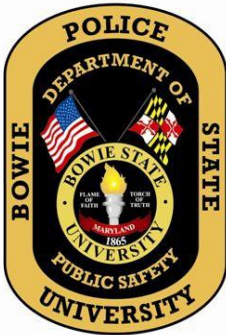




# **EMERGENCY MANAGEMENT PLAN**



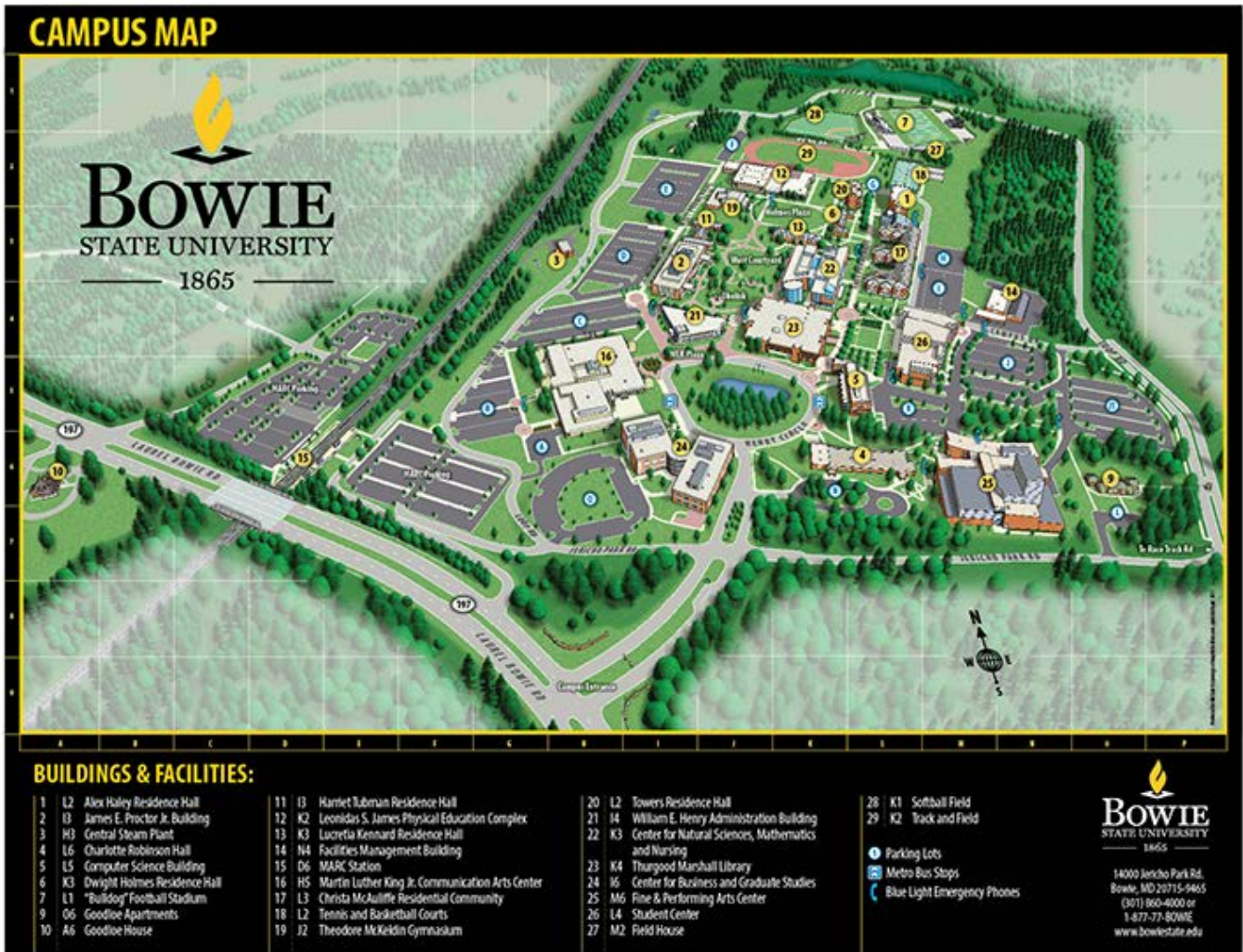
Department of Public Safety  
Bowie State University  
2017 - 2018

**Bowie State University**  
**Emergency Management Plan 2017-2018**

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## **About the Emergency Management Plan**

Bowie State University is committed to providing a safe and secure environment to the Campus community. We have been taking action to increase our ability to deal with any emergency on campus. Toward this end, the University has significantly enhanced its Emergency Management Plan (EMP).

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

The Department of Public Safety (DPS) will hold a training session each semester to ensure faculty, staff, and students are properly trained on procedures in the Plan. The training session will involve a review of the Plan and any updates. The Plan will be tested annually. The method of testing will include table top exercises, drills and simulations. DPS will maintain testing procedures for all EMP tests.

The Student Affairs Leadership Team will solicit feedback from students about the EMP and other campus safety concerns. Meetings will be conducted regularly and as needed at residence halls. DPS will meet quarterly with the Student Campus Police Advisory Committee to solicit feedback regarding the EMP. All meetings will be documented for follow-up action.

The EMP will be updated annually and any major revisions submitted to the University System of Maryland (USM) Office. All recommended changes should be submitted to the Director of Public Safety for review and approval. The Director of Public Safety will seek assistance as necessary from the **Emergency Management Committee (EMC)** to evaluate the appropriateness of plans submitted for review and approval. The Department of Public Safety (DPS) will maintain a copy of all plans from all departments.

**Individual plans for each Department are to be submitted to the Director of Public Safety to ensure there is no conflict with the University Plan.** Departmental plans will be maintained as supplements to the University Plan. The Director of Public Safety may submit any departmental disaster plan to the EMP for further review and approval. Department disaster plans should be reviewed annually and modified as necessary. In the meantime, it is important to review the protocols and procedures established in this Plan. All departments within the University must become familiar with this Plan.

Goals of the Emergency Management Plan include:

- Protecting the lives and property of the University community
- Preserving orderly function of the University community
- Establishing clear lines of authority and communication among University departments

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- Identifying the University role with outside agencies for coordinating emergency operations

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

## **EMERGENCY MANAGEMENT PLAN**

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

### **Campus Coordinator**

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

### **Lines of Authority**

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

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

### **Public Safety Student Advisory Committee**

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

### **Emergency Plan Activation**

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

- When civil authorities declare a State of Emergency that affects the University, local, citywide, regional, statewide or national communities.

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- When the President or his designee declares a University emergency.
- When an occurrence, potential or actual, seriously disrupts the overall operation of the University or threatens the health or safety of members of the University community.

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

**Activation of the Plan** – In the case of a perceived University-level emergency, the Department of Public Safety will be notified, and must notify the VPSA and the Director of University Relations and Marketing. The VPSA will notify the President who will determine if a University-level state of emergency exists and activation of the plan is in order. If the University declares a state of emergency, the Director of Public Safety will notify the Emergency Management Committee (EMC). All members of the EMC must report to the Director of Public Safety within one-half hour of being notified.

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

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

### **Implementation of the Emergency Management Plan**

The President or his designee determines if the Emergency Management Plan is to be activated, including the establishment of the Emergency Command Center, the recall of University officials or their alternates to campus during non-work hours, and recall of other University administrators to assist in the emergency response effort.

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

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

- A member of the President’s Cabinet
- The highest ranking administrator present from Student Affairs
- The Director of Facilities
- The highest ranking administrator present from the Facilities Services Department

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

Specific responsibilities include:

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

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**EMERGENCY MANAGEMENT COMMITTEE (EMC)**

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

Emergency Coordinators	
VP of Student Affairs	860-3391
Chief of Police	860-4051
Operations	
VP/Provost Academic Affairs	860-3464
Director of Facilities	860-4186
Planning	
Assistant VP of Student Affairs	860-2838
AVP Institutional Advancement	860-4302
Executive Director of Human Resources	860-3451
Public Information	
Director of University Relations & Marketing	860-3505
Legal Counsel	
EVP General Counsel	860-3503
Finance	
Director of Budgets	860-4363
Comptroller	860-3476
Logistics	
Director of Procurement	860-4212
AVP Information Technology	860-3918
Director of Residence Life	860-4558
Director of Wellness Center	860-4177
Registrar	860-3416
Telecommunications Manager	860-4101
Coordinator of Disability Support Services	860-4067
Food Service Director	860-3846
ABM Housekeeping	860-4070
SGA President	860-3796
GSA President	860-3241
Assistant Athletic Director	860-3572



## **EMERGENCY MANAGEMENT COMMITTEE RESPONSIBILITIES**

**Emergency Management Director (University President)** – provides policy decisions to the Emergency Coordinator that include the objectives and priorities in the Emergency Management Plan. The Emergency Management Director may assume the role of the Emergency Coordinator, if needed. The Emergency Management Committee will meet once a semester and minutes will be recorded.

