Emergency Management Plan

A Guide for Faculty and Staff
Prepared by
Department of Public Safety

Division of Student Affairs
ABOUT THE EMP

• Provides a guide for faculty, staff, and students on how to respond to any emergency occurring on campus and community.
• Outlines specific procedures for any catastrophic event effecting personal safety and ongoing operations campus-wide.
About the EMP, cont’d

• Individual Departmental plans are to be submitted to Director of Public Safety to ensure no conflict with the University Plan.

• Department disaster plans should be reviewed annually and modified as necessary

• This Plan is intended as a guide. The University reserves the right to modify this guide actions prior to and during an emergency.
GOALS

• Protecting the lives and property of the University community during emergencies
• Maintaining orderly function of the University community
• Establishing clear lines of authority and communication among University departments
• Identifying the University role with outside agencies for coordinating emergency operations
Definition of University Emergency

Any unplanned or unexpected event that can cause death or significant injury to employees, students, campus community, or visitors to the campus, and can shut down or disrupt operations, or cause physical or environmental damage.
DECLARING AN EMERGENCY

The President or designee may declare a state of emergency and implement the Plan. In his absence, the succession is--

• VP Academic Affairs/Provost (VPAA)
• VP Student Affairs (VPSA)
• VP Administration and Finance
• VP General Counsel
• VP Institutional Advancement
• VP Office of Technology
• Director of Public Safety (DPS)
When civil authorities declare a State of Emergency affecting the University and environs, statewide or national.

When the President or his designee declares a University Emergency

When an occurrence seriously disrupts University operations or threatens health or safety of the University community.
• For University emergency, DPS will be notified and notifies VP SACL and Dir, Public Relations.
• VP SACL notifies President or designee to determine if activation of the plan is in order.
• DPS notifies Emergency Management Team (EMT) who must report to the DPS within ½ hr of notification.
Only registered students, faculty and staff will be authorized entry to campus or to any University-owned facility.

Unauthorized persons remaining on campus will be subject to arrest.

Only those faculty or staff with emergency pass and EMT duties will be authorized entry to disaster area.
Emergency Management Team (EMT)

- President calls University officials or alternates (to campus if during non-work hours), and other University administrators to assist.
- President authorizes Emergency Operation Center (EOC); all assemble at designated EOC.
- First member of EMT arriving on campus assumes responsibility for directing activities, after reporting to on-duty DPS supervisor, until assumption of command by President or designee.
Emergency Operation Center

- **Primary Emergency Operation Center (EOC)**
  DPS Communications, Robinson Hall, Rm 104
- **Secondary EOC**
  DPS Administrative Office, 1005 McKeldin Gym
- In the event of loss of power, command post operations will be via two-way radio on the Campus police frequency.
EMT Order of Responsibility

During non-office hours, the person assuming most responsibility will be in the following order:

- A member of the President’s Cabinet
- Director Public Safety
- Director of Facilities
- Highest ranking administrator from DPS
- Highest ranking administrator from Facilities
EMT Responsibilities

• Establishing staging area for Media, Staff, students, parents, family members
• Response to all reported emergency incidents
• Medical treatment; Identifying and assessing safety risks associated with incident
• Evacuating areas of campus not associated with the incident
• Utilizing faculty and staff until law enforcement arrives
EMT Priorities

• Assess the situation
• Determine resources needed
• Issue staff assignments
• Establish necessary communication with outside agencies
• Monitor progress and continue assessment
• Declare end of emergency status
• Designate person as keeper of the log of Events/Actions.
PRIORITy GOALS

• Preservation of human life
• Preservation of health and safety
• Protection of University property and personal property
• Maintenance of University programs and operations
• Restoration of services, maintenance, and use:
EMT Priority for Locations

- Emergency Command Center
- Residence Halls
- Health Service (during the academic year)
- Administration Building
- Other Administrative and Academic Facilities
Emergency Communications

• **University-Wide BLAST**
  In case of campus emergency, Director of Public Relations issues campus-wide BLAST with emergency information and direction to all University e-mail addresses.

• **Two-Way Public Safety Radio**
  DPS personnel will use two-way police radio.
• “BEES” Notification System – a mass emergency system for BSU to send instant alerts electronically about University closings, weather advisories, and emergency broadcast messages to students, faculty and staff.

• Primary Administrator of BEES is Barbara Mansfield, OIT, at 301-860-3938.

