

**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 <sup>3</sup> 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 #1.009);
- 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 to; 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).



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# Appendix

## I. Letter of Promulgation

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Approval Date: April 1, 2009

To: Student's, Faculty and Staff

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. The Universities at Shady Grove has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan and related policies helps establish guidelines for emergency organization, assigning of tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Incident Command System (ICS).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the campus into an efficient organization capable of responding to any emergency. The plan will be reviewed and updated prior to each semester to address changes in the hazards our campus potentially faces.

The University Administration gives its full support to this plan and urges all students, faculty, and staff, individually and collectively, to do their share in the total emergency effort of the Universities at Shady Grove Maryland.

Stewart Edelstein  
Executive Director  
The Universities at Shady Grove

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

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

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

Policy Number: 1.010  
Name: Automated External Defibrillator Policy (AED)  
Approved: April 1, 2009

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### **Policy Statement**

The Universities at Shady Grove is committed to providing a safe and healthy environment for all members of the University community.

Publicly accessible Automated External Defibrillators (AED) have proven to significantly increase the chances of survival of persons who experience Sudden Cardiac Arrest, provided the AED's are properly equipped, located, maintained and used. The AED program at Shady Grove was developed using the guidelines provided by the Maryland Institute for Emergency Medical Services Systems (MIEMS).

### **Background**

Sudden Cardiac Arrest occurs when the heart's electrical system malfunctions and the heart itself stops beating. It's unpredictable and can happen to anyone, anywhere, anytime. It is fatal unless treated quickly. The only effective treatment is early defibrillation. Defibrillation is an electrical shock that re-starts the heart. A machine called a defibrillator administers the shock.

Traditionally, defibrillators have only been in ambulances and hospitals. But today the technology exists to have affordable defibrillators available wherever people gather. On-site personnel, with minimal training can operate these defibrillators.

### **Legal Liability**

The use of AED's designed for use by the public pose little risk of liability to those who use them for the purpose of providing emergency medical assistance. These devices are unlikely to cause harm since they are designed not to work when a heart beat is already present. Nor do they work on inanimate objects. To date, no law suit has been initiated involving the use of AED's in North America. Rescue workers in Maryland receive protection under the "Good Samaritan Law", MD Code Annotated Courts and Judicial Proceedings, 5-603, which in part:

- Provides immunity for rescuers.
- Provides immunity for acquirers and enablers, except trainees.
- Encourages CPR/AED training.

### **AED Program Coordinator**

Ms. Karen Clark from UMB Nursing is designated as the AED Program Coordinator. (301-738-6041, [kclar006@son.umaryland.edu](mailto:kclar006@son.umaryland.edu)). Ms. Clark is responsible for:

- ensuring routine maintenance of all AED's on premises;
- maintaining a record of the location of all AED's at the University;
- helping with stress management following the use of the AED;
- maintaining AED Operator Training Recognition forms; and
- ensuring AED use forms are completed and submitted to MIEMMS.

### **Logistics/Locations**

- An AED will be stored and secured on a wall mounted box at each of the security desks in Buildings I, II, and the Camille Kendall Academic Center (SG III).
- A fourth AED will be mounted outside the Recreation Center in Building III. This AED will be kept in a wall mounted box with audible alarm.
- Each AED will be marked with an identifiable number and its proper location.
- Included with each AED will be 2 sets of defibrillator chest pads, disposable gloves, cables, one extra battery set, if the AED uses replaceable batteries other than long life lithium batteries, and the AED report form.
- An AED manual with all applicable forms, including this policy, will be kept at each of the security desks and the Recreation Center desk.

### **Security Personnel Responsibilities**

- Regularly inspect AED's to ensure they are charged, document same.
- Ensure 9-1-1 is called immediately for all medical emergencies.
- Ensure AED is brought to the site of all serious medical emergencies, especially ones involving unconscious victims.
- Direct emergency services to the site of an emergency.
- Report any use of tampering of an AED to the Program Coordinator.
- Inspect wall mounted AED's on each security round.
- Maintain the AED manual at each of the security desks.

Policy Number: 1.011  
Name: Evacuation and Fire Emergency Plan  
Approved: April 1, 2009

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A hasty evacuation can endanger more lives through fear and panic than the actual emergency. In evacuating any building, you are routing individuals through the most public areas of the facility, i.e. corridors, stairwells, etc... By evacuating prematurely and hastily you may be exposing individuals to a greater danger than had they remained where they were. The movement of any large mass of people under chaotic conditions is a hazardous undertaking unless some control is maintained. The procedures outlined in this policy should be followed to ensure a safe and efficient evacuation.

### **Essential Evacuation Plan**

**A.** For the purpose of this plan the following University Buildings have been identified:

1. Building I
2. Building II
3. Building III

**B.** This evacuation plan is simple, easily understood, and contains sections that include, but are not limited to:

1. Alarm activations;
2. Notifying Montgomery County Emergency Services;
3. Evacuation requirements;
4. Assembly areas;
5. Advisement not to fight fires or attempt rescues;
6. Sheltering in Place procedures;
7. Evacuation of physically challenged persons;
8. Reentry instructions.

### **C. Alarm Activations**

Alarms must be sounded during any fire, smoke, smell of gas, or any other situation that creates a hazardous environment inside a building. Anyone who believes there may be a hazardous situation inside a building must pull an alarm station. These pull stations are located near each stairwell exit and strategically located throughout each building. Residents of the building should familiarize themselves with the locations of the pull stations within the building. The building must be evacuated when fire alarms sound. The alarm DOES NOT notify the fire department but only the occupants of the building.

### **D. Reporting of fires and hazardous situations**

1. Call 911 from any campus phone (9-911) or cell phone (911) from a safe location OUTSIDE of the building.
2. Call security personnel at 6065 from a campus phone or 301-738-6065 from a cell phone.
3. Give as much specific information as possible when emergency operators answer. Operators need to be told you are calling from the Universities at Shady Grove, the nature of the emergency, what is on fire or creating the hazardous situation, name of the building, floor, room, or any other specific information that will be helpful to responding emergency personnel. Do not hang up unless you are in an unsafe situation or released by emergency operators.
4. Report all fires, even if extinguished or found subsequent to being extinguished.

5. Report all alarms, even if they are suspected to be false or accidental.

**E. Critical Areas**

Certain areas of the campus present a greater fire and hazard danger. If any smell of smoke or sign of fire, however small, is found in one of these areas the alarm system should be activated immediately and 911 should be called. These areas are;

1. The Café kitchen area in Building III.
2. 4<sup>th</sup> floor labs of Building II.
3. Pharmacy lab in Building I.

**F. Evacuation Requirements**

1. All occupants must leave buildings when fire alarms are sounding. Failure to evacuate buildings when alarms sound violate University policies, local, and state regulations.
2. Occupants should be familiar with locations and uses of nearest exits in emergencies
3. Elevators are **NEVER** to be used during evacuations.
4. Keep noise to a minimum. This allows for instructions to be given and heard and helps maintain a sense of order.
5. Use handrails in stairwells and stay to the right.
6. Dress for the weather.
7. Use nearest exits, unless blocked by smoke or flame. If all exits are blocked, find a room furthest from the hazard and call 911.
8. Before opening any door during a fire feel the door with the back of your hand first. If the door is hot, do not open.
9. If smoke is in the room or corridor, keep low to the floor where the air is fresher. If cloth is available, hold it to your mouth and nose to filter out the smoke.
10. If possible, close doors behind you as you leave.
11. Ensure disabled occupants are aware of alarms and assist with their evacuation if those actions do not place you in personal danger.
12. Once outside the building go to the exterior assembly area.
13. Follow instructions of emergency personnel.
14. If you cannot leave the room, open windows from top to bottom, if possible, to let the heat out and fresh air in. Hang a piece of clothing out the window to attract the attention of emergency personnel. Call 911 to report your location.

