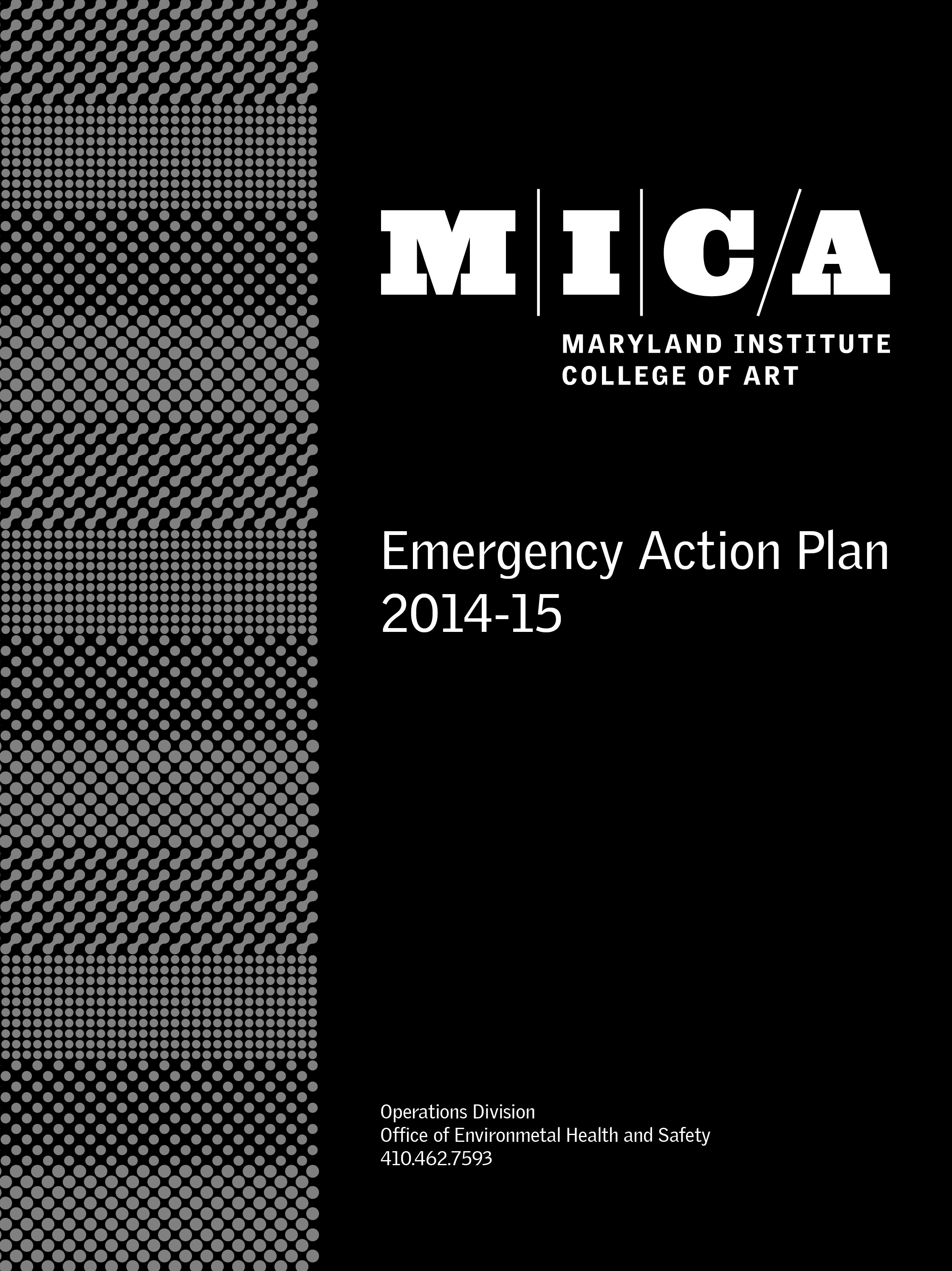
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**EMERGENCY ACTION PLAN**

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**INTRODUCTION**

**1. EMERGENCY ACTION PLAN SCOPE/AUTHORITY**

This manual establishes MICA’s **Emergency Action Plan** and assigns responsibilities for the development, implementation, and maintenance of the plan.

The Emergency Action Plan applies to all units of the College. It is the basic framework for critical incident preparedness. It is not intended to cover every unit’s individual needs. Therefore, we encourage any unit to supplement this plan to suit their own needs while remaining in compliance with this plan.

All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Vice President of Operations.

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President Date

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

VP of Operations Date

**2. PURPOSE OF THE EMERGENCY ACTION PLAN**

**Institutional Risk Factors**

Maryland Institute College of Art (MICA) is located at 1300 Mt. Royal Avenue in Baltimore, Maryland. The College is primarily involved in the education of students. It is in operation 24 hours a day, 7 days a week during the academic year and when the summer residency programs are in session. At other times, the College operates on a reduced schedule. Administrative offices are open during normal business hours throughout the year. On a typical day, during the academic year, more than 2,500 people are on site to work, attend classes, or conduct business.

MICA is susceptible to hazardous material spills, power failures, bomb threats, tornadoes and other weather threats, fires, and crime associated with an urban environment. In addition, MICA is in close proximity to two major rail lines (CSX freight and Amtrak passenger lines), the city’s primary passenger train station (Pennsylvania Station), Light Rail tracks, and is within 11 miles of a major airport, Thurgood Marshall Baltimore Washington International Airport.

**The Planning Process & Elements of the Plan**

Maryland Institute College of Art is committed to supporting the welfare of its students, faculty, and staff. Preparing a campus emergency action plan and allocating resources to respond to possible emergencies are essential steps taken by the College to offer this support.

The Emergency Action Plan is fashioned in accordance with appropriate laws, regulations, and policies that govern crisis/emergency preparedness, and it reflects the best and most current thinking in this area.

Maryland Institute College of Art shall participate in a continuous process planning to minimize the risk of personal injury and property loss from emergencies and critical incidents; shall cooperate with public bodies and agencies charged with disaster control; and shall take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or a disaster.

The Emergency Action Plan focuses on maximizing human survival and preservation of property; minimizing danger and disruptions to the normal operations of the College; and assuring responsive communications within the College, the surrounding neighborhoods, and city in an emergency or critical incident.

This Plan is set in operation whenever a crisis affecting the College reaches proportions that cannot be handled by established routine measures. A crisis may be sudden and unforeseen, or with varying periods of warning. This Plan is intended to be sufficiently flexible to provide general guidelines and specific procedures that can be used for contingencies of all types, magnitudes, and duration.

This plan is predicated on the assumption that an effective, coordinated response to campus emergencies should include the following elements:

* Rapid response to incidents.
* Systematic and routine approaches for responding to specific types of incidents.
* Standard methods for promptly identifying and supporting College decision makers.
* A system for evaluating the College’s response to specific emergencies.
* An ongoing planning process that continually improves the College’s procedures and resources for protecting lives and property, and reducing exposure to vicarious liability.
* Timely communication with the campus community, and centralized, effective management of public information, both during and after an incident.

This Plan offers specific procedures for an array emergency and critical incident scenarios which may arise given the College’s mission, operations, communities served, and geographic location. The specific incident scenarios covered by the Emergency Action Plan are listed in the Table of Contents.

**3. DEFINITIONS & IMPORTANT INFORMATION**

**Global Positioning System (GPS) Location for MICA’s Campus**

39° 18’27.38” N

76° 37’16.04” W

Elevation 104’ ft.

**Types of Incidents**

**Incident** – *does not convene the Critical Incident Management Team (CIMT):* Routine incidents, which form part of the ongoing responsibility of any operational unit, are not covered by the Emergency Action Plan. Individual operational units are responsible for maintaining procedures and training to guide response to routine incidents.

**Emergency** *– does not convene the CIMT:* Emergency units on campus are routinely called upon to respond to incidents which do not convene the CIMT but do require prompt and appropriate response in order to preserve the safety of individuals or the property/operations of the College. These incidents may require the involvement of individual members of the CIMT as providers of resources and counsel. Information on involving the CIMT are detailed in the procedures for specific emergency scenarios, in Part 2 of this Plan. An emergency requires an immediate response but which, ordinarily, can be dealt with by the responding department utilizing readily available resources. Emergencies are normally handled by the existing first responder system (Baltimore Fire Department, Baltimore Police Department, and EMS Ambulance) and may involve assistance from such campus departments as Facilities Management and Campus Safety.

**Critical Incident** *– convenes the CIMT:* An incident that can cause death or significant injury to faculty, staff, students, or the public; that can shut down business, disrupt operations, or cause physical or environmental damage to the campus; or that can threaten the institution’s financial standing or public image to a degree that could threaten its ability to fulfill its mission. The level of response to a specific critical incident will be determined by its specific circumstances. Specific procedures for dealing with a range of critical incidents are detailed in Part 3 of this Plan. For the purpose of this Plan, the College has defined the following types of situations as *critical incidents*:

* *Major Emergency:* An emergency situation which cannot be dealt with by the responding departments alone, or which has an impact on normal College operations, including residence life, continuing studies or degree program classes, or administrative operations.
* *Disaster:* A wide-scale major emergency requiring response and resources from multiple College departments and external agencies.

*Note:* Membership and other information on the Critical Incident Management Team can be found in Part 3.

**State of Emergency:** This situation exists when a Critical Incident has resulted in substantial disruption of College functions, is likely to be long term, and requires for continuity of normal operations and/or the well being of the College community modification or alteration of normal functions, established procedures, and/or policies without submitting to a formal process for approving such changes.

**Emergency Response Units & Personnel**

**Emergency Response Unit**: A unit that is properly trained and equipped to handle specific emergencies, and provides, on a 24-hour basis, immediate response in order to bring the emergency situation under control. Emergency response units for MICA are:

* Baltimore Police Department
* Baltimore City Fire Department/HAZMAT Team
* Baltimore-area Hospital Ambulance Services
* Baltimore County Sheriff’s Department
* Maryland State Police
* MICA Department of Campus Safety
* MICA Facilities Management Contact on Duty

**Incident Commander:** The person at the scene of the critical incident who is in charge of emergency response activities. Staffing of the role of Incident Commander will depend on the type and level of severity of the incident. Guidelines for identifying the appropriate Incident Commander for different types of emergencies and critical incidents are spelled out in the Response Procedures sections of this Plan.

**Critical Incident Management Team (CIMT):** A group comprised of members from the administration and selected department heads which is assembled to address the immediate crisis and disbands when the crisis has ended and normal operating systems are in place. CIMT membership and policies are described on page 56.

**Resource Unit:** A unit that provides assistance to emergency units in the form of information, expertise, and/or procurement of materials and services. Whether a resource unit responds immediately to an emergency site is determined by the specific situation. MICA resource units include the following administrative units and subunits:

* Academic Affairs
* Buildings and Grounds
* Building Services
* Communications
* Continuing Studies
* Environmental Health & Safety
* Fiscal Affairs
* Human Resources
* Physical Plant
* Residence Life
* Student Affairs
* Technology Systems & Services

**College Spokesperson:** The Office of Communications is the authorized spokesperson for the College. All public information must be coordinated and disseminated by Communications staff with assistance from other College departments. College policy requires that only the President and the Associate Vice President for Communications may speak on behalf of the College in the event of an emergency or critical incident. Under certain circumstances, other spokespersons may be designated by the President or Associate Vice President for Communications.

**Essential Personnel:** Staff members who perform duties that preserve safety, health, and maintenance functions for the College, and who are required to report in specific situations, emergencies, and/or critical incidents, even if the College’s administrative offices are closed or classes are cancelled. Each department will establish procedures for essential personnel; positions are identified as “essential personnel” in the position descriptions, and identified as such on MICA ID cards. If College is closed due to inclement weather or other emergency, only those staff members defined as “essential personnel” should report for work; no other personnel should report to campus. The following departments have established essential personnel: Buildings and Grounds, Physical Plant, Building Services, Student Affairs, Campus Safety, Technology Systems and Services, Communications.

**Emergency Action Plan Committee:** A standing committee formed to address ongoing planning for MICA’s emergency response program. Ongoing activities of the committee as of the publication of this Plan include refinement of the campus evacuation plan and transportation resources. The Emergency Action Plan Committee is also responsible for ongoing testing of the Plan’s effectiveness, and for future reviews of the Plan.

**Emergency Response Facilities & Supplies**

**Emergency Operations Center (EOC):** A location specified to be used by the Critical Incident Management Team (CIMT) or its designees in developing responses and managing the recovery process related to a critical incident. Based on the specifics of the critical incident, the CIMT will determine the location of the EOC, its hours of operation, and how it will be equipped and staffed. EOC locations will include the following standard equipment: telephone lines, Internet hookups for laptop computers and e-mail access, computers for e-mail and word processing. Radio sets will be delivered to the EOC by Campus Safety as soon as the CIMT is convened. MICA has identified the following EOC locations:

* 1212 Mount Royal Avenue, the offices of the Department of Campus Safety (default CICC).
* Bunting Center, 3rd floor and surrounding classrooms or Graduate Studio Center
* If neither location is available or appropriate for responding to a specific critical incident, an alternate on- or off-campus CICC will be identified by the convener of the Critical Incident Management Team.

**Incident Command Post (ICP):** will be set in a safe location that may be close to the incident – a field location where primary functions are performed.  The ICP may be co-located with the incident base or incident facilities.

**Emergency Shelters:** Areas on MICA’s campus designed to shelter students, staff, visitors, and faculty who are on campus when a State of Emergency situation arises. These spaces are designated for in the situation when you cannot leave the building and must shelter in place, such as a tornado. The following locations are clearly marked “Emergency Shelters” throughout campus:

**Designated Safe Meeting (outside meeting areas), Emergency Supplies, and Emergency Shelter Locations (sheltering inside of a building)**

|  |  |  |
| --- | --- | --- |
| **1200 Block Mount Royal Ave.** | |  |
| 1206-1212 Mt. Royal Ave. | Safe Meeting Location | Sidewalk, Corner Mt. Royal & Lafayette |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter | Lower levels, away from windows |
|  | | |
| **1500 Block Mount Royal Ave.** | |  |
| Mount Royal Ave. | Safe Meeting Location | Sidewalk, Corner of McMechen & Mt. Royal |
| . | Emergency Supplies locations | Gateway storage room 132, behind B -box |
|  | Emergency Shelter | Gateway B-box |
|  | | |
| **Annex** |  |  |
| 116-118 W. Lanvale St. | Safe Meeting Location | Sidewalk, across Lanvale |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter | Annex, Lower Level |
|  | | |
| **Graduate Studio Center and 1801** |  |  |
| 113-131 W. North Ave. | Safe Meeting Location | Sidewalk on North Ave. |
| Baltimore, MD 21201 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter | Graduate Studio Center lower level |
|  | | |
| **Brown Center** |  |  |
| 1301 Mount Royal Ave. | Safe Meeting Location | Bunting East Parking Lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter | Brown Center Falvy Hall |
|  | | |
| **Bunting Center** |  |  |
| 1401 Mount Royal Ave. | Safe Meeting Location | Bunting East Parking Lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter | Bunting Library, Lower Level |
|  | | |
| **Founders Green** |  |  |
| 120 McMechen Street | Safe Meeting Location | Elementary School Parking Lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Spear Hall/ Leake Hall |
|  | Emergency Shelter | Independent Studios Basement, Glace Hall |
|  | | |
| **College Store/**  **Dolphin** | |  |
| 100 Dolphin St. | Safe Meeting Location | Sidewalk, by the light rail tracks |
| Baltimore, MD 21217 | Emergency Supplies locations | Mt. Royal Station, first floor |
|  | Emergency Shelter | Mr. Royal Station , first floor |
|  | | |
| **Fox Building** |  |  |
| 1303 Mount Royal Ave. | Safe Meeting Location | Bunting East Parking Lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter | Away from window, building’s inner hallway |
|  |  |  |
|  |  |  |
|  | | |
| **Kramer House** |  |  |
| 121 Mosher St. | Safe Meeting Location | Elementary School Parking Lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Basement |
|  | Emergency Shelter/Location | Kramer House lower level |
|  | | |
| **Main Building** |  |  |
| 1300 Mount Royal Ave. | Safe Meeting Location | Sidewalk in front of Corpus Christi Church |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter/Location | Main, Lower Level Gallery |
|  | | |
| **Meyerhoff House** |  |  |
| 140 W. Lafayette Ave. | Safe Meeting Location | Elementary School Parking Lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Meyerhoff fitness storage room |
|  | Emergency Shelter/Location | Meyerhoff House fitness room |
|  | | |
| **Bungalow** | | |
| 1229 Mount Royal Ave. | Safe Meeting Location | North on Mt. Royal Sidewalk |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter/ Location | Bungalow, Lower Level |
|  | | |
| **Mount Royal Station** |  |  |
| 1400 Cathedral St. | Safe Meeting Location | Sidewalk, by the light rail tracks |
| Baltimore, MD 21201 | Emergency Supplies locations | Mt. Royal Station |
|  | Emergency Shelter/Location | Station, First Floor inner hallway |
|  | | |
| **Firehouse** | | |
| 20 McMechen St. | Safe Meeting Location | 1501 Parking lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter/ Location | Firehouse lower level |
|  | | |
| **Gateway** | | |
| 1601 Mount Royal Ave. | Safe Meeting Location | 15/15 Parking Lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Gateway storage room 132, behind B -box |
|  | Emergency Shelter/Location | B-box auditorium |
|  | | |
| **1501** | | |
| 1501 Mount Royal Ave. | Safe Meeting Location | 15/15 Parking lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter/ Location | Mt. Royal Medical, Lower level |
|  | | |
| **15/15** | | |
| 1515 Mount Royal Ave | Safe Meeting Location | 1501 Parking lot |
| Baltimore, MD 21217 | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter/Location | First Floor, inner hallway |
|  | | |
| **Warehouse** | | |
| 2560 Madison Ave | Safe Meeting Location | Corner of Cloverdale and Madison Ave. |
| Baltimore, MD | Emergency Supplies locations | Firehouse lower level |
|  | Emergency Shelter/ Location | Front office area, first floor |
|  | | |
| **MICA PLACE** | | |
| 814 N. Collington Ave | Safe Meeting Location | Corner of Ashland and Collington Ave. |
| Baltimore, MD | Emergency Supplies locations | MICA Place |
|  | Emergency Shelter/Location | First floor inner hallway |

\*Suggestions for Emergency Locations/ Shelters/ In-Shelter locations (sheltering inside of a building) or sheltering in place:

-Stay away from windows

-Move under a table or inside a door frame if you cannot go to an underground level.

**Emergency Supplies:** Each location includes: a copy of the Emergency Action Plan, Baltimore City map, campus maps. The spaces/ closets/ areas are labeled “Emergency Supplies”: There are plans to stock more buildings with supplies in the future. The Firehouse has a bulk supply for faculty and staff at this time. The Mt. Royal Station also has supplies. Student emergency supplies can be found in residential buildings, such as; Meyerhof, Gateway, Spear Hall, Leake Hall, MICA Place.

MICA’s Emergency Action

Campus Maps

Baltimore City map

Copy of the Emergency Action Plan

AM/FM radio

Water

Flashlights

Hand sanitizer

Batteries

First aid kit

Sanitary napkins

Trash bags

Whistles

Dust masks

Plastic sheeting

Wrench/pliers

Duct tape

Toilet paper

**Emergency personal protective equipment (PPE)**

PPE is available in most buildings on the environmental, health, and safety boards and within department supplies. PPE consists of N95 dust masks, safety glasses, goggles, material handling gloves, latex gloves, chemical gloves, ear plugs, hard hats, steel-toe shoes, etc.

**Emergency Evacuation Maps**

In most buildings on campus Emergency Evacuation Maps have been developed and posted near stairways or on Health and Safety Information Boards. These maps were developed to aid the community to locate Health and Safety equipment and multiple exit routes in the event of an emergency. It is important you review all of these maps and familiarize yourself and visitors, contractors, etc., of this information for each building.

Pull station and fire extinguisher locations are placed in accordance with the National Fire Protection Agency. Typically, pull stations can be found near stairwells and exits. Any questions regarding different exit routes or location of any life safety equipment can be addressed by the office of Environmental, Health, and Safety, or, one of the Campus Safety personnel.

Information on these maps include: exit routes, and emergency exits

The Emergency Evacuation Maps can be found at www.mica.edu/ehs

**4. TRAINING, EXERCISES, & DRILLS**

|  |  |  |
| --- | --- | --- |
| **Overview** | |  |
|  |  |  |
| **Action** | **Department/Trainees** | **Frequency** |
| Review | EHS | Quarterly |
| Review | Emergency Action Plan Review Committee | Quarterly |
| Review | Communications | Annual |
| Review | Leadership Team, Student Affairs, VP of Ops. | Annual |
| Review | VPs | Annual |
| Launch | Campus-wide | Annual |
| Fire Drills | Campus Wide | Annual |
| Classroom Training | Operations Leadership | Annual |
| Classroom Training | Operations Staff | Annual |
| Classroom Training | All Departments individually | Annual |
| Classroom Training | Undergrad Student Orientation | Annual |
| Classroom Training | Grad Student Orientation | Annual |
| Classroom Training | All Chairs Meeting | Annual |
| Classroom Training | Faculty Orientation | Annual |
| Classroom | Residence Life | Bi-Annual |
| Classroom Training | Full Faculty Meeting | Annual |
| Table Top Drills | Voluntary | Annual |
| First-Aid | Voluntary | Annual |
| CPR | Voluntary | Annual |
| AED | Voluntary | Annual |
| Online Training | Voluntary | Annual |
| Fire Extinguisher | Voluntary | Annual |

**Additional Recommended Training**

1.      Campus Safety and Security reporting and training (video)

a.       <http://www2.ed.gov/campus-crime/HTML/cc_off/index.html>

2.      100.HE Introduction to the Incident Command System, ICS-100, for Higher Education

a.       <http://training.fema.gov/EMIWeb/IS/IS100HE.asp>

3. New Employee Orientation, Annual Emergency Action Plan training: Contact EHS Office

4. Maryland State Fire Marshal, Crowd Manager Workshop

a.<http://www.firemarshal.state.md.us/crowdmanager/>

**ICS 100 H.E Course Description**

ICS 100.HE, Introduction to the Incident Command System for Higher Education, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training.  This course describes the history, features and principles, and organizational structure of ICS.  It also explains the relationship between ICS and the National Incident Management System (NIMS).  This course uses the same objectives and content as other ICS courses with higher education examples and exercises.

**Course Objectives**

At the completion of this course, you should be familiar with:

* ICS applications in incidents at higher education institutions
* ICS organizational principles and elements
* ICS position and responsibilities
* ICS facilities and functions
* ICS planning.

In addition, you will learn the steps you should take to be accountable for your actions during an incident.

**Primary Audience**

The primary audience includes persons involved with emergency planning, response and/or recovery efforts for higher education institutions.

**Prerequisites**

Completion of IS 700A, National Incident Management System (NIMS), An Introduction is recommended.

Table-top drills are performed at least annually. Lessoned learned are incorporated into the annual updates

Fire drills are performed several times a year to test life safety systems and educated students, staff, faculty, as well as the community.

Each employee, new and existing, receives training in accordance to OSHA CFR 1910

Continuation of local and federal emergency education, lessons learned and trainings are provided.

First Aid and CPR Training

MICA is not required to train employees’ first aid and CPR. However, the number of training classes to First aid and CPR volunteer with Internal and External Emergency Response Resource Units able to certify trainees.

Automated External Defibrillator (AED)

Maryland State has several requirements for AEDs. For more information and to find the MICA AED written program please go to [www.mica.edu/ehs/aed](http://www.mica.edu/ehs/aed)

AED Locations

* Wellness Center, Fitness Center, lower level
* Fox, and
* Bunting Center.