**Emergency Campus Coordinator (Vice President of Student Affairs)** – is responsible for the overall management of the incident. This person should have experience and knowledge in critical incident management and the Emergency Management System. The Emergency Coordinator will keep the committee informed as the situation develops, and will issue any directives as required.

**Department of Public Safety (Chief of Police)** - is responsible for initial emergency response. They will assess the event and coordinate with responding public safety agencies to assist in providing direction and general support. The Department of Public Safety is responsible for overall safety at the University during an incident.

**Legal Counsel** - The Executive Vice President and General Counsel (and when needed the Assistant Attorney General assigned to BSU) provides guidance to the Emergency Coordinator and the Emergency Management Director on policy decisions.

**Operations (Provost or Designee)** – is responsible for handling tasks assigned by the Emergency Coordinator, will determine procedures to be followed, and direct implementation of University resources. Operations will provide, as needed, a working knowledge of the campus and the academic areas.

**Planning (Assistant to the VP of Admin & Finance)** – is responsible for collecting, evaluating and displaying incident information, maintaining resource status, and preparing incident- related documentation. Planning will coordinate raw data into usable information.

**Public Information Officer (Director of University Relations and Marketing)** is the point of contact for information dissemination in coordination with the Emergency Coordinator. The PIO will be the liaison between the University and media. Only the PIO or designee will disseminate information about emergency incidents.

**Logistics, Facilities, Procurement, and Food Services** - is responsible for providing services and support to meet emergency needs. Typical areas for activities include: communication, food, facilities and transportation as well as the acquisition of needed supplies and materials.

**Finance and Budget** - The Finance office monitors incident-related costs and administrative procedures supporting the Emergency Management Committee. Typical areas include time-keeping, procurement of supplies, claims and report accounting.

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**Public Safety Liaison** is the direct support to the Emergency Management Director or the Emergency Coordinator, and is the communication link between the public safety agencies working outside the University, and the EMT.

**Trauma Response Team (TRT)** will provide support to the Emergency Management Committee by arranging for psychological and emotional support of students, staff and faculty.

**Registrar** will provide student information to the Emergency Management Committee.

**Human Resources** will provide support and information regarding staff and faculty.

**Administrators, Deans and Department Heads**, where appropriate, should prepare and submit an emergency response plan that addresses the unique characteristics of their areas. These plans will be reviewed and approved by the University Director of Public Safety.

These campus officials are responsible for conducting campus-wide drills and should ensure that building evacuation information is distributed to all employees with follow-up discussions, on-the-job training or explanation as required. Time must be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. Contact the Department of Public Safety for assistance.

**Faculty and Staff Supervisors** should educate students and employees concerning University and evacuation procedures for their building and areas. They should evaluate the assigned building facility or area to determine the impact of a fire or earthquake; report all safety hazards to Department of Public Safety; and promptly submit work orders to reduce hazards and minimize accidents.

## **EMERGENCY MANAGEMENT COMMITTEE PRIORITIES**

**General** – The Emergency Management Committee will, upon assembly:

- Assess the situation
- Determine resources needed and/or available to address the emergency
- Issue staff assignments
- Establish necessary communication with outside agencies
- Monitor progress and continue assessment
- When appropriate, declare end of emergency status
- Designate one of its members as the keeper of the log of Events/Actions. This person will normally be the assistant to the President.

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**Priority Goals** – The essential goals of the Emergency Management Committee will be, in order:

- Preservation of human life and welfare
- Preservation of human health and safety
- Protection of University property and, where possible, personal property
- Maintenance of University programs and operations

**Priority Locations** – The campus buildings and areas that will receive priority attention with regard to normal operation (restoration of services, maintenance, and use), in order, are:

- Emergency Operations Center
- Residence Halls
- Health Service (during the academic year)
- Administration building and other Administrative and Academic Facilities

The Emergency Management Committee will prioritize locations within these categories and among all remaining locations.

**Priority Objectives of EMC**

- Establish emergency communications.
- Assess damage, injuries, and location of major problems.
- Evacuate affected locations pending additional assessment.
- Isolate dangerous areas until judged safe for reentry.
- Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
- Repair utilities and lifelines to prevent further life/safety hazards.
- Identify and rescue persons trapped in damaged facilities.
- Control secondary hazard

**Behavioral Assessment Team**

BSU has established a permanent multi-disciplinary Behavioral Assessment Team to review reports and take appropriate action on potentially distressed or disturbed members of the campus community, including faculty and staff. The Team members receive up-to-date training from the Counseling Office and other entities as needed. The training for the team as well as the faculty and staff occurs during the semiannual Faculty/Staff Development Institute at the start of the fall and spring semesters. The training program for the Behavioral Assessment Team will be maintained by the Vice President of Student Affairs. The team consists of the following representatives:

- Ms. Anne Valentine Wilson, Coordinator of Student Conduct
- Dr. Tonya Swanson, Senior Director of Counseling
- Dr. Rita Wutoh, M.D., Director of the Henry Wise Wellness Center
- Mr. Rodney Peters, Director of Residential Life
- Dr. Shirelle Briscoe, Assistant Vice President for Academic Affairs

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- Chief Ernest L. Waiters, Director of Public Safety
- Ms. Sheila Hobson, Executive Director of Human Resources
- Dr. Michael Hughes, Coordinator of Disability Support Services
- Dr. Cubie Bragg, Faculty
- Dr. Cheryl Blackmon, Faculty
- Ms. Adonna Green, JD, Esquire, EEOC/Title IX Officer
- Dr. Artie Lee Travis, Vice President for Student Affairs

### **Accreditation**

The Department of Public Safety is currently undergoing a review of its entire operation as required by the standards established by the International Association of Campus Law Enforcement Agencies. The Accreditation Coordinator is managing the Department of Public Safety's IACLEA Accreditation Program. The Accreditation Coordinator will submit to the Chief of Police a quarterly update on the Department of Public Safety's efforts to achieve accreditation.

### **Community Emergency Response Team (CERT)**

The University has established a CERT on the main campus. The CERT is comprised of students, faculty and staff volunteers who have received disaster training from the Prince George's County Fire Department. These trained volunteers will provide additional resources in the event of an emergency.

### **Building Emergency Coordinators**

Building Emergency Coordinators (BECs) are employees who work for various departments and represent each building on the campus. BECs have also been chosen to play an important role in the implementation of the BSU Emergency Management Plan. In the event of emergencies, BECs will implement appropriate emergency procedures for which they have been trained.

- BECs will serve as essential contacts for each building or area in the event that emergency information must be distributed quickly.
- BECs may be called upon to take emergency actions within their buildings such as locking doors or making emergency equipment available.
- BECs will be appointed for each University building by the Vice President for Student Affairs in consultation with the Cabinet members. For large buildings containing more than one department, BECs may be designated for individual departments.
- BECs will play a lead role in emergency preparedness and response for individual buildings.
- BECs and backup coordinators should meet at least annually with all building occupants to review the procedures to be followed during an emergency.
- The Emergency Management Plan Administrator should meet at least annually with all BECs to review the progress that has been made in preparing buildings and their occupants for emergencies.

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- For Residence Halls, the Residence Life Coordinators also will serve as the BECs.
- Evacuation routes have been identified for all University buildings. BECs should confirm that maps showing evacuation routes have been posted in conspicuous locations in the building for which they are responsible. If maps indicating evacuation routes have not been posted in circulation areas, classrooms and laboratories, the Emergency Management Operation Plan Administrator should be contacted and asked to install appropriate signage.

The Emergency Management Plan cannot be effective if faculty, staff and students are not familiar with procedures to be followed during an emergency. It is the responsibility of **the Emergency Management Plan Administrator** to develop and maintain awareness of the University Emergency Response Plan, and to schedule periodic (at least annual) drills, including evacuation of all buildings. Supplemental drills may be organized and implemented by BECs with the approval of the Emergency Management Plan Administrator. A list of BECs will be kept at each Emergency Operations Center (EOC) site and at the Department of Public Safety along with office phone numbers. BECs may also function as a calling tree in the event it is necessary to disseminate emergency information quickly.

