

Bowie State University Emergency Operations Plan



Approved

Dr. Aminta Hawkins Breaux
President Bowie State University

Emergency Operations Plan

Table of Contents

Record of Change	3
Abbreviations /Acronyms	4
Section 1: Plan Fundamentals	5
Introduction	5
Purpose	5
Scope	6
Laws and Authority	6
Planning Conditions	7
Section 2: Emergency Programs	7
Emergency Reference Guides	7
Building Emergency Response Plan	7
Emergency Evacuation Plan	7
Emergency Communication Plan	7
Section 3: National Incident Management System (NIMS)	9
Incident Command System	10
Training and Exercise	11
Unified Command System	11
Section 4: Integrated Emergency Operations Plan	13
Concept of Operations	13
Emergency Levels	14
Section 5: Response	15
Mitigation/Prevention	15
Preparedness Programs and Activities	15
Response Programs	16
Emergency Notification	16

Emergency Operations Plan

Internal Communication	16
Internal and External Communication	17
Assessment and Response	17
Progressive Response to an Emergency	18
Transfer of Command	21
Recovery Programs	21
Continuity of Operations (COOP)	22
Evacuations	25
Crisis Protocol Overview	37
Section 6: Emergency Management Team (EMT) Organization	62
Purpose	62
Emergency Management Team Activation	63
Emergency Operations Center	63
Emergency Teams and Responsibilities	63
Section 7: Order of Succession	65
Section 8: Alternate Facilities	66

Change Number	Date	Changed By	Change Location	Description of Change
1.0	Dec 9, 2024	Carlton Tucker Survivors Edge LLC Authorized by Chief Mark Cummings	Pg. 55	Pandemic Response
1.1	Dec 9, 2024	Carlton Tucker Survivors Edge LLC Authorized by Chief Mark Cummings	Pg. 59	Rabid Animal Response

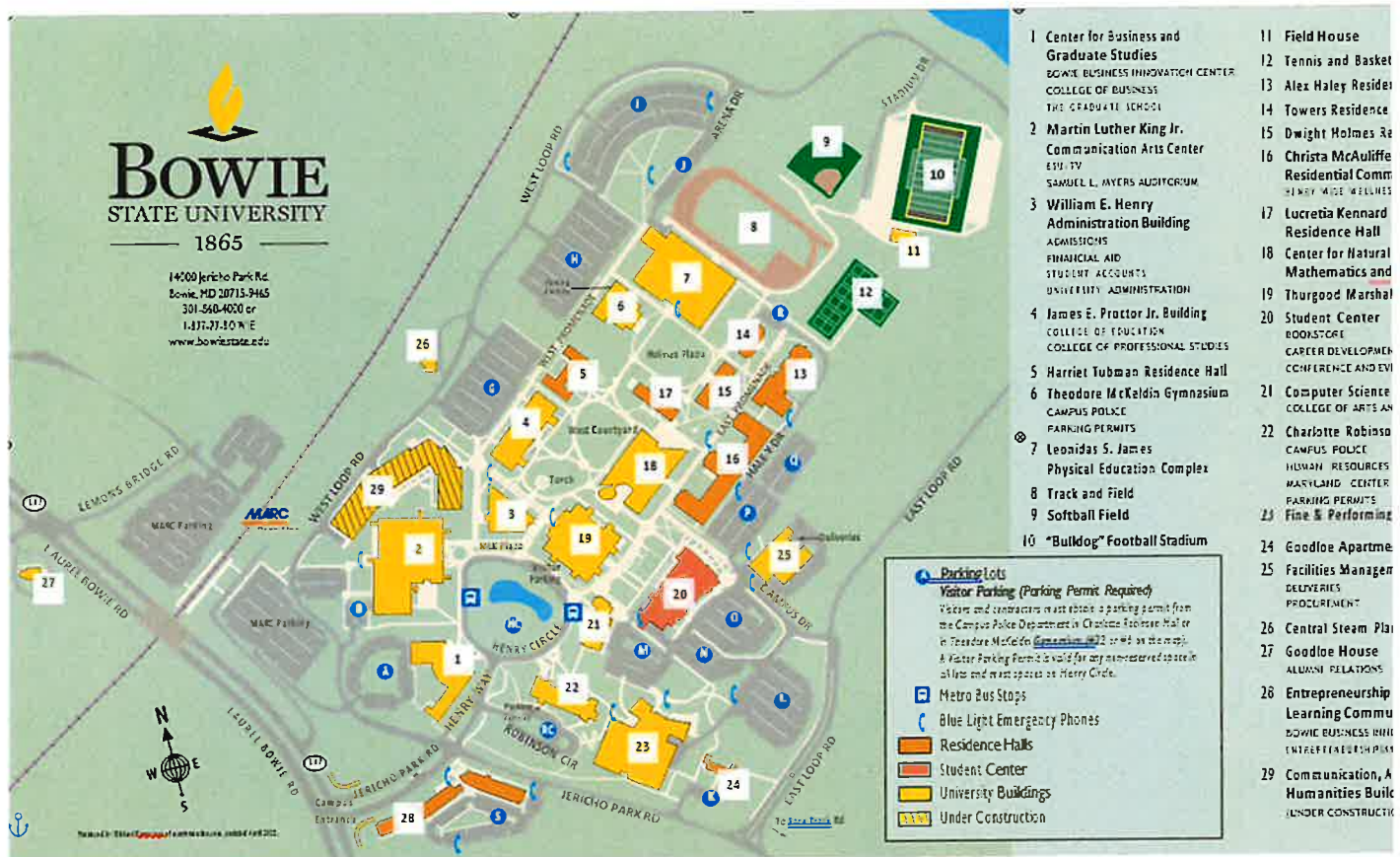
Emergency Operations Plan

1.2	Dec 10, 2024	Carlton Tucker Survivors Edge LLC Authorized by Chief Mark Cummings	Pg 7 Pg 61	Added BTAM Added Food Bourne illness response
1.3	Jan 24, 2025	Carlton Tucker Survivors Edge LLC Authorized by Chief Mark Cummings	None – final review	

Abbreviations /Acronyms

BSUPD	-	Bowie State University Police Dept
COOP	-	Continuity of Operations Plans
EMD	-	Emergency Management Director
EMP	-	Emergency Management Plan
EMT	-	Emergency Management Team
EOC	-	Emergency Operation Center
HAZMAT	-	Hazardous Materials
IAP	-	Incident Action Plan
IC	-	Incident Commander
ICP	-	Incident Command Post
ICS	-	Incident Command System
JIC	-	Joint Information Center
JIS	-	Joint Information System
MSP	-	Maryland State Police
NIMS	-	National Incident Management System
PGPD	-	Prince George's County Police Department
PIO	-	Public Information Officer
SOP	-	Standard Operating Procedure
TRACT	-	Threat Response and Assessment Coordinating Team
UC	-	Unified Command

Emergency Operations Plan



Section 1: Plan Fundamentals

Introduction

Bowie State University (BSU) is committed to ensuring the safety of its students, employees, and visitors while meeting regulatory requirements, expediting recovery from emergencies, and maintaining confidence in the University's capabilities. This Emergency Operations Plan (EOP) is designed to integrate seamlessly with the National Incident Management System (NIMS), enabling coordination with external agencies during emergencies.

The EOP provides campus-wide guidelines for preparing for and responding to emergencies. It is essential that each school and office familiarize themselves with this plan and collaborate with the BSU Department of Public Safety to develop building-specific emergency evacuation plans and unique response measures for hazards associated with their programs.

This document is dynamic, and no part shall be considered a binding contract. The University reserves the right to modify these guidelines as needed.

Purpose

The EOP intends to achieve the following goals:

1. Promote the safety and security of students, staff, faculty, and visitors.

Emergency Operations Plan

2. Minimize damage to university infrastructure and resources.
3. Limit disruptions to university programs.
4. Align emergency response procedures with local, state, and national standards.
5. Inform and assist the broader community as appropriate.

Centralized command and control are crucial to:

- Coordinate and communicate response efforts effectively.
- Ensure resources are allocated appropriately.
- Respond promptly and appropriately to emergencies.
- Facilitate the flow of information between internal and external stakeholders.

Scope

An emergency includes any unplanned event that can result in:

- Death or significant injury to individuals on campus.
- Disruption of University operations.
- Physical property or environmental damage.

The University conducts annual vulnerability assessments to identify potential emergencies and necessary improvements to emergency preparedness.

Laws and Authorities

The following laws, statutes, and policies govern BSU's emergency preparedness:

- **Public Law:**
 - Homeland Security Presidential Directive (HSPD) 5
 - Dept of Education Clery Act
 - Federal Civil Defense Act of 1950 (Public Law 920)
 - Disaster Relief Act of 1974 (Public Law 93-288)
 - Emergency Planning and Community Right-to-Know Act (EPCRA)
 - Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - Disaster Mitigation Act of 2000
- **Maryland Statutes:**
 - Maryland Emergency Management Act (Annotated Code of Maryland, Public Safety, Title 14)
 - Maryland Emergency Management Act University Systems Policy:
- **University Systems Policy:**
 - VI-13.00: Policy on Campus Emergency Planning, Preparedness, and Response
- **Occupational Safety and Health Administration (OSHA):**
 - 29 CFR 1910.120: Hazardous Waste Operations and Emergency Response Standard
 - 29 CFR 1910.38: Emergency Action Plans Standard
 - 29 CFR 1910.39: Fire Prevention Plans Standard

Emergency Operations Plan

Planning Conditions

- **BSU's location, facilities, and population are considered in emergency planning:**
- **Geography:** Located in Prince George's (P.G.) County, Maryland, with a population of over 947,430.
- **Campus:** The University spans 65 acres with over 1,300,000 square feet of building space and approximately 2,743 residential students along with 3657 commuter students, faculty, and staff.
- **Public Safety:** Law enforcement is provided by the BSU Department of Public Safety, which collaborates with P.G. County Police and other agencies.
- **Emergency Services:** Fire, medical, and HAZMAT services are provided by the P.G. County Fire Department.

Utilities and critical infrastructure include electricity, heating, and potable water provided by external agencies, with redundancy to ensure continuity during emergencies.

Section 2: Emergency Programs

This plan outlines the overall process and procedures the University will use when responding to an emergency. However, an effective response to an emergency requires comprehensive planning from all levels of campus personnel. To help facilitate this, the University has developed the following emergency programs to improve its overall response to an emergency:

Bowie State University has implemented a series of detailed plans to enhance the safety and preparedness of its campus community, ensuring effective responses to emergencies.

The **Building Emergency Response Plan** establishes a structured framework for facility-specific emergency management. Each building is assigned a trained Building Coordinator who collaborates with first responders during emergencies. Additionally, Emergency Captains are designated on each floor to support the Building Coordinator. These captains play a vital role in executing shelter-in-place or evacuation orders, ensuring the safety and accountability of building occupants.

The **Emergency Evacuation Plan** provides detailed guidance for evacuating each campus facility during emergencies. Emergency Captains, selected and trained for each floor, are responsible for assisting occupants and directing them to designated evacuation points. These captains report to the University's Director of Emergency Management Services, ensuring a streamlined and coordinated evacuation process.

Effective communication is central to emergency management, and the **Emergency Communication Plan** outlines procedures for disseminating information to the campus community, local stakeholders, and the media. Bowie State University employs a cutting-edge notification system capable of sending real-time alerts to a variety of devices, including mobile phones, wireless PDAs, and email addresses. Alerts are simultaneously posted on the university's website and can even appear as pop-up notifications on homepages for users of platforms like Google, Yahoo, or AOL. This multi-channel approach ensures that critical information reaches the maximum number of recipients promptly, facilitating swift action and informed decision-making during emergencies.

These comprehensive plans collectively strengthen Bowie State University's capacity to protect its community and respond effectively to various emergencies.

Emergency Operations Plan

Integration of Behavioral Threat Assessment and Management (BTAM) into an EOP

1. Preventive Emphasis on Campus Safety

Traditional Emergency Operations Plans (EOPs) are often designed to respond to acute, physical incidents such as fires, natural disasters, or active shooter events. While these plans focus on containment and immediate response, BTAM introduces a proactive, preventive layer. By identifying and managing individuals who exhibit concerning or potentially dangerous behaviors before an incident occurs, BTAM enhances overall campus safety and can prevent emergencies from happening in the first place.

2. Alignment with EOP Objectives

An EOP seeks to protect life, property, and continuity of operations. BTAM supports these objectives by:

- **Early Identification of Threats:** BTAM helps identify emerging threats—such as an individual demonstrating violent ideation, escalating interpersonal conflicts, or erratic behavior—well before they reach a crisis point.
- **Risk Reduction:** By intervening early with support services, referrals, counseling, or other resources, BTAM reduces the chance that a concerning behavior escalates into an emergency requiring EOP activation.
- **Maintaining Continuous Operations:** Preventing violent incidents or other threats from materializing contributes to the steady functioning of academic, residential, and administrative areas without emergency interruptions.

3. Structural Integration within the EOP Framework

BTAM can be integrated into the EOP structure in several ways:

- **Planning Section:** Incorporate threat assessment protocols into the preparedness phase of the EOP. Planning can outline processes for identifying, reporting, and assessing threats.
- **Operations Section:** Assign responsibility for BTAM-related interventions to appropriate teams (e.g., Public Safety, Counseling Services, Student Affairs), ensuring a coordinated approach when a concerning case arises.
- **Coordination with ICS Roles:** The Incident Command System (ICS) positions—such as the Liaison Officer or Safety Officer—can consult with the BTAM team if a situation escalates, ensuring that behavioral concerns inform both pre-incident interventions and on-the-ground incident management strategies.

4. Communication and Reporting Channels

An effective EOP highlights communication strategies for emergencies. BTAM protocols similarly require well-defined reporting channels for suspicious or worrisome behavior. By integrating BTAM into the EOP, you can:

- **Standardize Reporting:** Ensure that all community members know how and to whom to report concerning behaviors—just as they would report fires or suspicious packages.
- **Confidentiality and Compliance:** The EOP can outline that BTAM activities follow privacy and legal guidelines, ensuring any intelligence shared with the emergency team is handled lawfully and sensitively.

Emergency Operations Plan

In Summary:

Behavioral Threat Assessment and Management enhances an Emergency Operations Plan by proactively identifying potential threats, providing structured interventions, and integrating closely with the EOP's phases and ICS roles. BTAM not only complements the EOP's traditional focus on response and recovery but also strengthens the preparedness and prevention components, resulting in a more holistic and effective safety framework for the entire campus community.

Section 3: National Incident Management System (NIMS)

The **Incident Command System (ICS)** is a nationally recognized framework for managing emergencies and complex events of varying scales. By adopting the ICS, Bowie State University ensures effective communication and coordination with external emergency response agencies, utilizing a standardized and unified approach to emergency management.

Central to the ICS are several essential elements that enhance its functionality and adaptability. It employs **common terminology** to define organizational functions, incident facilities, resource descriptions, and position titles, ensuring clarity and consistency during a response. The system is inherently **modular and scalable**, allowing it to adjust seamlessly to the size and complexity of any incident.

A critical component of ICS is the **Incident Action Plan (IAP)**, a document that outlines the strategies and objectives for responding to emergencies. The IAP provides a structured approach to managing incidents, ensuring that all actions align with clearly defined goals.

