

Bowie State University
Emergency Management Plan 2024

Emergency Management Plan



Bowie State University Police and Department of Public Safety

Revised 2024

**Bowie State University
Emergency Management Plan 2024**

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Change Number	Date	Changed By	Change Location	Description of Change
1.0	07/011/2023	Chief M. Cummings Director of Public Safety/Chief of Police	All sections	Updated incident management structure streamlined and reorganized document sections to improve clarity and functionality
1.1	9/6/2023	Chief M. Cummings Director of Public Safety/Chief of Police	All Sections	Condensed and structured plan to be more readable and less excessive language.

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About the Emergency Management Plan

Bowie State University is committed to providing a safe and secure environment to the Campus community. We continuously take actions to increase our ability to manage campus emergencies. An emergency management plan is a living document which needs constant modification and continual improvements as lessons learned instruct us to do. To that end, the University has significantly enhanced its Emergency Management Plan (EMP).

The Plan is a comprehensive all-hazards approach that addresses the University's response to catastrophic events affecting personal safety and ongoing operations. The nature and extent of emergencies will be assessed by University administrators. Implementation of the Plan will be under the direction of the University President.

The Bowie State University Police Department (BSUPD) will hold a training session multiyear to ensure faculty, staff, and students are properly trained on procedures in the Plan. BSUPD will maintain a training and exercise tracker. The types of exercises are determined based on real incidents and events, assessments of risk, and industry trends.

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EMERGENCY MANAGEMENT PLAN

An emergency or disaster may occur at any time and with little or no warning. Disasters may affect residents in the geographical location of the University, and government emergency services may not be available. Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measures, the President or their designee may declare a state of emergency and implement the Emergency Management Plan.

Campus Coordinator

The President has designated the Vice President for Administration and Finance to oversee campus emergency planning, prevention, preparedness response, safety and security.

Lines of Authority

The establishment of clear lines of authority for overseeing and managing emergency incidents and responding to emergencies, based on principles of Incident Command Systems (ICS) and National Incident Management Systems (NIMS), are the responsibility of the following BSU Incident Commanders:

- Chief of Police
- Captain, Operational Commander
- Lieutenant, Patrol Commander
- Lieutenant, Commander of Investigations
- Shift Sergeant
- Officer in-Charge (OIC)
- First responding sworn university police officer

Public Safety Student Advisory Committee

The Public Safety Student Advisory Committee will meet each semester with the Chief of Police to advise feedback on issues of campus safety, security and emergency preparedness.

Emergency Plan Activation

The Emergency Management Plan shall be activated under the following circumstances:

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- ☐ When civil authorities declare a State of Emergency that affects the University, local, citywide, regional, statewide or national communities.
- ☐ When the President or designee declares a University emergency.
- ☐ When an occurrence, potential or actual, seriously disrupts the overall operation of the University or threatens the health or safety of members of the University community.

Unless otherwise directed by the VP of Administration and Finance (VPAF), operational management of minor emergencies, incidents, potential or actual, which do not seriously affect the overall functioning of the University rest with the Police and Department of Public Safety, or the Facilities Services Department, depending upon the nature of the incident, and in consultation with related department heads in accordance with established protocols.

Activation of the Plan – In the case of a perceived University-level emergency, the Police and Department of Public Safety will be notified, and must notify the VPAF and the Director of University Relations and Marketing. The VPAF will notify the President who will determine if a University-level state of emergency exists and activation of the plan is in order. If the University declares a state of emergency, Chief of Police/Director of Public Safety will notify the Campus Incident Strategy Group (CIS). All members of the CIS must report to the Chief of Police within one-half hour of being notified.

Once a major emergency or disaster is declared by the President or their designee, only registered students, faculty and staff are authorized to be on campus, or to enter University-owned or operated buildings. Those who cannot present proper identification, showing their legitimate business on campus or in a building with restricted access, will be required to leave. Unauthorized persons accessing or remaining on campus may be subject to arrest. In addition, only those faculty and staff members who have been assigned Campus Emergency Response Committee duties or issued an emergency pass by the Police and Department of Public Safety will be allowed to enter the immediate disaster site.

In cases where a State of Emergency has been declared by civil authorities, all designated emergency personnel should attempt to report for duty and assume their defined roles if permitted by civil authorities, whether or not they have received official notification from the University.

Implementation of the Emergency Management Plan

The President or their designee determines if the Emergency Management Plan is to be activated, including the establishment of the Emergency Command Center,

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the recall of University officials or their alternates to campus during non-work hours, and recall of other University administrators to assist in the emergency response effort.

Activation of Campus Incident Strategy Group – In the event that a campus emergency is declared, the President or their designee will activate the Campus Incident Strategy Group. All available members of the CIS are to assemble at the Emergency Operations Center, or if not accessible, at the identified secondary Emergency Operations Center. The Assistant to the President or other designee will keep an accurate log of all actions by the CIS.

First Administrator On the Scene – If the emergency occurs during non-office hours, the administrator assuming the most responsibility will be in the following order:

- A member of the President's Cabinet
- The highest ranking administrator present from Administration and Finance
- The Director of Facilities
- The highest ranking administrator present from the Facilities Services Department

The first member of the CIS to arrive on the campus assumes responsibility for directing activities after reporting to the on-duty Police and Public Safety officer. Following notification to the President or their designee, full responsibility for directing University efforts rests with the President or their designee.

