University of Maryland Eastern Shore

Emergency Preparedness Plan

As of: February, 2022

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INTRODUCTION

The University of Maryland Eastern Shore is an institution of higher learning approved by the State of Maryland and fully accredited by the Middle States Association of Colleges and Schools. The UMES campus covers 706 acres in rural Princess Anne, Maryland. There are 82 buildings on the campus, covering 1,582,884 square feet. Campus enrollment exceeds 4,400 students. Approximately 850 individuals work on the UMES campus.

The University of Maryland Eastern Shore's Emergency Preparedness Plan identifies natural and man-made emergencies or crises that may impact the campus community. It details the response procedures that campus officials should follow in case of an emergency, Campus emergency operations will be conducted within the framework of the University guidelines. Any exception to these procedures will be conducted by, or with the approval of the University administrators directing and/or coordinating the emergency operations. All university crises management activities must be coordinated with federal, state and local emergency/safety plans as when necessary. This plan reflects the University's emergency response procedures and programs and satisfies an element of the University System of Maryland Board of Regents requirements.

All departments within the UMES campus community should become familiar with this plan. As appropriate, they shall formulate their own action plans or emergency operations checklist to complement this plan, and submit a copy to the UMES Emergency Management Committee for review and approval. The Department of Public Safety will seek assistance as necessary from the Emergency Management Committee in evaluating the appropriateness of plans submitted for review and approval. The Department of Public Safety will maintain a copy of all Plans approved. Advance planning for the eventuality of a crisis will accomplish several objectives for the University of Maryland Eastern Shore:

- it may uncover potential gaps with our written plan and thus, help the university avoid them;
- it provides a plan or blueprint for action when a crisis does occur;
- and it familiarizes the various departments, students, faculty and staff with the plan

What constitutes a crisis? There are two kinds: an emergency and a non-emergency

- An emergency crisis is defined as any event that places the employees of the University of Maryland Eastern Shore, its students, or its property in direct physical jeopardy.
- A non-emergency crisis is any event with unexpected consequences that may adversely affect the image of the university, yet poses no immediate threat of physical harm.

Evaluation

As soon as possible after an event or exercise an assessment of the plan will be conducted and address, how the plan was implemented, the outcomes as a result of use of the plan, and recommendations to revise the plan accordingly, if appropriate.

The success of this plan necessitates that the University maintain a constant state of readiness to assure the efficient and orderly transition form routine activities to those associated with emergency situations. This is accomplished through a carefully planned and a continuous program of training, drills, and exercises.

Incident Command System (Incident Command System (ICS) and National Incident Command System (NIMS) are synonymous)

The Incident Command System will be used by the University of Maryland Eastern Shore for ensuring a coordinated response to all crisis managed incidents. The NIMS/ICS system has been directed by the President of the United States of America (POTUS) through Homeland Security Presidential Directive (HSPD) - 5, "Management of Domestic Incidents" and by Governor of Maryland Executive Order to be the crisis management system for domestic incidents.

The Incident Command System (ICS) is the standard structure for organizing emergency response and operations. The ICS provides a framework for a coordinated response through the establishment of a clear chain of command.

The Incident Commander (IC) is responsible for: the front-line management of the incident, tactical planning and execution, determining whether outside assistance is needed, and for relaying requests for internal resources or outside assistance through the Emergency Operations Center (EOC). University and School administrators and staff will be assigned roles within an ICS framework.

While particular individuals and alternates will be assigned specific roles within an ICS, comprehensive employee education on emergency procedures is important. Every individual has a role in recognizing the early warning signs of an emergency incident and beginning the activation and response process. All personnel will be responsible for warning other employees in their area of an incident, for taking safety and security measures, evacuating safely, and participating in any training that is conducted.

TYPES OF EMERGENCIES/ RISK ASSESSMENT

University of Maryland Eastern Shore is at risk from various emergencies and/or hazards. The following list identifies those that would pose the greatest need for a response **(This list was reviewed and updated in October 2021)**
:

- **Winter Storms**
- **Fire**
- **HAZMAT**
- **Active Shooter**
- **Flooding**
- **Hurricane**
- **Tornado**
- **Pandemic**

Types of emergencies will be classified into levels by the Director of Public Safety in consultation with the appropriate administrative staff and the Crisis Response Planning Committee annually.

Level I
Any incident, potential or actual, that will not seriously affect the overall functional capacity of the University. These would be campus emergencies that can be handled through normal operating channels. Examples include minor chemical spills, most deaths/suicides, low-level acts of violence, sewer stoppages, power outages, and weather-related situations such as occur during winter storms or heavy rain.

Level II
Any incident, potential or actual, that affects an entire building or buildings, and which may disrupt the overall operation of the University. These would be campus emergencies that require a coordinated response beyond normal operating channels. Outside emergency services will probably be required, as well as major efforts from campus support services. These situations are those that are likely to traumatize a significant number of campus community members, e.g., several deaths, violence, or fire. Limited activation of an Emergency Operations Center may be required for coordination of a campus response.

Level III
Any event or incident that has the potential or does seriously impair or halt University operations. In some cases, death of multiple personnel and severe property damage may be sustained. Such major campus disasters require a coordinated response by all campus resources and outside emergency services would be essential. These situations include disasters such as tornadoes, hurricanes, major chemical incidents (HAZMAT), major fires, a major explosion and/or active shooter on campus. In all cases, an Emergency Operations Center will be activated, and the appropriate support and operational plans implemented.

OVERSIGHT AUTHORITY FOR CAMPUS EMERGENCIES

The President of the University of Maryland Eastern Shore has designated the Vice President for Administrative Affairs as the lead for individual for campus emergency response coordination for all university property, facilities, students, faculty and staff. The President has further designated the Director of Public Safety to assist the Vice President for Administrative Affairs for coordination of the UMES Emergency Management Committee, annual UMES Risk Assessment, preparation and review of the UMES Emergency Preparedness Plan, conduct of training and exercises for campus response to emergencies, management of the UMES Campus Emergency Operations Center during times of crisis; and coordination of all first responders appropriate for an emergency event..

Purpose

The basic emergency procedures outlined in this plan are to protect life and property through effective use of University resources, and to provide for the physical and emotional well being of the members of our campus community during and immediately following an emergency.

This document describes an integrated plan for responding to a University emergency. Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measure, the President, or his/her designee, may declare a state of emergency and implement the Emergency Management Plan. It is recognized that the specific actions implemented will be dependent on the nature and severity of the situation. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

UMES PUBLIC RELATIONS POLICY STATEMENT

The policy of the University of Maryland Eastern Shore is to respond quickly, accurately, and fully to all legitimate requests for information about any crisis that affects the university, its employees, its students, and its public image with full regard for individual privacy and legal responsibility.

PUBLIC RELATIONS RESPONSIBILITIES

The office of Community Relations at the University of Maryland Eastern Shore is designated as the lead unit to coordinate and disseminate critical information about any crisis situation that may adversely affect the University. In this capacity, the Director of Public Relations functions as the principal spokesperson for the University. From time to time the President may designate an alternate to the Director of Public Relations as the spokesperson in certain situations or in tandem with the Office of Public Relations.

The following individuals are authorized to serves as spokespersons for the duration of an emergency; no other employees may disseminate information about the emergency to the media unless they are authorized to do so by the President or designee. **All employees will refer questions about the emergency to the Office of Public Relations.**

Authorized Spokesperson:
Coordinator of Public Relations
Work # 410 651-2355

University President
Work # 410 651-6102/6349

Vice President of Administrative Affairs
Work # 410 651-6229

Vice President of Student Affairs
Work # 410 651-6687

President

The University President, or his/her designee, is responsible for the overall direction of campus emergency operations in the declaration of an emergency. The President has designated the Vice President for Administrative Affairs as his/her representative for operational and planning purposes for the UMES Emergency Preparedness Plan, Emergency Management Committee and the campus response to an emergency.

INFORMATION DISEMINATION METHODS FOR USE BY THE OFFICE OF PUBLIC RELATIONS:

University Email

University Website

T.V - Local broadcast stations - WBOC TV Channel 16, WBOC Fox 21, WMDT TV Channel 47

WESM 91.3 FM - Official University Broadcast Station

WESM is the official University broadcast station in case of a major emergency or University closing. Tune into this station for information.

UNIVERSITY EMERGENCY CONTACTS:

INTERNAL ALERT:

Call UMES Campus Police
410 651-3300 or campus extension 6590

Vice President of Administrative Affairs
Work # 410 651-6229

1. **UMES Police Department**
   The UMES Police Department maintains an Emergency Communications Center 24 hours a day, 7 days a week. To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous materials spills or release, dial ext 3300 from any telephone with a campus prefix. If the phone is a private line, as in residence rooms or a cellular telephone, the number is (410) 651-3300
2. **Environmental Health and Safety**
   Environmental Health and Safety (EH&S) is available to provide consultation and support for hazardous material spills and releases, temporary controls, and other general information to the local Fire Department and UMES departments during normal business hours, 8:00 a.m. To 5:00 p.m. Monday through Friday. After normal business hours, EH&S may be reached through the Physical Plant Operations. **EH&S is not an emergency response unit. Report all emergencies to UMES Polices at ext. 3300.**
3. **Facilities Services**
   Physical Plant Operations maintains a 24 hour a day, 7 days a week response unit through on call staff. The On Call personnel respond automatically to all fire alarms, and other emergencies to provide support for UMES. This support includes, but is not limited to, the operating/ resetting of the fire alarm system, operating and heating, ventilation, and air-conditioning systems (HVAC)**;** and the shutdown of steam, water, electrical and other utilities. On Call support may be requested through the Police Department.

EXTERNAL ALERT (Emergency Help):

Fire Department	**Dial "911" in all emergencies**
Ambulance	**Dial "911" in all emergencies**
UMES Campus Police Department (Director of Public Safety)	**410-651-3300 or 410-651-6590**
Maryland Poison Center	**1-800-492-2414**

EMERGENCY COMMUNICATIONS

Telephone

The campus telephone system will be used to the extent possible. In case of system failure or a power failure, campus phones will not function. An alternative in some buildings is the emergency single-line phones, which could function in a power outage. Personnel will serve as messengers if phone communication is not an option.

Fire Alarms

The building fire alarm system is continuously monitored for alarm by a contracted service and, in a back-up capacity, by the Campus Police Department's Communication Center. All alarms result in an automatic response by local Fire Department, UMES Police, and Facility Services' On Call Unit.

Emergency Operation Center

For a major local or regional emergency, the UMES President may direct activation of the University's Emergency Operation Center (EOC). The location of the EOC is in the Student Services Center (SSC). EOC staff will decide on the use of available resources and communicate with outside agencies and authorities. Information on missing persons, building emergencies, first aid, and other needs must be provided to the EOC through the UMES Police by using campus telephone systems (see Appendix F. Emergency Communications) or by runner if the telephone systems fail. The secondary EOC location is the Physical Plant.

APPENDIX P "Emergency Notification Procedures" shall be the directing document for authority and activation of the UMES Emergency Notification Systems and testing of those Emergency Notification Systems

The University Emergency Communication hierarchy is contained in Appendix "P" Emergency Notification Procedures.

PERSONAL INJURY/DEATH COMMUNICATION POLICY

STAFF COORDINATOR FOR ROOM SETUP, ACCESS, AND SERVICES
Director of Public Relations # 2355

For On-Site Media
Media Headquarters will be located in Rooms 2126/2127 in the Henson Center. If the Henson Center is not available, a secondary location will be designated. Secondary locations include the Student Services Center or the Engineering and Aviation Science (EASC) building. Written materials (e.g. news releases, updates on the emergency) will be provided here to credentialed members of the media. The UMES Police Department will provide security to the Media Location.