### **Role of Faculty in Assisting Building Emergency Coordinators**

Faculty members teaching a class during the time of an emergency will provide instructions to their students about specific emergency procedures, including how to evacuate buildings and where to assemble after building evacuations. At emergency assembly areas, faculty will take a roll call of their class and, through inquiries of assembled students, attempt to determine the whereabouts of any missing students (not in class today, in class today but missing, etc.).

The following is a list of specific procedures for faculty involvement during an emergency:

1. Direct students to a pre-arranged assembly area in accordance with warning signals, written notification and/or verbal orders.
2. Conduct a roll call at the assembly area to determine if there are students unaccounted for.
3. Report any missing students to the Emergency Operations Center via the *BEC* or via runners. The EOC will collect roll call information.
4. Remain with your assigned students until relieved by authority of the Operations Coordinator.
5. Send ambulatory students in need of first aid to the designated First Aid Station. Injured personnel who are not ambulatory should not be moved until cleared by authorized personnel, unless required to protect them from further injury.
6. Faculty members with specialized training, such as nursing and physical education instructors, may be requested to assist in providing first aid and to identify students with specialized training for a given area.

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7. Faculty are expected to provide and/or delegate assistance to students with disabilities in the event of an emergency.
8. If absent from a classroom at the time of an emergency, faculty should report at once to the designated assembly area for the building in which their office is located, if possible. Faculty members should keep the Emergency Operations Center informed of their whereabouts during any emergency.
9. Contact the Emergency Operations Center to determine if their help is needed on emergency response teams. Through discussion with each other, it should be determined if anyone is unaccounted for and may need assistance.
10. Roll calls and other evacuation results or questions should be presented to the BECs for each building or department. BECs will provide status reports and updates from their assembly area to the EOC.

### **Residence Halls and BECs**

1. Separate assembly areas have been established for each residence hall. Residence Life Coordinators and Residence Advisors should play lead roles in determining if all students who were known to be in the buildings have been accounted for.
2. Resident lists for each residence hall BEC should be updated on a quarterly basis and stored with the BEC kit along with information on residents with mobility impairments.
3. Missing and unaccounted for students should be reported to the Emergency Operations Center via the Department of Public Safety.
4. At the occurrence of a building emergency or fire alarm, Resident Advisors will begin the evacuation process by checking the rooms on their floors for residents that need to evacuate. BECs should report immediately to the evacuation location with their BEC kit.
5. In the event of actual fire, a fire box lever should be pulled to activate the fire alarm, if it has not already sounded. Resident Advisors should leave their floors immediately if there is significant smoke or fire. Doors should be left closed (but not locked) after each room is checked.
6. After completing their search, Resident Advisors should report to the BECs at the designated evacuation location. Provide any information about students that require assistance to evacuate or areas that could not be searched due to dangerous conditions.
7. The BECs will collect data on accounted for or missing students, and report findings to the Emergency Operations Center. The BEC should designate runners to report large amounts of information, such as copies of the roster. Smaller reports may be delivered via phone to the Public Safety Communications Center at 301-860-4040. Priority will be given to information regarding students requiring assistance followed by data from the housing roster.

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**BUILDING EMERGENCY COORDINATORS**

BUILDING	BUILDING EMERGENCY COORDINATORS	CAMPUS PHONE #	ALTERNATES	CAMPUS PHONE #
Ctr for Business and Grad Studies	Dr. Mathias Mbah	2-3592	Dr. Cosmos Nwokefor	2-3410
James Gym	Ms. Arlene Creek	2-3558	Mr. Gregory Goings	2-3574
New Student Union (NSU)	Mr. Frank Waller	2-3813	Mr. Wade Henley	2-3744
McKeldin Gym	Mr. Mark Guthrie	2-3839	Ms. Lavel Jones	2-4050
Ctr for Learning & Tech (CLT)	Ms. Monica Turner	2-3296 2-4701	Mr. Kenneth Dovale	2-3202
Computer Science Bldg	Dr. Joan Langdon	2-4036	Dr. Daryl Stone	2-3973
Library	Ms. Marian Rucker-Shamu	2-3863	Ms. Charrease Berry	2-3850
Robinson Hall	Ms. Edna Palmer	2-4101	Ms. Vanessa Cooke	2-4127
Henry Admin Bldg	Mr. Jabari Walker	2-3471	Ms. Tonya Taylor	2-3391
Center for Math, Science and Nursing	Dr. Alan Anderson	2-3334	Dr. Nelson Petulante	2-3352
Martin Luther King (MLK)	Dr. Otis Thomas	2-3711		2-3708
Goodloe House	Ms. Annette Wedderburn	2-3939	Ms. Lisa Muse	2-3939
Facilities	Dr. J. Jackson-Palmer	2-4188	Ms. Nicole Isaacs	2-4190
Fine & Performing Arts	Dr. Clarence Knight	2-3755	Dr. Gail Medford	2-3753
Holmes Hall	Mr. Keadrick Peters	301-352-1600	Mr. Mark Godett	2-4260
Kennard Hall	Ms. Orlando Walker	2-5951	Mr. Mark Godett	2-4251
Tubman Hall	Ms. Tamia Davis	2-4295	Mr. Mark Godett	2-4260
Towers	Ms. Jamie Mercer	2-4275	Mr. Mark Godett	2-4251
CMRC	Ms. Antoinette Murray	2-1608	Mr. Mark Godett	2-5000
Haley Hall	Ms. April Stevens	2-4293	Mr. Mark Godett	2-4251

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## **EMERGENCY OPERATIONS CENTER**

The Emergency Operations Center has been established and equipped so that University administrators can coordinate campus operations in case of an emergency. These administrators, who are members of the Emergency Management Committee, will handle assigned duties during an emergency.

### **The primary Emergency Operations Center Location is:**

- **Public Safety Communications, Charlotte Robinson Hall, Room 104**

In the event that the primary site is inaccessible, a secondary Emergency Operations Center is located at:

- **Department of Public Safety, Theodore McKeldin Gymnasium**

In the event of an emergency that includes the loss of power to Robinson Hall or McKeldin Gym, command post operations will be via two-way radio on the Campus police frequency. Public safety staff will be asked to provide a cell phone number for emergency telecommunications during a time of crisis when the telephone system is inoperable.

Both primary and secondary Emergency Operations Centers will have the following:

- Copies of the Emergency Management Plan
- Contact Information for Emergency Management Committee members
- Director/Department Heads/Chairs Contact List
- Building Emergency Coordinator Contact List
- Access to four or more phones.
- Access to a computer (w/email and internet access) and Fax machine
- Bowie State University press release stationery
- Access to photocopying equipment
- Access to radio and television

## **MUTUAL AID AGREEMENTS**

When executing provisions of the Emergency Management Plan, the University may enlist the assistance of other public safety agencies to provide assistance when the state of emergency exists and the University lacks sufficient resources to control the emergency.

The following law enforcement agencies are parties to mutual aid agreements with the University:



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- Maryland State Police
- Maryland Transportation Police Department
- Maryland Transit Administration Police

These agencies will act pursuant to the established mutual aid agreement established.

### **Requesting Mutual Aid**

Following are procedures for requesting mutual aid assistance:

- The President or his designee must authorized the request for mutual aid assistance.
- Contacts for police mutual aid will be made between the Chiefs of Police or their representatives.
- The Police Mutual Aid Radio System or other communications system will be used to make requests.

### **COMMUNICATIONS PLANS**

BSU has established the following plan for communicating with the campus, surrounding communities, the USM office, Board of Regents, families, alumni and media in the case of an emergency incident.

Communications will be maintained via the use of the web, e-mail, telephone, the Bowie Emergency Electronic System (BEES) and the external media depending upon the continued availability of each of these options. Coordination of this area of response will be handled by the Director for University Relations and Marketing who may identify a key spokesperson for the media interviews. A representative from the Office of the President will contact the Office of the Chancellor and inform the chairperson of the Board of Regents as conditions dictate. Specific plans for communications are outlined.

- Web - The emergency preparedness site will be linked to the University's top level page. It will be used to broadcast information of a general nature, including general campus status and specific emergency awareness information. As needed, the University Web page will include links to other useful information. Updating can be done either on or off campus as conditions dictate.
- Social Media – Critical emergency messages and information posted on the web site will also be distributed through social media channels including Facebook and Twitter.