Specific responsibilities include:

- Response to all reported emergency incidents
- Identifying and accessing safety risks associated with incident
- Establishing specified staging area for:
 - Media
 - Staff, students, parents, family members
 - Medical treatment
 - Additional emergency resources
- Evacuating other areas of campus not associated with the incident by utilizing faculty and staff until law enforcement arrives.

Goals of the Emergency Management Plan include:

- Protecting the lives and property of the University community
- Preserving the orderly function of the University community

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- Establishing clear lines of authority and communication among University departments
- Identifying the University role with outside agencies for coordinating emergency operations

This plan is intended as a guide. The University reserves the right to modify its actions prior to and during an emergency to ensure proper functioning of the University during the emergency.

Concept of Operations

This section briefly describes how BSU prepares for, responds to, and recovers from incidents.

Preparedness Activities

Activities such as planning, training, and conducting exercises are critical for ensuring BSU is ready to respond when an incident arises. All faculty, staff and students should be familiar with possible risks and plan how to respond when an emergency occurs. BSUPD and other units with incident responsibilities help to familiarize members of the campus community with possible risks and appropriate preparation and response activities. BSUPD maintains BSU's emergency plans, and conducts training and periodic exercises to support effective incident response.

Incident Response Priorities

Response operations are immediate activities taken during an emergency to protect lives, property, and the environment. Examples of response activities include evacuation or shelter in place, dissemination of public alerts, law enforcement activities, and administering emergency medical services. Once it's safe to do so, campus-level coordination described in the next section will begin.

The university's priorities for campus-level incident response activities are listed below in order of importance. These priorities guide the allocation of resources in the event of an emergency.

1. Protect life: reduce the risk of injury or death to emergency responders and community members
2. Stabilize the incident: prevent the incident from increasing in scale
3. Protect the environment: minimize negative environmental impacts
4. Preserve university property: minimize damage to and loss of university property
5. Restore mission critical operations: restore services critical to emergency response, the
6. wellbeing of students, and the integrity of educational and research programs

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Campus Incident Management Structure

The majority of incidents that occur on campus are of limited scope and are fairly routine in nature (e.g., winter and other weather closures, brief localized power outages, law enforcement apprehensions). These incidents are effectively addressed by individual departments working closely with their frequent partners. Each department should create and maintain their own internal emergency response procedures.

When an incident requires involvement beyond the primary department(s) or significantly affects the university's ability to perform mission critical activities (e.g., an extended infrastructure outage affecting numerous buildings, a tornado touchdown on campus, an outbreak of a serious infectious disease), additional coordination is needed to align operational and strategic considerations. Note that sensitive investigations and similar response activities are managed at the discretion of leadership.

BSU's campus incident management structure is summarized as follows:

Campus Incident Strategy Group

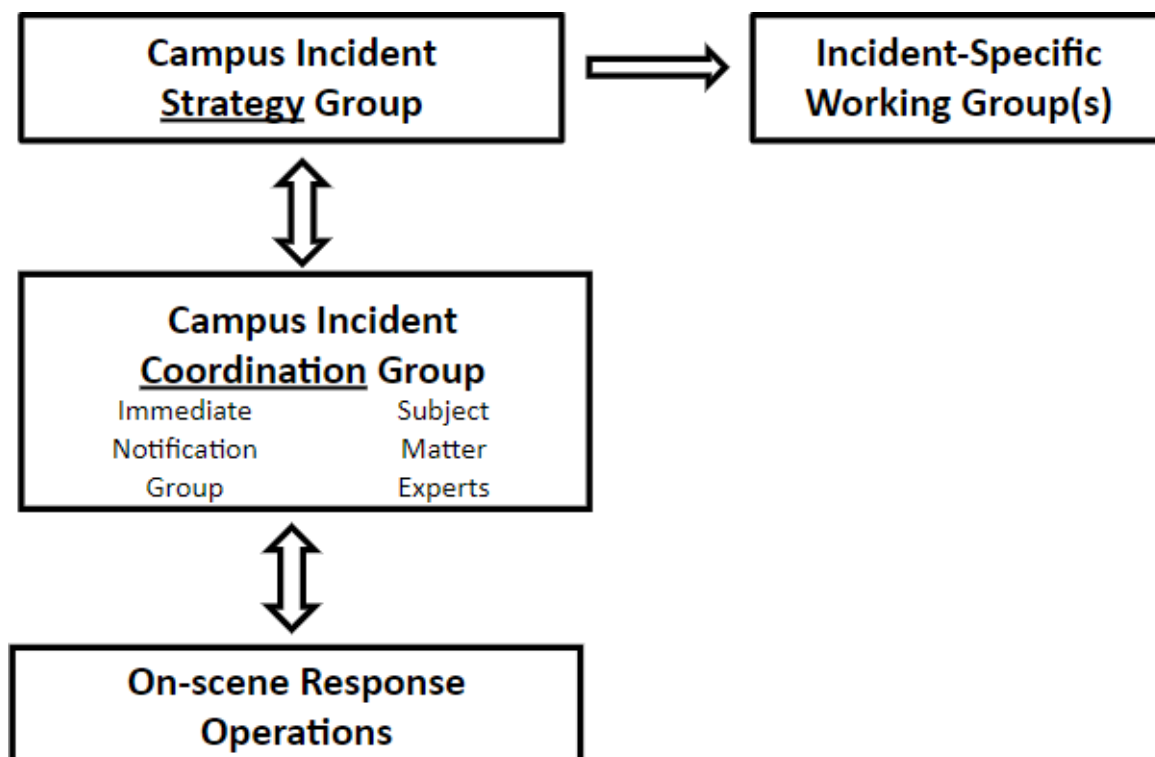
The Campus Incident Strategy Group will meet each semester to monitor and update the Emergency Management Plan to ensure accurate contact information and to address new threats.

