



# EMERGENCY OPERATIONS PLAN

2023

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## PREFACE

St. Mary's College of Maryland's (SMCM) response to an emergency or disaster will generally involve the following phases:

1. **Planning and Mitigation** – The process of developing or refining response plans that will assure an orderly and effective response to an emergency, and for identifying and mitigating areas of vulnerability.
2. **Response** – The reaction(s) to an incident or emergency in order to assess the level of containment and control activities that may be necessary. During this phase, College priorities will be to assure the public welfare, protect critical infrastructure, and provide support to emergency response organizations/operations.
3. **Business Continuity** – The process of planning for and/or implementing the resumption of business operations immediately following an interruption or disaster. During this phase, more in-depth forecasts of the incident will be available and campus-wide priorities for program resumption will be determined. All response activities indicated above will continue as necessary.
4. **Recovery/Restoration** – The process of planning for and/or implementing recovery of non-critical business processes and functions after critical business process functions have been resumed and for implementing projects/operations that will allow the College to return to a normal service level. After each activation of the Emergency Operations Plan (EOP), an after-action review will be performed to determine if the response was effective or if the plan should be modified or improved.

Emergency response efforts shall be conducted in conformity with the Mission, Values, and Policies of SMCM, and under the authority of its President.

Because of the unpredictable nature of emergencies, this Emergency Operations Plan will be organized according to general detection, notification, and response guidelines, followed by sections containing specific response strategies—or Incident-Specific Emergency Action Plans (ISEAP) and Incident Specific Emergency Operations Plans (ISEOP) — pertinent to different kinds of emergencies where appropriate.

No plan can cover all contingencies, and the members of the Emergency Response Team (ERT) possess authority commensurate with their responsibility to protect life and property, and to employ strategies not specified in the Emergency Operations Plan.

## **I. INTRODUCTION**

The SMCM EOP is designed to serve as a guideline for College personnel when responding to any disaster or emergency situation that could or does affect the College.

The EOP is applicable to any human-made and natural disaster, including, but not limited to floods, hurricanes, earthquakes, power failures, hazardous material releases and civil disturbances.

The EOP sets forth an operational structure and outlines basic operational procedures that shall direct those individuals and departments that may be called upon to assist in an emergency response.

Because not every scenario can be predicted, the EOP is designed to allow policymakers and incident manager's flexibility to adapt to events as they unfold.

By establishing a framework of defined responsibilities and communication links, the EOP will help to ensure that the College's response to an emergency is prompt, professional, and well-coordinated.

### **A. Definition of an Emergency**

For purposes of planning, an emergency is defined as any situation:

- that creates an imminent danger to the lives of students, faculty, staff or visitors at the College;
- that creates an imminent risk to College property and personal property located on College grounds;
- that may prevent the College from fulfilling its responsibilities to the students, faculty, staff or visitors;
- that could cause serious harm to the reputation of the College; or
- where the College's resources are called upon to assist the local community, state, or federal agencies in time of regional or national crisis.

### **B. Purpose**

The primary purpose of the EOP is to preserve and protect the lives of SMCM students, faculty, and staff by initiating, coordinating, and sustaining an effective College response to any emergency situation in order to maintain the continuity of mission-essential functions.

The EOP is designed to:

1. Identify planning assumptions and develop policies;
2. Establish a concept of operations built on interdepartmental coordination in order to facilitate a timely and effective College response;
3. Assign specific functional responsibilities to the appropriate offices and departments;  
and

4. Coordinate actions necessary to respond to an emergency and coordinate the links between the College, local, state and federal government agencies and other supporting institutions or organizations.

### C. Scope

The scope of the EOP is as follows:

1. All offices, departments, personnel, buildings, and grounds owned and operated by SMCM are located in St. Mary's County, Maryland. Particular departments are charged with the responsibility to provide response and recovery actions in an emergency or disaster situation.
2. Response activities include those actions that support the efforts of College, local, state and federal agencies in their efforts to save lives, protect public health and safety, protect property and mitigate damage. The actions and activities described in the EOP are carried out under the authority of the President of SMCM.

### D. Levels of Emergencies

All emergencies and events that affect the College, large or small, are included in the framework of this plan. The level of the emergency will determine the extent to which the plan is utilized, and resources are mobilized.

**LEVEL 1:** A minor incident, potential or actual, involving a department or building that can be handled by the affected department, existing College resources, or limited outside assistance is usually a single event of limited time and impact.

**LEVEL 2:** A critical event, potential or actual, affecting an entire building or buildings, or which disrupts the overall operation of the campus could be a single or multi-hazard situation. Outside emergency services will probably be required, as well as a major response from College support services.

**LEVEL 3:** A major event of significant or catastrophic proportions involving the entire or significant portion of the College campus, and potentially affecting the surrounding community. Immediate resolution is not probable and is well beyond the response capabilities of the College alone.

[See *Appendix A* for further explanation and examples of levels of emergencies and typical responses.]

## **E. Organizational Structure**

The EOP specifically identifies an organizational structure with two principal leadership groups managing the College's response to an emergency.

### **The Executive Council**

The Executive Council is comprised of the President of the College and the following senior-level staff: VP for Student Affairs, VP for Enrollment Management, VP for Business and Finance, VP for Institutional Advancement, Provost and Dean of Faculty, and the VP of Equity and Strategic Initiatives

### **Emergency Response Team – ERT**

The ERT is comprised of:

- Vice President for Student Affairs
- Dean of Students
- Assistant Vice President of Integrated Marketing and Communications
- Director of Public Safety
- Director of Physical Plant
- Assistant Vice President of Human Resources
- Vice President for Academic Affairs and Dean of Faculty

Each member of the ERT shall designate, in advance, an alternate member from their respective area to serve on the ERT in their absence. A current roster of primary and alternate members shall be maintained and disseminated to all primary and alternate members.

Individuals from other departments may be asked to join the ERT as the need arises, based upon the emergency or planning needs

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

St. Mary's College of Maryland is a residential public honors college located adjacent to historical St. Mary's City in St. Mary's County, Maryland. The campus covers over 361 acres along the waterfront and has 34 campus buildings.

The College enrolls about 1700 undergraduate and graduate students. When all residence halls are in operation, there are nearly 1400 students living on campus. The campus is supported by over 400 full-time and part-time faculty and staff members.

Other programs such as conferences, athletic events, and summer camps bring additional populations of visitors to the campus. The size of the College, its location 70 miles south of Washington, D.C. between the Potomac and Patuxent Rivers and the considerable

infrastructure carry a risk to the population and the property of the College. These risks include natural, technological, chemical, security, and human emergencies or disasters.

## **B. Assumptions**

In the event of an emergency, the College will need to take immediate and appropriate actions to evaluate, direct, mobilize and coordinate its response. Depending on the level of the emergency and the need for resources, the College will activate this plan to direct its resources to best protect lives and property and to ensure the continuity of operations.

Emergencies and disasters could affect residents in the region, not just the campus. Therefore, county, state and federal emergency services may not be available immediately. The College must be prepared to respond appropriately with or without the immediate involvement of outside agencies.

Emergencies or disasters can occur at any time of the day or night and can occur when senior administrators and designated ERT members are unavailable to respond. The EOP, therefore, must be based upon roles to be filled, not individuals, and must be flexible.

## **C. Role of County Emergency Services**

Under Maryland law, the local governments have the responsibility for the direction and control of emergency management within their jurisdictions. The county's Emergency Management Director is responsible for the development and implementation of the emergency management program designed to provide for an effective response to an emergency.

The local Fire Chief or Sheriff or their designee (depending upon the type of emergency) is responsible, per state law, for the command of the response and control of the incident. They shall assume the role of Incident Commander from Public Safety once on scene.

If the incident is law enforcement related on College property, the St. Mary's County Sheriff or his/her designee is the Incident Commander. The Incident Commander is also responsible for the limiting or closure of access to a building or area to anyone, even senior College officials, if the situation warrants.

The College will work with local authorities to support their efforts, as requested, and will act to resolve consequences to the College from the incident.

## **D. Plan Awareness**

All SMCM departments and offices are to be familiar with this plan.

## **E. Hazard Analysis and Assessment**

It is the responsibility of each department or office at SMCM to conduct its own hazard analysis and assessment concerning the area it is responsible for. Offices and departments

may seek assistance for any hazard analysis from the Office of Planning and Facilities and/or the Office of Public Safety.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

It is the responsibility of the College to ensure that it is prepared to meet the needs of the people and the institution that might be affected by an emergency incident.

The President of the College is ultimately responsible for the College's response in such an incident. The authority to declare a campus state of emergency rests with the College President or appointee.

During the period immediately following an emergency requiring activation of the EOP, when directed by the President or his/her designee, primary and support offices and departments will take action to identify requirements and resources needed to respond appropriately.

The EOP will be activated whenever the President or his/her appointee declares a state of emergency. This declaration may be made at the recommendation of the Emergency Response Chair or other ERT members.

The President is supported in this responsibility by the Executive Council, for the purposes of this plan, in making final decisions and issuing directives for the management of the emergency.

The Executive Council, in turn, is supported by the ERT. The ERT will gather necessary information and resources and will implement, coordinate, and oversee the College's response to the emergency.

The ERT is, in turn, supported by the individual offices and departments that implement their own emergency response actions under the overall coordination of the ERT.

#### **B. Emergency Leadership Structure**

##### **Emergency Response Team – ERT**

Upon activation of the ERT, the highest-ranking member from the hierarchy list below shall assume the role of the ERT chair. The ERT chair shall be responsible to direct all activities of the ERT, until relieved by a higher-ranking member.