AED training is included in Campus Safety and student Wellness Center employee training.

**Annual Drills**

1. When a drill is authorized, the College will make every effort to notify the MICA faculty, staff, and students via web and e-mail postings.
2. Prior to the beginning of the drill, a message will be disseminated to the campus via broadcast e-mail indicating that the following message is associated with a drill and that all community members are to respond as they would in a true emergency.
3. When the drill begins, Campus Safety staff will be advised to send one of the standard emergency messages.

1. In concert with the above message, a message will be sent out via other campus messaging systems announcing the drill and actions to be taken.
2. Drill staff will ensure that the appropriate actions have been taken (building evacuated or shelter taken as directed).
3. When the drill is concluded, an e-mail will be sent to MICA faculty, staff, and students advising them that the drill is concluded and any further emergency broadcasts should be considered real.

This policy is subject to periodic review and revision at the request of the College Emergency Operations Planning Core Team.

**5. CRITICAL INCIDENT MANAGEMENT TEAM**

In the event of a critical incident, the Director of Campus Safety will notify the Vice President for Operations, who will convene the Critical Incident Management Team (CIMT). The CIMT is comprised of members from the administration and selected department heads. The CIMT will be assembled to address the immediate crisis and disband when the crisis has ended and normal operating systems are in place.

**The Critical Incident Management Team (CIMT) consists of:**

* *Vice President for Operations* *(Convener of the CIMT):* Manages and directs the recovery effort. Provides liaison with the President and Vice Presidents for reporting the status of the recovery operation. Coordinates with the VP for Finance and VP for Technology Systems & Services in protecting College financial resources and databases. Acts as liaison with insurance carriers and claims adjusters. Coordinates insurance program with continuity planning programs. Communicates with the Board of Trustees on response and recovery operations.
* *Director of Campus Safety:* Provides the initial response to most campus emergencies. Acts as liaison with the Vice President for Operations.
* *Vice President for Academic Affairs:* Serves as liaison with the President and Vice Presidents for consultation on instruction and faculty matters in the graduate and undergraduate degree programs.
* *Vice President of Student Affairs:* Provides leadership for student services during critical incident stage. Responsible for parental notification and communication with students in response to critical incident.
* *Dean of Continuing Studies:* Provides leadership for decisions regarding the programming in the Division of Continuing Studies and oversees all communications with CS students, faculty, and staff.
* *Associate Vice President for Communications:* Communicates with the news media, public, staff, faculty, and students as the designated institutional spokesperson.
* *Associate Vice President for Facilities Management:* Provides for the operation, and maintenance of College buildings, most campus grounds, and all utility systems.

The CIMT may be expanded to include the following or others as needed:

Academic Affairs Associate Dean VP for Technology Systems &

Student Affairs Associate Dean Services

Board of Trustees Chair or designee VP for Advancement

Human Resources Director VP for Finance

Counseling Center Director VP for Admission

Graduate Studies Dean Residential Life Director

Environmental, Health and Safety Registrar

The CIMT’s role is to support and oversee emergency field operations from the Critical Incident Command Center. The CIMT will not respond to the scene, nor will they manage the initial response to an incident. It is the responsibility of emergency responders at the scene to contain the incident.

The CIMT will be responsible for managing and directing the activities of the various departments involved in crisis response and recovery. During the initial stages of the crisis, the CIMT will be responsible for providing resources for field operations when requested. It is the responsibility of the person(s) in charge of the scene to communicate with the CIMT in order to provide status reports and to inform the team as to what resources are needed. The CIMT will be responsible for managing and directing the activities of the various departments that will be involved in crisis response and recovery.

**Types of Incidents that Would Convene the CIMT**

Not every emergency requires that the CIMT be convened; however, individual members of the CIMT may be called upon as needed to address specific response resource issues for many emergencies. In addition, whenever there is a need to communicate about the incident with the College’s internal or external communities, to respond to media coverage, or to plan for responses to potential media inquiries, the Associate VP for Communications will be informed as soon as possible.

**Critical incidents are defined as those situations that have the potential to cause injury or loss of life, major campus disruptions, and property damage or loss.** The following are examples of events that may be designated a *critical incident* and thus would activate the CIMT. These are merely examples and do not constitute a comprehensive list of possible critical incident events.

* Fire, explosion, hazardous substance spill or other damage to campus property, which may require closing the site temporarily or permanently.
* Failure of utility systems to the extent that one or more buildings are without service.
* An incident resulting in or with the potential for fatality or major injury.
* Weather emergency or natural disaster with the potential to damage campus property; disrupt operations, or cause fatality or major injury to members of the campus community.
* An incident with the potential to compromise the College’s image in ways that could disrupt operations or financial stability.

**Critical Incident Planning Priorities:**

1. Protect human life: prevent/minimize personal injury.
2. Protect the environment.
3. Prevent/minimize damage to physical assets, including structures, equipment, and data.
4. Restore normal operations

**CRITICAL INCIDENT MANAGEMENT TEAM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE** | **NAME** | **WORK LOCATION/ADDRESS** | **WORK TELEPHONE** | **E-MAIL** |
| 24-hr. Campus Safety Emergency Dispatch | MICA Campus Safety, First Responders | Campus Safety (1st floor)  1212 W. Mt. Royal Ave. | 443-423-3333 | Campus\_safety@mica.edu |
| Emergency Telephone Conference | Any person can dial in | Any phone can dial into emergency conference | 1-866-213-2185 | N/A |
| President | Fred Lazarus | Main Building (M150)  1300 Mt. Royal Ave. | 410-225-2237 | flazarus@mica.edu |
| Vice President for Academic Affairs and Provost | Ray Allen | Main Building (M150)  1300 Mt. Royal Ave. | 410-225-2296/2289 | rallen@mica.edu |
| Vice President for Operations | Michael Molla | Firehouse (2nd floor)  20 McMechen St. | 410-225-2215 | mmolla@mica.edu |
| Associate Vice President for Facilities Management | Timothy Millner | Firehouse (2nd floor)  20 McMechen St. | 410-225-4251 | tmillner@mica.edu |
| Director of Campus Safety | Stephen Davis | Campus Safety (1st floor)  1212 W. Mt. Royal Ave. | 410-225-2355 | sdavis@mica.edu |
| Assistant Director of Campus Safety | Randy Humes | Campus Safety (1st floor)  1212 W. Mt. Royal Ave. | 410-225-4262 | rhumes@mica.edu |
| Environmental Health & Safety Manager | Denelle Bowser | Firehouse (2nd floor)  20 McMechen St. | 410-462-7593 | dbowser@mica.edu |
| Vice President for Student Affairs, Dean of Students | Dusty Porter | Bunting (B263)  1401 Mt. Royal Ave | 410-225-2422 | dporter@mica.edu |
| Associate Vice President for Institutional Communications | Cedric Mobley | Annex (A306)  116-118 W. Lanvale St. | 410-225-2343 | cmobley@mica.edu |
| Director Residence Life | Scott Stone | Founders Green Latrobe  120 McMechen St. | 410-225-2430 | sstone@mica.edu |
| Director of Building Services | Margaret Newton | Firehouse (2nd floor)  20 McMechen St. | 410-225-2385 | mnewton@mica.edu |
| Director of Buildings and Grounds | Steve Krach | Firehouse (2nd floor)  20 McMechen St. | 410-225-2204 | skrach@mica.edu |
| Vice President for Technology Systems & Services | Tom Hyatt | Bunting (B385)  1401 Mt. Royal Ave | 410-225-2291 | thyatt@mica.edu |
| Vice President for Finance and HR | Doug Mann | Bunting (2nd floor)  1401 Mt. Royal Ave | 410-225-2352 | dmann@mica.edu |
| Vice President for Advancement | Michael Franco | Annex Building (A106)  116-118 W. Lanvale St. | 410-225-4201 | mfranco@mica.edu |
| Vice President for Admission and Financial Aid | Theresa Bedoya | Main Building (M 130)  1300 W. Mt. Royal Ave. | 410-225-2434 | [theresa\_bedoya@yahoo.com](mailto:theresa_bedoya@yahoo.com) tbeydoya@mica.edu |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE** | **NAME** | **WORK LOCATION/ADDRESS** | **WORK TELEPHONE** | **E-MAIL** |
| Dean for Academic Services | Cynthia Barth | Bunting (B228)  1401 Mt. Royal Ave | 410-225-4229 | cbarth@mica.edu |
| Dean of Undergraduate Studies and Faculty | Jan Stinchcomb | Main Building (M150)  1300 W. Mt. Royal Ave. | 410-225-2431 | jstinchcomb@mica.edu |
| Dean of School for Professional and Continuing Studies | David Gracyalny | Bungalow  1229 Mt. Royal Avenue | 410-225-2220 | dgracyalny@mica.edu |
| Director of Events | Anne South | Bunting (B350)  1401 Mt. Royal Ave | 410-225-2516 | asouth@mica.edu |
| Associate VP of  Human Resources | Estevanny Turns | Bunting (B310)  1401 Mt. Royal Ave | 410-225-2363 | eturns@mica.edu |
| Assistant Director of Web and Electronic Communications | Justin Codd | Annex (A307)  116-118 W. Lanvale St. | 410-225-2290 | jcodd@mica.edu |
| Manager of Media Relations | Jessica Weglein | Annex (A302)  116-118 W. Lanvale St. | 410- 225-2503 | jweglein@mica.edu |
| Director of Network Services | David Apaw | Bunting (B382)  1401 Mt. Royal Ave | 410-225-2464 | dapaw@mica.edu |
| Director Counseling Center | Patricia Farrell-McLaughlin | Bunting (B253)  1401 Mt. Royal Ave | 410-225-2367 | pfarrell@mica.edu |
| Associate Dean for Health and Wellness | J.D Davis | Bunting (B262)  1401 Mt. Royal Ave | 410-225-2422 | jdavis02@mica.edu |
| Associate Dean of  Student Life / Judicial Affairs | Michael Patterson | Bunting (B264)  1401 Mt. Royal Ave | 410-225-2422 | mpatters@mica.edu |
| Associate Dean of Enrollment Services & Registrar | Christine Peterson | Bunting (B223)  1401 Mt. Royal Ave | 443-423-1467 | cpetersn@mica.edu |
| Associate Dean, Graduate Studies | Erin Jakowski | Graduate Studio Center, 131 W. North Avenue | 410-225-5273 | ejakowski@mica.edu |
| Associate Dean School for Professional and Continuing Studies Continuing | Peter Dubeau | Bungalow  1229 Mt. Royal Ave. | 410-225-2223 | pdubeau@mica.edu |
| Vice Provost for Research and Graduate Studies | Gwynne Keathley, | Graduate Studio Center, 131 W. North Avenue | 410.225.5242 | gkeathley@mica.edu |
| Residential Coordinator, Upper-classmen and Graduate Communities | Jessica Antonen | Gateway (GT203)  1601 Mt. Royal Ave. | 410-225-5278 | jantonen@mica.edu |
| Residential Coordinator for Special Interest Communities | Greg Brightbill | Leake Hall, 120 McMechen St. | 410-225-7598 | gbrightbill@mica.edu |
| Residential Coordinator for Foundation Year Experience | Jeannette Holian | Latrobe House, (first floor) 120 McMechen St. | 410-225-7599 | jholian@mica.edu |
| Residential Coordinator Emerging Communities | Jason Jackson | Founders Green, Leake Hall  140 W. Lafayette | [410- 225- 5277](tel:410%20225%205277) | [jjackson@mica.edu](mailto:jjackson@mica.edu) |
| Parkhurst General Manager | Rachel Milburn | Meyerhoff (MH140)  140 W. Lafayette | 410-225-7360 | rmilburn@mica.edu |
| Contract Services & Fleet Manager | Rufus Davis | Firehouse (2nd Floor)  20 McMechen St. | 410-225-2340 | rdavis@mica.edu |
| Director, Student Health Clinic | Tyler Cornell | Mt Royal Medical Center  1501 Mt Royal Ave. | 410-225-4119 | tcornell@chasebrexton.org |
| Facilities Operations Manager | Roland Weeden | Firehouse (2nd Firehouse)  20 McMechen St. | 410-225-2261 | rweeden@mica.edu |
| AEG Environmental | 24hr./7day / week Environmental | P.O Box 286 Westminster  MD 21158 | 410-876-0764 |  |

**PART 1-**

**POLICIES AND PROCEDURES**

**1. AUTHORITY TO DECLARE A CAMPUS STATE OF EMERGENCY**

This Emergency Action Plan has been designed to provide direction for Maryland Institute College of Art during a critical incident. While the Plan does not cover every conceivable situation, it does supply the basic procedural guidelines necessary to cope with most emergencies. Emergency response operations will be conducted within the framework of these guidelines.

With any crisis situation it is understood that a state of emergency may need to be declared. The authority to declare a campus state of emergency rests with the President or designee. The Director of Campus Safety shall consult with College administration regarding the incident and the possible need for a declaration of a campus state of emergency.

During the period of any major campus critical incident, the President or designee shall place into effect the appropriate procedures necessary to respond to the incident and safeguard persons and property.

If a State of Emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

**2. CRITICAL INCIDENT PROCEDURES**

**How to Report an Emergency or Critical Incident**

Faculty, staff, and students should report all emergencies and request assistance from Campus Safety by dialing extension 3333 on campus or 443-423-3333 off campus; in many emergency situations, 911 should be called first to request first responder assistance, and then Campus Safety should be informed. The department of Campus Safety will notify all other resource units within the College and will request outside support as needed.

**Responsibilities of College Administration & Campus Safety**

All vice presidents, deans, directors, coordinators, department heads, and chairs are responsible for familiarizing themselves with the critical incident management plan, and for educating those within their purview of responsibility about these policies and procedures.

In the event of an emergency or a disaster, MICA’s Department of Campus Safety has primary responsibility for immediate response, and shall cooperate and coordinate with official emergency response authorities and College administration, in accordance with established policies and procedures.

**Actions and Decisions at the Scene of a Critical Incident**

Should a critical incident occur on campus, the Director of Campus Safety or designee will inform the College administration of the extent of damage or seriousness of the incident and recommend whether the Emergency Operation Center should be placed into operation. (NOTE: Emergency Operation Center shall be located away from the incident scene.)

The Director of Campus Safety or designee, directed by the CIMT, is in charge at the scene of the incident unless responsibility has been transferred to another unit: for example, the Fire Department in the event of a fire or chemical incident. When the situation is brought under control, responsibility is transferred back to the College.

Prior to the arrival of a responding outside emergency unit, the Department of Campus Safety will direct community members either to shelter in place or evacuate College buildings, depending on the officer in charge’s assessment of the particulars of the incident. Upon the arrival of outside emergency units, the Department of Campus Safety transfers authority to the responding unit and cooperates and provides information or assistance as needed to the first responders.

Decisions to close and evacuate a building or to isolate an area immediately after an incident may be made by the Baltimore Fire Department, Baltimore Police Department, or the Department of Campus Safety, or designee. The decision to reoccupy a building will be made by those authorities or the Critical Incident Management Team. The primary consideration for reoccupy will be the safety of the occupants.

**3. COMMUNICATION**

**MICA Policies about Communications in an Emergency or Critical Incident**

The following general guidelines guide MICA’s emergency communication policies:

* All College personnel are required to report emergencies to Campus Safety.
* The Director of Campus Safety or Officer-in-Charge (OIC) of the shift will inform College administration about the emergency situation as specified in the incident plans below.
* Other than designated spokespeople, no one may speak on behalf of the College or convey official information about the emergency situation of the College’s response to internal or external audiences.
* All calls from the media shall be referred to the Office of Communications at 410-225-2300, 443-220-1839, or 410-225-2343.
* Every staff who is issued a cell phone must sign up for MICA Alert.
* All staff must utilize any available communication equipment (cell phone, radio) during working hours or as their responsibilities require.

**Role of the Office of Communications**

The Office of Communications is the authorized spokesperson for the College. All public information must be coordinated and disseminated by Communications staff with assistance from other College departments. College policy requires that only the President and the Associate Vice President for Communications may speak on behalf of the College in the event of an emergency or critical incident. Under certain circumstances, other spokespersons may be designated by the President or Associate Vice President for Communications.

During emergencies or critical incidents, Communications will work with each organizational unit to gather accurate and substantial information regarding the situation and details regarding the College response. Communications staff, working with other CIMT members, will provide notification to students, faculty, staff, and other members of the campus community (parents, alumni, friends), and to the general public on progress toward recovery.

In the event that regular telecommunications on campus are not available, media relations activities will be housed at a designated Communications Center. Information will be available there for the news media and, where possible, for faculty, staff, and students.

In an emergency or critical incident, the Office of Communications will coordinate with the Division of Student Affairs, Division of Academic Affairs, and Department of Human Resources to determine responsibilities for responding to inquiries about the health and safety of individual students, faculty, and staff, and will set up a regular schedule of notices to deliver up-to-date information as it becomes available on the College’s website or via other available methods.

**Communications about Crime on Campus**

In keeping with the federal law titled The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (the Clery Act), MICA provides information and statistics about crime on and around our campus through the following publications and activities:

* Annual Crime Statistics (Campus Safety Guide/Annual Crime Statistics Report) - This annual report, published every year by October 1, contains three years of campus crime statistics and security policy statements, as mandated by the Clery Act. The Campus Safety Guide is available online at www.mica.edu/LIFE/safety.
* Crime Log - A log, which covers all crimes reported to MICA Campus Safety. This is a broader range of crimes than those reported in the annual crime statistics and a much broader range than those covered by the College's timely warning system, described below. The crime log is available for review by anyone who requests it during normal business hours at the Office of Campus Safety, 1212 Mount Royal Avenue.
* Crime Alerts – Timely warnings sent via bulk e-mail and posted to the Campus Safety webpage whenever the College considers a crime to pose an ongoing threat to students and employees. MICA's Policy and Procedures for Timely Warnings about Crime is provided in detail below.

### In compliance with the Clery Act, MICA issues Crime Alerts to provide timely information about crimes that are considered to represent a current threat to students and employees. The purpose of Crime Alerts is to aid in the prevention of similar crimes by providing information that will enable members of our community to take appropriate steps to protect themselves in light of a continuing threat to their safety.

### These messages are sent via bulk e-mail to all current students (degree and continuing studies), faculty, and staff, and posted to the Campus Safety web page. A Crime Alert will be issued for serious crimes-including rape, murder, aggravated assault, robbery, and major incidents of arson-occurring on campus or in the College’s crime reporting area which may present a current threat to students, faculty, and staff. The complete Crime Communications policy is available at the Campus Safety webpage and in the College’s *Academic Bulletin, Student Handbook,* and *Staff Handbook.*

**4. MICA’S EMERGENCY NOTIFICATION SYSTEMS**

The MICA Emergency Notification System (ENS) is used to transmit critical information to the MICA campus community as quickly as possible using any or all of the following methods:

* *MICA ALERT emergency text messages* sent to cell phones of faculty, staff, and students who subscribe to the service—used to alert the MICA community and give instructions for immediate action in an event that poses an immediate danger to health or safety on campus.
* *Twitter, and Facebook –follow and friend MICA*
* *Bulk voice-mails* to campus telephones—used to alert the MICA community in an event that poses an immediate danger to health or safety on campus.
* *Bulk e-mail* to all students, faculty, and staff—used to provide more detailed information in an emergency, and to transmit routine campus safety crime information messages and inclement weather notices.
* *www.mica.edu*—all emergency and crime notices are posted on an ongoing basis to the College’s website.
* *Printed notices* posted at strategic locations throughout campus according to policies established by the CIMT. When classes are in session, printed notices may be distributed for announcement by faculty and administrative offices.
* *Telephone Tree*, defined by the CIMT as needed per incident. Each member of the team is responsible for calling designated individuals.

E-mail directories are maintained by the Department of Technology Systems & Services, which is responsible for ensuring that these lists are up-to-date. The Office of Communications is responsible for relaying messages whenever an event requires a routine change in campus status (late opening or closure due to inclement weather or a building closure due to a serious maintenance problem) or when an emergency or critical incident will have an impact affecting the entire campus. When immediate notification of the campus is required to protect the health or safety of the MICA community, messages will be sent by Campus Safety using the College’s emergency text message notification system, bulk email, and/or bulk voicemail.

Each department is responsible for making certain that individuals under its supervision are aware of emergency messages and for directing staff, students, and faculty to the appropriate source for more information.

In addition to the communications methods listed above, the CIMT may also employ other methods for notifying the College community including cell phones, two-way radios, Department of Campus Safety Officers, and other College personnel.

*ENS Procedures—Communicating the Status of MICA Operations & Programming*

If, due to inclement weather or any emergency situation, classes at MICA are cancelled, ending early, or starting late, and/or if administrative offices are closed or opening late, every effort will be made to post an official Campus Status Notice via the ENS by 7 a.m. for daytime classes, events, and administrative offices; and by 3 p.m. for evening classes and evening events.

No ENS message will be posted/sent if the College is operating on its usual schedule*—*if there is no message, it should be assumed that MICA is opening on schedule. There may be different “campus status” for day classes, evening classes, and weekend classes; for administrative offices; for off-campus sites; and for specific events/activities. Please read/listen to the official Campus Status Notice carefully to see how it applies to you.

Members of the campus community are asked not to call Campus Safety or other MICA offices during a weather event to ask about the status of classes and campus opening, but instead to check the “Official Information Sources”:

* MICA homepage\* at www.mica.edu (a link to a campus status press release on the News & Events page)
* the main campus telephone number: 410-669-9200 (recorded message)
* bulk e-mail\* sent to degree-program students, all faculty, and all staff at their MICA e-mail addresses

\*If a power outage makes Web or bulk e-mail unavailable, bulk voice mail to on-campus telephones may be used to alert the campus community to a change in campus status.

*Continuing Studies and Young People’s Studio class/event status can ALSO be found:*

* as the message on the main CS telephone number: 410-225-2219

*Status of Campus Events during a Weather or Other Emergency*

* Whenever the Official Campus Status Notice states, “MICA is Closed,” all events & activities on campus scheduled for the time when MICA is closed are canceled/postponed.
* If MICA is open, the status of an event is not clear, the event organizer should be contacted directly (event organizers should include contact information in the event description on the MICA calendar)
* If possible and appropriate, the status of events will be included in the Official Campus Status Notice; please note that MICA does not always have information about the status of non-MICA events on our campus

Local TV and radio stations will be informed of MICA’s campus status, but there is no way to guarantee the accuracy or completeness of TV/media reports. Changing weather conditions may require updates at any time due to deteriorating conditions, so Official Information Sources should be checked regularly during a weather event. Updates on the status of campus shuttles and other services will be sent by bulk e-mail as needed to students, faculty, and staff by the Shuttle Coordinator.

**Campus Closure**

Official Campus Status Notices will list the College’s operational status on a range from “Open” to “Closed”:

* **If no notice is posted/sent, or if a Campus Status Notice states, “MICA IS OPEN,”** the College will open on time, classes will run on schedule, and all faculty, students, and staff are expected to report on their normal schedule. However, please note that some events may be canceled or postponed, even if classes and offices are on schedule; event organizers are responsible for providing information about event status.
* **“MICA WILL OPEN AT [time]”** means normal operations and classes will resume at the time indicated, but until then there will be no access to campus, except by essential personnel (applies only to staff—see below).
* **“CLASSES ARE CANCELLED”** means that classes will not run; some or all offices may be open, although services may be limited; essential personnel must report (applies only to staff—see below); studios, labs, and work areas may be available, but access should not be expected. Shuttle services and academic trips are suspended when classes are canceled.
* **“MICA WILL CLOSE AT [time]” or “MICA IS CLOSED”** means classes are canceled and administrative offices closed at the times indicated; campus buildings are closed, with no access to studios, labs, or work areas; shuttle service is suspended, and all trips and events are cancelled or postponed. Essential personnel (applies only to staff—see below) must report, but other employees, faculty, and students should NOT come to campus. Having to provide assistance to or track down non-essential personnel, students, and faculty who come to campus when the College is closed only makes more difficult the already tough jobs of those who must keep the campus safe and secure during a weather emergency, so those whose jobs do not designate them as “essential personnel” should not come to campus when MICA is closed.
* **“LIBERAL LEAVE IS IN EFFECT”** means that while essential personnel (applies only to staff—see below) must report, non-essential staff (“liberal leave” does not apply to faculty or students) who are prevented by travel conditions from coming to campus may, with their supervisor’s permission, use accumulated leave or leave without pay to stay home.