• Access BEES to sign up at: http://www.bowiestate.edu/about/bees.asp or on your departmental web page.
Building Emergency Coordinators
(BECs)

- BECs are the essential contact for each building or area when emergency information must be distributed quickly.
- They will take emergency actions such as locking doors or making emergency equipment available.
- A BEC is appointed for each University building by the Vice President for Student Affairs.
BECs, cont’d

- For large buildings containing more than one department, BECs may be designated for individual departments.
- For Residence Halls, the Residence Life Coordinators will also serve as the BECs.
- Evacuation routes have been identified for all University buildings. BECs should confirm that maps showing evacuation routes have been posted in conspicuous locations in the building for which they are responsible.
Active Shooter

- DO NOT approach the person with the weapon
- Move immediately to a safe location
- Notify others as you leave the area
- Call 911 (on campus dial HOTT [4688])
- Do not re-enter the area until told by authorities
- Do not leave safe area without police escort
- Remain calm and quiet
- Do not attempt to rescue others unless you have been trained
- Above all, do not endanger yourself.
Hostage Situation

- Avoid drastic action, follow instructions and be alert.
- Do not speak unless spoken or talk down to the captor, who may be agitated.
- Try to maintain eye contact with the captor at all times, but do not stare.
- Try to remember all distinguishable characteristics of your captor (tattoo, scar, etc.)
- Be prepared to answer the police if phone is patched through.
- If medication or first aid is needed for anyone, say so.
- Be patient, stay calm.
Bomb Threat

- Obtain as much information as possible from the caller.
- Use Bomb Check List for questions to ask
- Call campus police – dial HOTT (4688), give your name, location, and phone number.
- Provide the exact words of the threat
- Do not evacuate the building and do no pull fire alarm
- Do not touch, attempt to open or move suspicious objects, or confront persons acting suspicious.
- If the building is evacuated, move at least 500 feet or as far as possible from the binding.
Criminal or Suspicious Behavior

- Promptly notify Campus Police
- Provide nature and location of incident
- Description of person involved
- Description of property involved
- Stay on the phone unless the dispatcher directs you otherwise
A student demonstration should not be disrupted unless participants are violating the Student Code of Conduct.

Exceptions:

• Intentional interference with normal University activities, public safety, fire or police operations
• Intentional interference with freedom of expression of others
• Actions, explicit or implied threats, or gestures, which place a person in reasonable fear or harm.
• Behavior intended to cause damage to University property or the property of others.
• If any of these conditions exist, call campus police.
• Medical advice and emergency care for minor illnesses are available in the Henry Wise Wellness Center. Physicians and nursing staff are available during scheduled hours 8am – 5pm).

• If serious injury or illness occurs on campus, immediately dial HOTT (4688). In case of minor injury of illness, provide basic first aid measures and keep the victim comfortable.
PANDEMIC FLU

• A flu pandemic occurs when influenza virus emerges for which people have little or no immunity, and for which there is no vaccine.
• It spreads easily and causes serious illness.
• DPS will implement the BEES emergency notification system and college web page about any impending Pandemic Flu emergency.
• In case of Pandemic, DPS will protect and secure selected areas of the main campus declared off-limits for periods of building vacancy or quarantine.
• If a campus wide emergency is declared, any decision to limit access to any BSU facility will be made by the University President.
SELF-DESTRUCTIVE BEHAVIOR

- **Level I - Suicidal Ideation** - thoughts of suicide, may be a precursor to actual suicide.
- **Level II - Overt Intention** - written notes or documents, giving away items, subtle or overt threats, and self-destructive acts such as dangerous behaviors.
- **Level III - A Minor Attempt** - has a high probability of failure.
- **Level IV - A Major Attempt** - has a high probability of success.
Procedures for Suicidal Behaviors

• A student indicating a major or minor suicide attempt shall be treated as a medical or psychological emergency.
• The first responder on the scene should contact DPS who will assist with assessment with the following:
  • VP Student Affairs or designee
  • Director, University Wellness Center
  • Assistant Director, Counseling Services
  • Director of Housing & Residence Life
TORNADO

- Watch for the following danger signs:
- Dark, often greenish sky; Large hail
- A large, dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train
- Watch out for flying debris!
- Seek shelter immediately.
A hurricane warning is issued when winds reach 74 miles per hour, or dangerously high water and rough seas are expected within 24 hours or less.

Seek cover immediately.

If flooding or other dangers result, call campus police at HOTT (4688), or use emergency blue light phone.

The hurricane season lasts from June through November.
Severe Winter Storms

- **Winter Storm Watch** - severe winter weather is possible
- **Winter storm warning** - severe winter weather is expected
- **Blizzard warning** - severe weather with sustained winds of at least 35 miles per hour
- **Traveler’s Advisory** - conditions may make driving difficult or dangerous.
Severe Winter Storms, cont’d

• For State employees, any decision for closing or delayed opening originates from the Governor's Office.

• University officials may decide to cancel classes although the University administrative offices remain open.
Severe Winter Storms, cont’d

- During off-duty hours (5 pm to 8am), emergency declarations will come from the Governor's Office to the news media.
- Employees are to respond in an appropriate manner to announcements thru BEES, or local radio and television stations.
Earthquake

• If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

• If outdoors, move quickly away from buildings, utility poles and other structures.

• If in an automobile, stop in the safest place available, preferably away from power lines and trees.

• Stay in the vehicle for the shelter it offers.
Earthquake cont’d

• After the initial shock, if emergency help is necessary call campus police at HOTT (4688). Protect yourself at all times and be prepared for after shocks.

• Damaged facilities should be reported to campus police.

