



# Desktop Reference Guide

LOYOLA UNIVERSITY MARYLAND, DEPARTMENT OF PUBLIC SAFETY

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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

## Emergency Response Desk Reference Guide

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.

## Loyola Emergency Notification System (LENS)

### Greyhound Alerts

The Loyola Emergency Notification System (LENS) was established in 2003 as a way to notify the campus community of emergencies that utilizes text messages, emails, and an exterior public address system with voice instructions. This year, we have updated LENS to the Greyhound Alerts system which incorporates messaging to desktops, digital signage, mobile apps, and more. Greyhound Alerts will be used to relay important information about impending emergencies and provide updates as they are unfolding.

The Department of Public Safety activates and oversees the Greyhound Alerts system which includes a variety of communication methods. Alert capabilities are available all day, every day. The goal of Greyhound Alerts is to provide members of the Loyola community with relevant, timely information so they can make decisions and take actions that will ensure their health and safety during an incident.

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 us via email at [police@loyola.edu](mailto:police@loyola.edu).

Every member of the Loyola community should register for this service. The mass notification system will only be used in circumstances posing imminent danger to our campuses or for weather emergencies. Follow-up by announcements through the university's existing emergency notification channels will be utilized as needed.

In order to benefit from this new service, you must register your cell phone with Greyhound Alerts. Take a few moments and register so that you will be informed about critical incidents that could affect our community.

## Emergency Notification and Response

In case of an emergency, serious injury or illness on campus, please notify Public Safety immediately at x5911. All other non-emergency calls should be directed to x5010.

### 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 building staff in your immediate work area.
- Watch for the arrival of emergency personnel and direct them to the appropriate location.

### Life Threatening Injuries

- Call Public Safety at x5911 and provide as much information as possible about the injury and the victim.
- 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.

### Crime Reporting

- Report all crimes to Public Safety at x5911 (emergency) or 5010 (non-emergency.)
- These extensions are staffed 24 hours a day, 7 days a week by Public Safety dispatchers or officers.

### Fire

- 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 local fire department and dispatch campus to the scene. Notify others in your area as you evacuate the building.
- Upon hearing a building fire alarm, evacuate the building 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 and their location 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 and their location 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.
- Take a few moments to familiarize yourself with the building exits, fire pull stations, and fire extinguisher locations.



## Emergency Evacuation

In the event of a fire or other emergency, the general evacuation procedures outlined below should be followed. However, public safety or University personnel may provide different guidance based on the nature of the emergency.

### General Evacuation Procedures

When the fire alarm sounds leave the building by the nearest stairwell or exit, **DO NOT** use elevators. Move to the rally point for your building and stay in office or classroom groups. Follow instructions from campus police. Do not re-enter the building until told to do so.

#### If you see fire or smoke, remember A.C.E.S.:

Alert:

- Activate the nearest fire alarm pull station, call campus police at (410)-617-5911, and report the exact location of the fire. **DO NOT HESITATE IN ACTIVATING THE FIRE ALARM PULL STATION UPON THE DETECTION OF FIRE AND/OR SMOKE.**

Confine:

- Close all doors in the fire area to confine fire and smoke.

Evacuate:

- When the alarm sounds, immediately evacuate the building by the nearest stairwell or exit; **DO NOT** use elevators. Once outside, report to your supervisor or student life.
- In order to account for all individuals after a building evacuation, it is important for all evacuees to meet at the rally point for the building they are in. To determine your building's "Rally Point" please view the rally point maps below or contact Environmental Health and Safety at (410)-617-1120.

Special Assistance:

Persons who may need assistance should:

- Notify the Office of Disability Support Services and Student Life (students) and develop a personal evacuation plan. Whenever possible, everyone should evacuate from the building. However, if you are unable to do so for any reason, you should seek refuge in the nearest stairwell. As others exit please report to campus police anyone who may need assistance. If you have any questions about to do in the event of an alarm please feel free to contact Environmental Health and Safety at (410)-617-1120.

## Fire Safety Tips:

### **TO SURVIVE A BUILDING FIRE:**

#### *Crawl if there is smoke:*

- If you get caught in smoke, get down and crawl, taking short breaths through your nose. Cleaner cooler air will be near the floor. Remember, “GET LOW AND GO!”

#### *Feel the doors before opening:*

- Before opening any doors, feel the door knob or handle. If it's hot, don't open the door. If it's cool, open slightly, if heat or heavy smoke is present, close the door and stay in the room. Make contact with campus police and advise them of your location.

#### *Go to the nearest exit or stairwell:*

- If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Always use an exit stairwell to evacuate from upper floors, never an elevator. Elevator shafts can fill with smoke or the power could fail causing you to become trapped. Stairwell doors are designed to keep the fire and smoke out if they are closed, and will protect you until you can get outside.

