



Stevenson University

# **CRISIS MANAGEMENT PLAN<sup>1</sup>**

**August 2017**

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<sup>1</sup> These are suggested procedures. Each event or situation will be unique, and the procedures may need to be modified.



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**STEVENSON UNIVERSITY CRISIS MANAGEMENT PLAN  
UPDATE AND DISTRIBUTION RECORD - Review and Revision Log**

Date reviewed \_\_\_\_\_ Reviewed by \_\_\_\_\_

Date updated \_\_\_\_\_ Person responsible for updating \_\_\_\_\_

Sections updated \_\_\_\_\_

**Campus Notification of Updates**

<b>Office</b>	<b>Date Received</b>	<b>Number of Copies Received</b>	<b>Signed for by</b>
President			
Executive Vice President, Financial Affairs and CFO			
Executive Vice President, Academic Affairs and Provost			
Vice President, Human Resources			
Vice President and Chief of Staff			
Vice President, Marketing and Digital Communications			
Vice President, Enrollment Management			
Vice President, University Advancement			
Vice President, Student Affairs			
Dean, Berman School of Nursing and Health Professions			
Dean, Brown School of Business and Leadership			
Dean, School of Design			
Dean, School of Education			
Dean, Fine School of the Sciences			
Dean, School of Graduate and Professional Studies			
Dean, School of Humanities and Social Sciences			
Director, Security			

Director, Facilities Greenspring			
Director, Facilities Owings Mills			
Associate Vice President and Dean of Students			
Assistant Vice President, Residence Life			
Assistant Vice President, Wellness Center			

## **CRISIS MANAGEMENT PLAN PURPOSE AND OBJECTIVE**

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The purpose of this plan is to establish policies, procedures, organizational response, and communication guidelines in times of crisis on campus. The safety and well-being of faculty, staff, students, and guests is our top priority.

The Stevenson University (SU) Crisis Management Team (CMT) recognizes this plan provides a general strategy for preparedness and execution of procedures that immediately address harmful situations. Once initial facts are determined, the CMT will be assembled to determine action needed, how to best communicate what is needed, and any follow up that is required.

These are *suggested procedures* to be used as guidelines. Each unique event or situation may call for modified responses and these procedures may need to be adjusted in order to meet the needs of the campus.

All students, faculty and staff should familiarize themselves with the procedures below in the unlikely event of a major crisis such as a fire, tornado, terrorist or bomb threat, terrorist attack (including chemical or biological weapons), or a sniper/shooter.

## **CRISIS MANAGEMENT TEAM (CMT)**

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President

Executive Vice President for Financial Affairs and Chief Financial Officer (EVP FA and CFO)

Executive Vice President for Academic Affairs and Provost (EVP AA and P)

Vice President for Marketing and Digital Communications

Vice President of Student Affairs

Vice President for Human Resources

Vice President and Chief of Staff

Dean of the School of Graduate and Professional Studies

Associate Vice President and Chief Information Officer

Assistant Vice President for Student Affairs and Conduct

Assistant Vice President for Residence Life

Assistant Vice President for the Wellness Center

Assistant Vice President, Marketing Communications

Assistant Vice President of Facilities and Campus Services

Director of Security

Assistant Director of Security

Co-Directors of Facilities

Director of Athletics

Director of Auxiliary Services

Director of Talent Management

General Manager of Dining Services

Nurse Practitioner

Lab Safety Manager

Faculty Representatives

Assistant to EVP for Financial Affairs and Chief Financial Officer

## **DUTIES OF THE CRISIS MANAGEMENT TEAM**

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The Crisis Management Team (CMT) will meet on a monthly basis to ensure that the procedures are up-to-date and to discuss current issues, possible crisis scenarios and responses.

1. Receive and process information: The news is monitored by Campus Security, the Office of Marketing and Digital Communications and receptionists in the Administration building on the Greenspring Campus. The President or his designated representative decides whether it is necessary to convene the CMT. Examples of crises that may require the team to meet are a terrorist attack or imminent threat of an attack, a death on campus or a serious crime on campus.
2. Report to Crisis Command Center, if requested: The Campanella Room (x2217 or 443-334-2217) or the Ratcliffe Board Room (x2295 or 443-334-2295) will serve as the Crisis Command Center (CCC) on the Greenspring Campus. The Residence Life Conference Room (x4021 or 443-352-4021) will serve as the CCC on the Owings Mills Campus. The CCC will have the following supplies:
  - a. Copy of the crisis management procedures
  - b. List of enrolled students with their emergency contact information (updated each semester by the Registrar's Office)
  - c. List of faculty and staff members with their emergency contact information (updated each semester by the HR Office)
  - d. List of mobile phones belonging to members of CMT
  - e. Bull horn
  - f. Flashlight with batteries
  - g. Battery operated radio
  - h. Television access to broadcast news
3. Make Decisions: The President or a designated representative shall serve as the coordinator of the CMT and shall make the final decisions on what action shall be taken. If the President is not on campus, every effort shall be made to contact him by phone. In the President's absence, the Executive Vice President for Financial Affairs and Chief Financial Officer shall make decisions. In the absence of the Executive Vice President for Financial Affairs and Chief Financial Officer, the Vice President and Chief of Staff shall make decisions. In the absence of the Vice President and Chief of Staff, the Vice President for Student Affairs shall make decisions. If these individuals are not on campus at the time of the crisis, every effort shall be made to contact them (in the order stated above) by phone. The chain of command outlined above is in effect regardless of the time or day of the crisis.

4. Roles of Individual Crisis Management Team Members:

- a. The President provides leadership and makes final decisions after being briefed.
- b. EVP for Financial Affairs and CFO communicates decision and action steps to the Assistant VP for Facilities and Campus Services. The Assistant Vice President for Facilities and Campus Services communicates with Campus Security and Facilities.
- c. EVP for Academic Affairs and Provost recommends decision on canceling classes and is responsible for communicating the decision to the Vice President for Marketing and Digital Communications, the Associate Vice President and Dean of Students, and the Dean of Graduate and Professional Studies (if applicable).
- d. The Vice President for Marketing and Digital Communications drafts all messages that are communicated internally and externally and deals with the media (if applicable). These messages will likely be communicated via SU Alert text/email, SU Home Page, SU Portal, SU social media and news media.
- e. The Associate Vice President and Chief Information Officer sends a blast broadcast message to all campus-owned computers (via AlertUs, our desktop alert) if the situation warrants it, notifies the VP for Marketing and Digital Communications to put appropriate messages and updates on the website, takes all precautions to ensure that data on network is not lost or jeopardized, and helps with phone system issues that may arise.
- f. The Vice President and Chief of Staff will work with the main receptionists in the Administration Building on the Greenspring Campus, the President's assistant and other assistants to notify the members of the Emergency Response Team (if they are needed) with instructions on what they should do (evacuate or shelter-in-place). The Vice President and Chief of Staff, in cooperation with the VP of Marketing and Digital Communications, shall also brief the receptionists on how to deal with the incoming calls and/or what message to leave on the voice mail should the receptionists be unable to answer the phones. If necessary, members of the Office of the President will help answer phones if the switchboard is overwhelmed with calls.
- g. The Assistant VP for Facilities and Campus Services coordinates all campus security issues and communicates with public safety officials under the direction of the President or EVP for Financial Affairs and CFO.
- h. The Directors of Facilities coordinate all facilities issues under the direction of the

Assistant VP for Facilities and Campus Services. These issues may include shutting down ventilation systems, a power failure, a chemical spill or other hazardous materials situation.

- i. The Vice President for Student Affairs coordinates all issues involving students in distress and issues arising at the student residences. This may involve communication with and coordination of the work of the Assistant Vice President (AVP) for the Wellness Center and nurses on campus and communicating with family members of students. See Appendix A on page 39 of this plan for the Office of Residence Life Emergency Procedures.
- j. The Laboratory Safety Manager coordinates the response if the crisis takes place in a laboratory or involves related chemical products.
- k. The Vice President of Human Resources coordinates all issues involving faculty or staff in distress. This may involve communication with and coordination of the work of the AVP of the Wellness Center and nurses on campus and communication with family members of employees.
- l. The Dean of the School of Graduate and Professional Studies (GPS) communicates to and coordinates the work of the Team with the GPS students and GPS faculty and staff. In the event that those in authority are not available and an immediate decision must be made, these administrators shall consult with Campus Security to make emergency decisions in the evenings and on weekends.

The CMT will meet after the crisis is over for a debriefing and to develop a recovery plan, if necessary.

## **EMERGENCY RESPONSE TEAM (ERT)**

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Members to be determined.

Each building will have several faculty/staff members who will be trained to be leaders in managing the immediate response to a crisis in their immediate locations.

## **DUTIES OF THE EMERGENCY RESPONSE TEAM (ERT)**

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The Assistant Vice President for Facilities and Campus Services is responsible for the training of the ERT. Members of the ERT should:

- Get to know every area in their building. Don't forget restrooms, faculty offices, storage areas, etc.
- Know the closest exit routes in each area.
- Know the quickest routes to the closest safe area.
- Know the location of emergency phones, walkie-talkies, bullhorns, and medical kits in the building.
- Train a person in the area to serve as a back-up.
- Meet with and rehearse "what if?" scenarios with the other emergency responders in the building.
- Remain calm in the event of an emergency.
- Wait for instructions from the Crisis Management Team or campus security officers on the scene. If instructions are not forthcoming and danger is imminent, use the best judgment to get those in the building to safety.
- Be the last person to leave the building. Make sure everyone has been evacuated.
- Keep a walkie-talkie at all times.
- Wait for instructions to allow people back into buildings or out of shelter areas.
- Contact the Vice President and Chief of Staff for a listing of the members of the ERT.
- Review the ERT member list.
- Act as leaders for their immediate locations in the event of a crisis

## NATURAL DISASTER EMERGENCIES<sup>2</sup>

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Severe weather emergencies and earthquakes can be considered natural emergencies. Weather emergencies include ice storms, snow storms, severe thunderstorms, tornadoes and flooding. The Crisis Management Team (CMT) will convene depending on the severity of the event and monitor broadcast warnings and watches given by the National Weather Service.

The EVP for Academic Affairs and Provost, in consultation with the members of the CMT, will determine when to cancel classes or close the University due to extreme weather circumstances. This announcement will be communicated via SU Alert text/email, SU Home Page, SU Portal, SU social media, and news media including WBAL TV and WBAL 1090 AM radio.

- ❖ **Severe Thunderstorms** are defined as winds of 58 mph or higher and/or hail one inch in diameter or larger
- ❖ **Severe Thunderstorm Watch** is issued when thunderstorms are possible in and near the watch area. It does not mean they will occur. It only means they are possible.
- ❖ **Severe Thunderstorm Warning** is issued when severe thunderstorms are occurring or imminent in the warning area.
- ❖ **Tornado Watch** is issued when severe thunderstorms and tornadoes are possible in and near the watch area. It does not mean they will occur. It only means they are possible.
- ❖ **Tornado Warning** is issued when a tornado is imminent. When a tornado warning is issued, seek safe shelter immediately.

## TORNADO<sup>3</sup>

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### What to do in the event of a tornado

- Look for the following danger signs:
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train.
  - If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

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<sup>2</sup> Source: Ready.gov

<sup>3</sup> Source: Ready.gov

- Tornadoes can strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction. The average forward speed of a tornado is 30 mph, but may vary from stationary to 70 mph.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.

### **What to do during a tornado**

If you are under a tornado warning, seek shelter immediately. Most injuries associated with high winds are from flying debris, so remember to protect your head.