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- Media - Critical messages will be disseminated by media relations staff to newspaper, broadcast and online media. The University may also utilize BSUTV and 1640 AM, the traffic radio station, to reach people coming to the campus or in the immediate vicinity.
- Telephone - University landline telephones will be supported with essential staff and will include all current telephone lines. These telephones can be used to disseminate critical information to the campus via recorded voice mail messages. Cell phones may also be used for direct communication with critical employees as needed, dependent upon the availability of cell phone service. The Bowie Emergency Electronic System (BEES campus network) will continue the service of sending emergency text messages to all users of that service.
- E-mail - Existing mechanisms are in place for authorizing and sending mass e-mail to the campus community. As the situation develops, e-mail services for general use will be supported with essential staff and will include all faculty, staff, and student accounts as well as listserv services.

## **EMERGENCY NOTIFICATION**

### **University-Wide BLAST**

In case of a campus emergency, the Director of University Relations & Marketing or her designee will transmit an emergency campus-wide BLAST providing emergency information and direction to all University e-mail addresses.

### **Bowie Electronic Emergency System (BEES)**

In case of campus emergency, DPS personnel will transmit an emergency text message to multiple wireless carrier networks.

### **Siren/Public Address System**

In case of campus emergency, the DPS dispatcher will transmit pre-recorded information and instructions through this public system.

### **Two-Way Public Safety Radio**

In case of campus emergency, Department of Public Safety personnel will communicate using the two-way police radio. Each member of DPS, including the police dispatcher, have been issued a VX-924 VHF/UHF portable two-way radio.

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## **EMERGENCY NOTIFICATION SYSTEM - “BEES”**

The Bowie State University Electronic Emergency System “BEES,” is a mass emergency notification system that empowers BSU to send instant alerts to all students, faculty and staff electronically, including: e-mail, pager, cell phone, smartphone (e.g., BlackBerry™, Palm® Treo™), Personal Digital Assistant (PDA), college web pages, and to Google, Yahoo!, and AOL home pages.

The BEES system includes a cross-carrier mobile content server, compatible with any communications provider, for transmission of short text messages to mobile phones and multiple wireless carrier networks.

The Primary Administrator of BEES is the Division of Information Technology (DIT). BSU students, faculty and staff will receive notification of University closings, weather advisories, and emergency broadcast messages instantly via BEES in addition to emergency information they received by radio and television.

**Follow these easy instructions:** Sign on will take about 3-5minutes. Click <http://www.bowiestate.edu/bees/sign-up/> to sign-up as a new user. A validation code will appear immediately on your cell phone.

BEES also can be accessed from the following websites:

University Home Page: [www.bowiestate.edu](http://www.bowiestate.edu)  
Human Resources <http://www.bowiestate.edu/about/ohr.asp>,  
Student Affairs <http://www.bowiestate.edu/groups/sacl.asp>,  
Department of Public Safety <http://www.bowiestate.edu/about/finance/pscp.asp>,  
Institutional Advancement <http://www.bowiestate.edu/about/cabinet/Advancement>  
Administration and Finance <http://www.bowiestate.edu/about/finance.asp>

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

*Note: Some cell phone carriers charge for text messaging.  
BEES will only send emergency messages.*

### **EMERGENCY TELEPHONE**

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

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# Blue Light Phone Map



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## **CAMPUS EVACUATION**

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

## **SHELTER-IN-PLACE**

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

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

### **How to Shelter-in-Place**

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

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

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**BUILDING EVACUATION AREAS AND CONTACT PERSONS**

<b>BUILDINGS</b>	<b>CONTACT PERSONS</b>	<b>EVACUATION AREA</b>
Computer Science	Dr. Joan Langdon	Evacuate thru the nearest exit to Recommended Parking Lot K
Library	Ms. Marian Rucker-Shamu	Direct patrons thru the nearest exit. Recommended evacuation area is Henry Circle
Maintenance	Dr. Jackie Palmer	Evacuate to Parking Lot J
James Gym	Ms. Arlene Creek	Evacuate thru the nearest exit. The recommended Evacuation area, Parking Lot E
University Housing	Mr. Mark Godett	Residents in each resident hall Will exit to nearest parking lot.
	Holmes Hall	Evacuate to Parking Lot H
	Tubman Hall	Evacuate to Parking Lot D
	Towers Hall	Evacuate to Parking Lot H
	Kennard Hall	Evacuate to Parking Lot J
	Haley Hall	Evacuate to Parking Lot H
	Goodloe Apartments	Evacuate to Parking Lot L
	McAuliffe Hall (Bowie Place)	Evacuate to Parking Lot I
Student Center	Mr. Frank Waller	Evacuate thru the nearest exit to Parking Lot I
Henry Building	Ms. Jabari Walker	Evacuate thru the nearest exit Recommended evacuation area lto Parking Lot C
McKeldin Gym Bldg	Mr. Mark Guthrie	Evacuate thru the nearest exit. The recommended evacuation area is Parking Lot E
CLT	Ms. Monica Turner	Evacuate thru the nearest exit. The recommended evacuation area is Parking Lot
Ctr for Bus & Grad Studies	Dr. Mathias Mbah	Evacuate to nearest exit and Assemble in Parking Lot N
MLK	Dr. Otis Thomas	Evacuate thru the nearest exit to the recommended evacuation area, Parking Lot C
Robinson Hall	Ms. Edna Palmer	Evacuate thru the nearest exit and assemble on the grounds behind Parking Lot M
Crawford Science	Dr. Alan Anderson	Evacuate thru the nearest exit; assemble in Parking Lot J

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## **BUILDING EVACUATION PLAN**

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

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

The goal of this evacuation plan is for all building occupants to exit the buildings safely. The plan allows for each person to evacuate the building to the nearest designated area. All buildings will empty away from the center of campus. The **Emergency Building Coordinator** will take attendance, and assist in accounting for all building occupants. The **First Responder** will determine if people should be moved to an alternative location.

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

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

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**LEVELS OF EMERGENCIES**

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

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

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

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

**Threat Assessment and Planning**

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

**The following Threats pose the greatest risk to Bowie State University**

Fire	Civil Disturbance or Demonstration
Bomb	Epidemic, Hostage or Sniper Incident
Natural Disaster	Public Relations Issues (athletics, student safety, management issues)
Chemical or Radiation Spill	Accident involving University vehicle or public vehicle carrying University personnel
Violent or Criminal Behavior	Train Derailment on Campus
Utility Failure	
Acts of Terrorism on or near Campus	



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**MARYLAND EMERGENCY MANAGEMENT AGENCY (MEMA)**

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

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

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

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

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

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

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

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## **Fire**

In all cases of fire, activate the nearest fire alarm to warn other occupants in the building to evacuate. The campus police must be notified immediately – dial 2-4040 or use the emergency blue phone located campus-wide. Follow the procedures below:

- **Faculty** members are responsible for monitoring the safe evacuation of their students from classroom situations in the event of an alarm. Faculty will take attendance during and immediately after the evacuation to ensure all students have been accounted for.
- **University Management** is responsible for ensuring a smooth evacuation from work areas. Attendance should be taken during and immediately after the evacuation to ensure that all parties are accounted for.
- **Students** are responsible for following the instruction of authorities during emergencies, and for evacuating buildings whenever an alarm sounds or orders to evacuate have been given by authorized personnel.
- **Resident Hall Directors and Assistants** are responsible for monitoring the safe evacuation of their residents. **Resident Hall Directors and Assistants** must take attendance during and immediately after the evacuation to ensure all residents are accounted for.
- Names of all **students, faculty** and **staff** not accounted for should be reported to emergency response personnel immediately.
  - if you smell smoke, campus police should be notified immediately.
- **Do not use elevators during a fire.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- For large fires, evacuate all rooms and close all doors to confine the fire and reduce oxygen. Immediately notify Bowie Volunteer Fire Department Station by calling 9-911, and the campus police - dial 2-4040. **CLOSE, BUT DO NOT LOCK THE DOORS.**

Immediately notify campus police or the fire department if a disabled individual is waiting on a stairwell landing.

Assist the disabled to the nearest stairwell **landing to wait for assistance.** Stairwells are **the areas first checked** by the fire department, and are constructed to provide a higher degree of protection.

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Once outside, move to a clear area at least **500 feet** away from the affected building or as far as possible. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

Do not return to an evacuated building under any circumstances unless told it is safe by an Emergency Management official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

**Fire Extinguisher (Faculty, Staff and RA only):**

No one is required to fight a fire as part of his or her job. The only requirement is start the evacuation process by dialing or pull a fire alarm pull station and get out. Someone who has been trained can extinguish a small fire with a fire extinguisher.