- Director of Public Safety
- Vice President for Student Affairs
- Dean of Students
- Director of Physical Plant
- Assistant Vice President of Human Resources
- Vice President for Academic Affairs and Dean of Faculty
- Assistant Vice President of Integrated Marketing and Communications



## **Incident Command System**

The Incident Command System (ICS) is a formal structure of operations in emergency situations that is uniformly accepted and implemented by local, state, and federal agencies that have the responsibility for managing emergency situations.

The ICS is organized to address the primary requirements of a complex emergency under an organized chain of command.

During Level 1 and most Level 2 emergencies on campus, the ERT can operate in a less formal mode. However, in a level 3 emergency involving outside agencies from the state and/or federal government responding to campus to assist the College in addressing a major event, the ERT must be able to interface with these outside agencies, all of which will be operating entirely under the ICS model.

Consequently, it is necessary for all members of the Executive Council and the ERT to be familiar with the basic structure of the ICS, the functional position titles used, and the general responsibilities of each ICS function.

[See Appendix B for the ICS flow chart and definitions of functional positions.]

## **C. Emergency Operations Center (EOC)**

When an emergency occurs or is imminent, it shall be the responsibility of the senior most Public Safety Officer to ensure the Director of Public Safety or designee is made aware.

The Director of Public Safety or designee shall make notification to the Vice President for Student Affairs or designee of all emergencies.

The VP for Student Affairs or designee in collaboration with the Director of Public Safety shall make the determination to activate the EOC

### **Location**

If the duration or severity of the emergency warrants setting up an EOC, it will be set up in a location best fitting the situation.

The key element in selecting the EOC is that it be a safe location that is unlikely to be affected by any subsequent events related to an initial disaster/emergency episode.

- The location should be centrally located, have sufficient room for 6-8 people, and be convenient to all utilities if possible.
- Other factors that would determine which locations to be used include type of emergency, location of the emergency, availability of backup power, and phone and data communications.
- In a large scale emergency, the EOC must be in a location where the ERT members can maintain continual communication with the President, and the remaining members of the Executive Council.
- The ERT and the EC shall each designate a liaison to facilitate communication between the groups

## **Potential Sites**

The Director of Physical Plant and The Director of Public Safety shall identify campus locations that have emergency power and access to communication equipment that can be used as the EOC.

The Director of Physical Plant shall periodically verify the proper functioning of utilities and communication equipment and connections at each of the sites.

The EOC, regardless of location, will have easy access to:

- Multiple phone lines
- Multiple network connections (or wireless connectivity capabilities)
- Television with internet access
- Large campus map
- Hand-held portable radios, and/or cell phones for team members (as needed)
- White boards

[See Appendix C for complete list of equipment/supply needs.]

## **Field Command Post**

If the emergency involves only one building or a small part of the campus, a field command post will be established. A Public Safety vehicle or other appropriate College vehicle will be placed as near to the emergency scene as reasonably possible. At least one uniformed Public Safety Officer will staff the incident command post at all times or until the emergency ends.

## **D. Organizational Responsibilities**

### **Emergency Response Team (ERT)**

The responsibility of this group is to:

- Provide overall coordination to the College's response to the emergency.
- Obtain, confirm, evaluate, and provide information to the President.
- Identify and implement actions necessary to resolve specific situations.
- Identify resource needs and shortfalls.
- Reassign or deploy individuals and department/College resources in support of critical needs.

[See Appendix D for additional responsibilities of individual members of the ERT.]

## **College Department General Responsibilities**

All College departments and offices will:

1. Maintain and routinely update emergency procedures that prescribe the responsibilities of department/office staff during and after an emergency. All such procedures shall ensure the safety of all students, faculty, and staff within the department or office during any emergency.
2. Identify a space, area, landmark, or other readily identifiable alternate location on campus as an “assembly point” where students, faculty, and staff are to gather immediately following a building evacuation; ensure that the assembly point is at least 300 feet away from the building.
3. Develop a procedure to account for all department/office faculty and staff, students, and/or visitors who are present at the outset of the emergency and initiate that accounting process immediately following a building evacuation.
4. Ensure orderly succession of personnel for all key positions to maintain operations during unforeseen circumstances.
5. Ensure the maintenance and safeguarding of key records and documents and the availability of those documents in an emergency.
6. Maintain a system for internal status reporting on manpower and other resources.

### **Specific Department Responsibilities:**

Certain College departments and offices may need to develop more detailed emergency operating procedures to supplement the College’s EOP because of the unique features of the facilities for which they are responsible and/or the communities they serve.

Examples of such procedures include but are not limited to the following:

- The Athletics Department maintains an Emergency Action Plan for the Michael P. O’Brien Athletics & Recreation Center (MPOBARC) as part of NCAA requirement and because this facility is regularly used by members of the College and external communities.
- The Office of Residence Life provides an emergency response guide to Residence Area Coordinators and Residence Advisors that addresses a wide variety of life safety, fire prevention, and security issues that impact their departmental operations in SMCM’s residence halls and buildings.
- The Office of Planning and Facilities is responsible for the implementation of the College’s Spill Prevention Control and Countermeasures Plan at College owned sites where oil and other substances are stored, processed, distributed, or consumed and could reasonably be expected to discharge in harmful quantities.

All, such guides and action plans shall:

1. Be consistent with the general guidelines for emergency preparedness, response and recovery contained in the EOP; and
2. Comply with the development and maintenance requirements contained in Part IV, A&B, of this plan.

## **E. Administration and Logistics**

Certain administrative procedures and logistics should be intact prior to, and during an emergency situation. Hence, the following applies:

1. During an emergency, some administrative procedures should be suspended, relaxed, or made optional. An example would be bypassing the process set forth for the procurement of needed equipment. Departures from normal procedures should be clearly addressed by the ERT during the planning process.
2. All offices and departments shall develop provisions for the proper documentation of all emergency expenditures. Documentation methods should follow current accounting procedures. Such accounting documentation will support the College's requests for supplemental assistance from state and federal agencies.
3. Upon activation of the EOP, each representative of the ERT shall ensure that students, faculty, staff, property, equipment, supplies, and vehicles are accounted for and protected.
4. All departments and offices shall implement established resource controls and determine the availability and accessibility of those resources. Any additional required resources needed to respond to or support an emergency operation should be identified.
5. Training of ERT members will be conducted annually through training sessions, exercises, actual response and/or outside training. If necessary, additional training will be conducted on an accelerated basis during periods of increased readiness status.

## **F. Notice of Emergency**

Although it will likely be initially identified or received by the Office of Public Safety dispatcher or responding Public Safety Officer, notification of an impending or existing emergency may come from any number of sources.

Information received by any person connected with the College that an emergency has occurred or is likely to occur shall be forwarded immediately to a member of the Office of Public Safety.

## Public Safety Officer

A Public Safety Officer receiving information about an occurring or likely emergency shall gather as much information as possible and immediately report to the shift Sergeant or the Director of Public Safety. The Public Safety Officer shall request instructions for initial actions to be taken.

The highest-ranking Public Safety Officer on the scene shall assume the role of Incident Commander until relieved by a higher-ranking Public Safety Officer or external agency. When assuming control or taking over as the Incident Commander the Public Safety Officer shall ensure that Public Safety dispatch is notified.

## Public Safety Dispatcher

The Public Safety dispatcher will follow a defined sequence of responses for nearly all emergency situations, including but not limited to:

1. Contacting 911 and requesting all necessary police, fire and EMS responders as appropriate.
2. Notify the campus community as needed via appropriate methods.
3. In the event of a level 2 or 3 emergency, notifying the Director of Public Safety.
4. In the event of a level 3 emergency, the Vice President of Student Affairs, the Dean of Students and the Vice President for Business and Finance will be notified.

The President or designee will be responsible for any notification to the College's legal counsel and the Board of Trustees.

The Vice President for Business and Finance is responsible for any notifications to insurance carriers.

[See Appendix E for Emergency Response Flow Chart.]

## **G. Evaluation and Response**

The Incident Commander shall direct the immediate response of emergency assistance based on the circumstances of the emergency (police, fire, ambulance).

The Emergency Response Team Chair shall direct the deployment of all appropriate College resources (Facilities, Student Life); and evaluate the need for additional assistance from outside private and governmental entities based on the circumstances of the emergency conditions (housing, transportation, environmental hazard, etc.).

### **Emergency Management**

The ERT, under the direction of the Emergency Response Team Chair, shall manage the ongoing actions taken in response to the emergency, utilizing the Emergency Resources

Directory and other available resources, and shall make periodic progress reports to other constituencies, as appropriate.

### **Key Secondary Factors**

In addition to those obvious responses to emergencies such as enlisting the aid of other outside agencies, the ERT shall implement additional operations.

These shall include but not be limited to:

1. The processing of calls from family and friends of students, faculty, and staff.
2. Establishing a centralized liaison function to deal with outside agencies (hospitals, other governmental agencies), providing them with necessary information and other assistance, such as next of-kin notifications.
3. Establishing a public information function to disseminate information to the news media and to document emergency response activities.
4. Providing for the protection of essential business records and computer equipment. Timely notification of computer operations the Office of Information Technology (OIT) administrators is essential.
5. Establish a mechanism to provide for extraordinary financial demands and seek assistance of insurance carriers.
6. Set up an emergency procurement operation to address extraordinary material needs.
7. Ensure the continuation of food service operations.

## **H. Declaration of an Emergency Condition**

The College President or designee is responsible for the actual declaration of an emergency. He/she shall declare a state of emergency for level 2 or 3 incidents when it is deemed necessary to do so. A declaration of an emergency will result in the immediate implementation of emergency procedures as outlined in the EOP and/or the closure of all or part of the College.