Dr. Aminta H. Breaux	President
Guy-Alain Amoussou	Provost & Vice President
Karen J. Shaheed , Esq.	Executive Vice President & Chief of Staff
Manish Kumar	Vice President for Administration & Finance
Dr. Brian O Clemmons	Vice President for Enrollment
Maurice Tyler	Vice President for Information Technology & Chief Information Officer
Brent Swinton	Vice President for Institutional Advancement
Clyde Doughty Jr.	Vice President for Intercollegiate Athletics & Recreation
Sabrina Ram	Director of University Relations & Marketing
Amani Jennings	Dean of Student Affairs

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Executive VP and General Counsel	860-3503
Finance	
Director of Budgets	860-4363
Comptroller	860-3476
Logistics	
Director of Procurement	860-4212
AVP Information Technology	860-3918
Director of Residence Life	860-4558
Director of Wellness Center	860-4177
Registrar	860-3416
Telecommunications Manager	860-4101
Coordinator of Disability Support Services	860-4067
Food Service Director	860-3846
ABM Housekeeping	860-4070
SGA President	860-3788
GSA President	860-3241
Assistant Athletic Director	860-3572

CAMPUS INCIDENT STRATEGY GROUP RESPONSIBILITIES



This incident management structure incorporates tenets of the Federal Emergency Management Agency's Incident Command System (ICS) and the National Incident Management System (NIMS), as well as best practices from peer institutions.

Campus Incident Strategy Group

The Campus Incident Strategy Group provides strategic direction and decisions to ensure an effective response and recovery for major incidents. It is comprised of the President and cabinet-level advisors.

The Strategy Group is convened to make timely strategic decisions as needed during a large-impact incident. For example, this group may make decisions to request assistance from the State of Maryland, approve funding for incident response activities, or serve as a liaison with local elected officials.

Members of this team receive incident notifications and briefings updates from the Director of Public Safety/Chief of Police

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Incident-Specific Working Group(s)

Depending upon the nature of an incident, members of the Campus Incident Strategy Group may convene an Incident-Specific Working Group. The purpose of the Working Group is to execute projects that require extensive collaboration across various organizations and functions (e.g., developing and implementing new campus processes for compliance with COVID-19 vaccination and testing requirements).

Campus Incident Coordination Group

The Campus Incident Coordination Group consists of functional leads who are convened to share information during a campus-level incident (e.g., a power outage affecting multiple buildings, a gas leak requiring evacuation of multiple buildings). Throughout the incident, this group receives timely information through short, periodic incident briefings intended to keep independent incident activities coordinated. The department with the most information regarding the developing incident begins the briefing, and VP of Administration and Finance facilitates report outs from other functional teams. This group is convened during daytime hours on weekdays and weekends.

Each department should have processes in place to gather critical information from internal and external sources. For example, Facilities Management (FM) uses a network of moisture sensors to receive immediate notifications of campus flooding and monitors the weather to take proactive steps when significant rainfall is expected.

Members of the Coordination Group may also participate on one or more of the following smaller teams:

- The Immediate Notification Group, which receives incident notifications outside of business hours;
- Subject matter experts whose functions are not typically needed in incident response but, depending on the nature of a specific incident, may be called upon to assist or participate.

At BSU, the activation of the Campus Incident Coordination Group is understood to be synonymous with the activation of an Emergency Operations Center (EOC).

On-Scene Response Operations

On-scene response operations at BSU follow FEMA ICS and NIMS. The first responder to arrive on scene assumes the role of Incident Commander (IC) until relieved by a more senior or more qualified individual. The IC establishes the Incident Command Post (ICP) and assumes overall responsibility for the incident. During an incident briefing, the ICP is charged with communicating updates to the Campus Incident Coordination Group.

Incident Command is replaced by Unified Command (UC) when multiple Incident Commanders representing two or more responding agencies are involved in the response. It is used by the DPS of Public Safety (DPS) to coordinate activities with external responders. Multiple responding

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agencies may be required due to functional responsibilities (e.t., firefighting, public safety), governmental levels (e.g., county, state), or geographic boundaries (e.g., multiple municipalities). UC is responsible for overall management of incidents response.

CAMPUS EVACUATION

Evacuation of all or part of the main campus grounds will be announced by the Department of Public Safety as described, after directed by the President of the University.

