

EMERGENCY QUICK REFERENCE GUIDE

Campus Safety 24-hour Emergency Dispatch: 443-423-3333 (x3333)

Police, Fire, Ambulance: **911**

FOR UPDATES DURING AN EMERGENCY:

- » Go to mica.edu, where information will be found on the homepage
- » Sign up for MICA Alert via Rave Guardian for text or voice notifications
- » Check the MICA Facebook, twitter, and email.

Rave Guardian & MICA Alert

- » Rave Guardian is a smart phone application that allows users to immediately notify Campus Safety in the event of an emergency.
- » MICA Alert is a component of Rave Guardian. MICA Alert includes emergency texts (SMS) and voice messages **ONLY** during life threatening emergencies.
- » Sign up for Rave Guardian and MICA Alert at www.getrave.com/login/mica

Reporting Crimes & Suspicious Incidents

Campus Safety Emergency Dispatch is available 24/7. Immediately report all criminal or suspicious activity by calling Campus Safety. When calling, stay calm and be prepared to state the following:

- » Your name, location, and phone number
- » Nature of the incident
- » Descriptions of persons and/or property involved

EMERGENCY PROCEDURES

LIFE-THREATENING EMERGENCY

(i.e., loss of blood, loss of conscience, slurred speech):

Call 911, then Campus Safety's 24 hour Emergency Dispatch 443-423-3333

(Campus Safety provides first response, first-aid, CPR, and AED assistance, as needed)

GAS LEAKS

Unconfirmed Gas Leak:

- » Call 911, then Campus Safety.

Unconfirmed Propane Leak

- » Call Campus Safety.

Confirmed Propane Leak

- » Vacate the immediate area.
- » **DO NOT** turn any electrical switches on or off, activate fire alarm, or use cell phones, radios, pagers, flashlights, or anything capable of producing static electricity, sparks, electric arcs, or open flame.
- » Meet at Safe Meeting Location.
- » Notify Campus Safety.
- » **DO NOT** re-enter until instructed.

WATER LEAKS

- » During normal working hours: notify Facilities Management at 410-225-2261. During non-working hours: notify Campus Safety.
- » **DO NOT** stand in floodwaters.
- » Evacuate if there are submerged electrical appliances or outlets.
- » Alert occupants in areas adjacent to (next to and below) the leak.

POWER OUTAGE/BUILDING EVACUATION

- » In non-daylight hours, battery-operated emergency lighting should activate and stay on for 15 minutes.
- » When directed to evacuate buildings:
- » Gather essential items and shut off switches to as many electrical items as possible.
- » Use clear, safe escape routes and exits and proceed to the nearest outside Safe Meeting Location.
- » If able to do so safely, help those who need assistance.
- » Once outside, give Campus Safety the name(s) of those who still need to be evacuated.
- » **DO NOT** return to an evacuated building.

FIRE AND SMOKE CONDITIONS

If a fire cannot be easily extinguished:

- » Evacuate the building and activate the fire alarm (pull station).
- » **DO NOT** use elevators.
- » Go to the designated Safe Meeting Location.
- » Call 911 and Campus Safety
- » If able to do so, help persons who require assistance.
- » Once outside, alert emergency responders about the location of those who still need to be evacuated.
- » **DO NOT** re-enter building.

If trapped:

- » If your evacuation path is impassible, try to find an alternative exit route or stairwell.
- » Check doors for heat prior to exiting.
- » Crawl under smoke if necessary; cover mouth, preferably with a wet cloth.

CIVIL DISTURBANCES OR DEMONSTRATIONS

- » **DO NOT** obstruct or provoke demonstrators.
- » Immediately alert Campus Safety.
- » If a demonstration becomes violent and disruptive, alert 911, and then Campus Safety.
- » Shelter in place: lock doors and close blinds. **STAY** sheltered until given the all-clear by MICA Campus Safety or local law enforcement.
- » **DO NOT** open doors or leave the building.
- » If demonstrators gain entry, avoid provoking or obstructing them. Lock yourself in a room or office until police can assist you in leaving the building.

THREATS OF VIOLENCE/ACTIVE SHOOTER

Armed Gunman/Active shooter on Campus or other Direct Threat

- » Get out of immediate danger if possible.
- » Alert 911 and Campus Safety and provide the following information: Reported location of the suspect, identity and physical description of suspect, and the number and type of weapons reportedly held by the suspect.
- » If you see the shooter at a distance, run away. **DO NOT** run in a straight line; use objects to block you from view.
- » If you cannot evacuate safely, shelter in place. Lock doors, close blinds, turn out lights, stay away from doors and windows, silence cell phones.

INCLEMENT WEATHER

Tornado Watch

Conditions are right for tornadoes to develop.

- » Be prepared to take cover.

Tornado Warning

A funnel cloud has been sighted in the vicinity.

- » Take cover.

In a Tornado

- » Take shelter in the interior of the lowest level of the building. Avoid windows and large, open rooms. If possible, get under a sturdy desk or table.
- » Protect your head with your arms.
- » If caught outside, lie flat in the nearest ditch or ravine with hands and arms shielding your head.
- » **DO NOT** stay in an automobile; abandon the vehicle and follow guidelines above.

Flooding

- » If it is safe to do so, turn off or disconnect electrical devices in the area.
- » Close doors and seal openings to minimize the spread of water.
- » Remain in a safe, adjacent area to direct response personnel to the site and others away from the site.
- » **DO NOT** attempt to cross a flowing stream where water is above your ankles. Go another way.
- » **DO NOT** attempt to cross a flooded road while driving. Go another way.

On Campus Contact Information

Campus Safety 24-hour	
Emergency Dispatch	443-423-3333
Campus Safety	410-225-2355
Student Health Clinic	410-225-4119
Mental Health	410-225-2367

Off Campus Contact Information

Police, Fire, Ambulance	911
Baltimore City Fire Department	410-778-3434
Mayor's Office of	410-396-6188
Emergency Management	
Maryland State Police	410-758-1101
Non-Emergency Response	311 or
	443-263-2220
Report Crime Tips (Anonymous)	410-276-8888