RESOURCE UNITS SUMMARY OF RESPONSIBILITIES

Administrative Staff

- Disseminate the Guidelines to part-time faculty and temporary staff upon request. (P. 17)

All Departments, Staff, Faculty, Students, and Visitors

- 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. 24)
- 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. 24)
- Each department is responsible for making certain that individuals under its supervision are aware of the Emergency Notification System (ENS) message and directed to the appropriate information source. (P. 8)
- Emergency situations should be reported to law enforcement by dialing 911 and contacting 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. 20)
- When you dial 911, be prepared to provide as much information as possible, such as the following: (P. 20)
  - Nature of the Incident
  - Location/Address
  - Who is involved/injured
  - Type of weapon(s) involved, if any
  - Your name
- Each department will establish procedures for essential personnel, who are required to report in specific situations even if the College’s administrative offices are closed or classes cancelled. (P. 7)
- All College personnel are required to report emergencies to Campus Safety. (P. 9)
- 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. 50)
- In the case of a written bomb threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Department of Campus Safety and/or Baltimore Police Department. (P. 54)
- Any person receiving a bomb threat call will notify The Department of Campus Safety immediately of the threat. Staff will be more familiar with their work area than Campus Safety or Baltimore 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
During this time, it is important to keep areas free of unnecessary debris. (P. 56)

- Students and employees are responsible for monitoring the ENS and broadcast media for closing announcements. (P. 68)
- Handicapped visitors to campus housing facilities will identify themselves at the residence hall front desk. (P. 14)

**Building Services**

- For a small hazardous materials spill, responding Building Services personnel will check the area, attempt to clear the cause of the problem by opening windows or getting Facilities Management to activate exhaust fans. (P. 26)
- Responding Building Services personnel will, as soon as conditions warrant, notify the Fox Dispatch desk of any other services are required to deal with the toxic fumes or hazardous materials spill. (P. 26)

**Communications**

- Notices will be posted on an ongoing basis to the MyMICA web portal (http://home.mica.edu) and, as appropriate, to the main MICA web site (www.mica.edu) (P. 8)
- Emergency bulk email, which will transmit electronic information using the College email system to all College email lists. (P. 8)
- The Office of Communications is responsible for receiving and relaying messages utilizing the ENS system. (P. 8)
- 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 a Critical Incident situation. Under certain circumstances, other spokespersons may be designated by the President or Associate Vice President for Communications. In the event that regular telecommunications on campus are not available, Communications will center its media relation activities at a designated location. Information will be available there for the news media and, where possible, for faculty, staff, and students. (P. 8-9)
- Communications, working with other Critical Incident Management Team (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. 9)
- 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. 48)
- In the event of violent, disruptive protest, only the College spokesperson may speak to the media. (P. 59)
In the event of a weather emergency, the Office of Communications will post closing information via the MICA ENS (MyMICA Portal, Web site, and main campus telephone message) and contact local radio and television stations (WBAL-TV 11, WMAR-TV 2, WJZ-TV 13, Channel 9 Washington DC, WBAL radio and WPOC-FM) so they can broadcast the closing announcement. (P. 68)

**Continuing Studies**

- In the event of a weather disaster, the Dean of Continuing Studies (or designee) will make the decision to cancel CS classes. (P. 68)
Critical Incident Management Team

- Printed Notices, which will be posted as strategic locations throughout campus according to policies established by the CIMT. (P. 8)
- 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. 47)
- Director of Campus Safety: Provides the initial response to most campus emergencies. Acts as liaison with the Vice President for Operations. (P. 47)
- 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. 47)
- 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. 47)
- 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. 47)
- Associate Vice President for Communications: Communicates with the news media, public, staff, faculty, and students as the designated institutional spokesperson. (P. 47)
- Directors of Facilities Management: Provides for the operation, and maintenance of College buildings, most campus grounds, and all utility systems. (P. 47)
- 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 isolate, contain, and neutralize the incident. (P. 48)
- 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. (P. 48)
- 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. 48)
- Decisions to reoccupy a building will be made by those authorities or the Critical Incident Management Team. The primary consideration for reoccupying will be the safety of the occupants. (P. 50)
- Members of the CIMT shall respond immediately, meeting for the purpose of determining the extent of damages, recovery activities, relocation needs, and public information needs. (P. 52)
Department of Campus Safety

