

# Safety, Emergency and Health Procedures and Tips

School of Theatre, Dance, & Performance Studies  
at The Clarice Smith Performing Arts Center

# Be Safe on Campus - Be Prepared

- Download the UMD Guardian App at [umpdnews.umd.edu/umdguardian](http://umpdnews.umd.edu/umdguardian)
- Register for campus emergency alerts for email or via text
  - Online at [www.alert.umd.edu](http://www.alert.umd.edu)
  - Text 411911 with the keyword “UMD”
- Enter UMPD emergency into your contacts: **301-405-3333**
  - You can also text #3333 while on campus.
- Locate the nearest Blue Light Emergency Phones to your frequently visited locations

# Keep yourself healthy!

- Sleep. Seriously, find time to sleep. Your body does great things for itself when you let it rest.
- Every Dance and Theatre Studio space has hand sanitizer and cleaning wipes for your use. Use them early and often!
- If you feel sick, sore or tired, tell your instructor so that they can help you stay safe and healthy without missing important information.
- Visit the Health Center, they have services for all kinds of ailments - physical, mental and emotional: <http://health.umd.edu/>

# If You See Something, Say Something

- Unattended bags or packages
- Suspicious activity, persons or groups
- All suspicious activity should be immediately reported to the campus police in one of the following ways:
  - Call 911 or 301-405-3333
  - Text #3333 or use the UMD Guardian APP to text campus police
  - Use a blue light emergency phone

# General Suggestions - Emergencies

- Connect your cell phone to a UMD secure Wi-Fi network.
  - This will help to ensure that UMD alerts and other information is received over Wi-Fi if cellular towers/voice is overwhelmed or not available.
- Identify a safe path to EVACUATE from your frequently visited areas and two ways of travel to the nearest exit.
- Become familiar with the designated SHELTER-IN-PLACE locations and identify multiple paths to the closest area.
- Contact Campus Emergency with available information regarding any emergency.
  - Don't assume someone else has already called.
  - BUT if you're in a group, designate one person to call.
- Follow all instructions provided by emergency first responders.
- You are responsible to get yourself to safety.
  - But please tell others you may see on the way that there is an emergency and that they should seek safety.

# EVACUATION: What you should do

- Stop all activity and leave the building quickly and safely.
- Remain calm and try not to panic.
- Do not attempt to retrieve or carry out any personal items.
- Do not place any obstructions in any evacuation path.
- Proceed calmly to the pre-designated meeting areas.
- Remain calm and await further instructions from emergency personnel.

# EVACUATION: Pre-Designated Meeting Areas

## ▶ FROM THE THEATRE WING

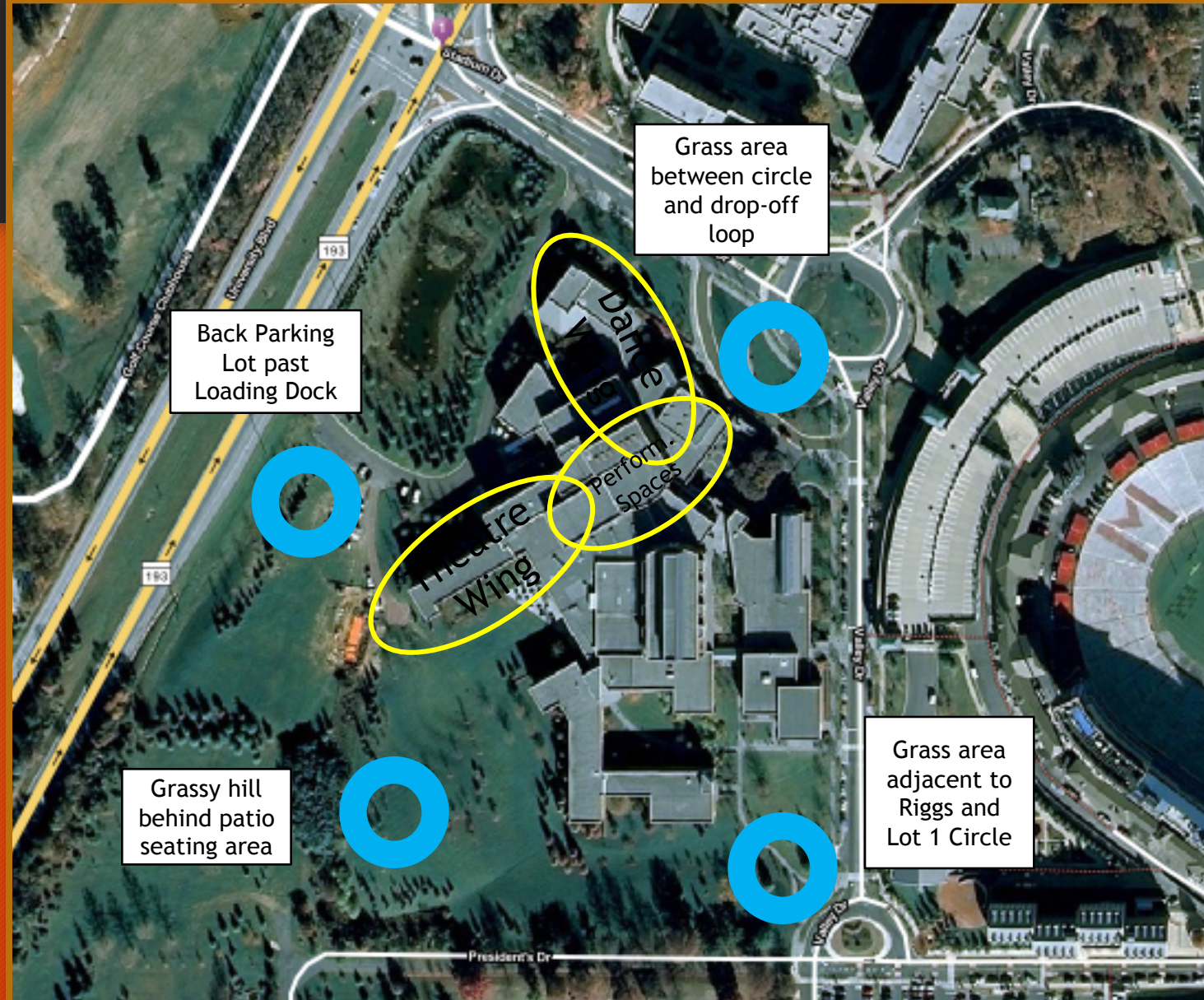
1. Back parking lot
2. Grassy hill behind the patio