The President shall also be responsible for declaring an end to any state of emergency when appropriate.

## **I. Activation and Deployment**

Activation of the EOP is dependent upon a variety of circumstances, such as the type and level of the emergency. Generalized assumptions are as follows:

The EOP will be utilized to address particular requirements of a given disaster or emergency situation. Selected ISEAPs will be activated based upon the nature and scope of the event and the level of support needed to respond.

Based upon the requirements of the situation, the ERT will notify College departments and offices regarding the activation of the appropriate functional ISEAP and other structures of the EOP. Priority for notification will be given to primary departments or offices as specified by the relevant ISEAP.

When activation of the EOP is initiated, and unless otherwise specified, all persons having primary functions at a particular level (ERT members usually), as specified in the EOP, will report to the EOC and initiate their respective functions.

### **Restricting Access to Campus**

When an emergency declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment such as Bon Appetit) are authorized to be present on campus.

Those who cannot present proper identification (e.g., vehicle registration, employee identification card, or other photo ID) verifying they have legitimate business on campus will be asked to leave.

In addition, only those faculty and staff members who have been assigned ERT duties or issued an emergency pass by the Office of Public Safety will be allowed to enter the immediate disaster site, and only once the site has been deemed safe to enter by the Incident Commander, the Office of Public Safety, the ERT, or the Physical Plant.

### **Immediate Actions**

It is likely that the resources needed for immediate assistance to deal with various kinds of emergencies will be obvious. The following is a list of common assistance requests. Contact numbers are found in the Emergency Resources Directory (see Appendix D).

### **Police, Fire, and Medical Emergencies**

These services will always be summoned in the event of fire, flood, earthquake, confirmed bomb threat, environmental hazard, serious multiple injury accidents, civil disorder or mass demonstrations, chemical spill, hostile intruder/active shooter, and the like.

Police and fire departments and other government related agencies are required to have emergency response strategies in place and are usually well equipped to provide immediate assistance as well as knowledge of appropriate resources for secondary assistance.

### **Large-Scale Health or Injury Problems**

The area is served by a limited number of hospitals within a 30-minute drive. A list of the facilities is maintained in the Emergency Resources Directory. Triage is usually the function of first responder EMS personnel. Follow-up coordination of medical care shall be the responsibility of the Wellness Center.

### **Utility and Mechanical Service Loss**

The handling of utility and mechanical service losses shall be coordinated by the Associate VP for the Office of Planning & Facilities or designee. The Physical Plant maintains an up-to-date list of private contractors to correct those problems that are beyond the ability of College personnel.

### **Public Information**

An emergency or disaster is likely to present a need for the organized and sensitive dissemination of information for public consumption, as well as maintaining control of the media who might disrupt emergency response activities. This function shall be the responsibility of the AVP for Integrated Marketing and Communications and his/her staff.

### **Assessing a Threat or Emergency**

During a state of emergency, the Office of Public Safety, with authorization from the President or the ERT, shall take the necessary steps to assess the emergency and to safeguard persons and property. The Director of Public Safety or designee shall immediately consult with the ERT regarding assessing the emergency and level of the crisis and the possible need for a declaration of a campus state of emergency.

In the event of a major crisis, emergency, or potential threat occurring on or near the campus or one that involves campus property, Public Safety Officers and appropriate Physical Plant personnel will be dispatched to determine the extent of any damage to campus property. If necessary, the ERT will utilize other campus staff to assist with the assessment.

## **J. Evacuation of Buildings**

Fire, flood, earthquake, suspected explosives, environmental accidents, active shooter, hostage/barricaded subject, and utility failures are among the reasons that a building should be evacuated. Regardless of the reason for the emergency, any condition in or near a building that threatens the health, safety, or welfare of any member of the College community shall be cause to direct an evacuation.

The decision to evacuate buildings shall be made by the Incident Commander

Whenever a campus building is evacuated, occupants will report to the assembly point designated by their department/office unless other directions are provided by emergency responders.

## **K. Shelter-In-Place/Campus Lockdown**

In emergencies such as explosions, Hazardous Material spills and environmental accidents, act killer/hostile intruder, or hostage/barricaded subject incidents, it may not be safe for people who are inside the building where such an emergency is occurring or has just occurred to evacuate.



In such instances, the ERT may implement the Campus Emergency Lockdown Procedure and announce same using the College's Emergency Notification Systems.

When the Campus Emergency Lockdown Procedure is implemented, all persons on campus should immediately seek shelter indoors or take shelter-in-place in their current indoor location.

[See Appendix F for Campus Emergency Lockdown Procedure.]

## **L. Continuity of Operations**

The primary purpose of an emergency operations plan is to protect the lives of the students, faculty, and staff and preserve the properties of the College in a disaster and then return the situation to normal.

Disasters can interrupt, paralyze, and or destroy the ability of the College to carry out its mission. Therefore, it is imperative that an emergency operation is able to provide mitigation, preparedness, response and recovery functions to the fullest extent possible.

## **M. Establishing Alternate Facilities**

### **Resident Student Quarters**

Establishing alternate quarters for resident students due to the temporary loss of a residence hall shall be the responsibility of the Office of Residence Life.

Resident students shall be temporarily housed with other resident students or in the lounges in unaffected buildings until such time as repairs to damaged housing facilities are completed.

If a residence hall facility remains off-line for an extended period of time, alternate arrangements for temporary off-campus housing shall be made at the discretion of the Director of Residence Life.

A list of local hotels and other rental facilities, as well as other local institutions, shall be maintained in the Office of Residence Life.

Consideration may also be given to housing some students in the private homes of faculty and staff on a volunteer basis, and/or encouraging students whose residences are within a 50-mile radius of campus to reside at home until their residence hall is reopened.

### **Classrooms**

Large common areas in buildings on campus may be considered for use as classrooms on a temporary basis, including meeting rooms and lounges, if they exceed 500 square feet in usable area and do not unduly disrupt other necessary operations.

Very large areas such as the Ed Cole Court/Arena (gymnasium) in the MPOARC, the PAC auditorium, the Great Room (dining hall), and Glendening Annex may be considered for multiple use.

Available space at nearby area schools, office buildings, and rental halls shall be considered for possible classroom use on a temporary basis.

### **Food Service**

Should the Great Room be rendered unusable, the only facilities on campus that may be used for food service on a temporary basis is the MPOARC. The food service contractor shall be responsible for providing meals to the campus community in the alternate location(s). Alternate use of the MPOARC may require suspension of some athletic activities.

### **Administrative Operations**

Where possible, when an administrative function cannot be performed at its usual location, attempts shall be made to find alternate space on campus.

### **Ongoing Emergency Management**

While the emergency/crisis is ongoing, the Assistant Vice President of Integrated Marketing and Communications will be responsible for documenting each communication-related activity to the extent possible.

## **N. Deactivation of Emergency Operations**

Deactivation of an emergency operation is dependent upon a wide range of variables that must be satisfied before such an event may occur.

Some basic principles that should be followed before deactivation are:

1. Ensure that all health and safety issues are resolved prior to full deactivation.
2. Ensure that all vital services and facilities are re-established and operational.
3. Partial deactivation of the ERP may occur only when all issues within the ISEP are resolved or completed.
4. Recovery operations may be initiated during response operations.
5. Deactivation of the response operation may be followed by the recovery operation.
6. Final deactivation of all operational activities will only occur with authority from the College President in coordination with the ERT.

## O. Resuming Operations – Restoration and Recovery

In situations involving structural damage or building emergencies as a result of an explosion or similar incident, hazmat incident, tornado, utility failure, structural collapse or similar incident, the ERT should be focused on the planning for and/or implementing resumption of campus operations immediately following an interruption or disaster while the response activities continue as necessary.

In attempting to return the College to a normal business functioning operation (critical functions first, then non-critical) and service level, the ERT should:

- Establish a recovery team, if necessary.
- Establish priorities for resuming campus operations.
- Continue to ensure the safety of personnel on the property.
- Assess remaining hazards.
- Maintain security at the incident scene.
- Follow emergency notification procedures.
- Notify College employees' and students' families about the status of College personnel and students on the property; off-duty College personnel about work status; insurance carriers and appropriate government agencies.
- Conduct campus briefings.
- Keep detailed records.
- Take photographs of or videotape the damage.
- Account for all damage-related costs.
- Establish special work order numbers and charge codes for purchases and repair work.
- Protect undamaged property.
- Close up building openings.
- Remove smoke, water and debris.
- Protect equipment against moisture.
- Restore sprinkler systems.
- Physically secure the property.
- Restore power.
- Conduct an investigation, and coordinate all investigative actions with appropriate government and local agencies.
- Conduct salvage operations. Segregate damaged from undamaged property. Keep damaged goods on-hand until an insurance adjuster has visited the premises, but move material outside if it is seriously in the way and exposure to the elements will not make matters worse.
- Take an inventory of damaged goods. [This is usually done with the adjuster or the adjuster's salver if there is any appreciable amount of goods or value.] If goods are released to the salver, obtain a signed inventory stating the quantity and type of goods being removed.
- Restore equipment and property. For major repair work, review restoration plans with the insurance adjuster and appropriate government agencies.
- Assess the value of damaged property.
- Assess the impact of College business interruption.

## **P. After-Emergency Assessment**

### **The ERT**

When the crisis is over, the ERT will assess its crisis response, and if appropriate, publicly communicate its efforts to improve the EOP. The College will make continual efforts to be aware of continuing situations that may require special attention, such as the impact of the crisis on involved students' health and well-being, their academic performance, and their financial needs.

