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SECTION 1: INTRODUCTION

Emergency preparedness is a shared responsibility. Every academic and administrative department at UMD is responsible for emergency and disaster preparation. Part of this preparation includes the development of the Departmental Emergency Operations Plan (DEOP). In FM this document and related acronyms will use FM in place of D.

The Facilities Management (FM) EOP has been developed by the UMD Emergency Management Program in the Department of Environmental Safety in cooperation with the FMEOP Team and is meant to complement the university Emergency Operations Plan (EOP). FM Departments may create their own EOP’s. An example is the Department of Capital Projects EOP. These plans complement the UMD EOP and the FM EOP, providing more detailed instructions for departmental staff, such as phone trees, unit responsibilities and location of critical equipment and information.

Purpose

An Emergency Operations Plan (EOP) guides the response of appropriate personnel and resources during a major emergency. The organizational EOP serves as an annex to the UMD EOP. This plan is adaptable to all hazards, that is, various scenarios that range from simple to complex.

FM developed this DEOP for the protection of its staff and visitors in the event of an emergency, and to ensure continuity of its mission essential functions during any situation that may disrupt normal operations.

Scope

The FMEOP applies to all FM personnel and works to ensure that FM is capable of responding to emergencies. This plan addresses coordination and management of the emergency or incident. FM is vulnerable to a variety of natural and man-made emergencies and incidents, and therefore must have an all-hazards approach.

Situation

Facilities Management (FM) supports the University of Maryland in its mission of achieving excellence as the State’s primary center of research and graduate education and the institution of choice for undergraduate students of exceptional ability and promise. We are responsible for the physical campus – its academic, research and administrative spaces, the infrastructure that supports the buildings, and the landscape that surrounds them.

FM office and managerial staff are located in several buildings on the College Park campus. Employees working on campus, including trades employees, landscape services employees and housekeepers, carry out their work in administrative and classroom buildings across the campus and in the landscape. All buildings are located within 2 miles of a Metro Rail system and CSX and MARC train tracks, as well as the College Park Airport.
Facilities Management Emergency Operations Plan

FM has approximately 800 full-time staff members on the College Park campus who work various shifts during the day (3:30 AM – 6 PM) with a small staff of maintenance and Work Control Center staff on campus 24/7.

Planning Assumptions

FMEOP Planning Team and the UMD Emergency Management Program developed this EOP with the following assumptions:

- An incident may occur at any time of the day or night, weekend or holiday and with little or no warning.
- Emergencies or incidents may be notice (with warning or planned) or no-notice (no warning or unplanned) events. This may impact coordination, communication, and response.
- The success of events in an incident is not predictable. The FMEOP may require modifications in order to meet the requirements of the emergency.
- FM is exposed to a variety of natural and human-caused hazards that have the potential to disrupt the community and cause damage.
- Incidents affecting FM may also impact the surrounding community. It is necessary for the university to prepare for and carry out emergency response and recovery operations in conjunction with external partners.
- As an UMD organization, FM may contact or coordinate with other UMD departments to coordinate and management the emergency or incident.
- If this is a campus-wide emergency or incident, the campus EOC may be activated. This may trigger the activation of a FM emergency operations center (EOC) but usually FM will be called upon to staff the campus EOC.
- FM has multiple resources that the university or community may be able to utilize during an emergency or incident. The FM Work Control Center is staffed 24/7 and may be contacted via phone 301.405.2222.

Locations

FM office and managerial staff are housed in several buildings on campus. In addition, staff work in and around almost all administrative and classroom buildings on campus and occasionally in self-support facilities and residence halls. These field employees may visit the locations below regularly for clock in/clock out, meetings and other purposes.

Primary office locations for FM staff:

- Nyumburu Cultural Center (#232)
- Satellite Central Utilities Building 1 (#019)
- Satellite Central Utilities Building 2 (#067)
- Satellite Central Utilities Building 3 (#392)
- Satellite Central Utilities Building 4 (#405)
- Satellite Central Utilities Building 5 (#416)
- Service Building (#003)
- Service Building Annex (#006)
- Severn Building (#810)
- Wye Oak Building (#428)
In addition, FM Capital Projects staff work temporarily or long-term at client institution campuses (aka, Service Center) and other University of Maryland System locations across the State of Maryland.

Roles and Responsibilities

Oversight of the emergency management process in FM, and oversight of this EOP, is the responsibility of the Associate Vice President/Chief Facilities Officer, FM, who is FM's EOP Coordinator.

Creating and Updating the Plan

FMEOP Administrator

- Develops the DEOP with the DEOP team and guidance from AVP and DES (as representative of UMD); coordinates FM plan with UMD EOP.
- Periodically reviews and updates the plan.
- Ensures plan information is available to employees and campus representatives.
- Updates FM website and other media (e.g., FMS, Facebook, Twitter) with DEOP and other emergency information as requested.
- Arranges for required training.

