

**The Universities at  
Shady Grove  
EMERGENCY PREPAREDNESS PLAN  
and related  
POLICIES AND PROCEDURES**



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## The Universities at Shady Grove MODEL EMERGENCY PREPAREDNESS PLAN

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## **INTRODUCTION**

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The University of Maryland at Shady Grove Emergency Preparedness Plan (EPP) identifies the University's emergency planning, organization, and response policies and procedures. The plan also addresses the integration and coordination with other governmental levels when required.

This plan is based on the functions and principles of the Incident Command System (ICS), which is based on the National Incident Management System (NIMS), and identifies how the University fits in the overall ICS structure.

The plan addresses how the University will respond to extraordinary events or disasters, from preparation through recovery. In addition the plan will contain policies and procedures governing a variety of occurrences. The Universities at Shady Grove Emergency Preparedness Plan (EPP) will be approved by the Executive Director of the campus.

The Universities at Shady Grove (USG) is a unique campus that provides non-traditional educational opportunities for its students. This non-traditional approach must also be applied to its Emergency Operations Plans. USG does not have the traditional infrastructure and services offered by most campuses such as environmental safety, police, resident housing, dining services, etc.... USG must rely on services provided by Montgomery County such as police, fire, and emergency medical services. Therefore the EPP is designed to allow flexibility in its application, frequently asking staff members to be multifaceted in their responsibilities during a crisis. The Security Director for the Campus will be responsible for maintaining the EPP and a record of all revisions.

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## **CONCEPT OF OPERATIONS**

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The University's response to an emergency is based on three phases:

- increased readiness;
- initial response and coordination with outside agencies; and
- recovery operations.

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific emergency situations. It is the responsibility of the Director of Administration and Financial Services and/or the Security Director to act as a liaison with other agencies who have responded to campus for an emergency. He/she will use USG resources to support the mission and goal of the responding agency while simultaneously coordinating efforts from University personnel. The facilities manager will support the Director of Administration and Financial Services in his/her efforts. The Director will report directly to the Executive Director and provide him/her with updates on emergency situations.

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### **Increased Readiness**

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*Triggers for  
readiness activities*

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the University will initiate actions to increase its readiness. Events that may trigger increased readiness activities include:

- issuance of a credible <sub>3</sub> long-term tornado prediction;

- receipt of a flood advisory or other special weather statement;
- receipt of a potential severe snow storm;
- conditions conducive to fires, such as the combination of high heat, strong winds, and low humidity;
- an expansive hazardous materials incident; and
- information or circumstances indicating the potential for acts of violence or civil disturbance.

*Examples of readiness activities*

Increased readiness activities may include, but are not limited to, the following activities:

- briefing of Executive Director and key officials or employees of the University on the situation;
- reviewing and updating of Emergency Operations Plan and related policies and procedures.
- increasing public information efforts;
- inspecting critical facilities and equipment and communications systems;
- warning threatened elements of the population;
- conducting precautionary evacuations in the potentially impacted area(s);
- mobilizing personnel and pre-positioning resources and equipment; and;
- establishing or activating staging areas.

**Initial Response and coordination**

University's initial response activities are primarily performed at the field response level, initially by the contracted security officers and USG staff members. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will first activate Montgomery County emergency services by calling 911, under **no** circumstances during an emergency situation should this step be delayed. Attempts can then be made to minimize the effect of the emergency while waiting for Montgomery County emergency services.

Examples of initial response activities include:

- making all necessary notifications to University administrators as soon as practical using the Notification Matrix (policy #1.010);
- disseminating of warnings, emergency public information, and instructions to the University;
- conducting evacuations;
- caring for displaced persons and treating the injured;
- restricting movement of traffic/people and unnecessary access to affected areas;
- identifying and locating the command post if one has been established and supplying the Executive Director with its location;

**Extended Response**

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. The University will use whatever resources are necessary to support outside agencies during this period.

*Examples of extended response*

Examples of extended response activities include:

- preparing detailed damage assessments;
- procuring requirement resources to sustain operations;
- documenting situation status;
- protecting, controlling, and allocating vital resources;
- restoring vital utility services;
- tracking resource allocation;
- conducting advance planning activities;
- documenting expenditures;
- dissemination of emergency public information;
- prioritizing resource allocation; and
- inter/multi-agency coordination.

**Recovery**

As the immediate threat to life, property, and the environment subsides, the rebuilding of the University will begin through various recovery activities.

Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the University.

*Examples of recovery activities*

Examples of recovery activities include:

- restoring of all utilities;
- applying for state and federal assistance programs;
- identifying residual hazards; and
- determining and recovering costs associated with response and recovery.

**TRAINING AND EXERCISING**

The Director of Financial and Administrative Services and the Security Director are responsible for ensuring USG staff and contracted security personnel receive appropriate training in responding to critical incidents. This training will include but is not limited too; on-line National Incident Management System (NIMS) course(s), CPR/AED training, and other applicable training.

In addition the Director(s) will facilitate a yearly exercise on campus involving response to a critical incident. This exercise will involve outside agencies such as the Montgomery County Police or Fire Department. A report on the exercise will be written and will become part of the manual (see appendix).

