

HORNBAKE BUILDING HOURS – Fall and Spring Semesters

MONDAY – THURSDAY 7:00AM-9:30PM

FRIDAY 7:00AM-7:00PM

SATURDAY 7:45AM-6:00PM

SUNDAY 11:00AM-6:00PM

After Hours Access Request –

Requested for _____
Name UID

Area Needed: _____ 2nd Floor Research Area
_____ Building

Reason Access is needed:

Time Frame access is needed: Start Date: _____

End Date: _____

Granted Access will be reviewed and reconfirmed at the end of each Academic Year (June)

Signature of Individual Requesting Access: _____

Signature of Faculty Member Sponsoring Request: _____

Date of Request: _____

There are safety concerns for our students and security concerns for our equipment due to the lack of activity in and around our building after regular hours. Access will be granted when needed to access equipment, work on projects, and/or meet deadlines. We prefer that students not be in the building alone. Attached is a Tip Sheet for Safety & Security along with contact information in case an incident occurs after hours.

Submit completed and signed request to the Dean's Office.

SAFETY & SECURITY TIPS

Each individual on campus has PRIMARY RESPONSIBILITY for his or her own safety and security.

The University and the College take reasonable steps that contribute to maintaining a safer and more secure environment. Staff, equipment, and information resources are provided to encourage behaviors that prevent dangerous situations and to assist if an emergency should occur. Remember, when one individual is careless – for example, fails to properly close and secure a building entrance door– everyone may be exposed to the consequences of this carelessness: an intruder slips in the door!

What service does the University provide?

Police

- 24-hour full-service police department
- 911 emergency calls (police, fire, rescue, ambulance)
- dusk to dawn patrols by police officers
- security escorts by uniformed police officers (24 hours) and police aides
- dozens of outdoor emergency phones to call escorts or summon police
- surveillance cameras that monitor selected on-campus locations
- Crime Alerts are provided to give the University community timely notification of crimes that may present a threat to the campus community and to heighten safety awareness
- UMD Alerts is an alert system that allows UMD to provide emergency notifications via email, text, and other means. To sign up, please visit: alert.umd.edu

Personal Safety Precautions

- walk with friends or in a group, or call for an escort
- ride Shuttle-UM buses after dark, or call (301) 314-NITE (6483) for curb-to-curb service by Shuttle-UM vans
- walk in well-lit and well-traveled areas
- constantly be aware of your surroundings
- know the locations of the nearest emergency phones (police dispatcher answers)
- be wary of persons you don't know
- report suspicious persons or activity to police
- stay away from relatively isolated areas
- plan what you will do if confronted by a potential assailant (run, scream, fight, try to gain his/her confidence while waiting for safe escape opportunity)

Securing Your Personal Property

Keep room doors locked whenever you're not there. Thefts happen most often when property is unattended or unsecured. Since the University and the College cannot be liable for personal accident, injury, or illness sustained by you, nor for any theft, loss, or damage to your personal property, it's smart for you to:

- lock up and hide your valuables
- remove valuables when you're away during University breaks
- engrave personal property with your driver's license number
- personalize property (paint, etc.) to help with identification
- keep your car locked and personal property in the car trunk
- keep receipts/records of purchase price, date, etc., for valuables

Fire Safety Reminders

If you hear your building's fire alarm:

- Immediately exit the building.
- Always assume an emergency; never assume a false alarm.
- Use stairs, not elevators.
- Do not open door if knob is warm to the touch; stay in room and call 911 or University police at (301) 405-3333 or #3333 from a mobile phone.
- Crawl on floor (where air is fresher) if you encounter smoke.

If you smell smoke or see smoke or fire:

- Pull the nearest building alarm.
- Close the door.
- Safely exit the building.
- Call 911 or University police at (301) 405-3333 or #3333 from a mobile phone.
- Never attempt to fight or put out a fire.
- Tell fire authorities exact location of fire or smoke.

If you get trapped by fire or smoke:

- Call 911 or University police at (301) 405-3333 or #3333 from a mobile phone, and report that you are trapped.
- Keep the doors closed.
- Do not jump; the Fire Department will rescue you.

What you should do today:

- Know locations of exit stairwells and doors.
- Plan more than one exit route.

Safety and Security Resources

Medical Emergency 911 or (301) 405-3333 or #3333

Fire Emergency 911 or (301) 405-3333 or #3333

Police Emergency 911 or (301) 405-3333 or #3333

Police Non-Emergency (301) 405-3555

N.I.T.E. Ride Service (301) 314-NITE (6483)

Crime Reporting (301) 405-3555

Escorts, Security (301) 405-3555

Health Center (301) 314-8184

Mental Health Services (301) 314-8106

Security Lighting (301) 405-2222

Sexual Assault Hotline (301) 314-2222

Shuttle-UM Bus Service (301) 314-NITE (6483)

Safety Services

- NITE Ride Service in operation from 5:30pm to 7:30am
- Shuttle-UM Service 5:30pm to 3:00am
- Police Security Escorts
- University Police patrol buildings and campus 24 hours
- Blue Light PERT phones directly linked to University Police

The campus Early Warning System is designed to provide instant notification to students, faculty, and staff of imminent dangerous conditions.

In an emergency, sirens around campus will sound continuously for at least three minutes.

If you ever hear the Early Warning siren:

- If in a building, stay inside and seek information from the sources below.
- If outdoors, seek shelter inside the closest building.

Instructions for responding to an emergency should be learned by checking:

- WMUC 88.1 FM
- (301) 405-SNOW (7669) (recorded message)

When danger has passed, a single 30-second siren blast will sound.

UMD ALERTS

Another means of notification is available to those who subscribe at www.alert.umd.edu to an alert system that would result, in an emergency, in text messages being sent to your email, mobile phone, pager, or other text-enabled device