

Policy Number: 1.009
 Name: Notifications/Emergency Contact List
 Approved: April 1, 2009

Employees of the Universities at Shady Grove will make timely notifications to appropriate personnel or organizations based on the type or nature of the incident. Not all necessary notifications for all incidents or situations are listed in the table below. Employees should use their best judgment in making notifications for incidents not listed and should always notify when in doubt. In most instances security personnel will be the first aware of an incident and are responsible for beginning the notification process, usually starting with 911 followed by the Facility Manager. The Facility Manager is then responsible for ensuring all proper notifications are made in a timely fashion.

Notification List

This Notification List is provided as a guide & is not intended to represent all notifications necessitated in all instances. In addition additional personnel not listed below may need to be notified depending on the situation/circumstance.

Legend

SP=Security Personnel **ED**=Executive Director **VPAF**=VP for Administration and Finance
FM=Facilities Manager **DA**=Director of Auxiliary Services **DSS**=Director of Student Services
DM=Director of Marketing **CIS**=Command Information Summary

Incident	SP	ED	VPAF	FM	DA	DSS	DM	CIS
Alleged serious misconduct by University personnel		X	X					
Assault involving weapon or serious injury (911 always)	X	X	X	X			X	X
Barricade or hostage situation (911 always)	X	X	X	X	X	X	X	X
Death (911 always)	X	X	X	X	X	X	X	X
Demonstration/Civil Disobedience/Strike (911 always)	X	X	X	X		X	X	X
Disaster/natural or otherwise (911 always)	X	X	X	X	X	X	X	X
Hate Bias Incident or sexual harassment (911, SP, and FM for hate bias)	X	X	X	X			X	X
Incident involving serious injury (911 always)	X	X	X	X				X
Fire (911 always)	X	X	X	X		X	X	X
Hazmat Incident (911 always)	X	X	X	X		X	X	X
Multiple incidents of any crime (911 always)	X	X	X	X			X	X
Power/phone/communication outage	X	X	X	X		X	X	X
Robbery (911 always)	X	X	X	X			X	X
Sex Offense/Rape (911 always)	X	X	X	X			X	X
Suicide Attempt (911 always)	X	X	X	X			X	X

Incident Response Team

In response to a critical incident the Executive Director may call together the Incident Response Team (IRT). This team is comprised of key personnel within the University who will be responsible for guiding the University through post crisis recovery. The team is comprised of the Executive Director, VP for Administration, Facilities Manager, Director of Auxiliary Services, Director of Marketing, Director of Student Services, Security Consultant/Director, and the Director of Planning. Meetings will be as needed.

Command Information Summaries (CIS)

A command information summary is an email generated once a critical incident is over. This email will contain the basic facts of the incident and may include but is not limited to; victim’s names and information, damage assessment, outside agencies involved, who and when individuals were notified, etc.... The Facilities Manager is responsible for sending a CIS to the members of the Incident Response Team (IRT).

Emergency Contact Information

Name	Cell	Home	Office	Email	Alternate
					Emergency
<i>Bucci, Joe</i>	301-300-6583	240-246-0510	301-738-6356	jbucci@umd.edu	
DeJesus, Alex	443-253-6679	301-829-1823	301-738-6349	adejesus@umd.edu	
<i>Dillon, Paul</i>	301-518-4909	410-203-2603	301-738-6119	Dillon@umd.edu	443-745-1951
<i>Dinicola-Wagle, Robyn</i>	240-687-0764	301-371-0563	301-738-6073	rdwagle@umd.edu	
<i>Edelstein, Stew</i>	301-461-1610	301-270-6486	301-738-6034	sedels@umd.edu	
<i>Lang, Mary</i>	703-864-3341	703-264-2458	301-738-6323	Mlang4@umd.edu	
<i>Lenz, Karen Jane</i>	301-938-5140	301-987-0876	301-738-6029	klenz@umd.edu	
Lupin, Kristin	240-398-6320	301-309-0754	301-738-6314	klupin@umd.edu	
<i>Mack, Columbus</i>	240-882-5213	202-582-3087	301-738-6302	cmack@umd.edu	202-494-1958
<i>May, Carl</i>	301-518-2954	301-947-8399	310-738-6069	Cmay1@umd.edu	301-855-0190
<i>Mitchell, Karen</i>	301-520-0582	301-469-7426	301-738-6319	kmitch@umd.edu	
Rader, Julia	240-793-6116	301-528-2170	301-738-6063	jrader@deans.umd.edu	
Sandberg, Alison (CARB)	703-930-9459	703-724-9072	240-314-6316	sandberg@umbi.umd.edu	
CARB Security	240-372-3197		240-314-6214	wschluss@umd.edu	
Saxton, Chris	240-603-8244	301-592-0063	301-738-6351	saxtonc@umd.edu	
Schlosburg, Russ	301-651-7117	301-916-8463	301-738-6317	rschlosb@umd.edu	
Schlossenberg, Bill	240-888-7391	301-340-9193	301-738-6113		
Security Desk	202-528-5656		301-738-6065		
Tiller, Andre	240-882-0229	301-947-8399	301-738-6355	atiller@umd.edu	
Wilson, Frank	301-367-1124	301-595-5760	301-738-6308	fwilson@mercury.umd.edu	

****Bold and Italics indicate member of the Incident Response Team (IRT)****

For instances where USG needs to communicate with System Administration during non-business hours, Ms. Janice Doyle from the Chancellor’s Office should be contacted.

Janice Doyle jdoyle@usmh.usmd.edu
 410-562-9778 (cell)
 410-451-1596 (home)