

# **EMERGENCY PROCEDURES & FIRE SAFETY PLAN**



**UMB RESEARCH PARK  
BUILDING TWO**

**801 WEST BALTIMORE STREET**

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## **Emergency Contact Information:**

### ***Emergency Phone Numbers***

#### **Hospital Services**

Univ. of Maryland                    410.328.8667  
Maryland General Hospital    410.225.8000

#### **Police – City - State**

Baltimore City                        911  
University Police                    410-706-3333 Emergency  
    410-706-6882 Non-Emergency & Police Escorts  
State Police                            410.486.3101  
FBI                                        410.265.8080

#### **Fire Department**

Fire Department                    911

#### **Other Emergency Phone Numbers**

Ambulance                            911  
Building Manager                    410.332.4735  
Property Administrator            410.332.4734  
Poison Control Center              800.492.2414  
Security                                410.244.1958

### ***UMB Alerts – Sign Up***

The University of Maryland, Baltimore campus has extended a special service to BioPark tenants- access to its UMB Alerts System. UMB Alerts are the Emails, phone calls, and text messages sent out when there is an emergency on campus, such as crime alerts, and University closings and delays.

Steps to Enroll:

1. Visit this page: <https://directory.umaryland.edu/umbalerts/index.asp>
2. See the question: Do you need to register for a UMB Alerts account?
3. Click on Register – I have my registration code.
4. Enter the Code: BIOPARK – Follow steps to enroll your email account and/or phone numbers
5. For more information about E-Alerts: <http://www.umaryland.edu/alerts/access-umb/alerts/>
6. If you have any questions, please contact Darlene Bryant [dbryant@umaryland.edu](mailto:dbryant@umaryland.edu)

## **Introduction**

### **Emergency Procedures**

A fire safety plan embraces Fire Prevention, Fire Education and Evacuation Procedures. These require an internal chain of command developed by management in conjunction with the building's employees and coordinated by a Fire Warden under the guidance of the Fire Department.

To implement the required Fire Safety Plan, we must appoint responsible people, employees of the building, to act as supervisors during fire drills and emergencies.

Do not underestimate the value of the Fire Safety Team. This is a serious effort by the Baltimore City Fire Department to prevent fires and safeguard lives. We must do our part.

Under the law, each facility must set-up the necessary manpower to execute the Fire Safety and Evacuation Procedures as established in the Fire Safety Plan.

The necessary manpower, their responsibilities and other pertinent data is compiled in the following pages.

### **FIRE ALARM SYSTEM OVERVIEW**

The building fire alarm system includes an automated voice system. When an alarm is activated the voice system will play a pre-recorded message directing all building occupants to evacuate. The building fire alarm system also has a manual public address system that allows building management and/or the fire department to communicate with each floor individually or to the building as a whole. The building is also equipped with handset connections at the elevator lobbies and stairwells for fire department use of handsets that will allow them to communicate within the building. On the first floor, pull stations are located at the main lobby doors near the vestibule and at the east corridor near the exit door. For floors two thru six pull stations are found at the stairwell doors. There are smoke detectors in each elevator lobby and fire extinguishers are in marked cabinets throughout the building.

### **Fire Evacuation Team**

Building Occupants (Employees and Visitors)

Assistant Captains and Searchers

Captains

Building Fire Warden

Fire Department

## RESPONSIBILITIES OF FIRE EVACUATION TEAM

### ***Building Fire Warden***

1. Must be familiar with the written Fire Safety Plan.
2. Conduct Fire and Evacuation Drills.
3. In case of fire, the Building Fire Warden will report to the Fire Command Station (located in the main lobby at the Fire Control Room) to supervise evacuation procedures.
4. Responsible for the coordination of the designation of the Captains, Assistant Captains and Searchers for each floor and maintaining a current list (*list to be provided by tenant representatives*).
5. Responsible for maintaining a current list of employees who are unable to walk down the stairs or require assistance to evacuate the building. This information is provided by the Captains.

