

Emergency Response Guide

A Guide for All Residential Life Staff

UMBC Residential Life

2010-2011

Table of Contents

<i>Responsibilities of All Residential Life Staff</i>	3
<i>University Police</i>	3
<i>University Safety</i>	3
<i>Evacuation procedure</i>	3
<i>Shelter in place procedure</i>	4
<i>Fire Alarms</i>	5
RA Response	5
CD Response	5
Desk Staff Response	6
<i>Fire Watch</i>	6
RA Response	6
CD Response	6
<i>Severe Weather</i>	7
Tornado Watches	7
Desk Staff Response – Tornado Watch.....	7
RA/CD Response – Tornado Watch	7
Tornado Warnings	7
Desk Staff Response – Tornado Warning	7
RA/CD Response – Tornado Warning.....	8
Winter weather	8
Desk Staff Response – Snow and/or Ice near front desk (30 ft from desk front doors)	8
Desk Staff Response – Snow and/or ice found on other surfaces in residential areas.....	8
<i>Blood or Bodily Fluid Spill</i>	9
<i>Bomb Threat</i>	9
<i>Evacuation Drills</i>	10
<i>Evacuation Assistance</i>	10
<i>Community Director Fire Safety Responsibilities</i>	11
<i>RA Fire Safety Responsibilities</i>	12
<i>Desk Staff Fire Safety Responsibilities</i>	12
<i>Fire Marshall Fire and Safety Responsibilities</i>	13
<i>Tornado/Severe Weather Safety</i>	14
<i>Community Radio information</i>	14
<i>Alarming Exit Door Response</i>	15
8:30am – 4:30pm	15
4:30am – 7:00pm	15
7:00pm – 8:30am	15

<i>Who is On Duty?</i>	16
<i>Duty Call-In Procedures</i>	17
Community Director	17
Maintenance Assistants.....	17
Resident Assistants	17
<i>Reporting Medical Transports</i>	18
<i>Restriction Lists</i>	18
<i>Issuing a Temporary Visitor’s ID</i>	18
<i>Missing Student</i>	18
<i>Suspected Drug Use</i>	18
<i>Alcohol Use</i>	19
<i>Emergency Room</i>	19
<i>Emergency Temporary Core Changes</i>	19
<i>Sexual Harrassment Response</i>	19
<i>Room Entry</i>	20
<i>Responding to Students with A Psychological Concern</i>	22
<i>Quick Tips For Helping Students In Distress</i>	23
Recognizing Signs of Distress	23
Ways to Respond	23
Basic Emergency Procedures	23
Referring to University Counseling Services	23
<i>Response to Acts of Intolerance</i>	24
Immediate Response	24
Follow-Up Response	25
<i>Responding To Alleged Incidents of Sexual Assault</i>	27
<i>Sexual Assault Procedure Checklist</i>	29
<i>Sexual Assault and Relationship Violence Incident Report Form</i>	31
<i>Residential Life Office Alarm Report</i>	34
<i>Emergency Response Event/Drill Form</i>	34
<i>Bomb Threat Cecklist</i>	35
<i>Residential Life Fire Watch Log</i>	36
FIRE-WATCH ALERT	37
TORNADO/SEVERE WEATHER ALERT	38

RESPONSIBILITIES OF ALL RESIDENTIAL LIFE STAFF

All staff members must understand the Emergency Response and General Evacuation Procedures for their location. They must also know the correct exits to use for all areas they enter and the assembly point locations. During an evacuation, all staff must assist residents, guests, and contractors from the facility premises.

More information for Community Directors and Central Staff can be found in the “CD and Central Staff Duty Guide.”

UNIVERSITY POLICE

The University Police web site www.umbc.edu/police , can assist you with material recommended by the National Crime Prevention Council and Maryland Crime Watch on various topics which are also available to students from the police station by request. Topics include police services, general crime prevention, rape awareness, and sexual assault. In situations affecting the safety and security of students, staff or property, the police should be notified at 5-5555 or 410-455-5555.

UNIVERSITY SAFETY

Current University and national security information can be located at www.umbc.edu/safety. This link can also be found through our website, www.umbc.edu/reslife/ .

EVACUATION PROCEDURE

When a building fire alarm is sounded, all occupants are required to leave the inside of the residential area and gather in the established evacuation location. A building evacuation may also occur upon notification by police or University staff. Students and guests should evacuate via the nearest safe exit. Students should evacuate via the Emergency Exits in the ground floors of their community and not via the lobby exits. The most direct evacuation routes from each hall are mapped and posted on the back of each residence hall room door.

As individuals evacuate a building, they should move out of the way of the fire/safety responders as they arrive. Individuals will not enter the building until permitted to do so by fire personnel, and subsequently the CD. Established evacuation locations are as follows:

<u>Area</u>	<u>Location</u>
Erickson, Harbor	In grass field in front of the Library
Patapsco	In grass on the south side of Poplar Avenue near Lot 3
Potomac (PMC)	In grass in front of building along the loop
Susquehanna, Chesapeake	In grass field in front of Library
Hillside, Terrace	In metered parking lot behind Erickson Hall
West Hill	In grass behind the buildings away from the parking lot
WAA- Building 1	Entrance to Lot 20
WAA -Building 2	Entrance to Lot 21

SHELTER IN PLACE PROCEDURE

“Sheltering in place” is when people make a shelter of the place they are in. It is a way for students to make their building as safe as possible. If a campus emergency such as severe weather or the release of hazardous materials exterior of the building occurs, students should remain inside or to take shelter indoors on campus. Students should move to an interior room away from as many windows and AC/heating units as possible. Remain in shelter until University staff members notify you that it is safe to leave.

- *If there is time*, shut and lock all outside doors and windows. Locking them may provide a tighter seal against danger. Turn off the air conditioner or heater. Turn off all fans, too.
- In general, the safest locations in the residential area include
 - In the halls: hallways, with the room doors shut, in the bathroom and away from windows
 - In the apartments: bathrooms and hallways, shutting all bedroom doors
- Under certain conditions, staff may advise students to move to specific areas of a building (such as upper or lower floors). Students should comply with staff directions.
- Please refer to <http://www.redcross.org/services/disaster/beprepared/shelterinplace.html> for Red Cross guidelines and advice on actions one should take to prepare.

FIRE ALARMS

RA RESPONSE

1. If advised of a smoke or fire event by phone or in person, instruct individual to pull fire alarm. If there is evidence of smoke or fire, activate the building Fire Alarm by pulling down on a pull station.
2. Call University Police (410-455-5555) to verify they are aware of alarm. Give any details that would be helpful.
3. If it is safe to do so, take your emergency binder with you as you leave your room/apartment.
4. Alert residents to the alarm as you leave the floor. Remind students to stay within their floor groups once they reach the evacuation location point.
5. Exit building to assist with getting students to evacuation point.
6. Gather your residents and begin to check who is there against your floor plan.
7. If there is an absent RA, and your floor/building has been assembled, assist in gathering those residents.
8. After the evacuation alarm has been silenced and University Police announce that it is safe to return to the building, staff should facilitate a safe return for all students.

CD RESPONSE

1. If advised of a smoke or fire event by phone or in person, instruct individual to pull fire alarm. If there is evidence of smoke or fire, activate the building Fire Alarm by pulling down on a pull station.
2. Alert residents to the alarm as you leave your location. Remind students to stay within their floor groups once they reach the evacuation location point.
3. If it is safe to do so, walk to your front desk to gather information and to see if staff need assistance. **Also, take your bull horn to help communicate.**
4. Continue to announce loudly to all residents that they need to evacuate to their evacuation location.
5. Evacuate the building and coordinate with staff the process of checking names against floor plans.
6. Communicate with staff and students about updates or instructions.
7. If the evacuation will last for an extended period of time residents may go into the Dining Hall. Students should enter through the Outtakes entrance.
8. After the evacuation alarm has been silenced and University Police announce that it is safe to return to the building, staff should facilitate a safe return for all students.