**G. Assembly Provisions and Designated Assembly Areas:**

1. Each building will have a designated outside assembly area to provide safety zones between occupants and incidents, avoid hindering fire personnel, and assist staff in determining if anyone is missing. Exterior assembly areas will be easily identifiable to all occupants, and as least 300 feet away from evacuated buildings.
2. Inside assembly areas, if applicable, will be at nearby buildings that may provide shelter during inclement weather or when evacuations may last longer than 30 minutes. Security personnel will direct occupants to inside assembly points as deemed necessary.

<u>Building</u>	<u>Exterior Assembly Area</u>	<u>Interior Assembly Area</u>
I	Primary=South Lot 2 Secondary=Lot 1	Multipurpose Room Bldg. II
II	Primary=Lot 3 Secondary=South Lot 2	Auditorium Bldg. I
III	Primary=South Lot 2 Secondary=Lot 1 or 3	Auditorium Bldg. I

## H. Staff Responsibilities

Various staff members at USG can provide valuable assistance to emergency workers during a fire or other emergency. However staff should never attempt rescues or fight large fires, these situations should be left to responding emergency personnel. The Facilities Manager, Maintenance Chief, Director of Auxiliary Services, Physical Plant Superintendent, Director of Administrative and Financial Services, and on-duty Security Personnel should ensure the following;

1. Fire alarm is activated and 911 called. DO NOT assume someone else has called 911, call centers expect multiple calls for incidents.
2. Assist with evacuation of building by directing individuals to nearest exits.
3. If possible **and** safe check upper floors of building for occupants who have not evacuated.
4. Direct individuals exiting the building to appropriate staging area.
5. Be available to assist emergency workers with information, floor plans, keys, etc...
6. Provide perimeter security of building.
7. Make appropriate notifications under notification policy 1.009.
8. Turn off fire alarm once directed to by emergency personnel.

## I. Fighting fires/rescue attempts

University members should never fight large fires or re-enter buildings to rescue trapped or injured persons. Firefighting and rescue efforts should normally be performed by the Montgomery County Fire Department. However the campus does have fire extinguishers located in each building housed in cabinets or hung on walls. Personnel can use these extinguishers to douse small fires if they feel comfortable doing so, if not they should immediately evacuate. Personnel should refer to the P.A.S.S. acronym when using any fire extinguisher:

**P**ull the safety pin, allowing the handle to be depressed.

**A**im at the base and front edge of the fire.

**S**queeze the handle to discharge the extinguisher.

**S**weep horizontally across the base of the fire.

**Please note the campus may have different agents in the fire extinguishers, if personnel are unaware of whether the given agent will effectively extinguish the fire they should not attempt to do so.**

## J. Follow-up Police and Fire Investigations

1. Fire scenes, regardless of fire origin, are fully under police and fire department control and direction until the scenes are released by investigating authorities.
2. People must move out of immediate incident scene areas but should remain nearby and available to speak with investigating personnel.
3. Other than responding police, fire, or Emergency Medical Services personnel, persons are not to touch or move anything, conduct searches, move or disturb anything in the incident areas.
4. The police routinely and lawfully deny incident scene access to all individuals not directly involved in police or fire investigations.

## K. Sheltering in Place (see policy 1.017)

Certain types of incidents may require a practice known as “sheltering in place.” A radiological or chemical attack, a sudden violent storm are two examples of such incidents. In those types of incidents an evacuation to an exterior location would place university members in greater harm. Therefore, if an order to “shelter in place” is given, the following procedures should be followed.

1. Stay inside to protect yourself from exterior elements. The safest location within the buildings are corridors, stairwells, or bathrooms.
2. The area should have no or few windows
3. Turn off any fan or appliance that moves air.
4. Turn off Air handlers, HVAC systems, and any system that brings in the air.
5. University members shall remain in place until notified to leave their location by emergency personnel.

#### **L. Evacuation of Ambulatory/Visually and/or Hearing Impaired Persons**

If it becomes necessary to evacuate your area, please do not forget to assist those individuals who may be ambulatory and/or have visual or hearing impairments. Remember that without your offer of assistance they may be unaware of the urgency of the situation or unable to react. Students with disabilities have the option of registering with the University and filing an information form that is kept at the security desks of each University building. This form can aid rescue workers in locating these students.

1. In the event of an emergency most visually impaired persons will be familiar with their area. Tell them the nature of the emergency and offer to help guide them to safety. Do not leave them alone.
2. Persons with hearing impairments may not be cognizant of emergency alarms. You may need to notify them using a written note or using gestures.

#### **M. Evacuation of Non-Ambulatory Personnel**

There are several alternatives to evacuating non-ambulatory person (persons who cannot walk). The first priority is to prevent injury or death to the physically challenged person as well as other occupants who will be evacuating the building. Since no two incidents are alike and we can usually expect the “unexpected,” the incident itself will dictate the manner in which a disabled person is evacuated.

1. For those mobility impaired persons above the fire floor, *if exiting is not practical and the person is not in direct and immediate danger*, they should be placed in a room preferably with an outside window and/or telephone or taken to a safe area such as an open stairwell. They should not be immediately evacuated. The reasons for this are:
  - To eliminate the potential for subjecting the individual to injury or death and obstructing stairs to others exiting the building.
  - The normal lay person does not have the training in how to move a disabled person up and down stairs.
  - The absolute *first* priority of emergency personnel is the evacuation of disabled persons.
  - Persons who are aware of where a disabled person is located must evacuate the building and provide this information to emergency workers.
2. Disabled persons are individually responsible for their decisions to whether or not they can safely evacuate. They should never be forced to evacuate.
3. The Office of Student Services is responsible for maintaining a list of all physically challenged persons.

#### **N. Re-entry instructions**

1. Incident scenes are fully under fire and police department control and direction until scenes are released by the on-scene commander. Security personnel will help provide perimeter security.
2. The police routinely and lawfully deny incident scene access to all individuals having no immediate, bona fide need to access incident scenes. University Administrators should request access through the Incident Commander (person from police or fire in charge of the incident) located at the Command Post/Bus.
3. Occupants will not re-enter buildings until investigating authorities grant permission to do so.

Policy Number: 1.012  
Name: Response to Medical Emergencies  
Approved: April 1, 2009

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The University is not equipped to handle most medical emergencies and must rely on the Montgomery County Emergency Medical services for both first responder care and transport to a medical facility. It is important however to have guidelines for staff to follow in case of a medical emergency, where simple actions can assist a victim during a medical emergency. This policy includes some steps staff can take to mitigate the worst aspects of some injuries. However, staff should not attempt to perform any first responder techniques, i.e. CPR, splinting, or bandaging without proper training. In addition staff should only attempt the procedures listed below if they are comfortable in doing so. The University is equipped with 4 Automated External Defibrillators (AED) that can be used during some medical emergencies involving cardiac arrest.

#### **A. Basic Medical Emergency Information**

- In the event of a medical emergency keep calm, act immediately, and reassure the victim.
- Assist injured persons and remove them from the hazard (if any) only if injuries are minor.
- Do not move seriously injured persons unless they are in danger of further injury.
- Render appropriate first aid to the victim and summons medical help by calling 911 as soon as possible. After calling 911 if possible notify the security desk at 6065.
- When calling 911 be prepared to tell the call taker what happened, number of victims, kind of injury, exact location of the victim, what help (if any) is being given, and lastly your name and phone number.

#### **B. Initial Response**

- Check the victim(s) for consciousness, breathing, pulse, and severe bleeding.
- Call 911 and notify the security desk if the victim is:
  1. Unconscious;
  2. Has trouble breathing;
  3. Has chest pain or pressure;
  4. Is bleeding severely;
  5. Has pressure or pain in the abdomen;
  6. Is vomiting or passing blood;
  7. Has a seizure;
  8. Has a severe headache or slurred speech;
  9. Has injuries to the head, neck, or back; or
  10. Has possible broken bones.
- Request security personnel respond with the AED if the victim is unconscious or you believe they are likely to become unconscious.
- Stay with the victim until emergency medical personnel arrive on the scene.

