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ATTACHMENT 8. SUMMARY OF RESPONSIBILITIES

I. ALL DEPARTMENTS, STAFF, FACULTY, STUDENTS AND VISITORS

- 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. (P. 15)

Emergency Communications Procedures

- All College personnel are required to report emergencies to Campus Safety. (P. 20)

MICA’s Emergency Notification System

- 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. (P. 22)
- Students and employees are responsible for monitoring the ENS and broadcast media for closing announcements. (P. 23)

Evacuation/Refuge Plan for Persons with Disabilities

- Disabled visitors to campus housing facilities will identify themselves at the residence hall front desk. (P. 39)

Crime/Violent Incident

- When you dial 911, be prepared to provide as much information as possible, such as the following: (P. 45)
 - a. Nature of the Incident
 - b. Location/Address
 - c. Who is involved/injured
 - d. Type of weapon(s) involved, if any
 - e. Your name

Fire

- All departments should have procedures for securing records or equipment that needs to be moved to a safe place should a fire alarm sound. (P. 49)
- 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. (P. 49)

Critical Incident Procedures-an Overview

- Emergency situations should be reported to law enforcement by dialing 911 and contacting
Continued next page

the Department of Campus Safety at x3333 or off campus at 443.423.3333 in an emergency situation. The department of campus safety will notify all other emergency and/or resource units within the college. (P. 79)

- 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. (P. 79)

Bomb Threat

- In the case of 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). (P. 83)
- Any person receiving a bomb threat call will notify The Department of Campus Safety immediately of the threat. 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. (P. 85)

II. VICE-PRESIDENTS

Critical Incident Management Team (P. 76)

- *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.
- *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.
- *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.

Critical Incident Procedures-an Overview

- 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. (P. 79)

Dealing with Disrupted Work or Academic Environment

- 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)]. (P. 42)

III. DEPARTMENT OF CAMPUS SAFETY

- Radio sets will be delivered to the Emergency Operations Center by Campus Safety as soon as the CIMT is convened. (P. 16)
- In the absence of the Emergency Evacuation Maps inquire about pull station and fire extinguisher locations as well as different exit routes from one of our Campus Safety personnel. (P. 19)

Emergency Communication Procedures

- 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 (P. 20)
- 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. (P. 22)

MICA's Emergency Notification System

- In the event of an emergency, two messages will be sent—an alert with instructions for immediate action, and an “all clear” that there is no longer an active threat. MICA ALERT can be activated by the on-scene Incident Commander (generally the Officer-in-Charge of the shift or the Director of Campus Safety) as soon as a threat that presents “imminent danger” has been confirmed. (P. 27)
- Oversight and administration of the MICA ALERT system is the responsibility of the Director of Campus Safety, in consultation with the Manager of Environmental Health and Safety and in accordance with policies in the College's Emergency Action Plan. (P. 27)
- 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. (P. 28)

- The dispatcher and/or supervisor will immediately notify the Director of Campus Safety or designee if the ENS is used. If Campus Safety Supervision and Directors are not available, the Environmental Health and Safety Manager will follow the appropriate steps and send out the ENS text. (P. 28)
- 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: (P. 28)
 - College President
 - Vice President of Academic Affairs/Provost
 - Vice President and Dean of Student Affairs
 - Vice President of Operations
 - Dean of Continuing Studies
 - Associate Vice President for Communications
- When the drill begins, Campus Safety staff will be advised to send one of the standard emergency messages. (P. 28)

Evacuation and Relocation Procedures

- 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: (P. 33)
 - The location of the incident
 - The severity of the damage
 - Existing threats such as fire, explosion, chemical spill
 - The number and types of injuries
 - An initial recommendation for concerning an evacuation
 - The number and location of victims
 - The resources required to respond to the incident
- 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: (P. 33)
 - **For Evacuation of Student Services or Residence Facilities:**
 - Vice President for Student Affairs
 - On call Associate Dean for Student Affairs
 - Director of Residence Life or designee
 - **For Evacuation of Academic Facilities:**
 - Vice President/Dean for Academic Affairs
 - Dean of Continuing Studies

- Dean for Academic Services
- Associate Dean of Continuing Studies
- **For Evacuation of Administrative Offices/Non-Academic/Residential Facilities:**
 - Vice President for Operations
 - Associate Vice President of Facilities Management
 - Directors of Facilities Management
- *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. (P. 36)

Evacuation/Refuge Plan for Persons with Disabilities

- 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.) (P. 38)
- Campus Safety will keep a copy of the Learning Resource Center and Human Resources lists in the Campus Safety Office’s Emergency Handbook as well as in all Campus Safety and Incident Response Team information binders. (P. 40)
- If an alert demands an evacuation, Campus Safety will interact with Fire/Rescue to evacuate buildings including all individuals with disabilities. (P. 40)