Ongoing Emergency Management in FM

FM Emergency Operations Coordinator (FMEOPC)

- Serves as the organization's representative for day-to-day emergency management program activities.
- Serves as a liaison to the campus Emergency Operations Center (EOC) when it is activated.
  - Alternate FMEOPC - In the event the FMEOPC is not able to fulfill the position duties, the Alternate will fulfill the duties.

Work Control Communications

- Manager, FM Work Control Center serves as point of contact for questions and concerns regarding the emergency.
- (Outside of formal emergency situations with FMEOPC in place) Relays emergency information sent via text to FM staff via email and radio.
- (In a formal emergency situation) Reports to the FMEOPC for the duration of the emergency; takes whatever actions are requested, including processing service requests, contacting FM staff members/others, communicating with FM staff.

Building Marshals

- Provide safety information to other staff, especially during emergencies.
- Ensure safety information is posted in their respective areas of the building.
- Assist with building evacuations and shelter-in-place procedures.
Section 2: Plan Development, Maintenance, and Implementation

Plan Development
All campus departments share the responsibility for emergency and disaster preparation and therefore must create and maintain their own Departmental Emergency Operations Plan (in FM, the FMEOP).

To develop and administer the FM Emergency Operations Plan and associated Emergency Operations activities, the AVP-FM serves as the FMEO Coordinator. The FMEOP Coordinator (FMEOPC) is the organization’s representative for emergency management program activities. The FMEOPC may also serve as a liaison to the campus Emergency Operations Center (EOC) when it is activated. The FMEOPC:

- Provides leadership and guidance for FM in planning response to emergencies.
- Assists the FMEOP Administrator in coordinating the FM plan with the UMD EOP and departmental plans.
- Approves emergency supplies and equipment to support the plan.
- Oversees the appointment of building and floor monitors to assist emergency evacuations.
- Approves appropriate emergency training and ongoing information programs for staff.
- Directs and assists UMD emergency personnel during an emergency, serving as the FM representative and directing FM staff accordingly.

The FM senior leadership and the FMEOPC play a vital role in both the preparation and the execution of the FMEOP. The FMEOPC will provide direction and assistance to departments within FM to ensure effective integration of the policies and guidelines detailed herein into departmental/unit plans.

<table>
<thead>
<tr>
<th>FMEOP Coordinator</th>
<th>Charles R. Reuning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Title</td>
<td>Associate Vice President, FM</td>
</tr>
<tr>
<td>Phone Number</td>
<td>301-405-6214</td>
</tr>
<tr>
<td>Alternate Phone Number</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:creuning@umd.edu">creuning@umd.edu</a></td>
</tr>
<tr>
<td>Work Location</td>
<td>Service Building Room 2310C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Coordinator</th>
<th>Jack T. Baker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Title</td>
<td>Interim Executive Director, Operations &amp; Energy Svcs.</td>
</tr>
<tr>
<td>Phone Number</td>
<td>301-405-3205</td>
</tr>
<tr>
<td>Alternate Phone Number</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:jbaker2@umd.edu">jbaker2@umd.edu</a></td>
</tr>
<tr>
<td>Work Location</td>
<td>Service Building Room 2300C</td>
</tr>
</tbody>
</table>

Plan Maintenance
In order for the FMEOP to be useful during an emergency it must be regularly updated and revised. The creation and regular review of all rosters and forms is extremely important. The FMEOPC and FMEOP Administrator will coordinate the review and
update the FMEOP and related procedures in accordance with established maintenance and planning requirements outlined below in this section.

Whenever the plan is updated, it should be reissued with the update recorded on the Record of Changes (Appendix J). Any time a change is made to the plan a copy of the updated plan should be forwarded to the UMD Emergency Management Program at preparedness@umd.edu.

Implementation and Training
It is the responsibility of the FMEOPC and Plan Administrator to ensure that the FMEOP is available to FM employees and new hires. It is important that all employees are aware of the emergency activities, communication processes and expectations since training of employees is the most important aspect of implementation. All FM personnel should be educated on the usage of the FMEOP and UMD EOP.

All new hires should be presented with an appropriate orientation on the FMEOP, evacuation procedures, fire drills and other information related to the possible hazards that may exist in the workplace. The orientation should also cover elements that convey the individual role and responsibilities an employee has in support of FM’s emergency planning and response procedures.

All employees should maintain a basic awareness of emergency response planning and procedures. Employees should be asked to acknowledge their understanding and awareness of these plans and procedures during their annual evaluation and review process, and managers and supervisors should ensure employees under their direction understand what to do in a crisis.