#### **C. Specific Emergency Procedures**

1. Choking
  - Procedures for treating victims of choking and obstructed airways are taught in CPR classes.
2. Inhalation Exposure
  - Check the scene to make sure it is safe to enter.

- Remove the victim as quickly as possible to fresh air if it can be done safely.
- Never enter a confined space to attempt a rescue.
- Keep the victim at rest and warm.

### 3. Skin Exposure

- Act quickly; corrosive chemicals can damage the skin very rapidly.
- If only a small area of the skin is exposed, flood promptly with water and wash gently with soap.
- If the chemicals are splashed on the head, eye protective equipment should be left on until emergency responders arrive.

### 4. Eye Exposure

- If a chemical is splashed into the eye, take the victim to the nearest water fountain or bathroom.
- Spread the eyelid open and wash the eye for at least 15 minutes.
- Flood all surfaces of the eye and the underside of the eyelids with water.
- If no water fountain or bathroom is readily available, lay the victim on his/her back, turn the head, and pour water into the eye, directing the stream to the side of the head.
- Never attempt to remove foreign objects from the eye, cover the eye with a sterile pad and wait for emergency responders.

### 5. Poisoning

- Call for assistance and do not leave victim alone.
- Call the Poison Control Center at 1-800-222-1222, describe any containers or substances found at scenes and follow their instructions.
- Do not give anything by mouth unless instructed to do so by poison control or medical professionals.

### 6. External Bleeding

- Cover wound with a dressing or clean cloth and apply firm pressure.
- Elevate the wound above the level of the victim's heart.
- If bleeding does not stop, apply more dressings; do not remove the blood soaked dressing.
- Monitor victim and wait for emergency responders.

### 7. Seizure

- Do not hold or restrain the victim or place anything between their teeth.
- Remove any objects in the area that may cause injury.
- Cushion the head if possible.
- Call 911 if the seizure lasts more than a few minutes.

## **D. Notifications**

- Staff members learning of on-campus incidents of sick or injured persons requiring emergency medical treatment should immediately call 911.
- Staff members should then notify the security desk (6065).
- Security personnel will notify the Facilities Manager who will in turn notify the Director of Administrative and Financial Services.
- The Director will make notifications he/she deems appropriate. These notifications may include but are not limited to the Executive Director, Director of Academic and Student Services, Director of Marketing, and the Director of Auxiliary Services.

Policy Number: 1.013  
Name: Bomb Threats/Suspicious Mail and Packages  
Approved: April 1, 2009

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## ***BOMB THREATS***

Bomb threats are sometimes reported by persons who have definite knowledge or who believe that devices have been, or will be, placed and want to minimize personal injuries or property damage. These callers/emailers/letter writers may have been personally involved in placing devices or have become aware of such information. More often, bomb threats are reported by persons who want to create an atmosphere of anxiety or panic which will probably result in the disruption of normal activities at locations where devices have purportedly been placed. Terrorist or politically motivated bombers more often select targets according to potential publicity and political or psychological gain that may be achieved by bombings. Criminally motivated bombers more often select targets for reasons related to revenge, extortion, intimidation, etc.

### **A. Evaluating Threat Authenticity**

- Bomb threats can be classified as specific or nonspecific threats in accordance with the circumstances of individual bomb threat incidents.
- Specific bomb threats are less common, but more likely to involve actual explosive devices. Specific threats usually provide information regarding devices, their placement, rationale for attacks, and when devices are scheduled to detonate.
- Nonspecific bomb threats generally provide little additional information other than that devices have been placed in locations as stated by persons reporting threats.
- Bombers usually do not make any threats, they just bomb and take credit after bombings after they occur.
- USG personnel will **never** automatically discount specific or nonspecific bomb threat without notification to the Montgomery County Police Department (MCPD).
- The presence of certain information may increase the likelihood that bomb threats are specific and valid. This information includes but is not limited to:
  1. Identifiable organizational involvement;
  2. Identifiable specific causes or reasons;
  3. Exact times when devices are to be detonated;
  4. Intimate knowledge of the type or nature of reported devices;
  5. Specific targets are named that have a high degree of sensitivity;
  6. Specific persons are targeted because of their notoriety; or
  7. Existence of suspicious packages or devices.
- Certain information may decrease the likelihood that bomb threats are specific and valid. This information includes, but is not limited to:
  1. Absence of specific threat information;
  2. If previous threats have been received and evacuations were conducted, but no devices were found;
  3. If threats would disrupt educational activities, including testing, or cause employees to be dismissed from work; or
  4. Absence of suspicious packages or devices.

## **B. Receiving and Reporting Bomb Threats**

- USG personnel receiving bomb threats should attempt to obtain as much information as possible from persons reporting bomb threats. Personnel should obtain information and record same on the Bomb Threat Data Record Form (form “A”) that includes but is not limited to:
  1. Time devices are set to detonate;
  2. Device locations;
  3. Description of the device;
  4. Types of explosives utilized;
  5. What will cause the device to explode;
  6. If callers are responsible for placing the device;
  7. Why devices were placed;
  8. Name, addresses, and phone numbers of callers;
  9. Exact wording of threats;
  10. Time and length of calls and number(s) calls were made to;
  11. Age, gender, and voice characteristics of callers; and
  12. Background noises in calls.
- Once a bomb threat has been received USG personnel will immediately call 911 then the security desk at x6065.
- Security personnel will immediately make appropriate notifications (see Notifications policy 1.009).
- USG personnel with radio transmission networks should cease any transmissions within 100 yards of the area targeted by the bomb threat.
- The Incident Response Team will immediately convene at an appropriate location, preferably outside of the area indicated in the bomb threat.
- The Incident Response Team will assign one member, preferably the Facilities Manager, to be a liaison with the responding Montgomery County Police Officers. This person should be prepared to brief the responding officers with full and complete information on the bomb threat.

## **C. Evacuations**

The decision to evacuate any building should be made jointly between the Executive Director (or his/her designee) and the ranking Montgomery County Police Officer. Normally evacuations should only be conducted when threats involve confirmed explosive devices or packages or specific information is present indicating the probable presence of explosive devices. If a disagreement arises the Director should defer to the MCPD Officer. All evacuations should be done in accordance with the Evacuation and Fire Policy 1.011.

- All buildings, facilities, and parking lots will be evacuated that are within 100 yards of bomb threat scenes.
- Exterior building entrances will be secured and monitored by security personnel maintaining a secure perimeter.
- Entry by unauthorized personnel into buildings, facilities, or areas under evacuation is trespassing and will not be permitted.
- When building evacuations have been initiated by citizens as the result of non-specific bomb threats, security personnel will ensure notifications are made to have any sounding alarms reset or silence and ensure the facility manager is notified in order to encourage evacuated personnel to reenter building.

## **D. Searches**

Security and USG personnel are not sufficiently trained or equipped to conduct a thorough, detailed building searches for explosive devices. Building searches will be conducted at the

direction of responding emergency personnel. At the direction of emergency personnel a bomb dog may be requested to assist in a building search.

- USG personnel may be asked by emergency personnel to assist in a building search. This assistance is usually limited to opening secured areas and identifying anything that is “out of place.”
- Individual employees and occupants may be asked to search their own work areas and assist in searching common areas.
- If you are asked to assist in a search do not disturb any suspected devices that may be located. Immediately notify an emergency responder if you do locate any suspicious package or device.
- When facilities or buildings have been searched and no devices are discovered, or detonation time frames have sufficiently passed without explosive detonations, and occupants are allowed by MCPD to re-enter facilities, USG personnel should be told that searches did not reveal any explosive devices. This does NOT mean explosive devices were definitely not present, but simply that none were located.