**Questions that must be asked before using a fire extinguisher:**

- Have I been trained in fire extinguisher use?
- Has the fire department been called first?
- Is the fire small and contained? (Trash can size)
- Do I have the proper fire extinguisher?
- Is there a clear escape route?
- Do I feel comfortable in fighting the fire?

**If the answer is NO to any of these questions, just get out.**

**Natural Disasters**

**Tornado**

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. Tornado season is generally from March through August, although they may occur at any time of year, and tend to occur in afternoons and evenings.

The best protection during a tornado is in an interior room on the lowest level of a building, preferably a basement. Tornado winds can reach 300 miles per hour and turn harmless objects into deadly missiles in a matter of seconds. A tornado is most destructive when it touches the ground.

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### **Tornado Watch**

Conditions are favorable for tornado formation. If the situation changes to a Tornado Warning, or if a tornado funnel is sighted.

- Ensure no physical restrictions exist that would prevent free movement to the nearest safe area, clearing any blocked doors, aisles, etc.
- Continue normal activities, but monitor radio or television reports, or watch the sky for worsening weather conditions.
- Do not phone campus police or the campus operator for information. Keep telephone lines clear for emergency messages.

### **Tornado Warning**

A tornado warning means that a tornado has been sighted. **Seek shelter immediately.** Use the stairs, **NOT** the elevator. Stay clear of windows and other glass. Avoid auditoriums and gymnasiums with large poorly supported roofs.

Watch for the following danger signs:

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train
- Watch out for flying debris!** Flying debris from tornados causes most fatalities and injuries.

In multi-story buildings, move to the basement or ground level. Inner hallways are usually safest areas. If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.

### **Hurricane**

High winds, flooding and flying debris resulting from hurricanes can be dangerous killers. Hurricanes also spawn tornadoes. A hurricane watch is issued for a threat of hurricane conditions within 24 to 36 hours. A hurricane warning is issued when winds reach 74 miles per hour or greater or dangerously high water and rough seas are expected within 24 hours or less.

Seek cover immediately. If flooding or other dangers result, call campus police - dial **2-HOTT (2-4688)** or use emergency blue phone. The hurricane season lasts from June through November.

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## **Severe Winter Storms**

Ice, strong winds, or freezing rain may prevent individuals from reaching campus or create the need to leave campus early in order to avoid dangerous circumstances on the highway. Since the BSU campus is a residential community, it should remain open at all times. However, weather-related conditions or other emergency require the University to announce a delay or change in operations. In these cases, individuals must use the best judgment in determining their own safety when traveling to and from home. Tune in to local radio and television stations for up-to-date weather and traffic information. Recommended radio stations are WTOP103.5FM, or WMAL 630AM.

**Winter Storm Watch** means severe winter weather is possible; **winter storm warning** signals that severe winter weather is expected; **blizzard warning** signals severe weather with sustained winds of at least 35 miles per hour; and a **traveler's advisory** means that conditions may make driving difficult or dangerous.

The **Governor** has sole authority to excuse State employees from reporting to work during extreme weather or other emergency conditions. In some instances, University officials may decide to cancel classes although the University administrative offices remain open. Any decision for closing or delayed opening will be transmitted from the Governor's Office thru the **State Office of Human Resources to the** VP Administration and Finance and the Director of Public Safety who notify the BSU community thru **BEES**. In the interest of personal safety, immediate evacuation of a facility by an authorized supervisor may be necessary.

During off-duty hours (5 p.m. to 8 a.m.), emergency declarations will be transmitted by the Governor's Office to the news media. Employees are responsible for responding in an appropriate manner to announcements thru **BEES**, or local radio and television stations.

It is understood that each employee ultimately must decide if conditions make travel safe or unwise. An employee who is unable to get to work because of weather-related conditions or other emergency declaration, even though the University is open, may make up the time missed within a specified time frame established in University Human Resources guidelines.

**For commuting students:** If a student feels it is unsafe to travel to campus, he or she must clear their absence with the individual professors whose classes will be missed as a result. Refer to the Bowie State University Student Handbook for additional information.

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## **Earthquake**

During an earthquake, remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures.

**Caution:** Always avoid power or utility lines as they may be energized. Know your assembly locations.

- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, call campus police – dial 2-4040 if on campus, or 911 if off-campus. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to campus police.

**Note: Gas leaks and power failures create special hazards. Notify Facilities Management at extension 2-4190.**

- Assist the handicapped in exiting the building. Do not use elevators in case of earthquake or fire.
- Once outside, move 500 feet away, or as far away as possible, from the affected building. Keep streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- An Emergency Operations Center (EOC) or Emergency Command Post (ECP) may be set up near the site of the emergency. Keep clear of such areas except for official business.
- Do not return to an evacuated building under any circumstances until officially told to do so by Emergency Management official.

## **Major Incident MARC Train Station**

The Maryland Transit Administrative Police is the primary agency to deal with major incidents at the Bowie State MARC Train Station. Major incidents include train derailments, hazardous material spills, and the investigation of all crimes occurring at the BSU MARC Train Station and the adjacent Parking Lot. In the event University Police are called to supplement manpower and resources of the MTA Police at the BSU MARC Train Station, the BSU Police will provide all supportive services necessary to the incident.

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### **Chemical or Radiation Spill (Hazardous Material)**

Report immediately any spillage of a hazardous chemical or radioactive material to campus police - dial 2-4040.

Move away from the accident scene and help keep others away. Do not walk into or touch any spilled substance. Try not to inhale gases, fumes and smoke. When reporting, be specific about the nature of the involved material and exact location. Campus police will contact the necessary specialized authorities and medical personnel.

- The key person on site should vacate the affected area at once, and seal it off to prevent further contamination of other areas until the arrival of campus police and fire department personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give names to campus police.
- If a building emergency exists, activate the building alarm, or call campus police - dial 2-4040 or use the emergency blue phone.
- At the sound of an emergency alarm, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building to the nearest stairwell to await assistance from the fire department. **Stairwells are the areas first checked** by the fire department, and are constructed to provide a higher degree of protection. Do not use elevators. Do not panic.
- Once outside, move to a clear area at least 500 feet away, or as far as possible, from the affected building. Keep streets, fire lanes, fire hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary. An Emergency Command Post (ECP) maybe set up near the emergency site. Stay away from this area unless you have official business.
- Do not return to an evacuated building under any circumstances until officially told to do so by an Emergency Management official.

**Important:** After class, students report to the designated campus area assembly location. The Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

## **BIO-TERRORISM READINESS PLAN**

### **How to Handle Anthrax Threats**

According to the Centers for Disease Control, an anthrax organism, which can be contained in a white substance, causes infection in the skin, gastrointestinal system or lungs. Letters containing *Bacillus anthracis* (anthrax) spores have been received by mail in several areas in the United States. In some instances, anthrax exposures have occurred with several persons becoming infected. To prevent such exposures and subsequent infection, **all employees** should learn how to recognize a suspicious package or envelope and take appropriate steps to protect themselves and others.

It will rarely be necessary to consider immediate evacuation of an entire building in response to an anthrax threat alone. Evacuation would only be necessary for possible anthrax exposures if the public health assessment suggests widespread airborne contamination in a building.

#### **Handling of suspicious packages or envelopes:**

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

If a suspicious package or envelope is located, immediately contact campus police at extension 4040. The campus police will make an initial assessment of the threat level and/or health risk, and make appropriate notifications.

#### **Criminal or Suspicious Behavior Procedures**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious persons or situations and promptly reporting them.

Promptly notify Campus Police - dial 2-4040 or by using the emergency blue phone on campus to report the incident, and provide the following information:

- Nature of the incident
- Location of the incident
- Description of person involved
- Description of property involved
- Stay on the phone unless the dispatcher directs you otherwise, and it is safe to do so.

Assist the officers by supplying them with requested information, and ask others to cooperate. Should gunfire or discharged explosives jeopardize the campus, take cover



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immediately, using all available concealment. Following the disturbance, seek emergency first aid if necessary.

### **ACTIVE SHOOTER**

An active shooter can be described as suspect activity that causes death and/or serious bodily injury through the use of a firearm. It is a dynamic situation that usually evolves rapidly, and demands immediate deployment of law enforcement resources to terminate the life-threatening situation. Immediate deployment will involve the first officers on the scene taking aggressive action to find and stop the killing. The goal is to contain and isolate the individual with the gun, and the safe release of any hostages. Follow the steps below:

- DO NOT approach the person with the weapon
- Move immediately out the area to a safe location
- Notify others as you leave the area
- Call 911 (on campus dial 2-4040 and inform them of the situation)
- Do not re-enter the area, and take steps to prevent others from doing so until authorities arrive
- Once you are in a safe area, do not leave unless a police officer escorts you out
- Remain as calm and as quiet as you can
- Do not attempt to rescue others unless you have been trained, or can reach them in a safe manner
- Above all, do not endanger yourself.