**If you are in a structure:** (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building):

- Go to a pre-designated area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.
- In a high-rise building, go to a small interior room or hallway on the lowest floor possible.
- Put on sturdy shoes.

**If you are in a manufactured home or office:**

- Get out immediately and go to a pre-identified location such as the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.

**If you are outside with no shelter:**

- If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision.
- Possible actions include:
  - Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
  - Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat or other cushion if possible.
  - Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible.

- In all situations:
  - Do not get under an overpass or bridge. You are safer in a low, flat location.
  - Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
  - Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### **What to do in the aftermath of a tornado on campus**

- Check for SU Alert text/email, SU Home Page, SU Portal, and SU social media for updates from Campus Security
- Check-in with family and friends by texting or using social media.
- Watch out for debris and downed power lines.
- If you are trapped, do not move about or kick up dust. Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.
- Stay out of damaged buildings on campus until Campus Security indicates it is safe to go in.

## **EARTHQUAKE<sup>4</sup>**

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Earthquakes are sudden rolling or shaking events caused by movement under the earth’s surface. Earthquakes happen along cracks in the earth's surface, called fault lines, and can be felt over large areas, although they usually last less than one minute. Earthquakes cannot be predicted.

All 50 states and 5 U.S. territories are at some risk for earthquakes. Earthquakes can happen at any time of the year.

### **BEFORE AN EARTHQUAKE**

- Look around places where you spend time. Identify safe places such as under a sturdy piece of furniture or against an interior wall in your home, office or school so that when the shaking starts, you Drop to the ground, Cover your head and neck with your arms, and if a safer place is nearby, crawl to it and Hold On.
- Practice how to “Drop, Cover, and Hold On!”
  - To react quickly you must practice often. You may only have seconds to protect yourself in an earthquake.
- Before an earthquake occurs, secure items that could fall and cause injuries (e.g., bookshelves, mirrors, light fixtures).
- Store critical supplies (e.g., water, medication) and documents.

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<sup>4</sup> Source: Ready.gov

- Plan how you will communicate with family members, including multiple methods by making a family emergency communication plan.
- When choosing your home or business, check if the building is earthquake resistant per local building codes.

## **DURING AN EARTHQUAKE**

### **If you are inside a building:**

- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
- Drop down onto your hands and knees so the earthquake does not knock you down. Drop to the ground (before the earthquake drops you!)
- Cover your head and neck with your arms to protect yourself from falling debris.
  - If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
  - If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
  - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.

### **If getting safely to the floor to take cover won't be possible:**

Identify an inside corner of the room away from windows and objects that could fall on you. The Earthquake Country Alliance advises getting as low as possible to the floor. People who use wheelchairs or other mobility devices should lock their wheels and remain seated until the shaking stops. Protect your head and neck with your arms, a pillow, a book, or whatever is available.

### **If you are in bed when you feel the shaking:**

If you are in bed: Stay there and cover your head and neck with a pillow. At night, hazards and debris are difficult to see and avoid; attempts to move in the dark result in more injuries than remaining in bed.

### **If you are outside when you feel the shaking:**

If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, "Drop, Cover, and Hold On." Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

### **If you are in a moving vehicle when you feel the shaking:**

If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.

## **AFTER AN EARTHQUAKE**

- When the shaking stops, look around. If there is a clear path to safety, leave the building and go to an assigned gathering place. See Appendix C on page 59 of this plan.
- If you are trapped, do not move about or kick up dust.
- If you have a cell phone with you, use it to call or text for help, keeping in mind call volume may temporarily impact cell service.
- Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.
- Once safe, monitor local news reports via battery operated radio, TV, social media, and cell phone text alerts for emergency information and instructions.
- Be prepared to “Drop, Cover, and Hold on” in the likely event of aftershocks.
- No building should be re-entered until the all clear is given by Campus Security.

### **Listen to Local Officials**

Learn about the emergency plans that have been established in your area by your state and local government. In any emergency, always listen to the instructions given by local emergency management officials.

## **SNOW STORM**

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### **Official University Emergency Snow Delay/Closing Guidelines (Reviewed July 2017)**

Conditions can arise that require the delay or cancellation of classes and events as well as the closure of one or all of SU’s campuses. These conditions include inclement weather, utility disruptions, or situations that pose an imminent danger to individuals on our campuses. Snow always presents special challenges; the guidelines below are meant to help faculty, staff, and students prepare for potential delays or closings during the winter months.

#### **General Criteria for University Snow Delays or Closings**

The decision to close or delay the opening of the University due to snow depends on multiple factors in the Baltimore metropolitan area and on our campuses. To make this decision, campus administrators:

- Assess road conditions around Baltimore and on our campuses.
- Check multiple weather forecasting services to help predict a storm’s likely timing

and impact.

- Estimate how long it will take to clear SU parking lots and walkways for safe access.

Under the best circumstances, Stevenson will aim to announce its delay/closing status by 4:30 a.m., but the fact remains that no two storms are alike, nor can SU predict specific road or weather conditions in all the areas from which faculty, staff, and students commute. You will have to plan accordingly for your commute based on the area and distance from which you drive to campus.

### **How to Access Delay/Closing Information**

Delay and closing announcements will be distributed and posted via the following:

- Text/Email: To your subscriber-designated phone and email addresses through the SU Alert System. (To sign-up, go to <https://now.stevenson.edu> and click the SU Alert icon.)
- Website: At the top of the SU Home Page ([stevenson.edu](http://stevenson.edu))
- Phone: On the SU Emergency Information Line; call 410-486-SNOW (7669)
- Portal: On the SU Portal (<https://now.stevenson.edu>)
- Facebook: On the Official SU Facebook Page ([facebook.com/stevensonuniversity](https://facebook.com/stevensonuniversity))
- Twitter: On the Official SU Twitter Feed ([twitter.com/stevensonu](https://twitter.com/stevensonu))
- News Media: SU shares its closing/delay information with local TV and radio news stations (such as WBAL TV and WBAL 1090 AM), but we cannot guarantee the accuracy or timeliness of their reports.

**NOTE: For the most accurate and up-to-date campus closing/delay information, always check official Stevenson sources such as the SU Home Page, SU Emergency Information Line, SU Portal, and your phone/email for an SU Alert text/email.**

### **General Faculty, Staff, and Student Instructions**

#### No Message about Delay or Closing?

- Unless you receive an SU Alert text/email, view a delay or closing notification on the SU Portal or SU Home Page, or hear it on the SU Emergency Information Line, then the University is open. Always check other official SU sources in case a text does not reach your phone.

#### Delayed Opening and Class Starting Time

- **In the event of a delay, please do not arrive on campus more than 30 minutes before the announced opening time in order to allow time and space for snow removal.** The campuses will be accessible for parking 30 minutes prior to the announced opening time.

- **When the University opens, regularly scheduled classes, labs, studios, etc., are expected to begin, even if the time block is partially over.** For example: If SU opens at 10 a.m. and your class that day is regularly scheduled from 9 a.m. to 11 a.m., then faculty and students should report to that class at 10 a.m.
- **If SU is open, then faculty are expected to hold class.** Faculty are not permitted to cancel classes on their own and are expected to adhere to the class cancellation policy posted on the Office of Academic Affairs Portal site.

#### Early Campus Closure

- If weather becomes hazardous during the normal hours of operation, Stevenson’s administrators will make a decision about closing early. Because of weather’s unpredictability, we cannot guarantee that a decision will be made regarding evening classes by a certain time. The announcement will be made via the protocol outlined in the “How to Access Delay/Closing Information” section.

### **STUDENT SPECIFIC INSTRUCTIONS**

#### Resident Students

- **Four snow dumping zones** have been designated on the parking lots behind Buildings 104, 105, 108, 110, and 114 on the Owings Mills campus. These areas are marked by blue SNOW ZONE signs. **In the event of snow, students will need to move their cars from these areas to make room for snow clearing.** Residence Life will let students know in advance via an email/text message when cars need to be moved before a snow storm.
- In the event of a closing, Dining Services will provide food for residents in the Rockland Marketplace under an Emergency Food Service plan.

#### Off-site and Online Classes

- Off-site classes, internships, clinicals, etc., are cancelled when SU is closed. Students should check with their instructors regarding make-up policies.
- Nursing clinicals: If students are already in place at a clinical site when the University decision is made to close a campus for the day, delay opening, or to close a campus early, then students should consult their Clinical Supervisor for direction.
- Online classes: Students and faculty are expected to access their courses online just as they would if the University were open.

### **STAFF-SPECIFIC INSTRUCTIONS**

#### Essential Personnel Must Report

- When a closing or delay is announced, essential personnel (Campus Security, Facilities, Transportation, Student Affairs, Office of Information Technology, Auxiliary Services, Food Service, and Housekeeping) must report to work in accordance with a schedule and plan determined by their supervisors.
- Other offices may need essential personnel to report in particular circumstances. Please

consult your supervisor for information about your department's staffing arrangements for campus closings, delays, and other emergencies.

## **FIRE<sup>5</sup>**

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### **In the event of a fire on campus**

1. If you discover a fire or smoke, call 911 and Campus Security at x4500 or 443-352-4500 immediately or use one of the emergency phones located throughout the campus, in the parking lot areas or, on the Owings Mills campus, on the Quad side of the residential buildings.
2. When a fire alarm sounds, everyone must vacate the building immediately. Do not use the elevators. Be mindful of staying out of the way of emergency responders.
3. Report all fires, even if the fire has already been extinguished.
4. *Persons with disabilities*: Please make an effort to safely assist those who are having difficulty. If someone still needs assistance evacuating, please be sure to let emergency personnel know of his or her location in the building. Stair towers can be used if necessary to await transport by emergency personnel.
5. Campus Security, Facilities, and/or staff will check to see that everyone is evacuated.
6. If possible, faculty members should take a class roster to check roll outside the building.
7. Residence Life staff should take the floor roster to check roll outside of the building.
8. The last person leaving an office, classroom, or apartment/suite should leave the door open. Do not lock doors in labs. Gas must be turned off.
9. Do not stop and pick up personal belongings.
10. Walk to safe areas as far away from the building as possible. Avoid roadways or driveways used by emergency vehicles. Do not try to drive off of the property as this may impede emergency vehicles from coming onto the property.
11. Campus Security will give the "all clear" signal to return to the building after all areas have been reported safe.

### **If you are caught in a fire**

1. Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
2. When the smoke alarm sounds, get out fast. You may have only seconds to escape.
3. If there is smoke blocking your door or first way out, use your second way out.
4. Smoke is toxic. If you must escape through smoke, get low and go under the smoke to your way out.
5. Before opening a door, feel the doorknob and door. If either is hot, leave the door closed and use your second way out.
6. If there is smoke coming around the door, leave the door closed and use your second

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<sup>5</sup> Source: [www.ready.gov](http://www.ready.gov).

way out.

7. If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
8. If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. Call 911 or your fire department. Say where you are and signal for help at the window with a light-colored cloth or a flashlight.
9. If your clothes catch fire, stop, drop, and roll – stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until the fire is out. If you or someone else cannot stop, drop, and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help right away by calling 911 or the fire department.

## **MEDICAL EMERGENCIES**

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In the event of a medical emergency, Call 911 and Campus Security at x4500 or 443-352-4500 or request that another person do so.

- Stay at the emergency scene to relay instructions to others, if the scene is safe and secure.
- Do not move the individual unless his/her location is potentially dangerous.
- Reassure victim and keep them quiet and comfortable.
- Keep all interested personnel and students away from the area.

If 911 is needed, report to 911 operator the emergency, the specific location, and the campus entrance to be used. State the nature of the emergency, number of victims, and any other pertinent information. Campus Security will report to the specified entrance to escort medical personnel to the emergency scene.

