

University of Maryland Eastern Shore

**Building Emergency Evacuation
&
Operations Plan**

[Name of Building]

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A. PURPOSE

This Emergency Evacuation and Operations Plan (EEOP) was prepared by Environmental Health and Safety (EHS). It is designed to assist campus buildings in preparing for and responding to emergencies (e.g. fire, hazardous material spill, bomb threat, earthquake, extreme weather). The purpose of this plan is to establish procedures, and to promote planning and staff training for fire and other building emergencies as required by state and local agencies, and the UMES Crisis Emergency Plan.

This initial plan and all significant revisions to the plan should be routed to all personnel. The faculty and staff should be reminded of the plan as necessary and encouraged to discuss the plan with their research groups, students, and visitors.

B. SCOPE

This plan applies to all occupants in the campus buildings and facilities.

C. UNIVERSITY EMERGENCY RESOURCES AND CONTACTS

1. UMES Police Department

The UMES Police Department maintains an emergency Communications Center 24 hours a day, 7 days a week. It responds automatically to and investigates all fire alarms, and it responds to emergencies to provide support for UMES. To report a fire alarm, or an emergency of any kind, including but not limited to public safety, fire, medical, or hazardous materials spill or release, dial Ext. 3300 from any telephone with a campus prefix. If the phone line is private, as in residence rooms, or a pay phone, the number is (410) 651-3300.

2. Environmental Health and Safety (EHS)

Environmental Health and Safety manages the campus fire and life safety program. It responds to fire emergencies and assists in conducting fire related investigations. EHS is available to provide consultation and support for fire emergencies, hazardous material spills and releases, temporary controls, and other general information to the local Fire Department and UMES departments during normal business hours, 8:00 a.m. to 4:00 p.m. Monday through Friday. After normal business hours, EHS may be reached through the UMES Police Department.

Note: EHS is not an emergency response unit. Report all emergencies to UMES Police at Ext. 3300

3. Facilities Services

The Physical Plant provides emergency maintenance support services that include, but are not limited to, operating and resetting fire alarm systems, heating, ventilation, and air-

conditioning (HVAC) systems; and shutdown of steam, water, electrical, and other utilities. Support services during normal business hours (7:30 a.m. – 4:00 p.m.) may be requested through the Work Control Office. The Physical Plant maintains a support service, known as On Call, for maintenance emergencies occurring after normal business hours. On Call service may be requested by contacting the Police Department.

4. Emergency Operations Center

For a major local or regional emergency, the UMES President may request activation of the University's Emergency Operations Center (EOC). The location of the EOC is in the Student Services Center. EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs must be provided to the EOC through the UMES Police by using campus telephone systems or by runner if the telephone systems fail. The secondary EOC location is the Richard A. Henson Center.

5. WESM – Official Emergency Broadcast Station

WESM is the official area broadcast station in case of a major disaster or University closing. Tune into this station for information.

D. EMERGENCY COMMUNICATIONS

1. Telephone

The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones may not function. Designated personnel will serve as messengers if phone communication is not an option.

E. EXPECTATIONS FOR DEPARTMENTS AND STAFF

1. Employees, Faculty, and Staff are responsible for:

- a. Being familiar with and following emergency procedures when required.
- b. Participating in drills and training as required.
- c. Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required when the alarm is activated, and where the nearest exits are located. Visitors unfamiliar with building procedures should be informed and assisted, as appropriate.

2. New Employee Orientation

New employees must be informed of the EEOP as part of their safety orientation.

The safety orientation must include the following:

- a. Reporting emergencies
- b. Emergency evacuation procedures and routes
- c. Local fire alarm signaling system
- d. Portable fire extinguishers

3. Building Emergency Coordinator

The building manager typically serves in the position of Building Emergency Coordinator; and designates two alternatives. These individuals are employees and occupants of the building and have either volunteered or been appointed to serve in these positions.

The Building Emergency Coordinator acts as the liaison with the responding emergency service, EHS, and others if a building emergency occurs. In his/her absence, the alternates are responsible for carrying out the requirements. If any of these members are not available, the most senior employee will have decision-making authority.