### **IF YOU BECOME TRAPPED:**

#### *Keep the doors closed:*

- Seal cracks and vents if smoke comes in. If you're in a room and there's no smoke outside, open the windows slightly at the top and bottom if possible. This will allow heat and smoke to vent out at the top, while letting in fresh air in from the bottom.

#### *Signal for help-*

- Hang an object out the window (a bed sheet, jacket, or shirt) to attract the attention of the fire department. If there is a phone available dial (410)-617-5911 and report to campus police that you are trapped. Give the room number and your exact location so that it can be passed on to the fire department.

#### *Sometimes it's safer to stay in place:*

- If all exits from a floor are blocked, go back to your room, close the door and seal the cracks, open the windows if it's safe, and signal the fire department or call for help. Try to remain calm until the fire department rescues you.

## **IF YOU ARE ON FIRE:**

### *Stop, Drop, and Roll:*

- Rolling smothers the fire. If your clothes catch on fire; stop, drop, and roll, wherever you are. Cover your face with your hands to protect yourself from additional burns.

### *Cool burns:*

- Run cool (not cold) water over burns, immediately, for 5-10 minutes. Don't use ointments. Notify medical personnel immediately.

## **PREVENTION-PROTECT YOURSELF:**

### *Participate in fire drills:*

- Fire drills are conducted once per semester in residence halls, and are done to familiarize you with the sound of your buildings fire alarm system, the emergency exits which you may not normally use, and the location of the rally point for the building. It is important, before the emergency occurs; to know where additional exits are in case your primary exit is blocked. Everyone should know two (2) ways out.

## **Evacuation for Persons with Disabilities**

All Loyola University Maryland students, faculty, staff and administrators are responsible for familiarizing themselves with the emergency information regarding their work areas, classrooms, and/or living areas. This includes emergency evacuation plans comprising: exits, alternate routes of egress, the location of fire alarm pull stations, portable fire extinguishers and respective Rally Points (assembly area). View a map of Rally Points.

### **Personal Evacuation Plans**

This information provides a general guideline of evacuation procedures for persons with disabilities for fire and other building emergencies. Faculty, staff, students, and visitors must develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use.

### **Emergency evacuation plans should include:**

- Being familiar with evacuation options
- Seeking evacuation assistants who are willing to assist in case of an emergency
- Asking supervisors, instructors, environmental health and safety (EHS), or disability support services (DSS) about evacuation plans for buildings.

Most Loyola buildings have accessible exits at the ground level floor which can be used during an emergency. In complexes like the Andrew White Student Center/DeChiaro College Center or the Sellinger School of Business and Management/Maryland Hall, people can move into the unaffected wings of the building rather than exiting. However, in most Loyola buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

## Evacuation options:

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options:

1. Horizontal evacuation: Using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
2. Stairway evacuation: Using steps to reach ground level exits from the building.
3. Stay in Place: Unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and then Loyola's public safety at 410-617-5010 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

*The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.*

4. Area of refuge: with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary. Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying areas of refuge, call Chris Reynolds, Chief Fire Safety Officer at (410) 617-2972.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the Baltimore City fire department. The Baltimore City fire department will tell the individual their decision or relay the information via the Loyola public safety / campus police.

## Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

### **Mobility Impaired Wheelchair**

Persons using wheelchairs should Stay in Place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell Baltimore City fire department or Loyola public safety/campus police the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 with their present location and the area of refuge they are headed.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

### **Mobility Impaired - Non Wheelchair**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

### **Hearing Impaired**

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodations should contact DSS (see below for contact information).

### **Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Students requiring assistance are encouraged to contact the office of disability support services at 410-617-2062 to develop a personal evacuation plan.

Employees requiring assistance should refer to the policy manual, section 1.2 Reasonable Job Accommodations and contact [the office of people and culture](#) at 410-617-2354 to develop a personal evacuation plan.

If you have additional questions, contact Loyola's office of environmental health and safety at [ehs@loyola.edu](mailto:ehs@loyola.edu).

#### Guidelines for Persons Assisting Disabled Occupants

The following general guidelines have been adopted by the University to help evacuate individuals with disabilities. However, these guidelines may not apply in every circumstance due to specific individual needs. It is important to remember that evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. It is also important to know that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. Before attempting to evacuate a person with a disability consider your options and the risk of injury to yourself and others. Do not make an emergency situation worse.