FM leadership and others with supervisory responsibilities under this and other emergency plans should be knowledgeable of the Incident Command System (ICS) and should be trained to a minimum of ICS 100H.E, ICS 200, and NIMS IS-700.a (although higher levels of training are encouraged). Training on these subjects can be arranged through the UMD Emergency Management Program, preparedness@umd.edu, or at the FEMA Independent Study website.
Section 3: Emergency Response

This section explains how FM will implement the FMEOP following a major emergency or other disruption in normal operations. This section also explains how FM will manage its resources to support response and continuity operations.

Concept of Operations

When an emergency occurs, each employee has a responsibility to evaluate the situation, notify emergency personnel, and implement the emergency response plan. Evaluation involves an immediate assessment of the circumstances to determine the nature of the emergency. Following the evaluation, appropriate emergency and university personnel, including 9-1-1, the building marshals or FMEOPC should be notified. Lastly, the FMEOP will be implemented, following all instructions from police, fire, medical, environmental safety, or other authorized university personnel.

If there is a need to evacuate, employees should go to the designated assembly area and wait for further instruction from the building marshals or emergency personnel. The assembly areas for FM-occupied buildings are outlined in Appendix D.

The means of evaluation, notification and implementation of the emergency response plan will vary with the type and significance of the emergency. Remember that once emergency response personnel have arrived on scene, ALWAYS follow their instructions.

Facilities Management Critical Tasks

In order to have a safe and effective emergency response each department and organizational unit must identify critical tasks that must be taken in the moments after an emergency. These tasks should take into consideration any special circumstances, equipment, or other intricacies that would impact emergency response and should include building and equipment protective measures and the shutdown of critical operations, if necessary.

The following critical tasks are to be performed in any incident by FM:

- Call UMPD (301) 405-3333 or 911
- Evacuate or shelter-in-place (if necessary)
- Account for personnel
- Communicate instructions to personnel via radio, cell phone/text and email if available
- Post emergency information on FM website (if applicable)
- Inform FMEOPC or alternate
- Follow direction from emergency personnel

FM Emergency Supply Kits

Department disaster supply kits are intended for use immediately following a disaster to enable building residents to shelter in place or to follow instructions of emergency personnel to vacate a building and go to a safe location.

FM emergency kits will be placed in available but secure locations in each building except the Severn Building (location of Logistics Management/Warehouse).
Items in the emergency kits will be checked yearly and replaced as needed. See Appendix I for a list of the contents of FM emergency kits and location of the kits.

**Emergency Response Structure**
The University of Maryland will utilize the Incident Command System (ICS), and the National Incident Management System (NIMS) in emergency response operations.

It is recommended that all departments on campus structure their emergency response activities around the Incident Command System. Departments can contact the UMD Emergency Management Program, preparedness@umd.edu, for training information and recommendations regarding the response structure.

**Access and Functional Needs**
Any person with a disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation is considered to have “access and functional needs”. Access and functional needs are further defined as anyone who, without the assistance of another person, would have difficulty evacuating or relocating to a safe location, or would slow down evacuation of other occupants within the building.

The privacy and confidentiality of persons with access and functional needs during an evacuation must be respected. As such, individuals cannot be required to disclose they have access and functional needs. Therefore, planning emergency evacuation of persons with access and functional needs must be predicated on self-disclosure. In order to receive assistance, occupants who have access and functional needs during an evacuation should notify the FMEOPC. This will ensure that advance arrangements can be made to meet their needs during an emergency. This information will only be used to assist emergency response personnel in locating and assisting persons with access and functional needs during an emergency.

For more information regarding procedures for those with Access and Functional Needs, please contact the UMD Fire Marshal’s Office at (301) 405-3960 or firemarshal@umd.edu.
Section 4: Emergency Communications

Emergency Notification: UMD ALERTS

The UMD Alerts System is a mass, urgent notification system, comprised of a variety of methods by which the University can notify students, faculty and staff of an active, major campus emergency:

- Text messages (SMS) to mobile devices
- Email
- Feed to Alertus Beacons
- Early Warning Siren

When the University of Maryland Police Department (UMPD) determines there is an active emergency in which the public safety of the campus may be at risk, an urgent notification through the UMD Alerts System will be initiated.

- When a person is actively shooting a weapon on campus
- When a tornado is predicted to strike the campus area
- When a major hazardous material (hazmat) spill is impacting a large portion of campus

Localized incidents (such as a small fire, hazmat spill in a lab, isolated criminal offense) likely would not require a mass notification.

In order to receive these urgent notification alert messages, faculty, staff and students may register a mobile device number to receive text messages. Additionally, the university automatically will register all student, staff and faculty email addresses associated with their UMD directory account.

The UMD Alerts system is tested the first Wednesday of each month.

