mema.state.md.us is responsible for coordinating the State response to any major emergency or disaster. This includes supporting local governments as needed or requested, and coordinating assistance with the Federal Emergency Management Agency (FEMA). MEMA recommends the "Two key steps to safety". These steps include; Find Out What Can Happen To You and Complete a Checklist. For more information on preparing you and your family go to <a href="http://www.mema.state.md.us/disaster.html">http://www.mema.state.md.us/disaster.html</a>.

#### **Maryland Resources and State Agencies**

Maryland State Police http://www.mdsp.maryland.gov/

Maryland Department of the Environment www.mde.state.md.us

Maryland Department of Health and Mental Hygiene www.dhmh.state.md.us

Maryland Institute for Emergency Medical Services Systems (MIEMSS) EMS Reference List <a href="http://miemss.umaryland.edu/RefList.pdf">http://miemss.umaryland.edu/RefList.pdf</a>

Maryland Department of Natural Resources www.dnr.state.md.us

Maryland Department of Transportation <a href="https://www.mdot.state.md.us/">www.mdot.state.md.us/</a>

Maryland Office of Planning www.op.state.md.us

#### 5. FEDERAL EMERGENCY INFORMATION

Federal Emergency Management Agency National Weather Service Centers for Disease Control Homeland Security www.fema.gov www.nws.noaa.gov www.cdc.gov www.dhs.gov/dhspublic/index.jsp

Emergency Preparedness and Response from a Federal perspective has greatly changed after September 11<sup>th</sup>, 2001. The creation of the Department of Homeland Security (DHS) is a significant transformation of the U.S. government. The areas of Border and Transportation

Security, Emergency Preparedness and Response, Science and Technology, and Information Analysis and Infrastructure Protection, have been combined with 22 agencies working together to protect its citizens. One of the DHS websites www.ready.gov outlines different strategies that we can take to protect ourselves from acts of terrorism utilizing biological, chemical, nuclear and radiological weapons. Many of the same emergency responses that we would use at Loyola University for natural disasters and other emergencies can be applied to acts of terrorism. Be informed and use the charts below to see what strategies can be used in the event an emergency incident occurs.

Emergency	Pictograms	What to do:
High-rise Building	EMERGENCY EXIT  You are here by a second and	Note where the closest <b>emergency exit</b> is.  Be sure you know <b>another way out</b> in case your first choice is blocked.
		<ul><li>Move away from file cabinets, bookshelves or other things that might fall.</li><li>Face away from windows and glass. Move away from exterior walls.</li></ul>
		Listen for and follow instructions.  Take your emergency supply kit, unless there is reason to believe it has been contaminated.  Do not use elevators.
		Stay to the right while going down stairwells to allow emergency workers to come up.
Building Collapse		Use a <b>flashlight</b> to signal your location. <b>Avoid unnecessary movement</b> so that you don't kick up dust or release objects/weight.  Cover your nose and mouth to keep dust and

		debris out.
Emergency	Pictogram	What to do:
Building Explosion	EXIT	Take shelter under your desk or sturdy table.  Exit the building ASAP.  Do not use elevators.  Check for fire and other hazards.  Take your emergency supply kit if time allows.

Emergency	Pic	tograms	What to do:
Chemical			<b>Define the impacted area</b> or where the
Attack	O-01,01= ( = 0,01)		chemical is coming from, if possible.
			Take immediate action to <b>get away</b> .
			If your are inside a building, get out without
			passing through the contaminated area, if
			possible.
		V//	If you are outside, quickly decide what is the
			fastest escape from the chemical threat.
			Strip immediately and wash.
If you are Exposed to a chemical:			Look for a safety shower, hose, fountain, or any source of <b>water</b> , and wash with <b>soap</b> .
chemical.			<b>Do not Scrub</b> the chemical into your skin.
			Seek medical attention ASAP.

Biological Threat		Get away from the substance as quickly as possible.  Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.  Wash with soap and water.  Contact Authorities
Radiological Threat	RADIOACTIVE	A radiation threat or "Dirty Bomb" is the use of common explosives to spread radioactive materials.  Radioactive material exposure involves distance, time and exposure.  Put as much <b>distance</b> from you and the source.  Put a thick <b>shield</b> between you and the source. <b>Minimize time exposed</b> , this will reduce risk.

### **6.** Loyola response when Homeland Security changes the Threat level conditions:





## Loyola University response when the Threat level goes to RED

- Card readers will remain "card access only" (controlled) 24 hours a day.
- Visibly display Loyola College ID All Faculty, Staff and Administrators & Students (outer garment, around neck etc.)
- Only authorized truck deliveries on Ennis Parallel (all others to Jenkins / Beatty lot.)
- Increase Campus Police foot / bike patrols.
   Campus Police vehicles stationed in key positions with amber lights 24 hours a day.
- Raise the awareness of entire College Community to communicate unusual vehicles, people, or events to Base at X5010.
- Greater awareness regarding the propping of doors.
- College ID check on the shuttle busses.





## Loyola University response when the Threat level goes to ORANGE

- Increased Campus Police vehicle patrols, more repetitions of patrol frequency.
- Card readers to be "card access only" after 5:00pm along Ennis Parallel.
- Surveillance system (CCTV) cameras reprogrammed to cover critical campus areas.
- Campus Police officers conduct patrols in Campion and Newman garages.