Affected College personnel will be contacted to begin the damage evaluation and recovery (start-up) process. This may require coordination with internal departments and outside agencies.

### **The President**

The President will convene a meeting of the ERT members who participated in the action plan as soon as possible after the resolution of the emergency to assess the effects of the emergency and initiate the recovery process.

### **Others**

The Disbursement Accounting Supervisor will also convene a meeting with the College insurer(s) to assess damages and business interruptions to the campus and to evaluate the campus' insurance liability and coverage.

The Director of Counseling Services and the Director of Human Resources will collaboratively determine if follow-up support services are required for campus constituent groups and those College personnel directly involved in a campus emergency, and will recommend the utilization of outside resources as required to adequately address presenting needs

### **After Action Report**

Immediately after the conclusion of emergency operations directly related to a critical incident, emergency, crisis, or disaster, the Director of Public Safety will prepare an After-Action Report (AAR).

The AAR will detail all facts and circumstances known about incident causation, the quality and nature of the response effort, and the incident resolution.

In addition, the AAR will determine both deficiencies and highlights that occurred during the resolution of the incident, and shall make recommendations about planning, training, and operational needs and improvements for consideration to enhance the efficiency of future responses.

## **IV. PLAN MANAGEMENT**

### **Development**

The Director of Public Safety, under the direction of the Vice President for Student Affairs, is charged with the EOP, to include the development of the ISEPs, alerting and notification lists, and resource inventories.

In addition, the development will include the coordination between the College and the state, federal and local governments to ensure the necessary link with all jurisdictions having emergency response capabilities is met.

### **Maintenance**

The Vice President for Student Affairs will direct the overall plan review and revision on an annual basis. The Director of Public Safety will request from the primary and support departments and offices the necessary updates as noted below.

Review of the functional ISEAPs by the respective primary and support departments and offices will be conducted every year. Department heads and office chairs shall approve major changes.

Major changes that affect the Situation and Assumptions and the Concept of Operations portions of the ERP will be made as required.

All changes, revisions, and/or updates shall be forwarded to the Director of Public Safety for review, editing, publication, and distribution to all holders of the EOP within 60 days of the release of the AAR. If no changes are required, the Director of Public Safety is to be notified in writing by the respective office or department that the EOP and the associated ISEAP, and all supporting documents, have been reviewed and are considered valid and current.

A minimum of one exercise involving the ERT will be held each year.

The ERT will meet as needed, but not less than two times per year, in the fall and spring.

## Abbreviations and Glossary of Terms

<b>EOC</b>	Emergency Operations Center: The physical location at which the coordination of information and resources to support an emergency response takes place
<b>FCP</b>	Field Command Post: A physical location or Office of Public Safety or other College vehicle near the scene of the emergency
<b>EOP</b>	Emergency Operations Plan: Describes the structure and process for a coordinated College approach to an emergency.
<b>ERT</b>	Emergency Response Team: Comprised of the College staff and senior administrators responsible for specific emergency support functions
<b>ICS</b>	Incident Command System: A formal structure for emergency management used by all local, state and federal response agencies during an emergency response.
<b>IC</b>	Incident Commander: The police or fire official responsible for all emergency activities; has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations on the scene of an emergency.
<b>ISEP</b>	Incident-Specific Emergency Plan: Detailed actions to follow in the event of a specific emergency, and/or addresses a specialized, incident specific application of the College's Emergency Operations Plan
<b>AP</b>	Assembly Point: A pre-designated building or outdoor location to which all persons evacuating a campus building during an emergency (fire, explosion, hazmat release, etc.) will immediately report, and where they should remain until a department head, office manager, or supervisor completes an accounting of all students, faculty, staff, and visitors who were inside the evacuated building at the outset of the emergency; should be at least 300 feet away from the evacuated building or site where the emergency originated.

## Appendix A

### LEVELS OF EMERGENCIES & ASSESSING THREATS

The following will be used to assess a threat or emergency on campus:

#### Level I – MINOR EMERGENCY:

- Any incident, potential or actual, which will not seriously affect the overall operation of the campus.
- May use existing procedures and resources to respond.
- Decentralized coordination.
- Some examples of a minor emergency are:
  - brownout,
  - water leak,
  - false fire alarm, or maintenance problem,
  - and any problem with negative public image, etc.

#### Level II – MAJOR EMERGENCY:

- Any incident, potential or actual, which affects an entire building or buildings, or which disrupts the overall operation of the campus.
- Outside emergency services will probably be required, as well as a major response from College support services.
- Major policy considerations may be required from the College administration during these conditions.
- Requires coordination of many procedures and resources.
- Decentralized or centralized coordination.
- Some examples of a major emergency are:
  - power outage,
  - fire,
  - major vehicle accident,
  - snow emergency,
  - bomb threat,
  - HAZMAT spill, etc.

#### Level III – DISASTER OR CATASTROPHE:

- Any event or occurrence that seriously impairs or halts the operations of the College.
- In some cases, mass casualties and severe property damage may occur.
- A coordinated effort of all campus-wide resources is required to effectively control the situation.

- Centralized coordination and direction.
- Outside emergency services may be required.
- In all cases of disaster, a Field Command Post will be established, and the appropriate support and operation plans will be executed.
- Some examples of a disaster are:
  - hurricane,
  - tornado,
  - flood,
  - serious fire,
  - total campus blackout,
  - chemical or biological attack,
  - nuclear disaster,
  - active shooter,
  - barricaded subject/hostage, etc.

The following is a list of potentially hazardous situations and emergencies according to type of risk and threat level.

**a. Natural Risks:**

**LEVEL II**

1. Lightning
2. Hail
3. Snow/Ice
4. Cold Weather
5. Sinkhole
6. Drought

**LEVEL III**

1. Hurricane
2. Tornado
3. Earthquake
4. River Flood
5. Mudslide
6. Fire (wildfire)

**b. Human-made Risks:**

**LEVEL I/II**

1. Internal Accident
2. Computer Viruses
3. Transportation Disruption/Road Closing
4. Theft/Fraud/Embezzlement
5. Disabled Persons
6. Death/Suicide of Member of Campus Community



## **LEVEL II**

1. Workplace Violence/Weapon on Campus
2. Hazardous Materials Spill
3. Bomb Threat/Explosion
4. Sabotage/Vandalism
5. Basic Services Interruption

## **LEVEL III**

1. Government State of Emergency/Natural Disasters
2. External Accidents (plane crash, train derailment)
3. Nuclear Accident/Radiation Exposure
4. Terrorism/War
5. Civil Disturbance
6. Active Killer/Armed Subject on Campus
7. Barricaded Subject/Hostage Situation
8. Serious Fire

### **c. Other Risks/Concerns:**

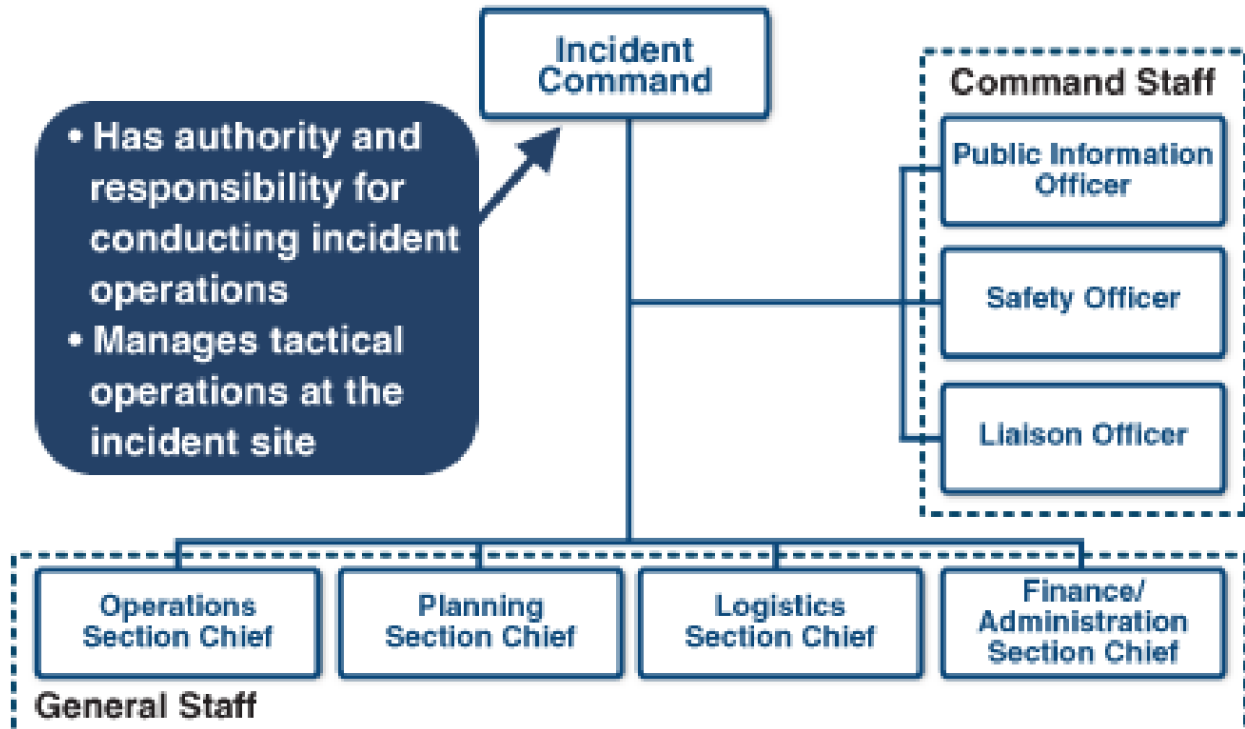
## **LEVEL III**

1. Disease/Epidemic/Public Health Emergency
2. Campus Evacuation

## Appendix B

### ICS FLOWCHART & DEFINITION OF FUNCTIONAL POSITIONS

#### INCIDENT COMMAND SYSTEM STRUCTURE



**Public Information Officer/Section:** is responsible for releasing information about the emergency incident to the news media.