ICS establishes a clear **chain of command and unity of command**, delineating reporting relationships and responsibilities for all personnel involved. For incidents involving multiple agencies, ICS utilizes a **Unified Command (UC)** structure to ensure coordinated efforts and eliminate confusion.

To maintain operational efficiency, ICS defines a **manageable span of control**, ensuring supervisors can effectively manage personnel during an emergency. Additionally, the system emphasizes the importance of **pre-designated emergency management locations and facilities**, such as the Emergency Operations Center, to streamline operations.

Resource management is a cornerstone of the ICS, with comprehensive **plans and procedures** in place to ensure efficient coordination and allocation. The system also incorporates robust **information and intelligence management protocols** to support informed decision-making during incidents.

Finally, ICS relies on **integrated and interoperable communication systems**, ensuring seamless information flow between responders and agencies. This comprehensive approach enables the University to effectively manage emergencies, safeguarding the campus community while fostering collaboration with external partners.

The Incident Command System (ICS) at Bowie State University defines key roles and responsibilities to ensure a coordinated and effective response during emergencies. The organizational structure, illustrated in Figure 1, highlights the interrelation of these roles, which are outlined below.

Emergency Operations Plan

Incident Commander (IC)

The Incident Commander leads the University's emergency response efforts, managing all activities related to the incident. This role includes:

Overseeing all emergency response activities and determining the need for additional command and general staff.

Establishing the command post and activating the University's alert system to notify faculty, staff, and students.

Depending on the complexity of the incident, the IC may also assume responsibilities typically handled by the command and general staff.

Command Staff

Reporting directly to the Incident Commander, the Command Staff comprises three key roles:

Public Information Officer (PIO):

Responsible for communicating information about the emergency to the public and media. If multiple agencies are involved, the PIO coordinates messaging to ensure consistency across all entities.

Liaison Officer:

Acts as the primary coordinator between the University and external agencies responding to the emergency. This role may also involve liaising with internal groups affected by the incident.

Safety Officer:

Focused on identifying hazards, the Safety Officer ensures that safety protocols are in place to protect both responders and the campus community during the emergency.

General Staff

The General Staff oversees the four primary response sections: Operations, Planning, Logistics, and Finance & Administration. Each section is led by a Section Chief who reports directly to the Incident Commander. These chiefs are responsible for managing incident-specific operations within their respective areas.

Emergency Response Sections

To manage the response effectively, the University may activate one or more of the following sections:

Operations Section:

Handles the hands-on efforts to mitigate, control, and resolve the emergency.

Planning Section:

Develops the Incident Action Plan (IAP) and monitors, collects, and analyzes information about the incident to support decision-making.

Logistics Section:

Emergency Operations Plan

Secures the necessary supplies, personnel, and materials needed for the response.

Finance & Administration Section:

Manages the financial aspects of the emergency, including tracking expenditures and documenting costs to enable the University to seek reimbursement.

This structured approach ensures that Bowie State University can respond effectively to emergencies, leveraging both internal and external resources while maintaining clear communication and coordination throughout the event.

Training and Exercises

To ensure readiness and the proper implementation of this Emergency Operations Plan (EOP), annual training and tabletop exercises will be conducted on-site. These exercises will focus on improving coordination, communication, and execution of emergency response protocols among campus departments and external emergency response agencies.

- **Frequency: Annually**
- **Format: Tabletop exercise, on-site simulation**
- **Last Conducted: October 2, 2024**
- **Format: Field Training exercise, on-site simulation**
- **Last conducted: November 20, 2024**

Unified Command System

The Unified Command (UC) structure is a cornerstone of the National Incident Management System (NIMS), providing a framework for multi-agency coordination during emergencies. This structure is critical for incidents requiring the collaboration of multiple jurisdictions or agencies with distinct responsibilities.

Key Features of a Unified Command System:

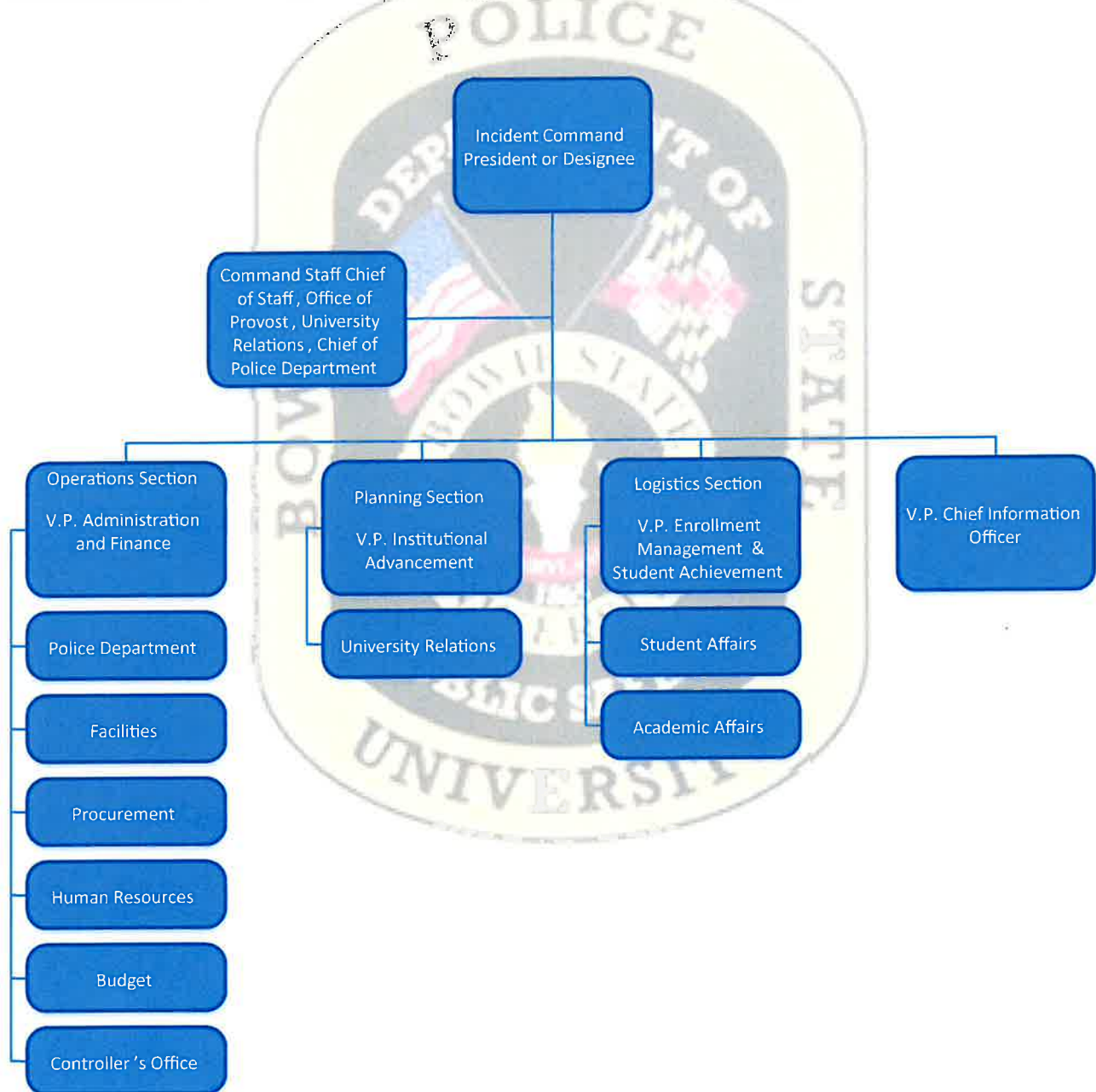
1. **Shared Authority:**
 - The role of Incident Commander is distributed among representatives from each responding agency or jurisdiction.
2. **Incident Command Post (ICP):**
 - Unified Commanders operate from a single, centralized location to manage the incident cohesively.
3. **Single Incident Action Plan (IAP):**
 - All activities are guided by a unified and coordinated plan to ensure consistency and efficiency in response efforts.
4. **Collaborative Decision-Making:**
 - Unified Command fosters joint decision-making while maintaining the authority, responsibility, and accountability of each agency or jurisdiction.
5. **Unified Communication:**
 - All public and media communications are delivered with one voice to avoid misinformation and ensure consistency.

Emergency Operations Plan

Scenarios Requiring Unified Command:

- Emergencies spanning multiple jurisdictions (e.g., city and county)
- Incidents involving multiple response agencies (e.g., law enforcement, fire, and emergency medical services)
- Events with overlapping responsibilities (e.g., hazardous material spills, mass casualty incidents)

By adopting the Unified Command structure, Bowie State University ensures seamless integration and collaboration with external agencies, enhancing the effectiveness of its emergency response efforts.



Emergency Operations Plan

Section 4: Integrated Emergency Management Plan

Concept of Operations

The Emergency Management Director (EMD) is responsible for the development, coordination, and periodic revision of this Emergency Operations Plan (EOP). The EOP is structured to enable a comprehensive approach to emergency management that addresses all phases of the emergency management cycle: mitigation and prevention, preparedness, response, and recovery.

This plan's operational framework is outlined and described in the subsequent sections below:

Emergency Management Cycle

1. Mitigation and Prevention:

- Objective: Minimize or eliminate risks to life and property before emergencies occur.
- Key Activities:
 - Conduct annual vulnerability assessments to identify potential hazards.
 - Implement measures to reduce risks (e.g., facility upgrades, security enhancements).
 - Promote campus-wide awareness campaigns on risk prevention.

2. Preparedness:

- Objective: Ensure readiness to respond effectively to emergencies.
- Key Activities:
 - Develop and maintain departmental and campus-wide emergency plans.
 - Conduct regular training for staff, faculty, and students.
 - Perform annual tabletop exercises to test emergency response protocols.
 - Maintain emergency supplies, communication systems, and response resources.

3. Response:

- Objective: Protect life, property, and the environment during an emergency.
- Key Activities:
 - Activate the Emergency Operations Center (EOC) as needed.
 - Coordinate with internal and external response agencies.
 - Implement Incident Command System (ICS) protocols for organized management.
 - Utilize the emergency notification system to communicate timely updates.

4. Recovery:

- Objective: Restore normal operations and address the long-term effects of the emergency.
- Key Activities:
 - Assess damages and prioritize recovery efforts.
 - Provide support to impacted individuals (e.g., counseling, financial aid).
 - Document lessons learned and revise the EOP accordingly.
 - Seek reimbursement for response and recovery expenditures, where applicable.

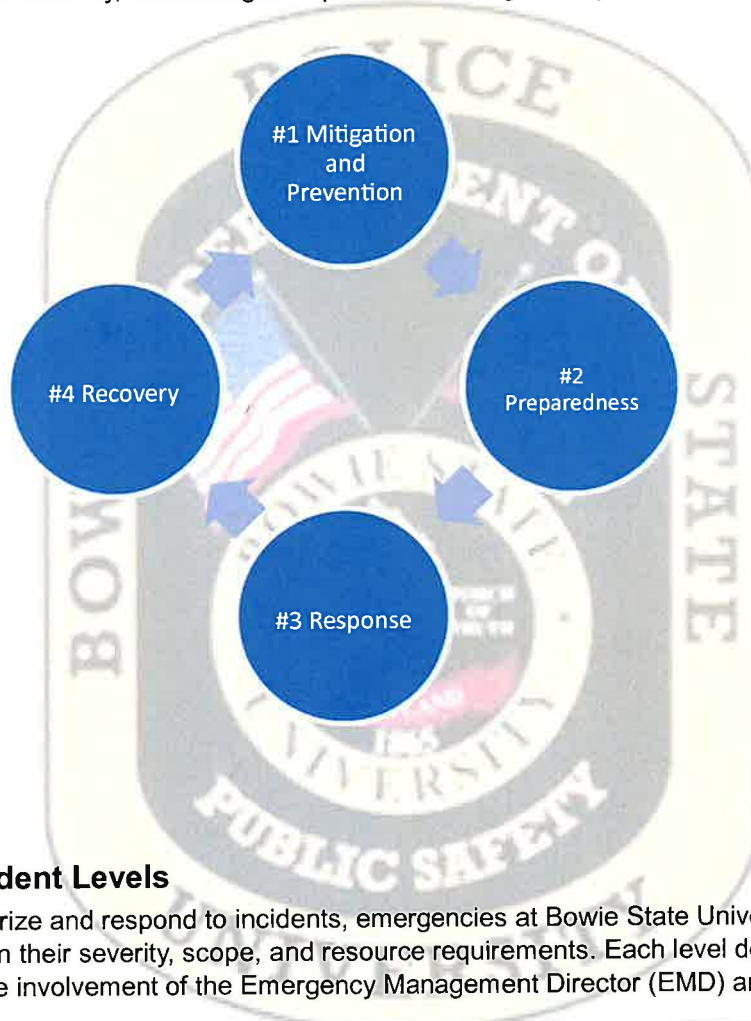
Emergency Management Coordination

The EMD will serve as the central authority for coordinating activities across all phases of the emergency management cycle. This includes:

Emergency Operations Plan

- Engaging campus leadership to ensure alignment with institutional goals.
- Collaborating with local, state, and federal agencies for a unified response.
- Regularly reviewing the EOP to integrate emerging best practices and lessons learned from past incidents.

This Integrated Emergency Management Plan ensures that Bowie State University is equipped to handle emergencies comprehensively, minimizing disruptions and safeguarding its community and resources.



Emergency Incident Levels

To effectively categorize and respond to incidents, emergencies at Bowie State University are classified into three levels based on their severity, scope, and resource requirements. Each level determines the nature of the response and the involvement of the Emergency Management Director (EMD) and other key personnel.

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.**

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's ability to monitor**

Emergency Operations Plan

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 the overall management of incident response.

Response Framework

Each incident level requires a tailored response strategy to ensure the appropriate allocation of resources and personnel while safeguarding life and property. This framework ensures that the University can efficiently manage incidents of varying scales and complexities.

Section 5: Response

Mitigation and Prevention Programs

Bowie State University is committed to mitigation and prevention activities aimed at minimizing the potential for emergencies and reducing their impact on the University and surrounding community. The overarching goal is to identify and address hazards and vulnerabilities proactively. These initiatives include comprehensive security, safety, and fire prevention programs embedded into all facets of University operations. From the Emergency Operations Plan to designing and constructing new facilities, conducting employee background checks, and continuously monitoring and mitigating risks, these efforts underscore the University's dedication to safety and resilience.

Preparedness Programs and Activities

The University strengthens its emergency readiness through a structured approach that involves assessing vulnerabilities and conducting readiness exercises. Key preparedness activities include:

- Identifying and acquiring essential emergency equipment and resources.
- Developing and maintaining robust emergency response plans and programs, supported by ongoing training.
- Establishing the Emergency Captains and Building Coordinators program, holding monthly Emergency Management Team (EMT) meetings, and creating and updating Continuity of Operations Plans (COOP).
- Conducting periodic exercises to evaluate emergency response plans and address identified gaps.

Emergency Operations Plan

- Delivering comprehensive training to emergency personnel.
- Regularly inspecting facilities to identify and mitigate hazards and emerging risks.
- Performing an annual vulnerability and risk assessment to ensure adaptive and proactive measures.