Crime/Violent Incident

- In the case of crime/violent incident the Campus Safety Officer in Charge (OIC) assesses the situation and notifies the Director of Campus Safety and/or other College officials as necessary. (P. 45)

Death on Campus

- 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. (P. 46)

Fire

- 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. (P. 50)
- 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. (P. 51)
- 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. (P. 51)

Small Hazardous Materials Spill

- In case of a small hazardous spill 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. (P. 52)
- 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. (P. 54)

Facilities Emergency-Elevator Malfunction

- Campus Safety 24-hour Emergency Dispatch will notify the Baltimore City Fire Department. (P. 57)
- 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. (P. 57)
- Campus Safety will place an “Out of Order” notice on the elevator door. (P. 57)
- 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. (P. 57)

Facilities Emergency-Natural Gas/Carbon Monoxide Leak

- Campus Safety will notify the Baltimore City Fire Department and Facilities Management’s COD. (P. 59)

Medical 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. (P. 60)
- 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. (P. 61)

- 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). (P. 61)

Rape/Sexual Assault

- *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.* (P. 64)

Trespass/Suspicious Person

- 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: (P. 68)
 - 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.
- 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. (P. 68)
- If the individual refuses to leave, the responding officer will have 911 called and request BCPD assistance. (P. 68)
- 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. (P. 68)

Authority to Declare a Campus State of Emergency

- 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. (P. 75)

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). (P. 76)

Critical Incident Procedures-An Overview

- 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. (P. 79)
- 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.) (P. 79)
- 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. (P. 79)
- 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. (P. 79)

Damage Assessment and Recovery

- 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. (P. 81)
- 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. (P. 81)

Bomb Threat

- The OIC will assess the threat and will contact the Baltimore Police Department and notify all appropriate College officials as necessary. (P. 83)
- Search teams will be organized by responding Baltimore City Police officials. Campus Safety personnel may assist as directed and required. (P. 84)
- 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*). (P. 85)
- 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

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Police Department will want to interview the person who received the threat. (P. 85)

Civil Protest

- If any civil protest 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. (P. 87)
- In the case of violent, disruptive protest during business hours, the Department of Campus Safety will be notified immediately. They in turn will contact the Vice President for Student Affairs and other key administrators. (P. 88)
- During business hours, 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. (P. 88)
- In the event of violent, disruptive protests after business hours, the Department of Campus Safety will be notified immediately of the disturbance. (P. 88)
- In the event of violent, disruptive protests after business hours, 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. (P. 88)
- 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. (P. 88)

Large Hazardous Materials Spill

- Campus Safety officers and emergency personnel will assist in the evacuation, if necessary. (P. 90)

Pandemic Influenza

- 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. (P. 96)
- MICA Student Affairs or Campus Safety will immediately try to contact roommates and others the student with symptoms has been in contact with to discuss arrangements as needed to help keep the virus contained. (P. 97)
- 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. (P. 97)

Maintenance Infrastructure Failure

- Campus Safety will contact the facilities Contact-on-Duty (COD) to respond to the incident. (P. 105)
- The Director of Campus Safety will notify the Vice President of Operations, who will convene the CIMT. (P. 106)

Weather Disaster

- 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. (P.108)
- 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. (P. 109)

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. (P. 112)
- **RESPONSIBILITY** -
 - Campus Safety Dispatcher initiates the MICA ALERT text message system when ordered to 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. (P. 112)
 - On-duty Campus Safety staff are responsible for guiding Baltimore City Police into the general area of the shooter. (P. 112)
- **TACTICS** -
 - The Campus Safety Dispatcher will immediately call 911 to notify the Baltimore City Police Dispatcher. (P. 113)
 - Campus Safety staff will assist the City Police by guiding the responding officers to the last known location of the shooter. (P. 113)
 - Only emergency radio traffic will be authorized. Dispatch will instruct all others to keep off the radio unless it is to convey emergency information. (P. 113)
- **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: (P. 113)
 - 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;
 - 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; (P. 113)
 - The dispatcher will be expected to contact the Baltimore City Police Dispatcher 911 to request assistance for an active shooter situation; (P. 113)
 - 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; (P. 113)
 - 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. (P. 113)

IV. FACILITIES MANAGEMENT

- 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. (P. 13)

General Evacuation Procedures

- *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. (P. 35)
- 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. (P. 36)

Fire

- 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. (P. 50)
- 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. (P. 51)