In addition to the UMD Alerts system, there are several other communications that supplement the system. Other communications include:

- www.umd.edu
- 1640 AM
- WMUC 88.1FM
- (301) 405-7669 (SNOW)
- University of Maryland Twitter: @UofMaryland
- UMPD Twitter: @umpd
- UMD Emergency Management: @PreparednessUMD
- UMD Facebook: https://www.facebook.com/UnivofMaryland
- RSS Feeds: http://umpdnews.umd.edu/

For a list of campus emergency phone numbers see Appendix G.
Facilities Management Emergency Operations Plan

FM Emergency Communications

Radios

Many FM staff routinely use handheld radios to communicate during the work day using radio channel 1. The radios are part of a campus-wide system for radio communication, which links to campus emergency personnel. In the event of an emergency or incident in which cell phones are not operable, radios will serve as a key method of communication for all FM staff.

During a widespread or serious emergency, radio channel 2 will be opened by Work Control or the FMEOPC for communication about that emergency only. Routine business will remain on channel 1. At the conclusion of the event channel 2 will be closed.

In any emergency situation the UMD Department of Public Safety may be contacted directly via the radio on channel 5.

Website

In the event of a long-term and/or widespread emergency or incident, the FMEOPC Coordinator will work with the FM webpage administrator to provide information on the FM website to its staff and visitors or will provide links to the appropriate information.

Usually FM would receive communication from the UMD department in charge (usually DPS or DES) via email, radio, phone and/or social media, and pass on to staff as necessary via email and radio. In the event that FM must communicate with staff in absence of clear direction from UMD, the FMEOPC will approve wording.

The following information should be communicated in any emergency.

- Status of buildings (open or closed)
- Areas affected
- Emergency actions and instructions
- Updates as conditions change
- Expected actions of employees

Facilities Management Staff Contact List

For a list of FM Senior Team contact information, please see Appendix F.

During work hours: Depending on the nature of the incident, employees may be directed by emergency response personnel to shelter-in-place or to evacuate a facility. In either situation, the FMEOPC, in coordination with the building marshals, shall immediately begin procedures to account for all occupants of the impacted facility and assess their status.

If emergency response personnel do not issue evacuation or shelter-in-place orders, or if advanced warning is provided, the DEOPC shall initiate call-tree/radio tree procedures to account for and provide additional instructions to impacted employees.
After hours: Depending on the situation, the FMEOPC or designee shall activate call-tree procedures to account for, notify and alert all personnel of the incident and provide further instructions. If the situation permits, the FMEOPC may delay after hour notification and accountability protocols until a more detailed impact assessment is completed and additional information is available.

Supervisors shall maintain current emergency contact information as part of each organizational unit’s call tree, and external contact lists for all personnel, contractors, vendors, customers/clients, and other key stakeholders. Supervisors shall regularly review and update contact information and perform periodic call-tree drills and communication tests to ensure contact information is current and communication systems are operational.

Once the FMEOPC initiates initial emergency notification and accountability protocols, each Department Director shall then assess the status of the Department and its organizational units impacted by the incident.

Emergency Phones Located in FM Buildings:

Emergency (Contingency) Phones are connected to an auxiliary communications system and will continue to work even in the unlikely event that the university’s regular phone system malfunctions. The FM emergency phone contact numbers are:

301-403-4546 (Wye Oak Building)

301-405-4542 (Service Building Work Control Center)
Appendix A: Glossary of Acronyms & Terms

DEOC: Department Emergency Operations Center: Location where a department can manage its emergency activities (such as emergency call-backs) and coordinate with the campus EOC.

DEOP: Departmental Emergency Operations Plan: A document that contains details about each department's specific plan for emergency response and is intended to complement the campus-wide EOP.

DEOP Coordinator (DEOPC): The department staff person with the responsibility to perform disaster planning tasks and duties, such as a DEOP maintenance.

EOC: Emergency Operations Center: The location from which centralized emergency management is performed during response and recovery and is one type of multiagency coordinating entity. The EOC serves as the central point for:
- Coordination of all emergency operations.
- Information gathering and dissemination.
- Coordination with other departments, agencies, and organizations, as well as the operational area.

EOP: Emergency Operations Plan: An all-hazards document that specifies the organizational authorities, relationships, functions, processes, and procedures in place to manage the preparedness for, response to, and recovery from an emergency or disaster event.

FEMA: Federal Emergency Management Agency

HAZMAT: Hazardous Material: Any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment.

ICS: Incident Command System: A systematic tool used for the command, control, and coordination of emergency response.

NIMS: The National Incident Management System: A consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity

RSS: Rich Site Summary: Enables publishers to syndicate data automatically. Persons can subscribe to RSS feeds to receive timely updates from websites.

SMS: Short Message Service: A text messaging service component of phone, Web, or mobile communication systems.

