



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.

Emergency Notification and Response

In case

- x 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.
- x If your clothes catch on fire STOP, DROP and ROLL. DO NOT RUN.
- x 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, shss a ur 1 Tf-0.001 Tc 0.00l-1

Emergency Evacuation

Fire Safety Tips:

IF YOU ARE ON FIRE:

Stop, Drop, and Roll:

- x 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:

- x 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

- x 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.

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 cobeci

Disability Guidelines

Employees requiring assistance should refer to the policy manual, section 1.2 Reasonable Job Accommodations and contact [human resources](#) 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 410-617-2972 or cnreynolds@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.

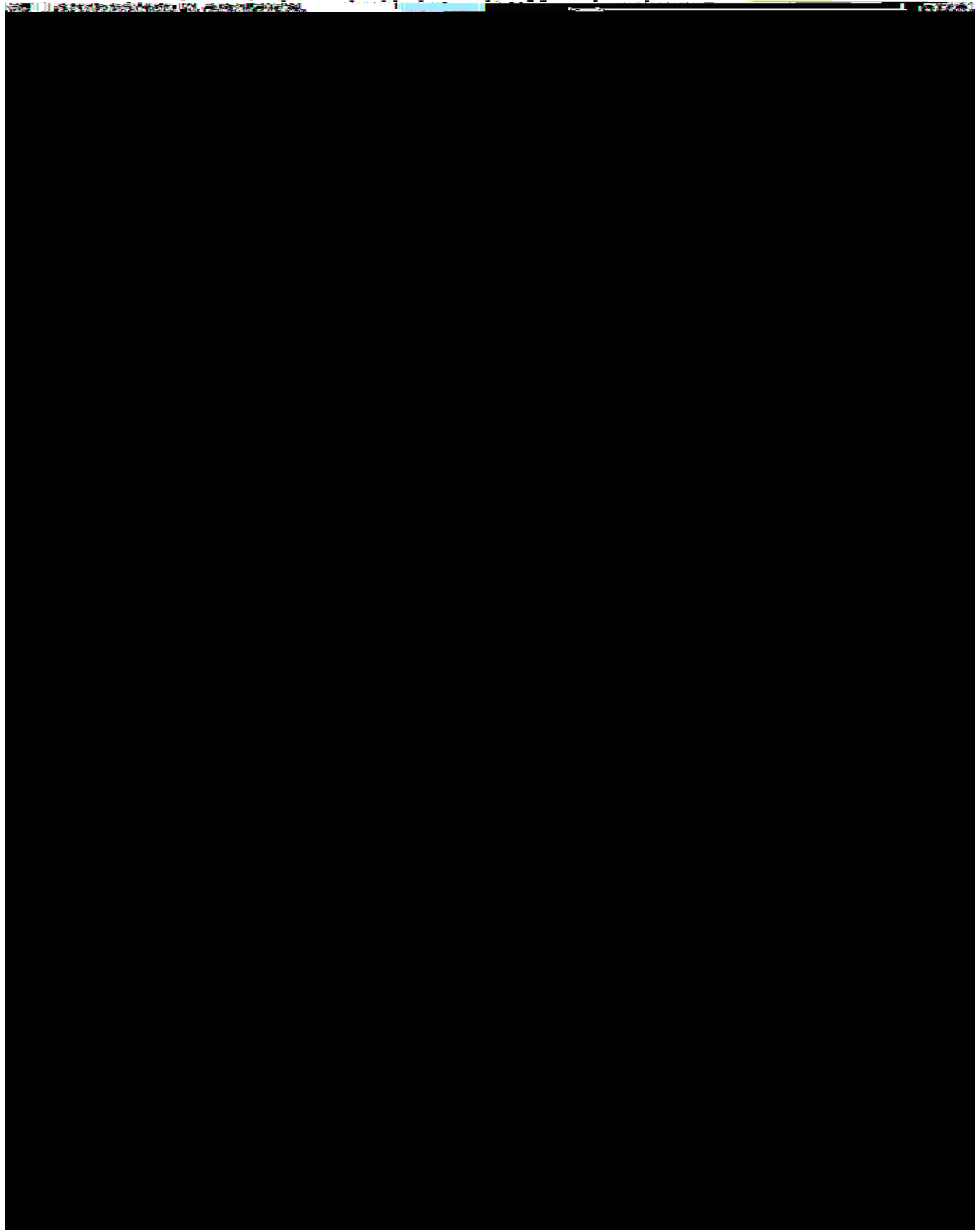
- x Occupants should be invited to volunteer ahead of time to assist persons with disabilities in an emergency. If a volunteer is not available, identify someone to assist who is willing to accept the responsibility.
- x Two or more trained volunteers, if available, should conduct the evacuation.
- x 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.
- x 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.
- x Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- x 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.
- x Do not use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- x If the situation is life threatening, call Campus Police at 410-617-5911.
- x 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.
- x 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