Response Programs

Bowie State University is committed to responding swiftly and effectively to emergencies, guided by the following priorities:

1. **Life Safety:** Ensuring the safety and well-being of students, faculty, staff, and visitors.
2. **Incident Stabilization:** Containing and managing the emergency to prevent escalation.
3. **Property Conservation:** Protecting University assets and minimizing damage to facilities and infrastructure.

Emergency Notification

Effective communication is a cornerstone of the University's emergency management strategy. Each emergency is unique, requiring flexibility in notifying stakeholders and directing response efforts. The general sequence of notifications includes:

1. A member of the campus community identifies an emergency and contacts University Campus Police.
2. University Police evaluate the situation, act within their operational scope, and notify appropriate internal and external stakeholders.
3. First responders implement the Incident Command System (ICS).
4. The Incident Commander (IC) assumes command, establishes an Incident Command Post (ICP), and assigns roles to Command and General Staff members.
5. University Campus Police notify the Emergency Management Director (EMD) of the campus emergency.
6. The EMD notifies the Emergency Management Team (EMT) and designates an Emergency Operations Center (EOC).
7. The IC determines the need and scope for campus-wide notification and directs the Public Information Officer (PIO), typically the Director of Communications, to disseminate messages.
8. The EMD evaluates the necessity for additional notifications and coordinates further communication efforts through the Director of Communications.

The Director of Communications (or a designated representative) serves as a critical liaison within the EMT, assisting in creating and disseminating authorized messages to internal and external audiences. Additionally, the Director of Communications identifies a media relations representative to serve as the Public Information Officer at the ICP, ensuring coordinated communication with stakeholders and the media.

The PIO/Director of Communications has several options for communicating with internal and external stakeholders. The selection of the communication channels to be used depends upon the nature and magnitude of the emergency and the direction of the IC and the EMD. The communication modes and their features are as follows:

Internal Communication

- Email distribution lists;
- Blackboard Connect, also known as Campus Alerts;

Emergency Operations Plan

- University Police, Facilities Management, and Parking and Transportation Services radio systems;
- **Floor Captains: There is at least one Floor Captain for every floor of every BSU building;**
- Building Coordinators: There is a Building Coordinator assigned to every BSU building;

Internal and External Communication

- Web-based: There are several types of Web-based communication modes that may be used to communicate with internal and external stakeholders;
- Campus Alerts Page;
- BSU and/or School Home Pages;
- Social Media;
- Media (TV, Radio, and or Newspapers);

In an expanding emergency that involves multiple agencies and/or jurisdictions, a Unified Command may be established. In that case, the principles of a Joint Information System (JIS) will be established. JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort. The Office of University Relations will designate the BSU representative to participate in the JIS. Once Unified Command has been established, a Joint Information Center (JIC) will be created to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

A complete list of contact information for command and general staff, key campus units, and the Emergency Management Team members will be maintained at all times by the Emergency Management Director, the Bowie State University Department of Public Safety Dispatch Center, and the Facilities Service Center.

Assessment and Response

For any incident, the person currently in charge (Incident Commander) must do at least the following:

- Assess the situation;
- Determine if life is at immediate risk;
- Ensure that personnel safety factors are considered;
- Determine if there are any environmental issues that need to be addressed. From that point, the Incident Commander shall develop initial response actions to effectively mitigate the incident and manage the event;

Initial response activities include:

- Assume command and establish the Incident Command Post;
- Establish immediate incident objectives, strategies, and tactics (size-up). The size-up should provide information about what needs to be done first to prevent loss of life or injury and to stabilize the situation. For small-scale incidents, the initial Incident Action Plan (IAP) may be verbal and

Emergency Operations Plan

may cover the entire incident. For larger, more complex incidents, the initial IAP may cover the initial operating period. A written IAP will then be developed;

- Determine if there are enough resources, of the right kind and type, on scene and order additional if needed. The incident objectives will drive resource requirements;
- Establish the initial organization structure needed to adequately address the emergency and maintain the proper span of control;
- Ensure that the Emergency Management Director (EMD) has been notified of all Level 1 and 2 emergencies;

Progressive Response to an Emergency

Aligned with the National Incident Management System (NIMS) Planning "P," Bowie State University adopts a scalable approach to emergency response. The response level may range from a straightforward action by an individual unit with verbal incident objectives to a comprehensive, coordinated effort involving the entire University and external agencies, supported by a detailed written Incident Action Plan (IAP).

The following outlines the process for managing a large-scale emergency:

1. Initial Assessment

- A member of the campus community identifies an incident and initiates immediate notification to the University Campus Police or designated emergency personnel.
- The situation is assessed to determine the scope and severity of the emergency.

2. Activation of Response Protocols

- Based on the initial assessment, the appropriate level of response is activated.
- University Police and first responders implement the Incident Command System (ICS) structure, ensuring roles and responsibilities are clearly defined.

3. Incident Objectives and Resource Coordination

- Incident objectives are established to prioritize life safety, incident stabilization, and property conservation.
- Resources are mobilized, and operational tactics are planned to address the incident's needs.

4. Escalation and Integration

- For significant emergencies, the University's Emergency Management Team (EMT) is activated, and an Emergency Operations Center (EOC) is designated.
- External agencies may be engaged to provide additional support, ensuring seamless integration into the ICS structure.

5. Development of the Incident Action Plan (IAP)

- For complex or prolonged emergencies, a written IAP is developed, outlining the operational objectives, strategies, and resources for a specific operational period.
- The IAP ensures all responding entities operate with unified objectives and clearly defined roles.

6. Communication and Notification

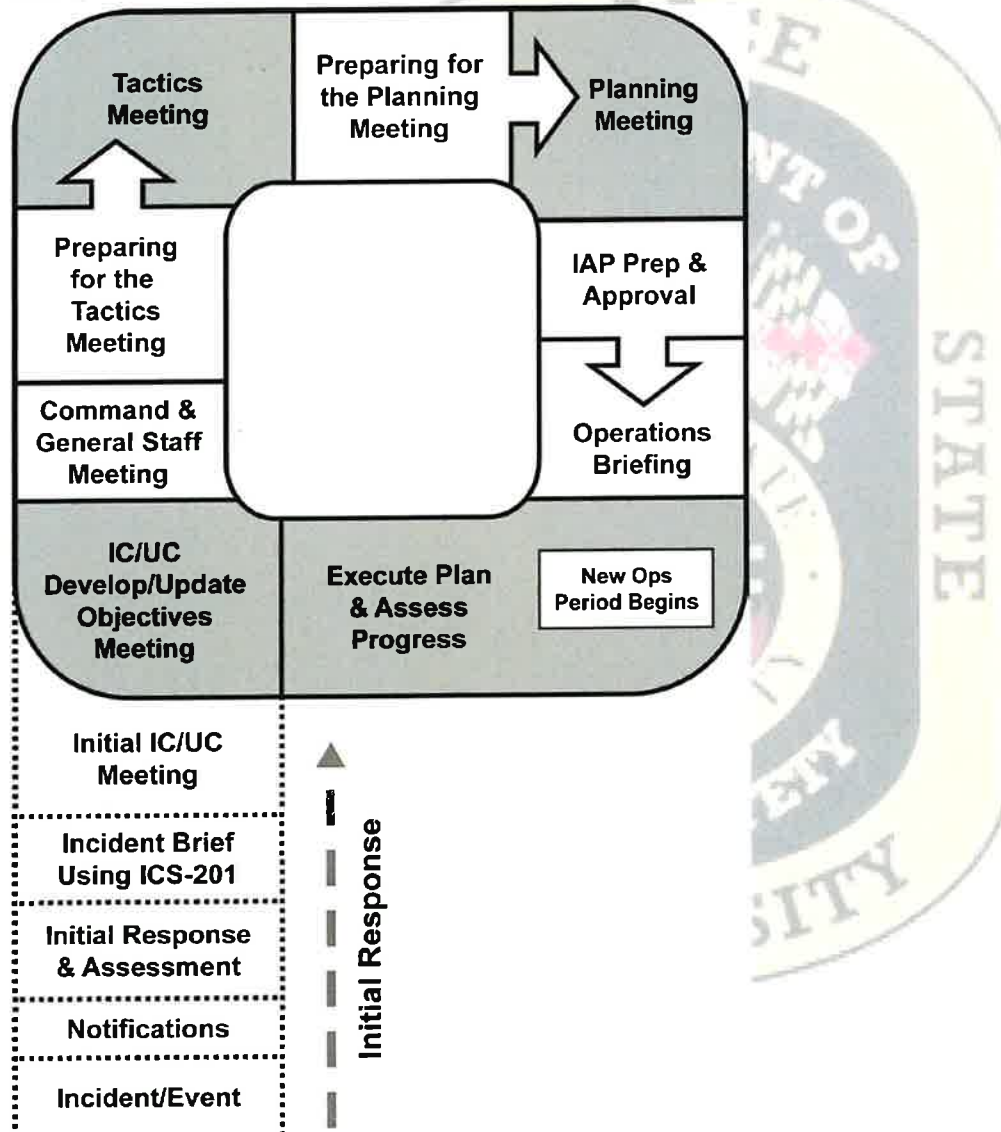
- Internal and external stakeholders are notified as needed, with the Public Information Officer (PIO) managing the dissemination of authorized messages.
- Regular updates are provided to ensure situational awareness and maintain public confidence.

7. Demobilization and Recovery Planning

Emergency Operations Plan

- As the emergency is stabilized, demobilization of resources is planned to ensure an efficient transition to recovery operations.
- Post-incident debriefs are conducted to evaluate the response and identify areas for improvement.

This progressive, adaptable approach ensures that the University can respond effectively to emergencies of varying scales, preserving life and property while maintaining continuity of operations.



NIMS Planning P

Understand the Situation: The first step to responding to an emergency is to gather, record, and analyze information in a manner that will facilitate

- Increased situational awareness of the magnitude, complexity, and potential impact of the incident. The ability to determine the resources required to develop and implement an effective IAP.

Emergency Operations Plan

- Determine command and general staff needed to manage the emergency.

Establish Incident Objectives and Strategy: Next, incident objectives must be developed and prioritized for the response to the emergency. The incident objectives must conform to the legal obligations and management objectives of all affected campus units and responding agencies. Reasonable alternative strategies that will accomplish overall incident objectives should also be identified, analyzed, and evaluated to determine the most appropriate strategy for the situation at hand. Evaluation criteria include public health and safety factors, estimated costs, environment, legal, and political considerations.

Develop an Appropriate Response Plan: Determine the tactical direction and the specific resources, reserves, and support requirements for implementing the selected strategies and tactics for the operational period. Before formal planning meetings, each member of the Command and General Staffs is responsible for gathering information pertinent to their role in the response.

Prepare and Disseminate the Response Plan: Prepare the response to the emergency in a format that is appropriate for the level of complexity of the incident. For the initial response, the format is a well-prepared outline for an oral briefing. For most incidents that will span multiple operational periods, the plan will be developed in writing according to ICS procedures.

Execute, Evaluate, and Revise the Response Plan: The planning process includes the requirement to execute and evaluate planned activities and check the accuracy of information to be used in planning for subsequent operational periods. The General Staff should regularly compare planned progress with actual progress. When deviations occur and when new information emerges, that information should be included in the first step of the process used for modifying the current plan or developing the plan for the subsequent operational period. For simple incidents of short duration, the IAP will be developed by the Incident Commander or that person's designee and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not warrant a formal planning meeting process as highlighted above.

- Conditions that may warrant a written IAP include when:
 - Two or more jurisdictions are involved in the response.
 - The incident continues into the next operational period.
 - A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
 - It is required by agency policy.
 - A HAZMAT incident that has a potential to expose the public to hazardous materials (IAP required).

Written Incident Action Plan (IAP): A written IAP shall include the following elements:

- A clear statement of objectives and actions.
- A basis for measuring work effectiveness and cost-effectiveness.
- A basis for measuring work progress and providing accountability.
- Documentation for post-incident fiscal and legal activities.

Emergency Operations Plan

Transfer of Command:

A transfer of command may be needed when a more qualified Incident Commander arrives on the scene or for emergencies that last multiple operational periods. The following key actions are required for a transfer of command from one incident commander to another.

- The incoming Incident Commander shall assess the situation with the current Incident Commander.
- The incoming Incident Commander shall receive a briefing from the current Incident Commander.
- The incoming and current Incident Commander shall determine an appropriate time for the transfer of command and document the transfer (ICS Form 201).
- The incoming Incident Commander shall notify others of the change in incident command.
- If applicable, the incoming Incident Commander shall assign the current Incident Commander to another position in the incident organization.

A transfer of command briefing must be held by the current Incident Commander and take place face-to-face if possible. The briefing must cover the following:

- Incident history (what has happened)
- Priorities and objectives
- Current plan
- Resource assignments
- Incident organization
- Resources ordered/needed
- Facilities established
- Status of communications
- Any constraints or limitations as directed by policies and guidelines
- Incident potential
- Status of Delegation of Authority, inherent or specific

Recovery Programs

The University is committed to addressing the short- and long-term impacts of emergencies. After addressing immediate life and safety concerns, the primary focus shifts to restoring normal operations. To achieve this, the University has developed Continuity of Operations Plans (COOPs) for each School and Office. These plans are supported by regular training and exercises to ensure their effectiveness and adaptability.

As the immediate threats to life, property, and the environment diminish, recovery efforts will focus on transitioning the University back to normal operations through the following activities:

- Restoration of essential services (e.g., water, power).
- Reconstruction of damaged infrastructure.
- Implementation of mitigation measures to reduce future risks.

While recovery efforts must be flexible and tailored to the specific incident, the following outlines key responsibilities for University branches during recovery operations:

Recovery Responsibilities

Facilities Management

Emergency Operations Plan

- Coordinate with the Emergency Operations Planning Committee, University Administration, and Residential Facilities to identify processes for:
 - Hazard mitigation projects.
 - Rebuilding damaged campus areas.
 - Rezoning damaged campus areas.

University Administration – President and Cabinet

- Develop procedures and processes for recovery in coordination with the Controller's Office/Procurement, Facilities Management, and Residential Life.
- Establish procedures for continuing University operations, including:
 - Identifying alternate operational sites.
 - Succession planning for University leadership.

Procurement

- Develop recovery procedures and processes in collaboration with the Controller's Office and University Administration.

Controller's Office

- Create processes for tracking employee time and issuing paychecks during disaster operations.
- Work with Procurement and University Administration to establish recovery protocols.

General Considerations

- Recovery timelines can range from days to years, and some systems may not fully recover.
- Key questions for Business Continuity Planning:
 - How will payroll, disbursements, and cash operations be managed?
 - How will endowments be tracked, invested, and managed?
 - Do we have business interruption insurance?
 - Can the University operate independently for 48–72 hours?
- Post-Traumatic Stress Disorder (PTSD): Address potential mental health impacts on students, staff, and faculty.

Continuity of Operations (COOP)

COOP planning ensures the continuity of essential University functions during emergencies. It is critical for:

- Maintaining University functionality.
- Providing consistent services to students, faculty, and staff.
- Minimizing post-disaster chaos on campus.
- Preserving vital institutional records.

COOP Plans vs. Emergency Plans

- Emergency Operating Plans focus on the immediate aftermath of an incident.

