



## Maryland University of Integrative Health Fire and General Emergency Evacuation Procedures

We are committed to ensuring the safety of all members of our community and have developed the following evacuation procedures in the event of an emergency:

- **Everyone is required to evacuate the building immediately if a fire alarm sounds or an evacuation signal is given.**
- Keep calm.
- Walk slowly and do not panic. When people are pushed and panic sets in, people can get stuck in doorways or be trampled, resulting in casualties. Keep everyone safe by walking slowly.
- If you are on the second floor, do NOT use the elevators. Only use the stairs.
- Use the nearest exit to leave the building. If a main exit door is unusable due to fire or another issue, use the closest safe exit.
- If you are the last person to leave a room, office, or classroom, close the door behind you. If you are exiting at the back of a room, make sure that the door is closed behind you.
- Assist people with disabilities to the exits or the closest stairwell. Only you and others can decide if there are enough people to help carry people with disabilities down the stairs if they are unable to walk. If you cannot help them, leave them in the stairwell, make sure the doors are closed, and alert fire department personnel or other emergency personnel about their location in the stairwell. The doors for the stairwells are equipped to keep off fire for up to one hour, so people should be safe for at least that period of time. Do not risk your own life to try to help people if you are unable to help. *(See more information below about assisting people with functional needs.)*
- If you see smoke in the stairwell, close the door and attempt to exit using the alternate stairwell.
- If the room you are in is filled with smoke, and you have little to no visibility, get on the floor and crawl. Smoke rises, so your visibility will be greatly increased on the ground level. Instruct others to do the same if possible, and crawl to the closest safe exit.
- Once you have exited the building, do not stay near the exits or fire lanes. Get away from the building and assemble at the closest gathering point. The following are gathering points after evacuating the building:
  - The far corners of the parking lot
  - By the dumpster (closer left corner of the parking lot as you face out of the building)
  - By the labyrinth (in the grassy area directly outside of the student lounge exit, away from the building)
- The safest distance away from the building is about 1.5 times the height of the building. Do NOT get in your cars once you get outside. Assemble with your class or co-workers so that you may be accounted for, and stay in place unless instructed to do otherwise. Getting in cars can throw

off the headcount, and attempting to drive away could block streets, preventing emergency personnel from entering.

- Do not return to the building or leave unless you are instructed to do so by fire department personnel or other authorized personnel.

**First floor exits are located in the following places:**

- Library
- Classroom 2
- Classroom 3
- Classroom 4
- Classroom 5
- Classroom 6
- Main entrance
- Meeting Point bookstore
- Side entrance (student lounge area)
- Information Alley
- If you are on the second floor, exit using the closest of the two stairwells:
  - Near the academic offices
  - By the elevator and admissions office

**List of the closest building exits, based on your location:**

<b>Location</b>	<b>Closest Building Exit</b>
Library	Library exit door
Front lobby	Main entrance doors, Meeting Point Bookstore exit door, or Classroom 3 exit door
Classroom 1	Library or Classroom 2 exit doors
Classroom 2	Classroom 2 exit door
Classroom 3	Classroom 3 exit door
Classroom 4	Classroom 4 exit door
Classroom 5	Classroom 5 exit door
Classroom 6	Classroom 6 exit door
Classrooms 7 and 8	Side entrance/student lounge exit, or Classroom 6 exit
Office staff on first Floor	Main entrance or Information Alley exit
Meeting Point bookstore	Meeting Point Bookstore exit
Main stairwell by admissions office	Main entrance, Meeting Point Bookstore, or Classroom 3
Stairwell by academic offices	Information Alley door

**Evacuation Procedures to Assist People with Functional Needs**

People with functional needs (which may result from blindness, deafness, mental health conditions, language barriers, and/or limited mobility from using wheelchairs, crutches, or walkers, or being injured) may need assistance in the event of an emergency. Elderly people, small children, morbidly obese people, and others who typically may not have functional needs, also may find themselves in need of assistance.

Follow these procedures to assist people with functional needs in the event of an emergency:

- Be aware of those around you who have functional needs.
- Always ask people with functional needs if they would like to be helped, rather than assuming they need help.
- If you have patients with functional needs, you are responsible for assisting them in the event of an emergency.
- If your co-workers or fellow students have functional needs, make sure that someone is assigned to guide and help them in an emergency, as needed.
- If you are on the second floor, and an alarm or other evacuation order has been received, follow these guidelines:
  - If you are assisting people with functional needs, guide them to the closest stairwell (by the elevator and admissions office or by the academic offices). If they are able to walk down the stairs with minimal assistance, or with a level of assistance that you can provide, guide them down the stairs and out of the closest exit.
  - If you need assistance in the event of an emergency, do not hesitate to ask for help. Most people are more than willing to assist you, and many are trained to do so.

- If you, a colleague, or a patient is using a wheelchair, crutches, or a walker, proceed to the top of the stairs (guided or unassisted), and request help from several people. If there are enough people to help carry you down the stairs safely, this is an appropriate option. Proceed to the closest exit once you are at the bottom of the stairwell. If there are *not* enough people to assist you to the bottom of the stairwell safely, the next best thing is to wait at the top of the stairwell. Tell someone to inform fire department personnel that you are at the top of the stairwell, and make sure they know *which* stairwell you are in. Someone may or may not choose to wait with you. Make sure the doors are closed behind the last person exiting. The doors in each stairwell are fire doors and can withstand fire for up to one hour. Trained fire department personnel will come to rescue you in the event of a fire or other emergency.
- To assist people who are blind and/or deaf, make sure a person who can hear and see is assigned to take care of them in the event of an emergency.
- The person assigned to help people who are deaf should write on a piece of paper that there is an emergency and they must leave the building. Further assistance may or may not be needed.
- The person assigned to help people who are blind should verbally ask if they need guidance out of the building.
- The person assigned to assist people who are both blind and deaf will be given a braille sign to present to people after gently tapping them on the shoulder. These signs are located at the Ambassador's front desk and the Natural Care Center desk. This sign will inform people that there is an emergency that requires evacuation and that assistance is available, if needed. If assistance is requested, the person assigned to help should then escort people to the closest exit and out of the building.
- People with severe mental or behavioral conditions should have guardians, trained professionals, or caretakers with them while in the building. These caretakers should be the ones to directly help them, since they are aware of personal mannerisms and behaviors. If the guardians, trained professionals, or caretakers request help, or if you see people with severe mental or behavioral conditions who are left alone, offer to help them but do not touch them without asking permission, since this could trigger upset. If they refuse to move and you cannot find anyone to help you, leave them and note their location. Report their location and that they have severe mental or behavioral conditions to fire department personnel or other emergency personnel (but do not release information about their specific condition, if known, unless necessary for their medical treatment).
- Unless extreme, life-threatening conditions are eminently present, no one should be left behind in an open area. If you see anyone needing assistance, offer to help them evacuate.

If you have questions about this policy, please contact us at [security@muih.edu](mailto:security@muih.edu) or 410-888-9048 ext. 6682.