SHELTER-IN-PLACE

One of the instructions you may be given in an emergency is to shelter-in-place. This is a precaution intended to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room or hallway, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. The following are examples where sheltering in place would be applicable:

- Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment.
- A tornado has been spotted in the area.
- There is no time for everyone to safely evacuate.
- A sniper is actively shooting in outside areas.

How to Shelter-in-Place

When authorities provide directions to shelter-in-place, they want everyone to take the following steps immediately where they are, and not drive or walk outdoors:

- In the case of chemicals or gases, close and lock all windows; exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select an interior room with the fewest windows or vents. The room should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. A classroom may be used if there are no windows, or even a

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- gymnasium without exterior windows.
- Turn off fans, heating and air conditioning systems to prevent the exchange of inside air with outside air.

BUILDING EVACUATION AREAS AND CONTACT PERSONS

BUILDINGS	CONTACT PERSONS	EVACUATION AREA
Computer Science	Dr. George Aqua	Evacuate thru the nearest exit to Recommended Parking Lot M or Robinson Hall
Library	Ms. Sophia Sotilleo	Direct patrons thru the nearest exit. Recommended evacuation area is Henry Circle or Lot G
Maintenance	Darryl Williford	Evacuate to Parking Lot N, O
James Gym	VP. Clyde Doughty	Evacuate thru the nearest exit. The recommended Evacuation area is Parking Lot J, I
University Housing	Jamie Mercer	Residents in each resident hall will exit to nearest parking lot.
	Holmes Hall	Evacuate to Track
	Tubman Hall	Evacuate to Parking Lot G, H
	Towers Hall	Evacuate to Track
	Kennard Hall	Evacuate to Parking Lot G, H
	Haley Hall	Evacuate to Track
	Goodloe Apartments	Evacuate to Parking Lot L
	Christa McAuliffe Hall (Bowie Place)	Evacuate to Park Parking Lot P, Q
Student Center	Jatina Cook-Gunn	Evacuate thru the nearest exit to Parking Lot N,O
Henry Admin Building	Ms. Marsha Swindell	Evacuate thru the nearest exit Recommended

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evacuation area Ito
Parking Lot Henry Circle,
Center Quad

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McKeldin Gym Building	Patricia Taylor	Evacuate thru the nearest exit. The recommended evacuation area is Parking Lot H,
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James E. Proctor Jr. (JEP)	Ms. Monica Turner	Evacuate thru the nearest exit. The recommended evacuation area is Parking Lot G
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Center for Bus & Grad Studies	Dr. Mathias Mbah	Evacuate to nearest exit and Assemble in Parking Lot A
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MLK	Dr. Otis Thomas	Evacuate thru the nearest exit to the recommended evacuation area, Parking Lot Henry Circle
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Robinson Hall	Ms. Sheila Hobson	Evacuate thru the nearest exit and assemble on the grounds behind Parking Lot Robinson Hall Upper Parking, Rear of building goes to Lot M
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CNSMN	Dr. Alan Anderson	Evacuate thru the nearest exit; assemble in Center Quad
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BUILDING EVACUATION PLAN

All facilities on campus have been assigned building managers. Building managers will receive regular training to carry out their duties. Building occupants should know the identity of building managers. The name and room number will be posted in all buildings.

Building managers are responsible for organizing and informing building

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occupants to take appropriate action during an emergency, which could include taking shelter in place or evacuating for assembly elsewhere. BSU also will provide shelter on campus for persons not usually in residence, such as commuting students. Emergency supplies will be stored on campus.

The goal of this evacuation plan is for all building occupants to exit the buildings safely. The plan allows for each person to evacuate the building to the nearest designated area. All buildings will empty away from the center of campus. The **Emergency Building Coordinator** will take attendance, and assist in accounting for all building occupants.

The **First Responder** will determine if people should be moved to an alternative location.

If an **evacuation** is ordered for your building, fully cooperate with Campus Police and:

- Take keys, briefcases purses, wallets, coats and other personal belongings.
- Do not use elevator.
- Close, but do not lock doors.
- Turn off all electronics, including computers.
- Evacuate in groups to ensure all are able to get out.
- Provide assistance to those with disabilities.
- Evacuate in a safe orderly manner.
- All persons (faculty, staff, and students) are to evacuate the site in question immediately and relocate to the designated Evacuation Assembly Point.
- Do NOT return to an evacuated building unless told to do so by Police or
- Fire personnel or a Building Manager.

Recovery

As the immediate threat, hazard, or emergency subsides, the restoration of university operations begins through recovery activities of varying durations. Activities may range from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat, hazard, or emergency facing the university.

Additional information on BSU institution-level recovery is contained in the BSU Continuity of Operations (COOP) and Recovery Plan (Annex C).

Recovery Activities

Recovery activities are conducted by affected departments. Recovery typically begins with the following activities:

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- Assess damage (an appraisal or determination of the effects of the disaster on human, physical, economic, and natural resources)
- Identify and prioritize recovery needs and tasks
- Determine costs associated with response and recovery
- Apply for state and federal assistance (if warranted)
- Conduct hazard mitigation analyses
- Identify residual hazards

After-Action Reviews and Reports

The purpose of an after-action review (AAR) is to allow participants an opportunity to examine the strengths and areas for improvement of a response to an exercise scenario or emergency. BSUPD coordinates after-action reviews for major exercises and emergencies and summarizes the conversation in an after-action report (also referred to as an AAR). These reports are shared with incident participants and their respective leaders.