Once notified of an active shooter police and Prince George's County Police will likely be the first responders on the scene. Police are trained to respond to an active shooting incident by proceeding to the origin of audible gunfire. This may be in an open area such as a Parking Lot or inside a building. The police will move quickly into the affected area until the shooter is located and stopped, or no longer a threat to life or safety. If you are wounded or with someone who may be wounded, expect the officers to bypass you in their search because they must find the shooter and stop the killing.

To assist police, please remain calm and patient during this time, to prevent any interference with police operations. If you know where the suspect is, and have a description, tell the police. Rescue teams will follow shortly to aid you and others.

#### **If shooter enters your class or office:**

- There is no set procedure in this situation. If possible call 911, or dial 860-2-4040 and talk to the police dispatcher. If you cannot speak, leave the line open so police can hear what is going on.
- Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the individual may be successful.

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- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
- If the shooter exits your area and you are able to escape, leave the area immediately.

## **HOSTAGE SITUATIONS**

If you find yourself a hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor may be emotionally imbalanced. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Try to maintain eye contact with the captor at all times, but do not stare. Treat the captor as friendly as possible.
- Avoid speculating. Comply with the instructions as well as you can. Avoid arguments. Expect the unexpected.
- Be observant. Try to remember all distinguishable characteristics of your captor (tattoo, scar, teeth missing, etc.). You may be released or escape. The personal safety of the others may depend on your memory.
- Be prepared to answer the police on the phone should a line be patched through to your location. Be patient, wait. If medication or first aid is needed by anyone, say so. The captor in all probability will not harm persons being held.

As with any crime, awareness of your surroundings and events is the biggest potential deterrent to a criminal terrorist act. Please report any suspicious activities or behavior to campus police - dial 2-4040. This may include:

- Suspicious vehicles on and around campus
- Suspicious persons in and around buildings
- Persons taking photographs or videotaping students or facility and staff in locations unusual for their duties or responsibilities
- Suspicious packages around the building perimeter and or in any of the buildings and suspicious by unknown visitors or phone calls.

## **CIVIL DISTURBANCE OR DEMONSTRATIONS**

Campus demonstrations such as marches, meetings, picketing, and rallies must be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the BSU Handbook for Students.)

Such violations might include, but are not limited to the following:

- Intentional or reckless, interference with normal University activities or functions such as studying, teaching, public speaking, research, administration of the University, or emergency (public safety, fire or police) operations
- Intentional interference with the freedom of expression of others
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm.
- Behavior intended to deface or cause damage to University property or the property of others.

If any of these conditions exist, campus police should be notified, and will be responsible for contacting and informing the President and appropriate vice presidents. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

### **Peaceful, Non-Obstructive Demonstrations**

Generally, demonstrations of this kind should not be interrupted or obstructed in any way. Efforts should be made to conduct University business as normally as possible. If demonstrators are asked to leave, but refuse to leave the facility by close of business, arrangements must be made by the Director of Public Safety to monitor the situation during non-business hours. A determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

### **Non-Violent, Disruptive Demonstrations**

In the event that demonstration participants are violating the Student Code of Conduct, the Director of Public Safety will immediately contact the Dean of Student Affairs. Demonstrators will be asked to terminate their violation by the Director of Public Safety or his designee. The Dean of Student Affairs or his designee will advise the President of the situation, and proceed to the scene to ask the demonstrators to leave or to discontinue their violation of the Student Code of Conduct. If the demonstrators persist

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with their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and possible intervention by outside police authorities. Except in extreme emergencies, the President will be consulted before any actions are taken.

**Only the President or his designee can approve a request for outside police intervention to handle a Disruptive Demonstration.**

### **Violent, Disruptive Demonstrators**

In the event that a violent demonstration occurs in which injury to persons or property appears imminent, the following steps should be taken:

- Campus police will immediately notify the Director of Public Safety.
- The Director of Public Safety will notify the VP for Student Affairs and the Director of Public Relations and marketing
- The VP for Student Affairs, in coordination with the Director of Public Relations and Marketing, will determine if the President will be notified.

**Note:** *The Director of Public Safety reserves the right to call for police assistance without counsel from others if deemed of paramount importance for the safety of persons involved.*

### **Utility Failure**

In the event of a major utility failure occurring during regular working hours, immediately notify Facilities Management at extension 2-4190.

If there is potential danger to building occupants, or if the failure occurs after hours, weekends or holidays, call Facilities Emergencies at 240-210-0254, or campus police - dial **2-4040**.

### **Electrical or Light Failure**

It is advisable to have a flashlight and portable radios available for emergencies. Notify Emergency Maintenance at extension 4190.

### **Elevator Failure**

If trapped in an elevator, use the emergency phone to notify campus police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel near the floor buttons), which will signal for help.

### **Plumbing Failure or Flooding**

Cease using all electrical equipment. Notify Emergency Maintenance at extension 2-4190 or 2-4192. If necessary, vacate the area. After 5pm, call campus police - dial **2-4040**.

### **Gas Leak**

Cease all operations. **Do not switch on lights or any electrical equipment because Electrical arcing can trigger an explosion.** Call campus police by dialing 2-4040, and Facilities at extension 4190.

### **Steam Line Failure**

Immediately call campus police - dial 2-4040 or Facilities at extension 4190. If necessary, vacate the area.

### **Ventilation Problem**

If smoke odors come from the ventilation system, immediately notify campus police - dial 2-4040, or Facilities at extension 2-4190. If necessary, cease all operations and vacate the area.

### **Emergency Shelter**

During a disaster situation on campus, the MLK building will be the designated shelter for those who cannot leave campus. If “**shelter-in- place**” is advised by the Department of Public Safety, remain indoors.

In cases of a nuclear or radiological attack, seek shelter as quickly as you can, below ground if possible.

### **Bomb Threat**

**Do not touch any suspicious object or potential bomb. Do not touch or attempt to open or move any suspicious package.**

- The person receiving a threat should remain calm and attempt to obtain as much information as possible from the caller. The Bomb Check List provides questions to ask in such circumstances.
- Call campus police - dial **2-4040**, give your name, location, and telephone number. Provide the exact words of the threat, including

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information you may have on the location of the threat, and time you received the call. Campus police will handle the evacuation if necessary upon their arrival.

- Do not evacuate the building and do not sound the fire alarm; wait for further instructions. Campus police and other authorities will be responsible for necessary evacuation of buildings on campus.
- If something appears out of the normal or suspicious, report it to campus police - dial **2-4040**. Do not touch, attempt to open, tamper with or move objects, or confront persons acting suspicious.
- Immediately cease the use of all wireless transmission equipment (cellular phones, 2-way radios).
- Record conversation if at all possible.
- If the building is evacuated, move at least 500 feet, or as far as possible from the building. Keep the street, fire lanes and fire hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building under any circumstances until told to do so by an authorized University official.
- In some cases, it will be necessary for Law Enforcement personnel to enlist personnel from the affected building to assist in the identification of suspicious packages, and in the evacuation of the building. Please assist the emergency personnel as much as possible.
- Bomb threats received by means other than telephone are to be reported to campus police - dial **2-4040**.

### **MEDICAL EMERGENCY**

For the convenience of students, medical advice and emergency care for minor illnesses are available in the Henry Wise Wellness Center. Nurse practitioners, registered nurses, and physicians are available during scheduled hours.

- If serious injury or illness occurs on campus, immediately dial **2-4040**. Give your name, and describe the nature and severity of the medical problem and the campus location of the victim.
- In case of minor injury or illness, provide basic first aid measures and keep the victim comfortable.

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## **Psychological Crisis**

A psychological crisis exists when an individual threatens harm to self or others, or is out of touch with reality due to severe drug reactions manifested by hallucinations or uncontrollable behavior. If a psychological crisis occurs:

- STAY CALM
- Do not confront or detain the individual if violent or combative.
- Notify campus police of the situation – dial **2-4040**. Clearly state that you need immediate assistance, give your name, location and the nature of the emergency.
- The Counseling Service Staff may be called to assess the situation to determine appropriate assistance required. Counseling Services is located in Thurgood Marshall Library, Suite 001 at extension 2-4160.

Counselors assist with various types of issues such as stress, anxiety, alcohol, substance abuse, career exploration, academic problems, values clarification, depression and coping with grief.

