

**University of Maryland Police
Police Headquarters
College Park, Maryland 20742-6011**

NOTICE ORDER: **02-0080 (Revised)**

SUBJECT: **UMD Emergency Notification System Procedures**

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ORDERED BY: David B. Mitchell
 Chief of Police

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1.0 Introduction

The University of Maryland, College Park (UMD-CP) campus is committed to informing the campus community as quickly as possible about threats to personal safety or other emergencies that may affect the safety and welfare of students, faculty and staff.

The UMD-CP has an Emergency Notification System (ENS). The University's goal is to provide the campus with a rapid notification of a confirmed emergency situation and to provide instructions for taking action if needed.

1.1 Background

In 2002 the University of Maryland, College Park purchased an Early Warning Siren System (EWS). The sirens are designed to deliver a high-intensity warning signal throughout campus and the surrounding community. The sirens are only activated during an imminent, life threatening emergency. The siren system is tested on the first Wednesday of each month at 11:55 AM. The sirens are located on the Service Building, Computer and Space Sciences Building, and the Benjamin Building.

In 2007, text messaging was introduced as a means by which the UMD community can be quickly notified of an imminent, life-threatening emergency on campus. Text messages will be sent to cell phones that are text capable of those individuals who are registered students or employed by the university (faculty and staff).

1.2 Training, Testing, and Administrative Issues

- A. Emergency Notification Warning System tests are conducted on the first Wednesday of every month at 11:55 a.m. and a weekly test comprised of a short tone emitted from the sirens occurs Wednesday at 5:00 p.m. These tests are announced and automated and do not require any action on the part of the University community. At least one test a year includes information in the email alert about the emergency response and evacuation procedures.
- B. UMDPS conducts several unannounced drills on a quarterly basis. These are drills conducted by the Emergency Communications Center and are timed and documented as part of the department's emergency preparedness. These drills include:
 - 1. Unannounced emergency notification drills (testing of notification procedures for the warning systems);
 - 2. Unannounced mobilization drills (testing of the response of essential personnel to the campus);
 - 3. Phase III Drills (testing of officer responses to campus emergencies requiring additional personnel).
- C. Records are kept of all drills, to include a description of the test, the date and time of the test, and whether the test was announced or unannounced.

2.0 Operational Guidelines

2.1 Purpose of the Emergency Notification System Protocols

These protocols provide operational guidelines for issuing emergency messages via the University's Emergency Notification System. These protocols are integrated with and supplement the University's Emergency Operations Plan (EOP).

2.2 Purpose of the University of Maryland Emergency Notification System (UMD ENS)

The purpose of the ENS is to alert the campus community in the event of an imminent life threatening emergency.

2.3 Initial Activation of the Emergency Notification System

- A. The process for activating the University's ENS begins when a potential threat or emergency situation is reported to or received by the Department of Public Safety. Typically those reports are received via an incoming telephone call or computer transmission to the Department of Public Safety E-911 Telecommunications Center (Dispatch). The Emergency Notification System will be activated when the University community needs to be directed to seek shelter and seek information in the event of an emergency. The Emergency Notification System will be activated for the following reasons (but not limited to):
1. Dynamic life threatening emergencies that require the University Community to take action.
 2. These actions will be to seek shelter and seek information on the emergency.
 3. Impending Tornado;
 4. Impending Hurricane;
 5. Dispersal of Biochemical agents; and
 6. Active Shooter.
- B. Upon confirmation of the threat to life safety, the highest-ranking police field supervisor will make a recommendation through the chain of command to the Police Services Bureau Commander or designee requesting authorization for the activation of the Emergency Notification System (See section 2.7).

2.3.1 Procedures for De-escalation of the Emergency Notification System

After the emergency has been lifted, the highest-ranking police field supervisor will make a recommendation through the chain of command to the Police Services Bureau Commander or designee requesting authorization for the de-escalation of the Emergency Notification System to alert the University Community that it is safe to return from shelter by:

1. Sounding Siren for 30 seconds as an all clear signal;

2. Sending an all clear message through the Emergency Notification System;
3. Notifying the following resources that the emergency is over and provide information on what actions individuals should be taking:
 - 800 MHz Radio Main Talk groups
 - 88.1 FM WMUC
 - TERP TV Channel 76/Alertus
 - 405-SNOW(7669)
 - www.umd.edu
 - FM Work Control
 - DDD e-mail message
 - UMD Alert

2.4 Notification to University Community

In an emergency, the University communicates to the campus community in the following manner:

- **Inform campus community (students, faculty, and staff) first** with confirmed facts from emergency responders and any instructions.
- **Provide timely, accurate, and regular** updates as part of communications effort anchored by the UMPD News (<http://umpdnews.umd.edu/>). Direct all messages and inquiries to and from other audiences (including parents, local residents and general public) back to UMPD News (not the University homepage) as the best official source of information, regardless of reports or speculation fueled by social media users.
- **Proactively communicate and work with the news media covering the story.** Their reporting of the University's official information only helps reinforce the correct messages with all audiences.
- **Use simple, direct messages.** Stick to the facts and adhere to University policy; don't speculate. Protect any ongoing law enforcement investigation. Consider potential privacy and legal concerns, including issues concerning patient confidentiality and notification of family members. Be prepared to urge patience; an ongoing event may take hours or longer to resolve. We may ask individuals to stay inside for an extended period of time.
- **Affirm the University's commitment to the safety of the campus community.**
- **Announce action to prevent future problems or events.**

2.4.1 Notification to City of College Park Residents

If an emergency is affecting areas outside of UMD property, City of College Park group should

be included in any emergency notification issued. Examples of when the City of College Park group should be included in emergency notifications includes but is not limited to:

- A severe weather event such as a tornado warning;
- An armed gunman in the area of concurrent jurisdiction
- A HAZMAT spill determined to have an effect on an area larger than the UMD campus

The PSBC or designee will authorize the sending of alerts to the City of College Park group.

2.5 Types of notification

Under the emergency notification system, the university informs the campus community using three different types of notifications – **Emergency Notifications**, **Timely Warnings**, and **Informational Advisories**.

Emergency Notifications

The University will immediately notify the campus and surrounding area after confirming that a significant emergency or a dangerous situation involving an immediate threat to life. In these instances, without delay, the University will take into account the safety of the community determine the content of the notification and activate the emergency system.

*An emergency notification will **not** be initiated if there is an extenuating circumstance where doing so would create a greater safety risk to the community.*

The following procedures will be followed for the activation of UMD Alerts. These procedures are available in the Emergency Notification Guide notebooks located in Communications and the **Security Operations Center (SOC)**.

- Information about a situation posing an imminent threat to the safety of the community has been verified by UMDPS
- The Police Services Bureau Commander or designee has authorized activation of the UMD Alerts
 - UMD Alerts will be activated for reasons, including, but not limited to, the following:
 - Tornado;
 - Building Fire;
 - Release of Hazardous Material;
 - Dispersal of Biochemical agents;
 - Active Shooter;
 - In Progress;

- In Custody;
- The concurrent jurisdiction boundary will be used as a general geographic guide when deciding if an emergency alert should be issued.
- Both the nature and immediacy of the threat or danger to the UMD community at large will be considered when deciding whether or not to issue an emergency alert.
- Activation of the early Warning Siren (EWS) if necessary via control console or touch screen computer monitor.
- Alerting the following groups of the need for assistance in Communications:
 - Office of the Chief;
 - Records;
 - Technology Services Bureau;
 - Duty Officer; and,
 - Logistics.
- Information dissemination to the following information resources includes but is not limited to
 - 800 MHz Radio Main Talk groups
 - 88.1 FM WMUC
 - TERP TV Channel 76/Alertus
 - 405-SNOW(7669)
 - Recorded Information
 - Where to go?
 - Where to Avoid?
 - www.umd.edu
 - UMD Alerts
 - UMD Alerts consists of the Early Warning Siren System (EWS) and the Emergency Notification System (text messaging)
 - Social Media
 - Facebook
 - Twitter
 - UMPD News site (umpdnews.umd.edu)
 - Early Warning Siren
 - The Early Warning Siren control points are located in
 - Communications
 - Security Operations Center (SOC)
 - Located on the roofs of
 - Benjamin Building
 - Computer Science Building
 - Heating Plant
 - Map: (<http://terpnav.cs.umd.edu/map>):
 - Media Advisory or News Release Notification