Periodically, BSUPD follows up with functional teams to discuss progress on their assigned areas of improvement, tracking the identified lessons learned through to completion.

LEVELS OF EMERGENCIES

After procedures to protect the safety of individuals are in place, the University facilities, buildings and property are the next highest priority, followed by private property that may be affected by the situation.

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall operation of the University. Report all incidents immediately to the Department of Public Safety at extension 2-4040.

Major Emergency: Any incident, potential or actual, which affects an entire building, or which disrupts the overall operation of the University. Outside emergency services most likely will be required, as well as major efforts from campus support services. Major policy considerations also will be required from the University administration during these conditions. Call Public Safety - dial 2-4040.

Disaster: Any event or occurrence which seriously impairs the operation of the University. In some cases, mass personnel casualties and severe property damage may occur. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Emergency Command Center will be activated, and the appropriate support and operational plan will be executed.

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Threat Assessment and Planning

The BSU Chief of Police will conduct an annual threat assessment to review the comprehensive range of threats, including natural disasters, hazardous materials, terrorism, violent crime, and pandemic diseases. The Chief will identify the top hazards faced by the campus as well as those that could result in a significant loss of life. The police department is trained to respond to public safety threats. The Chief of Police will conduct an annual review of all documented incidents that pose a significant threat to the university community and recommend corrective action to the VPSA. Threat assessment consultants will be brought in as needed.

The following Threats pose the greatest risk to Bowie State University

Fire Bomb Natural Disaster Chemical or Radiation Spill Violent or Criminal Behavior Utility Failure Acts of Terrorism on or near Campus Cyber Threats	Civil Disturbance or Demonstration Epidemic, Hostage or Sniper Incident Public Relations Issues (athletics, student safety, management issues) Vehicle Accident Suicides Drug Overdose Train Derailment on Campus
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MARYLAND EMERGENCY MANAGEMENT AGENCY (MEMA)

MEMA was created by the Maryland legislature to ensure the State is prepared to handle large-scale emergencies. MEMA is responsible for coordinating the State response in any major emergency or disaster. This includes supporting local governments, and coordinating assistance with the Federal Emergency Management Agency (FEMA).

Security advisory systems are in place to provide instant information on warnings and actual events involving terrorist acts.

THREAT LEVELS: Four threat levels have been identified by a specific color.

LEVEL ONE – 24/7 monitoring in the Maryland Joint Operations Center (MJOC) with normal military and civilian staffing. **State agencies are notified of situations in their areas of responsibility.**

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LEVEL TWO – Increased staffing in the 24/7 (MJOC). In most circumstances, this occurs when the potential exists for partial activation of the SEOC in the near future. **Increased staffing enhances the MJOC ability to monitor events and communicate quickly with state agencies and decision-makers when circumstances warrant.**

LEVEL THREE – Partial activation of the State Emergency Operation Center (SEOC). Depending on the nature of the emergency, different departments and agencies will be notified and summoned to the emergency operations center. MEMA personnel and department and agency representatives will staff the SEOC. **Level three reflects the need for significant State, National Guard, non-profit and private sector response.**

LEVEL FOUR – Full activation of the SEOC. All primary and support agencies under the state plan are notified and are represented in the Emergency Operations Center.

Department of Public Safety/Chief of Police (BSUPD) to coordinate activities with external responders. Multiple responding agencies may be required due to functional responsibilities (e.g., firefighting, public safety), governmental levels (e.g., county, state), or geographic boundaries (e.g., multiple municipalities). UC is responsible for overall management of incident response.

Communications

This section describes the ways in which emergency information is shared with various campus populations.

Emergency Personnel Communications

University personnel use a variety of communications tools and systems in an emergency. Examples of communication platforms include radios, email distribution lists, manual call trees, mass notification systems, and audio and video conferencing (e.g., Zoom). Government Emergency Telecommunications

Service (GETS) and Wireless Priority Service (WPS) cards are also used to facilitate telephone and mobile phone communications, respectively, for select individuals.

Warnings and Mass Notification

BSU issues accurate and timely warnings and information to the campus community by using the BSU Alerts system. BSU Alerts is a mass notification system that uses a variety of communication channels to notify students, faculty, and staff during an active, major campus emergency, including:

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- BEES Bowie Electronic Emergency System
- Text messages (short message service [SMS]) to mobile devices
- Alert beacons located in select buildings
- Early warning sirens
- Email

BSU Alerts is managed and operated by Bowie State University Police Department (BSUPD). When BSUPD determines there is an active emergency in which the physical safety of the campus community may be at risk, a notification is initiated. Examples of when BSU Alerts would be activated include:

- A person actively shooting a weapon on campus
- A tornado predicted to strike the campus area
- A major hazardous material spill affecting campus

Localized incidents (such as a small fire, hazardous material spill in a lab, isolated criminal offense) likely would not require a mass notification.

Sirens are activated to notify the BSU community of an imminent threat, such as a tornado, where there is short advance notice of occurrence.

The BSU Alert system is tested monthly.