## **UNIVERSITY POLICIES AND PROCEDURES ON SELF-DESTRUCTIVE BEHAVIOR**

The policies and procedures to be implemented by Bowie State University, in the event of an act of self-destructive behavior committed on the University campus, are applicable to all students of this University.

### **Policy Statement**

**Introduction** - In recent years, there has been an increase in suicidal behaviors among certain age groups in our society. Young adults are one such identified group. For this reason, Bowie State University is dedicated to providing an environment that provides for the physical, emotional, and psychological well-being of its constituents.

### **Definitions**

On a continuum associated with risk, this policy defines self-destructive behaviors as suicidal ideation, overt intention, minor and major attempts, and completions (Reynolds, 1991).

**Level I - Suicidal Ideation** - thoughts of suicide, may be a precursor to actual suicide.

**Level II - Overt Intention** - written notes or documents, giving away items, subtle and/or overt threats, and self-destructive acts such as repeated accidents and dangerous behaviors.

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**Level III - A Minor Attempt** - has a high probability of failure.

**Level IV - A Major Attempt** - has a high probability of success.

**Confidentiality** - Information regarding suicidal ideation, overt intention, and minor and major attempts should be referred to the appropriate persons. Confidentiality of records and/or information should be appropriately maintained.

**Procedures in the Event of Suicidal Behaviors** - Any BSU student who has indicated an overt intention or engaged in a major or minor suicide attempt shall be treated as a medical or psychological emergency. Students expressing suicidal ideation should be referred for counseling.

The University official providing first response on the scene of an overt intent, or minor or major attempt, should contact a Dept. of Public Safety (DPS) representative who will assist in making a general assessment of the potential emergency. In addition, the following should be contacted.

- VP Student Affairs or designee
- Director of the Counseling Center
- Counseling Services On-Call Staff
- Director of Residence Life  
(when resident student involvement is indicated)

When DPS provides the first response, the officials named above should be contacted in a timely manner. In cases involving a resident student, a DPS officer should meet with a senior Residence Life staff member at the front desk to be apprised of the situation.

Once the conflict has been deemed a medical or psychological emergency, Public Safety personnel or the University Wellness Center should summon an ambulance and specify that the student be transported to the hospital, preferably Prince Georges General Hospital. The University has an arrangement with the psychological services unit. University officials are not permitted to accompany students to or from the Hospital facility.

When the student refuses to be transported to the hospital, an emergency petition may be sought by DPS. In other cases, parents may be contacted and required to escort the student to their home. If the student is conscious, the student should be apprised of the necessity for providing written documentation upon return to the institution. This information will be communicated orally and documented by a Public Safety officer or, in the case of a resident student, the Resident Life person-in-charge or the University Wellness Center. The student will be evaluated by a medical professional from the hospital, and will be given a written release form indicating resumption or restriction of normal activities.



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A written letter stating requirements for re-entry will subsequently be provided to the student by the Office of Student Affairs. The letter will state that the student will not be allowed to return to classes and/or the residence hall until cleared by his or her personal physician, psychiatrist, or psychologist and also has been seen by a counselor in University Counseling Services. Final clearance will be provided by the Vice President for Student Affairs.

When a student cannot speak or comprehend coherently, a family representative should be contacted and apprised of the need for medical documentation. If there is a need to contact parents, it will be the responsibility of the VP for Student Affairs (VPSA).

If the student fails to provide the required medical documentation after proper notification, the VPSA should intervene to assure that the student is withdrawn from class. A letter from the VPSA will be presented to instructors barring re-entry by the student without this official letter.

In the latter case, the University Wellness Center medical doctor will become available to:

- Meet with the student, make an assessment, and provide medical documentation verifying eligibility to return to class.
- Communicate with the VPSA to assist in follow-up procedures.
- Refer student to a counselor in the event that subsequent counseling is required and the student is unable to continue in a therapeutic relationship external to the campus.
- Refer student to a psychiatrist when warranted.

University Counseling Services will communicate with the VPSA and the Office of Residence Life in the case of a resident student, to keep each apprised of the student's status, when warranted.

**Documentation** - All persons involved in the incident will maintain appropriate documentation on the occurrences as warranted.

## **RESPONSE TO PANDEMIC FLU**

Seasonal flu, avian flu, and pandemic flu are not the same. A **pandemic** is a global disease outbreak. A **flu pandemic** occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person to person, causes serious illness and can sweep across the country and around the world in a very short time.

Following consultation with University Officials, the Department of Public Safety will implement **BEES** emergency notification system to disseminate information on an impending Pandemic Flu emergency to all students, faculty and staff cell phones, and email

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address, I Phone, PDAs, and college web page simultaneously. The DPS will provide additional information to BSU community as directed by the University.

In case of a Pandemic outbreak and a campus wide emergency is declared, DPS will implement emergency procedures to protect and secure selected areas of the Bowie main campus that may be declared off-limits for short-term or long-term periods of vacancy or quarantine. Any decision to limit the access to any BSU facility will be made by the University President. .

The following buildings will be designated by Post numbers and may be declared off limits to the general BSU community.

Post #1 Robinson Hall – Police Communication

Post #2 Henry Administration Building – Administration Offices

Post #3 Wellness Center – Health Services

Post #4 Wiseman Center – Food Services

A 12-hour shift rotation will be implemented for all DPS personnel. Shifts will be from 6:00am – 6:00pm, from 6:00pm – 12:00 midnight, or 12:00 midnight to 6:00am. DPS personnel will be assigned to control the entrance and exit to the main campus. Additional DPS personnel may be assigned to a Post, and conduct regular patrol of the BSU campus.

The campus dispatch center will be secured and protected to remain open and operational for critical and routine activities outside of those involving the pandemic. **The Director of Public Safety or his designee** will command the dispatch center, and ensure its staffing 24 hours a day; ensure the dispatch center conducts scheduled communication checks with all Post locations as needed; and also ensure that supplies of water, food and Personal Protection Equipment kits are maintained.

- The campus will be secured and protected from encroachment from neighbors and other non-campus populations seeking services and refuge in the event of a panic.
- BSU police officers will be assigned to the entrance points at the main BSU campus to prevent encroachment by the general population. Only authorized faculty, staff, and students with a University Identification Card will be allowed to enter the main campus.
- Campus food supply, water and essential healthcare items will be secured and protected.
- DPS will assign sworn and Security Guard personnel to safeguard the Wiseman Center Food Service and the Wellness Center during normal

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operations. DPS will perform random mobile patrols during non-business hours.

- DPS has agreement with the Director of Prince Georges County Emergency Management that BSU will receive limited police and fire emergency services.
- Access to campus and specific facilities will be controlled if any are designated as sites for public immunizations or other use. DPS will use available resources in addition to outside governmental resources to control access to campus and specific facilities.
- All DPS Personnel will be issued Personal Protective Equipment, and additional supply of equipment will be maintained. The Pandemic Flu Kits will contain:

N-95 Respirator, Disposable Gloves, Hand Sanitizer, Surface Disinfectant, Eye Shields, Packages of Tissues, and Bio-Hazard and Disposable Bags

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**CAMPUS EMERGENCY RESOURCES**

**Police**

Uniformed campus police officers are on duty 24 hours a day - dial (2-4688), or by the campus emergency blue phones. Additionally, police help is readily available from the Prince Georges County Police Department at 911 or 301-390-2100.

**BSU Counseling Services**

301-860-4161

**Area Hospitals**

Prince Georges Hospital Center ER (Cheverly MD)	301-618-3162
Doctors Hospital ER (Lanham MD)	301-552-8665
Laurel Regional Hospital ER (Laurel MD)	301-497-7954
Bowie Health Center (Bowie MD)	301-262-5511

**Emergency Procurement**

Emergency procurement of required goods and services indirect support of an emergency must be handled in a manner to insure compliance with the State Code. Emergency procurements are limited to supplies and services necessary to meet the immediate emergency conditions only. Contact the Director of Procurement or Assistant Director of Procurement for assistance or direction during an emergency.

A detailed record should be maintained of all supplies and services purchased to meet an emergency situation. This is vital for analysis and assessment of total damages incurred during an emergency situation and to receive appropriate reimbursement through insurance coverage.

**EMERGENCY PLAN SUMMARY**

BSU has in place the Bowie Electronic Emergency notification system (**BEES**). Every member of the university community should utilize the system by logging in at <http://www.bowiestate.edu/bees/sign-up/>. In the event of an emergency or disaster on campus, the Department of Public Safety should be notified immediately.