- Radio sets will be delivered to the Critical Incident Command Center as soon as Critical Incident Management Team is convened. (P. 7)
- The Director of Campus Safety or officer in charge will inform College administration as specified in the incident plans. (P. 9)
- 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. 10)
  o The location of the incident
  o The severity of the damage
  o Existing threats such as fire, explosion, chemical spill
  o The number and types of injuries
  o An initial recommendation for concerning an evacuation
  o The number and location of victims
  o 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 where 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. 10-11)
  - For Evacuation of Student Services or Residence Facilities:
    o Vice President for Student Affairs
    o Associate Vice President for Student Affairs
    o Director of Residence Life
  - For Evacuation of Academic Facilities:
    o Vice President & Dean of Academic Affairs + Dean of Continuing Studies
    o Associate Dean for Academic Affairs + Associate Dean of Continuing Studies
  - For Evacuation of Administrative Offices/Non-Academic/Residential Facilities:
    o Vice President for Operations
    o Director of Facilities Management
- 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 “go bags.” (P. 17)
- If an alert demands an evacuation, Campus Safety will interact with Fire/Rescue to evacuate buildings including all individuals with disabilities. (P. 17)
- Should an 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 Critical Incident Command Center should be placed into operation. (P. 50)
- The Director of Campus Safety or designee, subject to the direction of the CIMT, is in charge at the scene of the incident unless such responsibility is 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. 50)

- 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 Office of Campus Safety, or designee. (P. 50)

- The Department of Campus Safety shall be responsible for either sheltering in place or evacuating College buildings, depending on their assessment of the requirements of the incident. (P. 50)

- To the extent that hazardous materials or chemicals are involved, the Department of Campus Safety shall notify the Director of Environmental Health & Safety and/or the Director of Facilities Management. (P. 52)
General Evacuation Policies
- **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. (P. 12)
- **Communication** – (a) 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. (P. 12)
- **Department of 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. (P. 12)
- If an alert demands an evacuation, Campus Safety, will interact with Fire/Rescue to evacuate buildings including all individuals with disabilities. (P. 17)

Trespass/Suspicious Person
- The Fox Dispatcher or building monitor upon receiving a report of a suspicious person or trespasser will immediately notify the Campus Patrol Officer of: (P. 43)
  - Description of the suspicious person.
  - Present location or direction of movement.
  - What the person is doing.
  - The reporting person’s name and location.
- Responding officer(s) will, in a business like manner, stop the person and: (P. 43)
  - Request an ID to determine whether the person has lawful 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” form.
  - Assess whether the person has or may plan to commit a crime (is holding property that belongs to another person or is in an area to which he/she is not authorized access.

Bomb Threat
- Campus Safety will notify the Baltimore Police Department (BPD) Bomb Squad of the threat, and will also make notification to the Maryland State Police. (P. 54)
- The Department of Campus Safety will dispatch a search team and will organize the search. (P. 55)
- The decisions to evacuate will be made by the Director of Campus Safety or designee in consultation with the President and/or appropriate individuals in the administration. (P. 55)
- 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. 55)

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. 58)
• 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. 59)

• 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. 59)

• In the event of violent, disruptive protests after business hours, the Department of Campus Safety will be notified immediately of the disturbance. (P. 59)

• 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. 59)

• In the event of violent, disruptive protests after business hours, the Director of Campus Safety will call for assistance from the Baltimore Police Department or other law enforcement agencies as needed. (P. 59)

Large Hazardous Materials Spill
• Campus Safety officers and emergency personnel will assist in the evacuation, if necessary. (P. 63)

Maintenance Infrastructure Failure
• The Director of Campus Safety will notify the Vice President of Operations, who will convene the CIMT. (P. 66)