### ***SUSPICIOUS MAIL/PACKAGES***

The likelihood of ever receiving a bomb or dangerous substance in the mail is remote. Unfortunately, a small number of explosive devices and dangerous substances (Anthrax) have been mailed over the years, resulting in death, injury, and destruction of property. When a bomb is mailed its particular form varies in size, shape, and components. Mail handlers and employees should be alert to recognize suspicious looking items. Keep in mind that a bomb can be enclosed in either a parcel or an envelope. The physical appearance of a mail bomb is limited only by the imagination of the bomber. However, mail bombs have exhibited unique characteristics, which should be helpful in identifying a suspected item. It is important to know the type of mail you normally receive so that suspected items can be identified.

#### **E. Receiving of suspicious mail/packages**

Anyone receiving mail and packages should regularly examine those materials before opening them. Indicators or characteristics that should cause the materials to be treated as suspect include, but are not limited to:

- Letters and packages delivered by someone other than regular carriers;
- Packages wrapped in string;
- Excess use of securing material, i.e., tape;
- Packages that are lopsided, heavy sided, have lumps, bulges, or protrusions;
- No postage or excessive postage;
- Handwritten notes;
- Packages or letters that have no return addresses or nonsensical return addresses;
- Letters or packages arriving before or after phone calls asking if the items were received;
- Improper spelling of common names, places, or titles;
- Leaks, stains, or protruding wires, foil, string, tape, etc.
- The addressee normally does not receive personal mail at the office;
- Address is prepared to ensure anonymity of sender;
- Mailing emits a peculiar odor;
- Mailing appears to be disassembled or re-glued;
- Handwriting appears distorted or foreign;
- Several combinations of tape are used to secure the parcel;
- Packages make a buzzing or ticking noise; and
- Contents of parcel make a sloshing sound.

**F. Responding to suspicious mail/package**

Persons who find articles with the listed indicators and are unable to verify the contents with the sender should:

- Stop immediately – not opening items any further, nor moving items or putting them in water or confined spaces such as desk drawers or filing cabinets;
- Ensure the Montgomery County Police (911) are notified as well as the security desk (x6600).
- Isolate the mailing and get people out of the immediate area; and
- Meet with responding emergency personnel.

**G. Security Response**

- When receiving the report of a suspicious mail/package USG security should first ensure the Montgomery County Police have been notified.
- Security personnel will then make appropriate notifications (see Notifications policy 1.009).
- Be prepared to secure area where suspicious mail/package was found until emergency responders have arrived.
- Meet with emergency responders and provide them with the support and information they request.

Policy Number: 1.014  
Name: Student and Staff Deaths  
Approved: April 1, 2009

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The University can help coordinate responses to the deaths of students and staff whether on or off campus. It is important for the University to provide sensitive, caring, cohesive, and professional responses to these traumatic events. This protocol assumes that death has occurred and does not address mitigation needed to prevent deaths.

### **Reporting Deaths**

- Individuals within the university community initially learning of incidents involving on campus death should remain calm, call 911, and notify security personnel at #6065 from any campus phone. If an individual learns of an off campus death of a student or employee they should notify the Director's office who will be able to help coordinate support services for affected employees or students.
- Necessary information that should be obtained by persons initially learning of a death may include:
  1. Who was involved;
  2. What happened;
  3. Where incidents occurred;
  4. How incidents occurred;
  5. Who else has been contacted; and
  6. Who else needs to be contacted.
- Once the University has been notified of an on-campus death the Director's Office should coordinate with the Montgomery County Police who are responsible for next of kin notification.
- The University should make no attempt to notify ANY affected parties until the Montgomery County Police has properly notified next of kin. Once next of kin notifications have been made the University can make appropriate notifications to the appropriate campus officials.
- Once next of kin notification has been made the Director's Office should notify the home campus of the staff or student involved.
- The Director's Office should contact the Counseling Center at UMCP for guidance and possible request for counseling resources.



# The UNIVERSITIES *at Shady Grove*

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Policy Number: 1.015  
Name: Crisis Communication Plan  
Approved: April 1, 2009

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A crisis communication plan can provide an outline for coordination of communication within the university, between the university and outside entities, between the university and the public, and lastly between the university and the media in the event of a critical incident. Crises can happen anywhere, at any time, and often occur when they are least expected and with little notice. When a crisis does occur, events usually unfold rapidly, leaving little time for advanced planning. That is why advance preparation is essential. The goal of this plan is to establish guidelines for dealing with a variety of situations, and to ensure campus officials and communicators are familiar with those procedures. This plan can be activated by the Executive Director, the Director of Administration and Finance, or the Director of Marketing.

## **A. Preparing for a Crisis**

It is important to set up the framework of the crisis communication plan in advance. It is always best to anticipate a crisis in advance (weather system, protest, etc.); however, the University must be prepared for unanticipated events.

- The Incident Response Team (IRT) as outlined in the Notification Policy (1.009) will meet in the event of a crisis under the direction of the Executive Director. This team should meet annually to ensure all members are aware of their responsibilities.
- Emergency contact information of key officials as outlined in the Notification Policy should be stored both on the University website and within the Emergency Operations Manual.
- Possible locations for the command center where the IRT meets should be listed. In addition, staging areas for the media and press conference locations should be listed as well.
- The university will have a standby statement that can be drawn up and approved in advance. Details of the crisis can then be inserted saving time during an actual crisis.
- The university shall communicate this plan in advance before a crisis strikes. If the media and the university's stakeholders know it exists, and how/where to access it, they will know what to expect from the university when a crisis occurs.

## **B. Incident Response Team (IRT)**

During a crisis the IRT will be called together by the Executive Director or his/her designee. Some or all of the following tasks should be given consideration:

- **Take immediate action**

If the safety of the USG community is at risk, immediate action should be taken. This action should be the first decision by the IRT. The activation of appropriate campus safety plans should also help ensure the safety of the USG community.

- **Identify Stakeholders**

The key stakeholders in the crisis should be identified and notified. It is imperative that administrators, faculty, students, and parents be given details about the crisis and what actions the university is implementing in response to said crisis. Effective communication can help quell rumors and ensure the university can effectively operate.

- **Identify a Spokesperson**

A spokesperson should be identified to handle all official communication coming from the university. This role will normally be the responsibility of the Director of Administration and Finance. The Executive Director should avoid placing him/herself in this role except for the most serious of crises.

- **Gather the facts**

A summary of the situation should be drafted by the IRT. This summary should contain all known facts about the crisis and actions taken by university personnel or IRT. A timeline format should be used. The fact sheet is for internal use and should only be shared publicly after consultation with General Counsel.

- **Develop a Emergency Operations Center**

The magnitude of the crisis will determine the need to establish a Emergency Operations Center or EOC for the duration of the incident. The command center must be large enough to support the activities of the IRT and handle communication needs such as land line phones, fax machines, email, and web updates. The primary EOC will be in room 3156 or building III. The secondary or back-up EOC will be in room 104 of building I.

- **Meet with University, county, state officials, if necessary**

If the crisis is beyond the capability of USG resources the appropriate university campus, Montgomery County agency, or state agency should be called upon. The appropriate agency will vary depending on the nature of the crisis.

## **C. Communication**

Effective and efficient communication during a crisis is the key element to the successful handling of a critical incident. This encompasses both internal and external communication of facts and directions. During a crisis people demand information and direction, it is imperative the university be prepared to provide this information.

- **Identify key audiences**

Determine which of the university's stakeholders need to be informed of the situation and in what order:

1. students, faculty, and staff;
2. home campuses;
3. the system and board of regents; (301-445-1901/Chancellor) and (301-445-2701/Board of Regents). In the event of an off-hours emergency Ms. Janice Doyle should be contacted, her information is in the Notifications Policy 1.009).
4. the media; and
5. the general public.