- Occupants should be invited to volunteer ahead of time to assist persons with disabilities in an emergency. If a volunteer is not available, identify someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- Do not evacuate persons in their wheelchairs. This is standard practice to ensure the safety of persons with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques should be used to avoid injury to rescuers' backs (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift). Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary. Certain lifts may need to be modified depending on the person's disabilities.
- Do not use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call Campus Police at 410-617-5911.
- Check on people with disabilities during an evacuation. A "buddy system", where persons with disabilities pre-identify volunteers (co-workers/roommates) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. (Campus Police / Local Fire Department are trained in rescue procedures).

## **Blindness or Visual Impairment**

Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.

- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

## **Deafness or Hearing Impairment**

- Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

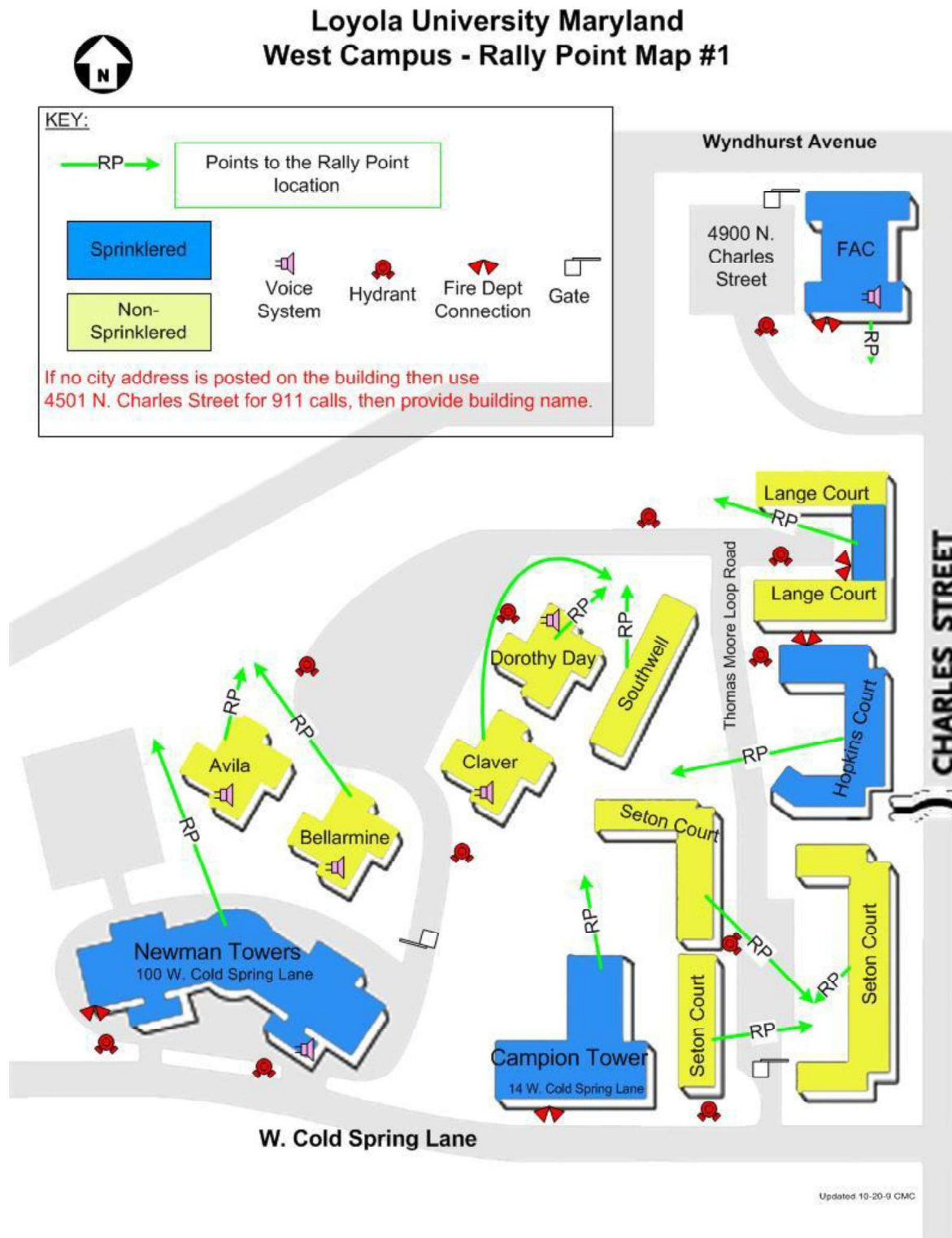
## **Mobility Impairment**

It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.

- If people with mobility impairments cannot exit, they should move to a safer area, e.g., most enclosed stairwells, an office with the door shut which is a good distance from the hazard
- If you do not know the safe areas in your building, call EHS at ext. 2972
- Notify campus police or emergency responders immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The responding fire department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safe area to wait for assistance, it may be necessary to evacuate them using an alternative means.