**Safety Officer:** is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety.

**Liaison Officer:** is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities (e.g., SMCM ERT).

**Operations Section:** is responsible for developing tactics needed to support the Incident Commander.

**Logistics Section:** is responsible for providing and coordinating all support for the emergency response operation; includes equipment, personnel, and rest/rehabilitation activities.

**Finance & Administration Function:** is responsible for assessing the cost of alternative operations; making reimbursement decisions, arrangements for financing of necessary provisions (e.g., food and gasoline); addressing any other financial issues that may arise in the course of the operational response.

## **APPENDIX C**

### **CRISIS MANAGEMENT REQUIREMENTS AT EOC**

- Emergency lighting
- Emergency electrical powered outlets
- Computer data lines (2 minimum)
- Dedicated telephone line (that bypasses the internal telephone system)
- Television
- Cellular telephones (brought by responding members of ERT)
- Portable/hand-held radios (to be delivered by Public Safety to EOC as soon as location is identified)
- Food and water
- Emergency response kit (to be delivered by Public Safety to EOC as soon as location is identified)
- Aerial maps of the campus
- Local area maps of surrounding streets
- Campus map
- Building floor plans
- Employee and faculty rosters with phone numbers
- Building keys
- Alarm and sprinkler suppression procedures
- Utility shut off locations
- Designated staging areas
- Emergency Resources Directory with phone numbers
- Evacuation sites and routes
- First aid supplies and their locations
- Student photos or the ability to retrieve them

## APPENDIX D

### RESPONSIBILITIES OF MEMBERS OF THE EMERGENCY RESPONSE TEAM (ERT)

#### Emergency Response Team Chair

- Directs all functions of the ERT

#### Vice President for Student Affairs and/or Dean of Students

- Evacuation of residence halls and emergency housing
- Arrange for the evacuation of College residents from vulnerable areas.
- Reassign resident students in threatened or affected areas to College residence halls (available rooms and lounge areas), at other locations.
- If the College campus needs to be evacuated, reassign resident students to a local facility (*i.e.*, Great Mills High School gymnasium, Ridge Fire Department, etc.)
- Arrange housing for stand-by crews.
- Medical Facility and Supplies
- Maintain 24-hour operation of the Wellness Center.
- Maintain adequate emergency medical supplies.
- Act as a liaison with the Red Cross and/or other medical agencies.
- Crisis Counseling – offer immediate group and individual counseling.

#### Dean of Faculty/Provost

- Make decisions as appropriate regarding academic programs.

#### Director of Human Resources

- Make decisions as appropriate regarding all employees

#### Assistant Vice President of Integrated Marketing and Communications

- Coordinate and manage office, which serves as a clearinghouse for all news and public information emanating from the campus.
- Answer all questions asked by reporters or prepare appropriate individuals for same.
- Oversee press conferences, if necessary.
- Advise the College community concerning damage, progress, and recovery.
- Respond to outside requests for information; prepare written statement(s); and prepare individuals for interaction with media.
- Respond to questions by members of the internal College community.
- Direct messages on the College's website (if up and running), in addition to other means of communication.
- Provide pictorial coverage of the campus and the vicinity for historical and public information purposes.

### **Director of Public Safety**

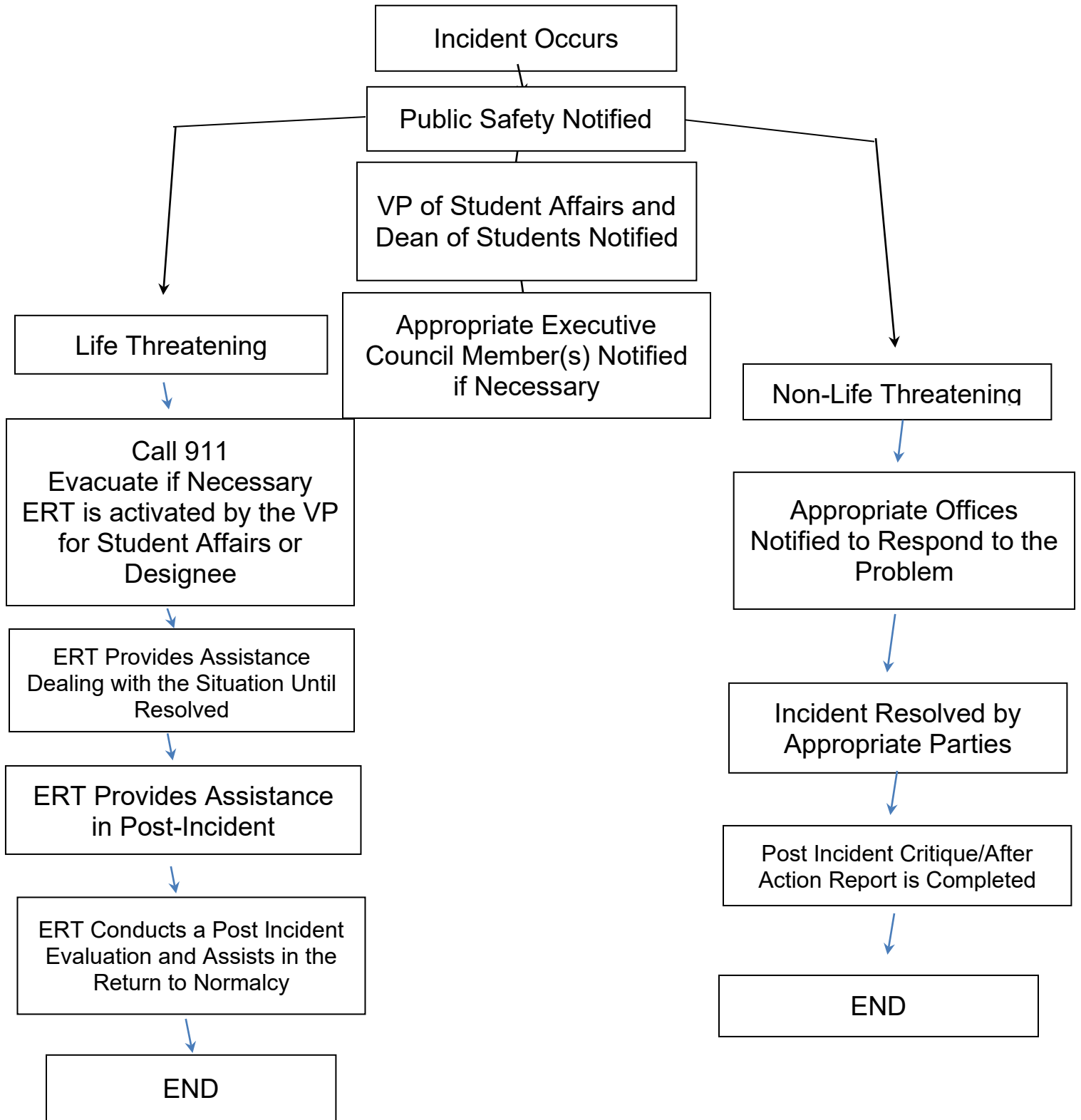
- Provide on-campus security.
- Coordinate with Police, Fire, EMS

### **Director of Physical Plant and/or Environmental Health & Safety Coordinator**

- Supervise student, staff, faculty, and non-College volunteers in the removal of contents from affected buildings.
- Shut off gas, steam, electricity and other utilities in affected areas, as required.
- Remove containers of hydrogen, oxygen, acetylene, propane, and other dangerous or toxic gases and hazardous materials from affected areas, as required.
- Provide physical barriers, barricades to safeguard hazardous areas.
- Provide purification agents.
- Determine emergency water locations.
- Post signs on water fountains and sinks in affected buildings indicating: “DO NOT USE --- NEAREST SAFE WATER POINT \_\_\_\_\_”
- Instruct personnel to fuel all College vehicles and gasoline operated equipment.
- Assure availability/operation of emergency generators.
- Arrange switching for alternate power feeds and distributions.
- Dispatch portable power units and operators to provide essential power to meet special demands.