### ***Chief Engineer***

1. The Chief Building Engineer interfaces directly with the Fire Department, notifying them of any changes in the building or fire suppression system. He will also coordinate with the Fire Department and Building Fire Warden to implement the fire drills.
2. Responsible for informing the building's maintenance staff and security personnel of the various fire alarms, suppression systems and, in the event of an emergency, the manner in which to react.
3. Responsible for coordinating with the building maintenance staff and security personnel during an emergency situation.

*Chief Engineer* Shall be stationed at the fire command station in the lobby and help coordinate the safe evacuation of the building with the Building Fire Warden.

*Building Fire Warden* Will be stationed at the fire command station in the lobby, receiving reports from fire captains upgrading all-clear on each floor and help with the safe evacuation of the building.

*Building Security* Stationed at the fire command station in the lobby assisting with the safe evacuation of employees thru the main lobby and assisting the fire warden in receiving reports from the fire. Report to Chief Engineer any problems which may arise.

*UMB Security* Stationed outside the building assisting with the safe evacuation of employees from the east and west stairwells and the main lobby. UMB Security will ensure that no one re-enters the building and that everyone moves to a safe distance from the building.

***Captains***

Each tenant will have two (2) Captains to supervise the evacuation of the floor. One (1) will be responsible for the east section of the floor and one (1) will be responsible for the west section of the floor. Each Captain is responsible for giving a list of the employees who are unable to walk, due to injury or handicap, to the Fire Warden, Assistant Captain and Searchers. Each Captain should locate themselves at their respective exit so that their respective fire team members can locate them easily. Tenants on multi-tenant floors will have one (1) Captain per tenant.

Each captain is to report the status of their floor section to the Fire Warden upon arrival in the Main Lobby. At that time they should tell the Fire Warden of the location of any employee(s) who is/are unable to evacuate due to injury or handicap.

***Assistant Captains***

Each tenant will have two (2) Assistant Captains who will help direct the evacuation of the floor and then report to the Floor Captain at the proper exit prior to leaving the floor. Each Assistant Captain should know and provide help to those employees who need help during an evacuation. Tenants on multi-tenant floors will have one (1) Assistant Captain per tenant.

***Searchers (one Searcher per floor)***

*Male* Will be assigned search areas such as men’s rooms, conference rooms, labs, isolated areas, etc. He will alert and direct all persons to the proper evacuation points. Immediately after evacuation, report emergencies, injuries and the condition of the floor to the floor captain at the assigned exit. Know the location and be sure that those needing help during evacuations have been evacuated.

*Female* Will be assigned search areas such as lady’s rooms, conference rooms, labs, isolated areas, etc. She will alert and direct all persons to the proper evacuation points. Immediately after evacuation, report emergencies, injuries and the condition of the floor to the floor captain at the assigned exit. Know the location and be sure that those needing help during evacuations have been evacuated.

Tenants on multi-tenant floors will have one searcher per tenant for their space. Additional searchers will be needed to search restrooms.

**IMMOBILE EMPLOYEES**

Immobile employees are any employees who cannot evacuate using the stairs due to any physical condition. This includes those in wheelchairs, on crutches, pregnant women, etc. The Captain is responsible for providing a list of immobile employees to the Fire Warden. The Fire Warden is responsible for providing the list to the fire department. In an emergency, immobile employees should be taken to the stairwell and station in the stairwell out of the flow of foot traffic. If this is not possible, the immobile employee should shelter in their office. In either case, the fire department must be notified and the fire department will evacuate the immobilized employee.

## **FIRE COMMAND STATION**

A Fire Command Station shall be established in the main lobby of the building on the entrance floor. Announcements will be made via the building public address system or portable public address system (bull horns). If needed, an alternate fire command station will be established outside the building. Emergency keys and building plans will be made available for the fire department at the fire command station.

## **CAPTAIN AND ASSISTANT CAPTAIN FIRE PROCEDURE GUIDELINES**

Elevators shall not be used in the event of any building emergency. They automatically respond to a non-fire floor and are locked out of service.

Determine evacuation stairwell based on Fire Command Station information or location of fire.

Check the environment of the stair prior to entry for evacuation. If it is affected by smoke, use an alternate stairwell and notify the Fire Command Station.