- Local Media Notification
 - The Diamondback
 - Local / Regional Media Outlets
 - When communicating messages:
 - Use Direct Messages
 - Stick to the Facts
 - Protect any ongoing law enforcement investigation
 - Consider potential privacy and legal concerns
 - Urge Patience
 - Event may take hours if not longer to resolve
 - May ask people stay inside for an extended period of time
 - Re-activation of sirens after the initial 3 minute blast until emergency has passed.
 - Use of Racial Identifiers
 - The use of racial identifiers is evaluated prior to writing an alert
 - Racial identifiers may be included in order to provide direction to our community in the hope that providing information will lead to identification of the offender(s)
 - Generally, racial identifiers may be included when the description ~~is~~ fairly detailed and includes characteristics such as:
 - Physical Stature(s)
 - Clothing – Last Seen
 - Approximate Age(s)
 - Individual Characteristics such as:
 - Hair Style(s)
 - Glasses
 - Tattoos
 - Eye Color(s)
 - Associated with a specific vehicle(s)
 - **Racial identifiers will not be used when it is the only descriptor provided by a victim or reporting person.**

2.6 Timely Warning Notifications – UMD Safety Notice

The University will notify the campus community of an incident fitting the below criteria as soon as the information is available to enable members of the community to protect themselves and/or their property from similar crimes only under the following conditions as

determined by the University of Maryland Police Department. These timely notifications will be referred to as UMD Safety Notices. UMD Safety Notices will be issued when:

- There is a continuing danger to the campus community;
- Issuing the UMD Safety Notice will not compromise law enforcement efforts to address the crime; and
- The incident occurred within the defined Clery reporting area.
- UMD is not required to provide a timely warning for non-Clery crimes or for crimes reported to a pastoral or professional counselor.

Whether or not to issue a timely warning will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime and the presence of a continuing danger to the campus community. If a Clery crime is reported, consideration must be made as to whether students and employees are at risk of becoming victims of a similar crime. If the perpetrator of a particular incident is apprehended, the issuance of a timely warning would likely not be required.

Incidents/Crimes for which UMD Safety Notices will be sent include but are not limited to the following:

- Criminal homicide, including murder and non-negligent manslaughter, and negligent manslaughter
- Sex offenses including forcible and non-forcible
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
 - Including any of the above-mentioned offenses, as well as any incidents of larceny/theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by bias

2.7 Authorization

All requests for the initial activation of the Early Warning Siren System/Emergency Notification System will be made to or routed through the University of Maryland Department of Public Safety (UMPD). Any of the following University officials is authorized to request activation of the early warning for the type of notification indicated.

Emergency Notification (Text Alert / Siren Activation)

- Police Services Bureau Commander; acting police Services Bureau Commander.

The PSBC or designee will authorize the inclusion of the City of College Park residents in an emergency alert (College Park group).

Timely Warning Notifications (UMD Safety Notice)

- Police Chief; Acting Chief or Chief of Staff

The Chief of Police or designee will authorize the inclusion of the City of College Park residents in a timely notification email (College Park group).

At all times in these protocols, reference to any position at the university shall be understood, in the absence of the referenced individual, to include designees.

3.0 Types of Alert and Warnings

Alert/Warning Type	Personnel Responsible	Access	Mode	Timing
Early Warning Siren	ECC Personnel	Computer / ECC Back	Siren	Imminent Threat to life
Twitter @UMPD	PIO	Website by Password / Mobile Device	Internet / Web based or Mobile	Following incidents to provide accurate & timely updates
Facebook	PIO	Website by Password	Internet / Web based or Mobile	Following incidents to provide accurate & timely updates
Department Web Page	IT Division / PIO	IT Division	Internet / Web based	Pulls from UMPDNews
UMPD News	PIO	Website by Password	Internet / Web based	Following incidents to provide accurate & timely updates
University Web Page	UMD Communications	IT Division	Internet / Web based	As Needed in cooperation with UMD Communications
800 MHz Radio Main Talk groups	ECC Personnel	800 MHz System	800 MHz System	Immediate
88.1 FM WMUC	ECC Personnel	Telephone	Radio	Immediate
TERP TV Channel 76	ECC Personnel	Desk Computer	Up to date on incoming info	Immediate threats
UMD Alerts / Text Messaging	ECC Personnel	Website / ENS System	Cellphone, E-mail, SMS Text	Immediate
Alertus Beacons	ECC Personnel	Computer	Electronic	Immediate
301-405-SNOW (7669)	ECC Personnel	Telephone	Automated Message	Immediate
NOAA Weather Radio	NOAA	N/A	Radio	Weather Only
Media	PIO	Telephone / Email	Public Broadcast	As Appropriate

Patrol Car PA	Patrol Officer	In Patrol Car	Public Address	Immediate
UMD Safety Notice	PIO / Office of the Chief	Email / UMD Megamail System or ENS	Email	Timely

4.0 Sample Messages

The following are examples of messages stored as templates in the UMD Alerts system. Emergency Communications Personnel are required to edit the location of the incident before sending. Other changes may be required depending on the circumstances.