DESK STAFF RESPONSE

1. If advised of a smoke or fire event by phone or in person, instruct individual to pull fire alarm. If there is evidence of smoke or fire, activate the building Fire Alarm by pulling down on a pull station.
2. Call University Police to verify they are aware of alarm. Give any details that would be helpful.
3. Alert residents to use the side exits and not the Front Lobby doors to evacuate the building.
4. Secure the desk and evacuate, exiting building with list of residents who require evacuation assistance and resident emergency information.
5. Assist staff as needed.

FIRE WATCH

A fire watch is put into place when community fire alarms are not working properly. It includes staff members completing continual rounds throughout the community and alerting residents in case of emergency.

NOTE: The fire alarm systems in Walker Avenue Apartments have a 24-hour battery backup. A fire watch is not needed in this community unless power is out for more than 24 hours, or the system is disabled for other reasons.

RA RESPONSE

- Sign up on the schedule with your CD.
- Bring a flashlight, air horn, log/checklist.
- Smell for smoke
- Listen for smoke detectors
- Watch for fire (candles or any other object that is producing a flame)
- Encourage students to use flashlights
- Inform residents of any pertinent information.
- Repost Fire Watch Signs if needed.
- **If smoke or fire is found, sound the air horn on all floors, call the police, and evacuate.**
- Fill out the log/checklist for each round that is completed.

CD RESPONSE

- Confirm the Fire Watch is needed.
- Post signs (at the end of this manual) at entrances to buildings, on each hallway and at the bottom of apartment stairwells.
- Find student staff to conduct a Fire Watch. Once notified that a Fire Watch is required, the CD on duty, or of that building, is expected to assign students to work the Fire Watch and to assure that walkthroughs begin. The CD may choose to have one or two student staff walking the halls.

- Hand out flashlights, air horns, and a checklist to each student staff who conducts the Fire Watch walkthrough.
- Have extra flashlights available for students at the front desk.
- Contact Residential Facilities if more flashlights and/or batteries are needed.
- Contact Residential Facilities/Boiler Room if emergency power is not work working.

SEVERE WEATHER

TORNADO WATCHES

Desk Staff Response – Tornado Watch

1. Listen to Weather Radio
2. Call each front desk to ensure they heard the weather radio alarm.
3. Call CD on Call and/or Residential Life
4. If a TV is available, turn it to the weather channel (23). If there is no TV, keep weather or AM radio on.
5. You can also alert residents through the community dry erase boards to communicate to residents.

RA/CD Response – Tornado Watch

1. Call your front desk to make sure they are aware of it
2. Turn TV to the Weather Channel (23)
3. Inform residents as you see them.
4. Assist Front Desk Staff with posting Tornado Signs (available at the end of this Guide)

TORNADO WARNINGS

Desk Staff Response – Tornado Warning

1. Listen to Weather Radio
2. Call each front desk to ensure they heard the weather radio alarm.
3. Call CD on Call and/or Residential Life
4. Call your CD and every RA in your building
5. Advise students to stay indoors and to Shelter In Place (see previous information)
6. If it is safe to do so, post Tornado Signs in highly visible areas (glass front doors, elevators, mailboxes, bulletin boards, etc.)
7. Utilize dry erase board in community lobby to communicate with residents

RA/CD Response – Tornado Warning

1. Call your front desk to make sure they are aware of it.
2. Advise students to stay indoors and to Shelter In Place (see above)
3. If is safe to do so, assist front desk with posting Tornado Signs.
4. CD may use bullhorn if absolutely necessary.

WINTER WEATHER

Desk Staff Response – Snow and/or Ice near front desk (30 ft from desk front doors)

1. Locate 5 gallon bucket of ice melt (calcium chloride)
2. Call RA on call to spread salt on icy areas. Complete this yourself if you have double desk staff coverage at the desk.
3. Call MA on call if desk is out of salt

Desk Staff Response – Snow and/or ice found on other surfaces in residential areas

1. Locate 5 gallon bucket of ice melt (calcium chloride)
2. Call RA on call and ask if they can safely handle salt spreading
3. Call MA on call if RA cannot handle salting themselves
4. Call Ma on call if shoveling is needed to ensure the safety of residents

CLOSING AND DELAY UPDATES:

For the most reliable closing and delay updates and reopening information, members of the UMBC community and visitors should rely on the only two official sources of information:

**** UMBC's homepage (www.umbc.edu) under the "Campus Life" and "What's New" sections**

****HOT LINE TELEPHONE NUMBERS
(410-455-6789).**

BLOOD OR BODILY FLUID SPILL

1. Do not touch the material with your bare hands.
2. There is a 1 quart bottle of granular deodorizer at each front desk. Pour a small amount over the material. Monitor the material to prevent anyone from accidentally contacting it while awaiting Housekeeping.
3. Cover the material with a paper towel or disposable material (newspaper, towel, etc.).
4. Contact the CD on duty. Explain that there has been a spill. The CD on duty will decide whether or not housekeeping should be called. Housekeeping should be contacted if the spill would come into contact with residents or guests if not cleaned in a timely manner.
5. If the blood or bodily fluid is from an injury, the injured party should seek immediate medical attention.
6. If you choose to contact the blood or bodily fluid, you do so at your own risk.

Note: Rubber gloves, Yellow Wet Floor Signs, granular deodorizer and trash bags are provided at each desk.

BOMB THREAT

1. If you receive a call, document the call as outlined in the Bomb Threat Checklist for Phoned Threats (later in this packet).
2. Record the time and the exact words of the message with particular emphasis on the description and the possible location of the device.
3. Call the police at 5-5555 and wait for further instructions.
4. Call the CD on duty (or community CD or residential education x5-3932). Contact RA on duty.
5. Do not pull the fire alarm unless instructed to do so by Police.

If the caller seems agreeable to further conversation, ask questions like the following, jotting down his or her responses.

- What kind of bomb or device is it?
- How many devices did you place?
- When will it/they go off? At a certain hour?
- How much time remains until it goes off?
- Where is it located? In which building? In which area?

EVACUATION DRILLS

Evacuation drills in residential buildings are first and foremost a concern for the safety of the occupants. Evacuation drills are not held just to comply with State or University regulations. Our goal is to properly inform residents of the evacuation plan for their community

Fall Semester

Each community shall have a walk-through drill within the first three (3) weeks of the fall semester. The drill shall be held in conjunction with an educational meeting or program covering emergency procedures.

Each community shall have a surprise drill within sixty (60) days of the walk-through drill. The purpose of this drill is to evaluate the effectiveness of the training received.

Spring Semester

Each community shall have a walk through drill within thirty (30) days from the beginning of the semester. A surprise drill will occur within sixty (60) days of the 1st drill.

Unscheduled alarms will NOT be credited as organized drills.

Residential Life will coordinate the drill schedule. All drills are scheduled from Monday through Thursday between the hours of 10:00 am-10:00 pm.

EVACUATION ASSISTANCE: LIMITED MOBILITY

A current list of residents with injuries, disabilities, or limited mobility that would hinder his/her ability to evacuate a building is placed at each residential community front desk. If you have a resident who should be on this list, make sure they see your Community Director as soon as possible. This list will be given to fire/emergency personnel if the need arises to evacuate the community.