Weather Disaster
• After normal business hours, the OIC may deem that deteriorating weather conditions make it unsafe for students to continue working in studios and may evacuate campus buildings. (P. 68)

• If a tornado actually 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. 71)

Department of Technology Systems & Services
• Email directories are maintained by the Department of Technology Systems & Services, which is responsible for ensuring that these lists are up-to-date. (P. 8)

• 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. 13)

Emergency Responders
• It is the responsibility of the emergency responders at the scene to isolate, contain and neutralize the incident. (P. 48)

• 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. (P. 48)
• In the event of a maintenance infrastructure failure, first responders will determine whether a critical incident exists, will report to the appropriate department head and, in the event that a critical incident exists, the Director of Campus Safety. (P. 66)

Environmental Health and Safety

• Basic Emergency training specifically for evacuation of individuals with disabilities is offered to all registered persons with disabilities, their “buddies,” and Incident Response Team members. (17)
Essential/Evacuation Personnel

- 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)

Facilities Management

- Coordinates all services for the restoration of electrical, plumbing, heating, and other support systems as well as structural integrity. Assesses 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 and assist with evacuation under the direction of the Incident Commander. (P. 13)
- To the extent that damage is minimal and relocation of activities is not required, the Facilities Management Department shall be 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 shall be responsible for preparation of plans, specifications or cost estimates for building remodeling, and equipment repair/replacement. (P. 52)
- 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. (P. 52)

Human Resources

- Any documents that may be needed during a critical incident to assist the College in accounting for all members of the community will be available at the Fox Desk and stored at a minimum of two off-campus locations in hard copy format. In addition, each member of the CIMT will be provided with one copy of this information, which will be brought to the Critical Incident Command Center (CICC) if the CIMT is convened. (P. 9)
- Human Resources 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. 17)

Incident Response Team
- 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. 17)

**Learning Resource Center**

- 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. (P. 17)
- 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. 17)

**Persons with Disabilities**

- Those with mobility concerns or other concerns 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. (P. 14)
- Every individual must quickly become familiar with their area by locating exits, stairwells, elevators, fire fighting equipment, fire alarms, and established areas of refuge. (P. 14)
- 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. (P. 14)
- 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). (P. 14)
- Individuals with disabilities must register with Daniel Gutstein, Director of the Learning Resource Center/Disability Support Services (LRC) regarding the nature of assistance needed during an emergency (LRC Bunting 211/214: dgutstein@mica.edu.). (P. 15)

**President**

- 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. 18)
• 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. 55)
• The decisions to evacuate will be made by the Director of Campus Safety or designee in consultation with the President and/or appropriate individuals in the administration. (P. 55)
• In the event of violent, disruptive 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. 59)
• In the event of a weather disaster, the President (or designee) will make the decision to close the College. (P. 68)

Residence Life

• Campus housing assignments for students, faculty, staff, and guest information will be available at the Fox Desk and stored at a minimum of two off-campus locations in hard copy format. In addition, each member of the CIMT will be provided with one copy of this information, which will be brought to the CICC if the CIMT is convened. (P. 9)
• Resident directors and assistants in campus housing are responsible for keeping a census of handicapped residents and communicating this information to Campus Safety. (P. 14)
• Handicapped visitors to campus housing facilities will identify themselves at the residence hall front desk. (P. 14)

Student Affairs

• Class schedule/location lists will be available at the Fox Desk and stored at a minimum of two off-campus locations in hard copy format. In addition, each member of the CIMT will be provided with one copy of this information, which will be brought to the CICC if the CIMT is convened. (P. 9)
• In the event of violent, disruptive protest during business hours, the Vice President for Student Affairs will alert the President and College spokesperson. (P. 59)
• In the event of violent, disruptive protest 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. 59)
• In the event of violent, disruptive protest after business hours, the Vice President for Student Affairs will report the circumstances to the President and alert the College spokesperson. (P. 59)

Vice Presidents

• 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. 18)