

Emergency Preparedness Checklist

Complete this checklist and scan the QR codes to be prepared at UMB.

My Building's Address:

My Room Number:

Looking for your building's address? Go to <https://www.umaryland.edu/maps/>.

Evacuate – When an emergency is inside the building

- Walk** to the two nearest **emergency exits**. Look for exit signs above doorways to help direct you.



Some emergency exits may have audible alarms. To stop the alarm, shut the door.



If you need evacuation assistance, go to an enclosed stairwell.

Request others notify first responders of your location.

Call or text 911 if you're in imminent danger. Even if you cannot exit the building, being within a stairwell may provide you with protection.



Seek Shelter – When an emergency is outside the building

- Find** the two nearest locations appropriate to **seek shelter**. Ideal locations are on the lowest floors in interior rooms, hallways, or staircases, without windows.

Location #1: _____ #2: _____

Run, Hide, Fight / Avoid, Deny, Defend – From an active assailant

- Find** the two nearest **lockable rooms** to hide from an active shooter. Ideal locations are rooms with locks and minimal windows.




Location #1: _____ #2: _____

- Consider objects** in your space that you could use to defend against an attacker.

For active shooter training, go to: <https://bit.ly/UMBCRASE> or scan the QR code.



Emergency Equipment – To provide aid before first responders arrive

- Find the nearest **Automated External Defibrillator (AED)** located at _____. For more information about AEDs, their locations, or to sign up for CPR/AED training, go to: https://bit.ly/UMB_CPR or scan the QR code. 
- Find the nearest **Stop the Bleed kit** located at _____. Kits are commonly co-located with AEDs. For more information about Stop the Bleed kits and training, go to: <https://bit.ly/UMBstopthebleed> or scan the QR code. 
- Find the nearest **Fire Extinguisher** located at _____. For more information about fire extinguishers and training, go to: <https://bit.ly/UMBStopFire> or scan the QR code. 



Important Numbers – To call for assistance

911 CALL FOR EMERGENCY
MEDICAL, FIRE, OR
POLICE ASSISTANCE

988 CALL FOR
SUICIDE AND
CRISIS LIFELINE

- Save UMB's non-emergency numbers in your cell phone.
 - **UMB Police Non-Emergency** 410-706-6882 – To request a SafeWalk or SafeRide.
 - **Environmental Health and Safety** 410-706-7055 – To report safety concerns.
 - **Facilities Service Center** 410-706-7570 – To report maintenance concerns.
 - **Student Counseling Center** 410-328-8404
 - **Employee Assistance Program** 667-214-1555

UMB Alerts

- Make sure** your information is up-to-date and add your cellphone to receive alerts via text message.

Go to: <https://www.umaryland.edu/emergency/alerts/> or scan the QR code.



Finished everything? Scan the QR code to receive credit for completion!



<https://bit.ly/EMPrepDone>