## **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.
- Public Safety officers will provide alternative guidance should the situation dictate.
- See Rally Point Maps below to verify your rally point:



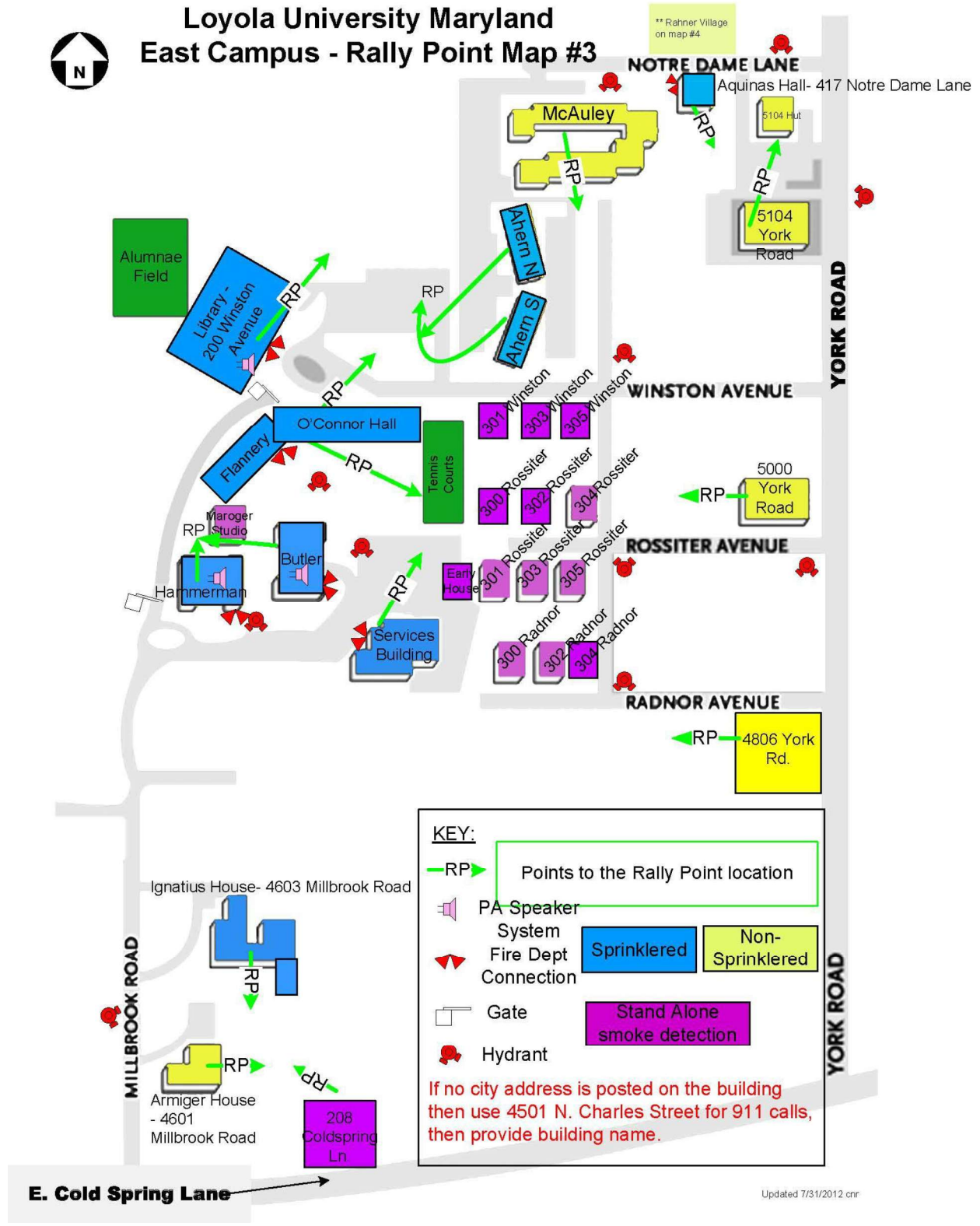


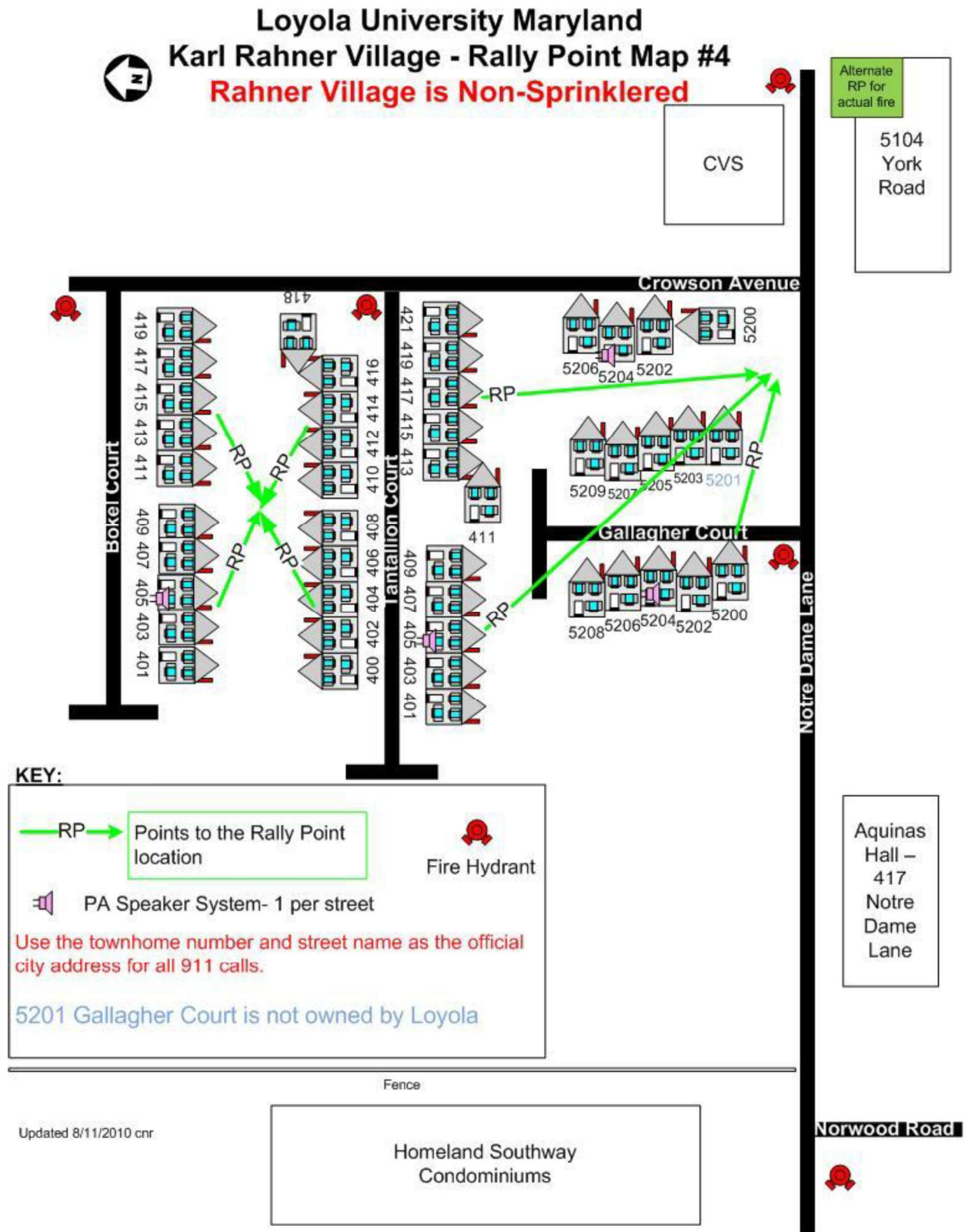


East



## Loyola University Maryland East Campus - Rally Point Map #3



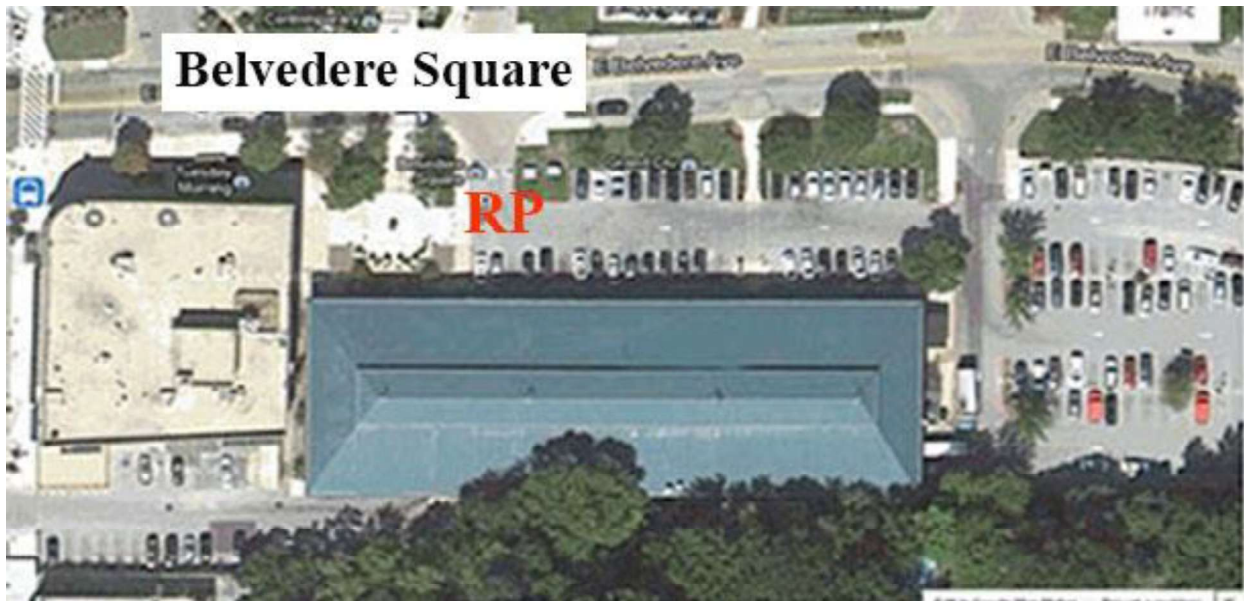




**Ridley Athletic Complex: Evacuation Route**



*Belvedere*



*Retreat Center*



## 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.
- 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.
- Notify Public Safety from a safe location as soon as possible at x5911 or through an emergency blue light phone.

### **What to do outside:**

- Move uphill and upwind; hazardous materials can move quickly and settle in low areas.
- Go to a protected, interior area of a building where toxic vapors are reduced.
- Notify Public Safety from a safe location as soon as possible at x5911 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 not breathing give artificial respiration.
- Seek medical attention immediately.
- Always consult the safety data sheets (SDS) 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 x5911.
- Seek medical attention immediately.
- Always consult the SDS for information regarding any chemical to which someone's eyes have 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 SDS for any chemical to which someone has been exposed.

### *Ingestion:*

- Consult the SDS and/or call the Poison Control Information Center at 1-800-222-1222.
