



NOTRE DAME
OF MARYLAND
UNIVERSITY

NDMU Campus Emergency Instructions

BUILDING EVACUATION

- ✓ Stay calm, do not rush, do not panic.
- ✓ Use the nearest safe stairs, proceed to the nearest exit.
 - DO NOT use the elevators.
- ✓ Evacuate a minimum distance of 100 feet from the building.
- ✓ If you need assistance exiting the building, speak to the Floor Captain or call Public Safety at 410-532-6666. Public Safety shall respond and assist with having you in a designated safe area with arrival from First Responders.
- ✓ Do not re-enter the building until direction by NDMU Public Safety and/or Baltimore City Fire Department Officials.

LOCKDOWN

- ✓ Close and lock all doors
- ✓ Move away from, out of sight of the door
- ✓ Turn off all light sources and switch cell phones to silent mode
- ✓ Remain quiet
- ✓ Seek concealment underneath a desk or behind another piece of furniture
- ✓ Stay away from windows and remain as low to the floor as possible
- ✓ Remain in your area until directed by NDMU Public Safety or Baltimore Police Officers.

SHELTER IN PLACE

- ✓ Remain at your current location
- ✓ Close all windows and doors
- ✓ Stay calm, wait for further instructions via NDMU Campus Emergency Alert System, e2Campus.

SEVERE WEATHER

- ✓ Move to the center of an interior room with no windows, or hallway on the lowest floor by using an enclosed emergency stairwell, if safely possible
- ✓ Move to an interior stairwell if all rooms have windows

- ✓ Stay in place until the danger has passed
- ✓ Stay calm and wait for further instructions via Campus Emergency Alert System, e2Campus.

***Action steps for all NDMU students, faculty, and staff:**

1. Sign up for threat alerts, mass notification via e2Campus for text and email alerts by going to this website, <https://www.ndm.edu/public-safety/e2campus>
2. See something, say something. Call NDMU Public Safety (410-532-6666 or 410-532-5360) as soon as possible with any concern or 911.
3. Visit the NDMU Public Safety website for information on active shooter and emergency and crisis information by going to this website, <https://www.ndm.edu/public-safety/emergency-crisis-information-guide>