Emergency Operations Plan

- COOP Plans address both immediate recovery and sustained operations for essential functions post-incident.

COOP Activation and Essential Functions

Essential functions are critical services that must be sustained during an emergency. These functions must resume within a specified recovery time and remain operational for up to 14 days.

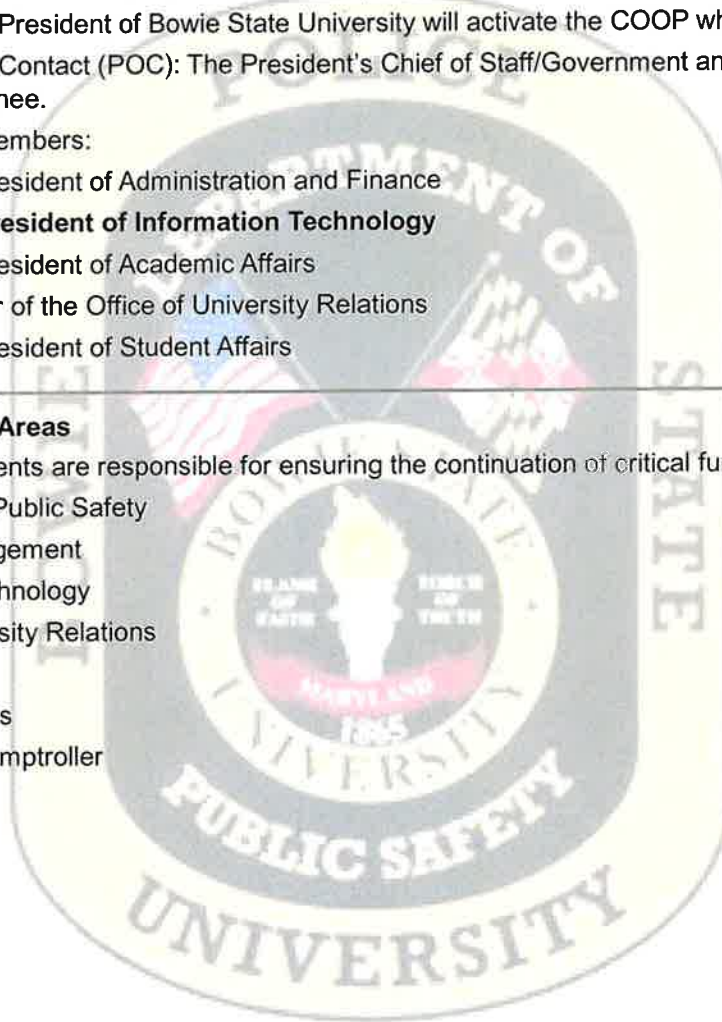
COOP Activation: The President of Bowie State University will activate the COOP when necessary.

- COOP Point of Contact (POC): The President's Chief of Staff/Government and Legislative Affairs Officer or designee.
- COOP Team Members:
 - Vice President of Administration and Finance
 - **Vice President of Information Technology**
 - Vice President of Academic Affairs
 - Director of the Office of University Relations
 - Vice President of Student Affairs

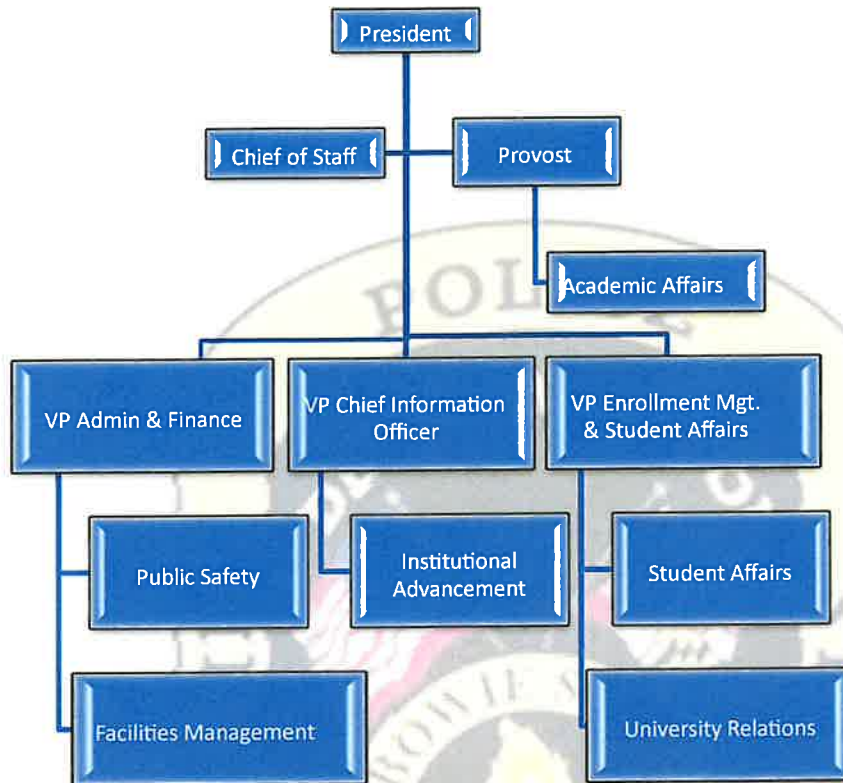
Essential Functional Areas

The following departments are responsible for ensuring the continuation of critical functions:

- Department of Public Safety
- Facilities Management
- Information Technology
- Office of University Relations
- Student Affairs
- Academic Affairs
- Office of the Comptroller



Emergency Operations Plan



Fire Emergency Procedure for Residence Halls

1. Sound the Alarm

- Any individual who becomes aware of a fire must immediately activate the nearest fire alarm.
- Building evacuation is mandatory when the alarm sounds.
- **Important:** Pulling the alarm does not alert the Fire Department.

2. Notify Emergency Services

- From a safe location, call:
 - **Office of Public Safety: 301-860-4040**
 - **911**
- Public Safety will contact the Prince George County Fire Department and any other necessary emergency responders.

3. Evacuate

- **Resident Responsibility:** All residents must evacuate upon hearing the alarm. Failure to do so violates University Residence Housing policies and Maryland State Fire Code.
- **Staff Role:**
 - Do not attempt to force residents to evacuate.
 - Record non-compliance for post-incident follow-up.
 - Coordinate evacuation assistance for residents with disabilities.

Emergency Operations Plan

- **Evacuation Guidelines:**

- Use the nearest exits.
- **Do not use elevators.**
- Assist individuals with disabilities only if it does not endanger yourself or others.

4. Assemble

- Gather at the **designated outside assembly area**, at least **300 feet from the building** to allow unhindered access for emergency responders.
- If evacuation lasts longer than 30 minutes or during inclement weather, assemble in the designated **indoor assembly area** in a nearby building.

5. Do Not Fight Fires or Attempt Rescues

- Do not attempt to extinguish a fire or re-enter the building to rescue trapped individuals.
- Firefighting and rescue efforts are the responsibility of the Prince George County Fire Department.

6. Re-Entry

- Residents may only re-enter the building once authorized by the Prince George County Fire Department.
- In the event of a bomb threat, re-entry will occur at residents' discretion based on search results communicated by the Bowie State University Police.

Assembly Areas

- **Exterior Assembly Areas:**
 - Designated locations for each residence hall will be identified by Residence Life Directors.
 - These locations must be well-known to residents and accessible while maintaining at least 300 feet distance from the building.
- **Interior Assembly Areas:**
 - Identified nearby buildings will serve as shelter during inclement weather or prolonged evacuations.

EVACUATIONS

RESIDENCE HALL EMERGENCY EVACUATION INSTRUCTIONS

1. Building Evacuation Procedures

- **Evacuate Immediately When the Alarm Sounds.**
 - Residents must evacuate the building promptly when the fire alarm activates.
 - Dress appropriately for the weather and wear shoes.
 - Use the nearest exit unless it is blocked by smoke or fire, in which case use an alternate exit.
 - Do not use elevators.
 - If all exits are blocked, return to your room.
- **Before Opening a Door:**
 - Check the door with the back of your hand. If it's hot, do not open it.
 - If the door is cool, brace yourself and open it slightly. If fire, heat, or smoke is present, close the door immediately and remain in your room.
- If Smoke is Present:
 - Stay low to the ground where air is clearer.
 - Use a cloth to cover your nose and mouth for smoke filtration if possible.

Emergency Operations Plan

- While Evacuating:
 - Close doors behind you as you exit, if safe to do so.
 - Proceed to the designated exterior assembly area.
 - In case of inclement weather or prolonged evacuation, you will be directed to an indoor assembly area.
- If Unable to Leave Your Room:
 - Open windows slightly (top and bottom) to allow fresh air in and heat out.
 - Use a visible signal such as a bed sheet or article of clothing to attract attention.
 - At night, use a flashlight to signal for help.

2. Follow Instructions from Staff and Emergency Personnel

- Obey all instructions given by Residence Life staff and emergency responders.

3. Assisting Residents with Disabilities

- Assist residents with disabilities only if it does not put your safety at risk.
- Ensure they are aware of the alarm and their evacuation options.

4. Reporting Fires and Alarms

- If you see smoke or fire, pull the fire alarm, evacuate, and notify campus police from a safe location.
- All fires, regardless of size or if extinguished, must be reported to the Bowie State University Department Police at 301-860-4040.
- All alarms, even if suspected to be false, must also be reported to campus police.

EVACUATION POLICIES AND PROCEDURES FOR RESIDENTS WITH DISABILITIES

Responsibilities of Residents with Disabilities:

- Contact the Coordinator for Disability Services: 301-860-4067 and provide your name, room number, and type of disability.
- Notify the Director of Residence Life of your name, room number, and type of disability.
- Temporary disabilities (e.g., sprained ankle) should also be reported, and residents must inform Residence Life when the disability is no longer applicable.

Evacuation Guidelines:

- Remain in Room (If Safe):
 - If smoke or fire prevents evacuation, stay in your room and:
 - Open windows slightly to allow airflow.
 - Use visible signals (e.g., bed sheet or flashlight) to attract attention.
 - Evacuate to Safe Areas:
 - If your room is directly threatened, move to a safe area on the same floor and await assistance.
 - Call 911 to provide your room number and situation.
 - Role of Staff and Residents:
 - Staff and students should assist disabled residents by ensuring they are aware of the alarm.
 - Do not attempt to evacuate anyone if it puts you in personal danger (e.g., entering smoke-filled areas).
 - Emergency Personnel Notifications:
 - Immediately notify emergency responders of the location of any disabled residents unable to evacuate.
1. Fire Department Priority:

Emergency Operations Plan

- The Prince George County Fire Department (PGFD) will prioritize the rescue of residents with disabilities using information provided by staff, desk lists, and witnesses.
-

Staff Responsibilities

- **Director of Residence Life:**
 - Maintain an up-to-date list of residents with disabilities, including their room numbers and types of disabilities.
 - Distribute the list to fire department personnel during emergencies.
- **Front Desk Staff and Residence Hall Staff:**
 - Keep a copy of the disability list for emergency use.
 - Verify temporary disabilities are added or removed as reported.

Non-Fire Emergencies:

- In situations where the PGFD does not respond (e.g., false alarms), disabled residents will not be evacuated. Only the PGFD is trained to provide emergency evacuation assistance.

RESIDENT LIFE DIRECTOR ADDITIONAL DUTIES

- Report to the Service Desk
- Retrieve the residents with disabilities list for emergency reference.
- If required, obtain the assembly building entrance key.
- Verify that all front desk on-duty tasks have been completed successfully.

Staff Responsibilities

- **Director of Residence Life:**
 - Maintain an up-to-date list of residents with disabilities, including their room numbers and types of disabilities.
 - Distribute the list to fire department personnel during emergencies.
- **Front Desk Staff and Residence Hall Staff:**
 - Keep a copy of the disability list for emergency use.
 - Verify temporary disabilities are added or removed as reported.

Non-Fire Emergencies:

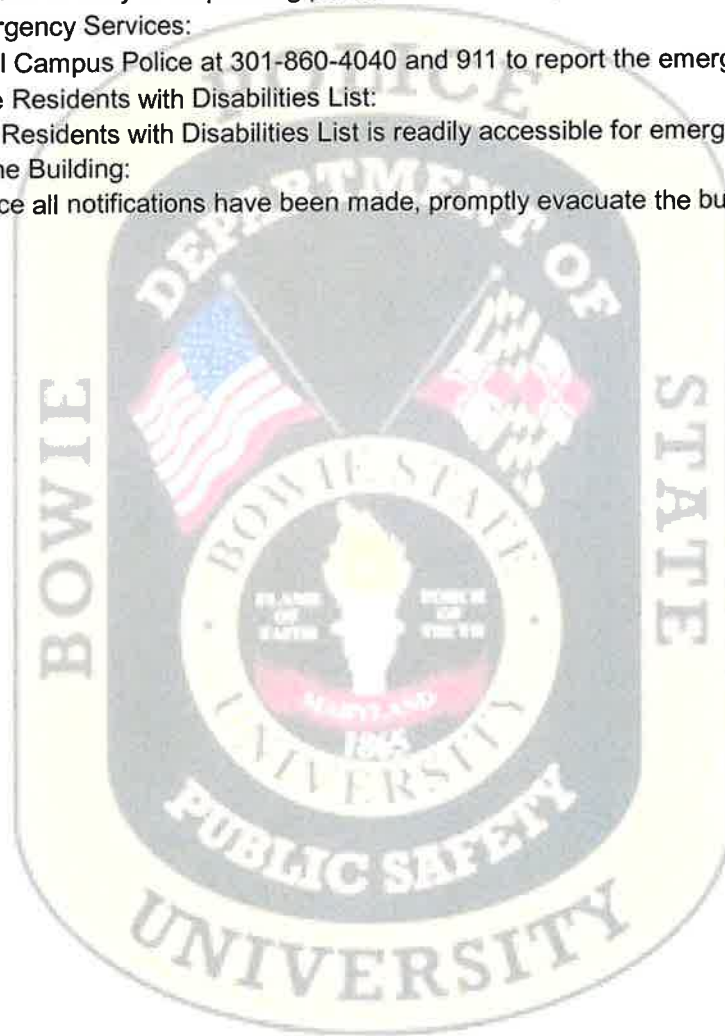
- In situations where the PGFD does not respond (e.g., false alarms), disabled residents will not be evacuated. Only the PGFD is trained to provide emergency evacuation assistance.

RESIDENT LIFE DIRECTOR ADDITIONAL DUTIES

- Report to the Service Desk
- Retrieve the residents with disabilities list for emergency reference.
- If required, obtain the assembly building entrance key.
- Verify that all front desk on-duty tasks have been completed successfully.
- Respond to the Emergency Site
- Ensure that all Residential Assistants have successfully completed their assigned emergency tasks.
- Relocate Residents During Prolonged or Inclement Conditions
 - Move residents to the indoor assembly area in cases of:
 - Inclement weather.

Emergency Operations Plan

- Evacuations expected to last 30 minutes or more.
- Handle Emergency Notifications:
- If a fire emergency is reported by telephone, instruct the caller to:
 - Pull the building fire alarm.
 - Exit the building.
 - Report directly to responding police or fire officials.
- Notify Emergency Services:
 - Call Campus Police at 301-860-4040 and 911 to report the emergency.
- Prepare the Residents with Disabilities List:
- Ensure the Residents with Disabilities List is readily accessible for emergency personnel
- Evacuate the Building:
 - Once all notifications have been made, promptly evacuate the building.