News releases and/or conferences will be coordinated through the Office of Public Relations

1. The UMES Office of Public Relations and its assigned spokespersons are the only parties authorized to release the names of injured or deceased persons. (This action will always be coordinated with the EOC prior to release of names to ensure verification of deceased and confirmation of prior notification of next of kin for injured and deceased persons.)
2. The names of injured or deceased persons will not be released until after next-of-kin are notified.
3. After notification of next-of-kin, the Office of Public Relations and its assigned spokespersons will immediately release names of injured or deceased persons.
4. Family and friends, wishing information regarding the condition of emergency victims or other assistance shall be directed to the Office of Public Relations

TAB I: TRAINING INITIATIVES

TRAINING OBJECTIVES

- To conduct an annual risk assessment of potential hazards that might threaten the UMES campus
- To develop, evaluate and implement mitigation strategies to lessen the impact of potential risks to the UMES campus
- To respond effectively to the actual occurrence of an emergency.
- To provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal patter of life with in the University community.
- To validate plans through review, exercise and evaluation to provide the best possible preparedness.

TRAINING AND DRILLS

The UMES Emergency Management Committee is responsible for conducting campus wide drills, exercises. The Committee should ensure that building evacuation information and all emergency response plans are posted or distributed to all campus community students, faculty and staff. All emergency preparedness plans shall be posted to the UMES Public Safety website for access by the greater campus community. Training sessions shall be conducted periodically as on-the-job training or explanation as required.

FACULTY AND STAFF SUPERVISORS

Each faculty and staff supervisor should educate their students and/or employees concerning University procedures as well as evacuation procedures for their building and/or areas. They should evaluate, survey and estimate their assigned building facility or area in order to determine the impact of UMES identified potential risks

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1. **Employees, Faculty, & Staff are Responsible for:**
   a. Being familiar with and following EPP procedures when required.
   b. Participating in drills and training as required.
   c. Orienting and informing students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required,, when the alarm systems is activated, and that they know where the nearest exits are located, Visitors unfamiliar with building procedures should be informed and assisted, as appropriate.
2. **Special Positions**
   The Building Managers and their alternates are employees and occupants of the building and have either volunteered or been appointed to serve in these positions. They receive special training and the authority for their role in employee safety.

3. Building Manager Responsibility and Control

a. The Building Manager acts as the liaison with the responding UMES Police, emergency services and others if a building emergency occurs. In their absence, the alternates are responsible for carrying out the requirements. If an emergency happens when these members of the department are not available, the most senior employee will have decision-making authority. A contact person, appointed by the advisor of each research group, is responsible for laboratories and work areas (See Appendixes A and B). Any possible problem areas should be reported to responding emergency personnel.

b. For a community-wide event (Level III), the Building Manager or an alternate will establish contact with the UMES Emergency Operations Center (EOC). The First Location for the EOC is in the Student Service Center (SSC). The alternate location is the Physical Plant. Contact will be established by normal phone system or cellular phones.

4. Building Manager and Alternates Duties

a. Prepare and maintain their building's Emergency Evacuation and Operations Plan (EEOP). EH&S can help with technical questions. **A copy of the completed plan should be in all department reference stations.**

b. Coordinate with building/department administrators responsible for employee, student, and visitor health and safety

c. Assign Evacuation Wardens (and alternates) for all areas of the building and insure that they know what their duties are in case of an evacuation. Evacuation Warden Orientation is required when there are changes of personnel. A current list of Evacuation Wardens and alternates is to be maintained in the buildings' EEOP (See Appendix A).

Formal assignment of Evacuation Wardens may not be necessary in all cases depending upon the nature and occupancy of your building. If your building is relatively non-public, evacuation assurance using Evacuation Wardens may be unnecessary. The role could alternatively be assigned to managers and supervisors where appropriate.

d. Assure public event staff for events with occupancy of 300 or greater are assigned duties and received required training as outlined in Appendix G.

e. Assure classroom instructors inform students about emergency procedures, exit routes, and assembly points on the first day of class

f. Schedule "Evacuation Warden Training" for assigned personnel. Contact the EH&S office

g. Schedule, conduct, and record fire drills as required by local and state codes.

h. Review the emergency plan at least annually and confirm that it is current

i. Assure emergency services, Campus Police, On Call Unit, and EH&S are notified for all building emergencies as appropriate.

j. During a fire alarm, report to the evacuation assembly point and act as a liaison with emergency services personnel.

k. During a fire alarm, report to the evacuation wardens or other assigned personnel, as needed, to be stationed by all other building entrances to prevent unsuspecting personnel from reentering the building. When an "ALL CLEAR" determination is made by the fire or police department, the Safety Director notifies the Evacuation Wardens that the occupants may reenter the building. **Silencing of the alarm is not considered an "All Clear" signal.**

5. Duties of the Evacuation Warden

a. Become familiar with the "Emergency Evacuation and Operations Plan" (EEOP). It contains the function and activities of building staff during many emergencies, how these activities are to mesh with responding emergency personnel, information on the building and its emergency protection systems, emergency equipment testing procedures, and a list of all the evacuation wardens in your building, Your Safety Director will have copies of the EEOP available for use.

b. Distribute copies of the completed plan, or appropriate sections of it, to all people in your area of responsibility.

c. Know where persons with disabilities are located in your area and what their alarm response will be (See Appendix D). Area of Refuge or individual rooms may be used by persons with mobility disabilities during a fire alarm. The Areas of Refuge may be identified on your evacuation plans found in Appendix C.

d. Coordinate with the other Evacuation Wardens to work together and avoid duplication of tasks.

e. Walk over primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the re-assembly area.

f. Attend training sessions and meetings to review procedures and duties, if necessary.

g. Know where hazardous conditions or situations are or may exist. Know the location of flammable, radioactive and other hazardous materials.

h. Know where the phones and pull stations are and **HOW** to turn on an alarm.

i. Know how the alarm system responds. For most buildings, the alarm sounds throughout the building and all occupants, except persons with physical disabilities, must evacuate.

TAB II: FIRE SAFETY PROCEDURES

a. When an alarm sounds on your floor or area, begin immediate evacuation following your plan (See Appendix C, Building Evacuation Plan). Close doors behind you.
b. If you discover a fire, activate the nearest pull station and call ext. 3300. Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate
c. If the fire alarm does not work, call ext. 3300 and notify occupants verbally of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.

In all cases of fire, campus police must be notified immediately by calling (410 651-3300 or 651-6595. If necessary, the Fire Department can be reached by 911. Remember to first dial -9- if calling from a campus phone. Observe the following procedures:

- Know the location of fire extinguishers, where fire exists, and alarm systems in your area and know how to use them. Training and information is available through Campus Police and the Building Manager. If a minor fire appears controllable, immediately contact the Fire Department and campus police. Then promptly direct the charge of the fire extinguisher toward the base of the flame. If you are not alone, have one person make the emergency call while another uses the fire extinguisher.
- If an emergency exists, activate the building alarm. Caution: In some buildings, the alarm may ring only inside the building. You must report the fire by phone.
- On large fires that do not appear controllable, evacuate all rooms closing all doors to confine the fire and reduce oxygen and immediately notify the Fire Department and campus police. Do not lock doors.
- When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. In an evacuation, report to your designated building assembly location. Stay there until an accurate headcount is taken. The Building Manager or Evacuation Warden will take attendance and assist in the accounting of all building occupants.
- If requested, assist emergency crews as necessary.
- An Emergency Command Post (ECP) may be set up near the emergency site. Keep clear of this area unless you have official business.
- Do not return to an evacuated building unless told to do so by an authorized University 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.

Remember that hazardous equipment and processes should be shut down unless doing so presents a greater hazard. Close doors before leaving.

a. Evacuate via the nearest stairwell or grade level exit. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable; Persons with physical disabilities have several options (See Appendix D).

DO NOT USE THE ELEVATORS
When an alarm is sounded, many of the elevators will be automatically recalled to a pre-determined floor and shut off.

b. Go to your pre-determined Evacuation Assembly Point (EAP) as outlined in Appendix C. You may have two or more EAPs depending on the size of the building.

c. At the EAP account for personnel and report to the Evacuation Wardens if any occupants are unaccounted for and may be trapped. Evacuation Wardens will report to the Building Manager.

d. If you are trapped by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone ext, 3300 if possible.

e. Special Instruction for Evacuation Wardens:

- Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Conduct a quick search as you go to make sure hazardous equipment is shut off, doors are closed and no one is left behind. If there is smoke in the hall, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are, stay close to and use the wall to guide you so you don't become confused. If there is no smoke, you may have trouble getting people to evacuate. Be strong, positive and insist. Students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
- Direct occupants to the exits and tell them where to reassemble (See Appendix C). If you have helpers, station them in front of the elevator to make sure no one attempts to use it. Do not go to the roof unless it is the only way out. There are too many obstructions for a helicopter rescue. If the stair is full of smoke, go to another stairwell.
- Do not allow the stairway doors and other exit doors to be blocked/wedged open (See H.1.d.). Leaving stairway doors blocked or held open makes the stairwells dangerous and unusable.
- Special attention needs to be given to any persons with disabilities, in particular, those who are visitors and unfamiliar with the building. A process is necessary to insure they are notified and accounted for. (See Appendix D for further details).

TAB III: INCLEMENT WINTER WEATHER

During periods of inclement weather, the University of Maryland Eastern Shore (UMES) follows a set procedure for announcing operational changes.

Depending on the nature of existing or predicted conditions, the President of the University or his/her designee may declare a snow/ice or a wind chill emergency. This decision process will include coordination with appropriate state, county, and municipal agencies in conjunction with university public safety personnel.

By policy, the university makes one of three announcements: UMES is open and operating on a regular schedule; UMES is closed; or UMES will delay opening until a specific time.

An all-campus email through the UMES email server is the primary means to distribute such announcements. The announcement will also be posted to the UMES home page (www.umes.edu).

In extreme weather events, the university may elect to utilize the Hawk Alert system for distributing emergency text, Alertus, email, and university television broadcast system messages.

Announcements will also be make utilizing social media and the local television news stations. Salisbury television news stations WBOC-TV (channel 16, Fox 21) and WMDT channel 47 will be the primary sources for television weather announcements.

In our area, inclement winter weather often develops overnight. In such cases and depending on conditions, attempts are made to post announcements and notify the news media by 6:30 a.m. for the start of the class day. If the inclement weather develops during the morning rush hours or during daytime on a school/work day, the same notification procedures listed above are followed.

When weather conditions are such that closings occur two or more days in succession, the procedure is followed each day, with an announcement being made each day by 6:30 a.m. In that conditions can change unexpectedly overnight, an evening announcement usually will not be made for the next day except in the most extreme weather circumstances.

On days when UMES generally is scheduled to be closed (Weekends and holidays), the university does not usually make blanket closing announcements. Departments and units that have normal operations on weekends and holidays, or units planning to host or present special programs on those days, should make their own prior arrangements with employees and participants, notifying them how to proceed in case of inclement weather.

When UMES is officially closed,it is closed for everyone: faculty, staff and students. Departments may designate in adbance those expected to report to work during a weather emergency.

SNOW OR ICE EMERGENCY

Conditions

When severe snow or ice accumulation is predicted or occurs, impacting roads and sidewalks on and near campus, a snow or ice emergency may be declared.

If a snow or ice emergency is declared:

Classes will be suspended.
Routine operations of the university will be suspended. Most employees will be asked to leave campus and/ or not report to work until further notice.
Parking will be restricted on campus roads as posted.
Employees pre-designated as *essential personnel* should follow their unit's procedures and make a reasonable effort to report to campus.

- -Affected unit heads will designate *essential personnel* annually and notify them in writing of their status as such, providing additional unit-specific procedures as appropriate.
- -*Essential personnel* are UMES employees who are required to report to campus in order to provide the minimum level of service to the campus (e.g. emergency services, utilities, snow removal, provision of food and housing).
- -If travel is prohibited in the county in which an *essential personnel* employee resides, supervisors should not require the employee to travel to campus.

Parking restrictions

When snow or ice accumulation is predicted, parking may be restricted on campus roads as posted. When parking is restricted during a snow or ice emergency, employees and students will be encouraged to utilize parking lots and the university shuttle service to facilitate the clearing of snow and ice from the roadways.