Campus Security will notify Human Resources (x2009) if the medical emergency involves faculty or staff; Human Resources will coordinate notification of family members if necessary. For students - the Vice President for Student Affairs (x4306) will be notified. Student Affairs will coordinate notification of family members, if necessary.

In the event of a contagious condition, the Assistant Vice President of the Wellness Center (x4200) will contact the Baltimore County Health Department for instruction and intervention.

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

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An AED is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can potentially stop an irregular heart beat (arrhythmia) and allow a normal rhythm to resume following sudden cardiac arrest (SCA). SCA occurs when the heart malfunctions and stops beating unexpectedly.

### **Greenspring Campus:**

- Administration Lobby, next to the men's restroom
- Gymnasium, southeast corner wall by closet, near door to Pavilion
- Manuszak Fitness Center, west wall entrance, between SU 25 and entry doors
- Cuvilly Exchange, west wall lobby next to bathroom

### **Owings Mills Campus:**

- Ratcliffe Community Center, wall outside Campus Security office
- Patapsco Hall (104), next to quad doors and laundry room
- Dulaney Hall (112), inside parking side door on the right
- Caves 1st Floor, next to racquet ball court
- Caves 2nd Floor, outside Wellness Center main door
- Gymnasium, inside gym wall closest to stairs near ice room
- Stadium Security, inside ticket booth
- Stadium 1st Floor, Inside coaches office areas
- Stadium 4th Floor, next to elevator
- Stadium Fitness Center, wall near middle of the Fitness Center
- Brown School of Business and Leadership, inside front door on the left
- Garrison Hall 1<sup>st</sup> Floor, past elevator on the left
- Garrison Hall 2<sup>nd</sup> Floor, in lunch room on right side
- Garrison Hall South 1<sup>st</sup> Floor, inside double door next to alarm panel
- Rockland Center 1<sup>st</sup> Floor, outside Lynn Duncan rom
- Rockland Center 2<sup>nd</sup> Floor, outside Rockland Banquet room
- Wooded Way, inside main lobby on the left

### **Owings Mills North:**

- School of Design, inside main door straight ahead
- MAC North 1<sup>st</sup> Floor, north entrance by water fountain
- MAC 1<sup>st</sup> Floor Freight Elevator, door near greenhouse, turn left, opposite of elevator
- MAC 1<sup>st</sup> Floor Elevator, S100 main entrance, turn left, near elevator
- MAC 2<sup>nd</sup> Floor Elevator, right side of elevator near fire extinguisher
- MAC 3<sup>rd</sup> Floor Elevator, left of elevator near fire extinguisher

## **PANDEMIC<sup>6</sup>**

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Pandemic Plan: a documented strategy for operational decisions and procedures to be implemented in the event of a widespread outbreak of an infectious disease on campus as outlined in Appendix B on page 47 of this plan.

The decision to implement the Pandemic Plan is made between members of the University's Crisis Management Team (CMT) in conjunction with the State and Local Health Departments. Some examples of conditions that may warrant implementing a Pandemic Plan include influenza, meningitis, Norovirus or West Nile outbreaks.

The goal in implementing this plan is to slow the spread of an infectious disease through isolation of the sick, quarantine of the exposed, protective sequestration of those not exposed, social distancing, and education of the campus community. Clear and concise information relayed to the campus community helps to decrease risk for exposure and increase awareness of the work being done to protect the community against the spread of the illness.

Once a pandemic plan is activated, members of the CMT will work to ensure accurate information is disseminated to faculty, staff, and students as well as media outlets. Other roles assigned will aid in establishing medical care and expertise through contacts at the health department and local hospitals as well as emergency response personnel as needed. The CMT will make decisions in regards to cancelling classes, athletic events, university sponsored travel, and sending students home to their permanent residences. In extreme cases a full closure of the University may be warranted.

Ongoing measures:

1. Review/update the University's Pandemic Plan on an bi-annual basis through the CMT meetings
2. Monitor the spread of infectious diseases through the CDC, State and Local Health Department bulletins seasonally and as public health alerts arise

## **DEATH ON CAMPUS**

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1. Upon discovery, call Campus Security immediately at x4500 or 443-352-4500. Campus Security will call the police.
2. Keep everyone away from the deceased.
3. Wait at the location until Campus Security and/or the police arrive.

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<sup>6</sup> Barkin, A.L. (2006) Pandemic Planning [PowerPoint Slides]. Retrieved from: [https://dev.acha.org/documents/resources/Pandemic\\_Emergency\\_Planning\\_ACHAMay06.pdf](https://dev.acha.org/documents/resources/Pandemic_Emergency_Planning_ACHAMay06.pdf)

4. Campus Security will secure the area.
5. Campus Security will be posted at the entrance to escort police to the specific area.
6. Campus Security will notify Human Resources and the President's Office if the death involved a faculty or staff member. These offices coordinate notification of family members.
7. Campus Security will notify the Vice President of Student Affairs and the Vice President and Chief of Staff if the death involved a student. These offices will coordinate notification of family members.
8. The Vice President of Human Resources and the Vice President of Student Affairs will coordinate the Crisis Management Team, campus intervention and communication, including the Wellness Center x4200 (443-352-4200) and the Residence Life staff x4007 (443-352-4007), if appropriate, and Marketing and Digital Communications x4494 (443-352-4494).

## **ATTEMPTED SUICIDE**

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1. In the event that a faculty or staff member encounters an individual who indicates a desire or INTENTION to harm her/himself, Campus Security (and Residence Life staff if in the residential areas) should be called immediately at x4500 or 443-352-4500. In the event of a suicide ATTEMPT, immediately call 911 and Campus Security at x4500, or 443-352-4500.
2. Stay with the individual until Campus Security can respond.
3. If a weapon is involved, leave the area immediately and call Campus Security.
4. Campus Security or Student Affairs/Residence Life staff (in consultation with the Assistant Vice President (AVP) of the Wellness Center (if available) will make a determination as to whether it is advisable to go to the Emergency Room. If so, 911 will be called and the person will be transported to the nearest hospital.
5. The AVP of the Wellness Center will work with the Associate Vice President and Dean of Students to coordinate notification of family members.
6. The Associate Vice President and Dean of Students will work with the AVP of the Wellness Center and the student and family to determine the conditions upon which the student may return to Stevenson University; these terms must be communicated to the Director of Security.

## **SEXUAL ASSAULT OR RAPE**

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Special sensitivity is necessary when dealing with sexual assault and rape. The primary concerns are the physical and emotional health and safety of the victim, the safety of the University community, protection of the victim from undue embarrassment or publicity, and ensuring confidentiality.

1. When confronted with the possibility that a sexual assault or rape has occurred, attend to the needs of the victim and ask what the victim would like to do.
2. Encourage the victim to seek medical attention or to go to the Wellness Center (x4200).
3. The following procedures should be followed to preserve evidence:
  - a. Do not clean up the location where the act was committed, e.g., room, car.
  - b. The victim should not bathe, shower, or douche prior to the medical examination. The doctor will give instruction on appropriate hygiene and medications to protect health.
  - c. Do not discard any clothing worn during the assault; put it in a paper bag (do not use a plastic bag).
4. Call Campus Security at x4500, or 443-352-4500. Inform the victim that a confidential report can be filed. (Pursuant to the Clery Act, Title IX, Stevenson University employees are required to report all allegations of sexual assault to Campus Security or Director of Compliance/Deputy Title IX Coordinator).
5. Campus Security or the Director of Compliance/Deputy Title IX Coordinator will inform the victim of the right to press charges and will proceed with the university investigation. Arrangements can be made to transport the victim to a medical facility, and the Wellness Center and Residence Life staff (if appropriate) can be called for support.

For more details on procedures to follow in the aftermath of sexual assault or rape, see SU Policy Manual Vol II pages 48-50.

## **MAINTENANCE EMERGENCIES**

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Maintenance emergencies include issues or events such as loss of electrical power, rushing water from broken pipes, complete lack of water, lack of heat, or lack of air conditioning if the outside temperature is above 86 degrees Fahrenheit.

Contact Campus Security at x4500 or 443-352-4500 to provide pertinent information including your name, telephone number, location, the location of the emergency, and the nature of the emergency.

The Facilities Department will be notified during business hours. If after hours, Campus Security will contact the appropriate Facilities staff member.

Facilities personnel will be dispatched to the location as soon as possible.

## **HAZARDOUS MATERIALS (chemical spills and leaks, gas leaks, noxious fumes or blood borne pathogens)**

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The procedures described below shall be followed in order to allow for proper clean-up and protection of University faculty, staff, students, and environment in the event of a hazardous material spill.

### **If Outside**

1. Move up wind away from spilled material.
2. Contact Campus Security at the Greenspring Campus by dialing “0” on any in house phone or on the Owings Mills Campus by dialing x4500 or 443-352-4500. Be prepared to report the location and the identity or nature of the spilled material, if known.
3. Campus Security will contact the Director of Laboratory Services, Senior Laboratory Safety Specialist and Laboratory Managers.
4. Be sure to specify if anyone is injured so that 911 can be contacted.
5. Campus Security and other Emergency Personnel (if needed) will provide direction and determine when it is safe to return to the area.

### **If Inside**

1. Avoid direct or indirect contact with the spilled material. If an individual is exposed by direct contact to a hazardous material, they should proceed to the nearest water source to flush the exposed skin. All contaminated clothing should be removed and put into a plastic bag.
2. Contact Campus Security at the Greenspring Campus by dialing “0” on any in house phone or on the Owings Mills Campus by dialing x4500 or 443-352-4500. Be prepared to report the location and identity of the spilled material, if known.
3. Campus Security will contact the Director of Laboratory Services, Senior Laboratory Safety Specialist and Laboratory Managers.
4. Individuals responding to the spill will refer to the MSDS for proper response procedures.
5. All individuals should be removed from the spill area until clean-up is complete and

Campus Security has given permission to re-enter the space. It is recommended that all individuals move outside or to an alternate location that does not have a common ventilation system.

6. If the substance is airborne, cover your nose and mouth with layers of fabric (such as a cotton t-shirt, handkerchief, towel or several layers of paper towels).
7. Campus Security will determine whether medical observation or treatment is necessary so that 911 can be contacted.

Additional information on Laboratory Safety Policies and Procedures can be found in the SU Policy Manual Vol II page 58-60 or

<http://www.stevenson.edu/academics/schools/school-sciences/laboratory-safety/>

## **EVACUATION**

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### **COMMUNICATION:**

The University will monitor the news at all times for all potential threats and attacks. If the University is aware of a credible threat or attack, the Crisis Management Team (CMT) will immediately convene to take action. Everyone will be notified of news as soon as possible by all means available. Those means may include a SU Desktop Alert, the SU Alert text/email, a blast email to all computers, voice mail to a selected group to be shared with others, a message on the SU Home Page, and notification by Campus Security and other trained crisis workers using bullhorns or walking through buildings and coming to your classes and offices.

Please quickly and calmly follow the directions and advice of the Campus Security staff and members of the Emergency Response Team (ERT).

### **EVACUATING THE CAMPUS(ES):**

If the property needs to be closed, everyone will be instructed to leave in an orderly fashion. Campus Security or CMT will provide directions during an evacuation. Other arrangements will be made for those who are unable to leave the campus or do not have a place to go. Those persons should report to the Residence Life Office in the Ratcliffe Community Center on the Owings Mills campus, the main reception desk in the Administration Building on the Greenspring campus or the Campus Security Office in the Gatehouse on the Owings Mills North campus.