**“Essential Personnel”** applies ONLY to staff—not to faculty or students. Status as “essential personnel” is indicated on the job description and communicated to individual staff members by their supervisors (essential personnel are generally staff members whose job is provides essential services for resident students, or who keep the campus safe and address physical plant issues like clearing snow, etc.). If you are unsure of your status, ask your supervisor. If you are not “essential personnel,” please do not come to campus if “MICA Is Closed.” Having to provide assistance to or track down non-essential personnel, students, and faculty who come to campus at these times only makes more difficult the already tough jobs of those who must keep the campus safe and secure during a weather emergency.

4. EMERGENCY NOTIFICATION SYSTEMS (ENS)

**ENS Policy Statement**

Maryland Institute College of Art has contracted with Rave Wireless to send emergency messages (MICA Alert) to students, faculty, and staff via text, voice, email, and campus telephones when circumstances dictate. *Sign-up for the MICA Alert service is voluntary, and there is no charge to the subscriber except any charges the subscriber’s cell phone service provider may apply.*

The ENS system is part of the College’s overall emergency communication plan (see the MICA Crime Communication Policy published annually in the Campus Crime & Fire Safety Guide).

The Emergency Notification System (ENS) will be used when a situation exists that presents an imminent danger to the campus, to inform the campus community of the threat, instruct them of what immediate actions to take, and to notify the College’s Critical Incident Management Team of an incident. ENS messages may be distributed via the MICA Alert system (Rave), broadcast email to all @mica.edu email addresses, and posted to the main MICA web site.

A threat that presents an “imminent danger” is one that threatens the immediate safety of the campus community, is not anticipated, and one for which the failure to issue such a warning may cause serious harm. Examples of such emergencies include but are not limited to: tornado, chemical or hazardous material spill, armed and/or actively violent person.

MICA Alert messages will not be used unless the situation is determined to be imminent and requires immediate action. The goal of these messages is to allow individuals on campus to take immediate action to protect them. These brief messages identify the threat, its location, what immediate steps to take, and offer instructions on where to seek more information. In the event of an emergency warranting the activation of MCA Alert, two messages will be sent—an alert with instructions for immediate action, and an “all clear” that there is no longer an active threat.

The ENS can be activated by the on-scene Incident Commander as soon as a threat that presents “imminent danger” has been confirmed. Oversight and administration of the ENS is the responsibility of the Director of Campus Safety, in consultation with the Director of Environmental Health and Safety and n accordance with policies in the College’s Emergency Action Plan; support for ENS messaging is provided by the Associate Vice President for Communications. The Emergency Notification System will be tested three times annually and/or as part of a campus-wide drill. The purpose of the test is to ensure that the system is in good working order and that campus community members know what actions should be taken in case of emergency.

**MICA ALERT—Emergency Messages via Text Message**

**Procedure**

1. In the event of a life threatening emergency, MICA Campus Safety will send out emergency information via MICA Alert to enrollees.

1. In the event Campus Safety is unable to send out the MICA Alert the EHS Manager will send out the MICA Alert.
2. MICA Alerts can be sent by logging into the MICA portal for authorized users only.
3. MICA Alerts can be sent remotely by calling 1(888) 605-7163, authorized users only will be able to send out emergency text messages using Rave Guardian.

**Registration**

1. Enrollment in MICA Alert is required by all current MICA degree program students. All staff and faculty with MICA cell phones are required to enroll, and are responsible for disseminating ENS messages within their departments.

In order to receive MICA Alert messages, members of the MICA community must enroll online and provide contact information indicating by what means they would like to be notified in case of emergency.

1. Information is sent out many times a year using the College’s e-mail system notifying community members of this service’s availability with instructions how to subscribe.
2. Enrollment information will be provided to all new College employees upon hire.
3. Enrollment messages will be sent out to students at the beginning of the fall and spring semesters to enroll new students and/or to provide students an opportunity to update their contact information.
4. An enrollment message will be sent out to faculty and staff at the beginning of each fall semester to ensure contact information is correct and up-to-date.

**Activation of Emergency Notification System**

1. When a Campus Safety officer receives a report that an incident has occurred or may occur that presents an imminent danger to campus, he/she will immediately advise the supervisor on duty (Officer in Charge) of the threat.
2. The supervisor will determine if the incident requires an emergency campus notification via MICA Alert or if the notification can be made effectively via other ENS communication methods.
3. If it is determined that the MICA Alert system will be used, the supervisor will direct the Dispatcher or other designee to send out the appropriate warning notification.).
4. The Dispatcher and/or shift supervisor will immediately notify the Director of Campus Safety or designee if the ENS has been, or needs to be, used.
5. The Director of Campus Safety or designee will notify the following individuals to advise them of the emergency and activation of the ENS, as appropriate:
   1. College President
   2. Vice President of Academic Affairs/Provost
   3. Vice President and Dean of Student Affairs
   4. Vice President of Operations
   5. Dean of Continuing Studies
   6. Associate Vice President for Communications
6. When the emergency is over, a message will be sent to the community indicating that the emergency is over.

**ENS Testing/Maintenance**

The Emergency Notification System will be tested periodically to ensure it is in good working order and during a drill.

The following individuals are authorized to request a test of the system:

* College President or designee
* Vice President of Operations or Manager of Environmental Health & Safety
* Director of Campus Safety or designee
* Critical Incident Management Team Committee

1. When a test of the system is authorized, the College will make every effort to notify the MICA faculty, staff, and students via web and e-mail postings.
2. When the test begins, Campus Safety will send out a message indicating that the system is being tested using the procedure described above.
3. At the conclusion of the test, an e-mail will be sent to faculty, staff, and students advising them that the test is concluded and any further emergency notifications should be considered real.

**MICA Website/Portal Posting**

The Director of Campus Safety or his designee will determine if a message should be posted on the MICA website/portal.

*MICA ALERT Message Protocol & Sample Messages*

A maximum of 125 characters are available for text messaging via MICA ALERT. More detailed messages should be sent simultaneously via bulk e-mail.

**Records of Community Members, Accounting for Persons in a Building**

Efficient and effective communication with the campus community requires that vital College information be available at the Campus Safety 24-Hour Emergency Dispatch in electronic format.

This vital information includes:

* Campus housing assignments for students
* Listing of all enrolled students (including Continuing Studies)
  + - Permanent and local address
    - Permanent and mobile phone numbers
    - Emergency contact info
    - Any special/ ADA needs declared
    - Year of student; graduate, undergrad, post-bac, continuing studies, etc.
    - Which degree program
* Class schedule/location list
* Current Faculty and Staff Directory
  + - Permanent and local addresses
    - Permanent and mobile phone numbers
    - Emergency contact information
    - Any special/ ADA needs declared
    - Current Teaching Schedule
* A hard copy of the Emergency Action Plan, Egress Maps, and maps of Baltimore City and the state of Maryland will be kept in the Campus Safety office, at 1212 Mount Royal Avenue and in the Health and Safety office in the Firehouse, at 20 McMechen Street.

**RAVE GUARDIAN —turns any cell phone into a personal safety device. The application works in two ways:**

**Panic call** Set a one-touch panic button on any cell phone.  As your phone speed-dials campus security, it triggers an alarm and automatically sends them critical profile information (including your name and photo).

**Precautionary timer** Activate a timer on any cell phone before walking across campus. When you reach your destination safely, deactivate it.  It the timer is not deactivated *(but instead expires)* campus security will call to make sure you're OK.

[Rave Guardian](http://www.ravewireless.com/products/raveguardian) is an opt-in safety feature - your information, including location *(where available)* will never be used for anything other than responding to an emergency call and only when you choose to initiate it.

Rave Guardian gives campus police all of the caller's profile information the second that the call comes in. Instantly they know who's in trouble, what they look like, their location and more.

Rave Guardian improves student safety by turning the mobile phone into a personal alarm device. When students feel unsafe, they simply activate the timer on Rave Guardian. If the student is unable to turn off the alarm when time expires or do not answer the resulting call from campus safety, Rave Guardian uses the 911 location system to immediately locate the student's phone. The location is then instantly presented to campus safety along with the students' safety profile information

**To register, go to** [**www.getrave.com/login/mica**](http://www.getrave.com/login/mica)

**RADIO COMMUNICATION**

The Operation Division uses radio communication during emergencies. However, in the event of a bomb threat do not use radios or cell phones, turn them off. For all other emergencies Campus Safety will take over Channel 1.

**Homeland Security GETS (Government Emergency Telecommunications Service)**

Increased cellular phone usage by the general public in emergency situation regularly results in extreme network congestion, preventing key national security and emergency response personnel from obtaining network access. In emergency situations when wireline networks are damaged, cellular telephones often provide the primary means of communication, increasing congestion even further. This service provides communication capabilities to first responding decision makers at the College. The Director of Campus Safety, VP of Operations, Associate VP of Operations, and Environmental, Health, and Safety Manager, have been granted capabilities to use this service.

Contact Information: WPS Operations & Administration (703) 676-CALL or (866) 627-2255. Web site: <https://www.dhs.gov/wireless-priority-service-wps>

**5. EVACUATION AND RELOCATION PROCEDURES**

Evacuation of the campus or specific campus buildings may become necessary in the event of an emergency or critical incident. Incidents that require evacuation may include: fire, hazardous material emission, bomb threat, hostage, barricade or active shooter situation, civil disturbance, extreme weather, structural damage to a building, and water, gas or electrical utility emergency. The goal of evacuation is to quickly and calmly relocate all occupants to a place of safety.

**A. Initial Evaluation of the Incident**

During an emergency, the first Campus Safety officer dispatched to the scene is responsible for thoroughly analyzing the situation and promptly and accurately communicating the following information to the Dispatch Center:

* The location of the incident
* The severity of the damage
* Existing threats such as fire, explosion, chemical spill, active shooter
* The number and types of injuries
* An initial recommendation concerning an evacuation
* The number and location of victims
* The resources required to respond to the incident

**B. Authority to Evacuate**

During any situation that poses an *imminent threat to life* or substantial property damage the Officer in Charge (OIC) is authorized to order the immediate evacuation of the affected campus building or buildings. As soon as the situation permits, the OIC will notify appropriate officials of the evacuation in accordance with standard departmental operating procedures.

In situations that *do not threaten life or substantial property damage*, and thus the need for an immediate evacuation is not apparent, the OIC will brief the Director of Campus Safety, who will seek authorization for evacuation using the following sequence of College officials, who will make a decision about evacuation and inform other College officials, including the President:

**For Evacuation of Student Services or Residence Facilities:**

1. Vice President for Student Affairs
2. On call Associate Dean for Student Affairs
3. Director of Residence Life or designee

**For Evacuation of Academic Facilities:**

1. Vice President/Dean for Academic Affairs
2. Dean of Continuing Studies
3. Dean for Academic Services
4. Associate Dean of Continuing Studies

**For Evacuation of Administrative Offices/Non-Academic/Residential Facilities:**

1. Vice President for Operations
2. Associate Vice President of Facilities Management
3. Directors of Facilities Management

**C. General Evacuation Policies**

1. The evacuation will be directed by an Incident Commander from whatever the default Incident Command Post (the Campus Safety 24-Hour Emergency Dispatch Desk unless the Fox Building is unavailable, in which case an appropriate alternate Command Post will be designated by the Incident Commander). The Incident Commander will be the most senior College official present.
2. When evacuation is ordered, everyone present will leave quickly and calmly and assemble in a designated safe meeting location to await instructions.
3. Faculty and staff may be asked to assist with the evacuation process, including securing the building against unauthorized entry.
4. Only stairways will be used for evacuation; elevators will not be used.
5. Evacuation will start on the top floor of each building, and evacuation personnel will check each room to ensure compliance with the evacuation order by all who are present. Depending on why the evacuation order is given (fire, gas, active shooter, etc.) no one may enter the building.
6. During the emergency, only Campus Safety Officers or others designated as emergency personnel will be permitted to enter an evacuated building. Exceptions may be made only with the authorization of the Incident Commander.
7. Evacuated building(s) will be re-opened only when the emergency has been resolved and the Incident Commander has given the “all clear.”
8. Fire, Police, and EMS personnel will be advised of the emergency or evacuation as appropriate.
9. Special care will be taken to ensure that physically disabled persons are evacuated safely.

*NOTE*: It is the responsibility of physically disabled members of the MICA community to register at the beginning of each semester by filling out an “Emergency Evacuation Assistance” form. In establishing a personal evacuation plan and a “2 buddy” system for assistance in advance, personal evacuation needs for persons with disabilities will be met appropriately. (See Evacuation/Refuge Plan for Persons with Disabilities)

1. Once Baltimore Fire Department (BFD) and/or Baltimore Police Department (BPD) officials have assumed command of a situation, MICA personnel will comply with their instructions.
2. MICA fire alarms may be used to facilitate the emergency evacuation of campus building(s) in both fire- and non-fire-related incidents. In cases where there is immediate danger a text message will be sent through the ENS.
3. Once the building is deemed safe and secure, the Incident Commander will authorize re-entry.
4. Only the authorized MICA spokesperson may make statements to the media. All media requests for information will be referred to the Office of Communications. Members of the media must adhere to campus access restrictions set by the Incident Commander and must make all inquiries for statements to the Assistant Vice President of Communications at the CICC.

**D. General Evacuation Procedures**

1. *Transportation* will be coordinated with appropriate personnel from the departments of Campus Safety, Residence Life, and Facilities Management for the purpose of evacuation and relocation of persons threatened by or displaced by the incident. A temporary shelter or facility will be selected if needed. Coordination of assistance, equipment, and supplies will be determined at the relocation site as needed.
2. *Communication –*
3. Communication among emergency personnel will be conducted via radios. In emergency situations, all campus radios will be turned over to Campus Safety for utilization by emergency personnel.
4. Communication with parents and relatives will be coordinated through the Division of Student Affairs. All calls requesting information on the status of students will be referred to Student Affairs.
5. All communication with the media will be coordinated by the Office of Communications, and only the designated spokesperson may speak with the media.
6. Immediate *medical assistance* will be requested for injured persons. If mass injuries have occurred, College officials will defer to the City of Baltimore’s disaster plan see page 80.
7. The primary responsibility for the protection of property, assessment of damage, and restoration of normal operations shall be given to the appropriate College resource unit, including:

* *Campus Safety:* Provides safety and security for people and facilities, as well as emergency support to affected areas, and notification mechanisms for problems that are or could be disasters. Contacts appropriate external services. Extends a security perimeter around the functional area affected by the disaster, in accordance with available resources and duty obligations.
* *Facilities Management*: Coordinates all services for the restoration of electrical, plumbing, heating, and other support systems as well as assess structural integrity. Assesses any damage and makes a prognosis for occupancy of the structure affected by the disaster. Manages periods of minimal building occupancy. All Facilities Management personnel on duty, regardless of the shift in which the incident occurs, will report to the Command Post prior to assignment and assist with evacuation under the direction of the Incident Commander.
* *Technology Systems & Services:* Coordinates support for data processing resources at the main data center and the designated recovery sites; provides alternate voice and data communications capability in the event normal telecommunication lines and equipment are disrupted by the disaster. Evaluates the requirements and selects appropriate means of backing up the telecommunications network.

**6. REFUGE PLAN FOR PERSONS WITH DISABILITIES**

**Emergency Guidelines for Individuals with Disabilities**

The safety of individuals with disabilities is a shared responsibility. MICA is committed to developing and implementing procedures to assist individuals with disabilities during an emergency. Likewise, individuals with disabilities should create a Personal Emergency Plan which addresses their needs before and during an evacuation.

**Development of a Personal Emergency Plan – Follow Steps 1-5**

The development of a personal emergency plan should include the following steps:

**Step 1: REGISTER**

Students with disabilities who need assistance must register with the Director for the Learning Resource Center (LRC) regarding the nature of assistance they will need during an emergency (LRC Bunting 458 lrc@mica.edu, 410-225-2416, www.mica.edu/learningresourcecenter).

An “Emergency Evacuation Assistance” form for registration will be provided, along with *Guidelines for Assisting Those With Disabilities in an Evacuation* by the LRC. Completed copies (with a completed “buddy list”) will be forwarded by the LRC to Campus Safety, the EHS Office, and Residence Life. This form should be updated as needed (along with Floor Occupancy Lists) at the beginning of each semester.

Employees requiring assistance should register with the Office of Human Resources.

**Step 2: ESTABLISH PERSONAL EVACUATION INSTRUCTIONS**

Assistance required during an evacuation will be written on the registration form and the individual should carry a copy with disabilities at all times. The form will instruct others on the best ways to assist and the number of persons needed to help.

**Step 3: ESTABLISH A “TWO BUDDY SYSTEM”**

Prepare for emergencies in advance by establishing two buddies for each routine class/office/dorm location. A “buddy” could be a classmate, instructor, supervisor, or co-worker. An individual’s personal evacuation instructions should be shared with their “buddies.” During a drill or incident, buddies will assist individuals with disabilities to an evacuation assembly area outside the building or to a safe refuge area within a building (e.g. stair landing, room away from imminent danger, another wing, opposite end of corridor, or Disability Refuge Areas located in block enclosed stair areas.).

One buddy should leave the building and immediately notify responding emergency personnel (Campus Safety, Officer in Charge) as to where the individual with disabilities is located. The Incident Command personnel will decide if individuals are safe where they are or evacuate them as necessary. The other “buddy” should stay with the individual with disabilities until the emergency is over. If an individual with a disability is alone during an emergency, he/she should contact the 24 hour Campus Safety dispatch at 443.423.3333 and provide his/her present location. Campus Safety can be contacted by a cell phone, a campus emergency telephone, or an office telephone. (Campus Safety will provide Students who do not have a cell phone with a Campus Emergency Phone once they register and guide them through the Rave Guardian registration.)

**Step 4: KNOW YOUR ENVIRONMENT**

Become familiar with emergency exits, evacuation routes in campus buildings, and campus evacuation assembly areas. Elevators are not to be used as emergency exits unless instructed by emergency personnel. Determine the building exit nearest your classroom or office. In the event that this exit is blocked, be familiar with alternate exits. Floor plans with evacuation routes and emergency equipment locations are usually posted at stairways or on Health and Safety boards in independent studio spaces.

**Step 5: KNOW HOW TO REACH KEY CONTACTS FOR ASSISTANCE**

Baltimore City Fire/Ambulance, Rescue or Police, 911

Campus Safety 24-Hour Emergency Dispatch:

On Campus, x3333

Off Campus, 443-423-3333

24-Hour Dispatch, Non-emergency, x2245, or 410-225-2245

Learning Resource Center/Disability Support Services Director:

410-225-4254

Environmental Health and Safety Manager

410-225-7593

Human Resources Office:

410-225-2363

Residence Life Office

410-225-2398

**Guidelines for Assisting Individuals with Disabilities**

Those with mobility concerns or other issues that would make independent evacuation difficult are encouraged to make plans and arrangements in advance that will increase the likelihood that they will be able to exit a building safely in the event of an emergency.

Every individual must quickly become familiar with their area by locating exits, stairwells, elevators, fire fighting equipment, fire alarms, and established areas of refuge.

*NOTE*: Places of refuge can be in a protected stairwell or a room within the structure generally used in fire situations. Ideally, these areas are constructed to resist smoke and heat. It is understood that existing buildings may not have adequate landings within the stairwells or have rooms that are smoke and/or heat resistant. For such buildings, places of refuge are established as close to the exit stairwell as possible. See Attachment 4, Evacuation Maps.

For those who have difficulty speaking or those with hearing impairments who have difficulty judging volume, it may be useful to carry a whistle or a similar device for the purpose of announcing your location to emergency services personnel who will be attempting to search for those in need of assistance.

Advise others (supervisors, administrators, instructors, colleagues, and fellow students) about any concerns that you may have related to emergency exiting and how they can assist you in the event of an emergency. This can include assistance to exits, areas of refuge and alerting emergency services of your location. (*For exiting concerns related to Tornadoes or Bomb Threats, please see the appropriate section herein*.)

The Learning Resource Center, Environmental Health and Safety, Residence Life, and Campus Safety are responsible for keeping a census of disabled residents and communicating this information. Disabled visitors to campus housing facilities will identify themselves at the residence hall front desk.

If an individual wants to help a person with a disability, *always ask how you can help* before giving assistance. The following guidelines should be used for assisting individuals with specific disabilities.

*Hearing Disabilities –* Individuals who are deaf or hard of hearing may not be able to distinguish audible warning alarms or respond to voice communications. Convey the need to communicate by turning the room lights on and off and indicate through hand gestures or writing what is happening and where to go. Escort individuals during an evacuation as they may not be able to follow oral commands issued by authorities. Individuals who cannot speak loudly should carry a whistle or have other means of attracting attention of others.

*Mobility Disabilities –* Individuals with a mobility disability should not be evacuated by untrained personnel unless the situation is imminently life-threatening. If located on an upper floor, individuals may be assisted to a stairwell landing to await evacuation or further instructions from Fire/Rescue or Police. If individuals can walk with assistance, a “buddy” should assist and accompany the individual when descending the stairs.

*Visual Disabilities –* Individuals with a visual disability may prefer to hold on to a sighted person’s elbow during an evacuation. If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.

**College Procedures for Assisting Individuals with Disabilities**

# Administrative Assistants in department areas will disseminate these guidelines to part-time faculty and temporary staff.

# The Learning Resource Center Director and Academic Dean will send a formal memo to all faculty and staff requesting that announcements, regarding procedures for individuals with disabilities, be made at the beginning of each semester class. Faculty must put this notice in their syllabi asking those students that need assistance in an emergency to register with Learning Resource Center Director. New students will also be notified to register with the LRC Director during orientation.

# Each semester the Learning Resource Center Director will provide a list of all registered students requesting assistance in emergency evacuations (and their class schedules and locations) to Campus Safety, EHS, and Residence Life. The LRC will provide updates to these offices as warranted and at least at the beginning of each semester.

HR will provide a list of employee office locations to EHS and Campus Safety of all employees requesting assistance in an emergency evacuation. HR will provide updates to Campus Safety as warranted.

Campus Safety will keep a copy of the LRC and HR lists in the Campus Safety Office’s Emergency Handbook as well as in all Campus Safety and Incident Response Team Information Binders.

When an Incident Response Team is activated as a result of a communications alert, Team members will review the LRC and HR lists in their “go bags” for the location of all students and employees who may need evacuation assistance, should the need arise.

If an alert demands an evacuation, Campus Safety will coordinate with Fire/Rescue to evacuate buildings including all individuals with disabilities.

Basic emergency training specifically for evacuation of individuals with disabilities will be (developed for the future and will be) offered to all registered persons with disabilities, their “buddies,” and incident response team members.