Emergency Operations Plan

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 Holmes Hall Tubman Hall Towers Hall Kennard Hall Haley Hall Goodloe Apartments Christa McAuliffe Hall (Bowie Place)	Residents in each resident hall will exit to nearest parking lot. Evacuate to Track Evacuate to Parking Lot G, H Evacuate to Track Evacuate to Parking Lot G, H Evacuate to Track Evacuate to Parking Lot L 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

Emergency Operations Plan

BUILDING EVACUATION AREAS AND CONTACT PERSONS

BUILDINGS	CONTACT PERSONS	EVACUATION AREA
McKeldin Gym Building	Patricia Taylor	Evacuate thru the nearest exit. The recommended evacuation area is Parking Lot H,
James E. Proctor Jr. (JEP)	Ms. Monica Turner	Evacuate thru the nearest exit. The recommended evacuation area is Parking Lot G
Center for Bus & Grad Studies	Dr. Mathias Mbah	Evacuate to the nearest exit and Assemble in Parking Lot A
MLK	Dr. Otis Thomas	Evacuate thru the nearest exit to the recommended evacuation area, Parking Lot Henry Circle
Elle Res. Hall	Jamie Mercer	

Long-Term Evacuation Plan

In the event of an emergency requiring extended displacement, Bowie State University has designated the **Physical Education Complex (PEC) Arena** as the initial short-term evacuation facility. The PEC Arena will serve as a temporary refuge until it becomes clear that a more sustained solution is necessary.

When long-term evacuation measures are required, the **Office of Student Affairs** will take the lead in coordinating accommodation. This effort will include leveraging available resources and forming partnerships with neighboring universities, local hotels, and other appropriate facilities to ensure the safety and well-being of students, faculty, and staff.

This phased approach ensures flexibility and preparedness in managing prolonged displacement situations.

Emergency Operations Plan

Building Containment Procedures

Definition: Building containment involves maintaining the safety of students, staff, and faculty by restricting their movement to designated safe areas within a building while isolating and rendering unsafe areas inaccessible.

These procedures are activated when it is determined that remaining inside the building poses less risk than evacuating. The primary objectives of building containment are to:

1. **Protect Occupants:** Ensure the safety of individuals by confining them to secure locations within the building.
2. **Limit Exposure:** Prevent access to hazardous or compromised areas.
3. **Support Emergency Response:** Facilitate efficient coordination with first responders by clearly identifying safe zones and unsafe areas.

By following containment protocols, Bowie State University aims to maximize safety during emergencies that require occupants to stay within the facility.

Logistics & Support

During emergencies, specific pre-identified offices across the University will be activated to provide critical support roles as necessary. The personnel supervising these offices will receive immediate notification from the Emergency Management Team (EMT) to mobilize resources and personnel effectively.

These offices are tasked with ensuring the availability of essential supplies, services, and infrastructure needed to support the University's emergency response and recovery efforts. Coordination and communication between the EMT and these offices are vital to maintaining efficiency and minimizing disruption during an incident.

Academic Deans & Chairs	Implement established protocols
Athletics	Coordinate use of the PEC for temporary shelter or other containment needs.
Counseling Center	Will implement counseling protocols
Dean of Students	Provides students contact information.
Facilities Operations	Provide site and building information.
Faculty	Wait for instructions from the Office of the Provost
Health Center	Provide medical assistance.
Human Resources	Provide employees' contact information. Identify employees and their departmental assignments.

Emergency Operations Plan

Information Technology	Relay information from the Office of University Relations to the Bowie Community via the: ⇒ BSU Website ⇒ Campus' Main Information Line, (301) 860-4000 ⇒ Campus-wide Email System ⇒ Blackboard Connect
Mail & Print Services	Provides mail and printing services to the Campus Community
Procurement	Purchase emergency goods and services.
Police Department	Contact law enforcement officials, secure emergency site, oversee evacuation, crowd management, and oversee building containment. Serve as Liaison for the University with non-university emergency agencies. (i.e., fire department, medical services, etc.) Campus-wide paging and messaging
Registrar	Cancel and reschedule classes.
Residence Life	Implement established protocols
Student Affairs	Serve as liaison with parents and students.
University Dining Services	Implement established protocols
University Relations	Coordinate media services. Serve as spokesperson.

The First Responder

First responders are individuals who are among the first to arrive at the scene of an emergency. This group typically includes police officers, firefighters, paramedics, and emergency medical technicians (EMTs). Whether they discover the emergency firsthand or are dispatched to the scene, their primary responsibility is to act quickly and decisively in the early stages of an incident.

The term "first responder" underscores their critical role in protecting and preserving life, property, evidence, and the environment, often operating under challenging and dynamic conditions. Their swift actions are essential for stabilizing the situation and setting the foundation for a broader emergency response effort.

Emergency Operations Plan

CONTACT	
Bowie State University Department of Public Safety	301-860-4040
PG County/Bowie Police Department	911

Procedure for reporting an emergency:

1. Go to a safe location and call the Police Department
2. Identify your location.
3. Tell the Who? What? When? Where? And How? Provide all appropriate information.
4. If others are involved, keep them calm until the proper authorities arrive.
5. After the emergency is over, go to the Bowie State University Department of Public Safety and complete all necessary reporting.

Building Evacuation Procedures

CONTACT	
Bowie State University Department of Public Safety	301-860-4040
Office of Facilities Management	301-860-4190

1. Trigger Events:

Evacuation decisions depend on the severity of the emergency, including:

- Fire
- Bomb threats
- Power outages
- Contamination
- Violent actions
- Extreme weather conditions

Preparedness:

Bowie community members are encouraged to:

- Familiarize themselves with evacuation routes in buildings where they work or live. Review posted evacuation routes in each building regularly.
- **Expectation**
- During Evacuation: Immediate and full cooperation is expected when an evacuation order is given.
- Non-compliance could result in disciplinary actions, ensuring the safety of everyone involved.
- **Communication and Training Recommendations:** Host periodic drills to practice evacuation procedures.
- Provide clear, accessible signage for evacuation routes and assembly points.
- Offer training sessions for students and staff on emergency response protocols.

This structure reinforces clarity, preparedness, and the consequences of non-compliance while promoting a culture of safety and responsibility.

Emergency Operations Plan

Procedures When Emergency Evacuation is Ordered or When Audio or Visual Alarms are Activated:

1. Do not use elevators

2. As carefully and safely as possible, take your keys, wallet, and any other essential belongings with you. This should also include your Bowie State University Identification Card.
3. If smoke is present, stay close to the floor as you exit.
4. Do not go into the restrooms.
5. Close doors, but do not lock them.
6. Direct visitors or anyone needing assistance to stairwells and exits.
7. Provide assistance to those with physical disabilities. If you are unable to provide assistance, immediately call the Police Department at **301-860-4040**.
8. Exit the building using the nearest marked exits and posted evacuation routes.
9. Do not return to the building unless directed by the Bowie State University Department of Public Safety

SHORT AND LONG-TERM EVACUATIONS Short-Term

Evacuation

The University may institute a short-term evacuation under the following circumstances:

- Catastrophic damage to the campus
- Contamination on campus
- Unidentified impending crisis

In situations where the University has little if any notice to evacuate the campus, the Office of University Relations should:

- Notify the public that the University is closed and traffic will not be allowed to enter onto the campus.

Evacuation will be performed by using:

- Personal Vehicles
- Shuttle Buses
- Public Transportation

Responsibilities for Evacuation:

Department of Transportation

- Place as many vehicles as possible in service.
- Have vehicles pick up passengers at the designated evacuation stop points which include:
 - Henry Circle
 - Student Center
- Transport passengers to designated shelter locations and return for additional transports.

Office of Public Safety

- Activate an early warning system sound;
- Supply information resources with evacuation information;
- Place directional signs at every campus exit directing traffic away from the campus to alleviate traffic congestion;

Emergency Operations Plan

- Place BSUPD (Bowie State University Department of Public Safety) personnel at key intersections;
- Contact the PG County Police Department for traffic direction assistance (if available);

Long-Term Evacuation

The University may institute a long-term evacuation under the following circumstances:

- Notice of a Hurricane
- Complete loss of Utilities
- A National Emergency

In situations where the University has 6-12 hours' notice or longer to evacuate the campus, the Office of University Relations shall:

- Notify the public that the University is closed and that pedestrian and vehicular traffic will not be allowed to enter the University.
- If the school day has not begun, notify faculty, staff, and students that the University will be closed.

Evacuation will be performed by using:

- Personal Vehicles
- Shuttle Buses
- Public Transportation (Mass Transit Administration (MTA) with the assistance of the PG County City Mayor's Office of Emergency Management)

Responsibilities for evacuations:

Department of Parking and Transportation Services

- Place in service as many vehicles as possible
- Have vehicles pick up passengers at the designated evacuation stop points which include:
 - Henry Circle
 - Student Center
- Transport passengers to designated shelter sites and return for additional transports

Bowie State University Department of Public Safety

- Place directional signs or police officers at every campus exit directing traffic away from campus to alleviate traffic congestion.
- Place BSUPD (Bowie State University Department of Public Safety) personnel at key intersections.
- Place BSUPD (Bowie State University Department of Public Safety) personnel at designated pick-up points to maintain order.

Designated Evacuation sites/locations for our students are determined by the V.P. of Students Affairs (such as other neighboring Universities, shelters, hotels/motels, etc.)

Building Coordinators Overview

Emergency Operations Plan

The **Building Coordinators** play a vital role in supporting the **Bowie State University Department of Public Safety** by managing the **evacuation** and **containment** processes within each campus building during emergencies.

Key Responsibilities:

- **Building Oversight:** The Building Coordinator is tasked with monitoring and managing evacuation efforts for the entire building.
- **Collaboration:** Floor Captains assist them with evacuation and safety measures on specific floors.

Role of Floor Captains

- Each **Floor Captain** is designated to:
 - Monitor and guide occupants on their assigned floor.
 - Report directly to the Building Coordinator. Assist in ensuring all evacuation or containment protocols are followed.

Recommended Actions for Emergency Preparedness

- **Coordination with Public Safety:**
 - Regularly communicate with the Department of Public Safety to stay updated on emergency procedures.
- 1. **Training:**
 - Ensure both Building Coordinators and Floor Captains are trained in:
 - Evacuation techniques.
 - Assisting individuals with mobility or special needs.
 - Using emergency communication systems.
- 2. **Participate** in scheduled drills to practice roles and refine coordination among teams.

Implementation Recommendations

- Clearly define and communicate responsibilities to each Coordinator and Captain.
- Ensure access to resources such as maps, communication tools, and emergency contact lists.
- Conduct regular reviews and updates of emergency protocols in collaboration with the Department of Public Safety.

These individuals must be aware of the following:

- The physical layout of the building/floor
- Employees with mobility conditions
- Evacuation route maps
- Gathering points for the building
- Emergency phones, emergency pull alarms, fire extinguishers and emergency exits □
Number and office location of all employees on the floor

During an evacuation or containment, the building coordinator and floor Captains must:

- Assist occupants with the evacuation or containment
- Account for all occupants
- Alert occupants of any changes in gathering points

Emergency Operations Plan

Crisis Situations Overview

A **crisis situation** is an unexpected event or a combination of events that may result in severe consequences, including:

- Loss of life or serious injury.
- Significant property damage.
- Environmental harm.
- Immediate threats to the safety and well-being of individuals.

Examples of Common Crisis Situations

1. **Natural Disasters:**
 - Earthquakes.
 - Hurricanes.
 - Tornadoes.
 - Floods.
2. **Man-Made Disasters:**
 - Fires.
 - Explosions.
 - Hazardous material spills.
 - Power outages.
3. **Public Health Emergencies:**
 - Disease outbreaks or pandemics.
 - Food or water contamination.
4. **Violent Actions:**
 - Active shooter events.
 - Hostage situations.
 - Bomb threats.
5. **Technological Failures:**
 - Cyberattacks on critical infrastructure.
 - Major transportation accidents (e.g., airplane crashes, train derailments).
6. **Terrorist Activities:**
 - Coordinated attacks.
 - Biochemical or nuclear threats.
7. **Environmental Emergencies:**
 - Oil spills.
 - Wildlife threats due to human activities.

Emergency Operations Plan

Identify Potential Risk:

Conduct risk assessments specific to the location and organization.

Develop Emergency Plans:

- Tailor plans to address specific types of crises.
- **Training and Drills:**
 - Regularly train employees, students, and staff on how to respond to different crisis scenarios.
- **Emergency Communication:** Ensure clear and reliable communication channels for timely alerts and updates.
- **Collaborate with Authorities:** Work closely with local emergency services, law enforcement, and public safety officials.

By understanding and preparing for these crisis situations, individuals and organizations can minimize harm and respond effectively during emergencies.

Crisis Protocol

The following are basic procedures to assist in responding to crisis situations. These procedures are designed to be flexible.

Bomb Threats

Definition: *The reporting of an explosive device or suspected explosive device. Although some threats may be written, the most common is the telephone threat.*

Contact	
Bowie State University Department of Public Safety	301-860-4040
PG County Police Department	911
Facilities Management	301-860-4190

PROCEDURES

Telephone Threat

1. Remain calm and immediately refer to the attached bomb threat checklist below. If applicable, pay attention to your telephone display and record the information shown in the display window.
2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
4. Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
5. Attempt to obtain information on the location of a device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of detonator.

Emergency Operations Plan

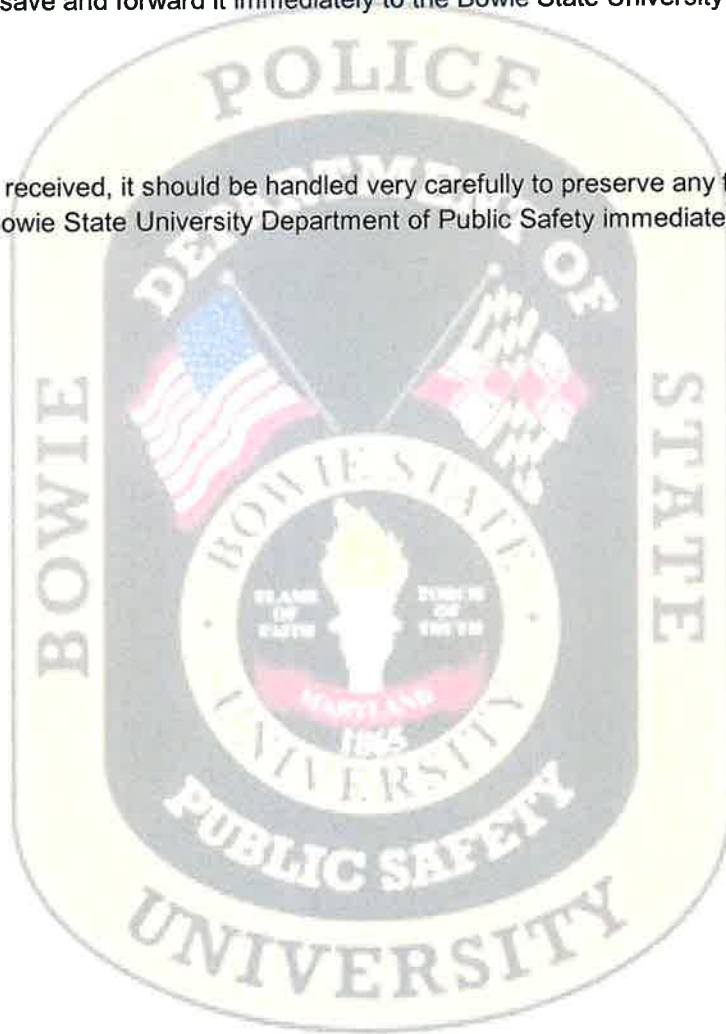
7. Immediately after the caller has ended the call, notify the Bowie State University Department of Public Safety by calling (410) 951-3900. If possible, call Bowie State University Department of Public Safety using a different phone while keeping the caller on the line.
8. If the threat was left on your voicemail, do not erase.