Facilities Emergency-Elevator Malfunction

- Facilities Management or the Facilities Management COD is responsible for reporting to the Associate VP for Facilities elevator repairs. (P. 57)

Critical Incident Management Team

- *Associate Vice President for Facilities Management*: Provides for the operation, and maintenance of College buildings, most campus grounds, and all utility systems. (P. 76)

Damage Assessment and Recovery

- 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. (P. 81)

Maintenance Infrastructure Failure

- Facilities Management or Contact-on-Duty (COD) will determine whether a situation requires emergency response.(P. 105)

V. ADMINISTRATIVE STAFF

MICA's Emergency Notification System

- *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. (P. 22)

Evacuation/Refuge Plan for Persons with Disabilities

- Administrative Assistants in department areas will disseminate these guidelines to part-time faculty and temporary staff. (P. 40)

Small Hazardous Materials Spill

- The instructor/administrator in charge of the area should evacuate all personnel and seal it off to prevent contamination of the areas. (P. 53)

Critical Incident Procedures-an Overview

- 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. (P. 79)
- In the event of an emergency or a disaster, MICA's Department of Campus Safety has

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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. (P. 79)

Large Hazardous Materials Spill

- 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. (P. 91)

VI. BUILDING SERVICES

Small Hazardous Materials Spill

- 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. (P. 52)

Pandemic Influenza

- 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. (P. 98)
- 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. (P. 98)
- Place reminders of the importance of hand washing and attention to hygiene on all bathroom doors. (P. 98)
- Stock sanitizing supplies, including bleach, hand sanitizer, tissues, latex gloves and N95 dust masks. (P. 98)
- Thoroughly clean and disinfect areas such as break rooms, bathrooms, lobbies, copy rooms, cafeterias, etc. on a frequent schedule. (P. 98)
- Will assist in placing awareness postings throughout campus; in restrooms, entrance ways, dining areas, etc. (P. 98)
- Employees, particularly facilities maintenance and building services staff, should be knowledgeable in the use of, sanitization of, and disposal of personal protection equipment. (P. 99)

VII. COMMUNICATIONS

Emergency Communication Procedures

- 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. (P. 20)
- 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. (P. 20)
- 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. (P. 20)
- 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 (www.mica.edu) or via other available methods. (P. 21)
- 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. (P. 22)
- 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. (P. 22)

Evacuation and Relocation Procedures

- 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. (P. 35)

Inclement Weather/Campus Closures

- 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. (P. 55)

Active Shooter

- 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). (P. 113)

VIII. CONTINUING STUDIES

- 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. (P. 42)

IX. CRITICAL INCIDENT MANAGEMENT TEAM

- **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. (P. 14)
- **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. (P. 16)

Emergency Communication Procedures

- *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. (P. 22)
- 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. (P. 23)

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. (P. 76)
- *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. (P. 76)
- *Director of Campus Safety*: Provides the initial response to most campus emergencies. Acts as liaison with the Vice President for Operations. (P. 76)
- *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. (P. 76)
- *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. (P. 76)
- *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. (P. 76)
- *Associate Vice President for Communications*: Communicates with the news media, public, staff, faculty, and students as the designated institutional spokesperson. (P. 76)
- *Associate Vice President for Facilities Management*: Provides for the operation, and maintenance of College buildings, most campus grounds, and all utility systems. (P. 76)
- 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. (P. 77)
- 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. (P. 77)
- 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

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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. (P. 77)

Damage Assessment and Recovery

- Members of the CIMT respond immediately, meeting for the purpose of determining the extent of damages, recovery activities, relocation needs, and public information needs. (P. 81)

Review of 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. (P. 116)

X. DEPARTMENT OF TECHNOLOGY SYSTEMS AND SERVICES

- E-mail directories are maintained by the Department of Technology Systems & Services, which is responsible for ensuring that these lists are up-to-date. (P. 22)
- 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.(P. 36)

XI. EMERGENCY RESPONDERS

- It is the responsibility of emergency responders at the scene to contain the incident.(P. 77)

Large Hazardous Material Spill

- 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. (P. 99)
- **Response Procedures:** (P. 99)
 - 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.