Incident Communication

For a major incident, the institutional response and communications strategy is led by the VP of Administration and Finance. This office provides timely synthesis of information for ongoing incidents from the BSUPD, the President's Office, and operational responders. This centralized approach is in place to prevent misinformation, rumor-spreading, and inconsistent messaging.

When needed, the Office of University Relations and Marketing provides issue briefs to campus communicators that include suggested social media content, talking points, key messages, etc. During an incident, campus communicators are asked to refrain from posting on social media sites, unless re-posting from the university's primary, authenticated channels or using content provided in an issue brief.

For incidents that affect the institution but which are less severe (e.g., power outages, IT system outages), individual departments are authorized to communicate time-sensitive guidance to their constituencies using pre-scripted messaging developed in consultation with the Office of University Relations and Marketing. As appropriate, departments tailor and amplify this messaging to their target populations (e.g., students living in residence halls).

Public Messaging

The Office of University Relations and Marketing employs an appropriate mix of communications

channels to transmit information and updates for ongoing incidents (Annex C).

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Media Relations

The Office of University Relations and Marketing manages all media inquiries and approves the release of official statements and comments during a crisis. The university Chief Communication Officer is the official spokesperson for the university and must approve any information released to the media.

Public Information Officers (PIOs), with approval from the Chief Communication Officer, provide official statements or comments during a crisis and serve as official spokespeople on behalf of the university.

Follow these easy instructions: Sign on will take about 3-5minutes.

Click <http://www.bowiestate.edu/bees/sign-up/> to sign-up as a new user.

A validation code will appear immediately on your cell phone.

BEES also can be accessed from the following websites:

University Home Page: www.bowiestate.edu

Human Resources

<http://www.bowiestate.edu/about/ohr.asp>,

Student Affairs

<http://www.bowiestate.edu/groups/sacl.asp>,

Department of Public Safety <http://www.bowiestate.edu/about/finance/pscp.asp>,

Institutional Advancement

<http://www.bowiestate.edu/about/cabinet/Advancement> Administration and

Finance <http://www.bowiestate.edu/about/finance.asp>

For problems arising from attempts to register, access, or other procedural issues, please call the Division of Information Technology at 301-860-3918.

Note: Some cell phone carriers charge for text messaging.

BEES will only send emergency messages.

EMERGENCY TELEPHONE

To report any campus emergency (Police, Fire, and Ambulance), pick up the Blue Light emergency phone, or call campus police - dial **2-4040**. When campus police cannot be reached, call 9-911 from a campus telephone to reach the emergency dispatch center for Prince Georges County. Carefully explain the problem and location to the public safety dispatcher. Do not take action unless directed by the public safety dispatcher.

The Student Affairs Leadership Team will solicit feedback from students about the EMP and other campus safety concerns. Meetings will be conducted regularly and as needed at residence halls. BSUPD will meet

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quarterly with the Student Campus Police Advisory Committee to solicit feedback regarding the EMP. All meetings will be documented for follow-up action.

The EMP will be updated minimally annually and modified as necessary. Any major revisions will be submitted to the University System of Maryland (USM) Office. All recommended changes should be submitted to the Director of Public Safety for review and approval. The Director of Public Safety will seek assistance as necessary from the **Campus Incident Strategy Group (CIS)** to evaluate the appropriateness of plans submitted for review and approval. The Police and Department of Public Safety (BSUPD) will maintain a copy of all plans from all departments.

Individual plans for each Department are to be submitted to the Director of Public Safety to ensure there is no conflict with the University Plan. Departmental plans will be maintained as supplements to the University Plan. The Director of Public Safety may submit any departmental disaster plan to the EMP for further review and approval. Departmental disaster plans should be reviewed annually and modified as necessary.

In the meantime, it is important to review the protocols and procedures established in this Plan. All departments within the University must become familiar with this Plan.

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Appendix A: Definitions

This document uses the following emergency management terms:

- All Hazards: Natural, technological, or human-caused incidents that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of campus activities.
- Campus Community: Students, faculty, staff, visitors, vendors, and contractors on, or in,
- BSU campus property.
- Continuity of Operations Plan: A plan of action to continue business functions of a department/unit/organization after a disaster threatens to prevent them from resuming and/or continuing.
- Crisis, Emergency, or Incident: An occurrence—natural, technological, or human-caused—that requires a response to protect life, property, or the environment. For the purposes of this document, these terms are interchangeable, although the term “incident” is preferred. These concepts contrast with activities related to pre-planned events that can be rescheduled or canceled.
- Emergency Management: The process of coordinating available resources to effectively manage emergencies or disasters that threaten BSU, thereby saving lives, preventing injury, and minimizing economic loss. This involves four phases: mitigation, preparedness, response, and recovery.
 - Mitigation: Activities to reduce the loss of life and property from natural and/or human-caused disasters.
 - Preparedness: Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities.
 - Response: Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.
 - Recovery: The development, coordination, and execution of activities to stabilize critical functions after an incident has occurred.

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Appendix B: Use of ICS and NIMS in BSU's Response Model

This section is required by USM policy VI–13.00, Section 2. A. 1. j).

BSU's incident management structure is based on the tenets outlined in the Federal Emergency Management Agency (FEMA)'s National Incident Management System (NIMS) and Incident Command System (ICS).

