

EMERGENCY ACTION PLAN

QUICK REFERENCE GUIDE

IN THE EVENT OF AN EMERGENCY, DIAL 911 AND THEN CONTACT CAMPUS SAFETY'S 24-HOUR EMERGENCY DISPATCH AT x3333 or 443-423-3333

MICA'S EMERGENCY NOTIFICATION SYSTEMS (ENS)

During a campus emergency, MICA will distribute information using the following methods:

- www.mica.edu—all emergency and crime notices will be posted on the College's website
- MICA ALERT emergency text messages—sign up at www.mica.edu. Sign in & visit Personal Information > Emergency Notification Info
- Bulk voice-mails
- Bulk e-mail
- Printed notices
- Telephone tree

RAVE GUARDIAN

Tells MICA Campus Police who you are and where you are, only when you turn it on.

- Rave Guardian is a service that allows you to better communicate with Campus Safety, using your cell phone as a panic button.
- To learn more and register, go to www.getrave.com/login/mica

FIRE

In the event of a fire or if you smell smoke:

- activate the nearest fire alarm pull station;
- evacuate the building quickly and safely;
- call 911 to notify the Fire Department.

MEDICAL EMERGENCY

In the event of a medical emergency:

- call 911 to request assistance.

BOMB THREAT

In the event of a bomb threat:

- immediately notify Campus Safety's 24-Hour Emergency Dispatch. Campus Safety will notify the Baltimore City Police Department;
- if the threat is a written document or emailed, preserve the original document.

LARGE HAZARDOUS MATERIALS INCIDENT

If you become contaminated through a hazardous materials spill:

- avoid contact with others. Remove any contaminated clothing immediately, and flush the affected area continuously with water for 15 minutes.

HOSTILE INTRUDER

Hostile intruder or active shooter situations are complicated and unpredictable situations. If this kind of event occurs, stay as calm as possible and evaluate conditions to determine what the best course of action may be for your safety:

- if possible, call 911;
- in the event of a hostile intruder situation, a MICA ALERT text message will be sent to subscribers with basic instructions on how to proceed.