Ensures that all fire safety team personnel are dispatched to assigned stations to implement safe and accurate evacuation procedures.

See that no drinking or eating occurs in the stairwell.

The Captain on the fire floor, as soon as practical, notify the Fire Command Station with any information available about the fire.

## **ALARM TRANSMISSION**

Any person discovering smoke or flames should do the following. Only those persons who are trained to use fire extinguishers should attempt to contain a fire.

- Pull nearest fire pull station  
from a safe location, away from the fire
- Telephone to report fire and ambulance 911
- Telephone Building Security 410.244.1958

## **EVACUATION ROUTES AND ASSEMBLY POINTS**

Upon sounding of the fire alarm, all personnel should immediately evacuate the building. Upon reaching the first floor stairwell exits, all fire safety team personnel should direct people **out of the building and away from the sidewalks adjacent to the building**. The Fire Department needs clear access, and in case of an actual fire, the windows could break, dropping glass onto the sidewalk or surrounding areas. Follow the routes described below.

In order to communicate to all employees and visitors, everyone should assemble at the designated locations after they evacuate the building. There information will be announced.

### **East Side Stairwell Exit Route**

1. The east side stairwell leads into the southeast hallway in the building. Continue down the hallway to exit the building. Upon exiting the building, proceed east away from the building toward Martin Luther King Blvd. The assembly point is the brick paver Park area south of W. Baltimore Street and west of Martin Luther King Blvd.
2. Do not remain near the building.
3. Await further instructions and information.

### **West Side Stairwell Exit Route**

1. The west side stairwell leads into the main lobby. Upon exiting the stairwell, proceed thru the lobby and exit the building. Turn left and proceed west towards Poppleton Street. The assembly point is the gated parking lot area located west of the building and south of W. Baltimore Street.
2. Do not remain near the building.
3. Await further instructions and information.

### **First Floor Exit Route (Conference Center, Auditorium)**

1. Find the nearest exit. If exiting on the east side, proceed towards Martin Luther King Blvd. The assembly point is the Park area south of W. Baltimore Street and west of Martin Luther King Blvd. If exiting on west side, proceed towards Poppleton Street. The assembly point is the gated parking lot area located west of the building and south of W. Baltimore Street.
2. Do not remain near the building.
3. Await further instructions and information.

## **OTHER EMERGENCY PROCEDURES**

### ***Medical Emergency***

1. Call 911
2. Instruct them to come to the main lobby of the building.
3. Provide your name, company and telephone number. Inform attendant that someone will meet the emergency personnel in the main lobby.
4. Notify the Building Security 410.244.1958 of the building/floor that the ambulance was called for.

### ***Elevator Emergency***

If you get stuck in an elevator, press the button that has the telephone symbol on it. When the button is lit that means the call has been placed. When the light flashes, help is on the way. The elevator maintenance company and/or Fire Department will be notified and will take all measures necessary to get you out of the elevator as soon as possible.



### **Bomb Threats**

We know that threats are received by many major office buildings. People handling incoming telephone calls should be aware of the sequence of actions to be followed in the event of a threat of violence or a bomb threat that is received.

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the person making the call.
2. If the caller does not indicate the location of the bomb and the time of detonation, the person receiving that call should ask the caller to provide this information.
3. It may be advisable to inform the caller that the building is occupied and that the intended violence or detonation of a bomb could result in death or serious injury of many innocent people.
4. Pay particular attention to any strange or peculiar background noises such as motors running, background music and type of music, and any other noises that might give even a remote clue as to the place from which the call is being made.
5. Listen closely to the voice (male/female), voice quality, accents and speech impediment. Immediately after the caller hangs up, the person receiving the call should report this information to building security at 410.244.1958.
6. Complete “Bomb Threat Report” (*see attached*).
7. Property Management then makes the decision whether to evacuate the building. Any tenant can choose to leave if Property Management decides not to evacuate the building. If Property Management decides to evacuate, all employees must leave in an orderly fashion.
8. All employees should report the presence of any strange or unusual items, but **DO NOT TOUCH**. All personnel should be alert for foreign or suspicious objects, items or parcels which do not appear to belong in the area.