**7. DISRUPTED WORK /ACADEMIC ENVIRONMENT**

In situations when heat, cold, water, smoke, or other conditions render a College workspace unsafe or uninhabitable and a decision has been made to vacate the work site, the College shall follow these guidelines:

* Whenever possible, services to students, faculty, staff, and the public should be continued at an alternate campus location. [Each Vice President should identify in advance an alternate location for operations under his or her purview and advise faculty and staff of these alternate work sites and the situations that would require relocation to the alternate work site (i.e., lack of heat, fumes, and threats to safety/security)].
* If designated alternate work sites are not available, staff and faculty in affected departments should gather at a designated campus location (i.e., Decker Library, the Art Tech Center) where they can receive further instructions. To every extent possible, normal workflow should be maintained. If computers, phones, and other necessary equipment are not available, staff should engage in planning, evaluation, or training activities, which require staff presence but not operational equipment.

Determinations regarding the canceling of classes or closing of administrative offices will be made by the President in consultation with appropriate members of the executive staff. In the President’s absence, such decisions are made by the VP for Academic Affairs (for degree program classes and administrative offices) and the Dean of Continuing Studies (for CS classes), or their designees.

8. DAMAGE ASSESSMENT AND RECOVERY

**Notification**

The Department of Campus Safety coordinates securing the incident site and notifies the Vice President for Operations (convener of the CIMT) so that the CIMT may be convened.

Members of the CIMT respond immediately, meeting for the purpose of determining the extent of damages, recovery activities, relocation needs, and public information needs.

To the extent that hazardous materials or chemicals are involved, the Department of Campus Safety notifies the Manager of Environmental Health & Safety and/or the Director of Facilities Management. All emergency clean-up and recovery activities are subject to instructions of these individuals or their designees, and in accordance with the requirements of public authorities.

**Responsibilities**

To the extent that damage is minimal and relocation of activities is not required, the Facilities Management Department is responsible for all site clean up, debris removal, and emergency or minor repairs. In the event that major remodeling or rebuilding is necessary, Facilities Management is responsible for preparation of plans, specifications or cost estimates for building remodeling, and equipment repair/replacement.

**Reporting Property Loss**

Preliminary reports regarding the cause of the loss, the extent of damage, and the plans for recovery and relocation shall be provided to the Vice President for Operations within 24 hours for the purpose of processing insurance claims.

**PART 2-**

**EMERGENCIES**

**EMERGENCIES**

The following pages provide guidelines for emergency response and follow-up to specific incidents that may be faced by the College:

* Active Shooter 50
* Bomb Threat 55
* Crime/Violent Incident 59
* Death On Campus 60
* Elevator Malfunction 63
* Facilities Emergency……………………………………………………………..64
* Fire 65
* Flood 69
* Hazardous Spill 71
* Hostage 73
* Hurricane………………………………………………………………………..74
* Inclement Weather 77
* Medical 78
* Mental Health 82
* Natural Gas/ Carbon Monoxide Leak 88
* Power/ Utility Failure 89
* Sexual Assault 91
* Suspicious Package/ Substance 94
* Tornado 95
* Trespass/ Suspicious Person 98

**ACTIVE SHOOTER**

*An “active shooter” is a person or persons who appear to be actively killing or attempting to kill people in a single location. These situations have happened in schools, shopping malls, businesses, streets, and other public venues. These situations are dynamic in nature and require immediate action by law enforcement*

*personnel to stop the shooter.*

**IMMEDIATE ACTION**

**Quickly determine the most reasonable way to protect your own life.**

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

**If You Witness a Shooter on Campus**

* **Call 911 for police** Remain calm and answer the dispatcher’s questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
* **Then notify Campus Safety 24hr Emergency Dispatch x3333 or 443-423-3333 from a non-MICA phone.**

***If you are outdoors when a shooting occurs:***

* Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
* Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.
* When you reach a place of relative safety, stay down and do not move.
* Wait and listen for directions from Police or Campus Safety personnel.

***If the shooter is outside your classroom/office:***

* Stay inside the classroom/office.
* If possible, close and lock the outside door to the room.
* Close the blinds, turn off the lights, remain quiet and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
* If possible and safe to do so, call 911 and report the location of the assailant.

*If the shooter is in close proximity to your location:*

* Lie motionless and pretend to be unconscious.
* Do not attempt to apprehend or interfere with the suspect except for self-protection. An individual must use his/her own discretion about when he or she must engage a shooter for survival.

**If You Receive a MICA ALERT Text Message or ENS Message about a Shooter**

**This brief text message, e-mail, or voice message alerting you to an existing dangerous situation will contain essential information that will include location of activity, immediate action to take, and where to seek more information.**

**MICA CAMPUS SAFETY RESPONSE PROCEDURES**

**POLICY -** It is the policy of this department to protect life by any legal means possible; however, Campus Security Officers responding to an active shooter incident will not attempt to disarm an active shooter. The role of the security officer is to guide the responding police personnel into the correct last known location of the shooter so that they can engage and end the shooting situation.

**PURPOSE -** The purpose of this general order is to establish general guidelines and assign responsibility for the appropriate campus safety response to an active shooter situation.

**RESPONSIBILITY -**

* Campus Safety Dispatcher initiates the MICA ALERT text message system when ordered to do so by the Officer in Charge to send an emergency text/voice message using the e2Campus web based system; the dispatch officer will also use other Emergency Notification System methods, such as bulk email and bulk voicemail messages, to alert the campus community.
* On-duty Campus Safety staff are responsible for guiding Baltimore City Police into the general area of the shooter.
* The Baltimore City Police officer’s objective is to stop the active shooter before he/she can take the life of any others. The initial responding police officers have the authority to use all legal means to stop the active shooter. Their prioritization of activities are:

1. Stop the active shooter.
2. Rescue victims.
3. Provide medical assistance.
4. Preserve the crime scene.

**ACTIVE SHOOTER TACTICS –**

* The Campus Safety Dispatcher will immediately call 911 to notify the Baltimore City Police Dispatcher.
* Campus Safety staff will assist the City Police by guiding the responding officers to the last known location of the shooter.
* Only emergency radio traffic will be authorized. Dispatch will instruct all others to keep off the radio unless it is to convey emergency information.

**Incident Command:**

* The Officer in Charge, or in his/her absence the first senior Campus Safety officer on the scene, will be the incident commander and will establish a command post at a safe location. He/she will:
* Choose a safe staging area for arriving Police Officers.
* Ensure that dispatch has initiated the emergency notification procedure.
* Coordinate with arriving Police Officers as they arrive and assist them as needed.
* Inform the Director of Campus Safety, who will then inform all appropriate College officials of the incident and initiate activation of the CIMT.
* News media will not be allowed at the initial scene—all media inquiries will be referred to the MICA Communications Associate Vice President or designee, at the Communications Command Center (during normal business hours, this will be the Office of Communications, 3rd Floor Annex, unless that location is unavailable).
* Arrange safe staging area for medical units and treatment of injured.
* Post additional officers when possible to provide crowd control.

**Communications/Dispatch**

* The Campus Safety dispatcher will coordinate radio and phone communications with officers at the active shooter scene.
* The dispatcher will be expected to contact the Baltimore City Police Dispatcher 911 to request assistance for an active shooter situation.
* The dispatcher will likely have to give detailed directions to the scene to responding law enforcement agencies and advise the responding agencies that our officers are available to guide them in to the last known location of the shooter.
* Only emergency radio traffic will be authorized. Dispatch will instruct all others to keep off the radio unless it is to convey emergency information.
* The dispatcher will keep Emergency Medical Service informed and direct them to appropriate staging areas.

**1. Evacuate**

**If there is an accessible escape path, attempt to evacuate the premises:**

**• Have an escape route and plan in mind**

**• Evacuate regardless of whether others agree to follow**

**• Leave your belongings behind**

**• Help others escape, if possible**

**• Prevent individuals from entering an area where the active shooter may be**

**• Keep your hands visible**

**• Follow the instructions of any police ofﬁcers**

**• Do not attempt to move wounded people**

**• Call 911 when you are safe**

**2. Hide out**

**If evacuation is not possible, ﬁnd a place to hide where the active shooter is less likely**

**to ﬁnd you.**

**Your hiding place should:**

**• Be out of the active shooter’s view**

**• Provide protection if shots are ﬁred in your direction (i.e., an ofﬁce with a closed**

**and locked door)**

**• Not trap you or restrict your options for movement**

**To prevent an active shooter from entering your hiding place:**

**• Lock the door**

**• Blockade the door with heavy furniture**

**3. How to respond when an active shooter is in your vicinity:**

**• Lock the door**

**• Silence your cell phone and/or pager**

**• Turn off any source of noise (i.e., radios, televisions)**

**• Hide behind large items (i.e., cabinets, desks)**

**• Remain quiet**

**If evacuation and hiding out are not possible:**

**• Remain calm**

**• Dial 911, if possible, to alert police to the active shooter’s location**

**• If you cannot speak, leave the line open and allow the dispatcher to listen**

**4. Take action against the active shooter**

**As a last resort, and only when your life is in imminent danger, attempt to**

**disrupt and/or incapacitate the active shooter by:**

**• Acting as aggressively as possible against him/her**

**• Throwing items and improvising weapons**

**• Yelling**

**• Committing to your actions**

**BOMB THREAT**

*A bomb threat is generally defined as a threat, usually*[*verbal*](http://en.wikipedia.org/wiki/Words)*or*[*written*](http://en.wikipedia.org/wiki/Written)*, to detonate an*[*explosive*](http://en.wikipedia.org/wiki/Explosive)*or*[*incendiary device*](http://en.wikipedia.org/wiki/Incendiary_device)*to cause*[*property damage*](http://en.wikipedia.org/wiki/Property_damage)*, death, or injuries, whether or not such a device actually exists. Typically delivered by*[*telephone*](http://en.wikipedia.org/wiki/Telephone)*, or other telecommunication means, the great majority of such threats are*[*sociopathic*](http://en.wikipedia.org/wiki/Antisocial_personality_disorder)*behavior, intended to cause disruption, revenge or play*[*practical jokes*](http://en.wikipedia.org/wiki/Practical_joke)*, rather than warning of real devices.*

**IMMEDIATE ACTION**

Do not use radios or cell phones in the area. Notify 911 and then Campus Safety. If the document is written or emailed, preserve the original document. Campus Safety will notify the Baltimore City Police Department (BPD) and all appropriate College officials.

**If You Receive a Written Bomb Threat:**

* Make sure that the document be handled by as few people as possible. It is evidence. Call Campus Safety at x3333 and turn the document over to the Officer in Charge (OIC).
* The OIC will assess the threat and will contact the Baltimore Police Department and notify all appropriate College officials as necessary.

**If You Receive an E-mailed Bomb Threat:**

* Save the original message and contact Campus Safety at x3333 or 443-423-3333 off campus.
* The Officer in Charge will assess the threat and will contact the Baltimore Police Department and notify all appropriate College officials as necessary.

**If You Receive a Telephone Bomb Threat:**

1. Remain calm and immediately refer to the bomb threat checklist (see page 64). If applicable, pay attention to your telephone display and record the information shown in the display window.
2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
4. Note any characteristics of the caller’s voice (gender, age, education, accent, repeated words).
5. Attempt to obtain information on the location of a device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of bomb.

*Continued next page*

1. Immediately after the caller has ended the call, notify the Campus Safety 24-Hour Emergency Dispatch at x3333, or off campus at 443-423-3333.
2. After you call Campus Safety, notify the immediate supervisor in your work area.

**DECISION TO EVACUATE**

The decision to evacuate a College facility shall be made after a thorough evaluation of the information available, including but not limited to: the nature of the threat; the specific location and time of detonation; circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.); discovery of a device or unusual package, luggage, etc.

Upon discovery of a bomb or suspected bomb, the protection of human life becomes the primary concern. The following steps will be taken:

* No one will touch or move the suspected bomb for any reason pending the arrival of trained bomb disposal personnel.
* All radios or radio wave emitting devices (including microwave ovens, cell phones, computers, etc.) will be turned off and remain off until the situation is resolved. No other electrical devices will be turned on or off.
* The danger area will be cleared of all occupants.
* Establish a perimeter (minimum of 300 feet from the device) and keep the area clear of vehicles and personnel.
* Bomb disposal personnel will investigate, and if necessary disarm and remove the device. All personnel will follow their directions.

Search teams will be organized by responding Baltimore City Police officials. Campus Safety personnel may assist as directed and required. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Any employee who wants to leave the building will be permitted to do so. Persons leaving the building should report to a specified location for further instructions.

If an evacuation is necessary, classes will be dismissed. Decisions about dismissal of classes in buildings not affected by the bomb threat, or after the threat has been cleared will be made by the President or designee and communicated via the MICA ENS.

**DECISION MAKER(S)**

The decision to evacuate will be made by the President and/or appropriate individuals in the administration in consultation with the Director of Campus Safety or designee in consultation and with the Baltimore City Police or Fire Department (*See Part 2, Section II,* *Evacuation/Refuge Plan for Persons with Disabilities*).

When an evacuation is being conducted as a result of a bomb threat, personnel involved in the evacuation will be alert for any device or parcel suspected of being an explosive. If a suspicious item is discovered:

1. Bomb disposal personnel will investigate and, if necessary, disarm and remove the device. All MICA personnel will follow the directions of the BPD Bomb Squad.
2. No one will touch or move a suspected bomb for any reason pending the arrival of the BPD Bomb Squad.
3. The danger area will be cleared of all occupants.
4. If the situation permits, windows and doors in the area of the suspected bomb will be opened. No room lights will be turned on or off in the vicinity of a suspected bomb.
5. No radio transmissions will be made in the vicinity of a parcel or package suspected of being an explosive device.

**SUBSEQUENT PROCEDURES/INFORMATION**

Staff can be of assistance to the Department of Campus Safety in several ways. Staff will be more familiar with their work area than Campus Safety or Baltimore City police officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. The importance of good housekeeping will be very apparent at this time. Throughout the year, it is important to keep areas free of unnecessary debris. If a device, package, bag, etc. is discovered, BPD officers may request assistance from the BPD Bomb Squad.

The decision to resume normal activities in the building will be made jointly by the Director of Campus Safety or a designee in consultation with the president and/or appropriate individuals in the administration. The Campus Safety and/or Baltimore Police Department will want to interview the person who received the threat.

*Continued next page*

**TELEPHONE BOMB THREAT CHECKLIST**

**KEEP CALM: Do not get excited or excite others.**

**TIME:** Call received at: \_\_\_\_\_\_\_\_\_ am / pm Call terminated at \_\_\_\_\_\_\_\_\_ am / pm

**EXACT WORDS OF CALLER:**

**DELAY—keep the caller on the line. Ask him/her to repeat. Ask these questions & jot down whatever you notice/remember about the call/caller. Use the other side if you need more space for your notes.**

What time is the bomb set to explode?

Where is it located? Building Floor/Room\_\_\_\_\_\_\_\_ Area

What kind of bomb is it?

What does the bomb look like?

Why do you want to kill or injure innocent people?

**AFTER THE CALL—Immediately take a few moments to note your impressions of the caller:**

**Describe Voice:** *Gender:* **□** Male **□** Female *Manner:* **□** Calm **□** Refined **□** Nervous **□** Rough

*Age:* **□** Young **□** Middle-Aged **□** Old *Accent:* **□** Yes **□** No Describe

*Speech Impediment* **□** Yes **□** No Describe

*Unusual or Repeated Phrases*

*Recognize Voice?* If so, who do you think it was?

DESCRIBE ANY BACKGROUND NOISE: □ Music □ Running Motor (Type)

**□** Traffic **□** Whistles **□** Bells **□** Horns **□** Aircraft **□** Tape Recorder **□** Machinery

**□** Other:

ADDITIONAL INFORMATION

A. Did caller indicate knowledge of MICA facilities? If so, in what way? What did he/she seem to know?

B. What phone number/line received the call? Listed number? **□** Yes **□** No

If it’s unlisted/private, whose line is it?

**Your Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ **Date**

**CRIME/VIOLENT INCIDENT**

*Violent incidents including, but not limited to, acts of terrorism, assaults, and incidents of workplace violence can occur on a College campus with little or no warning. The following instructions are for incidents that are defined as an emergency (i.e., imminent or having just occurred). Please see attachment*

**IMMEDIATE ACTION**

If gunfire or explosives are discharged on campus, take cover immediately using available concealment. After the disturbance, seek emergency first aid, if necessary.

1. Call 911 to report the emergency situation to law enforcement. Be prepared to provide as much information as possible:

* Nature of the Incident
* Location/Address
* Who is involved/injured
* Type of weapon(s) involved, if any
* Your name

1. Then alert the Campus Safety 24-Hour Emergency Dispatch at x3333 or off campus at 443-423-3333. An officer will be dispatched to the scene.

**DECISION MAKER/S**

The Campus Safety Officer in Charge (OIC) assesses the situation and notifies the Director of Campus Safety and/or other College officials as necessary.

**SUBSEQUENT PROCEDURES/INFORMATION**

* Assist the Department of Campus Safety and local law enforcement agencies in investigating the crime by cooperating fully with instructions given by authorities.
* Take the time to provide information about the crime to law enforcement—this will not delay response, but will help officers handle the matter more effectively.

**DEATH ON CAMPUS**

**IMMEDIATE ACTION**

1. **Do not disturb the scene.** It is imperative that the scene where a death has occurred be left undisturbed so that an accurate investigation of causes can be conducted by law enforcement.
2. Dial 911 to notify emergency services.
3. Then call the Department of Campus Safety 24-Hour Emergency Dispatch at x3333, or off campus at 443-423-3333. An officer will be dispatched to the scene.

**DECISION MAKER(S)**

If the death appears to be the result of a crime or accident, Police and Campus Safety officials will handle the situation as a crime and restrict access to the scene. Campus Safety will not allow anyone to leave the scene without approval from the Baltimore City Police Department. The BPD or other responding emergency unit will have control of the scene until they have determined that a crime has not been committed.

The Baltimore City Police Department, or the agency/emergency unit in control, will decide when to turn control of the scene back over to the College.

**NOTIFICATION OF FAMILY**

If the deceased is a member of the MICA community, an appropriate MICA representative will contact the family in a timely manner (Student Affairs for undergraduate students, the Division of Graduate Studies for graduate students, the Division of Continuing Studies for continuing studies students, Human Resources for MICA employees). In the case of a visitor to campus, notification will be made by the Baltimore City Police Department by calling 911.

**CONFIDENTIALITY**

* All information concerning such incidents is confidential. No confidential information will be released to the media or any other party. Personal information will be given only to emergency medical personnel, police officials and MICA personnel who are acting in an official capacity.
* All efforts will be made to maintain the confidentiality of conversations with those directly involved in an incident. Responding personnel should take caution to prevent conversations about confidential matters from being overheard by others or correspondence about these incidents from being seen.
* Interviews of witnesses or principals should not be conducted in public spaces if any reasonable alternative exists.

**STUDENT DEATH DEPARTMENTAL CHECKLIST**

Student Affairs

* Create a headquarters in a housing office on site for:
  + Res life housing team
  + Student affairs staff members
  + Campus safety staff members
  + Counseling services staff members/mental health support area
  + Baltimore police/detectives
* Offer a separate office for police and detectives to question residents and investigate the incident
* Isolate roommates and friends to a comfortable environment
  + Provide immediate counseling
  + Allow roommates to have their belongings gathered for them
* Call victim’s parents with assistance of counseling staff
  + Establish a primary contact for family’s needs and questions
* Host family
* Generate victim’s schedule and contact victim’s teachers
* A counseling staff member may attend victim’s next class to deliver news to classmates
* Meet with faculty members to discuss how to offer support and talk to grieving students
* Decide whether or not to have, and then coordinate community gathering in honor of the victim
* Student Affairs remains the contact for family as well as a drop off location for items students and faculty wish to send to the family

Residence Life

* Gather RAs and professional housing staff to share information, specifically to identify students in need of counseling (close friends, those at risk for self-harm, etc)
  + Make efforts to identify as many needy students as possible, ask friends to identify other friends who may need counseling
  + Make rounds in community to check on residents
  + Keep a general watch on the community
* Offer a new apartment to the remaining apartment mates
* Decide whether or not to take the apartment “off-line” (to not allow any one else to live there) for the rest of the year
* Have locks changed and items packed (Facman may assist)
  + Pack up roommates belongings if desired
  + DO NOT pack victim’s belongings until police have investigated
  + DO NOT pack victim’s belongings until family an pack items they want to keep
  + Discard victim’s items once above is completed
    - Residence professional staff member present to look for sentimental items that may have been overlooked by the family. Items found are sent to family.
* Provide counseling services to professional res life team and student team
  + Counseling staff invited to RA staff meetings, RA drop in times are offered in counseling
* Forward mail to family, log packages that arrive and send them to family
* Reevaluate (reduce or reverse, depending on time of year) housing charges
* Remove victim from rosters at front desks, housing software, etc

Facilities

* Change lock on victim’s apartment
* Assist with moving and transport of former roommates
* Building Service, supplies
* Emergency key cores, Campus Safety

EHS

* Call together CIMT and CIMT sub-team
* Send out department checklists
* Support VP
* Reminders and follow up

Student Accounts

* Re-calculate tuition
* Meet with Enrollment services to determine refund and last date of student attendance

Alumni and Parent Relations

* Facilitate sending email to all current parents via Constant Contact
  + Pull current parent list from PeopleSoft
  + Craft email structure utilizing content from Communications /President’s Office

Enrollment/Registrar

* Meet to determine refund and last date of student attendance
  + Directors of Enrollment Services, Student Accounts, and Financial Aid
* Immediately withdraw student from classes
* Update victim’s transcript

Human Resources

* Send out support and counseling information to faculty and staff

Campus Safety

* Immediate response to scene, administer first aid/CPR as necessary
* Contact emergency services immediately
* Campus Security Guard on scene to guide rescue vehicles to appropriate location (back of facility)
* Notify staff and meet for stress incident debriefing

**ELEVATOR MALFUNCTION**

*In the event of an elevator malfunction that traps you or someone else in an elevator.*

**IMMEDIATE ACTION**

* Open emergency telephone door in the elevator and you will automatically be connected to the Campus Safety 24-hour Emergency Dispatch.
* Tell the dispatcher what campus building you are in, and the nearest floor.
* Remain calm.
* DO NOT attempt to force the elevator doors open.
* Wait for assistance.

**DECISION**

* Campus Safety 24-hour Emergency Dispatch will notify the Baltimore City Fire Department.
* Campus Safety will disengage the elevator with the fire service key found at each Campus Safety desk. Campus Safety desks will always keep one copy of the fire safe key at the desk and one copy on their building key ring.
* Campus Safety will place an “Out of Order” notice on the elevator door.
* Campus Safety will then notify Facilities Management Trouble Service (during normal working hours) or the Facilities Management Contact on Duty (COD), if after hours, if they are unable to resolve.
* Facilities Management or the Facilitates Management COD is responsible for reporting to the Associate VP for Facilities elevator repairs.

**SUBSEQUENT PROCEDURES/INFORMATION**

* If you observe that doors to an elevator are open and the car is not at the proper floor level, notify Campus Safety 24 hour Emergency Dispatch at extension 3333, on campus, or 443-423-3333, off campus.
* During normal working hours, Campus Safety will notify the appropriate Facilities Management personnel by dialing 410-225-2261. After normal working hours ( 3 PM- & AM) and 24 hours Saturday and Sunday d) dial the Facilities Management Contact on Duty (COD). Also, second shift Facilities Management can be reached by radio between the hours of 2 PM-10 PM M-F, 7 AM-3 PM on Saturdays. If the COD cannot be reached call the Associate VP for Facilities at 410-215-8224.

**FACILITIES EMERGENCY**

*Facilities emergencies are equipment or building malfunctions which put life, limb, or property at risk. These general guidelines apply to all facilities emergencies. Specific procedures for reporting and response to elevator malfunction, power outage, and carbon monoxide/natural gas leaks are found on the following pages.*

**IMMEDIATE ACTION**

In case of a facilities emergency, use the following procedures for facilities management emergency contacts.