UMD: University of Maryland

UMPD: University of Maryland Police Department
Appendix B: Organizational Chart

Facilities Management

[Organizational Chart Diagram]

Effective Date: November 6, 2014
Appendix C: Building List

A list of University of Maryland campus facilities may be accessed at www.facilities.umd.edu. Go to Facilities Info/Building Details/Building Inventory.

FM houses staff in the following buildings:

- Service Building (#003)
- Service Building Annex (#006)
- Wye Oak Building (#428)
- Severn Building (#810)
- Satellite Central Utilities Building 1 (#019)
- Satellite Central Utilities Building 2 (#067)
- Satellite Central Utilities Building 3 (#392)
- Satellite Central Utilities Building 4 (#405)
- Satellite Central Utilities Building 5 (#416)
- Nyumburu Cultural Center (#232)
Appendix D: Floor Plans

FM staff members occupy the following buildings on a daily basis.

- Service Building (#003)
- Service Building Annex (#006)
- Wye Oak Building (#428)
- Severn Building (#810)
- Satellite Central Utilities Building 1 (#019)
- Satellite Central Utilities Building 2 (#067)
- Satellite Central Utilities Building 3 (#392)
- Satellite Central Utilities Building 4 (#405)
- Satellite Central Utilities Building 5 (#416)
- Nyumburu Cultural Center (#232)

Floor plans of FM-occupied buildings, as well as many other campus buildings, may be viewed at the FM website www.facilities.umd.edu. A University of Maryland log in is required to access the plans.
APPENDIX E: FM Building Evacuations

Facilities Management Emergency Evacuation Guidelines
The University of Maryland has a Total Building Evacuation Policy. This means the building must be immediately and totally evacuated as soon as the alarm is sounded.

When the fire alarm sounds:
1. Shut down heat producing equipment or other processes that require monitoring.
2. Secure high value items (such as access to keys).
3. Do not use fire extinguishers – this may expose employees to injury and delay a call to fire officials.
4. Immediately leave the building using the stairway to the closest exit, shutting doors on the way out. Elevators should not be used in a fire emergency. Move to a safe distance away from the building at the pre-designated meeting location.
5. At the meeting location, head count should be taken. Attempt to identify names and last known locations of those not accounted for and pass them to the official in charge. Attempt to account for non-employees such as suppliers and customers.
6. Further evacuation may be needed in case the incident expands, so groups should remain together to wait for information from the official in charge.
7. Call Campus Emergency with available information regarding the emergency, even if it is just to verify that the alarm is sounding and everyone is evacuating. Call 911 from a campus phone, 301-405-3333, text #3333 from mobile device, or use a blue light emergency phone.
8. When instructed to do so by police or fire officials, return to the building. Additional information and instructions may be sent through UMD Alerts.

Preparing ahead of time for a possible fire emergency/evacuation:
1. Each employee should identify a safe path to evacuate from their area and two ways of travel to the nearest exit. The preferred exits will be paths that are unlikely to expose personnel to additional hazards.
2. Supervisors should designate a meeting area for their group at a safe distance (~100 feet) from the building and out of the way of response personnel, and post its location in a common area. See Attachment for suggested evacuation routes and meeting locations for the Service Building. These locations should be clearly communicated to employees and posted in a common location.
3. Supervisors of groups/units/floors should consider designating a Floor/Suite Captain.
   - The Captain is a volunteer who provides aid to others in an emergency.
   - Captains are responsible for knowing all exit locations from occupied areas of their building and the designated meeting area(s).
   - The Captain ensures occupants have evacuated the area.
   - If the Captain identifies a person who needs evacuation assistance, they provide the name and location of the person to emergency responders.
4. Each unit should also have a Head Counter who is responsible for determining the location of employees after exit from the building. This may be the supervisor. The Supervisor should call an informal Fire Emergency/Fire Alarm Activation Meeting to identify the Floor/Suite Captain and Head Counter and go over the Emergency Evacuation Guidelines.

If you have questions regarding these procedures contact the FM Safety Manager, Kevin Atchison @ 5-3219 or Luisa Ferreira, Fire Marshal’s Office @ 5-3969.
Service Building Complex - Suggestions for Exiting and Designated Meeting Locations

Suggestions for exiting do not take into account real-time hazards which should always be considered during an emergency evacuation. If different exit routes are taken employees should attempt to get to their designated meeting locations or inform others of their status and location.

Service Building: Employees should take into consideration the Power Plant and the additional hazards associated with the Plant. If other paths of egress are clear it may be safer to exit to the outside perimeter of the building rather than into the alley. Also be careful of traffic when crossing any roadway.

Fleet, Safety/Plan Review and Construction, Construction Supervisors, Sign Shop (South Wing)
   Exit to the Rossborough Lane side of the building and designate a meeting location across Rossborough Lane in K Lot near the rear of Ritchie Coliseum.