- **Provide guidance to the public**

If the crisis involves a health risk, university officials should research the risk and offer guidance to the public about symptoms, treatments, and about contacting physicians. If the crisis involves a possible evacuation, the university should inform the public about areas to be evacuated and activate the Fire and Evacuation Policy 1.011. The university should also direct the public where to go for more information-radio, web site, TV, etc.

- **Designate a crisis hotline number**

If the crisis is anticipated to last for a significant period of time, the university should designate a phone number as an information hotline.

- **Communicate the message and the facts**

The facts of the crisis, an official statement and the key message should be communicated to the university's stakeholders. For internal audiences use email, voicemail, text alert, and the home web page. For external audiences, use the media by holding press briefings or issuing official statements. The first press briefing should come out within four hours of the event or crisis.

- **Media**

The media provides a way for the university to get its message to the public. The media will also shape public opinion about how the university is responding to the crisis. Therefore, it is important to cooperate with the media, to be sensitive to media deadlines and to provide all reporters with the same information-no exclusive stories. The designated spokesperson should keep a list of all the reporters to whom he/she talks. This will enable the university to look for news clippings to later evaluate how the crisis was handled.

- **Dispel the rumors**

During times of crisis, rumors can run rampant. If false rumors become prevalent, the spokesperson will need to dispel them publicly. The spokesperson should never release the names of anyone who is injured or killed until their next of kin has been notified.

## **D. Evaluate**

Unfortunately experience is usually the best teacher. After the crisis is over, it is beneficial to evaluate how the university handled it. Knowing what was done well and what could have been done better will only help refine the crisis communication plan and make it more effective in the future.

- **View/read media coverage**

The best way to evaluate the university's dealings with the media is to watch and read the media coverage of the crisis. Seeing how each of the university's actions was covered by the press can help form future media strategies.

- **Debrief**

The Incident Response Team should convene after the crisis ends to evaluate every action and the IRT itself. It is important to learn from successes and mistakes.

- **Test the plan**

To ensure that the plan works and is kept up-to-date, it should be tested and evaluated annually.

Policy Number: 1.016  
Name: Active Shooter/Hostage Situation Policy  
Approved: April 1, 2009

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For the purposes of this policy an active shooter is defined as an individual or individuals who are actively discharging a firearm on campus, regardless of the intended target(s). This can be one of the most dangerous and chaotic events on any college campus. Since the University has no armed police or security on staff we are dependent on the Montgomery County Police to respond and neutralize the threat. However members of the community can take steps to help protect themselves during such a crisis. Frequently an active shooter situation can also lead to a hostage situation, where community members are held against their will by an armed assailant(s). This policy is designed to provide individuals with suggestions on how to better protect themselves during either type of crisis.

**A. If an active shooter is outside your building:**

- Proceed to a room that can be locked, shut off the lights and lock windows and stay out of sight.
- One person in the room should call 911.
- Do not leave until given instructions to do so by police via personal or phone contact.

**B. If an active shooter is in the same building as you:**

- If the room that you are in can be locked follow the same procedures as above.
- If your room cannot be locked determine if there is a nearby location that can be reached safely and then secured or if you can safely exit the building.
- If you decide to move from your current location be sure to follow the instructions outlined below.

**C. If an active shooter enters your office or classroom:**

- Dial 911 if possible and give your location. If you cannot speak leave the line open so the police can listen to what is taking place.
- If you cannot escape attempt to negotiate with the shooter. Only as a last resort should you attempt to overpower the shooter with force.
- If the shooter leaves the area, proceed immediately to a safer place and call 911.

***GENERAL QUICK REPOSE GUIDE***

- ***Lock and barricade doors.***
- ***Turn off lights.***
- ***Close blinds.***
- ***Silence cell phones.***
- ***Block windows.***
- ***Turn off radios and computer monitors.***
- ***Keep occupants calm, quite, and out of sight.***
- ***Keep yourself out of sight and take adequate cover, i.e. concrete walls, thick desks, or filing cabinets.***

## **HOSTAGE SITUATIONS**

### **A. If you hear or see a hostage situation:**

- Immediately remove yourself from danger.
- Notify the police by calling 911 and provide location of incident, number and description of hostage takers, number of hostages, and your name, location, and phone number.

### **B. If you are taken hostage:**

- Remain calm, be polite and cooperate with your captors.
- DO NOT attempt escape unless there is an extremely good chance of survival.
- Speak normally, DO NOT complain, avoid being belligerent and comply with instructions.
- DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe the captor and try to memorize their physical traits, clothing or other details that can help provide a description.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced present terrorist demands to authorities, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover away from windows or doors.

Policy Number: 1.017  
Name: Shelter-in-Place  
Approved: April 1, 2009

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Shelter-in-place means selecting small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building. You might need to shelter-in-place when chemical, biological, or radiological contaminants have been accidentally or intentionally released into the environment. Should this occur, information will be provided by university or police authorities using the text and other alert systems. The important thing is for you to follow instructions of authorities and know what to do if they advise you to shelter-in-place. If you are told to shelter-in-place follow the below instructions:

- Stop classes or work, or close business operations.
- If there are others in the building, provide for their safety by asking them to stay-not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, wherever they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask students, staff, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Gather essential disaster supplies if possible.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary.
- Bring everyone into the room(s). Shut, and if possible, lock the door(s).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. University and local officials may call for evacuation in specific areas at greatest risk in your community.

# Evacuation Plan

## Universities at Shady Grove (also refer to Fire and Evacuation Police 1.011)

### **II. Long Term Evacuation**

Instances where the University may institute a long term evacuation may include:

- Notice of Hurricane
- Complete loss of utilities
- National Emergency

In situations where the emergency/evacuation is restricted to campus the Montgomery County Police Department (MCPD) should be contacted by the Director of Administration and Finance and/or the Security Director and a request should be made for officers to assist with traffic control. In situations where the University has 6-12 hours of notice or longer to evacuate the campus the campus should:

- Notify the public that the University is closed and that traffic will not be allowed to enter the University.
- Notify the faculty, staff and students that the University will be closing. The website, text messaging system, mass email, media, telecommunications, and any other medium should be used to make this notification.

Evacuation will be performed by:

- Personal vehicle
- On foot
- Public transportation (should be requested through MCPD)

Responsibilities for evacuation:

#### **Director of Administration and Finance/Security Director**

- Contact MCPD and request assistance
- Place security and USG facilities staff in parking lots to assist with traffic control
- Use USG facilities staff for word of mouth notifications within buildings and grounds.

### **III. Short Term Evacuation**

Instances where the University may institute a short term evacuation may include:

- Catastrophic damage to campus

- Transport away from a contaminated campus
- Unknown impending crisis

In situations where the University has little if any notice to evacuate the campus the campus should:

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

Evacuation will be performed by:

- Personal vehicle
- On foot
- Public transportation (should be requested through MCPD)

Responsibilities for evacuation:

**Director of Administration and Finance/Security Director**

- Contact MCPD and request assistance
- Place security and USG facilities staff in parking lots to assist with traffic control
- Use USG facilities staff for word of mouth notifications within buildings and grounds.

## SECURITY AT EVENTS

This information must be provided by a member of the renting organization with decision making authority. In order to proceed with any rental contract for the facility, this form must be completed and approved 7 business days prior to the event. USM Shady Grove Center/ Universities at Shady Grove will maintain the right to determine and require the appropriate event security for any event held on our premises. In addition a police supervisor may be required depending on the size of the event and number of officers required.