* Report emergencies to the Campus Safety 24-hour Emergency Dispatch, x3333 on campus or 443-423-3333 off campus.
* If after hours (3 PM- 7 AM) M-F, and 24 hours on Saturday and Sunday), Campus Safety will notify the appropriate Facilities personnel by dialing 443.986.1913 for the Facilities Contact on Duty (COD). Also, second shift Facilities Management staff can be reached by radio between the hours of 2 PM-10 PM M-F, 7 AM-3 PM on Saturdays. If the COD cannot be reached call the Associate VP for Facilities at 410.215.8224.

**DECISION**

Facilities Maintenance COD is responsible for reporting and managing any outside emergency contractors needed to address the specific facilities emergency (see page 85).

**DECISION MAKER(S)**

The COD will manage the issue until a determination is made that the Associate Vice President for Facilities Management should be notified. The Directors will make the determination to notify the VP of Operations when necessary.

**FIRE**

*A fire may or may not include visible flames or strong odors of burning. The campus fire protection systems are maintained for the safety of the MICA community. Report any malfunction immediately to Facilities Management or Campus Safety. Report any violations such as refusals to evacuate, falsely activating an alarm, or unlawfully discharging extinguishers to Campus Safety.*

**IMMEDIATE ACTION**

Follow this sequence of activities if you smell smoke: (a) activate the nearest fire alarm pull station, (b) evacuate the building quickly and safely, (c) call 911 to notify the Fire Department, (d) call Campus Safety 24-Hour Emergency Dispatch at x3333 or 410-423-3333.

**Person discovering the fire:**

1. Confine the fire by closing doors adjacent to the area of the fire.
2. Pull the nearest fire alarm and *immediately* exit the building.
3. DIAL 911 to call the Fire Department.
4. Then call Campus Safety 24-Hour Emergency Dispatch at x3333, or off campus at 443-423-3333, identify yourself and give the exact location of the fire.
5. Meet Campus Safety officers and the Fire Department when they arrive.

**Occupants of the building after a fire alarm has been sounded:**

1. Close the doors to your immediate area.
2. EVACUATE the building via the nearest exit using stairways.
3. Avoid smoke-filled areas.
4. Assist others in exiting the building and move to designated evacuation areas. ***See page 26, Evacuation/Refuge Plan for Persons with Disabilities***.
5. DO NOT use elevators, use marked exit stairways.
6. Occupants will not be permitted to re-enter the area until the all-clear has been given by the Baltimore City Fire Department.

*Continued next page*

**Guidelines for Those Evacuating the Immediate Fire Area:**

* Feel door from top to bottom with the back of your hand. If it is hot, DO NOT PROCEED; move back and seek an alternate route.
* If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
* If no smoke is present, exit the building via the nearest stairwell or exit.
* If you encounter heavy smoke in a stairwell, go back and try another stairwell.
* If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for the rescue crews. If there is no window, stay near the floor where the air will be less toxic. Remain calm and do not panic

**If you have mobility concerns, see page 24, Evacuation/Refuge Plan for Persons with Disabilities.**

**Guidelines for Securing College Records and Equipment:**

* All departments should have procedures for securing records or equipment that needs to be moved to a safe place should a fire alarm sound.
* If departments have equipment that should be turned off or unplugged in case of a fire, this special need should be planned in advance and carried out quickly if the fire alarm sounds.
* **These procedures should not take any longer than 60 seconds!** Practice and refine them to ensure that they do not delay evacuation of the building.

**DECISION MAKER(S)**

The responding Baltimore City Fire Department (BCFD) will take control at the scene of the fire. The BFD will decide when to turn control of the scene back to the College.

The BCFD will make decisions regarding the control and abatement of the fire incident, and issuing or not issuing all clear for safe building re-entry and occupancy. At the discretion of the Fire Department Incident Commander, site control will be transferred to the appropriate College entity.

**SUBSEQUENT PROCEDURES/INFORMATION**

Each Facilities Management Maintenance Technician and Campus Safety staff member must be familiar with the Fire Alarm Systems Document developed by the EHS department in 2007. This document includes details for each building’s fire alarm systems and contains a summary table of all main sprinkler shut off valves. Contact the EHS department if you have not reviewed this document.

*Continued next page*

No employee has permission to silence an activated (sounding) alarm without permission from the BCFD. Silencing an alarm is *only* permitted when a fire alarm panel is indicated it is in “trouble”. Trouble signals could mean a low battery in the system or a panel malfunction.

NOTE: If there was a fire the system would activate.

During a trouble signal (yellow flashing) there may not be fire protection in the building or zone until re set. For every troubled system monitored by Northwest (NW) Monitoring Company automatically calls MICAs contact list, starting with the Environmental Health and Safety Manager’s cell phone (troubles) or Campus Safety 24 hour emergency dispatch (activations), to notify MICA that a service call must be placed for the troubled system to be re-set or for response to an activated system. Both trouble and activations will result in an investigation by the responding party and be logged in the Facilities log book or recorded as an Incident Report through Campus Safety.

The buildings that are protected by NW Monitoring Company are: Annex, Art Tech. Center, Brown Center, Bunting, Commons, Fox, Gateway, Kramer House, Main, Meyerhoff, Mt. Royal Medical Associates, Mt. Royal Station, College Store, and Studio Center. All other buildings (Dolphin, 1500 Block, Firehouse and Jewelry Center) do not have fire alarm systems or automatic dialers. This means upon smell of smoke, until someone calls 911, the Fire Department will not respond.

* After the system is investigated and silenced a call to Fireline must be placed by the Environmental Health and Safety Manager. During the hours of 5 PM- 7 AM Campus Safety at this time will record the trouble or activation in an Incident Report. All Incident Reports are reviewed by the EHS Manager, who then can contact Fireline to respond to the fire alarm panel issue- Fireline site specialist at 443-506-1904, after 4 PM call Fireline’s direct number at 410-247-1422 and ask for a technician.
* All fires will not indicate a MICA Alert nor be categorized as a Critical Incident. It is important that this phone tree applies for these situations.

Depending on the nature and degree of the fire, other support agencies and College resource units may be brought in for service or assistance.

**INTERNAL COMMUNICATIONS RESPONSE**

Everyone and anyone—as soon as you smell smoke, call 911 first, and then Campus Safety 24 hour Dispatch (x3333 on campus or 443-423-3333 off campus). Activate the pull station to evacuate the building.

* Campus Safety will immediately call 911 to ensure response units are on the way. If a building is monitored, the Fire Department will be notified via Northwest Monitoring Company; however, it is recommended in every situation to verify the Fire Department is notified.
* Campus Safety will immediately notify the appropriate Facilities personnel by dialing 443-986-1913 for the Facilities Contact on Duty (COD). Between the hours of 3 pm–7 am, M–F, and 24 hours on Saturday and Sunday. The Facilities COD must always be called first; however, for additional support a second shift Facilities personnel can be reached by radio between the hours of 2 pm–10 pm, M–F, 7 am–3 pm on Saturdays, and a Building Service staff member can be reached by radio, 11 pm–7 am, F–Sun. There are no Building Services personnel on call during the weekend.
* The COD immediately calls the Associate Vice President for Facilities at 410-215-8224 and records the details of the incident in the log book.
* The Associate VP for Facilities Management calls the VP for Operations at 443-225-2215 and Environmental Health and Safety Manager at 410-299-8535.
* The VP of Operations will notify the appropriate affected Campus Departments (Student Affairs, Residence Life, Academic Affairs, etc.).

**FLOOD**

*Floods are among the most frequent and costly natural disasters. Conditions that cause floods include heavy or steady rain for several hours or days that saturate the ground. Flash floods occur suddenly due to rapidly rising water along a stream or low-lying area.*

**FLOOD SAFETY CHECKLIST**

**What Should I do?**

* Listen to area radio and television stations and a NOAA Weather Radio for possible flood warnings and reports of flooding in progress or other critical information.
* Be prepared to evacuate at a moment’s notice.
* When a flood or flash flood warning is issued for your area, head for higher ground and stay there.
* Six inches of swiftly moving water can sweep you off your feet. If you come upon a flowing stream where water is above your ankles, stop, turn around and go another way.
* Most cars can be swept away by less than two feet of moving water. If you come upon a flooded road while driving, turn around and go another way.
* Be especially cautious at night when it is harder to recognize flood danger.
* Consider purchasing Flood Insurance.

**What Supplies Do I Need?**

* Water—at least a 3-day supply; one gallon per person per day
* Food—at least a 3-day supply of nonperishable, easy-to-prepare food
* Flashlight
* Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
* First aid kit
* Copies of personal and important documents
* Family and emergency contact information
* Map(s) of the area
* Pet Supplies (collar, leash, ID, food, carrier, bowl)
* Extra clothing, hat and sturdy shoes
* Camera for photos of damage

**What Should I Do After A Flood?**

* Return home only when officials have declared the area safe.
* Inspect surroundings before entering your home,
* Watch out for wild animals that may have come into your home with floodwater
* If you smell natural or propane gas or hear a hissing noise, leave immediately and call the fire department.
* Discard items that have come in contact with floodwater, when in doubt, throw it out!

**HAZARDOUS MATERIALS SPILL**

*A small hazardous materials incident may be a spill or release of chemicals, less than 3 gallons, or toxic fumes inside a building or to the environment. Toxic fumes and/or vapor can infiltrate a campus building in a variety of ways: faulty equipment, use of gas-operated equipment near building HVAC systems, improperly stored chemicals.*

**IMMEDIATE ACTION**

1. If possible, seal off the contaminated area.
2. Evacuate the area and assemble at a safe meeting location—do not endanger yourself or others.
3. Call Campus Safety 24-Hour Emergency Dispatch at x3333, or off campus at 443-423-3333.
4. When reporting the incident, be specific about the nature of the involved material and the exact location.
5. Departments dealing with a hazardous materials spill should provide the Material Safety Data Sheet (MSDS) to the responding personnel (Campus Safety, Environmental Health and Safety, or Building Services) for chemical health hazard ratings or HMIS (Hazardous Materials Information System) and instructions on how to safely and properly handle and dispose of the chemicals.

**NOTE:** If you become contaminated through a hazardous materials spill, seek medical attention, avoid contact with others; remove any contaminated clothing immediately, and flush the affected body contact area continuously with water for 15 minutes.

**BUILDING SERVICES RESPONSE PROCEDURES**

Once the hazardous chemical MSDS is reviewed and it is understood how to properly handle and dispose of the small hazardous materials spill, Building Services staff will use the hazardous materials spill kits and all other recommended personal protection equipment to clean up the spill.

**DECISION MAKER(S)**

The decision to call for emergency assistance may be made by the EHS Manager, the Campus Safety Officer in Charge, or a Building Services shift supervisor.

The decision that an incident is controlled and stabilized is made by the EHS Manager or the Officer in Charge.

**DECISION**

* Determine if outside professionals are needed, if the spill is larger than 3 gallons of any hazardous chemical with any (health, flammability, reactivity, or physical hazards) HMIS rating of 2 or greater and the proper personal protection equipment recommended by the MSDS is not available. If in this case, call AEG Environmental at their 24 hour emergency number, 410.494.7587, to clean up the spill properly. AEG Environmental is a 24 hour, 7 day a week emergency response company contracted out of the office of Environmental Health and Safety.

**SUBSEQUENT PROCEDURES/INFORMATION**

For large hazardous material spills see page 72.

The instructor/administrator in charge of the area should evacuate all personnel and seal it off to prevent contamination of the areas. Campus Safety officers and emergency personnel will assist in the evacuation, if needed.

Anyone who may have been contaminated by the spill is to avoid contact with others, remain in the vicinity, and provide identification to emergency personnel upon their arrival. Required first aid and clean up by specialized authorities should be started at once.

If a situation exists which endangers the safety of the persons in a large area, activate the building fire alarm system and immediately evacuate the building. Assist disabled persons and do not use elevators. Once outside, move to the designated safe meeting location (see attachment). Please stay in a general area so College officials will be able to account for all building occupants. Keep all roads, hydrants, and walkways clear for emergency personnel.

Do not return to the evacuated building until emergency personnel have declared the building safe.

**INTERNAL COMMUNICATIONS RESPONSE**

Everyone and anyone—as soon as you smell an irritating chemical or are aware of a spill, call Campus Safety 24 hour Dispatch (x3333 on campus; 443-423-3333 from an off-campus phone).

* Campus Safety immediately investigates and determines to (a) either call in outside contractors (AEG 24 hour response, 410-494-7587), or (b) request response by the EHS Department, 410-462-7593, 9 am–5 pm. If the spill is large (more than 3 gallons of toxic substances) activate the pull station to evacuate the building.
* If after normal business hours (3PM-7 AM and 24 hours on Saturday and Sunday, Campus Safety will immediately notify the appropriate Facilities personnel by dialing 443-986-1913 for the Facilities Contact on Duty (COD). Also, second shift Facilities Management personnel can be reached by radio between the hours of 2 pm–10 pm, M–F, 7 am–3 pm on Saturdays.

*Continued next page*

* The COD immediately calls the Associate Vice President for Facilities Management at 410-215-8224.
* The Associate VP for Facilities Management calls the VP for Operations at 443.225.2215 and Environmental Health and Safety Manager at 410.299.8535.
* The VP for Operations will notify the appropriate affected Campus Departments (Student Affairs, Residence Life, Academic Affairs, etc.).

**HOSTAGE**

*A hostage situation is one in which a person (s) takes control over another person(s), is demanding some type of action not allowing the person(s) being held to leave. The hostage taker in not actively killing or injuring people. The hostage taker is holding people against their will. Police will respond and attempt to communicate with the hostage* taker(s).

**IMMEDIATE ACTION**

**If you are taken hostage:**

* Be patient. Time is on your side. Avoid drastic action.
* The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don’t make mistakes that could hazard your well being.
* Don’t speak unless spoken to and then only when necessary. Don’t talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
* Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
* Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
* Be prepared to answer the police on the phone. Be patient, wait, and attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

**Hostage Situation Guidelines**

How one responds in a hostage situation will be determined by the specific circumstances of the encounter. If you find yourself involved in such a situation, try to remain calm. It is generally recommended that you follow direction of the hostage taker. The police response to this situation is different than an active shooter. The police will not proceed immediately into the situation but will surround the area and attempt to set up negotiations with the hostage taker. A hostage situation could last for hours or days. The ultimate goal is for the hostage taker to release all hostages and peacefully surrender to the police. If the hostage taker begins to kill or injure people or if the negotiators believe the hostage taker is about to start killing or injuring people, police will respond as they do to an active shooter situation. The police will likely respond immediately to stop the shooter.

**HURRICANE**

*Hurricanes are strong storms that cause life- and property threatening hazards such as flooding, storm surge, high winds and tornadoes. Preparation is the best protection against the dangers of a hurricane.*

**WHAT SHOULD I DO TO PREPARE?**

* Listen to local news or NOAA Weather Radio for critical information
* Check your disaster supplies and replace or restock as needed
* Bring in anything that can be picked up by the wind
* Close windows, doors and shutters.
* Turn the refrigerator and freezer to the coldest setting and keep them closed as much as possible
* Turn off propane tanks and unplug small appliances
* Fill your car’s gas tank.
* Talk with members of your household and create an evacuation plan.
* Learn about your community’s hurricane response plan.
* Evacuate if advised by authorities.
* Consider purchasing flood insurance

**Internal Hurricane Preparedness Checklist**

**Environmental Health and Safety**

* Initiate the CIMT and communications – email from Student Affairs and EHS to community include emergency shelter and supply information
* Notify TSS of system back-ups
* Organize meeting regarding action items and weekend communications include TSS, Events, Dining Services, Shop Managers/Technicians,
* Monitor weather/ send email communications
* Update Community
* Prepare for power outages that may affect the life safety systems, dining services, staff on campus
* Gather, distribute radios with batteries, bull horns, personal protective equipment

**Facilities Management**

* Clean and clear all drains with emphasis on Bunting Center, Brown Center, 1501
* Relocate all exterior furniture inside
* Prepare Facilities Management Contact on Duty to make checks after storm
* Any other places, such as Graduate Studio Center that could possibly have a roof leak, and need protected
* Check all sump pumps, especially Bunting Center
* Check to ensure all gas tanks secure in the departments- Sculpture and Jewelry
* Charge electric vehicles, and fill vehicle gas tanks
* Check all generators

**Technology Systems and Service**

* AV, Plans to relocate?
* Website and server preparedness

**Critical Incident Management Team**

* Develop alternative building opening and closing hours

**Communication**

* Manage email or communications to community
* Pre-drafted messages?
* Staff and faculty notification
* Parent Communications

**Campus Safety**

* MICA Alert preparedness
* Check for broken windows, downed traffic signs, trees, electrical lines, and report to Baltimore City

**Student Affairs**

**Residence Life**

* Visiting Faculty/ Artists?
* Distribute flashlights

**Parking and Transportation**

* Shuttle services
* Parking lots at Mt. Royal Station
* Staffing, and drivers
* Fuel vehicles

**Events**

* Planning for weekend events/cancellations
* Catering for scheduled events
* Tents, other equipment for events that could be affected

**THUNDERSTORM**

*A thunderstorm is considered severe if it produces hail at least 1 inch in diameter or has wind gusts of at least 58 miles per hour. Every thunderstorm produces lightening, which kills more people each year than tornadoes or hurricanes. Heavy rain from thunderstorms can cause flash flooding and high winds can damage homes and blow down trees and utility poles, causing widespread power outages.*

**THUNDERSTORM SAFETY CHECKLIST**

**How Can I Prepare Ahead of Time?**

* Learn about your local community’s emergency warning system for severe thunderstorms.
* Discuss thunderstorm safety with all members of your household.
* Pick a safe place in your home for household members to gather during a thunderstorm. This should be away from windows, skylights and glass doors.
* Make a list of items to bring inside.
* Trim trees and shrubbery and remove damaged branches.
* Consult your local fire department if you are considering installing lightening rods.
* Get trained in first aid and learn how to respond to emergencies.
* Put together an emergency preparedness kit.

**What Should I Do During a Thunderstorm?**

* Listen to local news or NOAA Weather Radio for emergency updates.
* Postpone outdoor activities.
* If a severe thunderstorm warning is issued, take shelter in a substantial building or in a vehicle with the windows closed.
* If you can hear thunder, you are close enough to be in danger from lightening.
* Avoid electrical equipment and telephones. Use battery-powered TVs and radios instead.
* Shutter windows and close outside doors securely.
* If you are driving, try to safely exit the roadway and park.
* If you are outside and cannot reach a safe building, avoid high ground; water; tall, isolated trees; and metal objects such as fences or bleachers.

**What Should I Do After a Thunderstorm?**

* Never drive through a flooded roadway. Turn around, don’t drown!
* Stay away from storm-damaged areas to keep from putting yourself at risk from the effects of severe thunderstorms.
* Continue to listen to a NOAA Weather Radio or to local radio and television stations for updated information or instructions.
* Stay away from downed power lines and report them immediately.
* Watch your animals closely. Keep them under your direct control.

**INCLEMENT WEATHER**

*If inclement weather or another emergency necessitates a change in the College’s operational status, all members of the community should follow instructions given through the Emergency Notification System (see Part 1).*

**DECISION MAKER(S)**

If a weather event or other emergency situation requires a change in campus operational status, the Vice President for Operations (or designee) makes the decision after consulting with the Associate VP for Facilities Management; Provost, Dean of Continuing Studies, and any others with responsibility for academic programming; appropriate department/division heads; and, if appropriate, the President.

**DECISION**

The decision to close campus or curtail certain operations will be made on a schedule that will allow the College to post a Campus Status Notice by 7 am for day classes/administrative offices, and by 3 pm for evening classes and events.

**IMMEDIATE ACTION—COMMUNICATING WITH THE MICA COMMUNITY**

* Once a decision has been made, the Vice President for Operations or Designee will contact the Associate Vice President for Communications or, if the AVP is unavailable, the Director of Media Relations, to activate ENS notification about campus status. The Office of Communications posts and updates Campus Status Notices throughout an unfolding weather event or emergency situation.
* The Shuttle Coordinator sends updated information about the status of shuttle operations throughout the event.
* Event organizers are responsible for informing Communications of the status of their events on the timetable above if they wish their event status to be included in the official Campus Status Notice; otherwise, they are responsible for posting updated event status information to the College calendar, and for answering all inquiries about event status.
* If the campus is closed, only essential personnel (see page 11) are to report. No others are allowed on campus when facilities are closed. If the campus is open, but weather/road conditions near an employee’s home prevent their coming to campus, employees must communicate with their supervisors and make arrangements to take appropriate leave time in order to miss work.

**MEDICAL EMERGENCY**

*Medical emergencies include, but are not limited to, incidents or situations in which an individual suffers from chest pains, heart attack, unconsciousness, uncontrolled bleeding, dizziness, broken bones, inability or difficulty breathing, unresponsiveness, or any case in which you are unsure of the severity of the illness or injury the person may have.*

**IMMEDIATE ACTION**

In a medical emergency, first call 911 to request assistance.

Then immediately report the incident to Campus Safety 24-Hour Emergency Dispatch (ext. 3333). The Officer-in-Charge (OIC) will notify appropriate College officials. Then, look for an AED.

* Check the scene and make sure it is safe to enter.
* Keep the victim still. DO NOT MOVE THE VICTIM unless the scene is becoming unsafe.
* Check the victim by asking, “Are you okay?” “Can I help you?” “What is your name?”
* Dial 911 for Baltimore City Fire Department paramedics. If the victim is unconscious, having a cardiac emergency (shortness of breath, chest pains, clutching chest, difficulty breathing, etc.,) hemorrhaging (spurting blood from blood vessels), not breathing, etc., it is imperative to call emergency personnel as quickly as possible.
* Then notify Campus Safety 24-Hour Emergency Dispatch at extension 3333, or by going to a Campus Safety or Residence Hall Front Desk. Give your name, describe the nature and severity of the medical problem, and the campus location of the emergency. Campus Safety Officers certified as First Responders will respond to the scene and can manage medical emergencies until Baltimore City Fire Department, Emergency Medical Technicians, or paramedics arrive.
* If properly trained, provide necessary emergency care until emergency personnel arrive.
* If possible, look for any emergency medical identification bracelets, and question witnesses; give all information to the emergency personnel upon their arrival.

**NOTE**: Designated areas on campus are equipped with first aid supplies and equipment, such as eye wash stations, which are available for those with less serious injuries who wish to self-administer first aid.

**Biohazard Guidelines:**

Any spillage of body fluid, such as blood, vomit, urine, and feces, should be considered contaminated and potentially hazardous to your health. Blood and body fluid secretions should be cleaned up immediately by persons with proper training and equipment. Contact the Department of Campus Safety who notifies Facilities Management to arrange clean-up.

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The following precautions must be taken when contact with body fluid is a possibility:

* Wash hands before and after all body fluid contact, even if wearing gloves.
* Disposable rubber gloves should be worn whenever blood or body fluid secretion contact is possible.
* Protective clothing, masks and goggles are to be worn if splattering of blood or body secretions is possible.
* Please use special caution when cleaning up body fluids that are mixed with sharp objects such as glass, needles, knives, etc.

**Non-Emergency Medical and Mental Health Services:**

The Student Health Center is available to students who need medical assistance on campus. It is located at Mount Royal Medical Associates, 1501 Mount Royal Avenue, and can be reached by telephone at 410.225.8855, Monday through Friday, 9 am to 5 pm. After hours or on weekends, dial 410.225.8000 and request the physician on call for Mount Royal Medical Associates. Students may call the College’s personal counselors –410.225.2367, 9 am- 5 pm during the work week to schedule appointments.