WIND CHILL EMERGENCY

Conditions

When existing or predited low temperatures and wind conditions have the potential to pose a severe health threat to students walking to and from class, a wind chill emergency may be declared. This is most likely when the sustained wind chill is -20 degrees Fahrenheit or colder.

If a wind chill emergency is declared:

Classes will be suspended.
Routine operations of the university will continue. Campus employees that can do so safely should report to work.
Those employees who cannot safely report to work when scheduled must request authorization for the absence from their supervisor under the appropriate university paid or unpaid leave of absence policy.

TAB IV: BOMB THREATS

Upon Receiving A Bomb Threat by Phone:

1. Remain calm.
2. Listen carefully.
3. Do not interrupt the caller.
    - Try to keep the caller talking.
    - Keep the caller on the line as long as possible.
    - Do not anger the caller.
    - Write down exactly what the caller says.
4. Obtain information necessary to complete Bomb Threat Data Reports. These forms can be obtained from the UMES Public Safety Office or in the UMES Crisis Management Plan. Keep a copy of the form at your workstation. Try to determine:
    - Time device is set to detonate;
    - Device location;
    - Description of device;
    - Type of explosive utilized;
    - What will cause the device to detonate;
    - If the caller is responsible for placing the device;
    - Why the device was placed;
    - Name, address, and phone number of caller;
    - Organization represented by the caller;
    - Exact wording of threat;
    - Time and length of call and number call was made to;
    - Age, gender, and voice characteristics of caller, and
    - Background noises in the calls.
5. Ensure the University Police are notified at X3300.
6. Do not erase threats if they are left on voice mail.
7. Notify your supervisor.
8. Use your phone features to capture last incoming call information.
9. Meet and cooperate with responding University Police personnel.
10. If directed by UMES Police have all employees view their work areas for suspicious packages, bags, envelopes, boxes and other articles that could secrete bomb or other hazardous material or incendiary device.
11. Do not touch any suspicious packages

Important – If time permits wait for guidance from UMES Public Safety guidance prior to evacuating a building which has been threatened. It is a known fact that bombers will give false information regarding the location of an explosive device to induce victims who are located in a secure building to evacuate into an secondary (non-searched) area exposing the victims to the explosive devise. Public Safety will direct evacuees to known secure areas. If evacuation time is critical evacuate to large open areas, away from dumpsters, trash receptacles, shrubs, vehicles, unattended trailers (construction, boat, lawn maintenance, etc.) or storage containers.

Bomb Threat Checklist

Fill out completely, immediately after or during threat

Date_____Time_____

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
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?

Callers Voice: Circle best description

Accent	Distinct	
Angry	Excited	Lisp
Calm	Rapid	Loud
Clearing throat	Familiar	Slowly
Cracking voice	If familiar, who did it sound like?	Soft
Crying		Stutter
Deep breathing		Raspy
Deep voice	Laughing	

Background sounds: Circle applicable sounds

Animal sounds	House noises	Office machines
Motor	Noises	Factory noises
Static	Voices	Street noise
Music	PA system	
Other___		

Threat Language: Circle best descriptions

Foul	well spoken (English)	Taped
Incoherent	irrational	Message read by threat maker

Other remarks: _____

Name_Position_____Phone_____

Immediately call UMES Police following the bomb threat communication or have a co-worker call during the threat at (410) 651-3300 or 6590.

TAB V: CHEMICAL OR RADIATION SPILL

Report immediately any spillage of hazardous chemical or radioactive material to campus police at 410 651-3300 or 6590.

Move away from the accident scene and help keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. Observe the following procedures in these circumstances:

- 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 personnel from Health and Safety Programs.
- 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. Required first aid and cleanup by specialized authorities should be started at once.
- If a building emergency exists, activate the building alarm. Caution: In some buildings, the alarm rings only inside the building. You must report the emergency by phone to ensure coverage.
- When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped persons to use. Do not use elevators in case of fire. Do not panic.
- Once outside, move to clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles crews.
- If requested, assist emergency crews as necessary.
- An Emergency Command Post (ECP) may be set up near the emergency site. Keep clear of this are unless you have official business.
- Do not return to an evacuated building unless told to do so by an authorized University official/campus police.

Important: after any evacuation, report to your designated campus area assembly location. Stay there until an accurate headcount is taken. The Safety Director will take attendance and assist in the accounting for all building occupants.

Spills that do not endanger workers in the immediate area may be cleaned up by laboratory personnel who have been trained and are properly equipped to handle the situation. Chemical spill guidelines should be established by the department designee or safety officer and should take into consideration following:

1. The hazards of the chemical(s) involved.
2. The amount of the chemical(s) spilled.
3. The possible spill locations.
4. Availability of spill clean-up materials or kits.*

If the spill is large, if the chemical is not easily identified, or the chemical is extremely hazardous, then:

Evacuate all personnel from the area.

Report:Main Campus Police -dial ext. 3300
Health and Safety -dial ext. 6652
Health Center -dial ext. 6597

When placing an emergency call:

a. Give your name.
b. Give your location (room and building)
c. Give the phone number you are using.
d. Describe the emergency /injuries.
e. If possible, remain in the vicinity, away from danger, to assist emergency responders.

The campus Police will notify the local Fire Department/Hazmat Unit who will respond to stabilize and contain the chemical spill. If the hazardous waste is not properly cleaned up and packaged by the local Fire Department, do not reoccupy the area. Contact Environmental Health & Safety (Physical Plant) at (410 651-6652) for assistance.

Please note that packaged waste must be handled according to policies and guidelines established in the UMES Hazardous Waste Management Guide (Part II of the Laboratory Safety Manual).

TAB VI: UTILITY FAILURE

In the event of a major utility failure occurring during regular working hours, immediately notify the Physical Plant Office at (410) 651-6650.

If there is potential danger to building occupants, or if the failure occurs after hours, weekends or holidays, call the Physical Plant office at x6650 or campus police at (410) 651-3300 or 6590.

Follow the standard evacuation procedures if a building emergency exists. Always observe the above procedures whenever the following utility emergencies arise:

Electrical/Light Failure At the present, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

Elevator Failure If you are trapped in the elevators, 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), which will signal for help.

Plumbing Failure/Flooding Cease using all electrical equipment. Notify Emergency Maintenance a t6140. If necessary, vacate the area. If after 5 p.m. call campus police at (410) 651-3300 or 6590.

Serious Gas Leak Cease all operations. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion. Call campus police at (410) 651-3300 or 6590 and the Physical Plant Office at 6650.

Steam Line Failure Immediately call campus police at (410) 651-3300 or 6590 or the Physical Plant Office at 6650. If necessary, vacate the area.

Ventilation Problem If smoke odors come from the ventilation system, immediately notify campus police at (410) 651-3300 or 6590 or the Physical Plant at 6650. If necessary, cease all operations and vacate the area.

TAB VII: MEDICAL AND PSYCHOLOGICAL EMERGENCIES

MEDICAL EMERGENCIES

Student Health Services Staff can provide medical assistance. In case of emergency call 9-1-1 and x6590 to request assistance from Emergency Medical Services (EMS) and University Police. In addition contact the Residence Life Staff immediately if incident occurs in residential area, if the individual(s) is an on-campus resident.

Care

- Administer first aid if needed (open airway, control bleeding).
- Contact University Police to call ambulance, if needed
- Have available student's medication or health forms that provide necessary information to emergency medical staff.
- Attend to emotional needs of the individual(s). Offer reassurance and keep person informed of help being provided.
- Provide the individual(s) space from others who may add confusion and unnecessary stress.
- Attend to concern of students in the hall or close friends if needed.
- Residence Life or Health Services Staff notifies emergency contact persons by request or in a life- threatening emergency.

When calling for emergency medical assistance, give the following information:

- Nature of medical emergency (type of injury, number of injured)
- Location of emergency – building and room number (you may need to be more specific about the building location if you call EMS directly)
- Your name and the phone number from which you are calling.
- If possible, stay on the phone until released by campus police dispatcher or the 911- dispatcher.

If students were hospitalized, Residence Life Staff or Health Services Staff contacts Vice President for student affairs or other significant persons by request.

When a student is taken to the hospital contact Campus Police and Student Health Services. In life threatening emergencies, student may contact 911 or 6950. Area Director should be notified if victim is an on-campus student. Coordinator of Commuter Student Services should be notified if individual is a commuter student.

PSYCHOLOGICAL CRSISES

A psychological crisis exists when an individual threatens harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions manifested by hallucinations or uncontrollable behavior.

If a psychological crisis occurs: Never try to handle a situation you feel is dangerous on your own. Use a calm and rational approach: tell the person who you are, and attempt to engage the person in very basic conversation. Move to a quiet area out of public eye when possible if you sense no danger to yourself.

Notify the Counseling Center at 6449 or the residence Life Staff. In extreme emergencies, call the University Police Immediately for emergency assistance. Clearly state that you need immediate assistance, give your name, location and the nature of the emergency.

Following a major emergency or disaster, it may be necessary to provide significant psychological counseling intervention for faculty, staff and students in order to overcome the lingering emotional trauma associated with such an event.

Residence life or other professional staff consults with the Counselor On Call to plan nature of follow-up with individual.

Response to friends and members in hall: inform them that the person is receiving appropriated help. Normalize the situation. Be alert to information that may add to knowledge about precipitating events, and communicate them to the Counselor on Call.

Residence Life/ Professional Staff notify the following:

- On-Call Counselor - (410) 651-6449
- Director or Residence Life
- Student Health Services if not contacted earlier

Contact: Student Enrollment if the person is a commuter student

ALCOHOL AND DRUG ABUSE

An **ALCOHOL AND DRUG ABUSE** crisis results from ingesting substances haphazardly or beyond an individual's normal ability to cope with the ingested amount or the consequence.

The immediate response is to utilize health services if possible. Before approaching or touching the person, identify your self to the individual and explain what you intend to do. Talk calmly in a non-challenging manner and orient individual to time, place, and condition if needed. Try to find out **WHAT** the individual(s) has consumed and **HOW MUCH**, including whether alcohol was mixed with other drugs (prescription medication or illegal drugs). Contact the Residence Life Staff if incident occurs in residence area or if an individual(s) is an on-campus resident. Contact University Police and Health Services.

Monitor respiration. If unconscious, try to maintain an open airway if necessary until help arrives. If convulsing, **DO NOT** attempt to put any object in the mouth and **DO NOT RESTRAIN.** People who are under the influence of alcohol/drugs can be irrational and/or dangerous. **NEVER PUT YOURSELF AT PHYSICAL RISK.**

Drugs (including alcohol) overdose can be rapidly fatal. Call 911 or campus police to request an ambulance if a person is:

- Poorly responding to stimuli

- Unconscious (no response to stimuli)
- Having difficulty breathing or irregular breathing
- Out of control and a potential danger to self or others
- If you aren't sure about the physical well-being of the person

Utilize Student Health Services if possible. Make certain someone stays with individual(s). If the individual(s) wishes to lie down, have person lie on his/her side to avoid asphyxiation. If asleep, wake individual every 15 minutes to check responsiveness. If becoming less responsive, seek medical attention. Don't give the person aspirin, caffeine or any other drugs. Don't try to keep the person awake, or attempt to give them a cold shower. Don't attempt to physically restrain the individual(s)

Contact individual(s) the next day (in hall, home, or hospital). This expresses concern for person's immediate welfare. Try to explore the extent of individual's quantity of substance use. Concrete information about circumstances and history surrounding substance use are both important. Residence Life Staff seeks follow up and assessment with person in hall and provides notification to Health Services. Referral to counseling Services is appropriate by professional staff if assessment indicated previous or frequent substance use or an isolated case of severe substance abuse.

When student is taken to hospital, do the following:

- Contact Residence Life Staff first if incident occurs in residence hall.
- Area Director/Graduate Assistant contact immediate family and notify Director of Residence Life.
- Contact Student Health Services. (If after office hours and not life threatening, Area Director/Graduate Assistant contacts Health Services next business day).
- Contact Commuter Student Coordinator if incident involves commuter students.
- Student Health Services and Area Director make follow-up with University Police as necessary.
- Follow-up is made by Residence Life and Student Health Services Staff to address person's concerns while the in hospitals care.