ACTIVE SHOOTER INCIDENT	
SMS	UMD: Shooting occurring at (LOC). Get away or shelter in place. More info to follow.
Email/Web	<p>A shooting is occurring at (LOC). Get out of the area if possible or shelter in a secure place. If you have information, call 301-405-3333. Police officers are responding to the situation. Follow directions of emergency responders. An All Clear message will be sent when it is safe. More info to follow at www.umpdnews.umd.edu when available.</p> <p><u>Safety Resources & Tips:</u></p> <p>Emergency Number 301-405-3333 OR 9-1-1</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Counseling Center 301-314-7651 http://www.counseling.umd.edu</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p>

	UMD SOS App - http://apps.reslife.umd.edu/SOS/
ARMED GUNMAN	
SMS	An armed gunman was reported at (LOC). Avoid the area and follow all public safety orders.
Email/Web	<p>An armed gunman has been reported at/near (LOC). The suspect is NOT in custody. Police are actively searching for the suspect. Stay alert and follow the direction of police officials. More info to follow at www.umpdnews.umd.edu when available.</p> <p><u>Safety Resources & Tips:</u></p> <p>Emergency Number 301-405-3333 OR 9-1-1</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Counseling Center 301-314-7651 http://www.counseling.umd.edu</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>UMD SOS App - http://apps.reslife.umd.edu/SOS/</p>
OFF-CAMPUS ARMED GUNMAN	
SMS	An off-campus armed gunman was reported at (LOC). Avoid the area and follow all public safety orders.
Email/Web Message	<p>An armed gunman has been reported at/near (LOC) off-campus. The suspect is NOT in custody. Police are actively searching for the suspect. Stay alert and follow the direction of police officials. More info to follow at www.umpdnews.umd.edu when available.</p> <p><u>Safety Resources & Tips:</u></p> <p>Emergency Number</p>

	<p>301-405-3333 OR 9-1-1</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Counseling Center 301-314-7651 http://www.counseling.umd.edu</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>UMD SOS App - http://apps.reslife.umd.edu/SOS/</p>
ARMED ROBBERY	
SMS	An armed robbery has been reported at /near (LOC). Suspect NOT in custody. Be alert. Stay away. More info to follow.
Email/Web Message	<p>An armed robbery has been reported at/near (LOC). The suspect is NOT in custody. Stay alert. More info to follow at www.umdnews.umd.edu when available.</p> <p><u>Safety Resources & Tips:</u></p> <p>Emergency Number 301-405-3333 OR 9-1-1</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Counseling Center 301-314-7651 http://www.counseling.umd.edu</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357</p>

	<p>http://www.umdhelpcenter.org/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>UMD SOS App - http://apps.reslife.umd.edu/SOS/</p>
OFF-CAMPUS ARMED ROBBERY	
SMS	An off-campus armed robbery has been reported at /near (LOC). Suspect not in custody. Be alert. Stay away. More info to follow.
Email / Web Message	<p>An armed robbery has been reported at/near (LOC) off-campus. The suspect is NOT in custody. Stay alert. More info to follow at www.umpdnews.umd.edu when available.</p> <p><u>Safety Resources & Tips:</u></p> <p>Emergency Number 301-405-3333 OR 9-1-1</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Counseling Center 301-314-7651 http://www.counseling.umd.edu</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>UMD SOS App - http://apps.reslife.umd.edu/SOS/</p>
BOMB THREAT INCIDENT	
SMS	A bomb threat has been made to (LOC). Evacuate and move

Email / Web Message	<p>away.</p> <p>A bomb threat has been made to (LOC). Evacuate and move away.</p> <p>Police and Fire Department personnel are investigating the threat. The area surrounding the location affected will be cordoned off by public safety officials. Please follow their directions. Students, faculty and staff will be permitted to re-enter the area once it is determined to be safe by public safety officials. More info to follow at www.umpdnews.umd.edu when available.</p> <p><u>Safety Resources:</u></p> <p>Emergency Number 301-405-3333 OR 9-1-1</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Counseling Center 301-314-7651 http://www.counseling.umd.edu</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>UMD SOS App - http://apps.reslife.umd.edu/SOS/</p>
EXPLOSION	
SMS	Explosion at (BLDG/LOC). Evacuate immediately and stay away from the area.
Email / Web Message	<p>An explosion has occurred at (BLDG/LOC) Evacuate immediately and stay away from the area.</p> <p>Emergency personnel are responding to the location of the incident. The area may be roped off by public safety personnel. Follow directions of emergency personnel at the scene. Students, faculty and staff will be permitted to re-enter the area once it is determined to be safe by public safety officials. More information, when available, will be</p>