• Note: Gas leaks and power failures create special hazards. Notify Facilities Management at extension 4186.
Major Incident - MARC Train Station

• Maryland Transit Administrative Police is primary agency for major incidents at the Bowie State MARC Train Station
• Included are train derailments, hazardous material spills, and investigation of all crimes.
• BSU Police will provide all supportive services necessary to any MARC Train Station incident.
Chemical or Radiation Spill

- Report immediately any spillage of a hazardous chemical or radioactive material to campus police at HOTT (4688).
- When reporting, be specific about the name, nature and location of the involved material.
- Move away from the accident scene and help keep others away. Do not walk into or touch any spilled substance.
- Try not to inhale gases, fumes and smoke.
Chemical or Radiation Spill, cont’d

- Campus police will contact the necessary specialized authorities and medical personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible.
- Remain in the vicinity and give names to campus police.
Chemical or Radiation Spill, cont’d

- If a building emergency exists, activate the building alarm, or
- Call campus police at HOTT (4688), or
- Use the emergency blue light phone.
- At the sound of an emergency alarm, walk quickly to the nearest marked exit and alert others to do the same.
Chemical or Radiation Spill, cont’d

• Assist the handicapped in exiting the building; or go to the nearest stairwell and await assistance from the fire department.

• **Do not use elevators.** Do not panic.

• Once outside, move to a clear area at least 500 feet, or as far as possible, from the affected building.
ANTHRAX THREATS

- Rarely will it be necessary to consider immediate evacuation of an entire building in response to an anthrax threat.
- Evacuation will only be necessary for possible anthrax exposures if the public health assessment suggests widespread airborne contamination in a building.
Handling of Suspicious Packages or Envelopes

- Handle with care any item suspected of contamination.
- Do not shake, bump or move it.
- Do not open, smell or taste it.
- Do not pull the fire alarm.
Anthrax Threats, cont’d

• If a suspicious package or envelope is located, immediately contact campus police at HOTT (4688).
• DPS will make an initial assessment of the threat level and/or health risk, and make appropriate notifications.
FIRE

• In all cases of fire, activate the nearest fire alarm to warn other occupants in the building to evacuate.
• The campus police must be notified immediately at HOTT (4688), or use the emergency blue light phones located campus-wide.
• Fire Station 19 - Old Bowie, services the campus, 301-262-0501, or dial 9-911.
Follow the procedures below:

• **Faculty** members monitor the safe evacuation of students from classroom. Faculty will take attendance during and immediately after the evacuation.

• **University Management** directs evacuation from work areas. Take attendance during and immediately after evacuation.
FIRE, cont’d

• **Students** follow the instruction of authorities during emergencies, and evacuate buildings whenever an alarm sounds.

• **Resident Hall Directors and Assistants** monitor the safe evacuation of their residents, and must take attendance during and immediately after the evacuation.
FIRE, cont’d

• Names of all students, faculty and staff not accounted for must be reported immediately to emergency response personnel.

• **Do not use elevators during a fire.**

• For large fires, evacuate all rooms and close all doors to confine the fire and reduce oxygen.

• **CLOSE, BUT DO NOT LOCK THE DOORS.**
FIRE, cont’d

• If trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.

• If there is no window, stay near the floor where the air will be less toxic.

• Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC.
• Cease all operations.
• Do not switch on lights or any electrical equipment because Electrical arcing can trigger an explosion.
• Call campus police at HOTT (4688), and Facilities at extension 4190.
UTILITY FAILURE

• During regular working hours, immediately notify Facilities Management at extension 4186.
• For potential danger to building occupants, or if failure occurs after hours, on weekends or holidays, call:
  • Facilities Emergencies at 240-210-0254, or
  • Campus police at HOTT (4688).
Elevator Failure

- If trapped in an elevator, use the emergency phone to notify campus police.
- If the elevator does not have emergency phone, turn on the emergency alarm to signal for help.
PLUMBING FAILURE OR FLOODING

- Cease using all electrical equipment. Notify Emergency Maintenance at extension 4190 or 4192.
- If necessary, vacate the area.
- After 5pm, call campus police, extension 4040, or
- Dial HOTT (4688).
Ventilation Problem

• If smoke odors come from the ventilation system, immediately notify campus police at HOTT (4688), or extension 4040, or Facilities at extension 4190.
• If necessary, cease all operations and vacate the area.
Emergency Shelter

- During a disaster situation on campus, the MLK building will be the designated shelter for those who cannot leave campus.
- If “shelter in place” is advised by the DPS, remain in doors.
- In case of nuclear or radiological attack, seek shelter as quickly as you can, below ground if possible.
Emergency Procurement

- Procurement of required goods and services in support of an emergency must be in compliance with State Code.
- Limit purchases to meet immediate emergency conditions only.
- Contact the Director of Procurement for assistance during an emergency.
• A detailed record should be maintained of all supplies and services purchased.
• Records will be part of an analysis and assessment of damages incurred during an emergency, and to receive appropriate reimbursement.
Emergency Management Preparedness

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Prepared by:

Department of Public Safety

Non-Emergency (301) 860-4040
Emergency (301) 860-4688 (2HOTT)