### **EVACUATION STAGING AREA:**

Should the University receive news that advises people to seek cover indoors, everyone will be advised by the methods outlined in paragraph one above to report to the nearest location described below in an expedient but controlled manner and wait for further information:

Greenspring Campus:

- **Manuszak Center:** Basement, below the gymnasium, where the fitness center and locker rooms are located.
- **Dawson Center:** Basement, where the lecture and video studios and scene shop are located.
- Emergency Response Team (ERT) members will be available to provide assistance.

Owings Mills Campus:

- **Caves Sports and Wellness Center:** Lower level, interior building locations will be utilized as directed by Caves staff and coaches.
- **Garrison Hall:** Stairwell corridors and lower areas of the building will be utilized as directed by the Garrison Hall Emergency Response Team.
- **Rockland Center:** Lower level, interior building locations.
- **Residential:** Individual apartments and suites will be utilized if possible. Residents will be asked to stay out of hallways and lounges. If weather related emergency requiring lower level shelter, residents will be directed to the 1st floor hallways of each building.
- Emergency Response Team (ERT) members and Residence Life staff will be available to provide assistance.

Owings Mills North:

- **School of Design:** Rooms 110 and 111.
- **Manning Academic Center:** N132, S125, S126, S151, S152

**Persons with Disabilities:** Please make an effort to safely assist those who are having difficulty. The Student Success Center and Campus Security maintain a list of all students on campus with a temporary or permanent disability that would prevent them from evacuating the campus or getting to the shelter on campus. If someone still needs assistance evacuating, please be sure to let Campus Security or ERT know their location in the building. Stair towers can be used if necessary to await transport by emergency personnel.

**Communication with officials:** The Crisis Management Team (CMT) will continuously monitor the situation and communicate with county and state officials to determine when the danger has passed.

**Updates:** Campus Security and the CMT will provide updates as often as possible through the SU Alert text/email, SU Home Page, SU Portal, and SU social media pages.

## **SHELTER IN PLACE PROCEDURES**

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In the event you are directed to Shelter in Place via the SU Desktop Alert, the SU Alert text/email or a blast email to all computers follow these procedures immediately:

1. Stop what you are doing and shelter in your current location or immediately seek a room to shelter in.
2. Shut and lock doors and windows. Pull the blinds down and barricade the door.
3. Await further instructions from SU Alert.

## **SNIPER / SHOOTER**

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1. If you are near a phone and can safely do so, dial 911. If the shooter is near, silence your cell phone.
2. Practice the protocol of Avoid, Deny, Defend (ADD)
  - AVOID starts with your state of mind.
    - Pay attention to your surroundings.
    - Have an exit plan.
    - Move away from the source of the threat as quickly as possible.
    - The more distance and barriers between you and the threat, the better.
  - DENY when getting away is difficult or maybe even impossible.
    - Keep distance between you and the source.
    - Lock doors and turn off the lights
    - Create barriers to prevent or slow down a threat from getting to you.
    - Once barriers are created, drop to the floor, remain out of sight and quiet by hiding behind large objects
    - Silence your phone completely, vibration mode should be turned off
  - DEFEND because you have the right to protect yourself.
    - If you cannot avoid or deny be prepared to defend yourself.
    - Be aggressive and committed to your actions.
    - Do not fight fairly. THIS IS ABOUT SURVIVAL.
3. Refer to Shelter-In-Place Procedures on page 28 of this plan.

Every situation is different: Remain Calm. If safe to do so, leave area immediately or take cover immediately and barricade if appropriate. If unable to escape or barricade, then defend.

## HOSTAGE OR BARRICADE

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If a hostage or barricade situation occurs on the campus property do not attempt to negotiate. Establish a line of communication to get information only. If there is communication regarding the hostage/barricade over the telephone, attempt to maintain communication with the caller to gain additional information until authorities arrive.

1. Call Campus Security immediately at x4500 or 443-352-4500.
2. Campus Security will notify the police.
3. Campus Security will meet the police at the entrance of the University property and escort them to the scene. At this time, law enforcement is responsible for the resolution, investigation, and processing of the scene with assistance from Campus Security.
4. **DO NOT APPROACH/CONFRONT A PERSON SUSPECTED OF HAVING A WEAPON.** Make every effort to keep your eyes on the suspect until help arrives so that you can point him/her out to the police.
5. It is best to have the police officer confront the suspect and conduct the search. The police should take possession of the firearm, weapon or explosive.
6. Campus Security will ask the police officer to photograph the weapon.
7. Treat all firearms, weapons or explosives as if they were loaded. If one is found, do not pick it up but report the location to Campus Security, immediately at x4500 or 443-352-4500.

## BOMB THREATS

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### **If you receive a bomb threat by phone:**

Use the telephone checklist below to obtain as much information from and about the caller as possible.

- Listen carefully—do not interrupt
- Do not hang up—get a message to someone nearby to call Campus Security
- If displayed, write down the phone number from which the call originates
- Record
  - Date
  - Time

- Exact words of the caller
- Listen for background noises: Accent? Unusual voice characteristics
- The caller was Male\_\_\_\_ Female\_\_\_\_ Adult\_\_\_\_\_ Child\_\_\_\_\_ Age\_\_\_\_\_
- Do not use the same phone again until Campus Security gives the okay
- Write down the exact wording of the threat

If possible, ask the caller the following questions:

- Can you tell me when the bomb is set to explode?
  - What will make it detonate?
  - Where is the bomb now?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
  - What type of explosive is it?
  - Is the caller the person who actually placed the device?
- Do not talk on any radio or cell phone within 100 yards of the suspected bomb as this might cause detonation. Turn these devices off.
  - Do not touch light switches.

**If bomb threat is received by voice mail:**

- Save the voice mail and call 911 and Campus Security.

**If bomb threat is received by email:**

- Do not delete the email. Make a hard copy and call 911 and Campus Security

If it is determined that an EVACUATION is necessary, calmly leave the building and remain at least 1,000 feet from the building. Do not go back inside until advised by Campus Security that it is safe to do so.

## **SUSPICIOUS OBJECT / PACKAGE**

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1. Once you discover an object, don't touch it any further. Make a note of what it looks like, smells like, sounds like and then clear the area.
2. Do not use a cellphone or two-way radio device. This may trigger an explosion of the item. Go yourself, or send someone else, to the closest landline telephone to contact Campus Security.

3. Report the location of the suspicious object to Campus Security
4. **IN THE EVENT THAT A SUSPICIOUS OBJECT IS FOUND, IT SHOULD NOT BE TOUCHED OR MOVED.** Warn others to stay away from the suspicious object and maintain at least a 1,000 ft. clearance area.
5. When the police arrive, they are in command, and their orders are to be followed.
6. Follow instructions of Police or Campus Security regarding where to go on or off campus to be safe.
7. All personnel should be restricted from entering the building until the police approve access.

## **HATE CRIMES**

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A hate crime is defined as evidence that exhibits animosity on the part of the person committing the act against a person or group because of that person's or group's race, color, religious, beliefs, national origin, or sexual orientation.

1. The person identifying the hate message should notify Campus Security at x4500 or 443-352-4500.
2. A Campus Security officer will report to the location to investigate.
3. Campus Security may or may not call the police, but will conduct its own investigation including photographing evidence and speaking to witnesses.
4. Campus Security will report results of the investigation to the Vice President for Human Resources for potential disciplinary action.
5. Once Campus Security or police have given approval to do so, the Facilities department will cover or remove any graffiti or other evidence.

## **CIVIL PROTESTS / PEACEFUL DEMONSTRATIONS**

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Stevenson University respects the right to peaceful protest. Peaceful demonstrations are those that allow business as usual to continue on campus. Protests must not disrupt normal campus activity or threaten the safety of others. Stevenson University is a private institution with the right to exercise governance over all campus locations.

Civil protest must not:

- interfere with teaching, meetings or university planned events
- interfere with normal pedestrian or vehicular traffic
- interfere with the rights of others to learn or enjoy an activity
- threaten physical harm to any member or approved guest of the University community
- occupy rooms or offices without permission
- obstruct free movement
- block hallways, doorways or exits
- occur in residence halls

Use of microphones, bullhorns or other sound equipment is not permitted as they contribute to the disruption of normal campus activity.

Signs and placards must be paper or cardboard; they must not be affixed to handheld poles or sticks.

Those protestors who violate these stated policies will be disciplined.

Protests should be sponsored by a recognized university group. A “Request to Hold a Peaceful Demonstration” form (see following page of the Crisis Management Plan) should be completed at least 48 hours in advance of the demonstration and be sent to the Associate Vice President and Dean of Students. The request for a location for the event should follow regular university procedures and guidelines for events. The CMT will convene to find time, place and any issues that need to be resolved in order to ensure the safety of all faculty, staff and students.

# STEVENSON UNIVERSITY REQUEST TO HOLD A PEACEFUL DEMONSTRATION

Please submit this form to the Associate Vice President and Dean of Students at least 48 hours before the planned demonstration.

Any protest or demonstration on a Stevenson University campus must be sponsored by a recognized University group. Each group must provide a contact person for the event. The organizers must agree to be responsible for any costs incurred for parking, liability insurance, clean up or other expenses that result from the demonstration.

For rules governing the right to peaceful protest, see page 32 of the Crisis Management Plan

NAME OF THE EVENT:

\_\_\_\_\_

REQUESTED LOCATION FOR THE EVENT:

\_\_\_\_\_

REASON FOR HOLDING THE DEMONSTRATION:

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

EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

SPONSORING CAMPUS ORGANIZATION \_\_\_\_\_

NAME OF REQUESTOR \_\_\_\_\_

EMAIL OF REQUESTOR \_\_\_\_\_

PHONE NUMBER OF REQUESTOR \_\_\_\_\_

EXPECTED NUMBER OF PARTICIPANTS \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Signature of Assco. VP and Dean of Students \_\_\_\_\_

Signature of Assist. VP for Facilities and Campus Services: \_\_\_\_\_

Signature of Vice President and Chief of Staff: \_\_\_\_\_



## **CIVIL PROTEST ON CAMPUS PROCEDURES**

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If civil demonstrations begin to affect the normal flow of business operations on campus, the following procedures are meant to be executed with the understanding that each circumstance warrants different specific actions.

- The President, Executive Vice President for Financial Affairs and Chief Financial Officer (EVPFA&CFO), Executive Vice President for Academic Affairs and Provost (EVPAA&P), Vice President for Marketing and Digital Communications, Director of Campus Security, Vice President and Chief of Staff and other members of the Crisis Management Team deemed vital will convene and establish a communications center in the Campanella Room on the Greenspring campus or other location as determined by specific circumstances
- The CMT will designate a member to be a visible but neutral presence at the protest to observe and report back to the CMT to determine any need for intervention
- This CMT member will attempt to determine a spokesperson(s) for the protest group and offer to hear grievances at a location separate from the disturbance. Group spokespeople will also be notified of possible consequences if university standards for safety are violated and/or normal business of the university is impeded

### **PRESIDENT'S OFFICE**

- Call together members of the CMT and set up a command center in the Campanella Room on the Greenspring campus, or determine another location if circumstances warrant
- Seek advice of counsel on any plans or communications considered to be set in motion

### **CAMPUS SECURITY**

- Set up a command post and coordinate an immediate general plan in conjunction with other campus departments to maintain order, direct vehicular and pedestrian traffic and parking, ensure the safety of all present, and contact County authorities if needed

### **VICE PRESIDENT FOR MARKETING AND DIGITAL COMMUNICATIONS**

- Put together a communications plan and direct all communications. Ensure communication with the campus community is updated on a frequent basis through the SU Home Page, SU Portal, and SU social media pages.
- This Vice President or his designee will be the sole spokesperson during the protest and will handle all communication and press releases with media.
- Any communication for closures or cancellation of classes or activities will also be communicated by this office under the direction of the EVPAA&P.