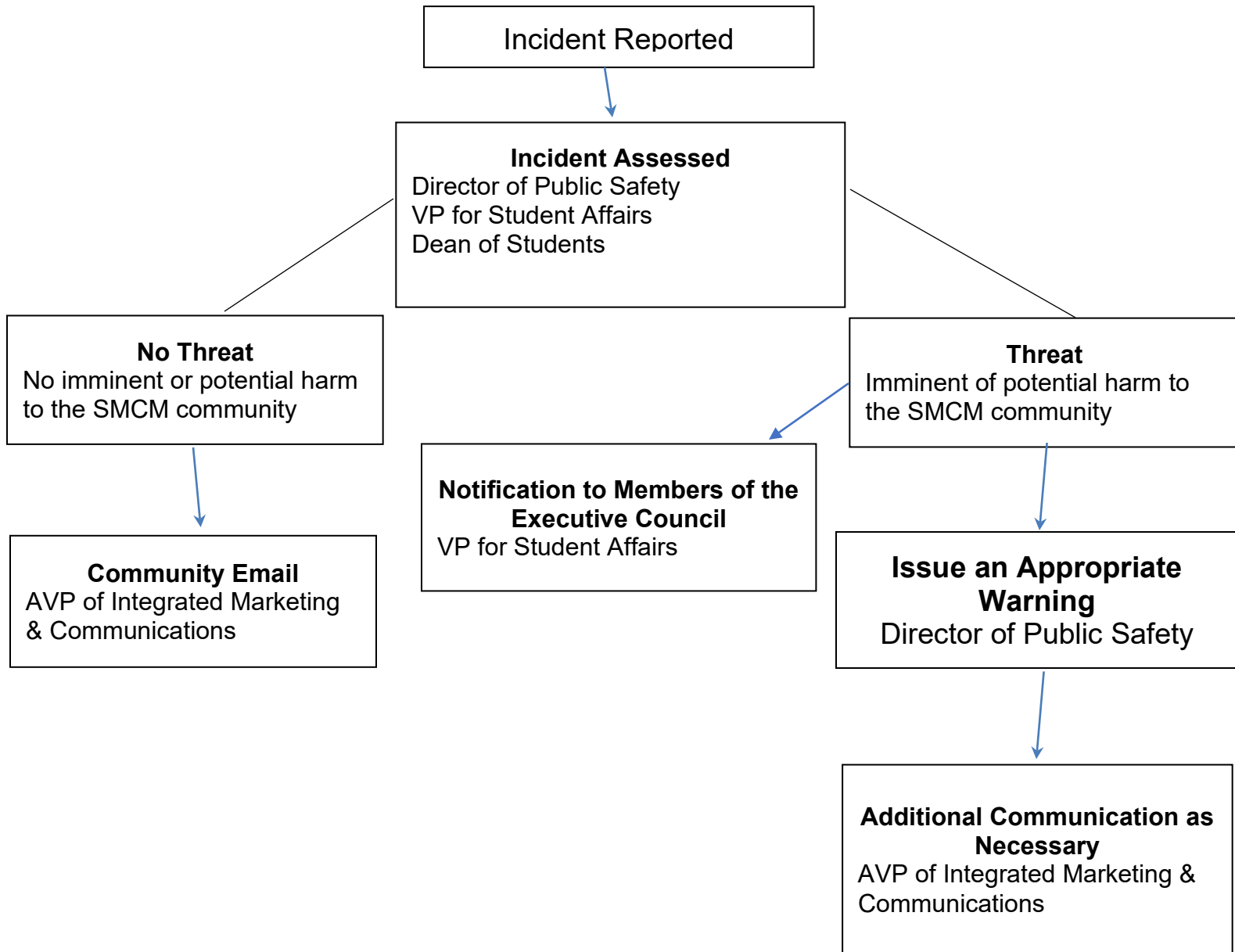
**APPENDIX E**

**EMERGENCY RESPONSE FLOW CHART**



**APPENDIX F**

**EMERGENCY NOTIFICATION SYSTEM FLOWCHART**



## **APPENDIX G**

### **CAMPUS EMERGENCY LOCKDOWN PROCEDURE**

#### **Introduction**

The Campus Emergency Lockdown Procedure shall be implemented if a hostile intruder or active shooter emergency is declared on campus.

#### **Definition of a Hostile Intruder Incident**

A hostile intruder incident is declared when there is a serious risk of danger to the faculty, staff, and students of the College from an armed or dangerous person(s) on campus.

This procedure may also be put into effect for other situations, such as external hazardous chemical or biological releases and, with some modification, hurricane and tornado emergencies.

The authority to declare a campus Emergency Lockdown (or “Shelter-in-Place”) rests with the College President or his/her designee.

#### **Lockdown Notifications and Communications**

If a situation that may require an Emergency Lockdown is discovered, the individual making the discovery shall immediately contact the Office of Public Safety and provide as much information as possible.

An Emergency Lockdown (or “Shelter-in-Place”) will be announced by electronic notification via the College website, the campus Whelan public address system, text message, and email.

Fire evacuation alarms are not to be pulled / activated.

#### **Facility Lockdown Notification Procedure**

If a hostile intruder or active shooter incident occurs or threatens to occur on the SMCM campus, the on-duty Public Safety Dispatcher shall immediately notify the St. Mary’s County Sheriff’s Office and the Director of Public Safety.

The campus shall be notified as soon as possible via text message, email, Whelan Public Address Emergency Notification System, as well as a posting on the College website.

When an Emergency Lockdown notification is received, it will be the duty of each faculty and staff member to alert everyone in their immediate area/location about the content of the notification. Faculty and staff who can safely do so should assist students with sheltering in place. Faculty and staff should advise others to remain sheltered in place until the all clear is given, however are not required to prohibit a person from leaving.

The Director of Public Safety will notify the VP for Student Affairs. The VP for student affairs shall notify the other members of the President’s Executive Council.



## **Lockdown Procedures**

Follow these general guidelines for facility lockdown:

- Lock classroom and other doors if possible.
- Barricade the door with large, heavy items if available (copiers, desks, bookcases, shelves, etc.)
- Close windows and window treatments.
- Turn off all lights.
- Remain quiet and do not enter hallways.
- Silence all electronic devices.
- Crouch down in areas that are out of sight from doors and windows.
- Do not gather together. Spread out if there is sufficient space.
- If the fire alarm sounds, do not evacuate the building unless you have first-hand knowledge that there is a fire in the building or you have been instructed to do so by an identifiable member of the Office of Public Safety, the St. Mary's County Sheriff's Office or a county fire fighter.
- If in a hallway when the lockdown is announced seek shelter in the nearest classroom or office.
- If in an outdoor space, immediately take cover or enter the nearest building if it is safe to do so.
- Do not leave cover or the area in which you have taken shelter until you are instructed to do so by authorized emergency personnel or receive an "All Clear" update via the Emergency Notification System.

**Incident Specific  
Emergency  
Action  
Plans  
(ISEAP)**

## Introduction

The following Incident Specific Emergency Action Plans (ISEAP) are designed as guides to give members of the SMCM community a ready-reference on how to respond in case of an emergency situation on or near the campus. Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here's how you can do your part:

**Subscribe to the SEAHAWK ALERT Emergency Notification System (Campus Shield).** The SEAHAWK ALERT Emergency Notification System is the best and quickest way to get information in an emergency. Emergency situations develop and change very quickly. The SEAHAWK ALERT Emergency Notification System keeps you informed as things change.

**Plan ahead.** The time to think about what you would do in an emergency is *now*. Read through these procedures and consider how you would respond.

***“If you see something, say something!”*** Reporting crimes, suspicious behavior, and safety concerns to the Office of Public Safety helps to keep us all safe. Program 240-895-4911 into your cell phone and don't hesitate to make a report. Download the 911Shield App to submit tips and reports.

**Always carry your SMCM ID card.** In an emergency, you could find yourself locked out of your building or area, as some doors may lock to keep intruders out. Carrying your ID card will ensure you can move about if necessary should doors be locked.

## Preparing for an Emergency

**Get a kit of emergency supplies.** Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer. While there are many things that might make you more comfortable, think first about fresh water and food. Always have a ready supply of water along with some non-perishable food—enough to get you through a few days.

**Make a plan for what you will do in an emergency.** Plan in advance what you will do in an emergency. Be prepared to assess the situation. Use common sense and whatever you have on hand to take care of yourself. Work out a communication plan with your family if cell service is not available. Consider how far you would have to travel to get home and where you might go if you were unable to initially go home. Do you have friends or relatives within driving distance to SMCM? Communicate in advance with your family about what to do if you lose communication with them.

**Be informed about what might happen.** Some of the things you can do to prepare for the unexpected are the same for both natural and manmade emergencies. However, there are significant differences among potential terrorist threats, such as biological, chemical, explosive, nuclear and radiological, which will impact the decisions you make and the actions you take. By beginning a process of learning about these specific threats, you are preparing yourself to react in an emergency.

## **ISEAP-1: Bomb Threats & Suspicious Packages**

While not common, bomb threats and suspicious packages can happen at the College. In order to ensure the safety of students, faculty, and staff, and to minimize the disruptions caused by such threats (usually the goal of those making the threats), the following procedures should be followed.

### **Phone Bomb Threats**

If you receive a bomb threat on the phone, it is imperative that you remain calm. Any person receiving a phone call bomb threat should ask the caller:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?

Keep talking to the caller as long as possible, listen carefully, and try to determine the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of caller
- Background noise

A Bomb Threat Call Procedure Form can be downloaded from the Office of Public Safety Web Site <http://www.smcm.edu/publicsafety/wp-content/uploads/sites/44/2016/04/bomb-threat-call-procedures.pdf>

Report the incident immediately to the Office of Public Safety at 240-895-4911 or the police by dialing 911. If at all possible, have another person call while you maintain a conversation with the caller.

### **Written Bomb Threats**

If you receive a bomb threat via a letter or note call the Office of Public Safety immediately and:

- Make note of all persons that you know handled the note.
- Avoid excessive handling of the note. The police will want to check for fingerprints.
- Follow all instructions from responding emergency personnel.
- Evacuate if ordered to do so.

## **Suspicious Mail or Packages**

Not all dangerous packages or envelopes look suspicious, and not all suspicious looking packages are dangerous. Always use your best judgment. If you are concerned for any reason, do not handle the package.

Contact the Office of Public Safety x4911 or 911 for assistance. Never open or excessively handle any letter or package that you believe is meant to cause harm.

If you come across any letter or package that meets many of the criteria noted below, contact the Office of Public Safety at x4911 or dial 911.