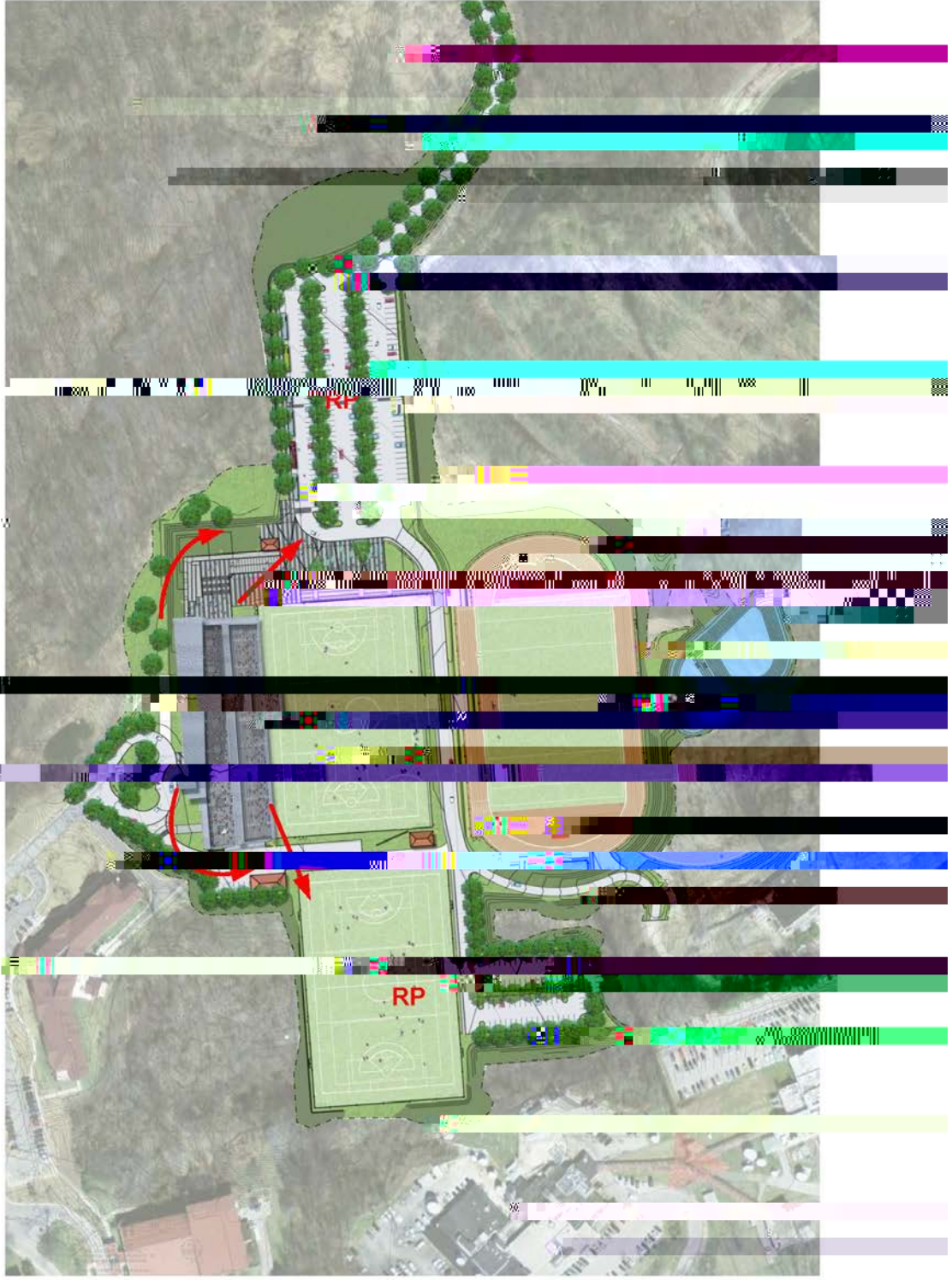
Rally Point Maps

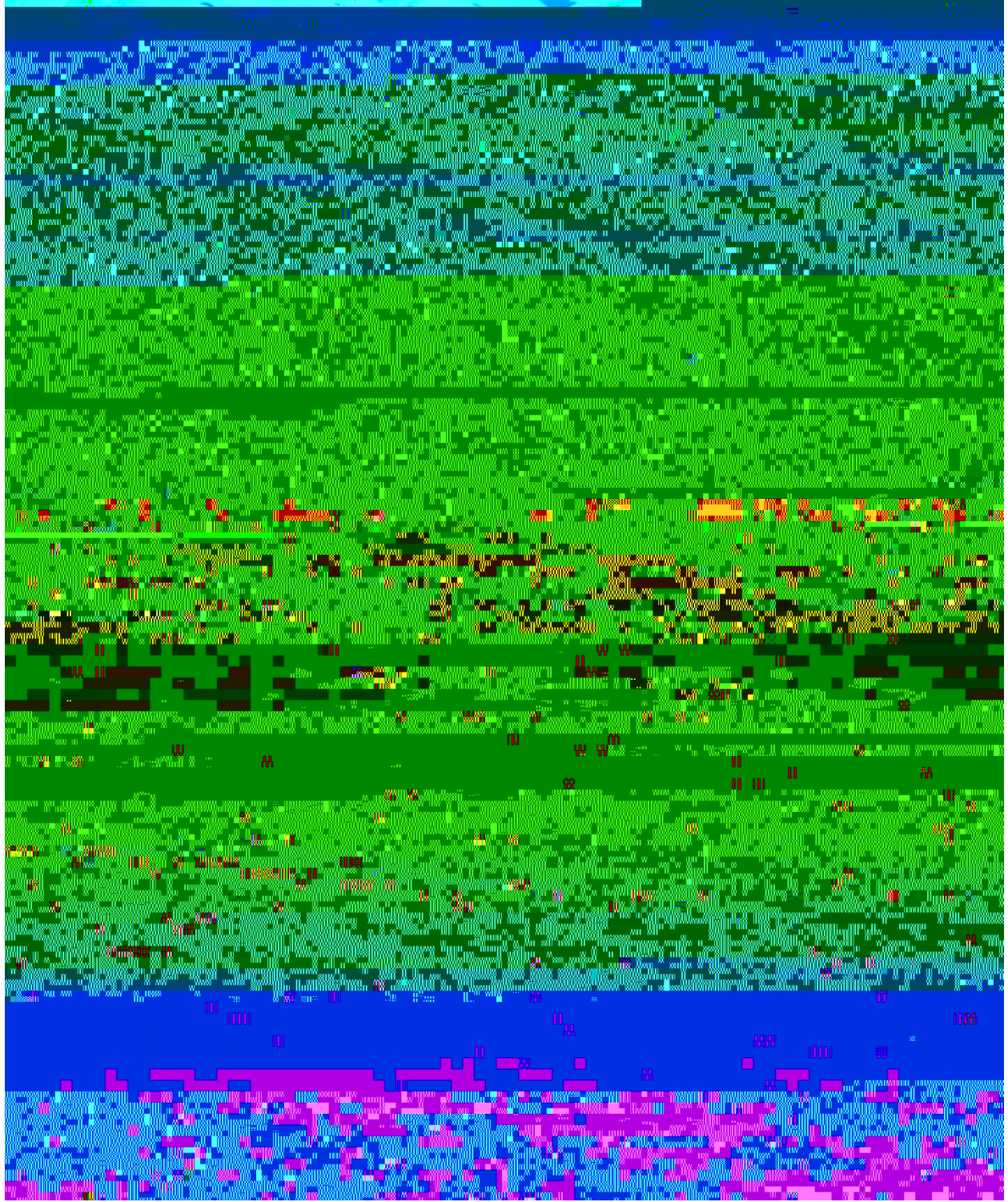






Ridley Athletic Complex: Evacuation Route





What to Do After Being Exposed:

Inhalation:

- x Inhale fresh air.
- x If not breathing give artificial respiration.
- x Seek medical attention immediately.
- x Always consult the safety data sheets (SDS) for any chemical to which someone has been exposed.

Eye Contact:

- x Immediately flush the eyes for at least 15 minutes with water.
- x Have someone else call Public Safety at extension 5911.
- x Seek medical attention immediately.
- x Always consult the SDS for information regarding any chemical to which someone's eyes have been exposed.

Skin Contact:

- x Promptly remove any contaminated clothing.
- x Wash the affected area with soap and water.
- x If symptoms persist after washing, seek medical attention.
- x Always consult the SDS for any chemical to which someone has been exposed.

Ingestion:

- x Consult the SDS and/or call the Poison Control Information Center at 1-800-222-1222.
- x Follow directions and seek medical attention immediately.
- x 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:

- x Where is the bomb right now?
- x When will the bomb explode?
- x What does it look like?
- x What kind of bomb is it?
- x Why did you place the bomb?

Try to note as much as possible about the caller such as:

- x Date and time of call.
- x Sex of caller.
- x Phone number of caller if you have caller ID.
- x Caller's voice.
- x Background sounds.
- x 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:

- x Do not assume a bomb threat is a prank. Assume the threat is real.
- x Do not touch, move, or cover a suspected bomb. Note its description and exact location and report this to authorities.
- x Do not use walkie-talkie devices or cell phones in the area.

Hide

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

- x Remember you have a tactical advantage because of your familiarity with the building.
- x If you must hide, get out of sight fast.
- x Allow others to hide with you if needed.
- x Once inside an office or other hiding place, secure and barricade the room. Turn out the lights and silence electronics.
- x Use the room's locks, door wedges on the inside, bookcases, tables, desk, filing cabinets, or anything else to create a barricade.
- x Remember a barricade will create time. You need time to allow for a law enforcement response.
- x Once you've created a barricade hide behind something with ballistic stopping power in case a stray bullet comes through a window or drywall.
- x 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.
- x Expect to be treated like a suspect. You may have weapons pointed at you, be yelled at, patted down, handcuffed, and questioned.
- x Law enforcement doesn't know who the shooter is at this point and they will treat everyone as a suspect.
- x 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.

- x Only as a last resort, and if you are in immediate danger, should you consider strategies to fight or disarm a shooter.
- x 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.
- x In this instance you need to begin planning a defense of the room you are hiding within.
- x If you are with others you'll need to plan and work together as a team to disarm the shooter.
- x You'll need to act aggressively to distract the shooter and to allow your counter-attack to begin.
- x A counter attack should take place at the room's doorway for 2 reasons. Remember the