## **FACILITIES**

- The Directors of Facilities will assign staff to monitor potential hazards to the safety of both protestors and observers and work closely with Campus Security to maintain calm and safe surroundings.
- When needed, contact outside companies to help with remediation

## **EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS and PROVOST**

- Consult with members of CMT on the need to advise Faculty and Students of any necessary changes to class schedules.
- Determine if classes need to be cancelled.
- Prepare an alternate plan to deliver class lessons and materials if needed.
- In conjunction with the Wellness Center, provide information to Faculty on availability of counseling services.

## **VICE PRESIDENT FOR STUDENT AFFAIRS**

- In conjunction with the Wellness Center, make students aware of counseling availability
- Determine a plan to relocate resident students if necessary
- Have available emergency contact information for students

## **INTERNATIONAL STUDENTS / STUDY ABROAD**

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The Office of International & Off Campus Study routinely monitors the safety and security conditions in locations where Stevenson University students travel for the purpose of taking part in University sanctioned credit bearing courses. The International & Off Campus Study Emergency Response Plan designates the process in the event of an emergency or crisis involving the well-being of Stevenson University students, faculty, and/or staff in a University sponsored program or role off-campus (domestic or international). While acknowledging that no single plan can address all contingencies, Stevenson recognizes the importance of establishing, in advance, policies and procedures that are designed to safeguard the safety and well-being of participants.

For this purpose, a crisis is any circumstance that poses a genuine risk to, or that has already disturbed, the ongoing safety and well-being of the Stevenson University participants.

Crises could include, though are not limited to, the following:

- Arrests by police or other security forces
- Death
- Disappearance or kidnapping

- Hospitalization for any reason
- Legal action involving a participant
- Local political crisis that could affect the participants' safety and well being
- Natural or man-made disaster
- Physical assault resulting in serious injury
- Robbery resulting in serious injury
- Serious illness (physical or emotional)
- Sexual assault or rape
- Significant accident and/or injury
- Terrorist threat or attack

Once the information on the crisis situation is established, the Associate Dean, International & Off-Campus Study will consult with the Executive Vice President, Academic Affairs to make an initial determination if a particular situation warrants the activation of the International & Off-Campus Study Emergency Response Team (ERT). The International & Off-Campus Study ERT is the main body that makes decisions and coordinates a response in the event of an emergency or crisis involving student and/or faculty participants.

The Team is made up of the following positions:

- Assistant Vice President, Facilities and Campus Services
- Assistant Vice President, Wellness Center
- Associate Dean, International and Off-Campus Study
- Associate Vice President and Controller, Business Office
- Director, Compliance/Deputy Title IX Coordinator
- Director, Security
- Executive Vice President, Academic Affairs and Provost
- Vice President and Chief of Staff
- Vice President, Marketing and Digital Communications
- Vice President, Student Affairs
- Vice President, Human Resources

In the case that the Team is called to action, additional members may be called upon on a case-by-case basis to include expertise on a geographical region or issue that is pertinent to the crisis at hand.

The International & Off-Campus Study Emergency Response Plan is intended to be updated on a regular, ongoing basis as needed. The Crisis Management Plan in its entirety is on the Stevenson University Human Resources webpage.

## **MEDIA PROCEDURES FOR RESPONDING TO A CRISIS**

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The Vice President for Marketing and Digital Communications will serve as the University's contact for press inquiries in the event of any student/staff/campus crisis or potentially serious issue. The Vice President will work in conjunction with the Administration to determine who the appropriate individual will be to represent the campus to the press for each matter. In many cases, this VP will serve as the official spokesperson, coordinating the information with other Vice Presidents and Departments as appropriate and disseminating it to the media. If it is determined that media will be allowed on campus, the Vice President for Marketing and Digital Communications will identify a gathering place for them.

It is the policy of the University that no one speaks to the press on potentially significant matters without express authorization of the Vice President of Marketing and Digital Communications. It is also expected that any inquiries of this type be reported to the Vice President for Marketing and Digital Communications so that the University is aware of the pending contacts. It is helpful to get the reporter's name, media/publication source and phone number or e-mail. It is the University's intent to be cooperative with the press while recognizing that there are other public interests to carefully consider in all of our responses.

The Administration and Vice President for Marketing and Digital Communications will determine the best approach for addressing press inquiries for each potential situation. In some instances, the University may elect to take a proactive stance and contact the press before reporters contact the University. In other cases, the University may determine to be prepared for specific contacts. A current key press contact list is maintained by the Marketing and Digital Communications office.

APPENDIX A:  
Office of Residence Life  
Emergency Procedures



## Appendix A: Office of Residence Life – Emergency Procedures

Incident	Contacts	Information Necessary	Course of Action	Follow Up Checklist
<b>Accidental death</b>	<p>PRIMARY Resident Director (RD) on duty Campus Security</p> <p>SECONDARY Dean on duty Assistant Vice President (AVP) of Res Life Counselor Assoc. VP/Dean of Students SRAs/RAs Vice President of Student Affairs President</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Campus address</li> <li>• Class year</li> <li>• Student ID number</li> <li>• Current location</li> <li>• Names of roommates</li> <li>• Names of family on campus</li> <li>• Summary of events leading to death</li> </ul>	<p>RD on duty contact Dean on duty, AVP of Res Life, Campus Security, Counselor, other RDs</p> <p>Dean on duty work with Vice President of Student Affairs to contact parents and other parties</p> <p>RDs schedule immediate/early morning meeting with SRAs/RAs in order to share info</p> <p>One staff member serve as information source at Residence Life Office</p> <p>Determine needs of close friends/family on campus</p>	<p>Work with AVP of Res Life on any duties assigned</p> <p>Work with Wellness Center to meet grief counseling needs of students</p> <p>Work with Student Affairs staff to determine other needs of students and provide additional support</p> <p>Notify Student’s RA</p> <p>Keep RA staff informed to assist in control of information</p> <p>Meet with roommates and other significant parties</p>
<b>Alcohol poisoning / Drug overdose</b>	<p>PRIMARY RD on duty Campus Security</p> <p>SECONDARY Dean on duty AVP of Res Life</p> <p>If Critical: Wellness Center Assoc. VP/Dean of Students Vice President of Student Affairs</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Campus address</li> <li>• Class year</li> <li>• Student ID number</li> <li>• Current location</li> <li>• Approximate amount and type(s) of alcohol/drug consumed</li> <li>• Prescriptions</li> <li>• Over the counter medications</li> <li>• Hospital (if transported)</li> </ul>	<p>Consultation among RD and Campus Security /EMT assess if transport to hospital is necessary</p> <p>If transported, the RD will go to hospital and contact Dean on duty</p> <p>If situation is life threatening, Dean on duty should also accompany to hospital</p> <p>If not transported, arrange for student to be monitored Contact the Wellness Center if critical</p> <p>Parental notification - work with Dean on duty to determine parental involvement</p>	<p>Leave message for area RD and notify student’s RA</p> <p>Work with Dean on duty to follow up with Wellness Center</p> <p>Work with Dean on duty and parents to follow up with AVP of Res Life when necessary</p> <p>Work with the Wellness Center to determine any needs of RA, roommates, etc.</p> <p>Follow up with roommates and other significant parties</p>

## Appendix A: Office of Residence Life – Emergency Procedures

Incident	Contacts	Information Necessary	Course of Action	Follow Up Checklist
<p><b>Arrested student</b></p> <ul style="list-style-type: none"> <li>• Off Campus</li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>• On Campus</li> </ul>	<p>RD on duty</p> <p>-----</p> <p>PRIMARY RD on duty</p> <p>SECONDARY Dean on duty AVP of Res Life Assoc. VP/Dean of Students</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Campus address</li> <li>• Class year</li> <li>• Student ID number</li> <li>• Current location</li> <li>• Location/time of arrest</li> <li>• Summary of events leading to arrest</li> </ul>	<p>Parental notification (immediate)</p> <p>On campus arrest: address rumor and information control</p> <p>Note: persons arrested by police are often held for 16+ hours in the Intake Facility</p> <p>Phone number for Police Booking: 410-512-2500</p>	<p>Leave message for area RD</p> <p>Notify Student’s RA</p> <p>Follow up with Assoc. VP/Dean of Students/AVP of Conduct to determine disciplinary action</p> <p>On campus arrest: follow up with roommates and other significant parties</p>
<p><b>Behavioral disturbance</b></p> <p>Including (not limited):</p> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Uncooperative with staff</li> <li>• Verbally abusive</li> </ul>	<p>PRIMARY RD on duty Campus Security</p> <p>SECONDARY Dean on duty (if necessary)</p>	<ul style="list-style-type: none"> <li>• Name(s)</li> <li>• Campus address</li> <li>• Class year</li> <li>• Student ID number</li> <li>• Current location</li> <li>• Nature of disturbance</li> <li>• Summary of events leading to disturbance</li> </ul>	<p>Work with Campus Security to resolve matter</p> <p>Isolate student(s) to offices if helpful in resolving situation</p> <p>Determine if student(s) need temporary relocation of residence, relocation off campus, or sent home.</p> <p>No contact letters</p> <p>Parental notification - Immediate for all involved students</p>	<p>Leave message for area RD</p> <p>Notify Student’s RA</p> <p>Work with AVP of Res Life to determine permanent residence relocation (if deemed necessary)</p> <p>Work with Assoc. VP/Dean of Students/AVP of Conduct to determine disciplinary action</p> <p>In consultation with Dean request investigation if serious injury occurs</p>

## Appendix A: Office of Residence Life – Emergency Procedures

Incident	Contacts	Information Necessary	Course of Action	Follow Up Checklist
<p><b>Campus disturbance</b></p>	<p>PRIMARY RD on duty Campus Security</p> <p>SECONDARY Dean on duty AVP of Res Life Assoc. VP/Dean of Students</p>	<ul style="list-style-type: none"> <li>• Location</li> <li>• Number of students involved</li> <li>• Current status/need</li> <li>• Any physical danger/injuries</li> <li>• Summary of events leading to disturbance</li> </ul>	<p>Work with Campus Security on scene to assess disturbance</p> <p>Work to identify students who may be helpful/have relationships with Residence Life in order to communicate with group</p> <p>Utilize any Residence Life staff necessary to communicate with group</p> <p>Consult with Dean on duty if results are not achieved</p> <p>Work to record information (names)</p>	<p>Leave message with area RD</p> <p>Notify Student’s RA(s)</p> <p>Work with Dean on duty/AVP of Res Life and area RD to determine problems/ needs of that community</p> <p>Work with Assoc. VP/Dean of Students/AVP of Conduct to determine disciplinary action</p> <p>In consultation with Dean request an investigation</p>
<p><b>Fire or Explosion</b></p>	<p>PRIMARY RD on duty Campus Security</p> <p>SECONDARY Dean on duty AVP of Res Life Assoc. VP/Dean of Students Vice President of Student Affairs Dir. Of Facilities Counselor</p>	<ul style="list-style-type: none"> <li>• Location</li> <li>• Injuries/hospital transport</li> <li>• Number of students affected</li> <li>• Name(s) of student(s)</li> <li>• Student id numbers</li> <li>• Extent/type of damage</li> </ul>	<p>Follow area fire evacuation plan.</p> <p>Work with AVP of Res Life to determine any student relocation needs</p> <p>Determine if there are any counseling needs</p> <p>Work with Dean on duty on contact with parents</p> <p>Contact Area RD</p>	<p>Work with Dean on duty to follow up with situation</p> <p>In consultation with Dean request an investigation</p>