The following is what we ask residents needing assistance to consider in case of an emergency:

- If there is a fire, pull the nearest pull station or safely inform a neighbor to do so.
- If you have the ability to do so, evacuate to the outside of the building.
- If you are not able to evacuate to the outside of the building, move to an inside stairwell. Exit stairwells are designed to be one of the safest areas within a building during a fire. (If you do this, be sure someone knows your exact location.)
- If you cannot get to an exit stairwell, stay within your room with the door closed. Call 5-5555 to let University Police know your location and that you need assistance.

Do not use the elevator.

COMMUNITY DIRECTOR FIRE SAFETY RESPONSIBILITIES

1. Train and re-train Resident Assistants (RAs) and Desk Managers (DMs) on emergency procedures and general safety requirements. Consult with Coordinator of Residential Facilities for clarification and updated information.
2. Ensure that the RAs educate the occupants of their floors/apartments.
3. Ensure all RAs have up to date **floor plans** for their areas.
4. Ensure the Front Desk has up to date **floor plans** and an **evacuation assistance list**
5. Conduct, supervise, and evaluate fire drills with the RA and Desk Staff.
6. Complete and/or collect reports on all fire alarms and forward to the Coordinator of Residential Facilities.
7. Facilitate Fire Watch procedures as described in this manual.
8. Report all discharged or missing fire extinguishers to the 5-FXIT phone line.
9. Report all safety deficiencies in and around residential facilities to the Coordinator of Residential Facilities.
10. Ensure Health and Safety Inspections are conducted properly and paperwork is turned into Residential Facilities on the appropriate date.
11. Keep track of emergency material placed in the Red Emergency Box that is placed at each front desk.

RA FIRE SAFETY RESPONSIBILITIES

1. Responsible to the Community Director (CD) for the safety of the occupants of your floor/apartment, and community.
2. Conduct a community meeting that reviews Fire Safety and Emergency Preparedness.
3. Required to participate in all scheduled fire evacuation trainings.
4. Required to be at planned fire drill that occurs within the first three weeks of each semester.
5. Ensure the evacuation plan is accurate, posted on the back of residential doors (in the halls), and that all occupants understand evacuation procedures.
6. Instruct residents on the proper method for activating and responding to alarms and the location of the fire equipment.
7. Designate one floor fire marshal to assist in fire safety education, drills, and emergencies. Keep marshals updated on info and meeting times.
8. Ensure that all passageways, stairwells, balconies, hallways, and exits are kept clear at all times and fire doors to stairwells remain closed.
9. Gather residents at the evacuation location and check those residents against a floor plan.
10. Conduct Health and Safety Inspections as instructed by Community Director.
11. Conduct Fire Watch rounds during an emergency.

DESK STAFF FIRE SAFETY RESPONSIBILITIES

1. Make sure the DVR system is operating properly.
2. Record all door alarms on an Alarm Report making sure all details are listed.
3. Contacted appropriate paraprofessional and/or professional on-call if assistance is needed.
4. Report weather warnings and watches to the appropriate individuals as described within this manual.
5. Place weather warnings posters in visible places during weather events as outlined by the Community Director.
6. Have a working knowledge of where all emergency information and material can be located at the front desk. (Evacuation Assistance List, Red Emergency Box, Floor Plans, Vomit Clean Up Kits).
7. Inform Desk Manager of any emergency materials that are missing from the front desk.

FIRE MARSHALL FIRE AND SAFETY RESPONSIBILITIES

1. Attend training session at beginning of each semester.
2. Attend on-going training when provided.
3. Attend scheduled fire drills. If in apartments, assist with pull stations.
4. If in building when fire alarm is sounded, proceed to exit doors to assist with evacuation.
5. Assist staff as needed.
6. Responsible for equipment such as clipboard, stopwatch, whistle.
7. Communicate recorded information to CD.

(If applicable)

TORNADO/SEVERE WEATHER SAFETY

Tornado Watch: This means that conditions are such that storms capable of producing a tornado may develop. Stay close to a TV or radio to see if a tornado warning is imminent.

Tornado Warning: This means that either a tornado or funnel cloud has been sighted or that is highly probable that one will develop.

The Weather Radio at each desk will sound an alarm if a tornado “watch” or “warning” is occurring. Do not turn off the alarm. It will turn off by itself. The radio will also sound for other weather related events.

Tornado Safety

- If you are caught outside, get indoors and stay indoors during the storm.
- Stay away from windows, doors, and outside walls. Protect your head.
- Leave vehicles immediately and go to a nearby shelter or building.
- Move to interior hallway or basement floor.
- Avoid upper floors, large glassed areas and windows.
- Do not use the elevators. Power may go out while you are inside.
- Use the telephone for emergency calls only.
- Stay calm and alert.
- In general, the safest locations in the residential area include
 - In the halls: hallways, with the room doors shut, and away from windows
 - In the apartments: bathrooms and hallways, shutting all bedroom doors

COMMUNITY RADIO INFORMATION

Residential Life has provided each community with one Weather Radio and one AM/FM Radio. Both devices are battery operated if electrical power is not available.

Weather Radio:

The weather radio will automatically sound a built-in siren when a weather alert is issued.

AM/FM Radio:

The AM/FM radio is available for news/weather/safety information as it arises. Each Community Director has a radio available in case there is no electricity or if the TV/internet are not a source for information.

ALARMING EXIT DOOR RESPONSE

- Exit door alarms are important security matters.
- Any breach of security **MUST** be resolved **QUICKLY**.
- DS response is a **CRITICAL** front line to our security system.
- If an unknown person has entered the building, due to a door being propped, or forced open, call campus police.
- If a door is open, it is **IMPERATIVE** that is secured, even if campus police are called.

8:30AM – 4:30PM

- DS should record the time of the alarm, the DVR counter number.
- DS should contact the CD/RA in the building to investigate and reset the door alarm.
- If unavailable, DS should call the FXIT phone line to send someone to reset the alarm
- If the door was opened and the person is unknown or the situation is aggravated, DS should call Campus Police to investigate and reset the alarm.
- DS should record the time of the alarm, the DVR counter number, and any pertinent information in the desk log and complete an Alarm Report for the CD.

4:30AM – 7:00PM

- DS should record the time of the alarm, the DVR counter number.
- DS should contact the CD/RA in the building to investigate and reset the door alarm.
- If unavailable, DS should call the CD On-Duty to reset the alarm
- If the door was opened and the person is unknown or the situation is aggravated, DS should call Campus Police to investigate and reset the alarm. The CD On-Call should be notified whenever Campus Police are involved.
- DS should record the time of the alarm, the DVR counter number, and any pertinent information in the desk log and complete an Information Form

7:00PM – 8:30AM

- DS should record the time of the alarm, the DVR counter number.
- DS should contact the RA On-Duty to investigate and reset the door alarm.
- The DS or the RA On-Duty can contact the CD On-Call if additional support is needed.
- If the door was opened and the person is unknown or the situation is aggravated, DS should call Campus Police to investigate and reset the alarm. The CD On-Call should be notified whenever Campus Police are involved.
- DS should record the time of the alarm, the DVR counter number, and any pertinent information in the desk log and complete an Information Form

WHO IS ON DUTY?