### General Guidelines and Factors Considered in determining security needs.

1. *Expected Crowd Size:* The size of the crowd is one of the factors that helps determine the number of security personnel required. A security position is defined as an off-duty Montgomery County Police Department (MCPD) Officer. These officers will be provided by the University but will be paid for by the renting organization. In addition the sponsoring organization may provide its own security personnel to augment the MCPD officer. These personnel are required to identify themselves to the MCPD officer(s) prior to undertaking any security duties. A general guideline for security positions (MCPD officer) based on estimated crowd size is as follows:

CROWD SIZE	SECURITY POSITIONS
1-250	1-3
251-500	2-5
501-750	3-7
751-1200	4-12
1200+	To Be Determined

2. *Nature of Event and Nature of Crowd:* The nature of the event, the nature of the crowd and the expected attendees may influence security requirements. Additional security may be recommended depending on the age of the expected attendees; whether attendees are from outside the University community or part of it; advertising of the event; and based on the attendee activities typical of a particular type of event. Consideration also will be given to the following factors, among others: use of DJ's, live bands or other performers, presence of alcohol and expected event conditions.
3. *Security Needs for Similar Events:* Prior security history pertaining to similar events sponsored by the organization in the past or at similar venues will be considered. Event organizers may be required to provide references for events they have held at other locations. Factors such as ability to coordinate, communicate and cooperate, will also be used to determine security needs.
4. *Sponsoring Staff:* The sponsoring organization will be expected to designate individuals to assist the police in conducting the event in an orderly fashion. Organizer would be responsible for establishing orderly lines for entry, selling of tickets, stamp hands for re-admittance, check identification, etc. Police officers decisions reference the organization of the event will be **FINAL**.
5. *Money Collection:* Additional security positions are recommended whenever an event is accompanied by money collection activities.
6. *Searches:* Searches of event attendees (such as when required by performers or lecturer) are the responsibility of the sponsoring organization. MCPD officers do not conduct searches of persons entering the event. An officer is required at every point of entry when searches are to be conducted.

### **Client Responsibilities:**

1. Provide individuals to check id's if necessary and regulate attendance as needed.
2. Accept full responsibility for all security costs and related costs for services, damage to and/or loss of facilities or equipment, unless such costs are provided for otherwise, as expressly approved by the University.
3. Assign an authorized representative to be responsible for the planning and implementation of the event and signing and processing the Space Reservation Form. Provide a copy of any advertising/flyer that is authorized. This student/representative shall also be present for the duration of the event. He or she should be readily available and accessible in the event of a disturbance of other problem. The student should identify him or herself to security and USM staff at the beginning of the event.
4. Except as expressly pre-approved and authorized, ensure that members of the sponsoring organization do not advertise the event off-campus.
5. Montgomery County Police officers are sworn law enforcement officers of the State of Maryland. COST: \$40 per hour, three hour minimum. Scheduled with one hour allocated prior to the start of the event to allow for briefing and obtaining required equipment and one hour after the event has ended to allow for the crowds to vacate the event. *No other security is allowed at the event. **Event organizers are responsible for payment to officers on-site on the date of the event. Event organizers must be prepared to pay officers separately.***

### **AMPLIFIED SOUND**

Approval will be granted for use of amplification equipment at events if there is a high probability that the planned event will not disrupt or disturb other University activities.

In classroom buildings, in-house sound systems are to be used in an appropriate manner to ensure other activities in the building are not disturbed. Additional amplification may not be used in any classroom building without the approval, based on an assessment of the potential for disruption of other activities.

If noise complaints are received from the surrounding community, the University Police will have the authority to ask event sponsors to lower the sound level or if necessary terminate the event.

## Event Registration Form

### Event Coordinator

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (2): (cell) \_\_\_/\_\_\_/\_\_\_ (other) \_\_\_/\_\_\_/\_\_\_

E-mail: \_\_\_\_\_

Alternate Contact Information (Name, email, phone):

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### Organization Information

Name (include 501.3 information for non-profit): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_/\_\_\_/\_\_\_

Website/email: \_\_\_\_\_/\_\_\_\_\_

### Event Information

Title of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Desired Location: \_\_\_\_\_

Access Start/end time: \_\_\_\_\_/\_\_\_\_\_

Door open/close time: \_\_\_\_\_/\_\_\_\_\_

The following questions must be answered in full:

1. Please provide a brief description of your event:

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2. Is this your first event at USG/USM Shady Grove Center for you or your organization? If no please provide dates of your last 3 events Shady Grove facilities were used.

YES  NO (Dates) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

3. Is this event being co-sponsored by another organization? If yes please provide name of co-sponsoring organization and contact person/information.

NO  YES Information: \_\_\_\_\_  
\_\_\_\_\_

4. Check off how you are advertising the event.

Not at all  Web sites  Email  Flyers  Off Campus

**If any of the above advertising means are used a copy of the advertisement must accompany this registration form!**

5. What is your estimated attendance for the event and % of visitors?

1-250  251-500  501-750  751-1200  1201+\_\_\_\_\_

% of non-affiliated attendees\_\_\_\_\_

6. # of organization members assisting with coordinating event and supervisor.

#\_\_\_\_\_ Supervisor:\_\_\_\_\_

7. Is food and/or alcohol being served?

Alcohol  Food

8. Will you be charging admission? If so, how much, cash, process, etc....

No  Yes (If yes give details):\_\_\_\_\_

9. Please name any vendors and products that may be sold:

Vendors/Products: \_\_\_\_\_

10. Will there be any lecturers or guest speakers?

NO      YES Name and Topic \_\_\_\_\_

11. What type of music will be played?

Rock      Jazz      Reggae      Hip-hop      Classical      Rap  
Contemporary      Other \_\_\_\_\_

12. Specify name of Band, DJ, or other performer:

\_\_\_\_\_

13. Please describe any specific security concerns you might have regarding your event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be able to provide liability insurance at the time of the contracting, in which both the Licensee and the University are named as insured with minimum policy limits of one million dollars for personal injuries, including death, and one million dollars in aggregate for all property damage? YES      NO

**THE PERSON SIGNING THIS LICENSE ACCEPTS RESPONSIBILITY FOR ALL INFORMATION AND WARRANTS THAT HE/SHE IS THE LICENSEE OR LICENSEE'S AUTHORIZED REPRESENTATIVE:**

Signature of Licensee's Authorized Representative: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_

UNIVERSITY OF MARYLAND, COLLEGE PARK, COORDINATING  
INSTITUTION, University System of Maryland, Shady Grove Center, on behalf of the  
University System of Maryland:

Signature of Authorized Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Alejandro De Jesus \_\_\_\_\_

Title: \_\_\_\_\_ Associate Director, Conference and Visitor Services \_\_\_\_\_

Date: \_\_\_\_\_

<p align="center"><b>BOMB THREAT DATA REPORT</b></p> <p align="center">Report Bomb Threat Calls Immediately To:</p> <p align="center"><b>The Montgomery County Police: 911</b></p> <p align="center"><b>University System of Maryland</b> <b>The Universities at Shady Grove</b></p> <p>Please complete this information in as much detail as possible and give it to Montgomery County Police Officers responding to the call.</p>	Date of Call	Time of Call	Length of Call
	No. Call Received On	Gender of Caller	Age of Caller
	Report Submitted By		Phone
	Local Address		
1. When is the bomb going to explode?	Characteristics of the Caller's Voice		
	<input type="checkbox"/> Calm	<input type="checkbox"/> Crying	<input type="checkbox"/> Deep
2. Where is it right now?	<input type="checkbox"/> Angry	<input type="checkbox"/> Normal	<input type="checkbox"/> Ragged
	<input type="checkbox"/> Excited	<input type="checkbox"/> Distinct	<input type="checkbox"/> Clearing Throat
3. What does it look like?	<input type="checkbox"/> Slow	<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep Breathing
	<input type="checkbox"/> Rapid	<input type="checkbox"/> Nasal	<input type="checkbox"/> Crackling Voice
4. What kind of bomb is it?	<input type="checkbox"/> Soft	<input type="checkbox"/> Stutter	<input type="checkbox"/> Disguised
	<input type="checkbox"/> Loud	<input type="checkbox"/> Lisp	<input type="checkbox"/> Well Spoken
5. What will cause it to explode?	<input type="checkbox"/> Laughter	<input type="checkbox"/> Raspy	<input type="checkbox"/> Foul
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Taped
6. Did you plant the bomb?	<input type="checkbox"/> Message Read by Caller		<input type="checkbox"/> Familiar
	Who did voice sound like?		
7. Why did you plant the bomb?			
	What type of accent?		
8. What is your name?	Background Sounds		
	<input type="checkbox"/> Street Noises	<input type="checkbox"/> House Noises	<input type="checkbox"/> Clear
9. What organization are you representing?	<input type="checkbox"/> Crockery	<input type="checkbox"/> Motors	<input type="checkbox"/> Static
	<input type="checkbox"/> Voices	<input type="checkbox"/> Office Sounds	<input type="checkbox"/> Local
10. What is your address?	<input type="checkbox"/> Music	<input type="checkbox"/> Factory Sounds	<input type="checkbox"/> Long Distance
	<input type="checkbox"/> Other:		
Exact Wording of the Threat	Other Details		