### ***Bomb Threat Report***

This form must be completed whenever a bomb threat is received and provided to the lobby security as soon as possible.

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_

If by phone: Internal extension: \_\_\_\_\_ Other: \_\_\_\_\_

Exact message received: \_\_\_\_\_

Bomb or Explosive:

Where: \_\_\_\_\_ When/Time: \_\_\_\_\_

Type of explosive: \_\_\_\_\_

Why: \_\_\_\_\_

Information on caller: \_\_\_\_\_

Where is caller (background and level of noise): \_\_\_\_\_

What is caller's name (if given)?: \_\_\_\_\_

If the caller has not given his/her name, ask for it: sometimes it is blurted out unintentionally. This should be done as a final attempt for more information since it could also have the effect of abruptly ending the conversation.

Sex:  Male  Female Pitch of Voice: \_\_\_\_\_ Low \_\_\_\_\_ Moderate

Speech characteristics: \_\_\_\_\_ Stuttering \_\_\_\_\_ Unusual accent \_\_\_\_\_ Peculiar

Grammar, Other: \_\_\_\_\_

Action taken: Who was notified, etc.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Please turn in a copy to the management office.*

### ***Active Shooter***

An Active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Each Tenant is responsible for developing an Emergency Action Plan for their staff. An effective Emergency Action Plan will have input from several stakeholders including your human resources department, your training department (if one exists), the facility operator, property manager, and local law enforcement and/or emergency responders.

#### Tenant Responsibilities:

- Ensure that your staff receives training on how to respond to an active shooter situation.
- Ensure that employees/staff are familiar with at least two evacuation routes from your suite/premises.
- Ensure that you have a plan for locking down and potentially barricading your premises if necessary.
- Create an internal system for reporting signs of potentially violent behavior among your staff. Potential issues should be reported to Building Security 410.244.1958 and the Building Manager 410.332-4735.
- Potential high-risk employer/employee situations (i.e. employee layoffs, employee disciplinary actions) should be reported to Building Security 410.244.1958 and the Building Manager 410.332.4735.
- Conduct effective employee screening and background checks.

#### Building Management Responsibilities:

- Maintain 24/7 security guard coverage in the main lobby with the ability to view security cameras and lock down the perimeter doors using access control technology. The security guard has the ability to quickly lock down all perimeter doors and is trained to do so if an active shooter is reported outside of the building.
- Maintain a roster of tenant emergency contacts and phone numbers.
- Maintain accurate access control database and remove access to individuals with 24 hours' notice.
- Maintain a system for documenting tenant reports of potential employee issues and employer/employee situations. Building Security will assist as

needed and/or involve local law enforcement. Tenants should always report actual violent behavior to 911 before notifying building Security or Management.

- Assemble crisis kits containing building floor plans, flashlights, radios and emergency contact numbers to be distributed to first responders in an emergency.
- Ensure evacuation routes are posted in conspicuous locations throughout the building and removable floor plans are available near building entrances for emergency responders.
- Encourage local law enforcement, emergency responders, SWAT Teams, etc. to conduct regular training exercises at the building.

#### Recognizing Potential Workplace Violence:

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee.

#### Indicators of Potential Violence by an Employee:

Employees typically do not just “snap”, but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/ withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

How to respond when an active shooter is in your vicinity:

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Run

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cellphone and other devices
- Turn off any source of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

If evacuation and hiding are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Fight

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to respond when law enforcement arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e. bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

***Gas, Smoke or fumes***

Report any of these to Building Security 410.244.1958 immediately. The Building Manager will notify the Chief Building Engineer for follow-up. If the fumes are overwhelming, or, when ever smoke is present call 911 immediately. If you obtain any additional information, go to the 1<sup>st</sup> floor lobby where you could be asked to provide this information to the fire department. Sometimes we are aware of activity that is causing the problems and thus can resolve it quickly.

***Flood***

The first priority is to ensure that no personal injury occurs as the result of a flood.

The second priority is to discover the cause, and prevent or minimize additional flooding. In the case of a water line break, it is usually a matter of finding and turning off a valve. Contact Building Security 410.244.1958.