## ▶ FROM THE DANCE WING

1. Grass area at the front of the building
2. Back parking lot

## ▶ FROM THE PERFORMANCE SPACES

1. Kogod/Kay: Back parking lot
2. Cafritz: Grassy hill behind patio
3. Dance Theatre: Grass area at front of the building



# SHELTER-IN-PLACE: What you should do

- The safest locations to seek shelter vary by hazard and your location.
- It might be best to remain where you are and avoid uncertainty.
- You should check UMD Alerts to know when it is safe to leave and for other emergency notifications.
- Know which rooms in your building are designated as shelter-in-place areas.
- When in doubt:
  - A place without windows: an interior room, a stairwell, a hallway
  - A place on the lowest level of the building
  - Avoid rooms containing hazard materials and large equipment.



# SHELTER-IN-PLACE LOCATIONS

## ▶ FROM THE THEATRE WING

1. Lower levels of stairwell
2. Cafritz

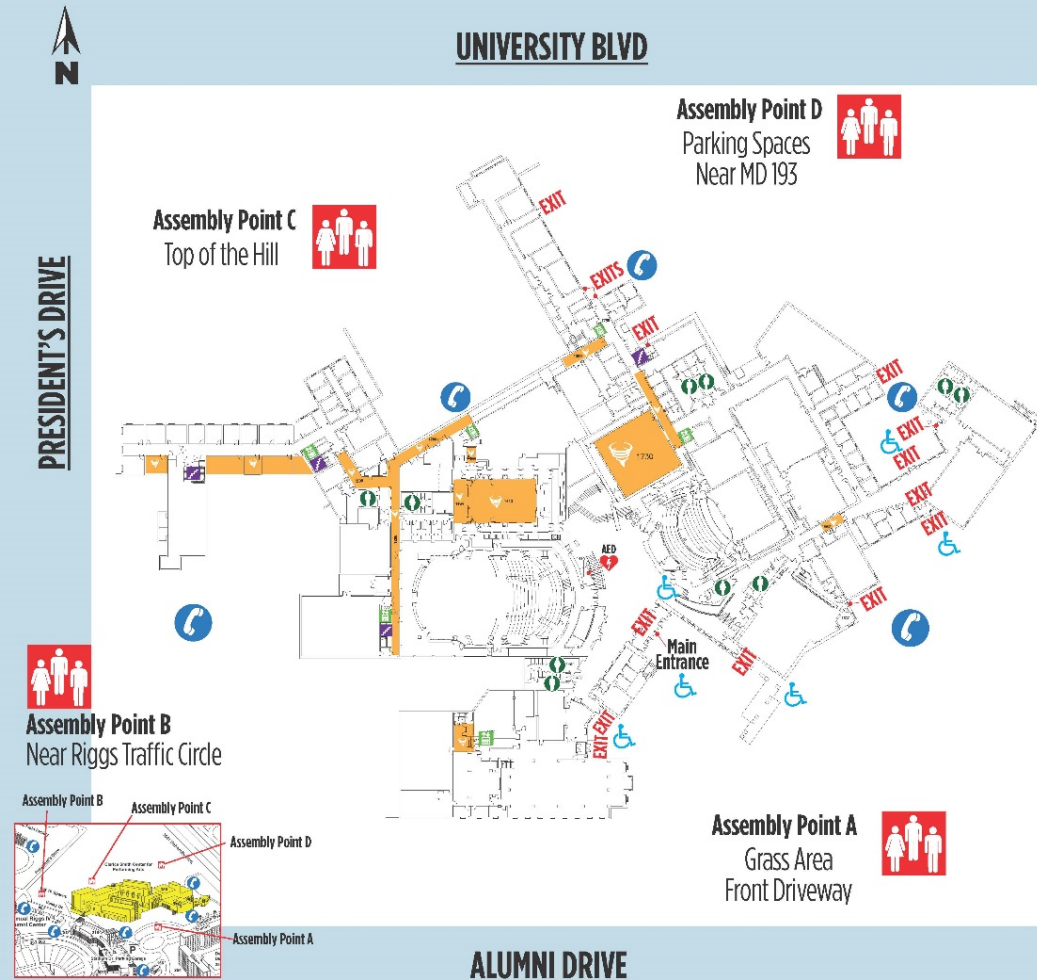
## ▶ FROM THE DANCE WING

1. Locker rooms
2. Dance Office Hallway

## ▶ SAFE PERFORMANCE SPACES

1. Kogod
2. Kay
3. Cafritz
4. *NOT The Dance Theatre*

# EVACUATION/SHELTER PLAN



## FLOOR 1 THE CLARICE SMITH PERFORMING ARTS CENTER

8270 Alumni Drive  
College Park, MD 20742  
Bldg. 386

- AED (Located on this Floor)
- Tornado Shelter
- All Accessible
- Emergency Phone
- Stairwell to Exit
- Restroom

**DISABILITY ACCESS**

- If you are disabled (even temporarily), you should plan ahead for emergencies and be aware of your own capabilities and limitations. For planning assistance, contact [firemarshal@umd.edu](mailto:firemarshal@umd.edu).

**FIRE AND EVACUATION**

- Pull fire alarm if it is not already sounding.
- Leave the building immediately using the nearest exit.
- **Do not use elevator.**
- Call 911 or 301-405-3333 from a safe location.
- Evacuate to the Assembly Point.

**EARTHQUAKE**

- **If you are indoors:** Drop to the ground. Take cover under a sturdy table or desk, or protect your head with your arms and hold on.
- **If you are outdoors:** Stay outdoors in the open away from power lines or anything that might fall.

**SHELTER-IN-PLACE**

- The safest locations to seek shelter vary by hazard.
- In some situations, it may be best to stay where you are and avoid any uncertainty outside.
- For weather-related incidents, seek a low level and interior space away from corners, windows, doors and outside walls.
- Check for UMD Alerts to know when it is safe to leave and for other emergency notifications.