	<p>posted at www.umpdnews.umd.edu.</p> <p><u>Safety Resources:</u></p> <p>University of Maryland Police Emergency Number - 301-405-3333 / #3333 from a mobile phone / 911 Non-Emergency Number - 301-405-3555</p> <p>Prince George's County Police 911 from mobile phone Non-Emergency Number - 301-352-1200</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>Counseling Center 301-314-7651 http://counseling.umd.edu/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>Office of Sexual Misconduct & Relationship Violence (Title IX) TitleXcoordinator@umd.edu www.umd.edu/Sexual_Misconduct</p> <p>UMD SOS App http://apps.reslife.umd.edu/SOS/</p> <p>UMD Alerts https://alert.umd.edu</p> <p>----- Sent by email and SMS (text) via UMD Alerts to UMD Students/Faculty/Staff</p>
FIRE	
SMS	Fire reported in (LOC). Evacuate through the nearest emergency exit. Stay away from area.
Email / Web Message	<p>A fire has been reported in (BLDG/LOC). Evacuate and keep away from the area.</p> <p>The fire department and other public safety officials are responding to the scene. Depending on the nature of the fire, the area surrounding the building or location may be</p>

	<p>roped off by fire department personnel or police. Please follow their direction. Students, faculty and staff will be permitted to re-enter the building or area once it is determined to be safe by the University Fire Marshal. More info to follow at www.umpdnews.umd.edu when available.</p> <p><u>Safety Resources:</u></p> <p>University of Maryland Police Emergency Number - 301-405-3333 / #3333 from a mobile phone / 911 Non-Emergency Number - 301-405-3555</p> <p>Prince George's County Police 911 from mobile phone Non-Emergency Number - 301-352-1200</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>Counseling Center 301-314-7651 http://counseling.umd.edu/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>Office of Sexual Misconduct & Relationship Violence (Title IX) TitleXcoordinator@umd.edu www.umd.edu/Sexual_Misconduct</p> <p>UMD SOS App http://apps.reslife.umd.edu/SOS/</p> <p>UMD Alerts https://alert.umd.edu</p> <p>----- Sent by email and SMS (text) via UMD Alerts to UMD Students/Faculty/Staff</p>
HAZMAT INCIDENT	
SMS	Hazardous material incident at (LOC). Stay away from the area.
Email / Web Message	A hazardous material incident reported at (LOC). Stay away

	<p>from the area.</p> <p>Emergency personnel are responding to the location of the incident. The area may be roped off by public safety personnel. Follow directions of fire and police officials at the scene. Do not attempt to enter the scene. More info to follow at www.umpdnews.umd.edu when available.</p> <p><u>Safety Resources:</u></p> <p>University of Maryland Police Emergency Number - 301-405-3333 / #3333 from a mobile phone / 911 Non-Emergency Number - 301-405-3555</p> <p>Prince George's County Police 911 from mobile phone Non-Emergency Number - 301-352-1200</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>Counseling Center 301-314-7651 http://counseling.umd.edu/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>Office of Sexual Misconduct & Relationship Violence (Title IX) TitleXcoordinator@umd.edu www.umd.edu/Sexual_Misconduct</p> <p>UMD SOS App http://apps.reslife.umd.edu/SOS/</p> <p>UMD Alerts https://alert.umd.edu</p> <p>----- Sent by email and SMS (text) via UMD Alerts to UMD Students/Faculty/Staff</p>
SUSPICIOUS PACKAGE INCIDENT	
SMS	A suspicious package has been located at (LOC). Evacuate and move away.

