

EMERGENCY INSTRUCTIONS

Emergency Number 410-651-3300/911

UMES values the safety and security of its campus population.
This document contains important emergency instructions and actions you should know.

Intruder

Active Shooter in the building: (RUN, HIDE, FIGHT)

RUN: If you can escape, do so quickly, safely, and without delay even if others refuse to follow.
Leave personal property behind.
If possible warn others to leave the area as you escape.
Do not attempt to evacuate wounded people.
Once you see police officers, follow their commands without hesitation.
Keep your hands visible, and place them in the air if ordered to do so.
Do not directly approach an officer or grab on to him or her.
Do not stop to ask for directions, or to provide voluntary information.
(You will receive guidance as you get further away from the site and be interviewed in short order for critical information.)

HIDE: If you cannot escape, stay in your location, out of view, and secure the door.

Be sure your location is out of the shooter's view.

If you can conceal yourself in a location that also protects you (such as a room without windows and solid wood door)

FIGHT: If you cannot escape and your life is in imminent danger, attack the active shooter and attempt to incapacitate him.

Commit to taking aggressive action, such as by improvising a weapon or physically attacking the shooter.

Intruder in the building:

Report any intruders to University Police, security or staff.
DO NOT attempt to stop or interact with the intruder.

If a shelter-in-place is ordered, or commotion or gunfire is heard:

Do not leave the room.

Lock the door.

If not in a room, seek shelter in any nearby room with a lockable door.

Remain in the locked room until you are notified by UMES staff that it is safe to come out.

Intruder on the grounds:

Report any suspicious people to the UMES University Police, Security, or staff.

UMES will go into lockdown mode.

All UMES students and employees should reenter the buildings.

All outside doors will be locked.

Remain out of sight of windows and doors until further advised.

DO NOT attempt to stop or interact with the intruder.

University Police, security and UMES staff will interview or observe the intruder.

Security will call 911 if needed.

Remain inside until advised otherwise by UMES University Police, security or staff.

Fire

Activate the fire alarm and report the fire to the Police/ 911.

EVACUATE IMMEDIATELY.

Move quickly to the nearest outside exit and proceed to the evaluation assembly point. (SEE EVACUATION MAP)

Do not use elevators.

Do not move toward smoke or obvious fire.

Feel doors- do not open a warm door.

If smoke is present, stay low to the floor.

Assist anyone having difficulty evacuating.

Do not attempt to fight the fire unless you are properly trained and can do so safely.

If you are trapped, use the colored placard to attract attention through a window or by sliding it under the door.

Weather

Closure/Shutdown: (Advanced warning)

Follow instructions from UMES staff.

Shut down non-essential equipment.

Gather personal belongings

When directed, depart as directed safely and expeditiously.

General Shelter: (Limited warning)

Follow instructions from UMES staff.

Move quickly to the weather shelter area as directed.

Remain in the shelter for further directions and information.

Shelter-in-Place: (No warning)

Follow directions of the UMES staff.

Take immediate cover away from window, under furniture or in interior rooms marked as weather shelters.

Stay away from windows and do not venture out of your sheltered location until it is safe and you are so advised.

***Always secure your property when left in an unattended vehicle:
LOCK, TAKE, HIDE**