**The Universities at Shady Grove  
Disabled Student Registration Form**

This form and registration is completely *voluntary and confidential*. Its sole purpose is to aid emergency personnel in locating a disabled student during an emergency situation that would likely involve a building evacuation. The forms will be maintained by security personnel in a secure location. You may fill out as much information as you are comfortable with.

Name: \_\_\_\_\_ Sex M  F  Age: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_/\_\_\_/\_\_\_ Email: \_\_\_\_\_  
 Emergency contact:  
 Name \_\_\_\_\_ Number: \_\_\_/\_\_\_/\_\_\_ Relationship: \_\_\_\_\_  
 Physician: Name: \_\_\_\_\_ Number: \_\_\_/\_\_\_/\_\_\_

Please use the space below to describe your disability and what assistance you would need in the event of a building evacuation. Include any apparatus you require to keep with you and dimensions and weights of same:


University and Academic Program \_\_\_\_\_

Please list your class information below:

Course/#	Instructor	Day of Week	Times	Building	Room #

The information above is accurate for the \_\_\_\_\_ semester of (year)\_\_\_\_\_  
 Additional forms should be completed for each subsequent semester of attendance,

I authorize the use and dissemination of this information to authorized personnel for emergency purposes. This form will only be kept on file for the semester(s) sessions(s) you have indicated above, the form will be destroyed after the period you have indicated has expired.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may attach a photograph of yourself or any other relevant medical information/documentation you wish to share that would aid rescue workers during an emergency.

Please complete form and return Columbus Mack, Facilities Manager, USG III-2121. You may also email the completed form to him at [cmack@umd.edu](mailto:cmack@umd.edu).



# The UNIVERSITIES *at Shady Grove*

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Policy Number: 1.020  
Name: Behavioral Assessment Team  
Approved: September 1, 2009

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The Behavioral Assessment Team at the Universities as Shady Grove is an active team of staff members who provide resource information helpful to other staff, faculty, and administrators dealing with individuals who may be threatening, disruptive, or otherwise problematic. The team is designed to provide information and referrals to those dealing with threatening or disruptive behavior. The team will make referrals to home campuses, the Montgomery County Police, or any other outside entity deemed appropriate. The team is not an administrative, treatment or disciplinary body. The team is designed to provide information and referrals to those dealing with threatening or disruptive situations. It does not adjudicate, discipline, or impose sanctions against any member of the campus community, nor does it provide or mandate treatment.

## **Purpose**

The Behavioral Assessment Team acts as a contact for campus faculty, staff, and administrators who are dealing with a disruptive or threatening individual. Members listen to their concerns and offer information about resources to address the problem. Team members are also available to brief home campuses and to offer guidance on preventative steps which individuals and offices can use generally regarding these sorts of problems. The team will provide information and training to students, faculty, and staff on appropriate information sharing concerning disturbed members of the campus community.

## **Assistance and Consultation**

Many university members, during the course of their work on campus, find themselves confronted with a situation in which they feel uncertain or even threatened. If you feel unsure of how to deal with an individual's behavior, whether in a class, an advising session, or at a campus event, the Behavioral Assessment Team may be able to assist you. To get information on how to deal with such a situation, contact one of the core members of the team.

## Members

The team is comprised of the following individuals:

Paul Dillon (Chair): Security Consultant  
Mary Lang: Director of Planning  
Karen Mitchell: Director of Administrative and Financial Services  
Robyn Dinicola-Wagle: Director of Academic and Student Services  
Mental Health Consultant (will come from a variety of sources)

The team can be accessed by contacting any team members:

[Dillon@umd.edu](mailto:Dillon@umd.edu) (301-518-4909)  
[Rdwagle@deans.umd.edu](mailto:Rdwagle@deans.umd.edu) (301-738-6073)  
[kmitch@umd.edu](mailto:kmitch@umd.edu) (301-738-6319)  
[mlang4@umd.edu](mailto:mlang4@umd.edu) (301-738-6323)



## The UNIVERSITIES *at Shady Grove*

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### **Community Feedback Program**

The Universities at Shady Grove is committed to involving the community in all aspects of safety and security on campus. Specifically, soliciting feedback from our community in order to improve and enhance safety initiatives on campus. In the past two years, USG has had two safety and security walks and a safety awareness day. These efforts need to be ongoing and will continue in 2009/10. The following programs are designed to involve the community on safety related issues:

- The annual safety and security walk will once again happen in the fall of 2009. Students and staff will be invited to participate in the walk that helps identify outside areas of campus that might present security deficiencies. The issues identified will be forwarded to the Director.
- In the spring of 2010 we will once again host a safety awareness day. The goal of this program is to educate our community on the various security services on campus, to register community members in our emergency text alert system, and lastly, to solicit feedback.
- In the fall of 2009 we will be launching an “email suggestion box” on the public safety portion of our website. This will give community members the ability to constantly provide feedback about safety and security on campus.
- In the spring of 2010 USG will conduct a safety and security survey of students, faculty, and staff.



# The UNIVERSITIES *at Shady Grove*

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## **Emergency Exercises and Training Universities at Shady Grove September 1, 2009**

### INTRODUCTION

The Universities at Shady Grove (USG) is committed to planning and preparing for emergency situations through the use of exercises and community training. The proper use of full scale and tabletop exercises is invaluable when preparing both staff and students for potential critical incidents.

USG does not have the emergency response resources such as police and fire; therefore, USG must coordinate with the appropriate Montgomery County entity for these exercises and training. With the help of these professional organizations we can better prepare for critical incidents.

### EXERCISES

In April of 2008, USG partnered with the Montgomery County Police and conducted an “active shooter” exercise on campus. The exercise involved over 30 police officers, 6 security guards, and 10 community members. The exercise was designed to test how police officers would respond to an active shooter on campus **and** how USG administrators would handle post incident management. The exercise was evaluated by Paul Dillon, Security Consultant, and the evaluation was forwarded to the Director.

### FUTURE EXERCISES

An exercise for the fall of 2009 is in the early planning stages. It will likely involve the Montgomery County Fire Department. In addition we will be designing an exercise that involves a large segment of the campus population with the goal of testing and training our community and staff during an incident. The training component goals would be to educate community and staff on the EOP and to test performance during a mock incident.



# The UNIVERSITIES *at Shady Grove*

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## Universities at Shady Grove Office of Information Technology Disaster Recovery Plan

### Site Contacts

The Universities at Shady Grove (USG), Office of Information Technology (OIT) contact information for the individuals and their corresponding departments are available in the Notifications Policy 1.010 located in the Emergency Preparedness Plan (EPP). These individuals will be contacted in a timely manner in the event of a disaster that affects USG and its IT resources, and, as necessary, may be asked to represent other IT department tasks if the situation and needs arise.