## Appendix A: Office of Residence Life – Emergency Procedures

Incident	Contacts	Information Necessary	Course of Action	Follow Up Checklist
<p><b>Injury or illness</b></p> <ul style="list-style-type: none"> <li>• Minor</li> </ul>	<p>RD on duty</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Campus address</li> <li>• Student id number</li> <li>• Type of injury</li> <li>• Hospital (if transported)</li> <li>• Summary of events leading to injury</li> <li>• Parental knowledge</li> </ul>	<p>The RD will follow up on the students condition and keep Dean on duty informed</p> <p>Parental notification</p>	<p>Leave message for area RD</p> <p>Notify Student’s RA</p> <p>Follow up with Dean on duty with any concerns</p>
<p>-----</p> <ul style="list-style-type: none"> <li>• Life threatening injury, suicide attempt, illness</li> </ul>	<p><b>PRIMARY</b> RD on Duty Campus Security</p> <p><b>SECONDARY</b> Dean on duty Counselor AVP of Res Life Assoc. VP/Dean of Students Vice President of Student Affairs</p>	<p>-----</p> <ul style="list-style-type: none"> <li>• Information above</li> <li>• Prescriptions</li> <li>• Over the counter medications</li> <li>• Affected roommates, friends</li> <li>• Information surrounding recent history (suicide attempt)</li> </ul>	<p>-----</p> <p>The RD will accompany student to hospital</p> <p>Contact Dean on duty and develop plan to inform parents and other parties</p> <p>Parental notification</p>	<p>-----</p> <p>Leave message for area RD and RA. RD to follow up with roommates to gather more information</p> <p>Follow up with Wellness Center</p> <p>Follow up with Dean on duty for psychological assessment</p> <p>Meet with roommates and other significant parties</p>
<p>-----</p> <ul style="list-style-type: none"> <li>• Infectious disease</li> </ul>	<p><b>PRIMARY</b> RD on duty Campus Security</p> <p><b>SECONDARY</b> Dean on duty Wellness Center AVP of Res Life Assoc. VP/Dean of Students Vice President of Student Affairs</p>	<p>-----</p> <ul style="list-style-type: none"> <li>• Determine possible extent of disease and events leading to discovery</li> </ul>	<p>-----</p> <p>Contact Dean on duty immediately to develop management plan</p>	<p>-----</p> <p>Follow up with roommates and other significant parties</p> <p>Notify Student’s RA</p>

## Appendix A: Office of Residence Life – Emergency Procedures

Incident	Contacts	Information Necessary	Course of Action	Follow Up Checklist
<p><b>Maintenance concern</b></p> <ul style="list-style-type: none"> <li>• Minor</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• Requires attention immediately</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• Requires attention and possible student relocation</li> </ul>	<p>Facilities (x4503) from 8:30am-4:30pm</p> <hr style="border-top: 1px dashed black;"/> <p>Campus Security (x4500) after business hours</p> <p>RD on duty (if not resolved)</p> <hr style="border-top: 1px dashed black;"/> <p>RD on duty Assist. Dir. of Housing Ops. Facilities</p>	<hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• Specifics and location</li> <li>• Location and why situation is not being resolved</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• Names, location, phone numbers and number of students requiring relocation</li> </ul>	<hr style="border-top: 1px dashed black;"/> <p>RD contact Facilities</p> <hr style="border-top: 1px dashed black;"/> <p>RD and Assist. Dir. of Housing Ops. will work to determine short and long term solutions</p>	<p>Notify Student's RA</p> <hr style="border-top: 1px dashed black;"/> <p>Assist. Dir. of Housing Ops. follow up with Facilities</p> <p>Notify Student's RA</p> <hr style="border-top: 1px dashed black;"/> <p>RD address any parental concerns</p> <p>Notify Student's RA</p>
<p><b>Mental health crisis</b></p>	<p>PRIMARY RD on duty Campus Security</p> <p>SECONDARY Dean on duty Counselor AVP of Res Life Assoc. VP/Dean of Students Vice President of Student Affairs</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Campus address</li> <li>• Student id number</li> <li>• Type of crisis</li> <li>• Hospital (if transported)</li> <li>• Summary of events leading to crisis</li> </ul>	<p>RD assess situation. If student is upset but can be seen in the morning, RD handles situation</p> <p>If student is in need of immediate attention or staff needs help in assessing situation, contact Dean on duty and counselor</p> <p style="color: red;">Parent goes to hospital if transported; if not it is determined by AVP of Wellness Center; Dean on duty and RD if student should be picked up by parent.</p> <p style="color: red;">Parental notification</p>	<p>Leave message of area RD. RD follow up with roommates to gather more information</p> <p>Notify Student's RA</p> <p>Follow up with Wellness Center</p> <p>Follow up with Assoc. VP/Dean of Students for psychological assessment</p>

## Appendix A: Office of Residence Life – Emergency Procedures

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Incident	Contacts	Information Necessary	Course of Action	Follow Up Checklist
<p><b>Sexual misconduct</b></p>	<p>PRIMARY RD on duty* *RD to contact Dean on duty prior to going on scene Campus Security</p> <p>SECONDARY Dean on duty Counselor AVP of Res Life Assoc. VP/Dean of Students Vice President of Student Affairs</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Campus address</li> <li>• Student id number</li> <li>• Type of crisis</li> <li>• Other students involved</li> <li>• Summary of events leading to crisis</li> </ul>	<p>Follow Sexual Assault Protocol.</p> <p>Response team is activated</p> <p>Counselor will review options with student. RD may need to talk about judicial process on campus.</p> <p>If accused is a student, make arrangements to remove from campus and/or restrict contact</p> <p>Hospital (GBMC) phone number: 443-849-2000</p>	<p>Notify Student’s RA</p> <p>Follow up with student to go to Wellness Center</p> <p>Discuss public notification</p> <p>Discuss Judicial Action including restricted contact, residence relocation</p> <p>Wellness Center follow up for other students affected</p> <p>In consultation with Dean request an investigation</p>

# APPENDIX B:

## Pandemic



## Appendix B: Pandemic

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A Pandemic is an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population

### **President's Cabinet:**

- Develop in depth charting for leadership positions in conjunction with Human Resources
- Develop criteria to close the campus and procedures for implementation of the plan in conjunction with the Emergency Response Team
- Develop criteria for the prohibition of mass gatherings and the process for implementation in conjunction with the Student Affairs Cabinet
- Monitor and anticipate procedures to restrict domestic and foreign travel with the assistance of the International and Off-Campus Study Crisis Management Team
- Make decisions and allocate resources for prevention resources, protective gear, and other needs in conjunction with recommendations from the Local Health Department
- Allocate funds to allow departments to outsource critical functions if necessary (Office of Information Technology, Campus Security, Facilities)

### **Academic Affairs:**

- Each School and department will designate an emergency point person(s)
- Emergency contact information for critical/essential staff will be distributed through each School and its departments. This information will be sent to the Executive Vice President (EVP) for Academic Affairs and Provost
- The EVP for Academic Affairs and Provost will compile essential contact information for schools and departments and send it to each school
- When appropriate, faculty will be requested to include a paragraph in their syllabi indicating the University has a plan in place in the event of a pandemic and will close under certain circumstances; the syllabi should outline how courses will be completed
- The EVP for Academic Affairs and Provost will develop basic templates and general directions for departments and faculty. These templates will include: emergency contact information, lab protocols, and protocols for closing if the University were affected for more than two weeks
- Ask faculty to participate in dissemination of education on hygiene and also with assembling flu supplies
- Preparations will continue for possible lapse in class schedule
- Faculty will direct students with symptoms of illness to the SU Wellness Center, Primary Care, or a local Urgent Care Center
- Continue preparations for online instruction and/or canceling classes if necessary, and restart measures
- Classes will be cancelled according to decision making criteria and triggering events outlined for the Executive Staff
- If the University is required to close during the spring or fall semester(s) for one week,

## Appendix B: Pandemic

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students will make up work missed and fulfill the required 15 contact hours per class credit without significantly altering the semester calendar or structure

- For any closure extending beyond one week, the University will extend the semester upon resumption of campus activity. Such extensions may mean that winter and/or summer terms may not be offered
- In coordination with other response teams, the office of the EVP for Academic Affairs and Provost will coordinate the resumption of classes, if required, and all other academic activities
- Qualified personnel; e.g. administrators, will be identified and asked to assist in completing the offering of courses, if required.

### **Athletics:**

#### Proactive:

- Oversee and control daily cleaning of high traffic athletic facilities including, but not limited to: locker rooms, fitness centers, athletic offices, equipment room, athletic training room
- Continue to offer gym wipes for fitness center visitors
- Continue to offer soap/hand sanitizer for employees/other athletic facility visitors
- Monitor other university athletic departments for communicable disease outbreaks and the potential impact on our campus
- Identify alternative strategies to provide care and transportation for anyone who becomes ill while traveling to away games
- Maintain contact with Wellness Center to identify teams that have athletes experiencing symptoms of illness, and provide proper precautions/education to athletes and coaches
- Identify athletic department personnel who will substitute for affected employees should they be unable to attend work

#### Reactive:

- Follow organizational chart to substitute for employees out sick
- Do not allow affected teams or athletes to attend practice or games
- Reschedule games if outside teams have had a communicable disease outbreak

### **Auxiliary Services:**

- Review Facility Services cleaning procedures and emphasize the importance of proper cleaning and sanitization techniques with the appropriate outside contractors.
- Distribute information to staff and appropriate contractors to include: personal safety, importance of good hygiene, etc.
- Finalize bulk purchases with departments utilizing support services to include paper products, housekeeping supplies, safety equipment, etc.
- Implement any additional cleaning/sanitization methods that may be recommended

## Appendix B: Pandemic

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- for Facility Services (or appropriate outside contractors).
- Distribute information to staff as needed. For example; communication of school closing, Personal Protective Equipment (PPE), hygiene, etc.
- Assist with purchase bulk quantities of surgical masks, plastic gloves, and alcohol-based hand cleaners that will not be provided by agencies
- Issue protective equipment as needed
- Sanitize areas on campus that were neglected during campus closing. (Residence Hall rooms, classrooms, etc.)
- Collect PPE equipment as required

### **Marketing and Digital Communications:**

- Place Emergency Preparedness link or banner on SU Home Page *www.stevenson.edu* and SU Portal (with links to information resources page). Update the SU website and SU Portal as needed to educate campus regarding symptoms and when/where to seek help. Promote via e-mails to campus community
- Use the SU Alert text/email to communicate basic information to faculty and staff with links to SU Home Page and SU Portal for resources about pandemic status, institutional responses, and wellness guidelines. Share same information with Student Affairs so they can e-mail students
- The Insider, an employee e-newsletter that is published monthly, can be utilized as needed for less timely or urgent health information, institutional response plans, and wellness guidelines
- Work with Student Affairs, Emergency Response Team, and President's Cabinet to make determinations regarding pandemic status notices to parents, state officials, and vendors
- Use signage in major buildings as well as the SU Portal and SU Alert text/email to convey up-to-date information to the campus
- Anticipate increased media presence on campus and interviews with appropriate spokespeople. Develop talking points to reinforce our positive actions and preparations. Apprise media on campus preparations and the evolving status of the pandemic on campus
- Communicate campus re-opening procedures and timetable via SU Home Page, SU Portal, SU Alert text/email, and the news media
- Communicate student return procedures via SU e-mail, SU web page, and SU Portal
- The SU Alert text/email system will be utilized in the event of campus closures or delays

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### Dining Services:

#### Proactive:

- Continue educating staff on importance of hand washing, wearing gloves and sneeze etiquette. Staff will be educated on proper glove use and on cleaning and sanitizing of stations throughout the course of the meal
- Discuss with management and supervisors importance of reporting symptoms of illness
- Limit access to kitchen; essential personnel only
- Designate an area for ill residents to obtain meals while sick
- Clean and sanitize all areas of the Rockland Dining Hall between meals

#### Reactive:

- Secure adequate supply of gloves and disinfectant spray provided by Auxiliary services
- Provide a limited menu during activation of pandemic plan. Menu would eliminate self service areas and include convenient low handling items. Menu choices will be decided on a day-to-day basis depending on available staffing. Additionally, the service of food to students may be altered depending on staffing
- Review and update departmental response plans as necessary
- Post communications concerning pandemic in all areas. Tune TV's to news stations
- Increase supplies of PPE
- Order one week supply of disposable serving wares
- Order one week supply of non-perishable foods
- Rockland Dining Center will act as the command center for dining service operations. Satellite operations will be open based on priorities. Satellite operations that remain open may be subject to limited hours and menus
- Kitchen access will be strictly restricted to essential personnel
- Increase cleaning and sanitizing of all areas of the Rockland Dining Hall between meals.