Maintenance Infrastructure Failure

- 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). (P. 106)

XII. ENVIRONMENTAL HEALTH AND SAFETY

- If Campus Safety Supervision and Directors are not available, the Environmental Health and Safety Manager will follow the appropriate steps and send out the Emergency Notification System text. (P. 28)

Evacuation/Refuge Plan for Persons with Disabilities

- 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. (P. 39)
- 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. (P. 41)

Fire

- 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. (P. 50)

Small Hazardous Materials Spills

- 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. (P. 52)
- The decision that an incident is controlled and stabilized is made by the EHS Manager or the Officer in Charge. (P. 52)

Pandemic Influenza

- 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. (P. 94)
- 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. (P. 94)
- 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. (P. 97)

XIII. ESSENTIAL/EVACUATION PERSONNEL

- **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. (P. 15)
- **"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. (P. 24)
- **"MICA WILL CLOSE AT [time]"** or **"MICA IS CLOSED"** means classes are cancelled 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. (P. 24)
- **"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. (P. 25)

General Evacuation Policies

- 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. (P. 34)
- The evacuation will be directed by an Incident Commander from the Command Post. (P. 11)
- Faculty and Staff may be asked to assist with the evacuation process, including securing the building against unauthorized entry. (P. 11)
- Evacuation personnel will check each room to ensure compliance with the evacuation order by all who are present. (P. 11)
- During the emergency, only Community Safety Essential 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. (P. 11)
- In the event of a large, hazardous materials spill, emergency personnel will assist in the evacuation, if necessary. (P. 63)

XIV. HUMAN RESOURCES

Emergency Communication Procedures

- 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. (P. 21)

Evacuation/Refuge Plan for Persons with Disabilities

- 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. (P. 40)

Death on Campus

- 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). (P. 46)

Medical Emergency

- 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. (P. 62)

- 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. (P. 63)

Mental Health Emergency

- Procedures and referrals regarding mental health situations involving employees, routine or emergency, are handled by and coordinated through the Office of Human Resources. (P. 71)
- In the case of suicide verbalization HR staff will determine an appropriate course of action. (P. 72)

Pandemic Influenza

- 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. (P. 97)

XV. INCIDENT RESPONSE TEAM

Evacuation/Refuge Plan for Persons with Disabilities

- 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. (P. 40)

XVI. LEARNING RESOURCE CENTER

Evacuation/Refuge Plan for Persons with Disabilities

- 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). (P. 37)
- 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. (P. 37)
- 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. (P. 39)
- The Learning Resource Center Director and Academic Dean will send a formal memo

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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. (P. 40)

- 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. (P. 40)

XVII. PERSONS WITH DISABILITIES

Evacuation and Relocation Procedures

- **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). (P. 35)

Evacuation/Refuge Plan for Persons 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. (P. 37)
- 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). (P. 37)
- Assistance required during an evacuation will be written on the registration form and the individual with disabilities should carry a copy at all times. (P. 37)
- 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.” (P. 37)
- 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. (P. 38)
- *Visual Disabilities* – Individuals with a visual disability may prefer to hold on to a sighted person’s elbow during an evacuation. (P. 40)

XVIII. PRESIDENT

- 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. (P. 15)

MICA's Emergency Notification System

- The Emergency Notification System will be tested periodically to ensure it is in good working order and/or during a drill. The following individuals are authorized to request a test of the system: President or designee, Vice President of Operations or Manager of Environmental Health & Safety, Director of Campus Safety or designee. (P. 28)

Dealing with Disrupted Work or Academic Environment

- 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. (P. 42)

Inclement Weather/Campus Closures

- 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. (P. 55)

Authority to Declare a Campus State of Emergency

- 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. (P. 75)
- 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. (P. 75)

Bomb Threat

- 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. (P. 84)
- The decision to evacuate will be made by the President and/or appropriate individuals

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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*). (P. 85)

- 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. (P. 85)

Civil Protest

- 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. (P. 88)

XIX. RESIDENTIAL LIFE

Evacuation and Relocation Procedures

- *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. (P. 35)

Evacuation/Refuge Plan for Persons with Disabilities

- 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. (P. 39)

Mental Health Emergency

- For after hours' emergencies please use the Counseling Center emergency number (443.695.1414) and contact the Residential staff and resources, if necessary, notify Student Affairs Dean on call. (P. 69)

XX. STUDENT AFFAIRS

Evacuation and Relocation Procedures

- 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. (P. 35)

Medical Emergency

- 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. (P. 62)

- When the injury is life-threatening or the student is unconscious, the Vice President for Student Affairs will determine how to proceed. (P. 63)

Mental Health Emergency

- 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. (P. 69)

Critical Incident Management Team

- *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. (P. 76)

Civil Protest

- 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. (P. 87)
- 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. (P. 87)
- If advisable, the Vice President for Student Affairs will alert the President and College spokesperson. (P. 88)

Pandemic Influenza

- MICA Student Affairs or Campus Safety will immediately try to contact roommates and others the student has been in contact with to discuss arrangements as needed to help keep the virus contained. (P. 97)
- 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. (P. 97)