**Transportation Guidelines—Non-Emergency:**

* Anyone who becomes aware that a member of MICA community or a visitor requires medical assistance should contact the Department of Campus Safety immediately with the following information: the victim’s name, location, type of injury, condition, and cause of injury/illness, if known. In an emergency situation, call 911 *then* Campus Safety and follow the guidelines above.
* For non-emergency situations, Campus Safety can offer transportation via patrol vehicle to Maryland General Hospital. MICA will not transport individuals with no affiliation with the College to hospitals, shelters, or other locations. EMS or other public agencies will be contacted to provide transportation.
* MICA vehicles will not transport injured/sick persons that may require emergency medical attention. EMS will be contacted to provide transportation.
* If the person’s injury or illness is non-life threatening but may be associated with sexual assault, Campus Safety can transport them to Mercy Hospital (which has a sexual assault forensic division).

If a person is conscious and capable of making rational decisions and refuses medical treatment, the OIC will make a full and complete report of the incident. If the condition appears to require emergency medical attention, and the person persists in verbally refusing treatment, or says that they do not want an ambulance called, the officer will still call for an ambulance and will have the EMTs give an evaluation of the individual.

**SUBSEQUENT ACTION/INFORMATION**

Anyone who has direct exposure with a body fluid spill needs to report it immediately to his or her supervisor or the Director of Human Resources.

**MICA NOTIFICATION PROCEDURES-— Emergency:**

1. Notify Campus Safety 24-Hour Emergency Dispatch at extension 3333, or by going to a Campus Safety or Residence Hall Front Desk. Give your name; describe the nature and severity of the medical problem, and the campus location of the emergency. Campus Safety Officers certified as First Responders will respond to the scene and can manage medical emergencies until Baltimore City Fire Department, Emergency Medical Technicians, or paramedics arrive. Campus Safety will document the incident.
2. If an **undergraduate student** requires emergency medical attention, regardless of the time of the incident, the Student Affairs staff and resources will be notified and will convene if appropriate the Dean on call.
3. If a **graduate student** requires emergency medical attention, regardless of the time of the incident, the Dean of Graduate Studies will be notified and will convene appropriate staff and resources.
4. If an **employee** (faculty or staff) requires emergency medical attention, and the injury occurs during normal business hours, the Director of Human Resources will be notified and will inform the appropriate college supervisor. If the injury occurs after normal business hours, the Vice President for Operations will be notified, and will inform the appropriate College personnel.
5. If **a guest or visitor to the College** requires emergency medical attention, regardless of the time of the incident, the Vice President for Operations will be notified, and will inform the appropriate College personnel.
6. **Legal guardian notification for** **students**:
7. If the student is a **minor**, it is the responsibility of the hospital to make notification in order to receive permission to treat the patient. If the parents are unable to be contacted in an emergency the College has the ability to make decisions for the student’s best interest.
8. If the student is an adult capable of making rational decisions and requests that the College make legal guardian notification, the College will comply with the request.
9. When the injury is life-threatening or the student is unconscious, the Vice President for Student Affairs will determine how to proceed.

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1. **Legal guardian notification for employees**:
2. If the employee is capable of making rational decisions and requests that the College make legal guardian notification, the College will comply with the request.
3. When the injury is life-threatening or the employee is unconscious, the Human Resources Department will determine how to proceed using the emergency contact form.

**Confidentiality**

1. All information concerning such incidents is confidential. No confidential information will be released to the media or any other party. Personal information will be given only to emergency medical personnel, police officials and MICA personnel who are acting in an official capacity.
2. All efforts will be made to maintain the confidentiality of conversations with those directly involved in an incident. Responding personnel should take caution to prevent conversations about confidential matters from being overheard by others or correspondence about these incidents from being seen.
3. Interviews of witnesses or principals should not be conducted in public places if any reasonable alternative exists.

**MENTAL HEALTH EMERGENCY**

*This procedure covers appropriate actions to take in a mental health emergency involving a student or member of MICA’s faculty or staff. In addition, it provides guidelines and advice for faculty/staff who become aware that a student may be dealing with a non-emergency mental health issue.*

**STUDENT MENTAL HEALTH EMERGENCIES**

Procedures and referrals regarding mental health situations involving students, routine or emergency, are handled by and coordinated through the Counseling Center and the office of Student Affairs. For after hours’ emergencies please call Campus Safety dispatch at 443.423.3333. Campus safety will contact the Residential staff and resources, if necessary, notify Student Affairs Dean on call/counselor on call. The following situations constitute mental health emergencies:

*Suicide Attempt:*

When a student has made a suicide attempt with the potential of life threatening injury and immediate medical attention is required:

* Contact 911 immediately, then call Campus Safety 24-Hour Dispatch.
* The responding officers will determine whether the student should be transported to the hospital.
* After the student’s emergency medical needs have been met, Counseling Services should be informed of the situation.

*Active Psychotic Behavior:*

If a student demonstrates psychotic behavior (bizarre comments, apparent loss of contact with reality, verbal or physical indications of intent to harm one’s self or others, or to damage property):

* Contact Campus Safety immediately or call 911.
* The responding officers will determine what is necessary to provide for the physical safety of the student and others.
* The responding officers working in collaboration with the counseling center staff will determine whether the student should be transported to the hospital.

*Suicide Verbalization:*

When the student has made a suicide threat and/or comments verbally, or in writing, but is not in an immediate life-threatening situation:

* Immediately call Campus Safety’s 24 hr. dispatch at 443.423.3333. Campus safety will notify the on-call counseling staff that will ascertain the level of seriousness and intent and determine an appropriate course of action.

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*Anxiety, Post-Traumatic Stress Related to Rape/Sexual Assault, etc.:*

When a student is in acute emotional distress *(See the section dedicated to Rape/Sexual Assault for information on dealing with the crime reporting, transportation, and health care aspects of a rape/sexual assault)*:

* Contact Counseling Services so that the student can receive appropriate services.
* If the student appears to require emergency treatment, contact 911 for transportation and access to emergency services.

**STUDENT IN CRISIS—NON EMERGENCY**

If you are concerned about a student’s emotional health, please call the Director of the Counseling Center, during business hours at 410-225-2367. If you get voice mail that means that the Director is either with a student or at a meeting. Please leave a message with your name and phone number. The Director will return the call within 24 hours. If a student indicates that he/she is suicidal or homicidal either through his/her art, in writing or during conversation, immediately call the on-call Campus Safety at 443.423.3333. Campus Safety will contact the on call counselor and/or the Student Affairs Dean on call for support as needed.

If a faculty or staff member has a concern about a student’s emotional health and feels that the student may be a danger to self/others, but there is not an emergency that would require an immediate intervention by law enforcement or medical first responders, the faculty/staff member should:

* Contact the Campus Safety at 443.423.3333. Stay with the student. Do not hesitate to make the call in the student’s presence. *If the student has made a suicide attempt, call 911 before calling Campus Safety.*
* Counselor does risk assessment and arranges to meet with student immediately, if risk is imminent, or at least within the next 12-24 hours.
* Student receives treatment at the Counseling Center or with an off-campus mental health professional.
* Counselor may consult with the Associate Dean for Student Affairs, or the Vice President for Student Affairs, if necessary.

If a student is experiencing adjustment issues, drug/alcohol problems, depression, eating disorders, anxiety, stress, etc., with no indication of suicidal thinking (don’t be afraid to ask):

* Faculty/staff member should provide names of counselors and the Counseling Center’s phone number, 410-225-2367. Or, you might say “Let’s just call the Counseling Center right now and arrange an appointment.”
* Student receives treatment at the Counseling Center or if extended or more specialized treatment indicated, is referred to the appropriate services.

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**EMPLOYEE (FACULTY/STAFF) MENTAL HEALTH EMERGENCIES**

Procedures and referrals regarding mental health situations involving employees, routine or emergency, are handled by and coordinated through the Office of Human Resources.

The following situations constitute mental health emergencies:

*Suicide Attempt*

When an employee has made a serious suicide attempt with the potential of life threatening injury and immediate medical attention is required:

* Contact 911 immediately, then call Campus Safety 24-Hour Dispatch.
* The responding officers will determine whether the employee should be transported to the hospital.
* After the employee’s emergency medical needs have been met, Human Resources should be informed of the situation.

*Active Psychotic Behavior*

If an employee demonstrates psychotic behavior (bizarre comments, apparent loss of contact with reality, verbal or physical indications of intent to harm one’s self or others, or to damage property):

* Contact Campus Safety immediately or call 911.
* The responding officers will determine what is necessary to provide for the physical safety of the employee and others.
* The responding officers working in collaboration with the Human Resources department will determine whether the employee should be transported to the hospital.

*Suicide Verbalization*

When an employee has made a suicide threat and/or comments verbally, or in writing, but is not in an immediate life-threatening situation:

* Contact Human Resources; HR staff will determine an appropriate course of action.

*Anxiety, Post-Traumatic Stress Related to Rape/Sexual Assault, etc.*

When an employee is in acute emotional distress *(See the section dedicated to Rape/Sexual Assault for information on dealing with the crime reporting, transportation, and health care aspects of a rape/sexual assault)*:

* Contact Human Resources so that the employee can receive appropriate services.
* If the employee appears to require emergency treatment, contact 911 for transportation and access to emergency services.

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**CONFIDENTIALITY**

* All information concerning such incidents is confidential. No confidential information will be released to the media or any other party. Personal information will be given only to emergency medical personnel, police officials and MICA personnel who are acting in an official capacity.
* All efforts will be made to maintain the confidentiality of conversations with those directly involved in an incident. Responding personnel should take caution to prevent conversations about confidential matters from being overheard by others or correspondence about these incidents from being seen.
* Interviews of witnesses or principals should not be conducted in public places if any reasonable alternative exists.

**DISASTERS & EMOTIONAL HEALTH**

Disasters can bring about significant stress. This is especially true if you have experienced a previous disaster. The good news is that many people have experienced coping with stressful life events and are naturally resilient—meaning we are designed to bounce back from difficult times. Here is some information on how to recognize your current feelings and tips for taking care of the emotional health of you, your family and your friends.

What You May Be Feeling Now:

When we experience a disaster or other stressful life events, we can have a variety of reactions, all of which can be common responses to difficult situations.

These reactions can include:

* Feeling physically and mentally drained.
* Having difficulty making decisions or staying focused on topics.
* Becoming easily frustrated on a frequent basis.
* Frustration occurring more quickly and more often.
* Arguing more with family and friends.
* Feeling tired, sad, numb, lonely or worried.
* Experiencing changed in appetite or sleep patterns.

Taking Action

* Take care of your safety. Make sure your physical health needs and those of your family are addressed. Seek medical attention if necessary.
* Eat healthy. During times of stress, it is important that you maintain a balanced diet and drink plenty of water.
* Get some rest. Giving your body and mind a break can boost your ability to cope with the stress.
* Stay connected with family and friends.
* Be patient with yourself and with those around you.
* Set priorities. Tackle tasks in small steps.
* Stay positive. Reach out when you need support, and help others when they need it.

If You Still Don’t Feel Better…

People experience coping with stressful life events in different ways. If you find yourself or a loved one experiencing some of the feelings and reactions listed below for two weeks or longer, this may be a sign that you need to reach out for additional assistance.

* Crying spells or bursts of anger
* Difficulty eating and sleeping
* Increased physical symptoms such as headaches or stomachaches
* Feeling guilty, helpless or hopeless.

Employee Assistance is also available, call the Human Resources Department for more information.

**NATURAL GAS/CARBON MONOXIDE LEAK**

**IMMEDIATE ACTION**

If you suspect a natural gas or carbon monoxide leak, cease all activities immediately and vacate the area. Do not switch off or on lights on any electrical equipment, as electrical arcing can trigger an explosion. DO NOT SMOKE.

* If you smell natural gas or hear a carbon monoxide detector activate, cease all activities immediately and vacate the area, activating the nearest pull station to evacuate the building.
* Then call Campus Safety 24 hour Emergency Dispatch at extension 3333, on campus, or 443-423-3333, off campus.
* Campus Safety will notify the Baltimore City Fire Department and Baltimore Gas and Electric at 1.800.685.0123

**SUBSEQUENT PROCEDURES/INFORMATION**

Only residence halls have carbon monoxide detectors (signals different than the fire alarm systems, sounds like a home smoke detector). Facilities management can support this process; the COD should be notified after hours.

**POWER/UTILITY FAILURE**

**IMMEDIATE ACTION**

If visibility is reduced because of the power failure so that you cannot see across a room or down a hall, exit the building by stairs while the emergency lights are on.

In the event of a failure of electrical or natural gas systems in campus buildings:

* During normal business hours, call Facilities Management at x2261 immediately to report the utility failure; after hours, call Campus Safety at x3333, or off campus at 443-423-3333.
* Entry to a campus building is not permitted until power is restored.
* Refer to Part 1, Section V – Disrupted Work Environment.
* If the power failure occurs in **1501 Wellness Center,** Campus Safety should phone the Director of the Student Health Clinic because vaccines should be relocated from the refrigerator to keep from spoiling.

**GENERAL GUIDELINES**

**Electrical Failure:**

During daylight hours, proceed to an area that is lighted by natural light. During hours of darkness, stay in the affected area until lighting is restored. It is advisable to have a flashlight and a portable radio available for emergencies.

**Heating or air conditioning failure:**

Heating or air conditioning failure (abnormal temperature). Vacate the area if an extreme temperature fluctuation occurs.

**SUBSEQUENT PROCEDURES/INFORMATION**

All departments are responsible for designating an alternate work location where employees should gather if there is a power failure. It is advisable to have a flashlight and a portable radio available for emergencies.

In the event of a power outage, vaccines and other refrigerated goods located at the Medical Center will need to be relocated to a safe refrigerated area.

**Types of Outages:**

* Local Breaker - non-emergency
* Planned- non-emergency
* Singular/Multiple City/Building- one or more buildings/cities have no power due to a city issue.
* Phase Outage-anything over 110 volts

**SEXUAL ASSAULT**

If a sexual assault has occurred to you or someone you know please dial 911, and then Campus Safety 24-Hour Dispatch at 443.423.3333 as soon as possible after the assault has occurred.

*Rape is a crime of violence which causes both physical and emotional damage to the victim. MICA Campus Safety officers will do everything in their power to lend aid, comfort, and assist the victims of this crime. The situation will be handled with confidentiality.*

If you need help and support from a College staff member after hours, call Campus Safety and tell them you have an emergency. You do not need to describe the emergency. Ask them to call the College patrol officer or Student Affairs staff member on call. They will refer you to a person who can help you.

**IMMEDIATE ACTION:**

* Go to a safe place as soon as possible.
* Get Medical attention as soon as possible to treat any physical injury and to prevent the possible consequences of venereal disease and/or pregnancy, as well as to preserve evidence and to document internal and external damage and injury.

**Hospitals**

Each of the following hospitals has a rape crisis protocol and the Maryland State Police Sexual Assault Evidence Kit.

Mercy Hospital, 301 Saint Paul Place, 410-332-9477

Franklin Square Medical Center, 9000 Franklin Square Drive, 443-777-7046

Greater Baltimore Medical Center (GBMC), 6701 North Charles Street, 443-849-2225

* Preserve all evidence. Do not wash, douche, change, or throw away clothes. If you must change, put all clothing you were wearing at the time of the attack in a paper (not plastic) bag.
* Do not touch any smooth surfaces that the assailant may have touched for finger printing purposes.
* Contact someone you trust to be with you and help you deal with the trauma of having been violated.
* Document any injury you suffered either by photograph or by showing someone you trust.
* Maintain all your legal options. Physical evidence should be collected within 24 hours of the attack, because with the passage of time, the quality and quantity of evidence may diminish.

Please note: Many emergency rooms request that you call the police prior to arriving at the emergency room. It is the decision of the person assaulted whether or not to file charges. If a charge is filed with the police, the state pays the cost of medical care provided at the emergency room. If a charge is not filed, the person assaulted will have to pay medical costs incurred.

* Reporting a sexual assault is a separate step from choosing to prosecute. When a report is filed, you are NOT obligated to continue with the police criminal justice system or the campus disciplinary action process. The College will provide confidential counseling, emotional support, and immediate emergency services.
* After the assault, let your answering machine pick up and record telephone calls. Save any tape recordings that are suspicious.
* Do not try to confront your assailant. Let the police know if there is further contact with the assailant.

**NOTE:** A victim of sexual assault has the right to file charges, and at the victim’s request, MICA will promptly assist in notifying appropriate law enforcement officials. See “Complaint Procedures” below for more detail on filing a complaint.

**SEXUALLY ASSAULT SUPPORT**

**Sexual Assault Center Hotline:**

**410-828-6390**

**Counseling Center—for personal counseling**

**9 am to 5 pm, call 410-225-2367 or 410-225-2422**

In an emergency, call the Counseling Center’s emergency number, 443.695.1414

**Mount Royal Medical Associates**

**Monday through Friday, 9 am to 5 pm, 410-225-8855**

After hours or on weekends, dial 410.225.8000 and request “physician on call” for Mount Royal Medical Associates.

**Office of Student Affairs**

* Dean of Students and VP for Student Affairs, 410-225-2422
* Assistant Dean for Student Development, 410-225-2422
* Assistant Dean for Student Life, 410-225-2422
* Residence Life Front Desk: Commons, 410-426-7500; Meyerhoff House, 443-552-1600; and ask for the Residence Life professional on call.

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**COMPLAINT PROCEDURES**

Victims of forcible or non-forcible sexual assault are encouraged to report any crime to the Office of Student Affairs, one of the College’s personal counselors, or Campus Safety. These departments are staffed with people who will promptly assist the victim of any sexual assault to

contact medical professionals, law enforcement professionals, and campus disciplinary authorities if the victim chooses to do so and to arrange for transportation to any appropriate medical services. A staff member will also accompany a victim to medical services and/or assist the victim in contacting law enforcement professionals if the victim so desires.

Victims of sexual assault are urged to contact law enforcement and medical personnel as soon as possible after the occurrence of a sexual assault in order to receive legal, medical, and emotional guidance and to preserve evidence needed to apprehend and successfully prosecute assailants. It is, however, the victim’s right to choose or decline to make a report to the police. The victim may also request the guidance of the personal counselor to assist the victim in making decisions about the reporting process or to get support and assistance such as:

* Requesting that the counselor arrange for transportation and accompany the victim to the hospital
* Making decisions regarding filing a criminal report with the police or making a formal report to Maryland Institute College of Art
* Requesting the counselor’s presence and support if he or she decides to report the assault to the police.

In addition, the victim will be provided with information regarding local rape crisis programs such as Turn Around and other counseling services. Further, the victim will have an opportunity to be transferred to alternative classes or housing if available and feasible. Other Student Affairs staff members can also be approached for assistant in these matters if the victim so chooses.

For MICA’s sexual assault policy, please see the MICA Academic Bulletin or the student handbook section in the Red Book.

**CONFIDENTIALITY**

* All information concerning such incidents is confidential. No confidential information will be released to the media or any other party. Personal information will be given only to emergency medical personnel, police officials, and MICA personnel who are acting in an official capacity.
* All efforts will be made to maintain the confidentiality of conversations with those directly involved in an incident. Responding personnel should take caution to prevent conversations about confidential matters from being overheard by others, or correspondence about these incidents from being seen.
* Interviews of witnesses or principals should not be conducted in public places if any reasonable alternative exists.

**SUSPICIOUS PACKAGES/SUBSTANCES**

**IMMEDIATE ACTION**

If you receive a suspicious package:

Do not try to open the parcel

Isolate the parcel

Leave the immediate area

Call Campus Safety 24-Hour Emergency Dispatch at 443.423.3333

**If you open a parcel containing a suspicious substance:**

* Cover the parcel immediately (with a plastic container, wastebasket, plastic bag, paper, article of clothing, or anything else available).
* Call Campus Safety 24-Hour Emergency Dispatch at 443-423-3333.

*Common sense and care should be used in inspecting and opening mail or packages. Typical characteristics Postal inspectors have detected over the years to trigger suspicion include parcels or envelopes that may:*

* Be unexpected or from someone unfamiliar to you;
* Bear no return address, or one that cannot be verified as legitimate;
* Be of unusual weight, given its size, or be lopsided;
* Exhibit protruding wires, strange odors, stains, or crystallized material;
* Exhibit a city or state in the postmark that does not match the return address;
* Have excessive postage, no postage, or non-canceled postage;
* Be packaged using excessive amounts of tape or string; or
* Have improper spelling of common names, places or titles.

**TORNADO**

**IMMEDIATE ACTION**

If a tornado watch is issued, go to the emergency shelter in the building, or lowest level, away from windows. If outside, stay out of automobiles, and away from trees and power lines. Attempt to take cover in low-lying areas such as a drainage ditch.

**Tornado**

If a tornado is sighted, Campus Safety Dispatch will activate the MICA ALERT emergency text message system and notify the campus via bulk email and bulk voicemail.

If such a message is received:

1. Remain calm and avoid panic.
2. Go to an area of safety.
3. DO NOT use elevators during a tornado warning. Persons with mobility concerns should go to an area of safety at the time of a tornado watch; DO NOT wait for a tornado warning.
4. Close all doors, including main corridors, making sure they latch.
5. Crouch near the floor or under heavy, well supported objects and cover your head.
6. Be alert for fire. In the event of a fire, the College fire plan should be utilized.

*Areas of Safety* - rooms and corridors in the innermost part of a building. There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.

*Areas to Avoid* - stay clear of windows, corridors with windows, or large free- standing expanses.

**Locations to Seek Shelter During a Tornado Warning if Danger is Imminent**

* If you are in a building quickly move to the lowest level as possible using stairways, away from windows, and interior corridors. If possible crawl under a study piece of furniture to avoid any falling debris. Listen to department’s battery operated radio for instructions.

**DECISION**

If a tornado or other severe weather event affects any of the College buildings, the decision to return to your work space or vacate the affected building(s) will be made by the Director of Campus Safety and Director of Facilities in consultation with the President or Designee.

**TORNADO SAFETY CHECKLIST**

**What Should I Do To Prepare For A Tornado?**

* Listen to local news or a NOAA Weather Radio to stay informed.
* Know your community’s warning system.
* Pick a safe room in your home for family and pets.
* Practice periodic tornado drills.
* Prepare for high winds by removing diseased and damaged limbs from trees.
* Move or secure lawn furniture or anything else that can be picked up by wind.
* Watch for tornado danger signs:
* Dark, often greenish clouds—a phenomenon caused by hail
* Wall cloud—an isolated lowering of the base of a thunderstorm
* Cloud of debris
* Large hail
* Funnel Cloud
* Roaring noise

**What Should I Do If A Tornado Is Threatening?**

The safest place to be is an underground shelter, basement or safe room. If you are caught outdoors, seek shelter in a basement, shelter or sturdy building. If you cannot quickly walk to a shelter:

* Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
* If flying debris occurs while you are driving, pull over and park.
* Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
* If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area.

\*Your choice should be driven by your specific circumstances.

**What Should I Do After A Tornado?**

* Continue listening to local news or a NOAA Weather Radio for updated information and instructions.
* If you are away from home, return only when authorities say it is safe to do so.
* Watch out for fallen power lines or broken gas lines and report them to the utility company immediately.
* Use battery-powered flashlights when examining buildings—do NOT use candles.
* If you smell gas or hear a blowing or hissing noise, open a window and get everyone out of the building quickly and call the gas company or fire department.
* Take pictures for insurance claims.

**DISASTERS & PET SAFETY**

Our pets enrich our lives in more ways than we can count. In turn, they depend on us for their safety and well-being. The best way to ensure the safety of your family is to be prepared with a disaster plan. If you are a pet owner, that plan includes your pets. Being prepared can help save lives.

How Can I Prepare?

Plan to take your pets with you in an evacuation. If it is not safe for you to stay, it is not safe for them either.