During the academic year

- RA for each community:
 - 7:00 pm – 7:30 am Sunday through Thursday.
 - Thursday nights a backup RA is on duty beginning at 10:00pm.
 - Friday and Saturday duty coverage is 7:00 pm – 7:00 pm.
 - Can be reached in their room or the number given to the front desk.
 - Harbor Hall and the Walker Avenue Apartments have two RAs on duty each night.
 - Erickson Hall has a back up RA Thursday through Saturday 10PM-7:30AM daily.
- MA for the system:
 - 5:00 p.m. – 7:30 a.m. Sunday through Thursday, 5:00 p.m. – 5:00 p.m. Friday and Saturday.
 - Facilities Grad on Call should be contacted FIRST between 5 p.m. and 7 p.m. on weekdays. Afterward calls may go directly to MA
 - Can be reached by cell phone at 443-257-4478.
 - Remember the MA cell number **SHOULD NOT** be given to residents.
- Facilities Grad On-Call
 - 4:30pm – 8:30am – Monday through Thursday
 - 24 Hours beginning 4:30pm Friday through Monday at 8:30am
 - Can be reached by Community Directors via cell phone at 443-928-1924
- Community Directors and Assistant Community Directors:
 - 4:30 pm – 8:30 am Monday through Thursday
 - 24 hours beginning 4:30 p.m. on Friday through Monday at 8:30 a.m.
 - Thursday night ACD back-up during academic year: 10:00 p.m. – 8:30 a.m.
 - CD on-Duty can be reached by calling 410-746-4959
- Central Staff On-Call
 - Friday at 4:30pm through Monday at 8:30am
 - Can be reached by Community Directors via cell phone at the number listed on “Emergency Contacts” list
- Administrative Back-Up
 - 24 Hours Year Round
 - Can be reached by Community Directors via cell phone at the number listed on “Emergency Contacts” list

DUTY CALL-IN PROCEDURES

Community Director

- University Police by 4:30 p.m. each weekday and when changing on weekends.
- Potomac Desk by 4:30 p.m. each weekday and when changing on weekends.
 - If a CD on duty does not report for duty, the PMC desk should contact the listed CD at their home and office numbers. Should they be unreachable, all other CDs will be contacted until coverage is located.
- To contact dial the CD cell phone or, in emergency, the home number provided to the PMC desk.

Maintenance Assistants

- To contact MA on Duty, call 443-257-4478. (M-F, 5:00 pm – 7:00 am) (Between 5:00 pm-7:00 pm, if no answer, call the Facilities Grad on Duty at 443-928-1924).
- If no response after 15 minutes at all other times, call the Facilities Grad on Duty at 443-928-1924

Resident Assistants

- A duty calendar will be kept at the desk.
- The RA on-duty must check-in by 7 p.m., or the CD on-duty must be contacted immediately.
- FOR APARTMENTS at desk closing, desk staff must contact their sister desk to inform them of the RA on-duty and that they are about to forward the desk phone.
- To contact, dial the RA's home number

SISTER DESKS

West Hill – Susquehanna

Terrace – Chesapeake

Hillside – Patapsco

Walker Avenue - Potomac

REPORTING MEDICAL TRANSPORTS

When a student is transported to the hospital after business hours, UHS has requested that the CD of the community contact University Health Services (5-2543) following the transport. The intent of this request is to provide UHS with the student's name, student ID number and medical concern so that UHS staff can follow-up with the student.

RESTRICTION LISTS

The Director of Student Judicial Programs will publish a restriction list throughout the year. This list is intended to inform RL staff of students who are not permitted to be in or around the residential community and dining hall. Desk Managers should receive a copy of this list and place it at the desk for desk staff to use. If a person who is on the restriction list is observed in or around the residential community or dining hall, the University Police should be contacted immediately.

ISSUING A TEMPORARY VISITOR'S ID

Non-student visitors will often times come to residence hall desks without a picture ID. The Community Director on duty may receive a call to ask if the visitor may enter the building. If a CD grants an exception (which should be rare), the visitor should be given a UMBC Residential Life Guest/Visitor Card. Each CD should keep a stack of these cards accessible to them for this purpose.

MISSING STUDENT

After the CD is contacted about a student is missing the CD should follow these procedures:

- Determine the age of the student;
- Contact Assistant Director immediately;
- Contact the student's roommates or friends and ask about the student's whereabouts;
- Ask the roommate if you can go into the room to do a visual check for such things as a missing toothbrush, belongings are gone, books missing, etc.;
- Check with food services to see if the student has been eating meals;
- In consultation with the Assistant Director, call faculty to determine if the student has been attending class;
- In consultation with the Assistant Director, contact University Police if the student has not been found within 12 hours of your being notified.

SUSPECTED DRUG USE

When a Residential Life staff member suspects that a student is in the process of using, selling, or possessing illegal drugs the police should be called immediately. The Community Director on duty or of the community (during business hours) should also be called. RL staff are not to touch or confiscate drugs and/or drug paraphernalia. RL staff should NOT address incidents allegedly involving drugs without the assistance of University Police.

ALCOHOL USE

When a Residential Life staff member finds an underage student (under 21 years) in possession of alcohol, the RL staff member can request that the student “dump” the container(s) of alcohol. RL staff members are not to touch or confiscate a student’s alcohol supply.

EMERGENCY ROOM

This single room is reserved for emergency circumstances (roommate conflict, assault, facilities issue, etc). The CD and AD have the authority to use this room to temporarily house a student (no longer than 2 days). The key to this room can be obtained from the appropriate desk. If this room is utilized, all CDs, ADs and Directors should be notified.

EMERGENCY TEMPORARY CORE CHANGES

If it is deemed necessary to complete an emergency temporary core change, the CD on duty may authorize an emergency temporary core change for various reasons (broken lock, theft of key by person who is threatening, etc.). The CD contacts the MA on duty to complete the core change.

SEXUAL HARRASSMENT RESPONSE

If a Residential Life staff member is made aware of a complaint of sexual harassment (as defined in the Student Handbook/UMBC Code of Student conduct, staff should immediately report this information to their Community Director or the Community Director on-call. The Community Director will consult with their supervisor about the procedures for reporting the complaint to the University Human Relations Officer.

ROOM ENTRY

The main concern of the University is the student. With this as a reference point and within the general philosophy of UMBC, the following statement represents a policy in regard to room entry and inspections in on-campus residence facilities. It is anticipated that the spirit of this inspection and entry policy will reflect an attitude of fair play to protect the integrity of the individual and the University.

These procedures and expectations represent accepted methods and are supported by many professional and student organizations. It should be clearly understood that the guidelines outlined for entry at UMBC are intended for internal purposes. However, nothing herein can limit the ability of bona fide law enforcement or judicial agencies from seeking and obtaining legal search warrants for use on the University campus. The University and its members are not immune from normal citizenship requirements.

Room entry is defined as entrance to a student's room to fulfill the duties of authorized personnel.

Conditions Under Which Rooms May Be Entered

The University reserves the right to inspect residence facilities as a function of its responsibility to protect the safety and health of all residents and to ensure that University property is properly maintained. The University also reserves the right to:

1. Inspect each student facility at the time any resident initially occupies it and to inspect the facility prior to the student's departure to ascertain that the condition of the room or apartment and furnishings agrees with the original Condition Report.
2. Make repairs in residence facilities at any time during the school year, with reasonable consideration for the occupants.
3. Enter student facilities when a professional staff member has reasonable grounds for suspecting that some condition exists that constitutes a clear and present danger to the health, safety, or security of residents or causes an unreasonable disturbance to the community.
4. Enter student facilities if a professional staff member believes that hazardous or unauthorized electrical, telephone, or other equipment in use.
5. Enter student facilities to make routine inspections for maintenance, health, and safety reasons during each semester as announced by Residential Life.
6. Inspect during University vacation periods to ensure that proper levels of heat are maintained when students are not present.
7. FOR VIOLATIONS OF LAW, please consult the most recent information located in the CD/ACD/Central Staff Duty Manual.