<p>Email/Web Message</p>	<p>A suspicious package has been located at (LOC). Evacuate and move far away.</p> <p>Police and Fire Department personnel are investigating the threat. The area surrounding the location affected will be cordoned off by public safety officials. Please follow their directions. Students, faculty and staff will be permitted to re-enter the area once it is determined to be safe by public safety officials. More info to follow at www.umpdnews.umd.edu when available.</p> <p><u>Safety Resources:</u></p> <p>University of Maryland Police Emergency Number - 301-405-3333 / #3333 from a mobile phone / 911 Non-Emergency Number - 301-405-3555</p> <p>Prince George's County Police 911 from mobile phone Non-Emergency Number - 301-352-1200</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>Counseling Center 301-314-7651 http://counseling.umd.edu/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>Office of Sexual Misconduct & Relationship Violence (Title IX) TitleXcoordinator@umd.edu www.umd.edu/Sexual_Misconduct</p> <p>UMD SOS App http://apps.reslife.umd.edu/SOS/</p> <p>UMD Alerts https://alert.umd.edu</p> <p>----- Sent by email and SMS (text) via UMD Alerts to UMD Students/Faculty/Staff</p>
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POWER OUTAGE	
SMS	Power Outage Reported
Email / Web Message	<p>A power outage has been reported on campus affecting the following areas:</p> <p>(List areas)</p> <p>Facilities Management is aware of the issue and is working to getting it resolved as quickly as possible.</p> <p><u>Safety Resources:</u></p> <p>University of Maryland Police Emergency Number - 301-405-3333 / #3333 from a mobile phone / 911 Non-Emergency Number - 301-405-3555</p> <p>Prince George's County Police 911 from mobile phone Non-Emergency Number - 301-352-1200</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483 http://www.transportation.umd.edu/niteride.html</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>Counseling Center 301-314-7651 http://counseling.umd.edu/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>Office of Sexual Misconduct & Relationship Violence (Title IX) TitleXcoordinator@umd.edu www.umd.edu/Sexual_Misconduct</p> <p>UMD SOS App http://apps.reslife.umd.edu/SOS/</p> <p>UMD Alerts https://alert.umd.edu</p> <p>----- Sent by email and SMS (text) via UMD Alerts to UMD Students/Faculty/Staff</p>

TORNADO WARNING ISSUED FOR UMD	
SMS	Tornado Warning issued for UMD. Seek shelter immediately. Wait for All Clear message.
Email/Web Message	<p>A tornado warning has been issued for UMD College Park. Seek shelter immediately and wait for All Clear message. More info to follow at www.umpdnews.umd.edu when available.</p> <p>IF INSIDE A BUILDING:</p> <ul style="list-style-type: none"> * Go to the interior of the lowest floor of your building. Some structures may have designated safe areas. * If a safe area is not available, move away from windows and into an interior area. Protect yourself from flying debris with a mattress and thick blanket if available. * Put as many walls between you and the outside as possible <p>IF IN A CONSTRUCTION TRAILER:</p> <ul style="list-style-type: none"> * Abandon it immediately. Even weak tornadoes can cause major damage to trailers. * Seek a sturdy structure and get into the interior of the lowest floor. <p>IF DRIVING OR OUTSIDE:</p> <ul style="list-style-type: none"> * Do not drive into or near a tornado * Do not attempt to outrun a tornado, they can change direction and speed quickly * Get into a structure and go to the interior of the lowest floor * Do not seek shelter under an overpass or underpass * If no structure is available, lie flat in a ditch or depression and cover your head <p><u>Safety Resources:</u></p> <p>University of Maryland Police Emergency Number - 301-405-3333 / #3333 from a mobile phone / 911 Non-Emergency Number - 301-405-3555</p> <p>Prince George's County Police 911 from mobile phone Non-Emergency Number - 301-352-1200</p> <p>UMD Police Walking Escort/Non-Emergency: 301-405-3555</p> <p>NITE Ride 301-314-6483</p>

	<p>http://www.transportation.umd.edu/niteride.html</p> <p>Help Center (Peer Counseling & Crisis Intervention) 301-314-4357 http://www.umdhelpcenter.org/</p> <p>Counseling Center 301-314-7651 http://counseling.umd.edu/</p> <p>CARE (Confidential Services for Sexual Assault/Harassment/Rape) 301-741-3442 http://www.health.umd.edu/care</p> <p>Health Center 301-314-8180 http://www.health.umd.edu/</p> <p>Office of Sexual Misconduct & Relationship Violence (Title IX) TitleXcoordinator@umd.edu www.umd.edu/Sexual_Misconduct</p> <p>UMD SOS App http://apps.reslife.umd.edu/SOS/</p> <p>UMD Alerts https://alert.umd.edu</p> <p>----- Sent by email and SMS (text) via UMD Alerts to UMD Students/Faculty/Staff</p>
Advisory	
THIS IS A TEST OF THE UMD ALERT SYSTEM	
SMS	First Wednesday of each month @ 11:55 am, the campus tests UMD Alert, the Alertus System and Early Warning Sirens. These are only tests.
Email/Web Message	<p>First Wednesday of each month at 11:55 a.m., the campus tests the UMD Alert Emergency Notification System, Alertus System and Early Warning Sirens. These are only tests.</p> <p>In the event of an emergency, UMD Students, staff and faculty will receive text and email notification of the nature of the emergency and necessary protective action.</p> <p>If you did not receive a text message on your mobile device, please check your settings at alert.umd.edu.</p>
Power Outage	
SMS	A power outage has been reported on campus affecting the following areas: (List areas)
Email/Web Message	<p>A power outage has been reported on campus affecting the following areas: (List areas)</p> <p>Facilities Management is aware of the issue and is working to getting it resolved as quickly as possible.</p> <p>Safety Resources:</p>