For a community-wide event (Level III), the Building Emergency Coordinator or an alternate will establish contact with the UMES Emergency Operations Center.

4. Building Emergency Coordinator and Alternates Duties

- a. Prepare and maintain the building Emergency Evacuation Plan; EHS can provide assistance with technical questions.

A copy of the completed plan should be in all department reference stations.

- b. Coordinate with building/department administrators responsible for employee, student, and visitor health and safety.
- c. Assign Evacuation Wardens (and alternates) for all areas of the building and insure they know what their duties are in case of an evacuation. Evacuation Warden orientation is required initially and when there are changes in personnel. A current list of Evacuation Wardens and alternates is to be maintained in the building's Emergency Evacuation Plan.
 1. Evacuation Wardens are responsible for walking through assigned areas, assisting in evacuations, and reporting to the emergency assembly point. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.

Formal assignment of Evacuation Wardens may not be necessary in all cases depending upon the nature and occupancy of your building. If your building is relatively non-public, evacuation assurance using Evacuation Wardens may be unnecessary. The role could alternatively be assigned to managers and supervisors where appropriate.

5. Classroom Instructors

Instructors are responsible for their students and must follow appropriate procedures for building alarms and emergencies. In preparation for an emergency, instructors should have a roster and a list of important telephone numbers in addition to emergency numbers. Important telephone numbers include those for the Department Chair, Classroom Services, Student Affairs, and other numbers as appropriate.

F. EMERGENCY PROCEDURES

Personnel should know the location of first aid kits, fire alarms, portable fire extinguishers, and evacuation routes and exits, and evacuation assembly points. Evacuation routes and assembly points are identified in the Building Evacuation Plan. The names of employees with current first aid skills are available to all department personnel.]

1. Fire

- a. In all cases of fire, campus police must be notified immediately by calling (410) 651-3300.
- b. Fire alarms can be activated for fire and hazardous material emergencies.
- c. Fire alarms in the building will be activated by the following methods:
 1. automatically via smoke detectors, heat detectors, or sprinkler flow
 2. manually via the wall mounted pull station
- d. If a fire occurs, determine if it can be extinguished, if not; activate the nearest pull station and **call Ext. 3300**.
- e. Respond immediately and evacuate the building when the fire alarm sounds.

If the fire alarm does not sound, notify building occupants verbally of the emergency and the need to evacuate.
- f. Remember that hazardous equipment and processes, including gas and power, should be shut down unless doing so presents a greater hazard.
- g. Close doors behind you as you evacuate. Exit via the nearest stairwell or grade level exit. **Do NOT use elevators!** Many of the elevators will be automatically recalled to a pre-determined floor and shut off.

- h. Do not block/wedge doors in an open position. The doors must remain closed to keep smoke out and to keep them safe for evacuation and fire personnel. Leaving doors open renders the stairwells dangerous and unusable.
- i. During evacuation, check doors of all entrances that you must exit through for heat by placing your hands on the door. If the door is not warm or hot, exit through the entrance. If the door is warm or hot, **DO NOT OPEN THE DOOR**. First floor occupants should exit using an alternative route. Occupants above the first floor should seal the space between the door and the floor using a wet towel or other heavy material. Use a telephone to contact campus police and inform them that you are restricted to your area by fire, and that you need assistance. If you do not have access to a telephone, use the nearest window to attract attention to your location and situation.

If you become caught in smoke, stay near the floor. Smoke rises and less toxic air will be near the floor.

If your clothes are on fire, STOP, DROP, and ROLL OVER. Rolling will smother the fire.]

If you are trapped by smoke and/or fire, stay low, cover your mouth with a wet cloth, stay near a window, open it (do not break it), and hang something out of the window to alert fire personnel. Call Ext. 3300 if possible.

- j. Go to a designated Evacuation Assembly Point (EAP) as outlined in the Building Evacuation Plan; report to the Evacuation Warden. Evacuation Wardens will report any individuals that are not accounted for to the Building Emergency Coordinator.
- k. Do not reenter the building until the fire department declares an “ALL CLEAR” and that it is safe to do so. A silenced alarm is NOT considered an all-clear signal.