E-mail Threat.

If an e-mail is received, save and forward it immediately to the Bowie State University Department of Public Safety.

Written Threat

1. If a letter or note is received, it should be handled very carefully to preserve any fingerprints.
2. Please notify the Bowie State University Department of Public Safety immediately by calling **301-860-4040**.



Emergency Operations Plan

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders. Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

* Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the
Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

- Where is the bomb located?
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located?
(background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Crackling Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Stuttered		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:

Emergency Operations Plan

Fire & Smoke

Definition: *The observation of smoke, flames, or explosions that appear to pose a threat to life or property.*

Contact	
Bowie State University Department of Public Safety	301-860-4040
PG County Police Department	911
PG County City Fire Department	911
Facilities Management	301-860-4190

Procedures for First Respondents:

1. Pull fire alarm if one is available; notify occupants by yelling "fire."
2. Go to a safe area and call the Bowie State University Department of Public Safety at **301-860-4040** or **911** and give the following information:
 - the building, floor and room number where the fire is located
 - whether the building is occupied
 - whether any person(s) is trapped or injured
 - if known, give cause of the fire
3. Evacuate the building until the signal to re-enter has been given.

Procedures for Occupants:

1. **DO NOT USE THE ELEVATOR.** All stairwells in the building will be used for the evacuation of the building.
2. When the alarm is sounded—the alarm may be voice, strobe light or horn—all occupants will use the exit closest to them.
3. Doors should be closed as the last person leaves the room.
4. Do not run, walk quickly. Persons who have difficulty walking or walk slowly should walk to the right.
5. Go to the designated gathering point for your building.

Life Safety Survival Skills

If smoke or heat is present:

- Stay in a room.
- Close the door and seal the cracks.
- If possible, call security and give your location.
- If possible, open the top and/or bottom of the window.
- Wait for help.

If smoke or heat are tolerable:

- Stay low and crawl. Keep your head 1 to 2 feet above the floor.

Emergency Operations Plan

- Close doors behind you.
- Go to the designated gathering point for your building.

Suspicious Packages

Definition: *Suspicious packages are envelopes, packages, containers, and other objects that are suspected of being a threat to life and/or property. Generally, these items are suspected because they are out of place or unusual for that location and cannot be accounted for, or because a threat has been received. Suspicious packages and envelopes may contain explosives, chemicals or biological agents.*

Contact	
Bowie State University Department of Public Safety	301-860-4040
Facilities Management	301-860-4190
Maryland Emergency Management Services	410-517-3600
PG County Police Department	911

Procedures:

If you suspect that, the package is a potential threat:

Call the Bowie State University Department of Public Safety at **301-860-4040**. **Do not panic.**
Do not open, shake or empty the contents. If anything spills, do not try to clean up the contents. If contents spilled on your clothes, remove your clothing. Place clothing in a plastic bag and seal the bag.

Place package, if possible, in something that can be sealed, such as a zip lock bag or plastic container. If a container is not available, put it down and cover the package with anything—clothing, paper, trashcan, etc. Do not remove cover.

Do not move the package or envelope to another location.

Leave the room, close the door, and section off the area to prevent others from entering.

Everyone who came into contact with the package should wash their hands and face; blow their nose; place tissue in a clear plastic bag; and rewash their hands and other exposed skin areas with soap and water. Shower immediately. Do not use bleach or other disinfectant on your skin.

List all people who were in the room or area, especially those who had actual contact with the package.

If there is concern of aerosolization, leave the area immediately. If fans are in use, turn them off if possible.

If package is ticking or transmitting any sound, do not touch. Turn off any radio equipment within 100 feet of the suspicious object.

Emergency Operations Plan

Chemical, Biological, and Radiological Exposure Overview

Emergencies involving **Chemical, Biological, and Radiological (CBR)** agents are highly hazardous events that can result in severe health risks, environmental damage, and disruption of normal activities. Below are definitions and key considerations for each type of exposure.

Definitions

1. **Biological Agents:**

- **Description:** Organisms or toxins capable of causing illness in humans, animals, and crops.
- **Examples:**
 - Bacteria (e.g., *Anthrax*, *E. coli*).
 - Viruses (e.g., *Smallpox*, *Ebola*).
 - Toxins (e.g., Ricin, Botulinum toxin).

2. **Chemical Agents:**

- **Description:** Poisonous gases, liquids, or solids with toxic effects on living organisms and the environment.
- **Effects:** Most chemical agents cause serious injury or death.
- **Examples:**
 - Nerve agents (e.g., Sarin, VX).
 - Blister agents (e.g., Mustard gas).
 - Choking agents (e.g., Chlorine, Phosgene).

3. **Radiological Agents:**

- **Description:** Exposure to ionizing radiation (Alpha, Beta, Gamma rays) from medical or industrial isotopes, often combined with explosive or incendiary devices to enhance impact.
- **Examples:**
 - Radiological dispersal devices (RDDs, or "dirty bombs").
 - Contaminated industrial materials (e.g., Cesium-137, Cobalt-60).

Contact	
Bowie State University Department of Public Safety	301-860-4040
Facilities Management	301-860-4190
PG County Police Department	911

Emergency Operations Plan

Procedures for chemical exposure:

1. Hold your breath and cover your face with a handkerchief or piece of clothing; leave the area as quickly as possible.
2. If inside, move outside, keeping your face covered. If outside, move upwind, keeping your face covered.
3. If you get any droplets of the chemical on the clothing, remove the clothing. If you get any droplets of the chemical on your skin, wash your skin with cold water.
4. Isolate the area and prevent others from entering the area. If possible, have the building ventilation system shutdown and turn off any fans or equipment that is circulating the air. Evacuate the area.
5. Seek medical assistance immediately. If you experience shortness of breath, dizziness, choking, blurriness, or shuddering.
6. When you have reached safety, call the Bowie State University Department of Public Safety at **301-860-4040** or **911**. Provide them with the following information:
 - Exact location
 - Number of persons in the contaminated area
 - Any symptoms displayed by contaminated persons

Keep hands away from face, eyes, nose, and mouth and wait for help to arrive.

The Department of Public Safety will notify the specialized authorities and medical personnel. **Biological**

Procedures for biological exposure via package or container:

1. Do not open the package, pass it around, or try to clean up the powder or liquid.
2. If possible, place an object over the package or place in a large waste bin.
3. Do not leave the room or area. This will prevent contaminating others. All non-contaminated persons should evacuate the area. Anyone contaminated should avoid contact with others, remain in the vicinity, and give names to Bowie State University Department of Public Safety. Required first aid and clean-up by specialized authorities should be started at once.
4. Call the Bowie State University Department of Public Safety for help at **301-860-4040** or **911**. Provide them with the following information:
 - Exact location
 - Number of persons in the contaminated area
 - Any symptoms displayed by contaminated persons
 - Description of the package/container

The Bowie State University Department of Public Safety will notify the specialized authorities and medical personnel.

Radiological

Procedures for radiological exposure:

1. Avoid the source of radioactivity. The further away, the better. Follow the department's evacuation process.

Emergency Operations Plan

2. Shield yourself with heavy or thick material.
3. Place a handkerchief or piece of clothing over your mouth to shield against radioactive particles in the air.
4. Remove clothing if you have been in contact or exposed to radioactive particles; wash exposed skin or hair.
5. Call the Bowie State University Department of Public Safety for help at **301-860-4040** or **911**. Provide them with the following information:
 - Exact location
 - Number of persons in the contaminated area
 - Any symptoms displayed by the contaminated persons

The Bowie State University Department of Public Safety will notify the specialized authorities and medical personnel.

Workplace Violence Prevention and Response

Prevention

Awareness Training

- Teach employees how to recognize early warning signs of potential violence.
- **Reporting Mechanisms:** Establish clear and confidential channels for reporting concerns.
- **Workplace Policies:** Develop and enforce zero-tolerance policies for violence and harassment.

Access Control: Secure entry points and use identification systems to monitor access.

Immediate Response during a Confrontation with an Armed Individual:

1. **Run:** Evacuate the area if safe to do so.
2. **Hide:** Find a secure location and silence electronic devices
3. **Fight:** As a last resort, take action to defend yourself:
 - De-escalate if possible; involve security or law enforcement.
 - Provide immediate medical assistance to injured individuals.
 - **Stalking or Harassment:**
 - Maintain documentation of incidents.
 - Notify supervisors, HR, or security immediately.
 - **Support Services:**
 - Offer counseling and support to affected employees.
 - **Investigation:**
 - Conduct a thorough review of the incident to address underlying causes.
 - **Policy Updates:**
 - Revise policies or protocols as needed to prevent recurrence.

By defining workplace violence and implementing prevention and response measures, organizations can create a safer and more supportive environment for all employees.

Emergency Operations Plan

Contact	
Bowie State University Department of Public Safety	301-860-4040
PG County Police Department	911

Because this emergency involves dealing with people, it is difficult to predict the consequences. As a result, in exercising emergency procedures, one must remain rational, calm, and responsible. Try not to compromise your safety and others around you.

Report any threatening actions to the Bowie State University Department of Public Safety by calling **301-860-4040**, or **911**.

- Report the nature of the incident
- Give the location of the incident
- Give a description of the person(s) involved
- Report the circumstances of the act

Report threatening activity via a campus Code Blue E-Phone, which are strategically located throughout the campus.

If accosted by an aggressive or potentially violent person, remember the following Self-Protection Tips:

1. If possible, leave the area.
2. Try to calm the person.
3. Listen to the person and permit the person to talk.
4. Try to use delaying techniques.
5. Be respectful.
6. Do not belittle, criticize, agitate, or argue with the person.
7. Do not use body language or speech that challenges the person.
8. Do not make sudden movements.
9. Do not make false promises.

Earthquakes

Definition: *A sudden slipping or movement of a portion of the earth's crust, accompanied and followed by a series of vibrations*

Contact	
Bowie State University Department of Public Safety	301-860-4040
PG County Police Department	911
PG County Fire Department	911

Emergency Operations Plan

Facilities Management	301-860-4190
Maryland Emergency Management Services	410-517-3600

Procedures

If Indoors:

1. Drop to the ground; take cover by getting under a sturdy table or other pieces of furniture and hold on until the shaking stops. If a table or desk is not nearby, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Use a doorway for shelter only if it is in close proximity to you and if you know, it is a strongly supported, load-bearing doorway.
4. Stay inside until the shaking stops, and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
5. Be aware that the electricity may go out, or the sprinkler systems or fire alarms may turn on.
6. **Do not use the elevators.**

If Outdoors:

1. Stay there.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Most earthquake casualties result from collapsing walls, flying glass, and falling objects.

If Trapped under Debris:

1. Do not light a match.
2. Do not move about or kick-up dust.
3. Cover your mouth.
4. Tap on a pipe or wall so rescuers can locate you. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After an Earthquake

1. Expect aftershocks—these secondary shockwaves are usually less violent but can be strong enough to do additional damage to weakened structures. They may occur in the first hours, days, weeks, or even months after the earthquake.
2. Use the telephone only for emergency calls.
3. Stay away from damaged areas.
4. Help injured or trapped persons. Do not move seriously injured persons unless they are in immediate danger of further injury.
5. Clean up spilled flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
6. If you smell gas or hear blowing or hissing noises, check for gas leaks. Open a window and quickly leave the building.

Emergency Operations Plan

7. If you see sparks or broken or frayed wires or if you smell hot insulation, report it to the Office of Facilities.

If you suspect that the sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, avoid using water from the tap.

Railroad—Accidental Release of Hazardous Material

Definition: Any evidence of leaking liquid or vapor.

Contact	
Bowie State University Department of Public Safety	301-860-4040
PG County Police Department	911
PG County City Fire Department	911
Facilities Management	301-860-4190
Environmental Protection Agency Hotline	866.633.4686

In cases of railroad derailment, any evidence of leaking liquid or vapor should be sufficient to warn the Bowie State University Department of Public Safety of potential danger. Stay clear of the area.

First Responders Procedures:

1. Identification of hazardous materials via:
 - Checking placards on the sides of the railroad cars/tanks—Hazmat cars/tanks should have placards displayed at the front, rear, and both sides.
 - Noting the shape and configuration of the rail car/tank.
 - Checking the shipping papers, which should identify the hazardous materials and instructions for handling the materials.
2. Securing the area, and calling the Fire Department, and requesting a hazmat specialist.
3. Approaching the scene from an upwind direction if possible.
4. Do not inhale fumes, smoke, or vapors.
5. Do not step in or touch spilled materials.

Emergency Operations Plan

6. Do not approach the scene if you suspect radiological materials.
7. Do not drive through the contaminated area.
8. Do not eat, drink, or smoke near the accident area.
9. Do not use flares to barricade the area.
10. If anyone is contaminated, isolate that person.

Demonstrations and Rallies

Definition: *Authorized, lawful, peaceful gatherings on campus which do not disrupt the normal operations of the University or infringe on the rights of the University Community.*

Contact	
Vice President of Student Affairs	301-860-3390
Bowie State University Department of Public Safety	301-860-4040

Policy: "Unauthorized participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on-campus" Is subject to disciplinary sanctions.

Procedures:

1. Organizers of demonstrations or rallies must seek approval from the Vice President of Student Affairs to use University property and facilities.
2. Request(s) must be submitted in writing. The organizers must have a complete proposal for the demonstration/rally.
3. If approved, the organizers are responsible for insuring that the demonstration/rally will be operated in a responsible manner.
4. The University reserves the right to take steps to control inappropriate conduct.
5. The demonstration/rally may not block access to University facilities.
6. University reserves the right to revoke the approval of a rally if it is deemed the rally may create a disturbance which may cause bodily injury or harm.

Utility Failure

Definition: *Failure of infrastructure utilities, which provide for the safety of the Bowie Campus Community and the efficient performance of its physical facility.*

Contact	
Facilities Management	301-860-4190

Emergency Operations Plan

Bowie State University Department of Public Safety	301-860-4040
---	--------------

The failure of infrastructure utilities is not commonplace, but in such cases as electric power failure, natural gas leaks, and plumbing failure, take the following measures.

PLUMBING FAILURE

1. If the incident happens between 8:00 a.m. and 5:00 p.m., call the Office of Facilities Monday- Friday at **301-860-4190**. If the loss occurs after hours, on the weekend, or holiday, call the Bowie State University Department of Public Safety at **301-860-4040**
2. Do not use electrical equipment.
3. Stop the flow of water if you know the source of the water and can safely do so.
4. Do not use the elevators.