### Human Resources:

#### Proactive:

- Review emergency contact information of faculty and staff on a regular basis
- Identify essential personnel in conjunction with Emergency Response Team
- Assist departments in determining minimum staffing levels and plans for managing their departments at reduced staffing levels
- Consult with departments on development of cross training and absenteeism work plans
- Develop fitness for duty guidelines and procedures to identify recovered cases of employees assumed to be immune

## **Appendix B: Pandemic**

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- Consult with departments to develop work at home procedure for non-essential personnel
- Disseminate benefit contact information (phone and web addresses) so employees not at work will be able to have their benefit questions directly answered by the providers
- Develop mandatory sick leave procedures for employees suspected of being ill or exposed to pandemic
- Implement flexible workplace procedures unique to a pandemic event
- Develop FAQ for supervisors to assist them in managing their team as it relates to job assignments, closure, pay status, employee health and safety concerns
- Encourage faculty and staff to receive any available vaccines

### **International Students / Study Abroad:**

- Study Abroad Advisory Group (SAAG) will be included in any information regarding the University's plan during a pandemic and will have information to keep students traveling abroad informed
- SAAG will be included in any information regarding the University's plan during the pandemic
- SAAG will work with the Wellness Center staff if the situation either in the U.S. or abroad becomes more serious
- Thoroughly monitor and document student mobility outside/within the U.S.
- Implement travel advisories per the CDC as necessary
- Relocate live-in staff and students who cannot leave
- Prepare immigration advisory
- Prepare travel advisories

### **Physical Plant:**

- Identify and update essential personnel listing
- Finalize essential personnel list based on campus needs
- Review duties of essential personnel by identifying critical duties/systems
- Support other departments as needed
- Provide information regarding the use of Personal Protective Equipment – where needed
- Ensure training in all areas is complete
- Review/Monitor essential personnel duties
- Respond to campus needs as required (campus closings, shelters, etc.)
- Communicate with the Emergency Response Team and respond accordingly
- Serve as a resource for regulatory issues
- Monitor and assist with waste management as needed

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- Communicate with staff on return to work procedure
- Evaluate resources that are available

### Residence Life:

#### Proactive:

- Identify staff members at all levels that may be required to have direct contact with sick persons
- Identify students whose home addresses are in areas of the world affected by pandemic communicable diseases; offer support
- Continue normal housekeeping services utilizing standard cleaning products and protocols
- Make plans for tracking and tabulating all costs associated with pandemic preparations and implementations of plans
- Develop electronic parent distribution list for information
- Finalize residence hall storage action plan
- Prepare two ways to communicate with parents and students
- Maintain cooperative working relationship with the Wellness Center and Auxiliary Services

#### Reactive:

- Identify location for students to stay in case of campus closing
- Finalize contingency plans for students who will require on campus housing and meal services for a brief period of time after campus closing / evacuation
- Prepare to close all residence halls
- Address students' stockpiling of food and supplies, including pest management
- Monitor sanitary conditions of vacated residence halls
- Work closely with the Office of International and Off Campus Study
- Relocate live-in professional staff as needed

#### Evacuation:

- Disseminate information via email, and through the University's website and portal or a site linked to it. Add information to website and portal about hospitals and physicians information, coping with fear, packing and traveling information
- Residence Life will announce that all University housing will be closed and students will need to prepare to evacuate
- Inform resident students about resources for coping with fears and assist Student Affairs staff in getting into the communities in small groups for staff and students
- Email the residential community, after consultation with the VP for Student Affairs, outlining the institutional closing, closing of residential halls, evacuation services, online instruction, or other alternative plans for academic programs, service levels to be maintained/curtailed during evacuation, event cancellations, travel restrictions,

## Appendix B: Pandemic

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visitor restrictions, pre-emptive building closing, shelter-in-place/isolation in other residence; direct email to parent distribution list, other announcements as instructed by the Emergency Response Team

- Professional staff will prepare to work from home
- Professional staff will maintain contact with University officials and students / families from home

### **Campus Security:**

#### Proactive:

- Assist with the selection and stock for providing health services - surgical masks, plastic gloves, and alcohol-based hand cleaners
- Fit test essential personnel for personal protective gear, including N95 respirator masks
- Provide information regarding the use of Personal Protective Equipment – where needed
- Provide information for employees that request “voluntary” use of respirator – where needed
- Assessment of outside police resources. Evaluate the potential for external assistance
- Encourage officers to receive any available vaccines
- Inventory traffic control equipment
- Identify and communicate to employees expectations of essential personnel and update based on changing circumstances
- Examine schedules; adjust to ensure adequate coverage
- Encourage health protocols to help reduce probability of contamination.
- Maintain and check staff contact information

#### Reactive:

- Assist in evacuation of residence halls if requested
- Secure residence halls and other buildings
- Monitor impact of revised service expectations
- Maintain contact with local law enforcement agencies
- Maintain liaison with local and state emergency management
- Deploy staffing to sensitive and high demand areas
- Define clear succession of command within the department
- Assist in securing isolated areas
- Assist with campus evacuation if necessary
- Evaluate available personnel resources
- Review scheduling options
- Request outside law enforcement resources if needed

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### Wellness Center:

#### Proactive:

- Ensure that essential personnel have received or will receive available vaccinations
- Clearly communicate limits of care available on campus. Make campus members aware of alternative health care facilities
- Monitor healthcare workers and students for signs of illness. Coordinate transportation to local hospital facilities or their homes
- Collaborate with food services and Residence Life to provide meals to residential students affected by the pandemic
- Maintain educational campaigns on hand washing, respiratory hygiene, vaccination, and self-care kits
- Develop a surveillance, reporting, and communication system in conjunction with the Health Department and State Dept. of Health
- Collaborate with Admissions, Registrar's Office, and the Office of International and Off Campus Study to provide education to international and traveling students
- Provide pandemic preparedness training in consultation with the Department of Health and Mental Hygiene and related community agencies for all professional staff to identify and lessen panic reactions, debilitating anxiety, rumor mongering, and conduct debriefings to further alleviate associated stressors
- Assist in developing, provide training for and identifying supplies needed for Residence Life Staff regarding the management of pandemic episodes as part of planned staff training
- Identify necessary supplies for campus personnel (gloves, protective clothing, goggles, masks, etc.) as well as chemicals and disinfectants on a quarterly basis

#### Proactive/Reactive:

- Work with the VP of Student Affairs and VP of Marketing and Digital Communications to communicate with the whole SU Community. Continue to provide updates via PR and University's website
- Identify outside health personnel in the event that there is a reduction in the SU workforce. Designate all counseling staff and professional psychologists as essential, including EAP in collaboration with HR.
- Work with the Emergency Response Team to ensure that cleaning services and waste management can continue at all levels of plan
- Monitor financial impact of services and supplies provided

#### Reactive:

- Separate identifying patient problems and provide separate area for patients with flu-like symptoms, provide masks for patients and alert them through notices on entry doors to don a mask
- Report weekly to the VP of Student Affairs on pandemic activity
- Dispense and monitor inventory of available necessary medications

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- Continue to communicate with hospital and other agencies to accommodate community needs mandated by any established state of emergency and provide them with information about campus responses and pandemic activity
- Work with local and state agencies to ascertain available stockpiled resources and point of distribution for medications, vaccines, and supplies as available
- Communicate clinical guidance from outside agencies to decision makers regarding the curtailing of travel, sports and other inter-institutional events
- Monitor pandemic activity and suspend other services as needed, depending on staffing levels and demand for services
- Assess need of short-term crisis counseling for the campus community
- Assist students and families in making arrangements regarding returning home (campus evacuation at different levels of health/illness)
- Assist in monitoring emergency shelter housing established for students with extreme hardships during campus closure (international students, otherwise homeless students, etc.)
- Communicate clinical guidance regarding the re-opening of the campus from outside agencies
- Coordinate emotional support for students affected by the pandemic
- Provide feedback to Student Affairs professionals regarding the need for support groups, programs, and other post-pandemic services based on student and faculty/staff interactions
- Continue assessing affected students for need of crisis counseling
- Monitor financial impact of services and supplies provided
- Resume normal clinical operations; continue to monitor students for symptoms of communicable diseases



APPENDIX C:  
Aftermath of a Crisis  
Designated Gathering Locations  
(If Necessary)

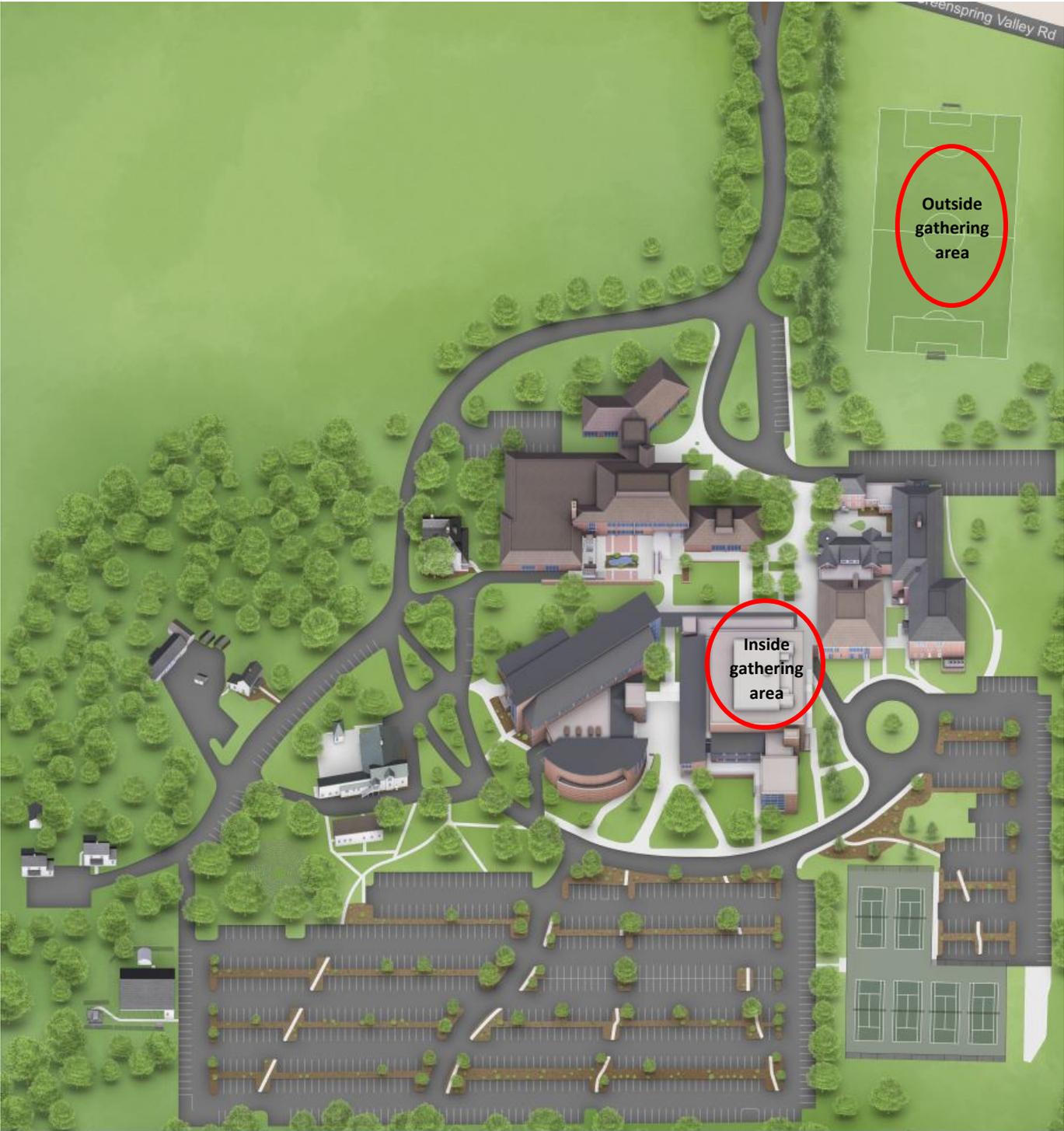


**Appendix C: Aftermath of a Crisis – Designated Gathering Areas -  
If Necessary**

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**Greenspring Campus Gathering Areas**