* Know which hotels and motels along your evacuation route will accept you and your pets in an emergency.
* Know which friends, relatives, boarding facilities, animal shelters or veterinarians can care for your animals in an emergency. Prepare a list with phone numbers.
* Include your pets in evacuation drills so that they become used to entering and traveling in their carriers calmly.
* Make sure that your pet’s vaccinations are current and that all dogs and cats are wearing collars with securely fastened up-to-date identification. Many pet shelters require proof of current vaccinations.
* Consider having your pet “micro-chipped” by your veterinarian.

What Should I Do?

* Keep items in an accessible place and store them in sturdy containers. Examples include:
* Sturdy leashes, harnesses, and/or carriers to transport pets safely
* Food, drinking water, bowls, cat litter/pan and a manual can opener
* Medications and copies of medical records
* Current photos of you with your pet(s) in case they get lost
* Information on feeding schedules, medical conditions, behavior problems, and the name and number of your veterinarian
* Know what to do as the disaster approaches: Call ahead to confirm emergency shelter arrangements.

**TRESPASS/SUSPICIOUS PERSON**

**IMMEDIATE ACTION**

1. Report all persons suspected of trespassing, or those who appear or behave suspiciously to Campus Safety 24-Hour Emergency Dispatch at 443-423-3333. Be prepared to provide the following information:

* Description of the person.
* Present location or direction of movement.
* What the person is doing.
* The reporting person’s name and location.

1. Campus Safety officer(s) responding to the scene will attempt to locate and, in a businesslike manner, interview the subject. During this interview, officers will:
   * Request an ID to determine whether the person has legitimate business to pursue at the College and is thus authorized to use or enter the premises.
   * Assess if the person is acting in a manner disruptive to the normal educational function of the College.
   * Determine if the individual has previously been issued a “Denial of Access/Advisement of Trespass” form.
   * Assess whether the person has or may plan to commit a crime (is holding property the College or another person or is in an area to which he/she is not authorized access.
2. If the responding officer determines that the person has not committed a crime but has no legitimate business on campus property, the individual will be asked to leave and warned that if they return to the campus they may be subject to arrest for trespass.
3. If the individual refuses to leave, the responding officer will have 911 called and request BCPD assistance.
4. If the responding officer determines that the person has committed a crime, the person will be detained and the Baltimore City Police Department will be collected to respond and arrest the subject.

**PART 3-**

**CRITICAL INCIDENTS**

**CRITICAL INCIDENTS**

The following pages provide guidelines for response and follow-up to specific critical incidents that may be faced by the College:

* Bioterrorism/ Public Health Emergencies 101
* Civil Protest 102
* Earthquake 104
* Explosion……………………………………………………………………………...106
* Large Hazardous Waste Spill 107
* Pandemic Influenza 111
* Maintenance Infrastructure Failure 121
* Regional/National State of Emergency/ Terrorist Act 123
* Relocation 125
* Weather Disaster 126

**BIOTERRORISM / PUBLIC HEALTH EMERGENCIES**

The Baltimore City Health Department (BCHD) is responsible for the delivery and safe administration of medical countermeasures to all residents of Baltimore City during a public health emergency. This process can be scaled for a city-wide deployment or for use in a smaller incident. A public health emergency can be caused by naturally occurring epidemics, acts of bioterrorism, environmental accidents involving hazardous materials, or severe weather events. Several of these threats involve harmful agents or diseases that require an immediate response by BCHD to provide potentially life-saving medical countermeasures (antibiotics, vaccine, antidotes) to all residents of Baltimore City. Medical countermeasures for a large-scale public health emergency would be supplies by the federal Strategic National Stockpile (SNS). The SNS is a national repository of medications and medical supplies to be used for emergency situations such as a bioterrorism attack or natural disaster designed to supplement and re-supply state and local health and medical resources.

During a public health emergency requiring mass medication, BCHD will most likely open points of dispensing, or PODs, as its primarily dispensing method. A closed POD is staffed and operated by MICA. The POD sets up their facility to allow for the storage and distribution of the medication to employees, their families and any other members of the organization. MICA will make an announcement to its community instructing members on where and how to pick up medication.

An individual arrives at a POD to pick up medication for his or her family. He or she must fill out a form listing each person for whom they are picking up medication. Only employees and those associated with the organization receive medication for themselves and their family members.

The Baltimore City Health Department: Public Health Emergencies and Closed Points of Dispensing Plan can be found at www.mica.edu/ehd

CIVIL PROTEST

*A civil protest will usually take the form of an organized public demonstration of disapproval or display disagreement with an idea or course of action. In most cases, campus protests such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive.*

**GENERAL GUIDELINES**

In general, a protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

* Disruption of the normal operations of the College;
* Obstructing access to offices, buildings, or other College facilities;
* Threat of physical harm to persons or damage to College facilities;
* Willful demonstrations within the interior of any College building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property;
* Unauthorized entry into or occupation of any College room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any College property, equipment, or facilities.

**IMMEDIATE ACTION AND DECISION MAKER(S)**

If any of the above conditions exist, the Department of Campus Safety should be notified and will be responsible for contacting and informing the President and the Vice President for Student Affairs. Depending on the nature of the protest, the appropriate procedures listed below should be followed:

**Peaceful, Non-Obstructive Protest**

* Generally, peaceful protests should not be interrupted. Protestors should not be obstructed or provoked, and efforts should be made to conduct College business as normally as possible.
* If protesters are asked, at the President’s or designee’s request, to leave but refuse to leave by regular facility closing time: arrangements will be made by the Vice President for Student Affairs to monitor the situation during non-business hours, or determination will be made to treat the violation of regular closing hours as a disruptive protest.

**Non-Violent, Disruptive Protest**

If a protest blocks access to College facilities or interferes with the operation of the College, the Vice President for Student Affairs or his/her designee will go to the area and ask the protesters to leave or to discontinue the disruptive activities. Efforts will be made to explain the situation to the protesters and to make them aware that such action is a violation of the Student Disciplinary Policies.

*Continued next page*

**Violent, Disruptive Protests**

In the event that a violent protest in which injury to persons or property occurs or appears imminent, the following will occur.

If possible, an attempt should be made to communicate with the protestors to convince them to desist from engaging in violent activities in order to avoid further escalation of a possible violent confrontation.

*During Business Hours*

* Call 911, then contact Campus Safety 24-Hour Emergency Dispatch.
* The Department of Campus Safety will be notified immediately. They will in turn contact the Vice President for Student Affairs and other key administrators.
* If advisable, the Vice President for Student Affairs will alert the President and College spokesperson.
* The President, in consultation with the Vice President for Student Affairs and the Director of Campus Safety will determine any further actions, including the contacting of law enforcement officials.
* Only the College spokesperson may speak to the media.

*After Business Hours*

* Call 911, then contact Campus Safety 24-Hour Emergency Dispatch.
* The Department of Campus Safety will be notified immediately of the disturbance.
* The Department of Campus Safety will investigate the disruption and report and notify the Director of Campus Safety, who will inform the Vice President for Student Affairs and other key administrators.
* The Vice President for Student Affairs will report the circumstances to the President and alert the College spokesperson.

**SUBSEQUENT PROCEDURES/INFORMATION**

If it becomes necessary, the Director of Campus Safety or designee will call for assistance from the Baltimore Police Department or other law enforcement agencies as needed.

Efforts should be made to secure positive identification of protestors in violation to facilitate later testimony, including photographs if deemed advisable. Additionally, efforts should be made to videotape any enforcement action for future reference.

**EARTHQUAKE**

*An earthquake is a sudden, rapid shaking or movement of the earth's crust caused by the release of stress accumulated along geologic faults or by volcanic activity. Earthquakes are caused by the release of built-up stress within rocks. They are usually followed by aftershocks. Even though scientists have been studying earthquakes for more than 40 years, most earthquakes cannot be predicted with reliable methods.*  
  
**IMMEDIATE ACTION**

Minimize your movements to a few steps to a nearby safe place an if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

* Drop to the ground: take cover by getting under a sturdy table or other piece of furniture: and hold on until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
* Stay away from glass, windows, outsides doors and walls, and anything that could fall such as lighting fixtures or furniture.
* Stay in bed if you are there when the earthquakes strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
* Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
* Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
* Be aware that the electricity might go out or the sprinkler systems or fire alarms may turn on.
* DO NOT use the elevators.

If Outdoors

* Stay there.
* Move away from buildings, streetlights, and utility wires.
* Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle during an earthquake

* Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, tress, overpasses, and utility wires.
* Precede cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

* Do not light a match.
* Do not move about or kick up dust.
* Cover your mouth with a handkerchief or clothing.
* Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhales dangerous amounts of dust.

**EXPLOSION**

*An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.*

**IMMEDIATE ACTION**

* Get out of the building as quickly and calmly as possible. Call 911. Notify the Department of Campus Safety (x3333, or off campus at 443-423-3333).
* If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
* If there is a fire, stay low to the floor and exit the building as quickly as possible.
* If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
* Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
* Assist others in exiting the building and move to designated evacuation areas. *See Part 1, Section IV, Evacuation/Refuge For Persons With Disabilities*.
* Keep streets and walkways clear for emergency vehicles and crews.

**DECISION**

The Baltimore City Fire Department or other responding emergency units will make decisions regarding the control and abatement of the explosion incident, and issuing or not issuing the all clear for safe building re-entry and occupancy.

**DECISION MAKER(S)**

The Baltimore City Fire Department or other responding emergency units, or the agency/emergency unit in control, will decide when to turn control of the scene back over to the appropriate College entity, e.g., the Department of Campus Safety, or Facility Management technicians. Depending on the nature of the incident, other public response and law enforcement agencies may be involved in decisions or control of the scene, e.g., criminal actions.

**SUBSEQUENT PROCEDURES/INFORMATION**

Depending on the nature and degree of the explosion, other support agencies and College resource units may be brought in for services or assistance.

**LARGE HAZARDOUS MATERIALS INCIDENT**

*A hazardous materials incident may be a spill or release of chemicals or toxic fumes inside a building or to the environment. In addition to response from the Department of Campus Safety, major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e. the Baltimore City Fire Department and the Maryland Department of the Environment. Toxic fumes and/or vapor can infiltrate a campus building in a variety of ways: faulty equipment, use of gas-operated equipment near building HVAC systems, improperly stored chemicals.*

**IMMEDIATE ACTION**

If you become contaminated through a hazardous materials spill, avoid contact with others; remove any contaminated clothing immediately, and flush the affected body contact area continuously with water for 15 minutes. Identify the substance and call Campus Safety 24 hour dispatch at extension 3333.

**The Person Discovering a Major Spill or Emergency:**

* The instructor/administrator in charge of the area should evacuate all personnel and seal it off to prevent contamination of the areas. Evacuate the area and assemble at your designated safe meeting location.
* If the spill may endanger the safety of the persons in an entire building or large area, activate the building fire alarm system and immediately evacuate the building. Assist disabled persons and do not use elevators. Campus Safety officers and emergency personnel will assist in the evacuation, if needed.
* If Campus Safety officers on the scene have not already done so or the fire alarm box has not been pulled, call 911 for emergency assistance
* Let the dispatcher know if you or others need medical attention or are injured. Be specific about the nature of the material involved and the exact location of the spill.
* Then contact Campus Safety 24-Hour Emergency Dispatch at x3333, or off campus at 443-423-3333 and provide the same information to the MICA dispatch officer.

**All Individuals Evacuating the Area/Building:**

* Once outside, move to the designated safe meeting location. Keep all roads, hydrants, and walkways clear for emergency personnel.
* If you may have been contaminated by the spill, avoid contact with others, remain in the vicinity, and provide identification to emergency personnel upon their arrival. Responders will provide first aid and clean-up for anyone contaminated by the spill.
* Account for individuals working in your area and report this information to College officials and responders. Do not attempt to return to the building for people who are not accounted for. Do not endanger yourself or others. You may not return to the building until responding emergency personnel announce that it is safe.
* Stay in the designated safe meeting location until College officials have accounted for all building occupants and until responders have arrived. Provide information to responders about the incident, and about anyone who may still be in the building.

**NOTE:** No one may return to the evacuated building until emergency personnel have declared the building safe.

**Response Procedures:**

* Required first aid and clean up by specialized authorities should be started as soon as responders arrive on the scene.
* Responding emergency personnel will check the area, attempt to clear the cause of the problem by opening windows or getting Facilities Management to activate exhaust fans.
* Responding officers will, as soon as conditions warrant, notify Campus Safety 24-Hour Emergency Dispatch if any other services are required to deal with the toxic fumes or hazardous materials spill.

**DECISION(S)**

The instructor/administrator in charge of the area, person discovering the incident, or a MICA resource unit receiving a call for assistance (ex., Facilities Management COD or Building Services) can make the decision to call for emergency assistance.

The decision that an incident is controlled and stabilized may be made only by the emergency response agency, i.e., the Incident Commander from the Fire Department. After immediate hazards have been controlled and stabilized, the Incident Commander will transfer authority and responsibility for the site to the back to the College.

Emergency agencies and units may request input for decision-making from College resource units; for example, to determine that re-occupancy is safe.

Only qualified personnel may determine if immediate hazards are under control and the situation is stabilized. Qualified personnel will determine if the site can be rcupied or if further remediation or repair is needed.

**SUBSEQUENT PROCEDURES/INFORMATION**

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, College resource units, or specialized contractors.

A command post may be established near the site of the emergency. Stay away from the command post unless you have official business to conduct.

Do not return to the evacuated building until emergency personnel have declared the building safe.

*Continued next page*

# What to do During a Hazardous Materials Incident

Listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully. You should stay away from the area to minimize the risk of contamination. Remember that some toxic chemicals are odorless.

|  |  |
| --- | --- |
| **If you are:** | **Then:** |
| Asked to evacuate | Do so immediately.  Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.  Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once.  If you have time, minimize contamination in the house by closing all windows, shutting all vents, and turning off attic fans.  Take pre-assembled disaster supplies.  Remember to help your neighbors who may require special assistance--infants, elderly people and people with disabilities. |
| Caught Outside | Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away.  Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.  Stay away from accident victims until the hazardous material has been identified. |
| In a motor vehicle | Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater. |

*Continued next page*

|  |  |
| --- | --- |
| Requested to stay indoors | Bring pets inside.  Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.  Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.  Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.  Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.  Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.  Use material to fill cracks and holes in the room, such as those around pipes.  If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated. |

MICA has contracted with AEG Environmental 24 hour, 7 day a week Emergency Response. Services include emergency response to chemical, bio hazards, oil spills, and other field services. 410-876-0764, or 1-877-876-1100. **PANDEMIC INFLUENZA**

*In the event of pandemic influenza, MICA will support guidelines, programs, and policies that maintain a healthy and safe community of students and employees.*

Pandemic influenza, the emergence of a novel influenza A virus subtype (H1N1), is a global event that puts all countries at risk. During disease outbreaks of this nature, the U.S. Department of Health and Human Services (HHS) works together with the World Health Organization and other international partners on containment and response activities abroad. These efforts assist with the planning for and monitoring of disease outbreaks in the U.S. MICA’s Office of Environmental Health and Safety (EHS) will stay abreast of pandemic influenza events announced by the Centers for Disease Control Prevention (CDC); as a member of the National Safety Council, EHS will receive alerts regarding all CDC notifications via email and phone.

**IMMEDIATE ACTION**

If you experience any of the following symptoms – fever, cough, sore throat, body aches, headache, chills, fatigue – immediately call your health care provider for instructions. Do not come into work or to campus, and limit your contact with others.

* If the CDC declares a public health emergency, refer to the MICA webpage at [www.mica.edu](http://www.mica.edu) for further information and work-related instructions. You can learn about individual planning for such an event by referring to <http://www.pandemicflu.gov/plan/individual/index.html>

**SUBSEQUENT PROCEDURES/ INFORMATION**

In the event of a public health emergency, the EHS Manager, who acts as the Pandemic Coordinator, will monitor the event using state, federal, and local resources, including:

* + [http://alerts.nsc.org](%20http:/alerts.nsc.org%20) for timely CDC updates
  + <http://www.pandemicflu.gov/plan/collegeschecklist.html>
  + <http://www.cdc.gov/h1n1flu/>
  + <http://www.dhmh.state.md.us/publ-rel/html/2009/pr042809.htm>

Pandemic influenza status updates, prevention tips, instructions, and resources will be posted on the MICA webpage within 24 hours of notification from the CDC.

The Pandemic Coordinator will meet with the Emergency Action Plan Team to form the Pandemic Response Team. This team will meet to delineate resources and assign responsibility within specific time frames for actions that may include: posting notices, precautions and updates; updating and implementing policy; posting notifications for parents and families; closing classes; reducing schedules; closing facilities or the entire campus. Each policy developed by the team will be consistent with recommendations from the CDC and the State Department of Health and Mental Hygiene for the correlating phase of the public health emergency. Policies will be posted on the MICA webpage and emailed to parents, students, staff, and faculty.

**The Pandemic Response Team Members may include:**

* Campus Health Services
* Mental Health/ Counselors
* Residence Life
* Campus Safety
* Communications
* Facilities Management including Building Services
* Dining Services
* Student Affairs
* Student representatives
* Human Resources
* Academic services
* Graduate and Professional Studies
* Continuing Studies
* Admissions
* Student Advisors
* Resident Advisors

**GENERAL GUIDELINES**

* Actively monitor your health and the health of friends and family.
* Call your health care provider as soon as flulike symptoms appear.
* Do not come into to work, attend classes, or attend community events if you experience flulike symptoms.
* Consider avoiding travel either domestically or abroad to locations reporting cases of the specific virus subtype.
* Report any new respiratory illness consistent with influenza (fever, chills, cough, sore throat) if you have traveled to states, bordering states, and countries with known cases of the specific virus subtype.
* Cover your mouth and nose with a tissue or your elbow when you cough or sneeze, and throw away the tissue after you use it.
* Wash your hands often, using soap and hot water, especially after you cough or sneeze. Alcohol based hand cleaners are also effective at removing germs.
* To help prevent spreading influenza or other illnesses, avoid touching your eyes, nose or mouth. Viruses are spread that way.
* Develop a family, roommate and office- co-worker plan (<http://www.pandemicflu.gov/plan/individual/index.html>)
* The CDC will supply with state with doses of antiviral medication up the declaration of a health emergency by the governor.

**TRANSPORTATION GUIDELINES**

Faculty and staff are to use their own personal transportation if they need to leave work for flu-like symptoms. Campus Safety will transport students to Maryland General Hospital or Mt. Royal Medical Associates and will follow the guidelines developed in accordance with state recommendations to protect their staff.

**STUDENT REPORTING GUIDELINES**

**Students are to notify Student Affairs if they or someone they have been in contact with experience flu-like symptoms.**  These symptoms include fever, cough, sore throat, body aches, headaches, chills, and fatigue.

* Seek medical care at Mt. Royal Medical Associates or Maryland General Hospital or their primary health care provider for a medical assessment. You can contact Campus Safety for transportation to Maryland General Hospital or Mt. Royal Medical Associates by calling 410-225-2245.
* If the medical assessment indicates the potential acquisition of the H1N1 virus, it is important for you to isolate yourself to keep the virus from spreading; this includes isolation from other students, including roommates. Contact the Office of Student Affairs (410-225-2422) or Campus Safety (410-225-2245) to arrange travel to your family’s home OR to discuss space that can be provided on campus while you are contagious.
* If you anticipate missing more than three classes it is required that a class release from a physician is presented to your faculty prior to returning into class.
* MICA Student Affairs or Campus Safety will immediately try to contact roommates and others the student has been in contact with you to discuss arrangements as needed to help keep the virus contained.
* MICA Student Affairs/Campus Safety will submit information to the MICA EHS.  The EHS manager will work with the Maryland Department of Health and Mental Hygiene to limit the spread of the virus within the MICA community.
* The MICA Pandemic Influenza Part 3 Policies and Response Procedures for the Emergency Action Plan update will be posted to the Campus Safety newsfeed on [www.mica.edu](http://www.mica.edu).

**FACULTY AND STAFF REPORTING GUIDELINES**

Members of the Emergency Action Plan Team will work collaboratively throughout a health emergency, monitoring H1N1 information and guidelines issued by the State of Maryland and the CDC on a daily basis.

**Faculty and staff should notify their supervisor if they or a family member they live with experiences flu-like symptoms.**  These symptoms include fever, cough, sore throat, body aches, headaches, chills, and fatigue.

* You should not come to work or to the campus if you or a member of your family that lives with your experiences flu-like symptoms. Call your health care provider and limit contact with others at home until your physician has cleared you for return to work.
* Report flu-like symptoms to your supervisor immediately.
* Supervisors should notify MICA’s Human Resources staff immediately following the report of a flu-type illness and/or a diagnosis of H1N1.
* MICA Human Resources will work with the EHS Manager, the Emergency Action Plan Team, and the Maryland Department of Health and Mental Hygiene to limit the spread of the virus within the MICA community.
* If you are out of work for more than three consecutive days, you are required to provide a statement from your doctor supporting your absence and releasing you to return to work.
* Questions can be directed to Human Resources at 410-225-2363.

Please note that due to the Health Insurance Portability and Accountability Act (HIPAA) regulations, MICA is not able to disclose names and certain information regarding employee medical records.

**BUILDING SERVICES GUIDELINES**

Consider the following temporary measures to reduce influenza transmission:

* Building service staff and any related contractors should thoroughly sanitize all bathrooms (including faucet knobs and fixtures, and door knobs), restock supplies, and pick up waste on a more frequent schedule.
* As often as practical, clean hard surfaces commonly touched by employees with a disinfectant solution. These may include hand rails, door knobs/handles, elevator buttons, sinks and faucets, counter tops, light switches, equipment controls, vending machines, and copier and fax buttons.
* Place reminders of the importance of hand washing and attention to hygiene on all bathroom doors.
* Stock sanitizing supplies, including bleach, hand sanitizer, tissues, latex gloves and N95 dust masks.
* Thoroughly clean and disinfect areas such as break rooms, bathrooms, lobbies, copy rooms, cafeterias, etc. on a frequent schedule.
* Will assist in placing awareness postings throughout campus; in restrooms, entrance ways, dining areas, etc.

**DINING SERVICE GUIDELINES**

**Dining Rooms and Cafeterias**

Consider the following temporary measures to reduce influenza transmission:

* Place a sanitation station at the entrance to the dining facility. Require patrons to use the alcohol-based cleaner or sanitary wipe prior to entering the facility.
* Reduce patron concern by posting information summarizing the steps that the food service facility is taking to reduce influenza transmission, why these steps are being taken, and what individuals can do (i.e., routine hand washing, cough etiquette, social distancing).
* Assign dining services personnel to continuously sanitize hard surfaces that are commonly touched by patrons.
* In the event the Baltimore City Health Department identifies triggers and recommends temporary closing of dining facilities:
  + Flu transmission at other food service faculties.
  + Limited use of the facility by patrons.
  + High levels of employee concern about flu transmission at the food service facility.
  + Very low availability of cafeteria staff.
  + Elimination or reduction in catering and special event dining.
    - Possible box and pre ready meals may result.

**Food Preparation Areas**:

Consider the following temporary measures to reduce influenza transmission:

* Train all kitchen employees on flu transmission and prevention measures.
* Require the use of rubber gloves, paper food service masks, smocks, and head gear for all food preparers at all times in the kitchen.
* Arrange for kitchen staff uniforms to be washed nightly.
* Frequently sanitize food prep items (pots, pans, knives, cutting boards, and similar items). Soak implements in bleach solution for 30 minutes (1 cup household bleach for 5 gallons of water or 20 liters).
* Ensure close monitoring of food item delivery to ensure kitchen contamination does not occur. Do not let the delivery person in to the kitchen.
* Dispose of cutting boards that are pitted, cracked and otherwise in poor condition.

