Emergency Preparedness Information – Syllabus Insert

Instructor: _______________________  
Course: _______________________  
Building/Room #: _________________  

Emergency Numbers  
In the event of an emergency, call 911 or Loyola Public Safety at 410-617-5911. Program this number in your phone.

Fire  
- Remain calm.  
- Alert others and pull nearest fire alarm.  
- NEVER IGNORE A FIRE ALARM. All fire alarms require mandatory evacuation.  
- Evacuate the building immediately.  
- Do NOT use elevator.  
- Gather at rally point.  
- Call 911 or Loyola Public Safety when safe to do so.  
- Do NOT re-enter the building until authorized by Loyola Public Safety.

Two emergency exits are located: _________________ and _______________.  

Rally Point is located at: _______________________.

Severe Weather  
Thunderstorms are the most common type of severe weather greater Baltimore area. However, winter storms, extreme hot/cold temperatures, flooding, tornadoes and hurricanes can occur. Check text messages and emails for alerts via Loyola’s E2Campus emergency notification system.  
- Move to the innermost part of building, on the lowest level possible.  
- If available, shelter in a windowless room.  
- Put as many walls between you and the exterior as possible.  
- If safe to do so, close all doors as you leave an area.  
- Stay away from windows, exterior walls, and free-standing expanses. Do NOT open windows.  
- Wait for all clear to leave your safe space.

In the event of a tornado:  
- Get under sturdy furniture or along an interior wall, if possible.  
- Use your arms and hands to protect your head and neck.

Violence / Active Shooter  
If an active shooter is in your vicinity, call Loyola Public Safety when it is safe to do so and provide information, including the location and number of shooter(s), description of shooter(s), weapons used and number of potential victims.  

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

Emergency Communications  
The Loyola Emergency Notification System (LENS) system utilizes text messages, emails, desktop displays, digital signage, alert tones, and voice instructions to relay important information regarding emergency situations to the campus community. Students, faculty and staff are strongly encouraged to register for E2Campus to receive Loyola Alerts via text messages and emails. For further information regarding all of the components of the LENS system, visit Loyola’s LENS webpage located at www.loyola.edu/department/public-safety/services/emergency-notification.