If there is a potential danger, immediately vacate the area.

POWER OUTAGES

1. If a secondary lighting system, such as a flashlight, is unavailable, look for emergency lighting at the exits and safely evacuate the area.
2. If you are in an elevator, use the emergency button or telephone to alert the Bowie State University Department of Public Safety. Do not attempt to open the elevator car door or shake the elevator car.
3. Do not return to the building until directed by Facilities or the Bowie State University Department of Public Safety

If in an office:

4. Switch off all electrical appliances.
5. To avoid potentially serious damage when the power is restored, unplug surge-sensitive equipment, such as computers and monitors.

ELEVATOR FAILURE

1. Use the elevator's emergency phone to contact the Bowie State University Department of Public Safety.
2. If the elevator does not have an emergency telephone, push the emergency alarm located on the front panel to signal for help.
3. If there is no emergency alarm system, make noise to alert others outside of the elevator.

GAS LEAKS

1. Vacate the area.
2. If you cannot leave the area, ventilate the room with fresh air.
3. Do not use the elevators.
4. Go to a safe location and call the Bowie State University Department of Public Safety at or **911**.

Emergency Operations Plan

5. Do not return to the building until directed by the Office of Facilities or the Bowie State University Department of Public Safety.

Tornadoes

Definition: *Violently rotating column of air extending from a thunderstorm to the ground.*

Tornado Watch – A tornado watch is issued when conditions are likely for a tornado to strike.

Tornado Warning – A tornado warning is issued when a tornado has actually been sighted or has been indicated by radar.

Contact	
Bowie State University Department of Public Safety	301-860-4040
Facilities Management	301-860-4190
PG County Police Department	911
PG County Fire Department	911

Procedures

1. You will be asked to remain in your building or take shelter in a building.
2. Move to an interior hallway in the basement or lowest floor.
3. Avoid areas with glass, heavy furniture/equipment, or shelving.
4. Sit on the floor and cover your head with your arms.
5. Do not leave the area until directed by the Bowie State University Department of Public Safety or Emergency Personnel.

Catastrophic Emergency

Definition

Acts of violence, terrorism, fires, and natural disasters resulting in death and/or widespread destruction.

Contact Information

- **Bowie State University Department of Public Safety:** 301-860-4040
- **Facilities Management:** 301-860-4190
- **PG County Police Department:** 911
- **PG County Fire Department:** 911
- **Vice President for Student Affairs:**

Policy

In cases involving accidents, illnesses, or acts of violence resulting in the unexpected death of a Bowie State University community member, designated University officials will initiate the notification process.

Acts of Violence Include:

- Suicide

Emergency Operations Plan

- Homicide
- Sexual Assault
- Accidental death
- Acts of terrorism
- Fires
- Natural disasters

Procedure

1. **Scene Management:**
The Bowie State University Department of Public Safety will secure and coordinate the emergency scene.
 2. **Family Notification:**
Designated University officials will inform the family of the deceased or injured individual.
 3. **Trauma Response Team:**
 - A team from Student Affairs, Counseling Services, and the Department of Public Safety will be activated within 24 hours to support affected families and community members.
 4. **Media Statements:**
The Office of University Relations will prepare all statements for the media and other agencies.
 5. **Agency Liaison:**
The Bowie State University Department of Public Safety will act as the primary contact for external police and agencies.
-

Severe Weather Emergency

Definition

Inclement weather (e.g., snow, ice, tornadoes, hurricanes) that poses hazardous conditions for campus travel.

Policy

1. The **University President** will determine if campus departments close. Administrative and financial operations may remain open even if classes are canceled.
2. **Safety First:**
The sole criterion for closures is the safety of students, faculty, and staff.
3. **Efforts to Remain Open:**
Whenever possible, offices and classrooms will remain open if safety permits.
4. **Decision Process:**
 - The **Provost/Vice President for Academic Affairs**, in consultation with the President, will decide on class cancellations.
 - Weather updates will be collected by the Department of Public Safety and provided to Administration by **5:00 a.m.**
5. **Communication:**
 - The **Director of Communications** will notify media outlets, update the website, and disseminate alerts via the Blackboard Connect Text Message Alert System.

Notifications

- "University and Bowie Academy is closed"
 - Only essential personnel report to work; non-essential personnel receive administrative leave.
- "Day classes are canceled, offices are open"
 - Evening classes proceed unless specified; non-faculty staff report as scheduled.
- "Classes are delayed"
 - Time of delay provided; staff and faculty expected to report per normal schedules.
- Off-site center statuses will be detailed if different from the main campus.

Emergency Operations Plan

Office Hour Procedures

1. The President, via the **Director of Communications**, will notify personnel of closures.
2. Radio and television stations will be informed to alert evening students, faculty, and staff.
3. Updates will be posted on:
 - University website homepage
 - Main telephone line recording
 - Blackboard Connect Text Message Alert System
4. For non-class events (satellite/off-campus), cancellations will be reported to the media at least **2-3 hours in advance**.

Evening and Night Hour Procedures

1. The Department of Public Safety will collect the weather forecast information on which to base the decision as to whether the school will be closed or will open late. The Department of Public Safety will also assess the conditions of the campus. The designee shall also access road conditions to the extent possible. This information will be communicated to the Vice President of Administration and Finance and the Provost/Vice President for Academic Affairs.
2. The Provost/Vice President for Academic Affairs, in consultation with the President, will make the decision regarding school closing. The decision will be conveyed to the Office of University Relations designee.
3. The Director of Communications or designee will notify the various offices identified on Page 30 of the decision, in addition to notifying the media outlets identified below

Metro PG County Area

WWMX Radio (106.5 FM)
WEAA Radio (88.9 FM)
WLIF (101.9 FM)
HEAVEN (600 AM)
WQSR Radio (105.7 FM)
WERQ Radio (92.3 FM)
WWIN Radio (95.9 FM)
WOLB (1010 AM)

WMAR-TV (Channel 2)
WBAL-TV (Channel 11)
WBFF-TV (Channel 45)
WJZ-TV (Channel 13)
WBAL Radio (1090 AM)
WXYV Radio (102.7 FM)

Metro Washington, D. C. Area

WTOP Radio (1500 AM), (103.5 FM)
WHUR Radio (96.3 FM)

WJLA-TV (Channel 7)
WRC-TV (Channel 4)

Shooting Incident

If you are involved in a situation where a gunman has entered an area or building and begins shooting, or if you hear gunfire, the following actions are recommended:

- Exit the building immediately. Avoid parking lots and open areas.

Emergency Operations Plan

- Notify anyone you encounter to exit the building immediately or not to enter the building.
- Notify the Bowie State University Department of Public Safety by calling **301-860-4040** or PG County Police Department by calling **911**. Give the operator the following information:

1. *Your name*
2. *Location of the incident*
3. *Describe what is occurring*
4. *Number of shooters*
5. *Number of persons who may be involved*
6. *Your location*

ACTIVE SHOOTER

If you are involved in a situation where someone has entered the area and started shooting, or you hear shooting, the following is a list of actions that are recommended. It should be noted that these types of incidents are unpredictable. The below guidelines are recommendations that are based on past experiences.

1. **RUN, HIDE, FIGHT**

2. **RUN** (If you can); if safe to do so, exit the building immediately. Notify anyone you may encounter to exit the building immediately.
3. **Dial 911**; notify BSUPD at **301-860-4040**, from a campus phone or utilize Emergency **Blue Light Phone**.
4. Give the BSUPD Police Communications Operator (PCO) the following information:
 - Your name.
 - Location of the incident (be as specific as possible).
 - Number of shooters (if known).
 - Identification or description of the shooter.
 - Number of persons who may be involved.
 - Your location.

If exiting the building is not possible, the following actions are recommended:

1. **HIDE** (If you cannot run), seek shelter in a safe location and await instructions from Police or University officials.
2. Go to the nearest room or office.
3. If safe, allow others to seek refuge with you.
4. Close and lock the door. If the door has no lock, barricade it with items available (desks, chairs, bookshelves, etc.).
5. Cover the door windows. Turn off the lights.
6. Keep quiet and act as if no one is in the room. Silence cellular phones.
7. **DO NOT** answer the door. Wait for Police Officers to assist you out of the building.
8. If you are in a common area such as a dining hall and cannot get behind closed doors, find some form of concealment, such as a table, chair, or other available item and get under it. If possible, "buddy-up" with someone you know and stay together. If you see police entering the room, make sure both of your hands are empty and visible, so they will know you are not a threat to them.

Emergency Operations Plan

9. **Dial 911** Notify BSUPD – **301-860-4040** or from a campus phone or utilize Emergency **Blue** Light Phone and give the PCO the following information: Your name. Your location (be as specific as possible). Number of shooters (if known). Identification or description of the shooter. Number of persons who may be involved.
10. Treat the injured. Remember basic first aid – see MEDICAL EMERGENCIES section.
11. **FIGHT** (If you have no choice and it is a last resort and only when your life is in imminent life threatening danger), use any means to disable, distract, or, as a last resort, attack/disarm the shooter. **DO NOT** remain a stationary target!

Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Police Officers will move quickly and directly to neutralize the threat. Early in an active shooter incident, police officers may not be able to rescue people because their main goal is to get to the shooter(s). Involved persons need to try to remain calm and patient during this time so as not to interfere with police operations. Cooperate with officers who may ask you for information concerning the incident. Normally, a rescue team is formed shortly after the first responding police officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions of police officers at the scene or responding to the scene.

If the shooting occurs outdoors, the following actions are recommended:

- Move inside a building (see above instructions)
- If you cannot go inside, try to hide behind something solid.
- Run away from the sounds of shooting, if you can do so without risk.
- Notify the Bowie State University Department of Public Safety **301-860-4040** and PG County City Police by call **911**.

Pandemic Response

Overview

A pandemic represents a unique and complex emergency scenario that differs from acute incidents due to its potential long duration, widespread impact on public health, and evolving nature. Unlike a traditional localized emergency, a pandemic can strain all levels of operations over extended periods, affect a significant portion of the workforce, and necessitate sustained coordination with public health authorities, healthcare providers, and governmental agencies. The University's pandemic response plan aims to protect public health, ensure continuity of operations (including academic instruction), and maintain essential services while adapting to changing conditions and guidance.

Key Principles

1. Health and Safety Priority:
 - The well-being of students, faculty, staff, and visitors remains the highest priority.
 - Guidance from the Centers for Disease Control and Prevention (CDC), the Maryland Department of Health (MDH), and other reputable health authorities will inform all decision-making.
2. Incident Command System (ICS) Integration:

Emergency Operations Plan

- The pandemic response will be managed through the established ICS structure to ensure clear roles, responsibilities, and command unity.
- The Emergency Management Director (EMD) will coordinate with Public Health Officers, the University's Health Services, and external health agencies to form a Unified Command when appropriate.
- 3. Scalable and Flexible Planning:
 - Because pandemic conditions may change rapidly, the University's response will be scalable.
 - Contingency plans will address multiple stages of the pandemic, from initial detection and containment efforts to long-term community recovery.
- 4. Continuity of Operations and Instruction:
 - Pandemic plans will incorporate strategies for maintaining essential functions (e.g., remote learning platforms, telework for staff) to preserve core University operations and support students' educational needs.
 - Essential personnel designations will be reviewed and may be adjusted to ensure vital operations (facility maintenance, IT services, health center staffing, security, and emergency services) continue.
- 5. Transparent and Timely Communication:
 - Frequent, clear, and accessible communication with stakeholders is critical.
 - Messaging will be coordinated through the Incident Command structure, involving the Public Information Officer (PIO), Health Services, and institutional leadership.

Roles and Responsibilities

- Incident Commander (IC):
 - Oversees the pandemic response, ensures coordination with public health authorities, and approves strategic decisions and policies.
- Public Information Officer (PIO):
 - Provides timely updates to the campus community, external stakeholders, and media outlets.
 - Coordinates messaging with local health departments and partners to ensure consistency.
- Safety Officer (SO):
 - Monitors health and safety protocols related to infection prevention measures (e.g., personal protective equipment use, physical distancing guidelines, enhanced cleaning protocols).
 - Recommends adjustments to campus operations based on observed conditions and changing health guidance.
- Liaison Officer (LNO):
 - Serves as the point of contact for external agencies, including local health departments, hospitals, and governmental bodies.
 - Ensures that external support and resources are integrated effectively into the University's response.
- Operations Section:
 - Implements on-campus health measures (e.g., testing, vaccination clinics, isolation and quarantine procedures).
 - Coordinates with Health Services to identify and manage infection clusters, support contact tracing, and secure medical supplies.
 - Oversees physical modifications to campus spaces (e.g., installing hygiene stations, rearranging common areas for distancing).

Emergency Operations Plan

- Planning Section:
 - Develops and updates Incident Action Plans (IAPs) to reflect evolving pandemic conditions and guidance.
 - Monitors case rates, hospitalizations, vaccine availability, and public health advisories.
 - Anticipates needs for academic delivery modifications (e.g., transitioning to hybrid or fully online formats) and provides operational forecasts and contingency strategies.
- Logistics Section:
 - Procures and distributes necessary supplies such as personal protective equipment (PPE), testing kits, hygiene and sanitation products, and technology resources for remote operations.
 - Arranges for alternative spaces for isolation, quarantine, or modified housing and dining operations.
- Finance & Administration Section:
 - Tracks all pandemic-related expenditures, including medical supplies, technology for remote learning, and enhanced cleaning services.
 - Prepares documentation for potential reimbursement from federal, state, or private funding sources.
 - Provides guidance on financial planning for extended disruption periods and support for students in hardship.

Pandemic Response Phases

1. Preparedness (Pre-Pandemic or Early Warning Stage):
 - Maintain and update pandemic plans, ensuring alignment with current health guidelines.
 - Stockpile essential supplies (masks, sanitizers, disinfectants) and ensure continuity plans for academic and administrative functions are ready for activation.
2. Initial Response (Outbreak Confirmation):
 - Activate ICS structure and EOC (if needed) to manage the response centrally.
 - Implement recommended health measures (e.g., mask mandates, enhanced cleaning, distancing) in classrooms, labs, residence halls, dining facilities, and other public areas.
 - Coordinate closely with local health authorities for testing, contact tracing, and vaccination strategies if available.
3. Ongoing Response and Mitigation (Peak Pandemic Conditions):
 - Adjust academic delivery modes (e.g., hybrid or fully remote learning) to ensure instructional continuity.
 - Enhance mental health support services to address increased stress, anxiety, and other health concerns.
 - Continuously update the campus community about current policies, infection rates, and resource availability.
4. Recovery (Post-Peak, Transition to Normalcy):
 - Gradually ease restrictions as conditions improve, guided by public health advice.

Emergency Operations Plan

- Restore in-person classes, events, and activities in phases, ensuring continued monitoring of health indicators.
- Evaluate response efforts, document lessons learned, and incorporate improvements into updated pandemic plans.

Coordination with External Agencies and Partners

The University will maintain close relationships with:

- Local and state health departments for surveillance, guidance, and resources.
- Nearby hospitals and healthcare systems for referrals, surge capacity, and clinical guidance.
- Other higher education institutions and local K-12 schools to share best practices, align mitigation strategies, and coordinate public health messaging.
- Government agencies, including FEMA and state emergency management offices, for resource requests and funding support.

