

EMERGENCY PROCEDURES



LOYOLA UNIVERSITY MARYLAND

—1852—

EMERGENCY

Call Loyola Public Safety

410-617-5911

(Extension 5911 on a Loyola phone)

FIRE

- Remain calm and alert others.
- Pull nearest fire alarm.
- NEVER IGNORE A FIRE ALARM. All fire alarms require mandatory evacuation.
- Evacuate the building immediately.
- Do NOT use elevator.
- Gather at rally point.
- Call Loyola Public Safety.
- Do NOT re-enter the building until authorized by Loyola Public Safety.

EVACUATION

- Use the nearest available exit, away from hazard.
- Take only essential items, do NOT delay in evacuating.
- Do NOT use elevators.
- After evacuating the building, proceed to the rally point.
- Do NOT re-enter building until directed by Loyola Public Safety.

SHELTER-IN-PLACE

Loyola may issue a shelter-in-place order during a hazardous material incident. Procedures are as follows:

- Immediately move to the closest substantial building.
- On the highest level, go to a room with a door and no windows.
- Shut off HVAC, if possible.
- Stop the flow of air around doors and vents using clothing, towels, or plastic and tape.
- Remain in place until an All-Clear is issued.
- Call Loyola Public Safety to notify officials of your location.

SEVERE WEATHER/ TORNADO

Indoors:

- Move to the innermost part of building, on the lowest level.
- If safe to do so, close all doors as you leave an area.
- Stay away from windows, exterior walls, and free-standing expanses.

Outdoors:

- If possible, move indoors and
- Avoid trees, power lines, utility poles, and other hazards.
- In low-lying area/ditch, get as low as possible; use arms and hands to protect your head and neck.

MEDICAL EMERGENCY

- Call Loyola Public Safety.
- Do NOT move an injured person unless there is immediate danger of harm.
- Provide first aid or CPR. This may include use of an Automated External Defibrillator (AED).
- A complete list of AED locations can be found at Loyola's Emergency Preparedness website.

SUSPICIOUS OBJECT/ PACKAGE

- Do NOT touch/disturb the object.
- Move away from the object and call Loyola Public Safety on a landline phone.
- Notify your instructor/supervisor.
- Alert others and leave the area.

SUSPICIOUS PERSON

- Do NOT allow anyone into a locked building/office.
- Report any suspicious person or activity to Loyola Public Safety.
- Provide as much information as possible about the person and their activity.

ACTIVE ASSAILANT

While every active assailant situation is different, you have three options:

RUN

- Leave belongings behind and evacuate area immediately!
- Help others escape, if possible, but do NOT delay.
- Call Loyola Public Safety when you are safe.

HIDE

- Hide out of shooter's view.
- Lock doors/block entry to your hiding place.
- Turn off lights and silence phone (including vibrate).
- Remain quiet.

FIGHT

- As a last resort when your life is in imminent danger, FIGHT.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the shooter.
- Attempt to incapacitate the shooter.

BEHAVIORAL EMERGENCY

- Stay calm.
- Do NOT confront or detain the individual if violent or combative.
- Call Loyola Public Safety to notify officials of the situation.
- Clearly state that you need immediate assistance.

LOYOLA EMERGENCY PREPAREDNESS WEBSITE

We encourage all members of the Loyola community to personally prepare for future emergencies and to become familiar with the information and resources available on our Emergency Preparedness website.