All room inspections (exclusive of emergency situations, maintenance functions, and community disturbances) will be conducted only when:

1. At least one occupant of the room has been notified at least 24 hours in advance, and
2. At least one occupant of the room is present during the inspection, if possible.

Entry under the above limitations may not be used as the basis for conducting a search. Recognized State or University law enforcement officers who have obtained appropriate legal authorization may conduct searches. The University reserves the right to remove unauthorized University property, as well as to remove unauthorized personal property that in the judgment of University authorities constitutes a significant health or safety hazard. If the University must remove unauthorized items, a service charge will be made as well as a judicial referral.

No student staff shall enter a resident room on their own without professional staff accompanying them, unless it is a Maintenance Assistant completing a work order. A note must be left in a resident room describing the date, time, reason for entry, and person to contact should an entry be made.

Cautions for Staff

- The Directors or his or her designees are the only individuals who can perform an administrative search. This is in extreme circumstances.
- No police official should be admitted to a student room to conduct a search without a warrant.
- No non-emergency maintenance work should be conducted without a work order or general work request from facilities.
- Identification of requestors should always be verified before allowing entry into a space.
- Students should never be granted access to another student's room.
- Keys should never be loaned to anyone but authorized residents or Residential Life staff.
- If possible, stay with those who have been granted until their work is completed.

Personnel Authorized to Enter Rooms

The following personnel shall be authorized to enter residence facilities under the conditions prescribed and with proper identification:

- Residential Life professional staff,
- Resident Assistants ONLY when accompanied by Residential Life professional staff or when paired with another Resident Assistant for the purpose of conducting a Health and Safety Inspection,
- Maintenance Assistants performing work orders,
- Full-time members of the Department of Physical Plant,
- Full-time members of the University of Police, and
- Non-University personnel contracted to perform maintenance, cleaning, or repair services within the residence halls.

RESPONDING TO STUDENTS WITH A PSYCHOLOGICAL CONCERN

Please note that these guidelines address situations that come to our attention after the close of business day (after 4:30 p.m. and before 8:30 a.m., Monday through Friday, and on weekends). If an incident occurs during business hours, contact the respective individuals or offices at their office number.

When a paraprofessional staff member has an indication that a student may be experiencing some emotional distress and that he/she may need psychological and/or medical assistance, the paraprofessional should contact the CD on-call. The student should not be left alone.

The CD will gather appropriate information and in most cases speak directly with the resident.

If the student has physically harmed (e.g., ingesting a dangerous substance, cut him/herself) him/herself the CD should:

- Contact the University Police and explain the situation;
- Contact Central staff on-call;
- Contact the University Counseling Services on-call staff.

If the student has not physically harmed him/herself, and there is concern for the student's well being the CD should contact:

- University Counseling Services on-call staff (via University Police)
- Central staff on-call

When the student has not physically harmed him/herself but is in emotional distress, depending on the situation, one or more of the following may occur.

- UCS staff member on-call speaks to the student over the telephone to make initial assessment, or rarely, may come to campus to speak directly with the student;
- After the UCS staff member talks with the student, the CD on-call may be advised to see that the resident gets to University Counseling Services first thing in the morning;
- The student is transported to the hospital for evaluation and possible admission (voluntarily or involuntarily).
- The parent(s) or individual identified as the emergency contact person for the student may be contacted and made aware of the situation. **THIS CALL IS NOT MADE BY THE CD, BUT INSTEAD BY THE CENTRAL STAFF, ADMIN BACKUP OR HOSPITAL.**

Follow-up:

- Leave appropriate phone-mail messages for appropriate central staff and CD
- Director/Assistant Director will determine course of follow-up depending on the situation (return to campus, behavioral agreement, etc).
- Director/Assistant Director will work with CD and community to follow-up on any aftermath.

QUICK TIPS FOR HELPING STUDENTS IN DISTRESS

RECOGNIZING SIGNS OF DISTRESS

- ✓ Change in sleep patterns
- ✓ Negative change in diet
- ✓ Negative change in social interaction with others (withdrawal)
- ✓ Negative change in class attendance patterns
- ✓ Other evidence of depression
- ✓ Talk of suicide, other forms of self-injury, or threatening injury to others
- ✓ Heavy drinking and drug use

WAYS TO RESPOND

1. Observe. A person's behavior is most important.
2. Initiate contact.
3. Offer support and assistance.
4. Consult with professional at University Counseling Services (410-455-2472) or refer directly to a professional.

BASIC EMERGENCY PROCEDURES

1. Stay calm.
2. Talk in clear, straightforward manner.
3. Do not leave student unattended.
4. Arrange for intervention:
 - a. University Counseling Services (410-455-2472)
 - b. University Health Services (410-455-2542)
 - c. University Police (410-455-5555)

REFERRING TO UNIVERSITY COUNSELING SERVICES

1. Be caring, firm, and straightforward in your recommendations.
2. Suggest that the student call or make an appointment with University Counseling Services (UCS), Student Development and Success Center.
3. Call or walk the student over yourself, if necessary.
4. Remind the student that services are FREE AND CONFIDENTIAL.

**CALL POLICE IMMEDIATELY IF YOU HAVE CONCERNS
ABOUT A PERSON'S WELL-BEING.
NEVER PUT YOURSELF IN HARM'S WAY.**

RESPONSE TO ACTS OF INTOLERANCE

Acts of intolerance have the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for a person or group of persons. An act of intolerance may be directed toward an individual or group because of his or her racial identity, religion, national origin, gender, sexual orientation, or disability. An act of intolerance can take many forms including written graffiti, a telephone call or message, defacing of a poster related to a particular group, and threatening actions directed toward an individual. Such actions are regarded as very serious in nature because of the impact the actions can have on an individual, a group, and on the entire residential community.

IMMEDIATE RESPONSE

In the event that a Residential Life staff member becomes aware of an act of intolerance, the following should occur:

1. The Community Director (CD) on call (if the incident occurs during the evening or on weekends) or of the specific community should IMMEDIATELY be contacted. If the incident comes to a staff member's attention during the day and the CD of the community cannot be reached, contact the Residential Life Office at x5-3932 and ask to speak to one of the Assistant Vice-Presidents/Assistant Directors.
2. The CD should then IMMEDIATELY call the University Police (x5-5555). The police will want to speak with the individual who first reported the act of intolerance and to the victim of the incident, if a specific victim is identified. University Police may be able to file criminal charges against the perpetrator of an act of intolerance if it is directed toward a specific person because of his/her race, color, religious beliefs, sexual orientation, or national origin. Actions directed toward a specific individual because of these reasons is a criminal matter in the State of Maryland. Regardless of the nature of the act of intolerance, you should expect that the University Police will, at minimum, complete a contact card about the incident.
3. If there is physical evidence related to the act of intolerance (e.g., graffiti on a wall, a burned sign, etc.), this evidence should not be disturbed. The University Police will want to examine the evidence in its original state when they respond; removing this evidence may be damaging to a police investigation. Graffiti or other vandalism can be covered until the police respond.
4. Try to determine whether the act of intolerance has been directed toward a particular individual or individuals (something on a room/apartment door, a comment directed toward a particular person, etc.). It is important to remember that an individual may perceive her/himself as a victim in an incident even if the act of intolerance was not specifically directed at him/her. Staff members need to be aware of and sensitive to the victim's feelings, which could include anger, fear for physical safety, hurt, embarrassment, etc. If the victim of the act of intolerance can be determined, inform him/her of the steps you will be taking.