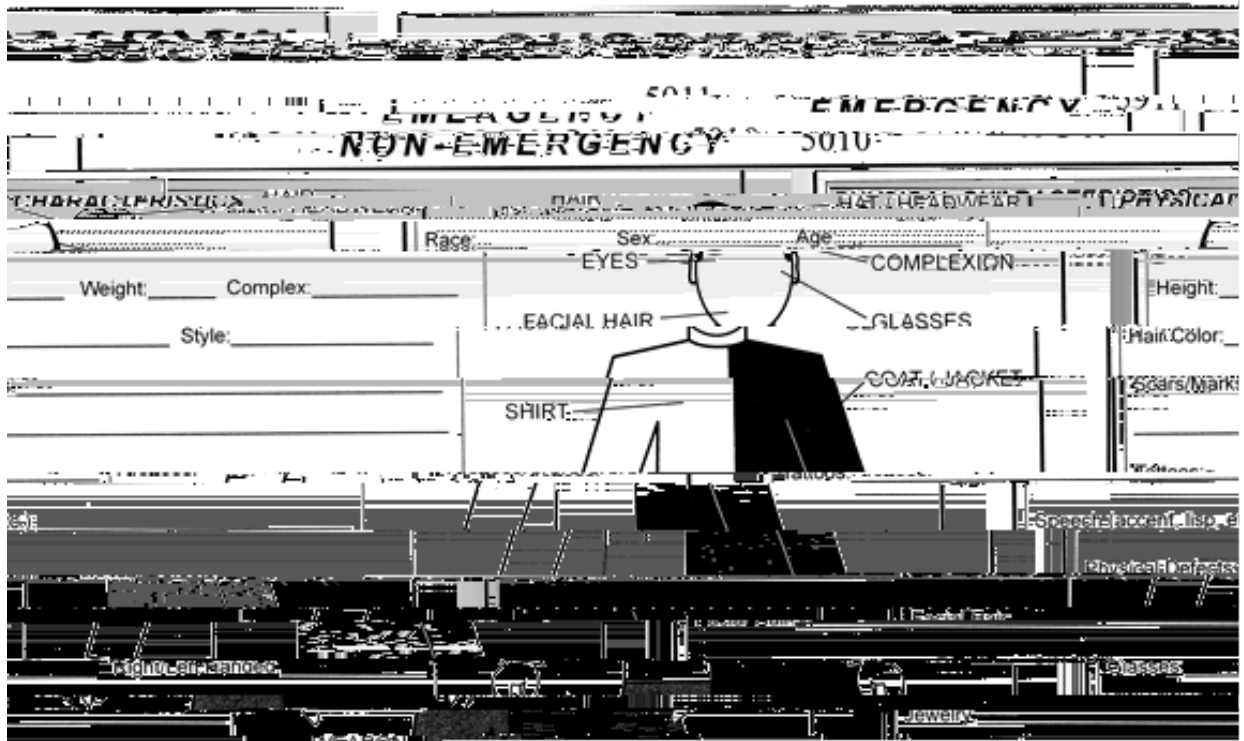
- x Recommended counterattack methods to disarm the shooter include a two person team hidden at the entrance door. The first counter attacker should grab the shooter's gun while the second counter attacker takes out the shooter's legs by pushing behind the knee.
- x Counter attacks can be attempted by one, two or more people.
- x After you have disarmed the shooter, remember to control their hands in case they have secondary weapons.
- x 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

EMERGENCY 5011 EMERGENCY 5011
NON-EMERGENCY 5010

CHARACTERISTICS HAIR HAIR EYES COMPLEXION PHYSICAL
Race Sex Age
Weight: _____ Complex: _____ Height: _____
Style: _____ FACIAL HAIR GLASSES Hair Color: _____
SHIRT COAT/JACKET Scars/Marks
Special Accents/Use of _____
Physical Defects _____
JEWELRY _____



The image shows a subject identification card template. At the top, there are two rows of text: "EMERGENCY 5011 EMERGENCY 5011" and "NON-EMERGENCY 5010". Below this, there are several sections for recording physical characteristics. On the left, there are fields for "Race", "Sex", "Age", "Weight", "Complex", and "Style". In the center, there is a silhouette of a person's head and shoulders, with lines pointing to various features: "EYES", "FACIAL HAIR", "SHIRT", "COAT/JACKET", and "GLASSES". On the right, there are fields for "COMPLEXION", "Height", "Hair Color", "Scars/Marks", "Special Accents/Use of", and "Physical Defects". At the bottom, there is a field for "JEWELRY".

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.