Payroll, IT HR, Facilities Maintenance, Facilities Planning, Work Control, Second Floor Offices (West Wing)
   Exit to the Route 1 side of the building and designate a meeting location across Rossborough Lane near the front of Ritchie Coliseum and Frat House 1.

Facilities Planning – 0400 (West Wing)
   Exit to the Service Lane through Procurement and Supply (0410) and designate a meeting location across Rossborough Lane near the front of Ritchie Coliseum and Frat House 1.
   The office could also exit out the Route 1 side of the Building and designate a meeting location across Rossborough Lane near the front of Ritchie Coliseum and Frat House 1.

Procurement and Supply – 0410 (West Wing)
   Exit to the Service Lane through Procurement and Supply (0410) and designate a meeting location across Rossborough Lane near the front of Ritchie Coliseum and Frat House 1.

Campus Projects - 1600 (North Wing)
   Exit to the Service Lane, proceed to Greenhouse Drive or Route 1 and designate a meeting location across Rossborough Lane in K Lot near the rear of Ritchie Coliseum or near the front of Ritchie Coliseum and Frat House 1.

Carpentry Shop - 1603 (North Wing)
   Exit to the Service Lane (rear of shop) proceed to Greenhouse Drive and designate a meeting location in K Lot near the rear of Ritchie Coliseum.

Capital Projects – 0600 (North Wing)
   Exit to the Main Exit on Greenhouse Lane and designate a meeting location across Rossborough Lane in K Lot near the rear of Ritchie or location near the front of Ritchie Coliseum and Frat House 1.
   The office could also exit to the Service Lane Exit (Rear of office) and designate a meeting location across location near the front of Ritchie and Frat House 1 or Rossborough Lane in K Lot near the rear of Ritchie Coliseum.
In the event of inclement weather the meeting location for Service Building occupants will be Ritchie Coliseum. Please plan accordingly and designate a meeting location inside the building.

**This plan will be revisited during and after Hotel/Innovation District development.**

**Service Building Annex (#006)**

1st Floor and Ground Floor

Exit the building from the nearest unobstructed Exit and proceed to the designated meeting location by the Blue light at the Entrance to Suite 006 of the Service Building.
Electric Shop

Exit building from the nearest unobstructed exit and proceed to the designated meeting location past the Exit Gate near the Cargo Containers.

Wye Oak Building (#428) & Heavy Equipment (#124)

Exit the building from the nearest unobstructed Exit and proceed to the designated meeting area in front of the Sand Storage Building.

Severn Building (#810)

North Side of Building - Exit the building from the nearest unobstructed Exit and proceed to the designated meeting area near the picnic tables.

Other Sides of building - Exit the building from the nearest unobstructed Exit and proceed to the designated meeting area near the open Area notated in Parking lot K6.
Satellite Central Utilities Building 1 (#019)

Exit building from the nearest unobstructed exit and proceed to the designated meeting area down the steps that lead into Annapolis Hall.

Satellite Central Utilities Building 2 (#067)

Exit building from the nearest unobstructed exit and proceed to the designated meeting area at the steps that lead into the South Campus Dining Hall.

Satellite Central Utilities Building 3 (#392)

Exit building from the nearest unobstructed exit and proceed to the designated meeting location by the Blue Light located at the Ground Floor Exit of Union Lane Garage.
Satellite Central Utilities Building 4 (#405)

Exit the building from the nearest unobstructed Exit and proceed to the designated meeting location by the North East Wing of Chemistry by the Garden of the “3 Rocks.”

Satellite Central Utilities Building 5 (#416)

Exit the building from the nearest unobstructed Exit and proceed to the designated meeting location down the driveway to Alumni Drive/Lot JJ3.

Nyumburu Cultural Center (#232)

Exit building from the nearest unobstructed exit and proceed to the designated meeting location by the entrance to the Patuxent Building.
Preinkert Hall (#054)

Exit building from the nearest unobstructed exit and proceed to the designated meeting spot at the Mayer Mall walkway.

In the event of inclement weather the meeting locations can be adjusted to meet indoors. Please plan accordingly and designate a meeting location inside. *This plan should be re-visited during and after any construction projects that may affect the evacuation of the buildings and the designated meeting areas.*
**APPENDIX F: FM Senior Team Emergency Contact List**

