

# Emergency Preparedness Information – Syllabus Insert

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Building/Room #: \_\_\_\_\_



LOYOLA UNIVERSITY MARYLAND

— 1852 —

## Emergency Numbers

In the event of an emergency, call Loyola Public Safety at 410-617-5911. Program this number in your phone.

## Fire

- Remain calm.
- Alert others and pull nearest fire alarm.
- NEVER IGNORE A FIRE ALARM. All fire alarms require mandatory evacuation.
- Evacuate the building immediately.
- Do NOT use elevator.
- Gather at rally point.
- Call Loyola Public Safety at 410-617-5911 when safe to do so.
- Do NOT re-enter the building until authorized by Loyola Public Safety.

Two emergency exits are located: \_\_\_\_\_ and \_\_\_\_\_.

Rally Point is located at: \_\_\_\_\_.

## Severe Weather

Thunderstorms are the most common type of severe weather greater Baltimore area. However, winter storms, extreme hot/cold temperatures, flooding, tornadoes and hurricanes can occur. Check text messages and emails for alerts via Loyola's E2Campus emergency notification system.

- Move to the innermost part of building, on the lowest level possible.
- If available, shelter in a windowless room.
- Put as many walls between you and the exterior as possible.
- If safe to do so, close all doors as you leave an area.
- Stay away from windows, exterior walls, and free-standing expanses. Do NOT open windows.
- Wait for *all clear* to leave your safe space.

In the event of a tornado:

- Get under sturdy furniture or along an interior wall, if possible.
- Use your arms and hands to protect your head and neck.

## Violence / Active Assailant

If an active Assailant is in your vicinity, call Loyola Public Safety when it is safe to do so and provide information, including the location and number of assailant(s), description of assailant(s), weapons used and number of potential victims. In the event of an active assailant, take these actions:

- **Run:** Leave belongings behind and evacuate area immediately. Help others escape, if possible, but do NOT delay. Call Loyola Public Safety when you are safe.
- **Hide:** Hide out of shooter's view. Lock doors/block entry to your hiding place. Turn off lights and silence phone (including vibrate mode). Remain quiet.
- **Fight:** As a last resort when your life is in imminent danger, FIGHT. Act with as much physical aggression as possible. Improvise weapons or throw items at the shooter. Attempt to incapacitate the shooter.

## Emergency Communications

The Loyola Emergency Notification System (Greyhound Alerts) system utilizes text messages, emails, desktop displays, digital signage, alert tones, and voice instructions to relay important information regarding emergency situations to the campus community. Students, faculty and staff are strongly encouraged to register in order to receive Greyhound Alerts via text messages and emails. For further information regarding all of the components of the LENS system, visit Loyola's Greyhound Alerts webpage located at <https://www.loyola.edu/departments/public-safety/services/greyhound-alerts>