LOSS: DEATH OR TERMINAL ILLNESS OF FRIEND, FELLOW STUDENT, OR RELATIVE, FAMILY TRAGEDY, OR LOSS OF SECURE ENVIRONMENT

LOSS is the personal realization that something bad has happened or is going to happen. Losses can be operant in different dimensions such as the physical, psychological, emotional, and spiritual. For example, a perceived loss could be characterized by the suffering that accompanies separation, dissolution, deprivation, failure, and the death of a loved one.

The immediate response is to assess and determine the emotional state of the person. Feelings frequently associated with loss or deaths include: shock, anger, helplessness, fear and guilt. When feelings become so intense that the person is out of control get them some help.

Remain with the person and actively listen especially for the person's feelings. Supporting the person at this time is most important. Help the person identify a concrete plan for the

immediate future. What will he/she do in the next few hours and for the remainder of the day? Has the person contacted professors and the Vice President for Student Affairs Office to be excused from classes?

When in doubt about a student's ability to function effectively, socially or academically, contact Residence Life Staff will contact the Counselor on Call if needed. Respond to friends and members in the residence hall. Let them know it is normal for a person suffering loss to be emotionally unsteady or volatile. **Friends can best help by** allowing the student time before expecting a "return to normal." Follow-up with the student upon his or her return to campus. Inquire about the student's emotional well being and academic performance. Area Director/Graduate Assistant makes follow-up and referral to counseling services with student as needed.

Notification: Include the Residence Life Staff if the individual is an on-campus resident and the Coordinator of Commuter Student Services if the person is a commuter student and situation develops while student is on campus. Residence Life Staff are available to assist and provide needed support.

When notified, the Counselor on Call will contact as appropriate:

- Director of Residence Life
- Area Director notifies Residence Life Hall Staff
- Vice President for administrative Affairs
- Vice President for Students Affairs
- University Police (as needed)
- Director of Health Services (as needed)
- Commuter Services
- Other affiliated areas

TAB VIII: VIOLENT OR CRIMINAL BEHAVIOR

In an emergency, call: 911 or campus extension x3300 (410-651-3300)

Everyone is asked to help make the campus a safe place by being alert to suspicious situations and promptly reporting them.

Faculty, staff and students exposed to violent or criminal behavior, should use the following procedures:

- If you are a victim or a witness to any on-campus offense or criminal act, avoid risks!
- Promptly notify campus police at (410) 651-3300 or 6590 as soon as possible and report the incident including the following:
    1. Nature of the incident
    2. Location of the incident
    3. Description of person(s) involved
    4. description of property involved
- If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify campus police and report the occurrence.
- Assist the officers when they arrive by supplying them with all the information known by you and ask others to cooperate.
- Should gunfire or discharged explosives jeopardize the campus, you should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.

What to do if taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Do not make mistakes that could endanger your well being.
3. 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. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best you can, avoid arguments. Expect the unexpected.
5. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
6. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

ASSAULT AND/OR BATTERY

ASSAULT is an unlawful attempt or threat to harm another person. **BATTERY** is any willful and unlawful use of force or violence upon another person.

Immediate response is to utilize health service if possible. Assess the situation and determine whether physical or emotional needs are first priority. If there is any evidence of medical emergency, follow procedures for **MEDICAL EMERGENCY.** Issues of legal action will come later. Even if no medical emergency exists, emotional impact can be severe.

Even if no medical assistance is needed, encourage the victim to seek medical attention. This is especially true if there has been any blow to the head. Allow the individual the opportunity to express feelings of anger, fear, etc. Gradually help the victim to attain a realistic assessment of what actually occurred and what precautions if any need to be taken.

All reported criminal cases are to be referred to the Director of Public Safety for an appropriate decision as to the case being referred for judicial proceedings or criminal charges. University Police shall always be contacted. The victim can choose whether or not to file personal charges with the local court system.

Take steps to insure safety. After reporting the crime or violation of the UMES Judicial Code of Conduct, contact Residence Life Staff if the victim is a student and the threat is from a room or suite partner. Residence Life has a responsibility to separate students when potential harm might result between room or suite mates. If there is a threat of safety, have victim spend the night in a safe environment, in the residence hall or with friends.
If student(s) are hospitalized, Residence Life Staff or Health Services Staff contacts the Vice President for Student Affairs, Coordinator of Commuter Student Services it necessary or other significant persons by request. Residence Life Staff or Student Health Services staff attends to victims concerns while in hospital care.

RAPE/SEXUAL ASSAULT

RAPE AND SEXUAL ASSAULT are crimes of violence. **SEXUAL ASSAULT** occurs when one person forces or coerces another person into sexual contact. **RAPE** is sexual intercourse without consent. If the victim is unable or does not consent to sexual intercourse this is **RAPE** as defined by law.

Immediate response is to assess and determine whether physical or emotional needs are the first priority. If there is any evidence of medical emergency, follow the procedure for medical emergency. Issues of legal action will be handled later.

Inform the victim that options exist (e.g., whom to contact for assistance). Gently encourage the victim to make choices in order to regain some sense of control for example, "Is there someone special you would like me to call to be with you?" Even if no medical emergency exists, emotional impact can be severe, and care for the person is essential. Encourage the victim to call the **Office of Institutional Equity and Compliance** for an advocate. **The number is (410) 651-6135.** Another option is to contact the **UMES Counseling Center** at **(410) 651-6449.**

The victim should be encouraged to go to the hospital before any attempts to clean herself/himself. It is best not to shower, douche or change clothing because this will destroy physical evidence that the victim may need at a later date. Suggest that the victim take a change of

clothing to the hospital with him/her. Under Maryland Law the victim may seek medical assistance with anonymity and without immediate prosecution. Medical facilities will collect and hold evidence for a reasonable time frame while the victim determines their course of action to prosecute or not file charges.

Explain the purpose of the hospital procedures, which are to treat injuries, prevent pregnancy, and prevent STDs and to gather legal evidence that the victim may need later. Standard procedures will be followed at the hospital, including contacting the police. The victim can choose whether or not he/she will speak to the police. Communicate that help is available and the victim need not be alone. **Do not attempt to hug or even touch the victim's hand.** Remind the victim that in addition to campus support staff, Life Crisis has a 24-hour hotline with trained advocates available to assist victims of sexual assault. Encouraging the victim to make a choice about who to contact is helpful.

Initial feelings often include: Shock, fear, anxiety, guilt anger, and disbelief. Subsequent feeling often include: guilt, helplessness, isolation (feeling different), and anxiety about friends and/or family reaction.

Reporting to the police is always the victim's choice, although it should be encouraged. Failure to involve the police limits the victim's choices. If the victim is agreeable to having the police contacted, call University Police and specifically request a police officer that is the opposite gender of the alleged perpetrator if available.

University Police will question the victim to establish facts and if possible, apprehend the suspect. Police or an advocate from Life Crisis can best explain legal options to the victim with more accurate information about likely consequences of legal options. Several legal options exist. If the victim refuses to consider criminal charges inform him/her about the options of a civil suit, which provides another legal avenue for proposed remedies. He/she does not need to make a decision immediately, but does need to act in a way to provide the most options available.

If a student refuses to go to the hospital or the police, encourage him/her to seek other help for example: Life Crisis, Counselor on Call, or Student Health Services.

Follow-up with the victim to express caring which is helpful. Depending on the number of people who know of the incident, a meeting with the hall or group of concerned friends may be helpful. Address fears for personal safety and frustration of feeling helpless and make **Referral to Life Crisis,** Counseling Services or Student Health Services if not done earlier.

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. You may have to alter some of these suggestions, depending on the situation.

1. Exit the building immediately (only if it is safe to do so)
2. Seek shelter in a safe location and await instructions from Police or University officials

3. Notify anyone you may encounter to exit the building immediately
4. Call UMES Police at **(410) 651-3300 or X3300** from a campus phone, utilize Emergency Blue Light Phone, or use an elevator phone.
5. Give the UMES Police Communications Operator (PCO) the following information:
   -Your Name
   -Location of the incident (be as specific as possible)
   -Number of Shooters
   -Identification or description of Shooter
   -Number of persons who may be involved
   -Your location

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

1. Go to the nearest room or office.
2. If safe, allow others to seek refuge with you.
3. Close and lock the door. If the door has no lock, barricade it with items available (desks, chairs, bookshelves etc.).
4. Cover the door windows. Turn off the lights.
5. Keep quiet and act as no one is in the room. Silence cell phones.
6. DO NOT answer the door.
7. Notify UMES Police at **(410) 651-3300 or X3300** from a campus 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 shooter
   -Number of persons involved
8. Treat the injured. Remember basic first aid
9. Wait for Police Officers to assist you out of the building.

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). Officers will move quickly and directly. Early in an incident, 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 information concerning the incident. Normally, a rescue team is formed shortly after the first responding 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 Officers at the scene or responding to the scene.

TAB IX: EMERGENCY EVACUATION MATRIX

EMERGENCY PROCEDURES			
FIRE EMERGENCIES For Small fires (such as trash can or stovetop) attempt to extinguish the fire with a fire extinguisher. Use the PASS method: Point, Aim, Squeeze the handle, Sweep across the fire. **Evacuate immediately**; go to an assembly location which will not impede responding emergency vehicles.	University buildings will be immediately and totally evacuated whenever building fire alarms are sounding. If you see or suspect a fire, remain calm and activate fire alarms. For suspected non-life threatening events, first call the Department of Public Safety at **X3300**. Report fires by phone from safe places outside buildings. 1. For a life threatening event, call **9-911** from any on campus phone or **911** from any off-campus or cell phone. At the emergency blue-light phones located around campus, press the emergency button to be connected to the University Police who can contact **911** for you.	2. Call the University Police at **X3300**. 3. Give as much information as possible when emergency operators answer. Operators need to be told calls are from University of Maryland Eastern Shore, what is burning – if known, the proper name, floor, and room number or other specific location information. Do not hang up unless it is safe or calls are released by emergency operators. 4. Report all fires, even if extinguished or found subsequent to being extinguished. 5. Report all fire alarms, even if they are suspected to be false or accidental. If safe to do so, shut off all machinery and equipment in work areas. **Evacuate.** Do not attempt to fight fires, which are out of control.	Close doors and windows if time permits. Leave building at once using nearest exits or stairways. Do not use elevators. Close as many doors as possible between you and the fire. Feel doors before opening them. Do not open doors before feeling the doors and doorknobs. Use the backs of your hands to feel doors and doorknobs. Crawl if there is smoke. Use secondary exits if primary exits are blocked. If you are trapped: 1. Stuff the cracks around doors with towels, lab coats, throw rugs, etc. to keep out as much heat and smoke as possible.