5. The CD who responds should contact the appropriate central staff member, depending if the incident is reported during the week or on a weekend. This call should be made as soon as the staff member is able to make the call after the act of intolerance has been noted.
6. The central staff member will discuss with the CD what additional interventions may be needed in the area (e.g., floor/building meeting, conversations with smaller group(s) of residents, additional contact with the victim, building/area programming, etc.), who will implement these interventions and when they will occur. If possible, the CD may wish to consult with the Resident Assistant for the floor/building and Assistant Directors about this. The CD should also leave a message about the incident with the appropriate central staff. The CD should also leave a phonemail message for their paraprofessional staff to inform them about the incident.

FOLLOW-UP RESPONSE

1. Upon hearing of the incident the Director (or central staff member who was contacted) will inform appropriate staff in student affairs (Director of Student Judicial Programs, Associate Vice President and Vice President) of the incident. If the incident is reported after normal working hours, this person should leave a phonemail message about the incident for the administrators mentioned above.
2. When the Director (or designee) is made aware of the incident he or she will immediately attempt to contact the victim(s) of the act of intolerance, if a specific victim or victims has been identified. The purpose of this conversation is, in part, to express concern to the individual, to be sure that he or she understand the actions that are being taken and will be taken, and to determine whether the individuals feel comfortable or safe remaining in the current living environment. The victim will also be informed of the University services that are available, including those of the University Counseling Services.
3. The Director (or designee) will contact the appropriate student organization leader at UMBC (if applicable) and the faculty/staff advisor to the student organization. The Director (or designee) will also contact the President of the Resident Student Association. General information (location, nature of the incident, follow-up that has been done/will be done) will be shared. If a victim has been identified in the incident, his/her name will **not** be shared.

Below is information related to those contacts that should be made to outside offices, depending on the nature of the incident.

<u>Incident Directed Against</u>	<u>Appropriate Contacts</u>
Disability	Contact the Director of Student Support Services
Gender	Contact the Director of the Women’s Center
Race or ethnicity	Contact the president or representative student and the

organization, if one exists	advisor to the organization
Religion	Contact the appropriate campus religious leader/group
Sexual Orientation Alliance	Contact the President and Advisor of the Freedom Alliance

The Director (or designee) will send a letter to the residential community regarding the incident. A copy of this letter will also be sent to Judicial Programs and Student Affairs. Information about the incident will be fairly general in nature, however, the hall/community and the group(s) toward which the act of intolerance was directed will be identified.

If the individual responsible for the act of intolerance can be identified, he or she will be contacted by the appropriate Assistant Director regarding further action.

Important things to remember

- ✓ An act of intolerance often does not affect only the person and/or the member of that targeted group, it affects the entire community.
- ✓ Allow yourself to feel the emotion of these incidents, but in your role as a staff member try to “keep your head” and encourage residents to do the same.
- ✓ Ensure that inaccurate information is not spread among residents while still being mindful that aspects of an incident may be confidential in nature.

Your efforts as a Residential Life staff member in responding to an act of intolerance are crucial to UMBC’s overall efforts to create a welcoming climate for all students. Your efforts in helping to continue to foster that type of environment are greatly appreciated.

RESPONDING TO ALLEGED INCIDENTS OF SEXUAL ASSAULT

University's Responsibilities:

Federal legislation entitled the Student Right to Know and Campus Security Act was passed in 1990. Among other things, the Act requires colleges and universities to:

- Collect and publish data on various types of campus crime each year;
- Provide students and employees with information about campus security policies at least once a year;
- Provide information on the type and frequency of programs designed to inform students and employees about campus security procedures and practices, and how they can be responsible for their own security; and
- Disclose the results of campus disciplinary proceedings to victims of violent crimes.

When a University employee becomes aware of a possible incident of sexual assault, the employee has responsibilities to the alleged victim/survivor and to the University. (The University also has responsibilities to the alleged assailant, particularly if this person is a UMBC student).

Any University employee who becomes aware of an incident of sexual assault is required to report general information about the incident (e.g., when the incident occurred, where the incident occurred) to the designated University representative. The name of the student who was sexually assaulted does not need to be shared. At UMBC, incidents of sexual assault must be reported to the Sexual Assault Response Coordinator, in University Health Services (x5-2542). Within the Residential Life Office, the Assistant Vice-Presidents or Assistant Directors will make this contact.

If a student comes to you to report that he/she has been sexually assaulted...

A sexual assault is a very serious incident. You need to know your limits as a staff member in responding to and effectively managing such a sensitive and serious situation. You will need to involve your Community Director or the Community Director on call as quickly as possible if an incident is reported to you.

Under no circumstances should information about a sexual assault be shared with students, other staff, parents, etc., except as directed to by the Community Director or a member of the Residential Life central staff. A paraprofessional staff member should, of course, if requested share information about an incident with the University Police, if the student has chosen to report the incident to them.

When talking with a student who reports a sexual assault you should:

- Provide support, listen, be sure that the student is in a location where the student has privacy and feels physically safe.

- Let the student know that due to the serious nature of the incident and the need to provide the student with accurate information about her/his options, you need to contact your community director or the community director on-call.
- Contact your Community Director, or the Community Director on-call and give the CD a brief summary of what you have learned. The CD will come to the agreed upon location.
- Once the Community Director is involved, you will take direction from the CD on what she/he needs you to do. The CD will talk with the student to generally assess the student's emotional and physical well-being. The CD will share with the student her/his options including: a) calling a Peer Advocate b) medical treatment and evaluation; c) reporting the incident to the University Police; d) the incident may be reported and adjudicated through the University's judicial system; e) seeking services from University Counseling Services; f) talking through whether the student has a safe place to go

The Community Director who responds will:

- Contact the appropriate central staff member about the incident.
- Complete the Sexual Assault and Relationship Violence Incident Report form as well as the Sexual Assault Procedure Checklist.

Follow-Up:

- After your initial involvement with the incident, you will need to take some of your cues from the student regarding what he/she needs from you. Know your resources and limits in assisting this student.
- Friends of the student, students on the floor/building, or even colleagues may become aware of the incident and come to you for information, or because they want to be helpful in some way. You cannot, of course, share information with them. You do want to find ways to be supportive of friends of the student who know about the sexual assault and are struggling with the incident. It may be helpful for such a person to talk with someone from University Counseling Services.
- Your Community Director or the CD on-call should be consulted if you encounter something in the aftermath of such an incident and you are not sure how to handle it.

If the student who is an alleged assailant of a sexual assault comes to you:

- This person may be confused or need support. As a staff member it is important that you try to be objective in dealing with this person; you do not have all the information.
- A student alleged to have committed a sexual assault might be facing serious criminal and/or University judicial charges. If the student has questions about either type of charge, refer the student to the Director of Student Judicial Programs.
- The student may also need to talk with someone about his/her concerns. University Counseling Services is a good resource for this student.

Residential Life

Sexual Assault and Relationship Violence Procedure Checklist

Instructions: The staff member working with the student reporting an assault should initial each item next to the procedure she/he completed and mail the completed form in an envelope marked "Confidential" to University Counseling Services.