**FIRE - POLICE - RESCUE 911 OR 301-405-3333**



# Fire, Natural and Utility Emergencies

## FIRE

If you are present when a fire happens, pull the nearest fire alarm and call 911.

If you hear a fire alarm, EVACUATE.

- Do not use elevators.
- Meet at a pre-designated area.
- Re-enter only when instructed to do so.

## EARTHQUAKE

If you are inside:

- Move away from windows and unsecured large furniture.
- Get low. Find cover.
- When the shaking stops, evacuate to the pre-designated meeting area.
- *DO NOT* use the elevator and do *NOT* activate the fire alarm.

If you are outside:

- Stay there. Get to an open area.
- Move away from any building, streetlights or utility wires.

# Fire, Natural and Utility Emergencies

## TORNADO

If you are inside:

- Stay inside.
- Move to the lowest floor away from windows and doors.
- Do your best to avoid passing windows on your way to a safe location.

If you are outside:

- Get inside.
- If you're unable to move inside, stay away from trees or large structures.
- Lay flat in a depression or ditch, face down, protect your face and neck.

## POWER OUTAGE

The emergency generator will provide power to emergency lighting and life safety systems.

- Contact Work Control 301-405-2222 and inform them of the outage
- Turn off or unplug sensitive electrical equipment.
- Evacuate the building to the designated gathering areas if instructed to do so.

# Active Threat

## ACTIVE SHOOTER / ACTIVE THREAT

- RUN
  - Get out of the building if it is safe to do so. Do not go to an open area.
  - Exit the building with your hands up, holding nothing, if police are in the area.
- HIDE
  - Secure yourself in a locked room.
    - All TDPS classroom doors lock upon closing them. Make sure doors are not propped open.
  - Turn off the lights and silence your phone.
  - Stay low and stay calm.
    - Move to an area where you can not be seen from any windows in the doors.
- FIGHT
  - Only if absolutely necessary.
  - Use anything you can find as a weapon and commit to the defeat of the attacker.

# BE PREPARED

- Don't wait for an emergency to happen to have a plan!
- Run drills in each of your classes.
- Close doors behind you and don't allow people into rooms if they don't belong there.
  - Anyone who is supposed to access a room in The Clarice will have been granted access. Keep us all safe by keeping our spaces secure.
- If you have any concerns, ask the faculty or staff for guidance.
  - Jocelyn is always happy to talk about safety - [jcallist@umd.edu](mailto:jcallist@umd.edu)