**BUILDING SYSTEMS GUIDELINES**

Consider the following temporary measures to reduce influenza transmission:

* Train all facilities staff in flu transmission and prevention measures and have appropriate personal protection available.
* HVAC
  + Systems should continue running, increasing the amount of outside air and reducing the amount of recalculated air. Increase ventilations in the work place by opening windows.
  + Increase the frequency at which air-handling device filters are changed.
  + Use HEPA air filters to improve air quality.

**TRAINING GUIDELINES**

* Employees, particularly facilities maintenance and building services staff, should be knowledgeable in the use of, sanitization of, and disposal of personal protection equipment**.**
* Students, staff, and faculty should be trained to recognize the flu symptoms in a variety of ways this may include: email blasts, signage, orientation training, information pamphlets, supervision and student advisement.
* Students, staff, and faculty should understand internal procedures for reporting flu-related symptoms.
* Students, staff, and faculty should know how to obtain information related to pandemic influenza. This may include MICAs Web page, Newsfeeds, related links, student advisor and faculty awareness.
* Students, staff, and faculty should be able to remotely access systems, data, and other electronic records.

**TRAINING DELEGATION**

|  |  |
| --- | --- |
| Staff | Office of Human Resources, relating department supervisors, and Environmental Health and Safety |
| Student Advisors | Office of Student Affairs and Environmental Health and Safety |
| Undergraduate parents | Office of Student Affairs, Director of Parent Alumni Relations, and Environmental Health and Safety |
| Undergraduate students | Office of Academic and Student Affairs , as well as, Environmental Health and Safety |
| Graduate parents | Office of Student Affairs, Graduate Studies, Hurwitz Center for Art Education and Environmental Health and Safety |
| Graduate students | Office of Student Affairs, Graduate Studies, Hurwitz Center for Art Education, and Environmental Health and Safety |
| Summer programs including YPS and Pre-College Students | Office of Student Affairs, Continuing Studies, Hurwitz Center for Art Education, and Environmental Health and Safety |
| Summer programs including YPS and Pre-College Parents | Office of Continuing Studies, Hurwitz Center for Art Education and Environmental Health and Safety |
| Community | Office of Communications and Environmental Health and Safety |
| Contractors and Service Providers | Relating departments supervisors/Directors and the Environmental Health and Safety |

**ISOLATION GUIDELINES**

Interim Recommendations from the CDS Guidance for Institutions of Higher Education:

* If confirmed case of novel influenza A (H1N1) virus infection or a large number of cases of influenza like illness (ILI) (i.e. fever with either cough or sore throat) occur among students, faculty, or staff or in the community, the Pandemic Influenza Planning Team will consult with state and local health officials regarding an appropriate response.
* Suspected cases will be recommended to Mt. Royal Medical Center or area Hospitals for evaluation.
* Students, faculty or staff who live either on or off campus and who have ILI should self-isolate (i.e., stay away from others) in their dorm of home for 7 days after seeing physician, or at least 24 hours after symptoms have resolved, whichever is longer.
* Persons with ILI should report all their symptoms to health services and practice COVER Cough basics anytime they must leave their homes.
* Roommates, household members, or those caring for an ill person should follow guidance developed for caring for sick persons at home (See Interim Guidance for H1N1 Flu (Swine Flu): Taking Care of a Sick Person in Your Home). <http://www.cdc.gov/h1n1/guidance_homecare.htm>
* Persons with certain chronic medical conditions, persons 65 years or older, and pregnant women should consider the risk when traveling or attending public gathering where novel influenza A virus is circulating.

**MICA NOTIFICATION PROCEDURE**

MICA will focus on themajor components of the critical preparedness and ready response action plan for pandemic influenza outbreak. The HHS, the CDC, and Maryland State Department of Health and Mental Hygiene have developed a checklist as a framework to prepare for and respond to an influenza pandemic. These sections include:

* **Planning and Coordination**
* **Continuity of Student Learning and Operations**
* **Infection Control Policies and Procedures**

Once a case in Maryland has been confirmed, MICA will use the chart and recommendations below as a guideline during the decision, notification, and policy making process.

****

**Recovery Plan**

In the event that pandemic influenza results in confirmed cases in the MICA community, the CDC guidelines require consideration and further planning. MICA would follow the corresponding procedure in the Emergency Action Plan. The CDC in conjunction with the BCHD recommendations may alter as with the campus procedures and policies in the midst of an outbreak or introduction of stronger strain or additional information surfaces.

|  |  |
| --- | --- |
| **How do we plan for the following possible issues:** | **Policy and Procedure Development Team** |
| Cancellation of classes, event activities and/or other public events prior to the peak of an outbreak. | Student Affairs, Academic Affairs, Office of Events, |
| Closure of campus, student housing, and/or transportation services. | Office of Continuing Studies, Hurwitz Center for Art Education and Environmental Health and Safety |
| Assessment of the suitability of student housing for quarantine of exposed and/or ill students. | Student Affairs, Residence Life, EHS |
| Elimination of campus trips to public areas/locations.  Recovery Plan Continues.. | Student Affairs, Residence Life, EHS |
| Temporary postponement or elimination travel, including study abroad programs. |  |
| Best/worst case scenarios of student isolation in residence halls and placement. | Pandemic Influenza Team |
| Different methods to present information other than orientations, EHS training, and pamphlets. | Pandemic Influenza Team |
| Faculty notification and buy-in to curriculum sharing, if needed. | Academic Affairs, Continuing Studies, Hurwitz Center for Art Education and Environmental Health and Safety |
| Possible winter break make-up classes for students. | Academic Affairs, Continuing Studies, Hurwitz Center for Art Education and Environmental Health and Safety |
| Identify students with compromised immune systems, (such as persons with certain chronic medical conditions, persons 65 years or older, and pregnant women), and what types of action plans should we have in place. | Pandemic Influenza Team |
| Vaccinations for staff, students, and faculty | Human Resources, EHS, Student Affairs |
| Option for education for faculty for make-up or alternative process/projects research. | Academic Affairs, |
|  |  |

**HOSTAGE SITUATION**

**IMMEDIATE ACTION**

**If you are taken hostage:**

* Be patient. Time is on your side. Avoid drastic action.
* The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don’t make mistakes that could hazard your well being.
* Don’t speak unless spoken to and then only when necessary. Don’t talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
* Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
* Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
* Be prepared to answer the police on the phone. Be patient, wait, and attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

**MAINTENANCE INFRASTRUCTURE FAILURE**

*Infrastructure problems can render the work site unsafe or uninhabitable such as electricity, computer, steam, water, or telephone failures. Many infrastructure failures (broken locks on resident rooms, etc.) are not emergencies; however, timely reporting of all infrastructure failures is important in order to reduce the risk of injury to people or serious damage to College property. Facilities Management or Contact-on-Duty (COD) will determine whether a situation requires emergency response.*

**IMMEDIATE ACTION**

**Serious Natural Gas Leak**

* Cease all operation and vacate the area.
* **Do not switch off or on lights on any electrical equipment since electrical arcing can trigger an explosion.**
* Notify Campus Safety 24-Hour Emergency Dispatch at x3333 or off campus at 443-423-3333.
* Campus Safety will contact the Baltimore City Fire Department and Baltimore Gas and Electric at 1.800.685.0123.

**Steam Line Break**

* Vacate the area if it appears dangerous.
* Notify Campus Safety 24-Hour Emergency Dispatch at x3333 or off campus at 443-423-3333.
* Campus Safety will contact the facilities Contact on Duty (COD) to respond to the incident.

**Ventilation Failure**

* If smoke odors come from the ventilation (heating/cooling) system, vacate the area.
* Notify Campus Safety 24-Hour Emergency Dispatch at x3333 or off campus at 443-423-3333.
* Campus Safety will contact the facilities Contact-on-Duty (COD) to respond to the incident.

**Elevator Failure**

* Do not attempt a rescue. Call 911 immediately.
* Then notify Campus Safety 24-Hour Emergency Dispatch at x3333 or off campus at 443-423-3333.
* Campus Safety will contact the facilities Contact-on-Duty (COD) to respond to the incident.

**Computer/Telephone Problems**

* During normal business hours, notify Office of Technology Systems & Support (TSS) at x2301 or help@mica.edu;
* After-hours, notify Campus Safety 24-Hour Emergency Dispatch at x3333, and Campus Safety will contact designated on-call TSS staff to respond to the incident.

**DECISION**

The first responders will determine whether a critical incident exists, will report to the appropriate department heads and, in the event that a critical incident exists, the Director of Campus Safety will notify the Vice President of Operations, who will convene the Critical Incident Management Team (CIMT).

**SUBSEQUENT PROCEDURES/INFORMATION**

*Phone Wiring Problems:*

Contact: Rep (TKL Communications)

410-935-1233

2nd Contact at TKL Communications

Tom Lahdelman: 410-336-1634

*Alcatel System (PBX Equipment):*

Report problems in any building except for Station and bank Building.

Larry Squires (Dagostino Electronics)

Cell: 412-760-2600

Office: 412-306-7309

*Phone Contact Information for Bank Building and Station Buildings:*

(These buildings are not on the PBX environment and have phone lines directly from Verizon)

Verizon Business: 800-315-4477

Acct # 000180088342 12Y

Report problem Phone number in that building.

*Staff Contacts:*

Tom Hyatt, Vice President for Technology Systems and Services:

Cell Number; 410-963-2429

Office: 410-225-2291

David Apaw, Director of Network Services:

Cell: 443-992-1765

Desk: 410-225-2464

Amina Husain, Coordinator of Telecommunications

Cell Number: 443-604-2010

Office Number: 410-225-2564

**NOTE**: Emergency lighting is installed in most stairwells, hallways and washrooms. The purpose of emergency lighting is to provide for a safe and orderly evacuation of the buildings. It is not designed to replace the normal power system in order for classes/activities to continue on a routine basis.

**REGIONAL/NATIONAL STATE OF EMERGENCY/ TERRORIST ACT**

**CITY OF BALTIMORE EMERGENCY PROCEDURES**

Emergency Warning Sirens (formerly called Air Raid Sirens) may be used to alert the public to weather-related chemical or other emergencies. If you hear the Emergency Warning Sirens for an extended period of a minute or more:

* Turn your radio or television to the Emergency Alert System (EAS) Stations
  + WBAL Radio (1090 AM)
  + WBAL TV Channel 11
  + Baltimore City Cable TV Channel 21
* Listen for instructions.
* Follow those instructions.
* Do not evacuate from your present location unless specifically instructed to do so. If evacuation is necessary, you will be given instructions over the radio according to your zip code. Areas affected by the emergency will be identified by zip code. In most cases, evacuation will not be necessary. Keep your radio on; messages will continue until the ALL CLEAR is given.
* In most chemical emergencies, it is best to remain inside your home or any other building and follow the instructions given over the radio. This practice is called Shelter-In-Place.

**SHELTER-IN-PLACE PROCEDURES**

Shelter-In-Place keeps you safe and in place until authorities have assessed, responded to and or attempted to resolve the current emergency. In the event of an emergency, follow these guidelines:

* Do stay calm.
* Do turn on your radio or television to the Emergency Alert System (EAS) stations
* Do listen for official instructions.
* Do follow those official instructions
* Do not evacuate from your present location unless specifically instructed to do so by emergency management. It is best to remain inside your home or any other building and follow the instructions given over the radio.
* Do close all windows and doors, turn off all window fans, attic fans, vents, air conditioners, furnaces, etc. when told to Shelter-In-Place.
* Do notify anyone you know who is hearing impaired, or otherwise disabled, of the emergency.
* Do bring pets inside if it is safe to do so.
* Do seal cracks around doors and windows with tape or wet towels when told to Shelter-In-Place.
* Do prepare an emergency kit. Do have a battery operated radio, flashlight, and fresh batteries for both nearby.

*Continued next page*

* Do call 911 if you are sick or injured.
* Do not go to the scene of the emergency.
* Do not use your telephone during the emergency unless you are sick or injured.
* Do not attempt to contact the schools – the schools will care for and protect the children.
* On campus, see Attachment 3, MICA Disaster Shelter locations and supplies.

**IMPORTANT POINTS OF CONTACT**

To report any emergency, anywhere in Maryland, call 911.

For information about drills and Emergency Incidents in Baltimore City:

Baltimore City’s SARA Information Line……………………………………410-396-3098

Environmental Protection Agency Hotline………………………………….800-424-9346

Baltimore City Local Emergency Planning Committee (LEPC)………………410-396-6175

**RELOCATION**

**IMMEDIATE ACTION**

In the event of a critical incident, where there was *not* sufficient warning to safely send members of the community home, MICA would request assistance via the *Higher Education Institutions of the Baltimore Metropolitan Area Memorandum of Understanding for Mutual Assistance and Cooperation (MOU)*.

Relocation would include issues relating to an environmental, health, or safety issue, where assistance would be needed.

Example of Services and Assistance include, but is not limited to:

Facilities assistance:

* Personnel, equipment, transportation, and or temporary use of building space

Residential housing:

* Alternate housing, staffing, coordination

Public safety:

* Public safety, personnel, relief personnel, first responder assistance, communications assistance, communications equipment, administrative support

Food services:

* Emergency food preparation and water supply, emergency food storage

Technology and telecommunications:

* Personnel for system repair, loaned equipment such as computers, telephones, and network access

Academic assistance

* Classroom space, and Faculty assistance

**Procedure**

The Critical Management Team would convene. The MOU representative of the institution will connect with a request for support under Memorandum of Understanding.

**WEATHER DISASTER**

*Most severe weather events will not rise to the level of a critical incident. The College’s procedures for routine closures/cancellations due to severe weather—such as snow, rain, ice, heavy rain with localized flooding, etc.—are outlined on page 37. A critical incident would be one that has the potential to cause severe damage to MICA’s facilities, or serious injury/loss of life—such as a hurricane causing widespread flooding, tornado.*

It’s important to prepare for possible disasters and other emergencies. Natural and human-caused disasters can strike suddenly, at anytime and anywhere. There are three actions everyone can take that can help make a difference.

**BE INFORMED**

* Identify how local authorities will notify you during a disaster and how you will get information.
* Know the difference between different weather alerts such as watched and warnings and what actions to take.
* Know what actions to take to protect yourself during disasters.
* When a major disaster occurs, your community can change in an instant. Loved ones may be hurt and emergency response is likely to be delayed. Make sure that at least one member of your household is trained in first aid and CPR.

**MAKE A PLAN**

* Develop emergency contact cards. Make one card for each family member.
* Meet with your family or household members.
* Discuss how to prepare and respond to emergencies that are most likely to happen where you live, learn, work and play.
* Identify responsibilities for each member of your household and plan to work together as a team.
* If a family member is in the military, plan how you would respond if they were deployed.
* Plan what to do in case you are separated during an emergency.
* Choose two places to meet: Right outside your home in case of a sudden emergency or outside your neighborhood, in case you cannot return home.
* Choose and out-of-area emergency contact person.
* Plan what you have to do if you have to evacuate.
* Practice evacuating your home and include pets.

**BUILD A KIT**

* Keep basic supplies in an easy-to-carry emergency preparedness kit that you can use at home or take with you. Examples include:
  + Water—one gallon per person, per day (3-day supply for evacuation, 2 week supply for home)
  + Food—non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
  + Flashlight and batteries
  + Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
  + First aid kit
  + Copies of personal documents
  + Family and emergency contact information
  + Map(s) of the area
  + Food—non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
  + Flashlight and batteries
  + Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
  + First aid kit
  + Copies of personal documents
  + Family and emergency contact information
  + Map(s) of the area

Decision to close the campus, specific facilities, or cancel normal operational activities will be made according to the policies and guidelines and communicated using MICA’s Emergency Notification System, as described in Part 1.

**SEVERE WEATHER WATCHES AND WARNINGS DEFINITIONS**

**Flood Watch:** High flow or overflow of water from a low-lying area is possible in the given time period. It can also apply to heavy runoff or drainage of water into low-lying areas. These watches are generally issued for flooding that is expected to occur at least 6 hours after heavy rains have ended.

**Flood Warning:** Flooding conditions are actually occurring or are imminent in the warning area.

**Flash Flood Watch:** Flash flooding is possible in or close to the watch area. Flash Flood Watches are generally issued for flooding that is expected to occur within 6 hours after heavy rains have ended.

**Flash Flood Warning:** Flash flooding is actually occurring or imminent in the warning area. It can be issued as a result of torrential rains, a dam failure, or ice jam.

**Tornado Watch:** Conditions are conducive to the development of tornadoes in and close to the watch area.

**Tornado Warning:** A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area. Baltimore County Emergency Management will initiate a siren, or steady tone, for a period of 3 to 5 minutes. When you hear this siren, take cover immediately - danger is imminent.

When the siren shuts off, it does **NOT** mean the warning is done. Please listen to a battery-operated radio or wait for an "all clear" signal from College officials before leaving the basement or other designated area.

**Severe Thunderstorm Watch:** Conditions are conducive to the development of severe thunderstorms in and close to the watch area.

**Severe Thunderstorm Warning:** A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. Heavy lightning and winds are common during these storms. Members of the community are encouraged to stay indoors during severe weather.

**REVIEWS AND RESOURCES**

**REVIEW OF THE EMERGENCY ACTION PLAN**

The CIMT or other designees will review the Emergency Action Plan on an annual basis and revise it as needed. The plan may also be reviewed following any event that requires the convening of the CIMT. If there are any changes to be made, please call or e-mail the Environmental Health and Safety office at 410.462.7593, or dbowser@mica.edu.

Established: 2001

Past Reviews: 2003

2005

2006

2007

2008

2009

2010

2011

2012

2013

2014

2008- Several personnel and departments were involved to include more up-to-date procedure language; new policies, essential personnel list, implementation and testing of the Plan. Individual department training will take place in the summer to follow-up with the decisions made in these meetings. Here is a list of some attendees:

Director of Campus Safety

Vice President for Operations Associate Vice President for Facilities

Director of Residence Life and off-campus Housing Management

Dean of Students and VP for Student Affairs Dean for Academic Services

Assistant Dean for Student Development Assistant Dean for Student Life

Director of the Counseling Center Vice President for Technology

Director of Physical Plant Director of Buildings and Grounds

Director of Building Services Director of Human Resources

Director of Events Contract Services and Fleet Manager

Associate VP for Communication Environmental Health and Safety Manager

**The EAP Committee consists of a variety of members, for example:**

Associate Vice President of Facilities Management

Director of Campus Safety

Contract Services and Fleet Manager

Director of Residence Life and Off-Campus Housing

Associate Dean for Student Life and Judicial Affairs

Associate Dean for Student Health and Wellness

Environmental Health and Safety Manager

**PHONE NUMBERS AND RESOURCES**

**PHONE NUMBERS**

**AMBULANCES:**

Baltimore City Fire Department Ambulance Service 911

**AMERICAN RED CROSS:**

Central Maryland 800-787-0091

**ANIMAL CONTROL:**

Baltimore City Animal Control 311

**BALTIMORE CITY OFFICE OF PUBLIC HEALTH PREPAREDNESS AND RESPONSE:**

443-984-2622

**BOMB DISPOSAL:**

Baltimore City Police Department 911

Baltimore City Fire Department 911

**CENTER FOR DISEASE CONTROL (CDC):**

Hotline 888-COC-INFO

**CHEMICAL SPILLS:**

Maryland Department of the Environment 866-633-4686

24 hours to report hazardous materials or oil spills

AGE Environmental Contractor – 410-494-7587

24 hour emergency number

**CORONER:**

Baltimore City Coroner 410-333-3250

**ENVIRONMENTAL PROTECTION AGENCY (EPA):**

Maryland EPA 410.537.3000

Federal EPA Emergency Spill 1-800-424-8802

**ELECTRICAL:**

JMRW Electric 443-255-3387

Baltimore Gas and Electric 410-685-0123

**FEDERAL AVIATION ADMINISTRATION (FAA):**  
 FAA Baltimore 410-787-0400

**FEDERAL BUREAU OF INVESTIGATIONS (FBI):**

Baltimore City Office 410-265-8080

**FIRE ALARMS:**

Fireline Corporation 410-247-1422

**FIRE DEPARTMENT:**

Baltimore City Fire Department - emergency 911

Non-emergency 311

**HEALTH DEPARTMENT:**

Baltimore City Health Department 443-984-2622

**HOSPITALS:**

Johns Hopkins Hospital 410-955-5000

Johns Hopkins Bayview Medical Center 410.550-0100

Good Samaritan Hospital 410-532-8000

Harbor Hospital 410-350-3200

Maryland General Hospital 410-225-8000

Mercy Medical Center 410-332-9205

**HVAC:**

**Facilities Management** 410.225.2261

Facility Controls Systems (Meyerhoff House) 410-366-4747

**NEWS MEDIA:**

Radio Station

Primary emergency alert system

WBAL Radio 1090 AM 410-467-3000

Television Stations

Official emergency updates stations

WBAL TV Channel 11 410-467-3000

Comcast Cable TV channel 21

**OVERHEAD DOORS:**

Facilities Management 410-636-6306

**POLICE:**

Baltimore City Police Department 911

**PHONES:**

TKL Communications 410-935-1233

Alcatel System (PBX equipment) 412-306-7309

Verizon Business (for Station and Studio buildings) 800-315-4477

**PLUMBING:**

Facilities Management…………………………………………410.225.2261

Roto Rooter 410-686-3747

**TRAINS:**

CSX (emergency) 1-800-327-9710

Amtrak (emergency) 1-800-331-0008

**UTILITIES:**

BGE 410-685-0123

**ONLINE RESOURCES**

American Medical Association (AMA) Center for Public Health Preparedness and Disaster Response: www.ama-assn.org/ama/pub/category/6206.html

American Red Cross: www.redcross.org

American Red Cross Central Maryland: www.redcross-cmd.org (for central Maryland)

American Red Cross Disaster Preparedness Information: www.prepare.org

Baltimore City Health Department: www.baltimorehealth.org/emergency

Baltimore City Office of Emergency Management: www.baltimorecity.gov/emergency

Baltimore City Office of Public Health Preparedness and Response: www.baltimorehealth.org/emergency.html

Center for Biosecurity (University of Pittsburgh Medical Center): www.upmc-biosecurity.org

Center for Disease Control and Prevention: www.bt.cdc.gov/distasters

CERT (Community Emergency Response Team) Baltimore: www.baltimorecity.gov/emergency/cert.php

Citizens Corps & CERT (Community Emergency Response Team): www.citizencorps.gov/programs/cert.shtm

Federal Emergency Management Agency (FEMA): www.fema.gov/about

Johns Hopkins Center for Public Health Preparedness: www.jhsph.edu/preparedness/

Johns Hopkins Office of Critical Event Preparedness and Response (CEPAR): www.hopkins-cepar.org

Maryland Department of Health and Mental Hygiene: www.dhmh.state.md.us

MedlinePlus: Disaster Preparation & Recovery: www.nlm.nih.gov/medlineplus/disasterpreparationandrecovery.html

Occupational Safety and Health Administration (OSHA): www.osha.gov

U.S. Department of Health and Human Services (HHS): www.hhs.gov

U.S. Department of Homeland Security (DHS): www.dhs.gov

U.S. Department of Homeland Security and Citizens Corp.: www.ready.gov

University of Maryland Center for Health and Homeland Security: www.umaryland.edu/healthsecurity

World Health Organization: www.who.int

**EAP Attachments**

* 1. EAP Training PowerPoint
  2. EAP Emergency Response Exam and Answers
  3. EAP Safe Meeting Locations Map
  4. EAP Evacuation Maps
  5. EAP MICA Alert Sign-up Instructions
  6. EAP Warning Signs of Poor Adjustment to College Life
  7. EAP Summary of Responsibilities
  8. EAP Campus Crime & Emergency Communication Policy
  9. EAP Background Check Policy