In the event of an emergency the FM Senior Team can be reached by calling the FM Work Control Center at 201-405-2222. The Work Control Center has the personal cell phone numbers of the Senior Team.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Cell Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Reuning</td>
<td>Chief Facilities Officer</td>
<td></td>
</tr>
<tr>
<td>Jack Baker</td>
<td>Interim Exec. Dir., O&amp;M</td>
<td></td>
</tr>
<tr>
<td>Louis Fisher</td>
<td>Acting Dir., Campus Projects</td>
<td></td>
</tr>
<tr>
<td>Mary-Ann Ibeziako</td>
<td>Dir., Engrg &amp; Energy</td>
<td></td>
</tr>
<tr>
<td>Julie Kromkowski</td>
<td>Special Asst. to AVP/FM EOPC</td>
<td></td>
</tr>
<tr>
<td>William Olen</td>
<td>Interim Exec. Dir., P&amp;C</td>
<td></td>
</tr>
<tr>
<td>Ken Riebert</td>
<td>Director, OFA</td>
<td></td>
</tr>
<tr>
<td>Harry Teabout</td>
<td>Exec. Dir., B&amp;LM</td>
<td></td>
</tr>
<tr>
<td>Brenda Testa</td>
<td>Dir., Facilities Planning</td>
<td></td>
</tr>
<tr>
<td>Nancy Yeroshefsky</td>
<td>Dir., FM-HR</td>
<td></td>
</tr>
<tr>
<td>Marie Dory</td>
<td>Mgr., FM Work Control</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX G: Campus Emergency Phone Numbers

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>(301) 405-1000</td>
</tr>
<tr>
<td>Department of Environmental Safety</td>
<td>(301) 405-3960</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>(301) 405-2670 or (301) 466-4967</td>
</tr>
<tr>
<td>Facilities Management/Work Control</td>
<td>(301) 405-2222</td>
</tr>
<tr>
<td>Health Center</td>
<td>(301) 314-8180</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>(301) 405-7669</td>
</tr>
<tr>
<td>Department of Transportation Services</td>
<td>(301) 314-7275</td>
</tr>
<tr>
<td>UMPD Emergency</td>
<td>(301) 405-3333</td>
</tr>
<tr>
<td>UMPD Non-Emergency</td>
<td>(301) 405-3555</td>
</tr>
</tbody>
</table>
Appendix H: Emergency Actions

These emergency actions come from either the UMD Emergency Preparedness website or the UMD SOS app. For additional emergency actions, please visit www.umd.edu/emergencypreparedness. You may also download the UMD SOS app on your iPhone or Android cell phone.

Earthquake

If you are inside:
- If the ground or building starts to shake violently, move away from windows and unsecured large furniture.
  - Drop – to the floor or ground
  - Cover – get under a desk, table, or other furniture. If there is nothing available, cover your head with your arms and crouch in an interior corner of a building
  - Hold on – grab the furniture you are using for protection until the shaking stops
- When the shaking stops, gather your valuables and evacuate the building calmly but quickly.
- Do not use the elevator and do not activate the fire alarm.
- If mobility impaired or need assistance, call the police.

If you are outside:
- Stay there.
- Move away from building, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops.
- The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If you are driving:
- Stop as quickly as safety permits and stay in the vehicle.
- Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

Tornado

If you are inside:
- Stay inside.
- Move to the lowest floor away from windows and doors.
- Stay away from mechanical rooms and laboratories.
- Know which rooms in your building are designated as safe shelters. A safe shelter is any room or hallway without windows.
- Stay indoors until instructed otherwise.
- See UMD Alerts for more information.
Facilities Management Emergency Operations Plan

If you are outside:
- Move to the interior of a building.
- If unable to move inside, stay away from trees or large structures.
- Lay flat in a depression or ditch, face down.
- Protect your face, head, and neck.
- See UMD Alerts for more information.
- After a tornado
  - Help injured or trapped people.
  - Give first aid when appropriate.
  - Don’t try to move the seriously injured unless they are in immediate danger of further injury.
  - Call for help.
  - Use the telephone only for emergency calls.
  - See UMD Alerts to get the latest emergency information.
  - Stay out of damaged buildings.
  - Leave the building if you smell gas or chemical fumes.
  - Remember to help your neighbors who may require special assistance – infants, the elderly, and people with disabilities.

Fire
- Activate the fire alarm if it is not already sounding.
- Immediately evacuate the building. Use the nearest marked exit to get out of the building.
- Do not use elevators.
- If mobility impaired or need assistance, call police.
- Once outside, move away from the building.
- Call police.
- Do no re-enter the building until advised by authorities.

Power Outage
- Report the outage to Work Control at 301-405-2222.
- Turn off or unplug sensitive electrical equipment.
- Keep freezers and refrigerators closed during the power outage.
- Keep a working flashlight with fresh batteries in the area. Never use candles.
- Evacuate the building should there be a hazard as a result of the outage.