### Critical Hardware

If there is an event that causes damage to USG critical hardware or Fileservers and Printer Service, resulting in an outage, replacement hardware will be required to return the services to normal operation. The vendor, model, and configuration of each device must be cataloged so that a proper replacement can be obtained and deployed in a timely fashion. There should be a procedure for obtaining a replacement for each part, first from the available spares currently kept in building I and III, and secondly from the vendor which the hardware was purchased. A list of vendors can be obtained from IT Services which is updated regularly, and kept in both the building server rooms.

### Critical Services

Critical services must be identified. In the event of a disaster, those recovery procedures that bring these services back online should be prioritized. The disaster recovery team should be made aware of what, if any, disaster recovery plans the owners of those services have in place to ensure that the disaster recovery team's response is appropriate and productive.

USG provides several critical services. The first is the intercampus connectivity supplied by USG Network and Telecommunications. Almost all of USG infrastructure is served by this service, and any disaster that affects USG inside the campus site, by definition, affects this service. The shared Internet connectivity is the second critical service supplied by UMATS. This service is in multiple locations within the campus, but the loss of one of them may result in degraded service, and the loss of all of them would result in an outage. Therefore, in the event of a multiple-building disaster, those buildings with Internet connectivity would have priority in recovery operations, and in the event they cannot be brought back online in a timely fashion, priority will be given to providing an alternate source of connectivity. Second is support for certain IVN services. These services will need their configuration backed up and servers earmarked for replacement, should something happen to the site where they are located (currently UMCP.) This service is current offered through UMATS and College Park respectively. File and Print

service is another resource offered by USG and current housed in building III and replicated in building I for redundancy. If either building renders a loss, building I would suffice for recovery. If the campus is a total loss, appropriate designation by Karen Mitchell, Director of Finance and Administration or Stewart Edelstein, Executive Director would provide details regarding the use of UMBI/CARB or UMCP as a recovery location. Other critical services used but not housed by USG are Email, Financial Information Systems, Students Information Systems and Calendaring. All services are offered and supported by UMCP and joining partners.

## Redundancy

The USG site Local Area Network and Wide Area Network (LAN/WAN) is designed to provide seamless and uninterrupted throughput of voice, data and video transmissions under normal conditions as well as during events that would cause service outages to information resources. Redundancy is configured from separately distributed uninterruptible electrical power supplies (UPS) connected to both building and emergency (generator) supplied power in every campus telecommunications closet. Dual powered and dually paired Etherchannel high-speed network links to Building I and the second in Building III. Redundant (WAN) connection to two robust and physically path separated entranced terrestrial Gigabit Ethernet connections to the University of Maryland Academic Telecommunications System (UMATS) state-wide WAN and finally connecting to the Internet.

## Communications

VoIP voice system rides on USG's redundantly designed network infrastructure and employs many redundant topology strategies. These include, dually connected and physically separated (Building I and Building III) voice gateways, call managers and voice mail access and storage servers. These two building separated voice gateways are each connected to our local voice service provider via their own diverse path digital links. As with the above events, the loss of either one of these three core voice service providing equipment, resulting from power loss, connectivity severance, system configuration crashes, etc., will prove unnoticeable and transparent to our users as the redundant systems will seamlessly take over the in-progress and proceeding voice calls. If our local service provider fails us for whatever reason, USG has a many, in-service plain, old telephone service (POTS) analog red emergency phone sets strategically placed in accessible within our three buildings.

## Spare Inventories and Locations

In order to repair or replace equipment damaged in a disaster, a list of all spare equipment and where it is warehoused must be kept up to date. This list must be checked regularly for accuracy, and checked to ensure that there is at least one spare of every critical part that may fail available and especially that any critical hardware that is not protected by vendor contract has a spare of either the same model or some equivalent available (needs to be reworded). USG in conjunction with UMATS and UMCP will work to ensure prompt replacement of critical hard hardware and serve as a spare placement reservoir. Such spares can also be salvaged from other buildings within the USG campus if a total disaster was negated.

Since the loss of a site may mean the loss of several identical devices, a lost site might require more equipment than the spares inventory can cover. In this case, the recovery phase may require time budgeted for acquiring replacement parts from the vendor. The alternative is to have sufficient spares to cover any site, but the cost of doing so is not reasonable, considering the time frames for receiving replacement parts versus that for replacing a devastated site. A disaster that destroyed all the equipment in a site would generally require several orders of magnitude, more time for the site to recover from, or for an alternate site to be prepared, than ordering a replacement part would reasonably take.

## Vendor Contact Information

Should a part need to be replaced, the vendor for that part will need to be contacted (either for direct replacement or to refill the spares inventory.) A list of vendor contacts can be found in IT Services. The USG OIT budget should contain a reserve sufficient to recover a site after a major disaster.

## Disaster Recovery Process

The response to an emergency consists of the following phases:

1. Preparation
2. Response
3. Recovery

### Preparation

Preparation consists of ensuring that a plan is in place and that it is well understood. It also entails making sure as many details are thought through and taken care of as possible before an event takes place. For the most part, preparation for a failure on the USG campus is built into the network. The loss of any single circuit will at most result in the loss of connectivity to one building; however, no loss of connectivity should occur based on redundancy measures in place across campus buildings. Further preparation is made by keeping archives of configurations and files of equipment and digital documents at UMCP on regular bases.

### Response

This phase covers the immediate response to an emergency. Incident Response Team should analyze the situation and decide which measures should be placed in motion and what unforeseen problems there are and how they can be handled. Loss of the primary site (Camille Kendall Academic Center) will be handled by the removal of any salvageable equipment to the alternate site on campus if feasible or UMBI/CARB if the entire campus is not affected; otherwise UMCP becomes the default location. Hardware issues will be handled first from spares inventory and second from replacement hardware from the vendor. Circuit and Internet connectivity issues must be handled through the service providers (UMATS/UMCP). USG staff will work with these service providers to ensure service recovery as soon as possible. Vendor contact information is available in IT Service department. If a remote network node is lost, and the location it was in cannot be reconstructed in a timely fashion, USG will work with UMATs to rebuild our point of presence in a location to be designated by Karen Mitchell, Director of Finance and Administration or Stewart Edelstein, Executive Director. USG will work with Jeff Huskamp, Chief Information Officer of UMCP to provide resources onsite which will house in addition to their services USG's data resource servers for administrative staff. This site may be prearranged between USG and the remote site, or decided upon afterwards by surveying the available surviving space. In either case, it must meet basic power, environmental, and infrastructure access requirements.

### Recovery

In the response phase some services may be left in a degraded or even nonoperational state. During the recovery phase these services are brought back online and made fully operational again. In addition, services brought back during the response phase via alternate means are, where applicable, returned to their original state. Recovery will rely on external factors, such as the physical rebuilding of the site, the restoration of tele-connectivity, the arrival of replacement parts from the vendors, and the reinstallation, reactivation, and recertification of hardware and services.



The UNIVERSITIES  
*at Shady Grove*

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**MEMORANDUM TO FILE**

**FROM:** Stew Edelstein, Executive Director  
**SUBJECT:** Emergency Preparedness Committee  
**DATE:** August 21, 2009

The following individuals are designated as members of the Emergency Preparedness Committee (EPC):

Stew Edelstein, Executive Director  
Karen Mitchell, Director of Administration and Finance  
Paul Dillon, Security Consultant  
Columbus Mack, Facilities Manager  
Mary Lang, Director of Planning & Chief of Staff  
Joe Bucci, Director of Communication & Marketing  
Karen Lenz, Coordinator for the Office of the Executive Director  
Robyn Dinicola-Wagle, Director of Student & Academic Services

The committee is charged with reviewing and updating all policies and procedures related to emergency preparedness at USG. The committee will meet once each semester.

A handwritten signature in black ink, appearing to read "Stewart Edelstein".

Stewart Edelstein, Ph.D.  
Associate Vice Chancellor for Academic Affairs, USM  
Executive Director, Universities at Shady Grove

August 17, 2009