NIMS

NIMS is a systematic, proactive, and common approach that allows organizations and agencies to work together to manage incidents regardless of the cause, size, location or complexity in an effort to reduce loss of life, property and harm to the environment. The Campus Incident Coordination Group is structured according to the NIMS Departmental EOC Structure described on Page 122 of the NIMS document found here: https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf.

ICS

ICS is a nationally used, standardized, on-scene emergency management concept that can be scaled depending upon the incident. BSU's on-scene response teams (e.g., UMPD, FM, DRF) utilize concepts of ICS during all-hazards response activities. ICS characteristics that have been integrated into the BSU emergency response structure include:

- Incident action planning
- Chain and unity of command
- Accountability and coordination of resources

ESFs

Emergency Support Functions (ESFs), outlined in FEMA's National Response Framework, align categories of resources and provide strategic objectives for their use. The BSU community has a variety of capabilities that align with most of FEMA's ESFs, as summarized below, although the ESF construct is not explicitly used in BSU's incident management structure.

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Emergency Support Function	Responsibilities	Primary BSU Unit	BSU Support Unit(s)
1. Transportation	Coordinate transportation resources, including resources from external sources	Transportation Services (DOTS)	DPS
2. Communication	Ensures voice and data communications are provided to support emergency response and facilitates restoration of the IT infrastructure	DIT	None
3. Public Works & Engineering	Protects, assesses, and restores campus infrastructure and coordinate debris management operations	FM	Department of Residential Facilities, Dining Services
4. Firefighting	Coordinate and plan with, and supports, outside fire and rescue service providers	Office of the Fire Marshal	DPS
5. Information and Planning	Provides public information and protective actions guidance; coordinates media and community relations	Office of University Relations and Marketing	DPS
6. Mass Care, Emergency Assistance, Temporary Housing, and Human Services Sheltering	Coordinate emergency mass care including sheltering, feeding, distribution of emergency supplies, and long-term housing needs	Department of Resident Life and Dining Services	BSUPD

BSU EMERGENCY OPERATIONS PLAN

7. Logistics	Obtain required resources including equipment, supplies, and services	Determined by nature of incident	BSUPD
8. Public Health	Assess public health needs Coordinate public health response Provide health services Coordinate with external health and medical providers	University Health Center (UHC)	
9. Oil and Hazardous Materials Response	Coordinate spill response and cleanup	Department of Environmental Safety, Sustainability & Risk (ESSR)	DPS and BSUPD
10. Public Safety and Security	Provides law enforcement activities and security during emergency response. Manages the BSU Alerts mass notification system and Public Safety Radio system	BSUPD	BSUPD and DIT

EOCs

USM policy VI–13.00 Section 4 requires BSU to have an EOC capability to “collect and analyze data, coordinate resources, and to have situational awareness for specified emergencies and incidents.” Activation of the response structure described in this plan enables BSU departments to collaboratively fulfill the role of a traditional EOC in supporting on-scene incident response activities.

Key activities performed by the Campus Incident Coordination Group during an incident include working together to plan and execute next steps in their areas of responsibility and attending periodic briefings to receive incident updates and coordinate resources and activities. The Campus Incident Coordination Group may meet virtually or in person depending on the needs of the incident; this will be determined by BSUPD with support from the BSU Department of Public Safety (DPS).

To avoid jargon and acronyms in the revised structure, the term “EOC” will not be used; activation of the revised structure (Campus Incident Coordination Group) is understood to be synonymous with the activation of an EOC.

Appendix C: Administration, Finance and Logistics

This section is required by USM policy VI–13.00, Section 2. B. 1. a). University departments that participate in emergency response must maintain careful and complete records of expenditures. The university may be eligible for reimbursement of expenses or losses from the state or federal government, so accurate and thorough records are essential and required.

For incidents likely to involve the FEMA or the Maryland Emergency Management Agency (MEMA) assistance, departments should track their human and property resource use. Tracking is usually through Excel or other methods determined suitable by the department. The Department of Environmental Safety, Sustainability and Risk will provide guidance at the time of the event.

Appendix D: Behavior Evaluation and Threat Assessment/Fitness for Duty

This section pertains to the requirements of USM policy VIII-21.00, Section 1. B. 3.

The BETA (Behavior Evaluation and Threat Assessment) Team evaluates reports about University of Maryland students who are concerning, disruptive, or threatening. The team brings expertise from various functional areas: public safety (policing), mental health (psychiatry and social work), counseling (psychology), student conduct, and student affairs to assess concerning behavior and to develop strategies to support the well-being and academic success of all students.

It is rare for BSU students to be disruptive, threatening, or violent; however, sometimes students behave (whether in or out of the classroom) in ways that faculty, staff, other students, or parents/families may consider concerning or alarming. Examples may include:

- Being disorderly, disruptive, or verbally aggressive – expressing uncontrollable anger, hostility, or frustration
- Acting bizarrely, disturbed, or odd for that person
- Threatening physical harm – in person, on the phone, or electronically
- Being a threat to oneself – suicidal ideation
- Possessing a weapon, being violent, or damaging property

The BETA Team is composed of representatives from the Counseling Center, the University Health Center's Mental Health Services, the Office of Student Conduct, the Department of Public Safety, and the Office of the Vice President for Student Affairs. The BETA Team may consult with other University units when appropriate.