2. Emergency Evacuation for Persons with Disabilities

- a. Persons with disabilities have four basic evacuation options.
 - **Horizontal evacuation:** Use building exits to the outside ground level or into unaffected wings of multi-building complexes.
 - **Stairway evacuation:** Use steps to reach ground level exits from the building
 - **Stay in place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. The person may keep in contact with emergency services by dialing Ext. 3300 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.

- **Area of refuge:** With an evacuation assistant, go 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 the 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, and pressurized elevator lobbies. 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 other building occupants using the stairway. For assistance in identifying Areas of Refuge, call EHS at (410) 651-6652.

b. Disability Guidelines

1. Prior planning and identifying 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 alert LFD or the Campus Police of the location of the person with the disability. If the disabled person is alone, he/she should phone emergency services at Ext. 3300 with their present location and the area of refuge they are headed to.

If a 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 (LFD). 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 emergency personnel arrive and determine if evacuation is necessary.

- **Hearing Impaired:** Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted when an emergency occurs. Emergency instructions can be communicated to the individual with a short explicit note to evacuate.
- **Visually Impaired:** Persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual and guide him/her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

3. Bomb Threat

Anyone receiving a bomb threat should remain calm and attempt to obtain as much information as possible from the caller by adhering to the following procedures:

- a. Attempt to get as much information as possible about the caller by following the checklist below.
- b. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to the University Police Department at (410) 651-3300 or ext 3300.
- c. Bomb threats received through the mail or by other means are also to be reported immediately to the University Police Department.
- d. Telephone Bomb Threat Checklist
 1. Exact date and time of call
 2. When is the bomb going to explode?
 3. Where is the bomb?
 4. What does it look like?
 5. What kind of bomb is it?
 6. What will cause it to explode?
 7. Did you place the bomb?
 8. Why?
 9. Where are you calling from?
 10. What is your address?
 11. What is your name?

12. Caller's voice is calm, disguised, nasal, angry, broken, stutters, slow, sincere, lisp, rapid, giggling, deep, crying, squeaky, excited, stressed, accent, loud, slurred, normal
 13. If the voice is familiar, whom did it sound like?
 14. Sex, age, and race of caller
 15. Length of call
 16. Person receiving the call and job title
 17. Telephone number where call was received
- e. Do not evacuate the building and do not sound the alarm; wait for further instructions. UMES Campus Police and other authorities will be responsible for necessary evacuations of the buildings or of the campus.
- f. If the building is evacuated, move as far away from the building as possible. Stay clear of the street, fire lanes and hydrants, and walkways for emergency vehicles and crews. Do not return to the building until directed to do so by campus police or the Director of Public Safety.

4. Hazardous Material Spills or Release

- a. Spills that do not endanger workers in the immediate area may be cleaned up by workers who have been properly trained and are equipped to handle the situation. Chemical spill guidelines should be established by the supervisor and should take the following into consideration:
1. The hazards of the chemical(s) involved.
 2. The amount of the chemical(s) spilled.
 3. The possible spill locations.
 4. Availability of spill clean-up materials or kits.
- b. If the spill is too large, the chemical cannot be easily identified, or the chemical is extremely hazardous, follow the following procedures:
1. Do not walk through or touch any of the spilled material. Vacate and seal off the area to prevent further contamination of other areas.
 2. Evacuate all personnel from the area.
 3. Report the spill or release:

Campus Police	Dial Ext. 3300
Environmental Health and Safety	Dial Ext. 6652
Student Health Center	Dial Ext. 6599
 4. Provide the following information during an emergency call:

- Your name
 - Building and room location
 - Phone number of telephone you are calling from
 - Description of the emergency and any injuries
5. Anyone contaminated from the spill must avoid contact with others as much as possible. Required first aid by specialized authorities should be started at once.
6. If a building emergency exists, activate the building alarm. Evacuate the building and report to the designated Evacuation Assembly Point. If possible, remain in the vicinity, away from danger, to assist emergency responders as necessary.
- c. The Campus Police will notify the local Fire Department who will respond to stabilize and contain the spill, possibly leaving behind hazardous waste and contaminated equipment. If hazardous waste is not properly cleaned up and packaged by the local Fire Department, do not reoccupy the area. Contact EHS at (410) 651-6652 for assistance.