Characteristics of Suspicious Packages/Letter:

- No return address
- Odd smell or sounds coming from the package
- Oily stains, leaking, or seepage from the package
- Wires protruding from the package
- Written directions indicating only a specific person is to open the package
- Packages that are addressed to a title only, without a name, or incorrect titles
- Restrictive markings, like “personal,” “private,” or “to be opened only by...”
- Excessive postage, no postage or non-canceled postage
- Excessive use of tape or unprofessionally wrapped packages
- A rigid or bulky envelope
- Misspelled words, poor handwriting, printing or typing
- Postmark showing a very different location than return address

### **If you observe a suspicious object, package or potential bomb on campus, DO NOT handle the object!**

- Gently set the package down and do not attempt to further handle the package until it has been deemed safe by responding personnel. This will keep fingerprints to a minimum and will assist the police in identifying potential offenders.
- Do not attempt to destroy the package on your own.
- Do not open drawers or cabinets. Do not turn lights on or off.
- Secure the area by closing doors.
- Move away from the area and advise others to do the same.
- Call the Office of Public Safety 240-895-4911 x4911 or call 911 directly.
- Determine who else in the office or on the campus may have legitimately handled the package and be ready to communicate this information to the police.

## **If Ordered to Evacuate**

- In the event that an evacuation is ordered, walk quickly to the nearest marked exit and alert others to do the same.
- Take your personal items with you when leaving.
- Do not pull the fire alarm.
- Evacuate to an area at least 300 feet away from the building.

## **Search Team**

A search team may be organized to search the building consisting of first responders and individuals who work in the affected building.

## ISEAP-2: Chemical or Radiation Spill/Release

A release is defined as any spilling, leaking, pumping, pouring, emitting, emptying, discharging, escaping, leaching, dumping or disposing into the environment, or any release which results in the exposure to persons within a workplace, or if any release escapes down the floor or sink drain or into the hall and is no longer confined to the laboratory.

### **If you discover a chemical spill or release from a container, tank or operating equipment:**

Immediately notify the Physical Plant at x4287 and the Office of Public Safety at x4911. When reporting, be specific about the nature of the involved material and exact location (building name, room number). If the substance is not immediately identifiable, do not take the time to identify it. The notifications to emergency personnel should be your first action.

If the spill/release is *minimal*, do not pull the fire alarm *unless there is a fire*. Attempt to stop the release at its source, but assure that no danger to human health exists first. Simple procedures (turning valves, plugging leaks, etc.) may be attempted if there are no health or safety hazards and there is a reasonable certainty of the origin of the leak. *Do not attempt to clean up the spill.*

If there is an *immediate* threat to human life (e.g., a fire in progress or fumes are overcoming anyone), pull the fire alarm. Request the assistance of the fire department's hazardous materials response team if an uncontrollable spill has occurred and/or if the spill has migrated beyond the site boundaries.

The key person on site should vacate the affected area at once and seal it off by closing the doors to prevent further contamination of other areas until the arrival of fire department personnel. Then remove yourself and others from the area.

Evacuate the building if first responders issue an evacuation order, and walk quickly to the nearest marked exit while alerting others to do the same. **Do not use elevators in case of fire!** Do not panic or cause others to panic.

If anyone has contact with the hazardous material, they should be isolated and await treatment by emergency personnel. Do not leave the site until you are cleared by emergency responders.

Provide first responders with information about the spill, chemical, and the spill area.

**Do not re-enter an evacuated building** unless told to do so by the Incident Commander or a College official, or only after an "All Clear" is announced by first responders or issued via the College's Emergency Notification System.

## **ISEAP-3: Civil Disturbance or Demonstrations**

Most campus demonstrations, such as marches, meetings, picketing, and rallies, are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators.

There are three types of demonstrations:

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

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

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

In the event that a demonstration blocks access to College facilities or interferes with the operation of the College, the Office of Public Safety will respond to the area and request that the demonstrators move or desist.

If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action or possible intervention by the St. Mary's County Sheriff's Office. Except in extreme emergencies, the President will be consulted before such actions are taken.

### **Violent, Disruptive Demonstrations**

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent report it immediately to the Office of Public Safety at x4911 and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department/office may decide to cease work operations until the disturbance is quieted or dispersed.
- If it later becomes necessary to evacuate your building, follow directions from the Office of Public Safety and/or sheriffs.
- A student demonstration will not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
  - Interference with normal operations of the College
  - Prevention of access to office, building, or other College facilities
  - Threat of physical harm to persons or damage to College facilities



## **ISEAP-4: Earthquake**

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

If *indoors*, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.

If *outdoors*, move quickly away from buildings, utility poles, and other structures.

**Caution: Avoid power or utility lines; they could be energized.**

If in a motor vehicle, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

After the initial shock, evaluate the situation and if emergency help is necessary, call the Office of Public Safety at x4911 or 911. Protect yourself at all times and be prepared for aftershocks.

Damaged facilities should be reported to the Physical Plant and the Office of Public Safety.

If an emergency exists, activate the building fire alarm.

When the building fire alarm is sounded, walk to the nearest marked exit and ask others to do the same.

**Do not use the elevators in case of fire.**

Do not panic or cause others to panic.

After an evacuation, once outside, move to a location at least 300 feet away from the affected building.

**Do not return to an evacuated building** unless told to do so by the Incident Commander or a College official.

## ISEAP-5: Fire, Explosion

### Fire

Before a fire occurs, know the location of fire extinguishers, fire exits, and fire alarm systems – known as “pull stations” – in your area and how to use them.

#### When a fire is detected:

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If a minor fire appears controllable, immediately activate the building fire alarm, then promptly direct the charge of the fire extinguisher toward the base of the flame.
- Never attempt to control a fire unless the building alarm has been sounded, the evacuation has begun, and you have the training and ability to do so.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Close doors and windows as you leave if safe to do so. Closing doors confines the fire and reduces oxygen. **Do not lock doors!**
- **Do not use elevators!**
- Evacuate all rooms. Leave the building by walking quickly to the nearest marked exit and alert others to do the same as you leave.
- Feel doors before opening; if door is hot, don't open it.
- In the event of a fire, **dial 911** and notify the Office of Public Safety at 240-895-4911 when outside.
- If smoke is present, stay near the floor where air will be less toxic. Smoke is the greatest danger in a fire. If trapped, keep the doors closed and place cloth under them to keep out smoke.
- Signal for help by hanging an object (*e.g.*, a jacket or shirt) out of the window to attract attention.
- After an evacuation, once outside, report to your designated assembly point at least 300 feet away from the building. Stay there until an accurate headcount has been taken. Your department head, manager, supervisor, or person in charge of each office/area will take attendance and assist in the accounting of all building occupants.
- Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
- **Do not re-enter an evacuated building** for any reason unless told to do so by the Incident Commander or a College official or only when an “All Clear” is provided by first responders or issued via the College’s Emergency Notification System.

### Explosion

In the event of an explosion on campus, take the following action:

- Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, **dial 911** and notify the Office of Public Safety at x4911. Give your name and describe the location (building name, room number) and nature of the emergency.

- If necessary, or when directed to do so, activate the building fire alarm.
- When the building fire alarm is sounded or when told to leave by police, fire or College officials, walk quickly to the nearest marked exit and ask others to do the same.
- **Do not use elevators in case of fire.**
- Do not panic or create panic in others.
- **Do not re-enter an evacuated building** unless told to do so by the Incident Commander or a College official or only when an “All Clear” is provided by first responders or issued via the College’s Emergency Notification System.

## **ISEAP-6: Medical Emergency**

When an injury or illness occurs, evaluate the situation and initiate appropriate action.

### **Minor injuries/illnesses**

In case of minor injury or illness, administer basic First Aid if certified, and/or refer the person to the campus Wellness Center, Urgent Care Center, St. Mary's Hospital or a family physician.

Notify the Office of Public Safety at x4911.

### **Serious injuries/illnesses**

In case of serious injury or illness, immediately call the Office of Public Safety at x4911 and/or dial 911.

Do not move a seriously injured person unless there is a life-threatening situation. Give your name, location (building name, room number), and telephone number. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.

Do not hang up until directed to do so by the 911 emergency operator or the Office of Public Safety dispatcher.

Return to the victim, and keep the victim as calm and comfortable as possible. Remain with the victim.

A Public Safety Officer will respond immediately to the scene and will summon additional medical personnel if necessary.

In the case of any injury involving a faculty or staff member, fill out the appropriate accident report forms as quickly as possible and forward them to the Office of Human Resources.

## **ISEAP-7: Psychological Crisis**

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

When a psychological crisis occurs:

Never try to handle a situation you feel is dangerous. Don't endanger your safety.

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, immediately call the Office of Public Safety at x4911.

The responding officer will determine appropriate action.

Clearly state that you need immediate assistance. Give your name, location (building name, room number), and briefly describe the nature of the situation.

***Don't hang up until told to do so.***

### **Quick Reference for helping students having difficulties**

#### **Recognize Symptoms**

- Significant change in academic performance or classroom conduct
- Unusual behavior or appearance
- Traumatic event or change in relationships
- Reference to suicide, homicide, or death

#### **Respond to the Student**

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

#### **Refer to a Mental Health Professional at the Wellness Center**

- Be caring, firm, and straightforward in your referral.
- Consider calling from your office or escorting the student to the Wellness Center in Chance Hall.

#### **Consult with On-Campus Resources**

Discuss your concerns about a student with any of the following on-campus resources:

- Counseling & Psychological Services at the Wellness Center: 240-895-4289
- Dean of Students: 240-895-4208
- Associate Dean for Retention and Student Success: 240-895-4270

## **ISEAP-8: Severe Weather and/or Campus Closures**

Violent weather is very unpredictable, but with the aid of modern technology, the approach of such weather is often known in advance. Every reasonable effort will be made to warn the college community when severe weather is eminent.

