

Emergency Action Plan (EAP) 4 Training Topics...

...You Need to Know

2010

General Staff: What You Should Know About MICA's EAP

1. Basic Emergency Procedure
2. Safe Meeting Locations
3. Emergency Supplies / Locations
4. Department Plan -Review / Practice Annually

Emergency Procedure

**Life Threatening Emergencies- 911 AND
then dial 24-hour Campus Safety Dispatch
443.423.3333**

Campus Safety Staff are trained First
Responders: First- Aid and CPR

Fire Procedure

If you see or smell smoke or fire...

1. Evacuate building AND Activate nearest Pull Station
2. Follow the Basic Emergency Procedure-
Dial 911 and 443.423.3333

Safe Meeting Locations

(designated evacuation meeting area outside)

- Commons Residence, Meyerhoff House,
Elementary School Parking Lot
- Mount Royal 1500 BLOCK
Corner of McMechen and Mt. Royal
- The Gateway, Fire House
Mt. Royal Medical Associates Parking Lot
- Bunting Building
Bunting East Parking Lot
- Annex Offices
Sidewalk, across Lanvale
- Main Building
Sidewalk, in Front of Corpus Christi Church

Safe Meeting Locations Cont...

- Fox Building, Brown Center
Bunting East Parking Lot
- Campus Safety, Art Tech Center
Corner Mt. Royal & Lafayette
- Bungalow
North on Mt. Royal Sidewalk
- College Store, Dolphin Building, Mount Royal Station Building
Sidewalk, top of wooden stairs
- Studio Center
Sidewalk on North Ave
- Kramer House
Elementary School Parking Lot

Emergency Supply Locations (room/space

stocked with FEMA recommended supplies for disasters)

- Commons Residence
Commons Bldg. 3, second floor storage room
- Gateway, Mt. Royal Student Housing 1500 block
Gateway storage room 132, behind B –box
- Meyerhoff House
Meyerhoff fitness room storage, lower level
- Fire House
Fire House (lower level) has supplies for staff and faculty

Emergency Locations

(space designated to gather inside for natural disasters, etc.)

(space designated to gather inside for natural

Annex Building-
Annex, lower level

Bungalow, College Store-
Art Tech Center, lower level or 2nd floor

Art Tech Center, Faculty Housing, Campus
Safety -
Art Tech Center, lower level or 2nd floor

Commons-
Independent Studios, lower level

Brown Center-
Brown Center's Falvey Hall, lower level

Dolphin Building-
Station, hall way, first floor

Emergency Locations Cont...

Fox Building-
Brown, Falvey Hall, lower level

Mt. Royal Station Building-
Station, first floor hall way

Kramer House-
Meyerhoff, Fitness room, lower level and
over flow into Independent Studios, lower
level

Studio Center-
Studio Center, first floor, Post-Bac

Main Building-
Main, lower level, Gallery and Photography

Fire House, Mt. Royal Ave. Residence 1500
Block, Gateway-
Gateway B –box, first floor

Meyerhoff House-
Meyerhoff, Fitness Room, lower level and
overflow into Independent Studios, lower
level

Department Plan

Know Your Responsibilities

Review EAP Attachments 3,8

Know How to Communicate

Review EAP Attachment 1-2

Practice Table Top Exercises (best time is after a fire drill)

As a Department, ask the following questions:

- Do we know who the department's essential personnel are?
- Who is in charge when the Department Head is not on Campus?
- Do we need/ have a departmental phone tree for emergencies?
- Is everyone in the department signed up for Rave Guardian and MICA Alert?
- Who is: closing windows/ locking doors/ last one out/ responsible for the attendance record?
- Where is the department's: safe meeting location, emergency supplies & and emergency location?