2. Go to windows and if there is no smoke or flames outside, open windows at the top. Signal for help by hanging a flag, i.e., sheet, jacket, etc., out of windows. 3. Use available telephones to call UMES police at **X3300** and let them know your exact location.	4. Do not attempt to jump from multi-story buildings. Do not re-enter buildings for any reason until fire and police officials say it is safe to do so. Render reasonable assistance to disabled persons. Gather at pre-designated assembly areas.	Take roll and report missing or unaccounted for individuals to emergency responders. 5. Immediately report the location of all disabled persons to fire or police officers needing evacuation assistance.	
BOMB THREAT **Evacuate if threat is immediate**. If time allows UMES Police should assess the threat and direct any evacuation and exits to be used and location to assemble. **Do not use radios or cellular telephones near any suspect packages within (250 feet)**.	**Upon Receiving A Bomb Threat By Phone:** 1. Remain calm. 2. Listen carefully. 3. Do not interrupt the caller. - Try to keep the caller talking. - Keep the caller on the line as long as Possible. - Do not anger the caller. - Write down exactly what the caller says.	4. Obtain information necessary to complete Bomb Threat Data Reports. These forms can be obtained from the UMES Public Safety Office or in the UMES Crisis Management plan. Keep a copy of the form at your work station. Try to determine: - Time device is set to detonate; - Device location; - Type of explosive utilized; - What will cause the device to detonate; - If the caller is responsible for placing the device;	- Why the device was placed; - Name, address, and phone number of caller; - organization represented by the caller; - Exact wording of threat; - Time and length of call and number call was made to; - Age, gender, and voice characteristics of caller; - Background noises in the call. 5. Make sure that UMES police are notified at **X3300**.
6. Do not erase threats if they are left on voice mail. **7. Notify your supervisor.**	**10. If directed by UMES Police have all employees view**		

8. Use phone features to capture last incoming call information. **9. Meet and cooperate with responding UMES Police Personnel.**	**their work areas for suspicious packages, bags, envelopes, boxes and other articles that could secrete bomb or other hazardous material or incendiary device.** **11. Do not touch any suspicious packages.**		
HAZARDOUS MATERIALS – HAZMAT **1. Immediately evacuated an indoor spill site and Wave others away.** **2. For HAZMAT spills out doors or in other sites, Shelter in place and wait for guidance from Public Safety and/or fire and rescue staff.** **3. Report the spill to public safety at X3300.**	**HAZMAT incidents may be:** **1. Indoor and outdoor fuel spills;** **2. Solvent or other chemical spills in shops;** **3. Chemicals or biological spills in buildings and Laboratories;** **4. Chemical odors in buildings;** **5. Natural gas smells and leaks; or** **6. Fires in laboratory or other facility involving Highly toxic chemicals, infectious substances Or radioactive materials.**	If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. If you are the HAZMAT user: 1. Leave the area of the spill first and go to a safe Location nearby. 2. Notify UMES Public Safety at X3300. 3. Determine if you have the proper training and protective gear to cleanup the spill 4. If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection.	5. Manage the generated waste appropriately. 6. Consult your supervisor as necessary. 7. Isolate the spill area to keep everyone away. And post signs as necessary. Individuals recognizing HAZMAT spills that requires additional notifications and resources will: 1. Alert all individuals who might be harmed to evacuate the immediate area and to go to a location that will not impede emergency personnel.

2. If safe and appropriate to do so, limit the spread of the material by applying absorbent and shutting doors. **3. Notify UMES Police, X3300, on a university Telephone located at a safe distance from the hazard to report:**	**a. The nature of the incident, and name of the HAZMAT, if known.** **b. The exact location.** **c. Whether or not there are any injuries.** **d. What symptoms are being exhibited by exposed individuals.**	e. Any other details that would assist officials in preparing their response. If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call UMES Police.	4. If you or others are contaminated, move away from the spill site, warn others to stay away from you, allow hazmat responding to decontaminate you and properly transport you for medical care.
ACTIVE SHOOTER **Shots fired in your building flee to a safe location. If you cannot, then barricade in a safe place.** **- Shots fired, but not in your building or shooter is outside- remain in place (barricade).** **If shooter is outside of the building or you are outside, immediately enter a building and take shelter.**	**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. You may have to alter some of these suggestions, depending on the situation.**	1. If shooting takes place in your building exit the building immediately, (only if safe to do so). 2. Seek shelter in a safe location and await Instructions from Police. 3. Notify anyone you may encounter to exit the Building immediately. 4. Call UMES Police (410) 651-3300 or x3300 from a campus phone, utilize Emergency Blue Light Phone, or use an elevator phone.	5. Give the UMES Police Communications Operator (PCO) the following information: - Your name. - Location of incident (be as specific as possible). - Number of shooter (s) (if known). - Identification or description of shooter. - Number of persons who might be involved. - Your location.

If exiting the building is not possible, the following actions are recommended: **1. Go to the nearest room or office.** **2. If safe, allow others to seek refuge with you.** **3. Close and lock the door. If the door has no Locks, barricade it with items available (desk, chairs, bookshelves etc.).** **4. Cover the door windows. Turn off lights.** **5. Keep quiet and act as if no one is in the room. Silence cell phones.** **6. DO NOT answer the door.**	**7. Notify UMES Police – 410-651-3300 or X3300 from a campus 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 shooter.** **- Number of persons who may be involved.** **8. Treat the injured. Remember basic first aid.** **9. Wait for Police Officers to assist you out of the building.**	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). Officers will move quickly and directly. Early in an incident, 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 information	concerning the incident. Normally, a rescue team is formed shortly after the first responding 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 officers at the scene or responding to the scene.
FOR ALL INCIDENTS:	**If you are in your vehicle, on a bike or on foot during any of these events immediately leave campus until determined through Public Safety that it is safe to return. It is important, however, to immediately notify Public Safety regarding**	Additionally, you should advise your RA, AD, Professor, Supervisor and others as to your location and well being. If in doubt, call Public Safety.	

	any pertinent information you may have regarding any off these emergency events.		

TAB X: UNIVERSITY BAIT (Behavioral Assessment and Intervention Team) TEAM

Over the past few years, colleges and universities have seen a rise in troubling events that have traumatized individual students and entire campuses. Student suicides, school shootings, mental health issues, increasing hospitalizations, and deaths due to alcohol and drug consumption are the most visible evidence of new levels of distress and psychological disturbances that exist in our communities. While highly dramatic and tragic these events are in fact rare and unpredictable, nevertheless, our students deserve our concern and attention.

In response to these national trends, the University of Maryland Eastern Shore has created the BAIT Team. The BAIT Team will endeavor to balance the welfare and rights of the student with a safe and positive university environment.

The campus BAIT Team consists of University personnel with expertise in student affairs, Title IX, ADA, University operations, human resources, law enforcement/threat assessment, and mental health knowledge. Membership is based on the position and not the individual. The members selected have regular contact with campus community members in some way, which aids in the assessment of concerning conduct, and/or the authority to receive a CARE recommendation and take the appropriate action. The members of the team are:

- Office of Institutional Equity and Compliance – Jason Casares, Co-Chair
- Residence Life – Larita Hugee
- Office of the Provost and Academic Affairs – TBD
- Office of Student Conduct and Community Standards – Ms. Louse Gaile, Director
- Counseling Services – Dr. Malkia Johnson, Director, Co-Chair
- Student Health Services – Ms. Sharone Grant, Director
- University Police – I/Chief Mark Tyler

The campus BAIT Team, through a collaborative and proactive approach is committed to identifying, preventing, assessing, intervening, and reducing threats to the safety and well-being of the University of Maryland Eastern Shore.

Guiding Principles:

- The safety of individuals and the UMES community is the primary focus of the team and a shared goal of all members of the community.
- The team is not a substitute for emergency response to an active or imminent threat to the safety of the University community
- Communication, coordination of resources, and timely response is critical to performance.
- A fact-based, analytical approach will guide the decision-making process of the team.
- The team will treat all persons fairly, with dignity and respect.
- The team will conduct individualized assessments to determine whether a person poses a substantial risk of harm to the health and safety of others.

Members of our community may report disruptive and/or concerning behavior by:

- Calling 410-651-6135, or
- Submitting a BAIT Incident Report Form by visiting the UMES website

TAB XI: 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 one or more of the following conditions exist as a result of the demonstration:

- Interference with the normal operation of the University
- Prevention of access to office, buildings or other University facilities.
- Threat of physical harm to person's or damage to University facilities.
- Creation of a situation that may endanger the safety of individuals and/or disrupt the academic environment of the campus.

If any of these conditions exist, campus police should be notified and will be responsible for contacting and informing the President and Vice President for Administrative Affairs. Other Vice Presidents may be notified depending on the nature of the demonstration. The appropriate procedures listed below should be followed:

I. Peaceful, Non-Obstructive Demonstrations

A. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

B. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
   1. Arrangement will be made by the Director of Public Safety to monitor the situation during non-business hours or
   2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

II. Non-Violent, Disruptive Demonstrations

A. In the event that a demonstration limits access to University Facilities or interferes with the operation of the University:
   1. Demonstrators will be asked to terminate the disruptive activity by the Vice President for Administrative Affairs or the Director of Public Safety.
   2. Key University personnel and student leaders may be asked by the Vice Presidents for Administrative Affairs and Student Experience to go to the area and persuade the demonstrators to desist.
   3. The Vice President for Administrative Affairs or his designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
   4. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by law enforcement authorities. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.

Directive to Immediately Terminate Demonstration ("Identify your self by name and position within the University")

"This assembly and the conduct of each participant is seriously disrupting the operations of the University and is in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances in the manner appropriate to the University.)(In no event will the Administration of this University accede to demands backed by force) Accordingly, you are direct to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Board of Regents, take whatever measures are necessary to restore order including the use of police assistance. Any individual who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension or expulsion and/or termination from the University of Maryland Eastern Shore.".

5. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
6. After consultation with the President, Vice President for Student Experience and Director of Public Safety by the Vice President for Administrative Affairs, there may be a need for an injunction and intervention of law enforcement personnel. The demonstrators should be so informed if this action is taken. Upon arrival of the law enforcement authorities the remaining demonstrators will be warned of the intention to arrest.
7. It is imperative that the appropriate number of law enforcement personnel be on site to ensure the successful employment of police personnel and for the safety of the unlawful demonstrators. Arrest procedures, booking, processing (fingerprinting and photographing), coordination with the Somerset County Court Commissioners and the Somerset County State's Attorney be accomplished prior to the commencement of arrests when possible.

Directive to Immediately Terminate Demonstration With the Assistance of Police ("Identify your self by name and position within the University")

"You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby suspended, subject to later review. The police will be called in to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest".

III. Violent Disruptive Demonstrators

A. In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Vice President for Administrative Affairs should be contacted immediately.

1. During Business Hours:
   a) In coordination with the Vice President for Administrative Affairs, campus police will assess the situation and inform the President and the Vice President of Student Experience.
   b) If advisable, the Vice President for Administrative Affairs will alert the Director or Public Safety to arrange for a photographer to report to an advantageous location for photographing the demonstrators.

c) The President, in consultation with the Director of Public Safety, the Vice President for Administrative Affairs and the Vice President for Student Experience, will determine the possible need for the removal of the demonstrators.
d) UMES Police Officers will provide an officer with a radio for communication between University officials and the campus police department as needed.

2. After Business Hours:
a) Campus police should be immediately notified of the disturbance.
b) Campus police will investigate the disruption and report and notify the Director of Public Safety, the Vice President for Administrative Affairs, and the Director of Public Relations.
c) The Vice President for Administrative Affairs will:

1. Report the circumstances to the President and the Vice President for Student Experience.
2. Notify Key administrators and, if appropriate, the administrator responsible for the building/area.
3. All other procedures as described above will be followed for dispersal of the demonstrators.

TAB XII: TERRIORISM − Preparing for the Unexpected

Terrorism refers to the political use of violence or intimidation. Devastating acts, such as terrorist attacks (bombings, explosions, chemical/biological attacks, mass destruction, etc.) may raise uncertainty about what might happen next, increasing stress levels. Nevertheless, there are things you can do in preparation for the unexpected in order to reduce stress levels now and in the event of an emergency.

What could happen as a result of terrorist attack?

The following things can happen after a terrorist attack:

- There can be a significant number of casualties and/or damage to building and the infrastructure. Therefore, employees need to update information about any medical needs you may have and on how to contact your designated beneficiaries.
- Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.
- Health and mental resources in the affected communities can be strained or even overwhelmed.
- Extensive media coverage, strong public fears and international implications and consequences can continue for extend time periods.
- Workplaces and schools may be closed, and there may be restriction on domestic and international travel.
- You and your co-workers or family may have to evacuate an area, avoiding roads blocked for your safety.
- Cellular phone systems will go out due to the overloading of the system and the resultant crash of the network
- Regular phones may be disrupted and a state emergency may result in 1/3 of your region's lines being turned off for periods of time so that system doesn't overload. Thus similar to rotating blackouts, only on the phone lines.
- Gas stations may be ordered to shut down in terrorist situations.
- Stores cannot process credit card/ATM transactions in situations of power failure.
- Clean up may take several months.