- Follow directions and seek medical attention immediately.
- More information about SDSs can be found under "Quick Links" on the [Environmental Health and Safety website](#).

## 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:*

- Where is the bomb right now?
- When will the bomb explode?
- What does it look like?
- What kind of bomb is it?
- 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/packages to Public Safety.***

***Evacuate immediately if a bomb is discovered before authorities arrive.***

*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

### Run

Your #1 option is to run. If it is safe to get out of the building, do so.

- You need to react quickly when hearing gunshots by looking, listening and planning.
  - Look for a clear path to the exit.
  - Look for the shooter. If you can see the shooter, get out of sight and hide or barricade yourself in a room, closet, or office. Something that can be locked or secured.
  - Look to see if people are running and which direction are they running from? Move in that direction also.
  - Listen for gunshots and move away from those sounds.
  - Listen for shouts or screams and move away from those sounds.
  - Listen for instructions from any responding police and follow their instructions.
  - Plan your escape route and what secondary exit to use if the first exit you have in mind is blocked.
  - Plan where you'll hide if you cannot vacate the building.
- Remember if it is safe to exit the building, evacuate.
- When vacating a building try not to run in large groups representing a large mass target, but exit by single file which represents smaller targets.
- Before running into a hallway, you need to make sure it is safe to exit the room. When peering out of a classroom or office, get down on your hands and knees and peer out from a low position. Peering out from a kneeling position exposes less of your body and is also below where the shooter would expect you to be looking from.
- If you decide to vacate, leave whether others follow or not.
- Leave your stuff behind.
- Warn others on your way out.
- If you encounter law enforcement, remember they are not there to assist you at that time. They need to get to the shooter and end the event.
- Always show your hands when encountering any law enforcement. Follow all instructions.
- When vacating a building you need to consider cover and concealment. Cover has ballistic stopping power (building, engine block, cement walls, etc.) Concealment will simply hide you from sight. Both are good but cover is best.
- Running makes you a moving target, running with your head down makes you a smaller target and protects vital organs.
- Bullets fired from a gun will travel in a straight line, so try to run zig-zag or on angles especially when running in open spaces.
- Remain cautious until you are sure you are safe.
- Once you are sure it is safe then call 911 or (410) - 617 - 5911 (on campus)
- Running or putting distance between you and the active shooter is your best option.

## Hide

If you cannot safely evacuate the building, you must hide and barricade yourself in a classroom, office, closet, or an uncommon area.