In accordance with BSU's Fitness for Duty policy (VI-8.00 (F)), the University Health Center will partner with units as appropriate to review reports of concerning behavior from staff and faculty.

Appendix E: Third-Party Emergency Surge Support

Departments are encouraged to develop their own mechanism to handle surges in telephone or email inquiries resulting from incidents. The BSU Call Center is available to provide operational expertise for departments responding to a temporary influx of phone calls. Departments should work with DIT to include surge support procedures into their Departmental Continuity of Operations plan.

In the event that the BSU Call Center can no longer support the volume of calls it receives or needs phone operators trained to respond to callers in crisis, a third-party vendor is under contract to supplement or replace the BSU Call Center.

In addition to call center support, this vendor has the capability to provide a variety of emergency services to the BSU community, to include:

- Licensed counselors
- Family Assistance Center mobilization and staffing (provides centralized support to affected individuals needing a compassionate environment, such as bereaved families or displaced residence hall students)

Authorized individuals are regularly trained on the process for activating resources including vendor support for the BSU call center, licensed counselors, and the Family Assistance Center.

Appendix F: Major Identified Threats and Hazards

This section is required by USM policy VI–13.00, Section 3. A. 3.

A number of physical threats and hazards that threaten the stability and safety of the campus community have been identified through the university's risk assessment methodology.

Mitigation actions for specific threats are summarized below.

Utility Outage Procedures

Facilities Management (FM) is responsible for ensuring disruptions to BSU's utilities (e.g., steam, gas, power, water) are promptly detected and addressed. Outages resulting in significant or prolonged disruption to campus operations require extensive coordination with stakeholders throughout the BSU community. FM maintains internal procedures as well as higher-level coordination protocols describing the ways in which BSU departments work together to restore utility operations and mitigate the impacts of outages. These plans are reviewed regularly by FM leadership.

If a utility outage results in significant damage or disruption to the campus, the Campus Incident Coordination and Campus Incident Strategy Groups are convened to coordinate appropriate operational actions.

Severe Weather Procedures

Severe weather events have the potential to disrupt business operations and damage critical infrastructure within the BSU community. These events include a snow storm/ice, tornado, hurricane, and flash flooding, which could occur with limited notice. Impacts of severe weather events on campus could include a power outage, infrastructure collapse or damage (e.g., burst pipe, flooded roadways), structural damage to BSU buildings, environmental damage (e.g., downed trees), and injury to members of the BSU community.

Departments are responsible for ensuring they have mechanisms in place to receive advance notifications issued by the National Weather Service. Individual departments are responsible for responding to severe weather warnings and conducting damage assessments according to their internal procedures. For example:

- When a tornado warning is issued, the Bowie State University Police Department (BSUPD) sounds the campus sirens and sends a notification to the campus community via BSU Alerts.
- When inclement weather threatens the safe operations of campus activities (e.g., a winter storm or ice event), Facilities Management meets with the Provost to assess necessary changes to the following day's activities (e.g., campus closure, telework, cancelation of classes). These operational status changes are relayed to the campus community via BSU Alerts, Social Media outlets and the Snow Line (301-405-SNOW).

- When a hurricane seems likely to affect the campus area, BSUPD will convene the Campus Incident Coordination and Campus Incident Strategy Groups to ensure functional departments are aware of the threat.

When a severe weather warning is issued, employees with incident management responsibilities (and the entire campus community) should take immediate protective actions to ensure their safety. If severe weather results in significant damage or disruption to the campus, the Campus Incident Coordination and Campus Incident Strategy Groups are convened to coordinate appropriate operational actions.

Annex A: Campus Outbreak Response Plan

This section is required by USM policy VI–13.00, Section 3. A. 3. Cases and outbreaks of new and emerging infections or existing infections are an ongoing potential hazard to the health and safety of the university community and operations as an institution of higher education.

The Campus Outbreak Response Plan provides a framework for how key units at BSU will work together internally and with local, regional and national public health authorities to manage the incidence of infectious disease on our campus.

The plan addresses basic steps that will be implemented under the direction of the University Health Center to care for ill individuals, communicate about disease situations with the community, and prevent the spread of an infection. The Campus Outbreak Response Plan is reviewed at least annually with key stakeholders and is a living document, which is continually updated based on new information and experience.

Authorized individuals may request a full copy of the latest plan.

Annex B: Incident Communications Plan

This section pertains to a document required by USM policy VIII-21.00, Section II. The Incident Communications Plan outlines the roles, responsibilities, and processes that guide the university in ensuring timely, accurate, and transparent information is disseminated to the campus community and external stakeholders before, during, and after an incident.

The plan is reviewed at least annually by the Office of University Relations and Marketing and its stakeholders. Authorized individuals may request a full copy of the latest Incident Communications Plan.

Annex C: Continuity of Operations (COOP) and Recovery Plan

In accordance with USM VI-13.00 Policy On Campus Emergency Planning, Preparedness, and Response, BSUPD collaborated to develop BSU's Continuity of Operations (COOP) and Recovery Plan. This plan is usually activated in conjunction with the BSU EOP and can be activated by the BSUPD Director or their designee.

Authorized individuals may request a full copy of the latest COOP and Recovery Plan.