Suggestions for Early Preparation

- Ensure that you frequently refuel your vehicles and that they are always full with gasoline.
- Always carry cash and lower dollar bills; stash some cash in a secret spot in the car you use most often.
- Keep enough freshly bottled water on hand for one week. Municipal water systems may be at risk.
- Have your pantry stocked with one week's supply of simple foods that don't require cooking.
- Have a portable emergency kit in a large duffel bag obtaining the above items, should you ever need to be evacuated
- You should include a week's supply of the following essential items in the duffel bag:
    - Medicines

- Toilet paper
- Toothbrushes and Toothpaste
- Hand sanitizer,
- Water/food
- Flashlights
- Portable radios
- Plenty of batteries
- Pen and paper
- Whistle
- Rope & Duct tape
- Blankets
- General toiletries
- Anything else you thing you would need for one week

All of he items can fit into one large duffel bag for a normal sized family.

- Make sure you have the appropriate carriers for your pets and plan for extra water and food for them. It is a good idea to buy a small bag of food for them and store it with that emergency duffel bag
- Also, store leashes/collars, and extra water.

TAB XIII: EVACUATION (refer to Appendix C for evacuation Procedures for UMES buildings)

If local authorities ask you to leave your home or workplace, they have a good reason to make the request, and you should heed the advice immediately. Listen to your radio or television and follow the instructions of local emergency officials and keep these simple tips in mind:

- Wear long-sleeved shirts, long pants and sturdy shoes so you can be as protected as much as possible.
- Take your disaster supplies kit.
- Lock your home if at your place of residence.
- Utilize travel routes specified by local authorities − don't use shortcuts because certain areas may be impassable or dangerous.

Listen to local authorities. Your local authorities will provide you with the most accurate information specific to an event in your area. Staying tuned to local radio and television, and following their instructions is you safes choice.

If you're sure you have time:

- Call your family contact to tell them where you are going and when you expect to arrive.
- Plan to take your pets with you; do not leave them behind. In emergency situations, they know something is wrong and get scared easily and may try to run away. For some shelters pets are not permitted, follow your plan to go to a relative or friend's home, or find a "pet-friendly" hotel or shelter
- Shut off water and electricity before leaving, if instructed to do so. Leave nature gas service on unless local officials advise you otherwise. You may need gas for heating and cooking, and only a professional can restore gas service in you home once its been turned off. In a disaster situation it could take weeks for a professional to respond.
- Stay away from downed power lines.

Sheltering in place

If local officials advise you to "shelter in place", what they mean is for you to remain inside you home or office and protect yourself there. Close and lock all windows and exterior doors. Turn off all fans, heating and air conditioning systems. Close the fireplace damper. Get your disaster supply kit, and make sure the radio is working. Go to an interior room without windows and that's above ground level. In the case of chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed. Using duct tape, seal all cracks around the door and any vents into the room. Continue listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in you community.

Positive steps to take

Another useful preparation includes learning some basic first aid. To enroll in a first aid and CPR course, contact your local American Red Cross chapter. In an emergency situation, you need to

tend to your own well-being first and then consider first aid for others immediately around you, including possible assistance to injured individuals evacuate a building if necessary.

People who may have come into contact with a biological or chemical agent may need to go through a decontamination procedure and receive medical attention. Listen to the advice of local officials on the radio or television to determine what steps you will need to take to protect yourself and your family. As emergency services will likely be over whelmed, only call 911 about life-threatening emergencies.

APPENDIX A

FIRE EXIT DRILLS – RESPONSIBLE INDIVIDUALS

Evacuation drills will be scheduled, conducted and recorded by the Safety Director in conjunction with the Building Manager. Procedures for planning, scheduling, conducting, critiquing, recording and reporting fire drills are outlined in Appendices E, F, and G.

BUILDING MANAGER AND ALTERNATES

1. Building Manager for [Building Name]
   Name
   Title
   Physical Location (room number)
   Phone number
   E-mail Address

2. Alternate for the Building Manager
   For each alternate include the following information:
   Name
   Title
   Physical Locations (room number)
   Phone number
   E-mail Address

EVACUATION WARDENS

For each Evacuation Warden, list the following:
Floor Area
Name
Phone Number

FIRST AID CONTACTS

For each assigned or volunteer contact for First Aid and CPR, list the following:
Name
Room Number
Phone Number

APPENDIX B (Optional)

UNUSUALLY HAZARDOUS LOCATIONS AND KEY LABORATORY PERSONNEL

The following areas have been identified as unusually hazardous locations. The first responsibility in case of an emergency is getting yourself to safety. If time permits, it is recommended that all hazardous processes, gas and power in these areas be shut down by the operator before evacuation the building.

List unusually hazardous locations and who the Principal Investigator and lab contacts are for each location and how to contact them.

List Effective this Date: _____

ROOM	PRINCIPAL INVESTIGATOR	LAB CONTACT	HAZARD(S)

APPENDIX C

BUILDING EVACUATION PLANS

The evacuation plans should be used as a guide in developing evacuation procedures for all building occupants. Evacuation routes should be available for review by employees and posted at various locations. Contact EH&S's Section, at(410) 651-6652, for building evacuation floor plans or assistance in identifying assembly points.

Fire exit drills are necessary to refine the evacuation procedure.

A. EVACUATION PLANS

The floor plans identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

B. ASSEMBLY POINTS

Establish inside and/or outside assembly points for your building. Indicate each floors designated assembly points(s) on or below the floor plan.

1. Inside Assembly Points

a. If occupants work on floors above grade and,
b. If the building is designed for partial evacuation (i.e. only fire floor and floor above alarm), then
c. Occupants should have an inside assembly point below their floor of origin

2. Outside Assembly Point

The assembly point should be an open area away from the building and out of the way of responding emergency personnel. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed. There may be more than one assembly point depending on the size of the building and the location for the exits.

University evacuation plans will be determined as needed based on the type and location of the crises.

APPENDIX D

EMERGENCY EVACUATION FOR PERSONS WITH GENERAL DISABILITIES

This Appendix provides a general guideline for evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building emergencies. Faculty, staff, students and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructor, Disabled Student Services, or Environmental Health & Safety about evacuation plans for buildings.

Most UMES buildings have accessible exits at the ground level floor that can be used during an emergency. In the buildings like Carver Hall or Kiah Hall people can move into the unaffected wings of the building rather than exiting. However, in most building people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings, are automatically recalled to the ground floor.

EVACUATION OPTIONS

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have for basic evacuation options.

- **Horizontal Evacuation:** Using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- **Stairway Evacuation:** Using steps to reach ground level exits from the building.
- **Stay in Place:** Unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing ext. 3300 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
  The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is no nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.
- **Area of refuge:** With an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notifies the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise building, and open-air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit sitars, and pressurized elevator lobbies. Many campus buildings feature

fire rear corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying Areas of Refuge, call EH&S, Fire Safety at (410) 651-6652

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the local Fire Department (LFD). The LFD will tell the individual their decision or relay the information via the UMES Police Department.

DISABILITY GUIDELINES

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired – Wheelchair:** Person using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarms sound. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell LFD or campus Police the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at ext. 3300 with their present location and the area of refuge they are headed to.

  If the stair landing is chosen as the area of refuge, please not that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

  Stairway evacuation of wheelchair users should be conducted by trained professionals (LFD). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.
- **Mobility Impaired – Non-Wheelchair:** Persons with mobility impairments, who are able to walk independently, may be able to negotiate stars in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.
- **Hearing Impaired:** Some buildings on campus are equipped with fire alarm strobe lights. However, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency hearing situations. Emergency instructions can be given by writing a short explicit not to evacuate.

  Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodation should contact Disability Services Office.
- **Visually Impaired:** Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different form the commonly traveled route, persons who are visually

impaired may need assistance in evacuation. The assistant should offer their elbow to the individual with a visual impairment and guide him/her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

APPENDIX E

PROCEDURES FOR PLANNING AND SCHEDULING FIRE DRILLS

A. PREPARATION

1. Meet with Safety Director and Building Manager to:

a. Review procedures, duties, evacuation routes as outlined in the plan.
b. Determine who will participate in the drill.
c. Confirm participants are familiar with the plan
d. Establish a date and time for drill that is convenient but assure appropriate participation

2. Notification and Technical Assistance

a. Call Physical Plant's Worker Controller at (410) 651-6140 to arrange for a technician to activate the alarm system and reset it after the drill.
b. Notify campus Police of the time and date of the drill.
c. For assistance in conducting and critiquing the drill, notify EH&S Safety at least one week in advance at (410) 651-6652.

3. Publicize Drill Event to Building Occupants

Approximately three days before the drill post notices in conspicuous locations informing all occupants of the time and date of the drill. Notification via e-mail and other means is also encouraged.

B. DAY BEFORE DRILL

1. Prepare any Special Props for the Drill (Optional)

a. Cardboard flames of balloon for location of fire.
b. Cardboard smoke barriers to indicate blocked corridors and/or stairways.

2. Confirm Responsibility Roles with Players

a. Building staff (Building Manager and Evacuation Wardens).
b. Plant Operations – to activate the alarm system.
c. EH&S Fire Safety or other third party observer (Optional).
d. Public Safety-to participate and assist with evacuations

APPENDIX F

BUILDING PROCEDURES FOR CONDUCTING, CRTIQUING AND RECORDING FIRE DRILLS.

A. CONDUCTING THE FIRE DRILLS

1. Participation

The state, local and campus codes require that all employees train a sufficient number of persons to assist in safe and orderly emergency evacuation of employees. To meet this requirement and satisfy public safety for all faculties, staff, students and visitors, University buildings must conduct a fire drill that will include the participation of all the building occupants. It is recommended that annual drills be conducted during the Fall and Spring semesters, to orient new faculty, staff and students as soon as possible. Drills may be conducted at any time, as required, and may also be unannounced.

2. Alarm Activation and Evacuation

a. Special props, if used, should be installed just prior ot activating the alarm.

b. A building wide alarm will be initiated by Plant Operations personnel upon request of the Safety Director and Building Manager. An "all call" announcement indicating that this is a drill will be made prior to activation of the speakers and strobes as follows:

> "A building wide fire drill will commence in the next few minutes. This only a drill but it requires fill participation. If you are unfamiliar with fire drill procedures, please ask your colleague or other building occupant about them"

c. Evacuation of all occupants should follow in accordance with established procedures (see Appendix C.)

d. Evacuation Wardens must report to their area of responsibility

B. CRITIQUING THE DRILL

The following should be verified by the Safety Director and Building Manager:

- Evacuation Wardens responded to assigned floor or area and performed assigned duties.
- Staff could hear clearly and respond to assigned floor or area and performed assigned duites.
- Evacuation Wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Building Manager.
- Persons with disabilities were accounted for and helped.
- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an evacuation assembly point where applicable.
- Occupants who exited did not reenter prematurely.

C. RECORDING THE DRILL

- The Safety Director will summarize critique comments and initiate appropriate follow up items that need improvement.

- The Safety Director will complete and distribute the Fire Drill Report Form.

APPENDIX G

ASSEMBLY OCCUPANCIES PROCEDURES FOR CONDUCTING, CRITIQUING AND RECORDING FIRE DRILLS

A. CONDUCTING THE FIRE DRILL

1. Participation

Local fire codes require employee (event staff) of public assemblies, to participate in fire drills or related activity at least every semester (not to exceed 120 days). Patrons are not required to attend or participate. To meet this requirement:

a. Every semester or prior to the event for athletic and other seasonal events, the building Emergency Coordinator, or appointee, will meet with event staff to conduct a drill or exercise to review employee procedures and duties.

b. A drill, exercise or orientation will be performed whenever there is a change in staff, building/exit configuration, or other substantive change.