Residential Life staff member _____ Date _____

Community _____ Phone _____ Incident # _____

A Residential Life staff member has taken the following actions:

- Assessed the victim's immediate safety and took reasonable steps to assist in alleviating further concerns for safety. Offered a private area to talk.
- The responding staff member (RA or CD) informed the reporting student of the obligation to share information with the Community Director/Assistant Director.
- Explained to the reporting student that an anonymous sexual assault or domestic violence report will be filed with University Counseling Services. Explained the reason for this report and assured the victim that no identifying information will be given.
- If the assault occurred within the past 72 hours-Encouraged the student to consider going to an emergency room for medical services (including emergency contraception, testing for sexually transmitted infections, internal injuries, pregnancy, and follow-up medical care.) Informed the student about the SAFE (Sexual Assault Forensic Exam) program and the forensic rape exam that can be performed at a nearby hospital.
- If the assault occurred more than 72 hours ago-Encouraged the student to go to University Health Services for medical advice and appropriate follow-up care. Offered to arrange transportation and accompaniment by a community victim advocate, if available, to the hospital or UHS.
- Encouraged student to consider taking advantage of counseling services available at University Counseling Services and offered to facilitate such a meeting. Also presented counseling options in the community and offered to facilitate a meeting.
- Encouraged the student to consider filing a report with University Police if the reported assault occurred on campus; advised the student to go to the local police with jurisdiction if the assault occurred off-campus, and offered to arrange transportation and accompaniment by a community victim advocate, if available.
- Informed the student that the University has a disciplinary process for misconduct and that this process can be confidentially discussed with staff of Student Judicial Programs, and offered to facilitate such a meeting. Explained that the student has the right to

choose whether charges be filed or not, except in rare cases where there is threat or risk to the University Community.

- Gave the student a copy of the sexual assault brochure and/or relationship violence brochure with written emergency numbers.
- Asked if the student had a safe place to go. If not, assisted the student in finding temporary safe housing on campus or off campus by contacting the Baltimore County 24 Hour Sexual Assault and Domestic Violence Hotline.
- Completed the Sexual Assault Incident Form and mailed it along with this checklist in a sealed envelope marked "Confidential" to University Counseling Services within 24 hours.
- Consulted with supervisor or SARVT to obtain support and debriefing.

IMPORTANT UNIVERSITY TELEPHONE CONTACTS:

University Police	410-455-5555
Student Judicial Programs	410-455-2453
University Counseling Services	410-455-2472
University Health Services	410-455-2542
VP of Student Affairs	410-455-2393
Women's Center	410-455-2714
Community Director On-call Call University Police	410-455-5555

COMMUNITY SEXUAL ASSAULT RESOURCES:

Baltimore County 24 hour Sexual Assault & Domestic Violence Hotline	410-828-6390
Turnaround, Inc.	Baltimore City 410-837-7000
	Towson 410-377-8111
The STTAR (Sexual Trauma, Treatment, Advocacy & Recovery) Center of Howard County	410-290-6432
Family and Children Services of Central MD	Baltimore City 410-281-1334
Mercy Hospital	S.A.F.E. Program 410-332-9499
	Emergency Room 410-332-9477
GBMC SafeNurse Program	Emergency Room 410-828-2226

Voices Against Violence

Sexual Assault and Relationship Violence Incident Report Form

This form needs to be filled out for every contact, regardless of when or where the assault occurred, and returned to University Counseling Services. This form is intended to convey information needed to track the University response to the incident being reported, as well as to assess the danger the incident represents to the community at large. All efforts must be made to maintain the victim's anonymity; no information should be included which might identify the victim.

Incident # (to be filled out by UCS staff) _____

Today's Date _____ Reporter's Name _____

Reporter's Dept/Agency _____ Reporter's Phone # _____

Date of Incident _____ Date of discussion with victim _____

Victim

Age: _____ Academic year (if student): _____ Sex: _____

Role on campus: Student _____ Faculty _____ Staff _____

If the assault occurred on campus, indicate generally where (do not give specific room numbers or any other information that would identify the victim):

If assault occurred off-campus, indicate generally where (do not give specific address or any other information that would identify the victim):

Approx. time of incident: ___ 8am-5pm ___ 5pm-Midnight ___ Midnight-8am ___ Unknown

Describe the Incident:

Sexual contact (fondling, kissing, petting, but not penetration) without consent

Intercourse (oral, anal or vaginal penetration by penis or other object) without consent

Relationship Violence (Assault such as hitting, shoving, slapping, arm twisting, name calling committed by an intimate partner)

Other describe): _____

Alcohol Use: ___by victim ___by assailant ___Unknown
Drug Use: ___by victim voluntarily ___by victim unknowingly ___by assailant ___Unknown

Describe the kind of pressure or force used by the assailant:

- None
- Verbal pressure or arguments
- Position of authority (boss, teacher, supervisor, etc)
- Threat of physical force (threatened to hit, hold, or otherwise injure)
- Actually used physical force (hit, held down, twisted arm, etc)
- Gave victim alcohol or drugs so victim was significantly incapacitated
- Weapon
- Other (describe): _____

Number of assailants: ____ Describe below:

Assailant 1:

Sex ____ Race ____ Age ____ Height ____ Weight ____
Student ___ Faculty ___ Staff ___ No campus role ___ Unknown____
Stranger___ Relative ___ Friend___ Acquaintance___ Romantic partner ____

Assailant 2:

Sex ____ Race ____ Age ____ Height ____ Weight ____
Student ___ Faculty ___ Staff ___ No campus role ___ Unknown____
Stranger___ Relative ___ Friend___ Acquaintance___ Romantic partner ____

Assailant 3:

Sex ____ Race ____ Age ____ Height ____ Weight ____
Student ___ Faculty ___ Staff ___ No campus role ___ Unknown____
Stranger___ Relative ___ Friend___ Acquaintance___ Romantic partner ____

Other departments or agencies the victim reported this assault to:

- ___Sexual Violence Response Committee ___University Health Services
- ___Residential Life ___Campus Police
- ___Counseling Center ___Local Police
- ___Student Life ___Women’s Center
- ___Faculty/Staff member
- ___Other: (describe) _____

Forms/Appendices

RESIDENTIAL LIFE OFFICE ALARM REPORT

Date of Alarm:	Tape (i.e. Monday #1):
Community:	Counter Number:
Type of Alarm:	Method of Notification:
Time Alarm Activated: ___:___ a.m./p.m.	Fire Alarm:___ Exit Door Alarm:___
Time Alarm Reset: ___:___ a.m./p.m.	Door # (as listed on video screen) _____
Check all that were contacted	
___ Campus Police ___ Residential Life ___ CD on Duty ___ RA on Duty	
Description of Incident and Persons Involved:	
Name/Title of Person Filing Report:	



EMERGENCY RESPONSE EVENT/DRILL FORM

Community		Date	
Start Time		End Time	
# of staff present		Police Called?	
Contacted Staff (check all that apply)	CD___ RA___ MA___ Grad___ Central Staff___ Other___	Drill or Actual Event?	

Type of Drill(s) or Event(s):

Evacuation Tornado Bomb Medical Emerg.
 Spill Earthquake Robbery Other

Brief Description of Event

BOMB THREAT CHECKLIST

Describe the exact message received:

To be completed after contacting the Police.

