

ENGLISH DEPARTMENT
EMERGENCY PLAN

Emergency Numbers

Fire	911
Police	911
Non-Emergency Police	53555
Ambulance	911
Poison Control	800.492.2414

*Note: Dialing 5-3333 from a campus phone is equivalent to dialing 911.

This Safety Plan has been written for Fire Emergencies, but other types of emergencies may arise that will be handled in the same manner.

FIRE EMERGENCY

A. A FIRE EMERGENCY EXISTS WHENEVER:

1. The building fire evacuation alarm is sounding.
2. A fire or fire hazard occurs.
3. There is the presence of smoke or the odor of burning.
4. There is spontaneous or abnormal heating of any material, an uncontrolled release of toxic gas, or a flammable liquid spill.

B. UPON DISCOVERY OF A FIRE EMERGENCY:

1. Sound the Alarm.

Activate the fire alarm by using the nearest fire alarm pull station. *All individuals in the building should take time to familiarize themselves with the nearest pull stations.*

2. Leave the Building.

- a. The University of Maryland policy on fire emergencies is total building evacuation. Every person should immediately leave the building whenever the fire alarm is activated or a fire emergency exists.
- b. Do Not Use the Elevator. Everyone should familiarize themselves with the nearest stairwells, exits, and alternative exits. If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Close doors as you leave to help contain the fire.

- c. Personnel with disabilities requiring assistance during an evacuation should be guided to the nearest stairwell. Report their exact location to emergency personnel.

SOMETIMES IT IS SAFER TO STAY IN PLACE!! If all exits from a floor are blocked, go back to your room, close the door, seal cracks, wave something out the window, and shout or phone for help.

- d. Building occupants are not required to fight a fire. Only use a fire extinguisher if the fire is small and you have been trained in the safe use of fire extinguishers. If you choose to use a fire extinguisher, do not place yourself or others in danger, do not delay activation of the fire alarm and do not delay notification of the fire department. Even if you succeed in extinguishing the fire, the fire department must be notified.
- e. Assemble outside between Susquehanna and the South Campus Dining Hall and await further instructions. Count the employees in your group and report any missing persons to emergency personnel.

3. Call the fire department from a safe place.

(Not all building fire alarms notify the fire department.)

1. On-campus phones – dial 911.
2. Pay phones and cell phones – dial 911.
3. Campus emergency phones:
Indoors – yellow wall phones with red “EMERGENCY”
Outdoors – phone in blue towers under blue lights
4. Be prepared to give the emergency operator as much information as possible, including your name, building name, room number, or floor.
5. Meet the fire department outside to direct them to the emergency.

C. FIRE ALARMS

1. No person may shut off any fire alarm system during a fire emergency incident.
2. No person may shut off any alarm system during a bomb threat emergency.
3. It is the responsibility of the University Facilities Management Department to reset an alarm system.
4. The fire and police departments may reset an alarm system only if there is no damage to the system and when it is within their technical capabilities to do so.

SAFETY TIPS

TO SURVIVE A BUILDING FIRE

CRAWL IF THERE'S SMOKE.

- ❖ If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor. Get Low - And Go.

FEEL DOORS BEFORE OPENING.

- ❖ Before opening any doors, feel the metal knob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.

GO TO THE NEAREST EXIT OR STAIRWAY.

- ❖ If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
- ❖ Always use an exit stair not an elevator.
- ❖ Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke, if they are closed, and will protect you until you get outside.

Close as many doors as possible as you leave. This helps to confine the fire.

Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you know how to do it safely. If you can't put out the fire, leave immediately. Make sure the fire department is called - even if you think the fire is out.

IF YOU GET TRAPPED

KEEP THE DOORS CLOSED.

- ❖ Place cloth material (wet if possible) around and under door to prevent smoke from entering.
- ❖ Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, as outside smoke may be drawn inside.

SIGNAL FOR HELP.

- ❖ Hang an object at the window (jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call the fire department and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something at the window, and shout or phone for help.

IF YOU ARE ON FIRE

STOP, DROP, AND ROLL.

- ❖ If your clothes catch on fire, stop, drop, and roll, wherever you are. Rolling smothers the fire.

COOL BURNS.

- ❖ Use cool tap water on burns, immediately. Don't use ointments. If skin is blistered, dead white, brown or charred, call for an ambulance.

OBSTACLES

- ❖ Storage of bicycles, chairs, desks, and other items is prohibited in all exit ways. Blocked exits have caused "chain reaction" pile-ups of fallen people during emergencies.

IF YOU ARE DISABLED

If you are disabled (even temporarily), you should do the following:

- ❖ Learn about fire safety.
- ❖ Plan ahead for fire emergencies.
- ❖ Be aware of your own capabilities and limitations.

For information or to bring any deficiencies in fire protection and safety equipment to the attention of the University Fire Marshal's Office, call 405-3960.

REPORT FIRE-RELATED CRIMES TO THE POLICE

There is a reward for information leading to the arrest of an arsonist.

Causing a false alarm is a crime punishable by a fine of \$5,000 and 5 years imprisonment.

Vandalism of fire extinguishers, exit signs, and fire alarms robs you of your fire protection.

Any student responsible for these crimes can be expelled from the University, in addition to criminal prosecution. A conviction could prevent your acceptance to graduate or professional school.

MEDICAL EMERGENCY

All departmental offices should maintain a first aid kit for minor medical issues.

IMMEDIATE PROCEDURES

- Remain calm.
- Initiate lifesaving measures if required and trained.
- Call for **Emergency Response 9-1-1**
- Do not move injured person unless there is danger of further harm.
- Keep injured person warm.

UNCONSCIOUS STUDENTS

- Call 911.
- University Police personnel will notify the parents/guardians of the student, especially if they are to be transported to an off-campus medical facility. If the student is transported to the University Health Center, the Health Center will make the notifications.
- If the person is under the age of eighteen (18), the University Police will transport him/her and contact the parents or guardians.

SMALL BURNS

- Use cool tap water on burns, immediately.
- Don't use ointments.
- If skin is blistered, dead white, brown or charred, **call 911** for an ambulance.

MINOR CUTS & PUNCTURES

- Vigorously wash injury with soap and water for several minutes.
- **Obtain medical attention at University Health Center** or other appropriate resource - to check tetanus status.
- Report incident to supervisor.

WEATHER EMERGENCY

TORNADO SAFETY

Tornadoes can occur almost anywhere and, given the right set of circumstances, during any season.

When a tornado **watch** is in effect (tornadoes are expected to develop):

- Keep a battery-operated radio nearby to listen for weather advisories, even if the sky is blue.

When a tornado **warning** is in effect (tornadoes have been sighted or detected by weather radar):

- **Do not go outside!**
- Seek shelter inside a reinforced building. If possible, go to the basement. If not, go to an interior hallway or classroom, like 1120 Susquehanna. Take cover under sturdy furniture. Stay away from windows and close window blinds to deflect broken glass.

DANGEROUS OR DISRUPTIVE STUDENTS

Please use the following contacts in the case of a dangerous or disruptive student.

Dangerous Student..... 301-518-4909, Major Paul Dillon, Public Safety
Disruptive Student..... 48204, John Zacker, Judicial Programs

If either of these contacts is unavailable, please call Jonathan Kandell of the Counseling Center at 47658.

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