**The designated emergency shelter for those unable to leave campus is the MLK Building.**

# APPENDIX A

## EMERGENCY QUICK REFERENCE

EMERGENCY EVENT	FIRST ACTION	THEN DO THIS
<b>CAMPUS EMERGENCY LINE – dial 2-4040</b> <b>Blue Light phones are located throughout campus. See map on page 52.</b> A University <b>BLAST</b> with emergency information will be sent to all University e-mail addresses.		
Fire or Explosion	Dial <b>2-4040</b> for Campus Police, or use campus <b>BLUE phone</b>	Pull alarm, close doors, evacuate to safe area
Chemical Spill – Possible life-threatening	Dial <b>2-4040</b> for Campus Police, or use campus <b>BLUE phone</b>	Evacuate to safe area, remove victim's clothing, douse skin of victim with water for 15 minutes
Chemical Spill – Not life-threatening	Dial <b>2-4040</b> for Campus Police, or use campus <b>BLUE phone</b>	Secure spill area, close doors, notify neighboring areas
Cardiac Arrest	<b>Dial 2-4040</b> for Campus Police, or use campus <b>BLUE phone</b>	Ensure access to area, enlist help to flag down in-route medical help, begin CPR if qualified
Odd Odor Natural Gas Odor Burning Odor	Dial <b>2-4040</b> for Campus Police, or use campus <b>BLUE phone</b>	Identify source if possible.
Earthquake	Do Not Call	If inside -- go under desk or in doorway; If outside -- seek open area
Tornado Severe Weather Wind Hurricane	Do Not Call	INSIDE – Get to pre-designated safe area or to ground floor or basement; stay away from glass doors and windows OUTSIDE – get to ditch or other low area or depression
Security Problem Strange person or animal	Dial <b>2-4040</b> for Campus Police, or use campus <b>BLUE phone</b>	DO NOT attempt to detain. Give complete description
Utility failure	Dial <b>2-4040</b> for Campus Police, or use campus <b>BLUE phone</b>	Give exact location; turn off equipment and major appliance. Do not use open flames for lighting
During a disaster on campus, <b>the MLK building is the designated shelter for those unable to leave campus.</b> If “shelter in place” is advised by the Dept. of Public Safety, remain indoors. In cases of nuclear or radiological attack, seek shelter as quickly as you can, below ground if possible.		

## APPENDIX B

### BOMB THREAT CHECK LIST

Fill out completely during threat or immediately after incident

Date \_\_\_\_\_

Time \_\_\_\_\_

Questions to ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_
10. Where are you now? \_\_\_\_\_

Sex of caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

Did the caller appear familiar with the premises? \_\_\_\_\_

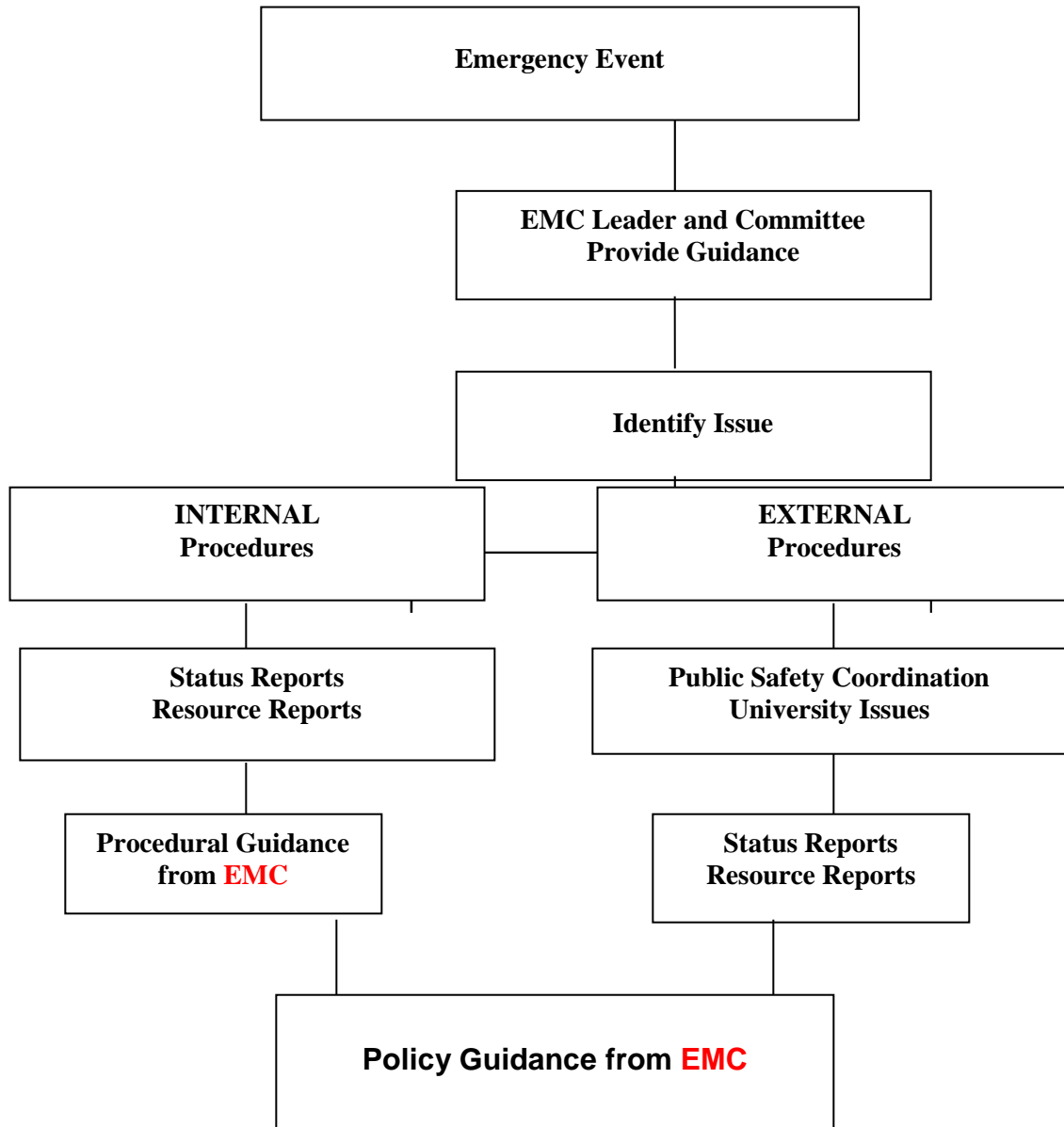
Caller's Voice: (Circle best description)

Accent	Distinct	raspy
Angry	Distinguished	laughing
Calm	Excited	lisp
clearing throat	ragged nasal	loud
cracking voice	familiar rapid	slow - slurred
crying	If familiar, who did it	soft
deep breathing	sound like?	deep voice

Background Sounds: (check) \_\_\_\_\_ traffic \_\_\_\_\_ music \_\_\_\_\_ crowd \_\_\_\_\_ bus other \_\_\_\_\_

## APPENDIX C

### Emergency Management Committee Procedural Chart



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## **APPENDIX D**

### **PUBLIC SAFETY AGENCIES**

**FOR ALL ON-CAMPUS EMERGENCIES - DIAL 2-4040**

Bowie State University Dept. of Public Safety	301-860-4040
Fire Station 19, Old Bowie	301-262-0501
Maryland State Police, College Park	301-345-3101
Maryland Highway Administration	301-513-7300
Prince Georges County Police Communications	301-333-4000
District II, PGC Police Station	301-390-2100
Prince Georges County Emergency Management Office	301-583-1899
Maryland Emergency Management Agency	410-517-3600
Anne Arundel County Medical Center (Annapolis)	443-481-4800
Baltimore Washington Medical Center (Glen Burnie )	410-787-4565
Bowie Health Center	301-262-5511
Doctors Hospital	301-552-8665
Laurel-Beltsville Regional Hospital	301-497-7954
Prince Georges County Medical Center	301-618-3162
University of Maryland Hospital (Baltimore)	410-328-7725
American Red Cross	301-559-8500
Prince Georges County Fire Dept. Information	301-883-5200
Prince Georges County Office of Homeland Security	301-883-3306
WTOP 103.5FM	Traffic Information
WMAL 630AM	24-hour Traffic Information



## **APPENDIX E**

### **PANDEMIC FLU KIT**

N-95 Respirator

Disposable Gloves

Hand Sanitizers

Surface Disinfectant

Eye Shields

Packs of Tissues

Biohazard Disposable

Bag

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