

# Emergency Preparedness Checklist

Complete this checklist and access the links to be prepared at UMB.

## Know Your Building's Address

Searching for your building's address? [Go to the UMB Campus Maps website.](#)

My Building's Address:

My Room Number:

## Evacuate – When an emergency is inside the building

Go to the two nearest emergency exits. Exit signs above doorways indicate the direction of exits.



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

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

Request others notify first responders of your location.

***Call or text 911 if you're in imminent danger.***

Even if you cannot exit the building, being within a stairwell may provide you with protection.



## Seek Shelter – When an emergency is outside the building

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

Location #1:

#2:

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

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

Location #1:

#2:

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

For active assailant training, [go to UMB Civilian Response to Active Shooter Events website.](#)

## Emergency Equipment – To provide aid before first responders arrive

Find the nearest **Automated External Defibrillator (AED)** located at:

[Go to UMB's AED Program website for more information about AEDs, their locations, or to sign up for CPR/AED training.](#)

Find the nearest **Stop the Bleed kit** located at:

Kits are commonly co-located with AEDs. [Go to UMB's Stop the Bleed website for more information about Stop the Bleed kits and training.](#)

Find the nearest **Fire Extinguisher** located at:

[Go to UMB's Emergency Training website for more information about fire extinguishers and training.](#)

## Important Numbers – To call for assistance

**911** CALL FOR EMERGENCY MEDICAL, FIRE, OR POLICE ASSISTANCE

**988** CALL FOR SUICIDE AND CRISIS LIFELINE

Save UMB's non-emergency numbers in your cell phone.

- **UMB Police Non-Emergency** 410-706-6882 – To request a SafeWalk or SafeRide.
- **Environmental Health and Safety** 410-706-7055 – To report safety concerns.
- **Facilities Service Center** 410-706-7570 – To report maintenance concerns.
- **Student Counseling Center** 410-328-8404
- **Employee Assistance Program** 855-410-7628

## UMB Alerts

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

[Go to the UMB Alerts website to update your information.](#)



Finished everything? [Complete this form to receive a digital micro-credential for completion!](#)

[Please email UMB Office of Emergency Management with questions.](#)