2. Set up and Alarm Activation

a. Special props, if used, should be installed just prior to performing the drill.

b. An assembly drill may be performed at the same time as a comprehensive building fire drill, or independently. If conducted as part of a larger building drill using the fire alarm system, Plant Operations personnel must first bypass the fire alarm panel so the fire Department does not respond to an activated system alarm system. If the drill is performed independently, activation of the alarm system may not be possible without disrupting the balance of the building. In this case, the audible alarm may be simulated.

c. Staff, ushers, stagehands, and other associated staff should report to their area of responsibility. Requesting a small number of other persons to simulate patrons may be helpful in making the drill more realistic

3. Evacuation Procedures

The following procedures should be simulated as practical for fire drills:

a. As the alarm sounds, or upon instruction, begin evacuation. Staff, ushers and stagehands should promptly assist patrons and players from the facility in a safe and orderly fashion.

b. Keep people moving calmly, yet quickly no one should be allowed to run. Assist those individuals with special needs.

c. Use all exits. Prop exterior doors open to help facilitate evacuation Outdoor lighting will encourage and help speed the evacuation of patrons.

d. Keep patrons informed of the situation. Have a prepared evacuation message to help convey appropriate evacuation instruction and take pressure off staff.

e. Instruct people to move away from the building to a predetermined evacuation assembly point.

f. Prevent people from re-entering the building. (Patrons may re-enter the building only after building has been declared safe by the Fire Department.) **Silencing the alarm should not be considered an all-clear signal.**

g. Meet the Fire Department. The Building Manager or event designee should meet the arriving Fire Department to inform them of the situation and assist them as needed.

h. Account for personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

B. CRITIQUING THE DRILL

The following should e considered in evaluating the drill:

- Did staff know the layout of the building?
- Did staff respond promptly as outlined above?
- Were all exits used?
- Is staff familiar with how to activate the fire alarm system?
- Is staff familiar with the evacuation procedures specific to this facility?
- Were all occupants accounted for?
- Is staff familiar with how to notify emergency services?
- Was s a prepared evacuation statement read or available?
- Was the alarm audible?

C. RECORDING THE DRILL

The Emergency Coordinator will complete and distribute the Fire Drill Report Form, record performance using critique questions above and on the form, and initiate appropriate follow-up for items that need improvement.

APPENDIX H

CLASSROOMS AND TEACHING LABORATORIES EMERGENCY PROCEDURES FOR FACULTY, LECURES, AND TEACHING ASSISTANTS

INSTURUCTOR'S RESPONSIBILITY

"Because of the personal nature of safety performance, everyone with supervisory responsibility will be expected to directly participate in the supervision of programs to assure that safe working conditions are maintained. Faculty and staff shall be directly responsible for their own safety, for the safety of students and employees under their supervision; and for the safety of their fellow employees. This responsibility can neither be transferred no delegated. Supervisors shall provide training for accident prevention as necessary, for those working under their direction"

Consistent with this order, instructor must:

- Provide his/her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar. Please not the posted information for "Classroom Emergency Procedures"
- Know how to report an emergency form the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

SUPPLEMENTAL INFORMATION

As an instructor, what I need to know about Emergency Preparedness?

Every University department and unit should have a written Emergency Plan covering specific procedures for their facility and employees. These plans will cover events such as: fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.

The "Instructor" is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae, he or she must be prepared for emergencies.

1. **EVACUATON ROUTES –** The University is in the process of posting floor plans on building walls showing evacuation routes. Check your classrooms(s) to see if the plans are posted. If you have trouble finding copies of the floor plan, call EH&S at (410) 651-6652.
2. **EMERGENCY ASSEMBLY POINTS –** After the class leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be documented. This "safe area" will be designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury form the emergency. Evacuation routes in most University buildings lead the occupants out the building. However, in some buildings the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These buildings may have Emergency Assembly points for both inside and

outside the building. Look on the building evacuation route floor plans for the designated Emergency Assembly Points.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the student's seated next to them are at the assembly point. You must also account for persons with disabilities (See Below).

3. **EVACUATION FOR PERSONS WITH DISABILITIES** – If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to person with disabilities:
    - **Horizontal Evacuation** to outside or another building, if available**.**
    - **Stairway Evacuation.**
    - **Stay in place** unless danger is imminent.
    - **Area of Refuge** if available
    - **Elevators cannot be used during an emergency evacuation!**

See the Campus Health and Safety Emergency Evacuation for persons With Disabilities for additional information.

4. **REPORTING TO SAFETY DIRECTOR** – After exiting and accounting for students, the Building Manager will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge. Note: Campus Police will relay information to emergency crews on evacuation status.
5. **FIRE ALARMS** – Fire alarms will sound a slow WHOOP and include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the alarmed area according to the evacuation plan. **Everyone Must Evacuate Immediately!**
    - Procedures that may be hazardous if left unattended should be shut down.
    - Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.
6. **EARTHQUAKES** – Most of the injuries that occur during earthquakes are caused by interior items falling on the building occupants, such as books from shelves, light fixtures, ceiling tiles and office equipment. Consequently, the first thing to do during an earthquake is to have everyone drop to the floor, **cover** their head, and **hold that position.** After the shaking stops and if there is building damage, tell the class to collect their possessions calmly and evacuate the building to the Emergency assembly Point. Caution them to watch for brick and other exterior building materials that may have been knocked loose by the earthquake. (See Tab X.)

Procedures that may be hazardous if left unattended should be shut down!

7. **TORNADOES, HURRICANES AND/OR SNOWSTORMS** – (see Tab X.)
8. **HOW TO REPORT AN EMERGENCY** – Check each classroom, lecture hall, or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station, and the nearest fire extinguisher.
    a. Fire –Activate Fire Alarm Pull Station, and if possible, Call ext. 3300

b. Health/Police Call ext. 3300
c. Hazardous Material Spill Call ext. 3300
d. Facility or Utility Failure Call ext. 6652

What emergency Preparedness materials should I have with me at class?

- Roster
- Important telephone numbers (in addition to emergency numbers):

Department Chair's Phone Number _____
Classroom Services Phone Number _____
Student Affairs Phone Number

_____
Other Phone Number, as appropriate _____

CLASSROOM EMERGENCY PROCEDURES

1. When you hear the **fire alarm…**

- Everyone should calmly collect their coats and books and exit the classroom. Lecture hall, or laboratory. Please turn off the gas supplies in laboratories.
- Leave the room/lab and go to the nearest building exit. Know the location of alternate exits. *** Elevators cannot be used during a fire alarm!**
- Go to the Emergency Assembly Point (See the posted floor plan in the exit corridors). Exception: Persons with disabilities may choose to remain in place or report to an area of refuge.

2. When there is a **power outage…**

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
- If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

3. If there is an **earthquake…**

- **Drop and Cover** you head for protection from material that might fall from the ceiling or walls.
- After the shaking stops, calmly evacuate the building. Plans can be found posted on walls.
- **Note:** Additional information on emergency procedures, evacuation routes, and floor plans can be found posted on walls.

APPENDIX I

PERFOMING SAFETY INSPECTIONS

"To determine whether work areas meet the General safety and Health Standards and Occupational Health Standards, departments, should conduct regular, thorough inspections to evaluate work conditions and work practices. These inspections should be held at regular intervals to insure continuing compliance with standards. Contact EH&S at (410) 651-6652 for assistance.

Even if safety inspections were not strongly recommended, they are an excellent way for the department to reference the commitment to safe work practices, provide practical training in safety awareness and minimize hazards at the worksite. These inspections provide a systematic method for involving supervisors, employees, safety coordinators, and/or safety committees in the process of elimination workplace hazards.

Types of Safety Inspections
There are several ways to perform safety inspections of a workplace, task or job. The most popular ways include using checklists, general knowledge, and risk mapping. To be effective, safety inspections must be individualized or tailored to meet the needs of a specific worksite, task or job.

♦Safety Checklist Inspections
A checklist is very good for the regular inspection of specific items. However, they may not be as useful in identifying previously unrecognized hazards.

Many different checklists are available from a variety of sources. Unfortunately, since these ready-made checklists are generic, they rarely meet the needs of a specific workplace, task or job; however, you may find them useful to inspect a part of your area. For instance, the owner's manual for a table say may have a checklist that works perfectly for inspecting the saw in a department shop. Taking parts of several ready-made checklists and putting them together may be an easy method of beginning the development of your customized checklist.

There are three sample checklists: on for offices, one for general work areas, and one for laboratories available in Developing Department Health and Safety Plans section. These are only examples. They will need to be modified to fit your specific work areas, task or jobs.

♦General Knowledge Safety Inspections
Another way to conducting inspections is to use the information you have in your head and just walk around looking at what is going on. You do not use a pre-made checklist for this type of inspection. This method keeps you from getting stuck looking at the same things every time. However, the effectiveness of this inspection method is dependent on the individual's level of knowledge about workplace related safety practices. It is important to document the results of the inspection and any action taken in resolving or addressing safety hazards.

♦Risk Mapping Safety Inspections

The third inspection method is called risk mapping. It is a good method to use at a safety meeting where everyone there is familiar with the workplace or process. This technique uses a map/drawing of the workplace (like a floor plan) or a list of steps in a process. People in the group then tell the leader the hazards they recognize and where they are located n the workplace or process. The leader uses different colors or symbols to identify different types of hazards on the map or list of steps. This type of inspection is valuable for involving all employees in identifying and resolving safety hazards. There is an example of Risk Mapping at the end of this document.

What should you include in your inspections?

When you do your inspections make sure you are looking at your entire operation's safety program. Remember to evaluate:

- Process
- Tools and equipment (some will require a different inspection before each use)
- Chemicals
- Worksite environment
- Employee training
- Personal protective equipment
- Emergency plans

How often should you do inspection?

Giving a recommendation on the frequency of inspections is difficult. The frequency is very dependent on how often things change and on the hazard level of the worksite. Perhaps the best method is to begin with frequent inspections until there have been several inspections where no new hazards are found and then reduce the frequency. However, if you are always finding items that need work, you can decrease the frequency. Safety inspections should be conducted at least every six months.

Who should do the inspections?

It has to be someone who is familiar with the workplace, task or job. The best way is to have a supervisor and an employee form the area inspect together.

What should you do with your inspection findings?

You have to follow up on your findings. It does little good to do inspections if nothing gets corrected. Someone should be assigned to develop a correction for each problem that was found. Attaching a deadline for the correction of each problem is helpful. Don't let corrections get drawn out.

Review your inspection reports for trends is the problem showing up again and again? There may be something that encourages this problem to exist. That also needs to be addressed.

Resources

The following are some resources that are commonly used in developing effective safety inspection procedures:

- Suggestions from supervisors and employees

- Reviewing the types of accidents/incidents that have occurred in the past and in departments at UMES peer institutions
- Reviewing applicable State and Federal Safety Standards and UMES Operations Policies and Procedures
- Suggestions from EH&S
- EH&S will conduct a departmental review, a walk-through, and customize the generic checklists upon request (410 651-6652). This friendly service is designed and meant to help departments in recognizing risks and evaluating the workplace. A team of EH&S professionals will visit some or all sites as agreed upon.

Remember, the inspection is not your goal. A safe working environment is! This just one tool used to get you there

SAMPLE RISK MAPPING

First develop a symbol/color key for the same hazards. Collecting hazards into groups like the ones below simplify the mapping process. Next review the worksite map or the process steps and mark the hazards.

Risk Mapping Group

Physical Hazards Examples (Color) (Symbols: triangle, square, diamond etc.):
- Noise
- Heat
- Ventilation
- Light
- Machines
- Vibrations

Ergonomics Examples (Color) (Symbol):
- Positions
- Loads
- Efforts
- Fatigue
- Repetition

Chemicals Examples (Color) (Symbol):
- Dust
- Liquids
- Gases
- Mists
- Vapors

Stress Examples (Color) (Symbol):
- Shift work
- Over-supervision
- Responsibility
- Lack of control

Other Example (Color) (Symbol):
- Germs
- Radiation

APPENDIX J

UMES EMERGENCY EVACUATION PHASES

The following phases will be followed in the event of a major or wide scale emergency on campus:

PHASE I
The Campus Alert System will be activated by the University Police for notification of an impending disaster, event or situation that requires (1) shelter or (2) total evacuation of the campus community. The UMES Emergency Operations Center (EOC) will be set up to direct the shelter or evacuation process.