University of Maryland Police

Emergency Number - 301-405-3333 / #3333 from a mobile phone / 911

Non-Emergency Number - 301-405-3555

Prince George's County Police

911 from mobile phone

Non-Emergency Number - 301-352-1200

UMD Police Walking Escort/Non-Emergency:

301-405-3555

NITE Ride

301-314-6483

<http://www.transportation.umd.edu/niteride.html>

Help Center (Peer Counseling & Crisis Intervention)

301-314-4357

<http://www.umdhelpcenter.org/>

Counseling Center

301-314-7651

<http://counseling.umd.edu/>

CARE (Confidential Services for Sexual Assault/Harassment/Rape)

301-741-3442

<http://www.health.umd.edu/care>

Health Center

301-314-8180

<http://www.health.umd.edu/>

Office of Sexual Misconduct & Relationship Violence
(Title IX)

TitleXcoordinator@umd.edu

www.umd.edu/Sexual_Misconduct

UMD SOS App

<http://apps.reslife.umd.edu/SOS/>

UMD Alerts <https://alert.umd.edu>

Sent by email and SMS (text) via UMD Alerts to UMD Students/Faculty/Staff



Police Communications Operator

Emergency Notification Procedures

University of Maryland Police Department

Task 1

Early Warning Siren Activation

Via the Computer

- Click on *ACTIVATE* on the top of the map display screen
- When the window comes up – Click on *ACTIVATE SIRENS*
- A Dialogue box will ask you if you want to continue – Click *YES*

If the Computer is down

Use the Federal Signal SS2000D (black box below the siren computer)

- Turn the Key to the on position
- Press the pad to the left of *STEADY*
- Press the pad to the left of *ALL*
- Press the pad to the left of *SEND*

The siren will then activate for 3 Minutes. If you want them to sound longer repeat the above steps.

**During a Drill,
DO NOT ACTIVATE!**

Task 2

UMD Alert Instructions

- Open the UMD Alert Website – agency.nixle.com
- Login with username and password
- Click on Sent Messages or go into the Message Center / Sent Messages
- Identify the alert type most closely fitting the incident at hand (complete list not shown).

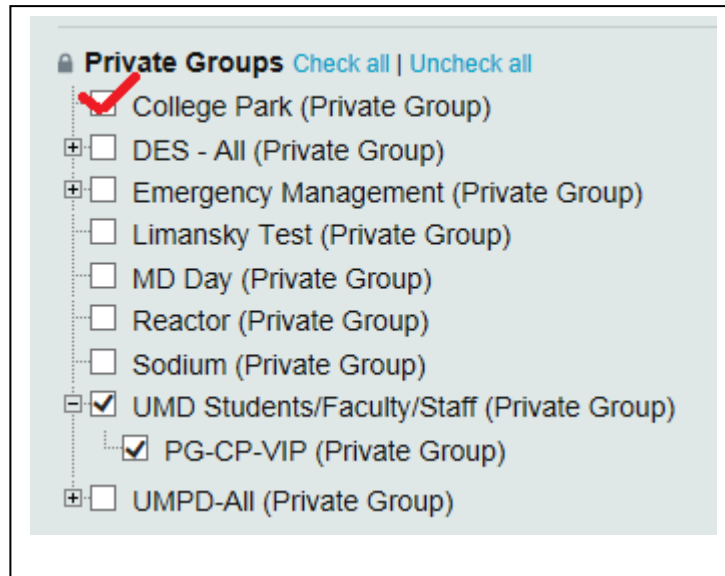
Alert	Mar 28, 2014 11:40 a.m.	Active	Shooting Occurring More »
Alert	Mar 28, 2014 11:32 a.m.	Active	Armed Gunman Reported More »
Alert	Mar 28, 2014 11:22 a.m.	Active	Off-Campus Armed Gunman Reported More »
Alert	Mar 28, 2014 11:14 a.m.	Active	Armed Robbery More »