- Remember you have a tactical advantage because of your familiarity with the building.
- If you must hide, get out of sight fast.
- Allow others to hide with you if needed.
- Once inside an office or other hiding place, secure and barricade the room. Turn out the lights and silence electronics.
- Use the room's locks, door wedges on the inside, bookcases, tables, desk, filing cabinets, or anything else to create a barricade.
- Remember a barricade will create time. You need time to allow for a law enforcement response.
- Once you've created a barricade hide behind something with ballistic stopping power in case a stray bullet comes through a window or drywall.
- Remember, if you encounter law enforcement they are not there to help you but rather to try and neutralize the situation. Always show law enforcement your hands so they know you're not carrying something that could hurt them.
- Expect to be treated like a suspect. You may have weapons pointed at you, be yelled at, patted down, handcuffed, and questioned.
- Law enforcement doesn't know who the shooter is at this point and they will treat everyone as a suspect.
- Law enforcement will not attempt to break down barricades and they can be identified by uniforms and by shouting commands.

## Fight

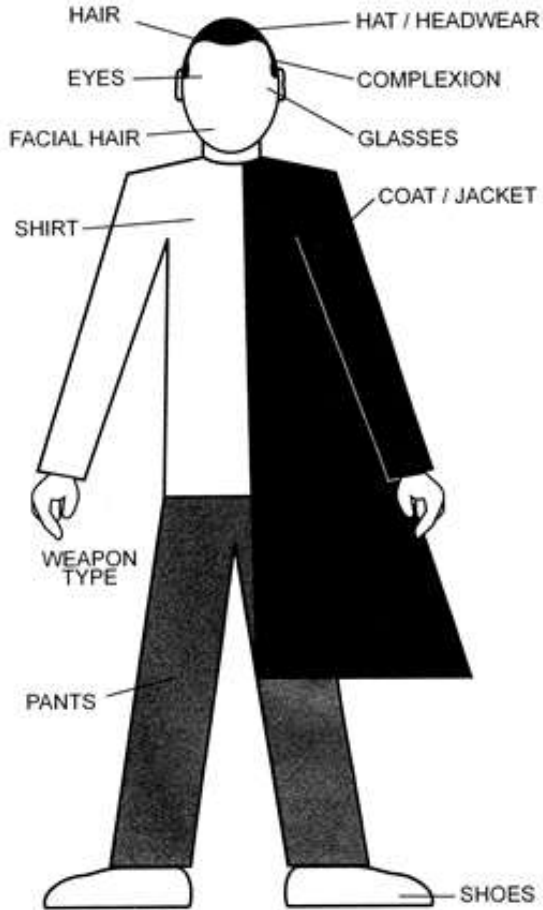
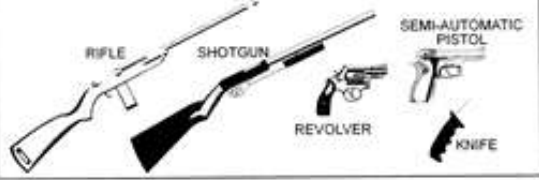
You should only consider fighting only if your life is in imminent danger and you have no other options.

- Only as a last resort, and if you are in immediate danger, should you consider strategies to fight or disarm a shooter.
- If you cannot hide and secure where you are hiding, then hiding under a desk is not an option. Hiding in this scenario only creates a stationary target.
- In this instance you need to begin planning a defense of the room you are hiding within.
- If you are with others you'll need to plan and work together as a team to disarm the shooter.
- You'll need to act aggressively to distract the shooter and to allow your counter-attack to begin.
- A counter attack should take place at the room's doorway for 2 reasons. Remember the doorway is the shooter's one blind spot as they enter the room. Also the door's frame will hinder the shooter's range of motion.
- Use improvised weapons during the counter attack such as books, water bottles, full backpacks to distract the shooter in order to disarm them.
- If you have something which could hinder the shooter's vision, utilize it. A jacket thrown over the shooter's head or a powdery substance can be thrown to impede vision.
- Other considerations to distract the shooter's attention include trip hazards and darkness.

- Recommended counterattack methods to disarm the shooter include a two person team hidden at the entrance door. The first counter attacker should grab the shooter's gun while the second counter attacker takes out the shooter's legs by pushing behind the knee.
- Counter attacks can be attempted by one, two or more people.
- After you have disarmed the shooter, remember to control their hands in case they have secondary weapons.
- A well planned counter attack coupled by darkness, trip hazards and flying distractions at the room's doorway is a high percentage strategy to disarm an armed shooter.

Remember. You can never give up if your life is in imminent danger.