### **Tornado / Hurricane / High Winds**

- Stay indoors.
- Move away from windows and open doors (preferably into an interior hallway).
- If possible, move to the lowest level of the building.
- Do not use elevators, electrical equipment or telephone.
- Sit on the floor and cover your head with your arms to protect from flying debris.
- Await instructions from campus officials.

### **Earthquake**

- Stay indoors.
- Crawl under a table or desk or brace yourself by standing in an interior doorway.
- Do not use elevators, electrical equipment or telephone.
- Do not use open flame.
- Be prepared for aftershocks.
- Await instruction from campus officials.

### **Floods**

- Stay indoors.
- Never attempt to walk or drive through floodwaters.
- Await instructions from campus officials.

### **Winter Storms / Blizzards**

- Stay indoors.
- Do not walk or drive during the storm and risk becoming stranded.
- Await instructions from campus officials.

## ISEAP-9: Active Shooter

If you become aware that an active shooter incident is occurring near you, either because you hear actual gunfire or have been told about such an occurrence by another person or through the College's Emergency Notification System, your main focus should be on quickly determining the best way to protect your life.

If you are outdoors and the incident is occurring in your hearing or vicinity:

- **RUN!** if it is safe to do so, and move far away until you are in a safe location; or
- Take shelter inside the nearest building.
- If you can't safely get away from the threat because of its proximity to you or the lack of a nearby building, **HIDE** as best you can or **TAKE COVER** behind any physical object that can provide a shield for you (a large tree, wall, dumpster, trash receptacle, etc.)

If you are in the building where the shots were heard:

- **GET OUT! – RUN – EVACUATE!** If this is the best strategy at the moment and you can do so safely without running into the line-of-fire or encountering the shooter.
- Leave your belongings (backpack, books, purse, etc.) behind. They can be replaced, you can't be.
- **HELP OUT** - Help others escape, and warn people not to enter an area where the active shooter may be.
- As you exit the building, keep your arms raised above your head and keep your hands visible to responding police officers.
- **HIDE OUT** - If you can't evacuate safely. Hide in an area where you are well protected and out of the shooter's view.
- **SPREAD OUT** - If there's sufficient space. Don't bunch together. Stay low to the floor.
- **KEEP OUT** - To prevent the shooter from entering your hiding place, lock the door, if possible; block entry by using heavy items to barricade the door (e.g., copier machines, desks, heavy bookshelves, etc.); close, cover, and move away from exterior and interior windows.
- Remain quiet. Silence your cell phone. Advise everyone in the room to remain calm.
- **FIGURE OUT** - If you can safely do so without revealing your location, call 911 and provide information that can assist responding police officers, e.g., the last known location of the shooter, the number and physical descriptions of the shooters, the number and types of weapons being used (if you can determine), the number and location of any victims, your exact location.
- **TAKE ACTION – RESIST – FIGHT!** As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter. Act with physical aggression. Throw items (books, chairs, fire extinguishers, etc.) at the shooter if possible. **Yell!** Commit fully to your actions. Do not hesitate or hold back, because your life and the lives of others are at stake.

**Incident  
Specific  
Emergency  
Operation  
Plan  
(ISEOP)**



## **ISEOP-1: Bomb Threats & Suspicious Packages**

While not common, bomb threats and suspicious packages can happen at the College. Should such threat occur, the following steps will be taken by College personnel as appropriate:

Following receipt of threat:

- Assess the threat
- Does the threat appear genuine Yes No
- If the threat appears genuine
- Search the area and/or building. Searchers should include one person familiar with area and Public Safety or sheriff representative.
- DO NOT activate the fire alarm
- Evacuate the building if:
  - A suspicious item is located.
  - Information available at the time indicates evacuation is necessary.
- Contact the Sheriff's Office
- If a suspicious item is found DO NOT disturb it.
- If the building is evacuated DO NOT allow re-entry until safety is confirmed.

Notifications as needed:

- Emergency Response Team
- Campus Community
- Local Media
- Parents

## **ISEOP-2: Chemical or Radiation Spill/Release**

In the event a chemical spill is reported, SMCM staff will take the following action as deemed necessary:

- Contain the spill to the affected area.
- Determine the type of chemical spilled and the nature of the chemical.
- Request Fire & EMS response
- Notify the St. Mary's County Hazardous Materials Response Team

Notifications as needed:

- ERT members
- Campus Community
- Affected group(s)
- Entire community
- Local Media

### **ISEOP-3: Civil Disturbances or Demonstrations**

In the event of a possible demonstration on campus in protest of an individual or group, the following steps will be taken as deemed necessary:

- Establish an area for demonstrators/protestors to ensure ingress/egress is not impaired.
- Request support from the St. Mary's County Sheriff's Office

Notifications as needed:

- ERT members
- Campus Community
- Affected group(s)
- Entire community
- Local Media

## **ISEOP-4: Earthquake**

In the event an earthquake strikes Southern Maryland, the following actions will be taken as deemed necessary:

- Determine the extent and location of structural damage.
- Evacuate buildings as needed
- Establish temporary facilities in the event of severe structural damage.
- Contact the St. Mary's County Emergency Management Group/Emergency Operations Center and determine if an SMCM staff member needs to report to the County EOC.
- Establish an Emergency Operations Center on campus.

Notifications as needed:

- ERT members
- Campus Community
- Affected group(s)
- Entire community
- Local Media

## **ISEOP-5: Fire or Explosion**

In the event of a fire in a campus building, college staff members will take the following actions as deemed necessary:

- Evacuate the building
- Request Fire & EMS response
- Determine the extent of structural damage
- Establish alternate facilities as needed

Notifications as needed:

- ERT members
- Campus Community
- Affected group(s)
- Entire community
- Local Media

## **ISEOP-6: Health Emergencies and Threats**

In the event of a campus wide health threat or emergency, college staff will take the following actions as deemed necessary:

- Determine the scope of the threat (contagious, severity, etc...).
- Provide preventive care instructions.
- Close the affected building(s).

Notifications as needed:

- ERT members
- Campus Community
- Affected group(s)
- Entire community
- Local Media

## **ISEOP-7: Campus Evacuation**

In the event the entire campus must be evacuated, college staff will take the following actions as deemed necessary:

- Locate temporary accommodations.
- Utilize state vehicles to transport individuals from campus.
- Conduct physical checks of all campus facilities to ensure they are empty.
- Contact the St. Mary's County Emergency Management for support.

Notifications as needed:

- ERT members
- Campus Community
- Affected group(s)
- Entire community
- Local Media

## **ISEOP-8: Active Lethal Intruder**

In the event there is an active lethal intruder/active shooter on campus, college staff will take the following actions as deemed necessary:

- Lock down campus buildings.
- Request assistance through 911.
- Activate the EOC.
- Establish a media receiving area.

Notifications as needed:

- ERT members
- Campus Community
- Affected group(s)
- Entire community
- Local Media



## **Chain of Leadership for SMCM**

In the event of a campus emergency where executive leadership decisions are required, the following chain of leadership in the orders listed shall be followed as needed:

### **Office of the President**

President of the College – Dr. Tuajuanda Jordan

#### **Executive Counsel**

- Vice President for Academic Affairs and Dean of Faculty – Katie Gantz
- Vice President for Business and Finance – Paul Pusecker
- Vice President for Student Affairs – Jerri Howland
- Vice President for Institutional Advancement – Carolyn Curry
- Vice President for Enrollment Management – David Hautanen
- Vice President for Equity and Strategic Initiatives – Dereck Rovaris

### **Division of Student Affairs**

VP for Student Affairs – Jerri Howland

#### **Student Life**

- Dean of Students – Derek Young

#### **Public Safety**

- Interim Director of Public Safety – Christopher Coons
- Sergeant – Gerald Sellers
- Sergeant – Wendell Wade

#### **Residence Life**

- Director of Residence Life – Danielle Brush

#### **Athletics**

- Director of Athletics and Recreation – Crystal Gibson
- Associate Director for Internal Operations – William Cranmer

#### **Wellness**

- Director of Counseling Services – Jessica Jolly
- Director of Health Services – Debora Bello

### **Division of Business & Finance**

Vice President for Business and Finance – Paul Pusecker

**Facilities**

- Director of Facilities – Jonathan Dobry
- Director of Physical Plant – Brad Newkirk

**Information Technology (IT)**

- Assistant VP/CIO of Information Technology – Jenell Sargent
- Director of User Support Services – Linda Ward
- Network Administrator – John Willett
- Systems Administrator – Mark Fleming

**Human Resources**

- Assistant Vice President of Human Resources – Shannon Jarboe
- Director of Payroll and Benefits – Michelle Forinash

**Waterfront**

- Director of the Waterfront/Head Sailing Coach – Adam Werblow
- Director of Sailing/Varsity Sailing Coach – Bill Ward

**Business Office**

- Assistant VP for Finance – Chris True
- Director of Accounting/Comptroller – Gabe Mbomeh

**Institutional Advancement and Communications**

- Vice President for Institutional Advancement – Carolyn Curry
- Assistant VP of Integrated Marketing and Communications – Charles Steenburgh
- Director of Publications – Lee Capristo

**Division of Academic Affairs**

- Vice President for Academic Affairs and Dean of Faculty – Katie Gantz
- Associate Dean of Curriculum – Christine Wooley

**Admission / Financial Aid**

- Vice President for Enrollment Management – David Hautanen
- Director of Admission – Ryan Myzak
- Director of Financial Aid – Rob Maddox