**Outside: Soccer Field      Inside: Gymnasium**



# Appendix C: Aftermath of a Crisis – Designated Gathering Areas - If Necessary

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## Owings Mills Gathering Areas

Outside: Stadium Field      Inside: Gymnasium



## Appendix C: Aftermath of a Crisis – Designated Gathering Areas - If Necessary

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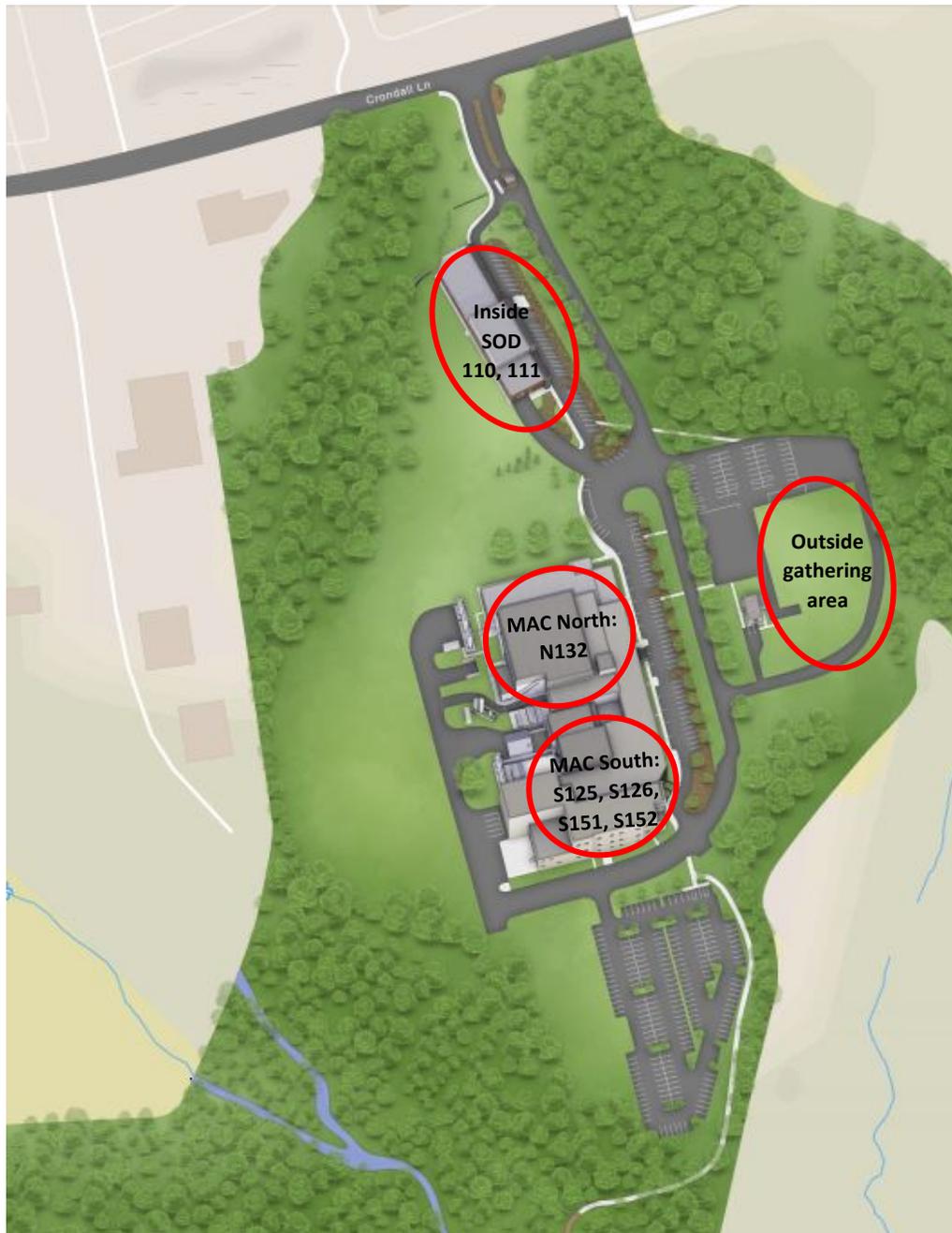
### Owings Mills North Gathering Areas

**Outside: Grass area behind Maintenance Trailer**

**School of Design Inside: SoD 110, SoD 111**

**Manning Academic Center (MAC) Inside:**

**North: N132      South: S125, S126, S151, S152**



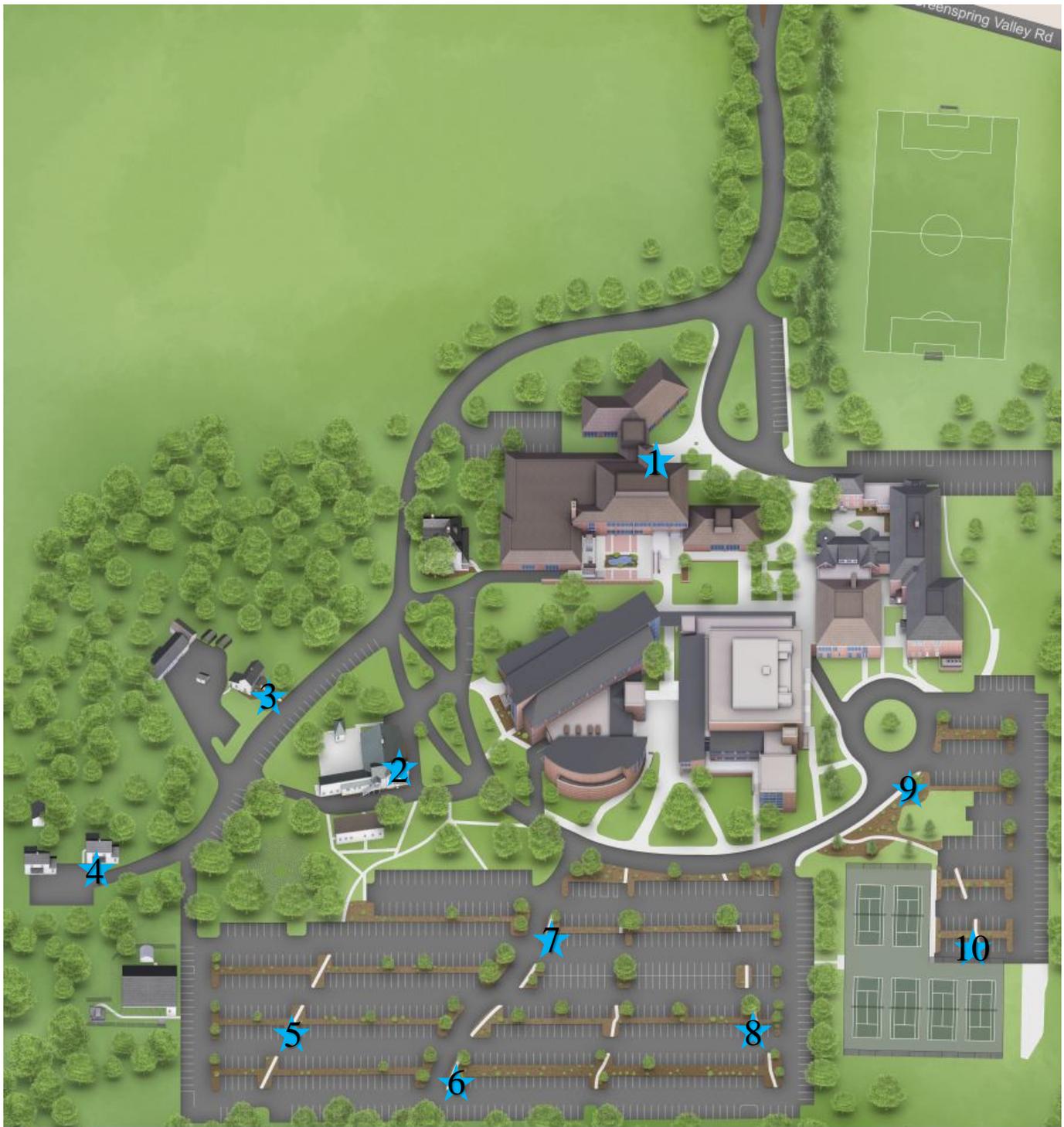


**APPENDIX D:**  
**Emergency Phone Locations**



## Appendix D: Emergency Phone Locations

### Greenspring Campus Emergency Phone Locations



1. Front entrance, Administration building
2. Front entrance, Cuvilly Exchange building
3. Front entrance, Harris House
4. Front Entrance, Hoeplich House
5. Back parking lot, near Wastewater treatment

6. Back parking lot, far south end, near fields
7. Back parking lot, north, closest to Theatre
8. Back parking lot, west side of tennis courts
9. Entrance to east parking lot, pump house
10. East parking lot, east side of tennis courts

## Appendix D: Emergency Phone Locations

### Owings Mills Campus Emergency Phone Locations



1. Stadium lot, north
2. Stadium lot, center
3. Stadium field, north, near stairs
4. Stadium field, south, lower stadium entrance
5. Pathway entrance
6. Pathway look-out point
7. Pathway entrance to OM North campus
8. Parking lot northeast of Cromwell
9. Front of Ratcliffe Community Center
10. Corner of parking lot outside Worthington
11. North corner, Belfast
12. South corner, Belfast
13. Parking lot between Dulaney and Greenspring
14. Northeast corner, Susquehanna
15. East side between Wakefield and Herring Run
16. Southeast corner of Herring Run
17. Northwest corner of Herring Run
18. Far south end of parking lot, across Patapsco
19. Far west end of parking lot, outside Patapsco
20. Back of Rockland parking lot
21. North side, Wooded Way
22. South side, Wooded Way

**Appendix D: Emergency Phone Locations**

**Owings Mills North Campus Emergency Phone Locations**



- 1. Northeast corner of MAC parking lot
- 2. Pathway, near stairs to parking lot

- 3. Pathway entrance onto bridge