Building Coordinators will ensure the evacuation by implementing the Fire Evacuation Plan. Specific guidance will be provided through emergency evacuation procedures.

PHASE II
All Students, staff, faculty and visitors will evacuate to the primary shelter located in the William P. Hytche Arena or the secondary shelter located in the Student Service Center's ballroom, as designated, for disasters that do not require total campus evacuation.

In the event that a total campus evacuation is required, the UMES community will be directed to **fallout shelters** located in the local community, such as churches, high schools and the civic center. However, if time or the situation allows, the UMES students, staff, faculty and any visitors will be bused to the Salisbury University campus to be sheltered the Universities gymnasium. UMES police and local law enforcement officials will assist in controlling traffic flow.

PHASE III
Once in the shelters, the shelters will be set up in accordance with the UMES Emergency Evacuation Plan procedures. Each shelter should be stocked with water, food first aid kits, tools, supplies, sanitation items clothing and bedding supplements, in addition to special items, depending on the shelter location.

Shelter Preparation – To prepare shelters, the following supplies and equipment are required:

Water

- Store water in plastic containers such as soft drink bottles or buy one-gallon containers of water.
- Store one gallon of water per person, per day, for minimum three-day period.

Food

- Store at least a three-day supply of non-perishable foods that do not require refrigeration, cooking, and a lot of water or lengthy preparation period.
- Such items might include ready-to eat canned meats, fruits and vegetables, canned juices, peanut better, jelly, trail mix, and staples (sugar, salt, pepper).

- Do not forget foods for individuals with special needs such as those on special diets

First Aid Kits

- Sterile adhesive bandages
- Scissors
- Tweezers
- Needles
- Moist towelettes
- Antiseptics
- Thermometer
- Petroleum Jelly
- Cleanser/soap

First Aid Kits (continued)

- Aspirin/pain reliever
- Assorted sterile gauze pads
- Antacid
- Laxative

Tools and Supplies

- Paper cups, plates and plastic utensils
- Battery operated radio and extra batteries
- Flashlight and extra batteries
- Non-electric can opener and utility knife
- Pliers
- Tape
- Signal fares
- Needles & Tread
- Wrench
- Map of the area
- Aluminum Foil
- Screw Driver
- Hammer

Sanitation

- Toilet paper
- Soap
- Personal hygiene items
- Plastic garbage bags with ties
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

Clothing and Bedding

- Include at least one complete change of clothing and footwear per person.

- Blankets/sleeping bags
- Sunglasses
- Sturdy shoes/work boots
- Rain gear

Special Items and Equipment

Remember, some individuals might need special items such as:

- Powdered milk
- Prescription medications, insulin, denture needs, extra eyeglasses and/or contact lens supplies
- Medical equipment or aids such as respirators, etc.

REMINDER: **General sheltering instructions will be provided by the UMES Environmental Health and Safety Manager.**

APPENDIX K

MEDIA KIT

EMERGENCY COMMUNICATIONS

Telephone
The campus telephone system will be used to the extent possible. In case of system failure or a power failure, Campus phones will not function. Cellular telephones can be utilized and as an alternative in some buildings are the emergency single-line phones, which could function in a power outage.

The building fire alarm system is continuously monitored for alarm by a contacted service and, in a back up capacity, by the Campus Police Department's Communication Center. All alarms result in an automatic response by local Fire Department, UMES Police, and Facility Services' On Call Unit.

Staff Coordinator for room set, access and services
Coordinator of Community Relationsx7580

For On-site Media
Media Headquarters will be located in the Henson Center. Written materials (e.g. news releases, updates on the emergency) will be provided here to credentialed members of the media. The staff coordinator will be responsible for providing access to a telephone and two laptops.

FOR FAMILIES, FRIENDS OR VICTIMS
If the emergency involves injuries or fatalities, the lobby of the Henson Center or other assigned space will be used for family and friends for victims. It will be sequestered and off-limits to all media. The staff coordinator for this site will be responsible for providing, to family and friends, information as it develops regarding the condition of emergency victims and other assistance as needed.

PERSONAL UNJURY/DEATH COMMUNCIATION POLICY

- The UMEs office of community Relations and its assigned spokesperson are the only parties authorized to release the names of injured or deceased persons.
- The names of injured or deceased person will not be released until after next-of-kin are notified.
- After notification or next-of-kin, the Office of Community Relations and its assigned spokespersons will immediately release names of injured or deceased persons.

NEWS RELEASE

Include:
- Nature of the emergency
- Where, when it happened

- UMES's official response to the emergency
- Measures taken to contain it
- Physical extent of the emergency (number employees injured of deceased, property damaged)
- Plans to return to normal operation
- After Families have been notified, names of injured and/or deceased
- Names and phone numbers of persons to contact for more information

Do Not Include:
- Speculations of any kind
- Attempts to fix blame for the emergency
- Identification of a specific cause of the emergency
- Monetary estimates of damages

BACKGROUND STATEMENT

Include:
- Brief factual summary of events
- Guidelines for employees' discussion of event with external audiences
- Name of contact in Office of Community Relations for more information

NEW CONFERENCES

News conferences should be used only in those situations in which the information to be disseminated is significant and must be communicated quickly and efficiently to a large number people at the same time. In severe emergencies that are protracted, result in large numbers victims or fatalities, or deceased, or involve massive property damage, it may be necessary to conduct news conferences as frequently as every hour.

Include:
- Coordinator of Community Relations, designated spokesperson, other UMES staff depending upon the nature of the emergency.
- Media kit-including new release(s), fact sheet(s), copies of statements by speakers at new conference, biographical information of speakers.
- Media List and follow-up distribution of media kit to those who did not attend news conference.

POST-EMERGENCY FOLLOW-UP

Responsibility for communication with key audiences does not end with the crisis. It may be necessary to update those audiences for days, weeks, even months after a crisis, depending upon its severity.

Media:
- Communication updated on progress toward restoration to normal operations.

Employees, Immediate Community:
- Distribute to home addresses at least one new update (from the president) on progress toward restoration of normal operations.

Evaluation: As soon as possible after the event, assess the plan, how it was implemented, the outcomes, and make recommendations to revise the plan accordingly, if appropriate.

The success of this plan necessitates that the University maintain a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergency situations. This is accomplished through a carefully planned and a continuous program of training, drills, and exercises.

APPENDIX L
IT COOP/DISASTER RECOVERY PLAN

The IT COOP/Disaster Recovery Plan shall be maintained as a separate document.

APPENDIX M
UMES PANDEMIC FLU PLAN

The UMES Pandemic Flu Plan shall be maintained as a separate Document. Refer to related plan.

APPENDIX N
UMES HAZARD MITIGATION PLAN
October 2021

The UMES Hazard Mitigation Plan shall be maintained as a separate document. Refer to related plan.

APPENDIX O
EMERGENCY NOTIFICATION PROCEDURES

UMES Emergency Preparedness Plan and Campus Emergency Procedures Guide pamphlet govern the university's response to a potential hazard and/or emergency on campus. They also provide details about evacuation, emergency sheltering, lockdown procedures or other actions in response to a campus emergency.

I. CONFIRMATION OF EMERGENCY. Whatever the situation, the Department of Public Safety, the President and the Vice President for Administrative Affairs (or in their absence, their designees) will take the lead in confirming, as quickly as possible, if the critical incident requires an immediate or urgent emergency response and notification. Any one of them may confirm the existence of a critical incident requiring an emergency response and notification. The following factors will be considered in making this determination:

- Building Evacuation
  Individual buildings on campus should be evacuated when conditions are safer outside than inside the building. This may include fires, HAZMAT incidents and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, and any other situations in which emergency personnel direct evacuation.

- Campus Evacuation
  The entire campus should be evacuated when conditions are safer away from than on the campus. Depending on the circumstances, this may include any of the situations noted above for building evacuation, as well as approaching severe weather conditions or emergencies affecting a large area of the campus or surrounding area.

- Lockdown
  The campus should be locked down to protect community members from potential dangers in particular buildings, on campus generally, or in the adjacent areas. This may include criminal or violent acts committed on campus or in the areas adjacent to campus.

- Shelter in Place
  Sheltering in place should be implemented when conditions are safer on campus and inside campus facilities/buildings, than outside of buildings. Examples are: severe weather such as tornado watch and warnings, severe lightening storms, hurricane threats; certain hazmat emergencies, civil disorder, and nearby hostage or terrorism incidents.

II. NOTIFICATION OF EMERGENCY

- An **IMMEDIATE** Notification to the campus will be made when the Director of Public Safety (or designee), the President (or designee), or the Vice President for

Administrative Affairs (or designee) has confirmed that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff has occurred on the campus or is imminent. The Director of Public Safety and other trained personnel are authorized to issue the Immediate Notification.

These individuals have authority not to issue an IMMEDIATE Notification if issuing the message will in their professional judgment, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Any authorized individual that decides not to issue the alert must notify and consult with the Director of Public Safety or designee. The Director of Public Safety or designee shall have final authority whether to issue an IMMEDIATE alert.

- An **URGENT** Notification to the campus will be made when the Director of Public Safety, the President, or the Vice President for Administrative Affairs has confirmed that an emergency situation may pose a threat to life, safety or security of campus community.

  These individuals have authority not to issue an URGENT Notification if issuing the message will in their professional judgment, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Any individual that decides not to issue the alert must notify and consult with the Director of Public Safety or designee. The Director of Public Safety or designee shall have final authority whether to issue an URGENT alert. Examples are: National Weather Service notices for severe weather warnings or watches that might affect the UMES campus in the near term, a forest fire emergency where a sudden change in wind direction could place the UMES campus in danger, a 72 hour notice of a Category III or greater hurricane and a greater than 90% probability of making landfall in Somerset County, Maryland.

- A **STATUS UPDATE/ALL CLEAR** is made when there is new information or instructions for the campus community; the update could advise of changes in status regarding the incident or provide additional information and actions to be taken to increase the campus protective actions. An All Clear Notification indicates that the emergency has been contained. The Director of Public Safety, the President, or the Vice President for Administrative Affairs is authorized to issue STATUS UPDATE/ALL CLEAR notifications.

- **TRAINED PERSONNEL** include the following positions:

  - Director of Public Safety
  - Assistant Director of Public Safety
  - Public Safety Supervisors
  - Vice President for Administrative Affairs

LEVEL	AUTHORIZED BY	ISSUED BY	SYSTEMS ACTIVATED
IMMEDIATE	• Director of Public Safety • President • Vice President for Administrative Affairs • Designees of the above individuals	Director of Public Safety or other trained personnel	• Text messaging • E-mail • Emergency Notification Siren and Public Address System • College website • Door-to-door contact • UMES Closed Circuit TV Monitors
URGENT	• Director of Public Safety • President • Vice President for Administrative Affairs Designees of the above individuals	Director of Public Safety or other trained personnel	• Text messaging • E-mail • Emergency Notification Siren and Public Address System • College website • Door-to-door contact • UMES Closed Circuit TV Monitors
STATUS UPDATE/ ALL CLEAR	• Director of Public Safety • President • Vice President for Administrative Affairs Designees of the above individuals	Director of Public Safety or other trained personnel	All systems listed above.

III. TESTING OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES

On an annual basis, the Office of Public Safety will conduct tests of the college's emergency procedures. These will include the following:

- Unannounced fire/evacuation drills in all occupied buildings on campus.
- Announced tests of its emergency communication systems, including the Text Messaging and the Emergency Notification Siren and Public Address system.
- Other tests that may be announced or unannounced, including evacuation and shelter-in-place drills.

The Department of Public Safety will be responsible for publicizing campus emergency notification, response and evacuation procedures in conjunction with at least one test per calendar year; and documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

The Physical Plant will be responsible for all announced and unannounced fire drill evacuations for the UMES campus.