- Under “Actions”, select “Use this message as a template” (center option)



- Edit the location in both the SMS and Email/Web Message sections.
- In “Message Recipients” select “UMD Students/Faculty/Staff”. Keep the PG-CP-VIP group checked. Ensure no other groups are checked (a test group will be selected by default .. uncheck this group).
 - Check the “College Park” box if:
 - The incident is occurring off-campus; or

- If instructed to do so by the patrol supervisor or commander



- Click on Preview Message (bottom right of page)

Preview Message

- Double check that correct groups are selected
- Click "Send Message" to finish sending the message (top right of page).

Send Message

**During a Drill,
DO NOT Send Message!**

Task 3

ALERTUS Instructions

- Open the Alertus Web Client.
(Start – Programs – Alertus Technologies – Alertus Web Client).
- Login if prompted.
- Click on **ACTIVATE** button
- Input the message text by selecting from one of the templates in the drop down menu or input your own text in the message box. Press **NEXT**.
- Click the box to include all groups. Press **NEXT**.
- Select **EMERGENCY** and **10 Minutes**. Press **NEXT**.
- Review the Notification message. Press **NEXT**.
- Select the **CONFIRM** button to activate the ALERTUS System. Press **OK** on the confirmation screen.

**During a Drill,
DO NOT ACTIVATE!**

Task 4

WWW.UMD.EDU
Contact Instructions

- Call Linda Martin @
 - X54610 or
 - 301-996-4802 (CELL)

OR

- Call Peggy Bonney @
 - X54566 or
 - 443-889-7948 (CELL) or
 - 410-551-5757 (HOME)

Task 5

800 MHz

Contact Instructions

Announce the Emergency to the Following Talk Groups

Police Folder

- UMPD ALL CALL

Campus 1 Folder

- Performing Arts Management (PAM)
- Shuttle Bus Dispatch (1A DSP)

Campus 2 Folder

- Telecomm 1 (1A TC 1)
- OIT 1 (1G OIT 1)
- City of College Park (CityCollPK)
- DCP ALL CALL

Task 6

WMUC Contact Instructions

- Call x48800
- Provide the on-air personality with:
 - The Nature of the Emergency.
 - What actions the community should be taking.
- Get the name of the person you spoke with.

Task 7

Facilities Management Notification Instructions

1. Call Work Control at X5-2222.
2. Advise the nature of the emergency.
3. Advise any actions that the community should be taking
4. Ask them to activate their **Emergency Notification Procedure.**

This Procedure will include the following:

- Alpha Paging
- Nextel Paging
- FM Radio system broadcast
- Building Contact E-Mail Notification

Task 8

405-SNOW (7669) Instructions

1. During normal business hours call x5-SNOW (x57669)
2. Alert them to the emergency and what actions the community should be taking and have them put the information on x5-SNOW.
3. IF NO ONE IS THERE: Dial the Announcement Recording Number, x6-5898 (301-226-5898 from off-campus).
4. Enter the 5 digit announcement code: 52580
5. Wait for the dial tone. The display on your phone will look like nothing is happening. Do not be alarmed; just proceed with the next step

TIP: if you hear a busy tone the announcement board is busy. Try again later.
6. After hearing the Dial tone you may press
 - a. **1 to record the announcement. After recording press the # key.** (If you hang up there will be an annoying “click” at the end.) IF you continue to get cut off, try erasing the announcement before recording a new one.
 - b. **2 to play back**
 - c. **3 to erase**
7. After recording the message hang-up and allow 30 seconds for the announcement board to reboot
8. You may dial the announcement extension directly (x3-2580 from on campus) to hear your recording. You will never hear a busy signal if there is no message recorded.

Very Important

After the emergency is over, you **must** use the erase function mentioned above to delete the message.

This message is heard by everyone calling x5-SNOW (7669) or the University information number 301-405-1000.

DO NOT TEST THIS SYSTEM!

Task 10

Dean, Director & Department Head Contact Instructions

(Monday – Friday 0800 – 1700)

- Contact the Office of the Chief
- Provide the Chief's Staff with"
 - The Nature of the Emergency.
 - What action the community should be taking.

Ask them to send out an E-Mail to the Dean's, Director's & Department Heads E-Mail group.