Note: Packaged waste must be handled according to policies and guidelines established in the UMES Hazardous Waste Management Guide. Please contact EHS at (410) 651-6652 for assistance.

5. **Earthquakes**

- a. If indoors, seek refuge in a doorway, under a desk or table, in a corner, or in a structurally strong location such as a hall by a pillar. Avoid glass windows, shelves, and heavy equipment. Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Do not run outside.

Drop, Cover, and Hold

- b. Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- c. Do not use elevators.
- d. When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required. Call campus police at 3300 for emergency assistance.
- e. Check for fires or fire hazards – spills of flammable or combustible liquids, or leaks of flammable gases.
- f. Remove sources of ignition and heat if it is safe to do so.

- g. Exit the building, if possible, and go to the Evacuation Assembly Point to report on injuries, damages, and potentially hazardous conditions. Call or send a runner to the Emergency Operations Center to notify them of any needed assistance and emergencies that may exist. Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel.
- h. Use the telephone system only for urgent matters.

6. Weather Emergencies

- a. Tornado and Hurricane
 - 1. Storm sirens will sound in the event of a tornado.
 - 2. Shut down any electrical equipment as necessary.
 - 3. Seek shelter in an inner hallway or in an interior room, preferably in the lowest level of the building, such as a basement.
 - 4. If in a frame or sheet metal building, move to a brick or stone building for added protection.
 - 5. Use the stairs, NOT the elevator.
 - 6. Remain clear of windows or other glass.
 - 7. Avoid auditoriums and gymnasiums as these areas typically have large poorly supported roofs.
- b. Flood
 - 1. Personnel in multi-level buildings should evacuate to the 2nd or 3rd floors, as necessary.
 - 2. The Building Emergency Coordinator should contact Campus Police for additional information as to the severity of the flood and to ascertain whether emergency evacuation vehicles are forthcoming.

7. Utility Failure

- a. Personnel should remain in their location as the outage may be temporary. If the outage appears to be long term, everyone should calmly collect their belongings and carefully exit the building.
- b. In the event of a major utility failure occurring during regular working hours, immediately notify the Physical Plant Work Control Office at 7725.
- c. If there is potential danger to building occupants, or if the failure occurs after hours, weekends or holidays, call campus police at (410) 651-3300 or 6590.
- d. Follow standard evacuation procedures if a building emergency exists for the following utility emergencies:

1. **Electrical/Light Failure** – Have a flashlight and portable radio available
2. **Elevator Failure** – If you are trapped, use the emergency phone to notify police or turn on the emergency alarm (located on the front panel), which will signal for help.
3. **Plumbing Failure/Flooding** – Cease using all electrical equipment.
4. **Serious Gas Leak** – Cease all operations. Do NOT switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion.
5. **Steam Line Failure** – If necessary, vacate the area.
6. **Ventilation Problem** – Cease all operations and vacate the area.

G. EVACUATION DRILLS

State and local codes and University policy require that a sufficient number of persons are trained to assist in a safe and orderly evacuation. To meet this requirement, evacuation drills are conducted in campus buildings. All building occupants are required to participate. It is recommended that semi-annual drills be conducted during the Fall and Spring semesters to orient new faculty, staff, and students as soon as possible. Drills may be conducted at any time, as required, and may also be unannounced.

H. EMERGENCY REPORTING

1. Report a police, medical, fire, or large hazardous material spill emergency:
Campus Police Ext. 3300

AND
Notify EHS of the fire or hazardous material spill: Ext. 6652
2. Report a facility or utility failure between 7:30 a.m. and 4:00 p.m.: Ext. 7725
Report a facility or utility failure after 4:00 p.m.: Ext. 3300

Emergency numbers must be posted on all telephones!
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