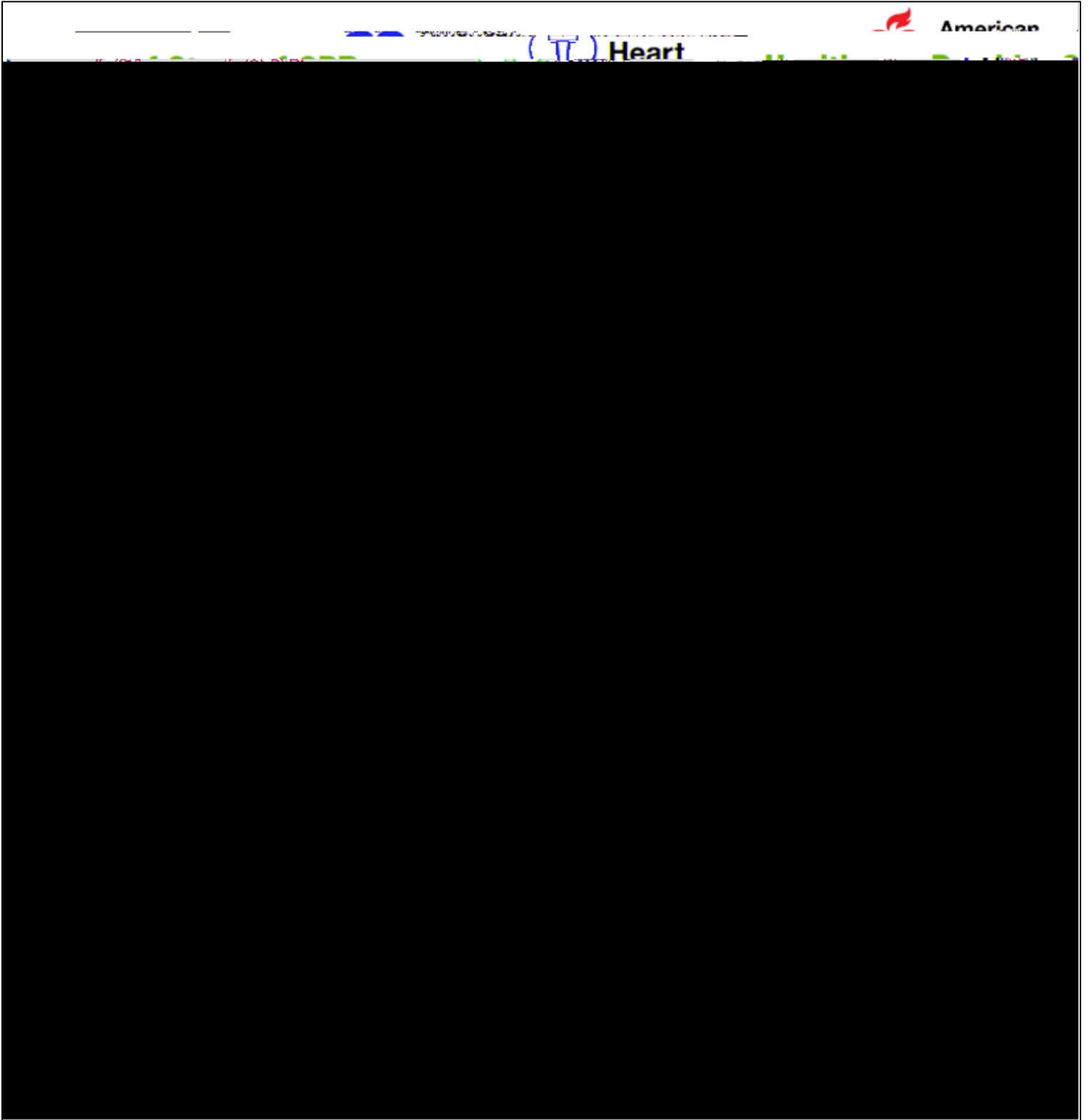
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Fire Extinguisher Use

In order to use a fire extinguisher, rememb

CPR



Emergency Numbers

Fire-Police-Ambulance

911(Emergency)

Timonium call 911 and ask for Baltimore County

Columbia call 911 and ask for Howard County

Fire-Police-Ambulance (Animal control, gas and water leaks)

311 (Non-Emer. Baltimore City only)

Loyola Campus Police

410-617-5911

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