Communication and Education

- Regularly disseminate updates via email, SMS alerts, website postings, and social media.
- Offer informational webinars or sessions hosted by Health Services and public health experts.
- Reinforce preventative measures (hand hygiene, mask use, symptom monitoring) through signage, digital campaigns, and campus ambassadors.

After-Action Review and Improvement following any pandemic wave or significant pandemic-related event, the University will:

Conduct a thorough after-action review to identify strengths, weaknesses, and areas needing improvement.

- Update pandemic response protocols, ICS structures, and continuity plans accordingly.
- Communicate findings and improvements to the campus community and incorporate feedback into future preparedness efforts.

Rabid Animal Response

Overview

A rabid animal on campus presents a serious health and safety concern. While such incidents are generally contained and localized, immediate action is necessary to prevent potential exposure to students, faculty, staff, and visitors. The primary objectives in responding to a suspected rabid animal incident are to isolate the threat,

Emergency Operations Plan

protect individuals from harm, and coordinate with appropriate wildlife and public health authorities to mitigate the risk.

Initial Response Actions

1. Ensure Safety of Persons in the Area:
 - If a potentially rabid animal is sighted, immediately notify the Department of Public Safety.
 - Advise nearby individuals to move away from the animal's vicinity without provoking it.
 - If the animal is inside a building, close doors to contain it if possible, without putting anyone at risk.
2. Secure the Area:
 - Public Safety personnel will establish a perimeter, preventing unauthorized access to the affected location.
 - Post clear warning signs and, if appropriate, evacuate adjacent rooms or hallways to ensure safety.
3. Notification and Communication:
 - The Department of Public Safety will promptly inform the Emergency Management Director (EMD) if the situation has the potential to escalate.
 - Appropriate messaging (text alerts, email notifications) may be sent to the campus community if the risk is ongoing or if public health officials advise heightened awareness.
 - The Public Information Officer (PIO) will coordinate with external agencies for consistent messaging, if necessary.
4. Coordination with External Agencies:
 - Contact local animal control or wildlife services to safely capture or neutralize the animal.
 - Coordinate with local public health authorities to determine if additional precautions are required, such as rabies exposure notifications or medical follow-ups for individuals who might have been in contact with the animal.
5. Medical Considerations:
 - Any individual who may have been scratched, bitten, or exposed to saliva from the animal should be directed to seek immediate medical attention.
 - The University's Health Services will provide guidance and support, potentially referring individuals to external healthcare providers or facilitating transportation to a medical facility.
6. Risk Assessment and Follow-Up:
 - Once the animal has been captured or removed, the University, in coordination with health officials, will determine whether testing for rabies is warranted.
 - The Planning Section (if activated) will document the incident, identify any procedural gaps, and suggest improvements to response measures for future incidents.
7. Campus Communication and Reassurance:
 - After the incident is resolved, communicate a summary of the event, outline any steps taken to ensure campus safety, and offer resources for those who may have health or safety concerns.
 - Reinforce general wildlife safety tips to the campus community, reminding individuals to avoid contact with wild or stray animals and to report any unusual behavior immediately.

Roles and Responsibilities

1. Incident Commander (IC):
 - May not need to fully activate ICS structure for a small incident, but will provide oversight if necessary.
 - Authorizes communication and coordination with external agencies and decides if the Emergency Operations Center (EOC) should be partially or fully activated.

Emergency Operations Plan

2. Public Safety (Operations Section):
 - Takes lead in initial response, securing the area, and coordinating with animal control.
 - Maintains perimeter control until the hazard is neutralized.
3. Health Services:
 - Provides medical guidance and referrals.
 - Advises on post-exposure treatment and coordinates with public health authorities.
4. Logistics Section (if activated):
 - Arranges any additional resources (e.g., barriers, medical supplies), and assists animal control if special equipment is needed.
5. PIO:
 - Issues timely and accurate information to the campus community, ensuring that messaging aligns with guidance from animal control and public health officials.
6. Finance & Administration (if activated):
 - Tracks any costs associated with incident response (medical care, resources, services) and documents these expenses for future reference or reimbursement.

Foodborne Illness Response as Part of an Emergency Operations Plan

Overview

A foodborne illness outbreak on campus can pose a significant health risk to students, faculty, staff, and visitors. It may also affect operations if large numbers of individuals are incapacitated or if dining facilities must temporarily close. Incorporating a specific Foodborne Illness Response Plan into the EOP ensures that the University responds promptly and effectively, coordinating with health authorities and maintaining confidence in campus food services.

Objectives

1. Protect Health and Safety:
Mitigate the spread of illness by identifying the source quickly and ensuring those affected receive appropriate medical care.
 2. Maintain Operational Continuity:
Limit disruptions to dining operations, classes, and events while controlling the incident. This may involve temporary closures, alternate meal provisions, or remote learning accommodations.
 3. Ensure Effective Communication:
Provide timely and accurate information to all stakeholders, including students, employees, parents, and health authorities.
 4. Compliance and Coordination:
Align with local, state, and federal public health guidelines and coordinate with health departments and regulatory agencies.
-

Emergency Operations Plan

Integration with ICS Structure

The response to a foodborne illness fits within the existing Incident Command System (ICS) framework of the EOP:

- **Incident Commander (IC):**
Oversees the response, ensures resource allocation, and approves response strategies.
- **Public Information Officer (PIO):**
Communicates with the campus community, media, and public health agencies, providing regular updates.
- **Safety Officer:**
Identifies health risks, recommends personal protective measures (if necessary), and ensures that response personnel follow appropriate safety and hygiene protocols.
- **Liaison Officer:**
Coordinates with public health authorities, such as local health departments, and external entities like the FDA or CDC if needed.
- **Operations Section:**
Manages on-the-ground response, including temporary closure of dining facilities, coordination with food service providers, sanitation teams, and isolation of suspected contaminated food products.
- **Planning Section:**
Monitors the progression of the outbreak, collects health data (e.g., number of individuals affected, test results), and develops Incident Action Plans (IAPs) for short-term and longer-term response activities.
- **Logistics Section:**
Obtains necessary supplies (e.g., alternative meal provisions, cleaning and sanitizing materials, medical supplies) and arranges for temporary dining solutions or off-site catering if needed.
- **Finance & Administration Section:**
Tracks costs related to response (medical treatment, testing, food disposal, facility cleaning) and prepares documentation for potential reimbursement or insurance claims.

Response Phases

1. **Detection and Verification:**
 - **Early Identification:** Dining staff, health services, or local health departments may detect a potential outbreak through clusters of reported illnesses. Prompt reporting mechanisms (hotlines, online forms) facilitate early detection.
 - **Verification:** Health Services and Public Safety gather initial details (symptoms, onset times, meals consumed) to confirm a potential foodborne illness incident.
2. **Activation of the EOP and ICS:**
 - The IC decides whether to activate the ICS structure based on severity and scope.
 - Notify the EMD (Emergency Management Director), Health Services, Dining Services Management, and Facilities Management.
3. **Containment Measures:**
 - **Food Handling Suspension:** Temporarily close affected dining halls, food trucks, cafeterias, or catering facilities.
 - **Food Isolation and Testing:** Identify suspected food sources, remove them from service, and send samples to certified laboratories for testing.

Emergency Operations Plan

- Sanitation Protocols: Increase cleaning and disinfecting efforts in dining and food preparation areas to prevent further spread.
 - Medical and Support Services:
 - On-Campus Health Services: Evaluate and treat affected individuals. Direct those with severe symptoms to external medical facilities if necessary.
 - Public Health Coordination: Work with local and state health departments to identify pathogens, confirm diagnoses, and track the outbreak's progression.
 - Communication Strategy:
 - Internal Notifications: Inform students, faculty, staff about the situation, precautionary measures, and where to seek treatment if symptomatic.
 - External Communications: The PIO liaises with media outlets, parents, and other stakeholders. All messaging should be transparent, consistent, and based on verified information.
 - Resource Management:
 - Alternate Meal Provisions: Use external vendors, prepackaged meals, or alternate dining locations to ensure continued meal availability for students who rely on campus dining.
 - Personnel Support: Provide training to food service staff on updated safety protocols and ensure emotional support and counseling for those affected.
 - Recovery and Return to Normal Operations:
 - Health Clearance: Reopen dining facilities only after health authorities confirm the safety of food sources and facilities.
 - Documentation and Claims: The Finance & Administration Section documents all response costs and coordinates possible reimbursement or insurance claims.
 - After-Action Review: Conduct a thorough evaluation of the response. Update protocols, strengthen supply chain oversight, improve detection methods, and refine communication strategies for future incidents.
-

Coordination with External Agencies

- Local Health Departments: Provide guidance on containment, conduct epidemiological investigations, and confirm when it is safe to resume normal operations.
- State and Federal Agencies (e.g., FDA, CDC): May become involved for larger outbreaks or those involving multiple jurisdictions.
- Healthcare Providers and Hospitals: Coordinate patient care and obtain specialized medical advice

Section 6: Emergency Management Team (EMT)

Purpose:

The Emergency Management Team (EMT) is tasked with ensuring that Bowie State University is prepared for effective emergency response. The EMT also provides critical support to the Incident Commander during emergencies, which may involve convening in the Emergency Operations Center (EOC).

Primary Functions of the EMT:

1. Oversee and direct emergency preparedness activities for the University.
2. Develop and implement emergency response policies and programs.
3. Support the Incident Commander during an emergency.
4. Assist with staffing and managing the Emergency Operations Center (EOC).

Team Composition

Emergency Management Director (EMD):

Emergency Operations Plan

- Director, Department of Public Safety (Police Chief) or designee.

Team Members:

- President *
- Provost *
- Vice President of Administration and Finance *
- Vice President of Information and Technology
- Vice President for Enrollment Management and Student Affairs
- Vice President/Executive Director, BSU Development
- Director of University Relations
- Director of Facilities Management
- Director of Athletics

(*Denotes personnel with Emergency Satellite Telephones required during emergencies or training exercises.)

Emergency Management Team Activation

- The Incident Commander or Emergency Management Director determines EMT activation and notifies relevant members.
-

Emergency Operations Center (EOC):

Primary Location:

- Charlotte Robinson Hall (location of the Police Dispatch Operation).
 - Emergency Operations Plan (EOP).
 - Contact lists for team members, building evacuation coordinators, and emergency floor captains.
 - Comprehensive University personnel directory.
 - Building floor plans and special needs information.
 - Communication tools, including directories of emails, phone numbers, and media contacts.
-

Emergency Teams and Responsibilities

President's Executive Council & BSUDPS Chief of Police:

- Establish emergency strategies and implement policies.

Emergency Response Team (ERT):

- Evaluate incidents and employ tactics to resolve situations.
- Monitor and assess situations until resolution.
- Members include:
 - Director of Public Safety and Chief of Police.
 - Vice President of Enrollment Management & Student Achievement.
 - Vice President of Administration and Finance.
 - Director of Communications.
 - Director of Facilities.
 - Director of Academic Affairs.

Emergency Management Team (EMT):

- Members are selected based on expertise and represent various campus offices, including:
 - Office of Public Safety.
 - Office of University Relations.
 - Division of Student Affairs.

Emergency Operations Plan

- Counseling Center.
 - Office of Information Technology.
 - **Shared Responsibilities:**
 - Provide aftermath support to the campus community.
 - Coordinate with local authorities and utilities.
 - Investigate incidents thoroughly.
 - Prepare media releases.
 - Conduct educational and training sessions.
-

Preparedness Programs and Activities

Emergency Announcements

The President or Provost, based on recommendations from offices such as the Department of Public Safety, will determine when to issue emergency announcements to the Bowie State University (BSU) community. These announcements aim to keep students, faculty, and staff informed of emergency situations in a timely manner.

Communication Channels for Emergency Information:

- **Text Messages via Cell Phone:**
Registration is required. Visit [Bowie State University Text Alert Registration](#) for details.
- **University Website:**
Emergency updates will be posted on the homepage: www.Bowie.edu.
- **University Email System:**
Notifications will be sent to all students, faculty, and staff.
- **Electronic Marquis/Messenger Boards:**
Emergency updates will be displayed on digital boards across campus.
- **University Main Information Line:**
Call [301-860-4000](tel:301-860-4000) for recorded messages.
- **External Media:**
The Office of University Relations will disseminate information to local media outlets for wider distribution.

Alarm System Use:

- Audible and light alarms are reserved for immediate emergencies.
- For non-immediate emergencies (e.g., weather alerts or class cancellations), the communication channels listed above will be used.

Coordination with Media:

- The Office of University Relations will ensure that information about campus closings, class cancellations, or delays is communicated to local radio and television stations and posted on their websites.
- Morning updates will be announced by 5:00 a.m., and decisions about evening classes by 1:00 p.m.

Reporting Safety Concerns:

- Contact BSU Department of Public Safety (BSUDPS) at (301) 860-4040.
 - Reports can also be made in person at the BSUDPS office, located on the 2nd floor of the Physical Education Complex.
 - Alternatively, use the University's Code Blue E-Phones stationed across campus.
-

Emergency Operations Plan

Prevention – Mitigation

Emergency Declaration

A State of Emergency is declared by the President or their designee upon the recommendation of the BSUDPS Chief of Police. Once declared:

- Emergency procedures are activated.
- A decision is made on whether the University will be partially or fully closed.

Order of Succession for Authority During Emergencies:

1. President.
2. Provost, Vice President of Academic Affairs.
3. Vice President of Administration and Finance.
4. Vice President of Information Technology.
5. Vice President for Enrollment Management and Student Affairs.
6. Vice President of Institutional Advancement.

Emergency Decision-Making Meetings

- Primary Location:
 - Provost Conference Room,
- Secondary Location:
 - President's Conference Room,
- Tertiary Location:
 - BSUDPS Chief of Police Conference Room, Physical Education Complex.

Section 7: Order of Succession

The **Order of Succession** ensures continuity of operations by identifying specific individuals by position title to fill key roles in the event of a vacancy or unavailability of a position holder during a **Continuity of Operations Plan (COOP)** event or its aftermath. This system allows the University to maintain functionality with minimal interruption.

A. Public Safety

1. Vice President of Administration and Finance
2. Chief, Bowie State University Department of Public Safety
3. Deputy Chief of Police, Lieutenant, Operations Bureau

B. Facilities Management

1. Vice President of Administration and Finance
2. Director of Facilities Management
3. Assistant Director of Facilities Management

C. Information Technology

1. Vice President and Chief Information Officer (CIO)
2. Deputy CIO

D. Academic Affairs

1. Vice President of Academic Affairs (Provost)
2. Director of Research and Evaluation

E. Student Affairs

Emergency Operations Plan

1. Vice President for Enrollment Management and Student Affairs
 2. Associate Vice President for Student Affairs
-

F. Office of University Relations

1. Director of University Relations
 2. Associate Director, Office and Project Management
-

G. Controller's Office

1. Vice President of Administration and Finance
2. Controller

Section 8: Alternate Facilities

An alternate facility is a location where key personnel carry out essential functions when the primary facility is unavailable. The Goodlow House located at 13809 Jericho Park Road, Bowie Md 20720 as an alternative facility.