Active Shooter
Run, Hide, Fight

Run
- If you can get out, do so.
- Always try to escape or evacuate, don’t let other slow you down with indecision.
- Getting yourself out of harms way is your #1 priority.
- Once you’re out of the line of fire, call for help
  - Use 911 (Dialing 911 from a campus phone will connect with UMPD)
  - Dialing 911 from a cell phone will connect you with Prince George’s County Communications. Be sure to give the call taker your exact location.
  - Use 301-405-3333 to contact UMPD (from a cell phone)

Hide
If you can’t get out safely, you need to find a place to hide
Facilities Management Emergency Operations Plan

- Act quickly and quietly
- Try to secure your hiding place as best you can
- Turn out lights and lock doors
- Silence your cell phone
- If you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you
- Do your best to remain calm

Fight
As a last resort, if your life is at risk, whether alone or working together as a group, Fight!
- Act with aggression
- Improvise weapons
- Disarm the shooter
- Commit to taking the shooter down, no matter what.
Appendix I: Emergency Supply Kit

FM stores and maintains [number of emergency kits] emergency supply kits. These kits are stored in FM buildings listed in Appendix G. Kits are labeled and include the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>LOCATION(S)</th>
<th>Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus map</td>
<td>In Kit</td>
<td>Replenished as needed or updated</td>
</tr>
<tr>
<td>Tools to turn off utilities or do repairs</td>
<td>In Kit</td>
<td>Replaced as needed</td>
</tr>
<tr>
<td>Water</td>
<td>Available in buildings</td>
<td>Expiration date and replace as needed</td>
</tr>
<tr>
<td>Flashlight</td>
<td>In Kit</td>
<td></td>
</tr>
<tr>
<td>Extra batteries</td>
<td></td>
<td>Expiration date and replace as needed</td>
</tr>
<tr>
<td>Disposable respirators</td>
<td>In Kit</td>
<td>Expiration date and replace as needed</td>
</tr>
<tr>
<td>Moist towelettes, garbage bags and plastic ties for personal sanitation</td>
<td>In Kit</td>
<td>Expiration date and replace as needed</td>
</tr>
<tr>
<td>Paper and pen</td>
<td>In Kit</td>
<td>Replace as needed</td>
</tr>
<tr>
<td>FMEOP</td>
<td>In Kit</td>
<td></td>
</tr>
<tr>
<td>Blanket</td>
<td>In Kit</td>
<td></td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>In Kit</td>
<td>Expiration dates and replace as needed</td>
</tr>
<tr>
<td>Rain ponchos</td>
<td>In Kit</td>
<td>Replace as needed</td>
</tr>
</tbody>
</table>

Each emergency supply kit should be checked twice a year to ensure proper inventory.
In addition to the FM emergency kits, employees are encouraged to build their own emergency supply kits. Please see below the recommended items list:

<table>
<thead>
<tr>
<th>Basic Emergency Supply Kit Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water, one gallon per person per day for at least three days, for drinking and sanitation</td>
</tr>
<tr>
<td>Food, at least a three-day supply of non-perishable food</td>
</tr>
<tr>
<td>Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both</td>
</tr>
<tr>
<td>Flashlight and extra batteries</td>
</tr>
<tr>
<td>First aid kit</td>
</tr>
<tr>
<td>Whistle to signal for help</td>
</tr>
<tr>
<td>Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place</td>
</tr>
<tr>
<td>Moist towelettes, garbage bags and plastic ties for personal sanitation</td>
</tr>
<tr>
<td>Wrench or pliers to turn off utilities</td>
</tr>
<tr>
<td>Can opener for food (if kit contains canned food)</td>
</tr>
<tr>
<td>Local maps</td>
</tr>
<tr>
<td>Prescription medications and glasses</td>
</tr>
<tr>
<td>Important documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container (extra phone and computer chargers)</td>
</tr>
<tr>
<td>Cash or traveler's checks and change</td>
</tr>
<tr>
<td>Emergency reference material such as a first aid book or information from <a href="http://www.umd.edu/emergencypreparedness">www.umd.edu/emergencypreparedness</a> and <a href="http://www.ready.gov">www.ready.gov</a></td>
</tr>
<tr>
<td>Sleeping bag or warm blanket for each person</td>
</tr>
<tr>
<td>Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes</td>
</tr>
<tr>
<td>Personal hygiene items/bathroom toiletries/disinfectant</td>
</tr>
<tr>
<td>Games for entertainment (playing cards, puzzles)</td>
</tr>
<tr>
<td>Paper and pencil</td>
</tr>
<tr>
<td>Additional Items:</td>
</tr>
</tbody>
</table>
Appendix J: Table of Changes

Regular review of this Emergency Operations Plan should be conducted at least annually. Revisions and updates may be made based on operational changes, best practices and corrective actions identified through exercises, incidents, and assessment processes. The DEOP Coordinator should track and record changes using the sample table below.

Record of Changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Changes Made</th>
<th>Location of Change (Page/Section)</th>
<th>Changes Made By</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/14</td>
<td>Plan created</td>
<td>n/a</td>
<td>Julie Kromkowski</td>
</tr>
</tbody>
</table>