Name of person receiving call: _____

Time: _____

Date: _____

Caller's identity:

Male _____ Female _____ Adult _____ Juvenile _____ Approximate age: _____

Origin of call (if you can tell or ask):

On Campus _____ Off Campus _____ Cell Phone _____

Internal (from within building) _____

Vocal characteristics

_____ Loud _____ Soft
_____ High Pitch _____ Deep
_____ Raspy _____ Pleasant
_____ Intoxicated _____ Other

Speech

_____ Fast _____ Distorted
_____ Distinct _____ Nasal
_____ Stutter _____ Lisp
_____ Slurred _____ Other
_____ Slow

Language

_____ Excellent _____ Good
_____ Fair _____ Poor
_____ Foul _____ Other

Accent

_____ Local _____ Regional
_____ Foreign _____ Other
_____ Not local

Manner

_____ Calm _____ Angry
_____ Rational _____ Irrational
_____ Coherent _____ Incoherent
_____ Emotional _____ Office Machine
_____ Righteous _____ Laughing

Background noises

_____ Machinery _____ Trains
_____ Bedlam _____ Animals
_____ Music _____ Quiet
_____ Voices _____ Street
_____ Party _____ Other

RESIDENTIAL LIFE FIRE WATCH LOG

Community _____

Printed name of RA or CD

Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____
Date: ___/___/___	Time: ___/___ am pm	_____

Send completed form to John Wichser at Residential Facilities

(PHOTOCOPY AS NEEDED)

FIRE-WATCH ALERT

The Fire alarm or sprinkler system is not working.

The CD and RA Staff of this building are conducting consistent rounds of each floor to provide smoke and/or fire detection. Staff will sound an Air Horn if an evacuation is needed. Please be alert to evidence of smoke or fire.

Call University Police at 5-5555 or 410-455-5555 if fire or smoke is seen.

Evacuate the building immediately upon hearing an air horn or other alert.

(PHOTOCOPY AS NEEDED)

TORNADO/SEVERE WEATHER ALERT

TORNADO WATCH

This means that conditions are such that storms capable of producing a tornado may develop.

- Stay close to a TV or radio to see if a tornado warning is imminent.
- Communicate with friends and neighbors about the severe weather approaching and where to “Shelter in Place” if needed.
- Be prepared for the possibility of a power outage.

TORNADO WARNING

This means that either a tornado or a funnel cloud has been sighted or that it is highly probable that one will develop.

- If you are caught outside, get indoors and stay indoors.
- Stay away from windows, doors, and outside walls. Protect your head.
- Leave vehicles immediately and go to a nearby shelter or building.
- Move to interior hallway or basement floor.
- Avoid upper floors, large glassed areas and windows.
- Do not use the elevators. The power may go out while you are inside.
- Use the telephone for emergency calls only.

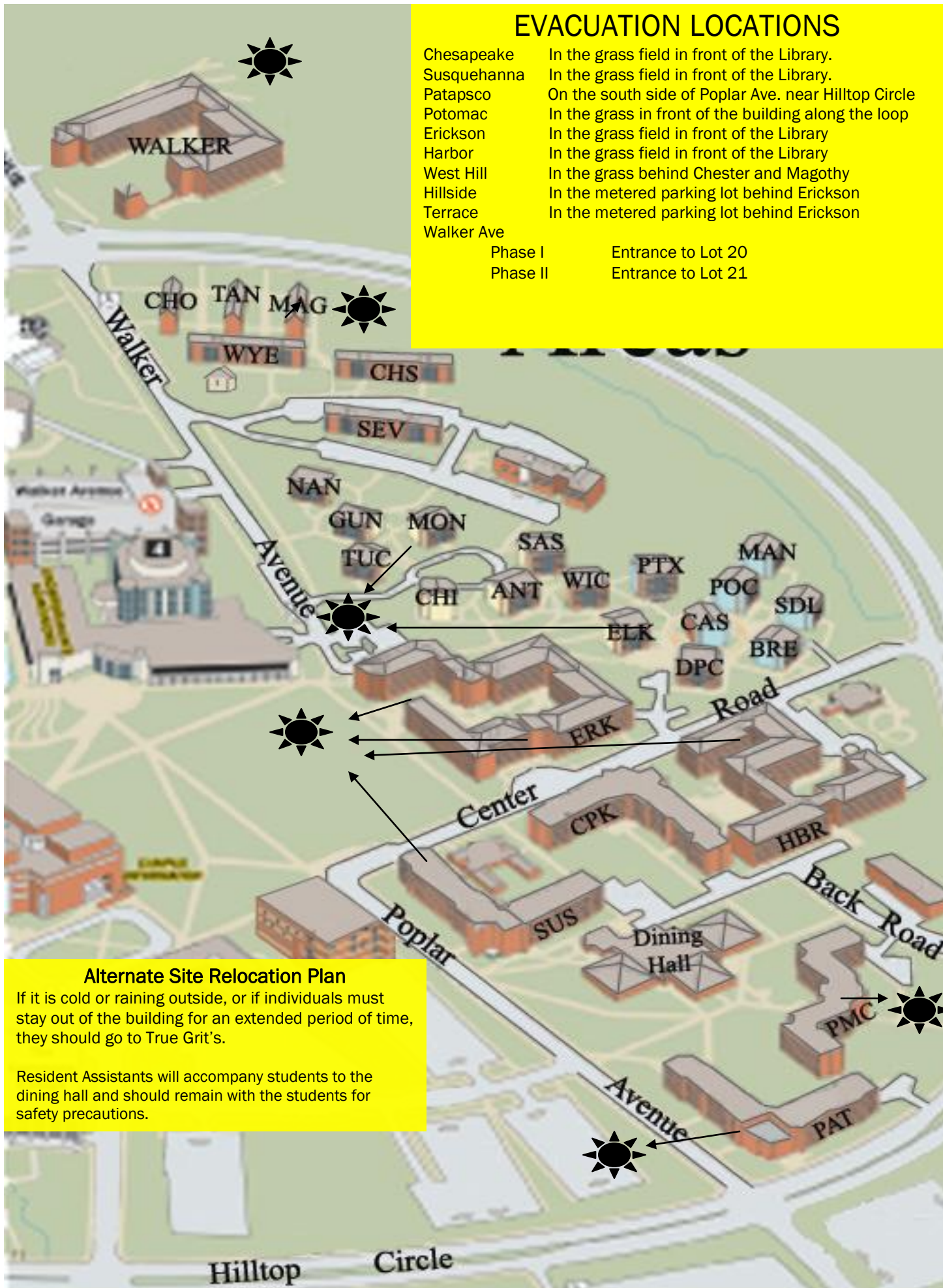
SHELTER IN PLACE

“Sheltering in place” is when people make a shelter of the place they are in. It is a way for students to make their building as safe as possible. If a campus emergency such as severe weather or the release of hazardous materials exterior of the building occurs, students should remain inside or to take shelter indoors on campus. Students should move to an interior room away from as many windows and AC/ heating units as possible.

- Under certain conditions, staff may advise students to move to specific areas of a building (such as upper or lower floors). Students should comply with staff directions.
- **In general, the safest locations to Shelter In Place are:**
 - **IN THE HALLS:** hallways, with the room doors shut, and away from windows
 - **IN THE APARTMENTS:** bathrooms and hallways, shutting all bedroom doors

EVACUATION LOCATIONS

- Chesapeake In the grass field in front of the Library.
- Susquehanna In the grass field in front of the Library.
- Patapsco On the south side of Poplar Ave. near Hilltop Circle
- Potomac In the grass in front of the building along the loop
- Erickson In the grass field in front of the Library
- Harbor In the grass field in front of the Library
- West Hill In the grass behind Chester and Magothy
- Hillside In the metered parking lot behind Erickson
- Terrace In the metered parking lot behind Erickson
- Walker Ave
- Phase I Entrance to Lot 20
- Phase II Entrance to Lot 21



Alternate Site Relocation Plan
 If it is cold or raining outside, or if individuals must stay out of the building for an extended period of time, they should go to True Grit's.

 Resident Assistants will accompany students to the dining hall and should remain with the students for safety precautions.