## Subject Identification Card

<b>SUSPECT IDENTIFICATION</b>	
<b>EMERGENCY 5911</b> <b>NON-EMERGENCY 5010</b>	
<b>PHYSICAL CHARACTERISTICS</b> Race: _____ Sex: _____ Age: _____ Height: _____ Weight: _____ Complex: _____ Hair Color: _____ Style: _____ Scars/Marks: _____ Tattoos: _____ Speech (accent, lisp, etc.): _____ Physical Defects: _____ Facial Hair: _____ Glasses: _____ Right/Left Handed: _____ Jewelry: _____ Other: _____	 <p>HAIR HAT / HEADWEAR EYES COMPLEXION FACIAL HAIR GLASSES SHIRT COAT / JACKET WEAPON TYPE PANTS SHOES</p>
<b>CLOTHING</b> Hat: _____ Shirt: _____ Coat/Jacket: _____ Tie: _____ Pants: _____ Shoes: _____ Socks: _____ Other: _____	<b>WEAPON USED</b> Type: _____ Color: _____ Other: _____
<b>VEHICLE</b> Type: _____ Year: _____ Make: _____ Tag Number/State: _____ Color: _____ Model: _____ Distinguishing Marks: _____ Direction of Travel: _____ How Long Ago: _____	<b>WEAPON TYPES</b>  <p>RIFLE SHOTGUN REVOLVER SEMI-AUTOMATIC PISTOL KNIFE</p>

## Shelter in Place

In certain emergency situations, the campus community may be advised to shelter-in-place to avoid or minimize exposure to outside risks. Risks could include chemical, biological or radioactive releases; some weather-related emergencies or criminal activities.

Once shelter-in-place instructions have been communicated, students, faculty and staff should either stay in the building they are in when they get the message or if outside, go to the nearest building and await further instructions.

### What Shelter-in-Place Means

Shelter-in-Place is a precaution aimed to keep you safe while remaining indoors. It refers to taking refuge in a designated area of safety within a building such as a small, interior room with no or few windows. It does not mean sealing off your entire residence or office building. If you are told to shelter-in-place, follow the instructions provided below.

### Why You Might Need to Shelter-in-Place

The air outside may become dangerously contaminated either intentionally or accidentally; severe weather such as a thunderstorm or a tornado is occurring; or there is an active shooter, making it unsafe to be exposed to outside conditions. Should this occur, campus police will provide information using the Greyhound Alerts system. This system includes emergency warning sirens, programmed messages, live voice instructions, text messaging, and email communication to provide emergency notification and/or instructions. The important thing is for you to follow instructions of University authorities and know what to do if they advise you to shelter-in-place.

### General Shelter in Place Information

If a shelter in place order is given, you should:

- Stop classes or work, or close business operations.
- Share the notification with others in the building if possible, but do not leave the area where you were instructed to shelter-in-place.
- Close all windows, exterior doors, and any other openings to the outside.
- Select interior room(s) above the ground floor with the fewest windows or vents.
- Under certain circumstances (criminal activity) it may be necessary to lock the door to the area where you are located
- Keep listening to local radio, television, and check your cell phone for E2Campus messages and alerts until you are told it is safe or you are told to evacuate. University and local officials may call for an evacuation in specific areas only.

### In Conclusion

University and local officials are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean-up methods is your safest choice.

## Psychological Crisis/Potential Harm to Self/Others

- A psychological crisis exists if an individual is threatening harm to themselves or 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 x5911. 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 x5010.

### 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 x5010.

### Electrical failure

- For emergency electrical problems call Facilities at 2200 or Public Safety at 5010.

## Fire Extinguisher Use

In order to use a fire extinguisher, remember the acronym "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



Component	Recommendations		
	Adults	Children	Infants
Recognition	Unresponsive (for all ages)		
	No breathing or no normal breathing (ie, only gasping)	No breathing or only gasping	
	No pulse felt within 10 seconds		
CPR sequence	Chest compressions, Airway, Breathing (C-A-B)		
Compression rate	At least 100/min		
Compression depth	At least 2 inches (5 cm)	At least 1/3 AP diameter About 2 inches (5 cm)	At least 1/3 AP diameter About 1½ inches (4 cm)
Chest wall recoil	Allow complete recoil between compressions Rotate compressors every 2 minutes		
Compression interruptions	Minimize interruptions in chest compressions Attempt to limit interruptions to <10 seconds		
Airway	Head tilt–chin lift (suspected trauma: jaw thrust)		
Compression-ventilation ratio (until advanced airway placed)	30:2 1 or 2 rescuers	30:2 Single rescuer  15:2 2 rescuers	
Ventilations with advanced airway	1 breath every 6–8 seconds (8–10 breaths/min)  Asynchronous with chest compressions About 1 second per breath Visible chest rise		
Defibrillation	Attach and use AED as soon as available. Minimize interruptions in chest compressions before and after shock; resume CPR beginning with compressions immediately after each shock.		

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



## Emergency Numbers

Fire-Police-Ambulance	911(Emergency)
Fire-Police-Ambulance (Animal control, gas and water leaks)	311 (Non-Emer. Baltimore City only)
Loyola Campus Police	410-617-5911
Poison Control Center	1-800-222-1222
Northern District Police Station	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
Maryland Department of Environment	1-866-633-4686
House of Ruth	410-889-0840
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

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