Stevenson University

[1]These are suggested procedures. Each event or situation will be unique, and the procedures may need to be modified.

24(23)Tj(0 TdEMC /e3 0 p(2 Tw 8.16 (t)0 Tdr)-p3p3 wc.t)0 Tdg/EMC j3 0 To/EMC aTj3d( )Tj3 3wc.sj-153p3 wc.

Record of Distribution	3
Crisis Management Plan Purpose and Objective	5
Crisis Management Team	6
Duties of the Crisis Management Team	7
Incident Response Team	9
Duties of the Incident Response Team	10
Natural Disaster Emergencies	11
Tornado	11
Earthquake	13
Snow Storm	15
Fire	18
Medical Emergencies	19
Automated External Defibrillator	20
Pandemic	21
Death on Campus	21
Attempted Suicide	22
Sexual Assault or Rape	23
Maintenance Emergencies	23
Hazardous Materials	24
Evacuat8Tc 0 TTj3 0 Tdnj3 0 1 Fdous Materials	

Director, Facilities Greenspring			
Director, Facilities Owings Mills			
Director, Athletics			
Director, Auxiliary Services			
Director, Talent Management			
Chief Information Officer			
Associate Vice President and Dean of Students			
Associate Director, Athletics and Recruiting Coordinator			
Assistant Vice President, Residence Life			
Assistant Vice President, Wellness Center			
Assistant Vice President, Student Affairs and Conduct			
Assistant Vice President, Marketing & Digital Comm.			
Assistant Vice President, Facilities and Campus Services			
Manager, Conference Services			
General Manager, Dining Services			
Nurse Practitioner			
Laboratory Safety Manager			
Faculty Representative			
Assistant to EVP, Financial Affairs and CFO			
Assistant to the Director of Athletics			

President

Vice President Administration & Finance CFO

Executive Vice President for Academic Affairs and Provost (EVPAA and P)

Vice President for Marketing and Digital Communications

Vice President of Student Affairs

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

1. Receive and process information: The news is monitorbls (o)-20 20 (e)-16 (w)2 (0 7u3>(I)79 (o)0 (im)38 (p

4. Roles of Individual Crisis Management Team Members:

    a.

h. The Directors of Facilities coordinate all facilities issues under the direction of the Assistant VP for Facilities and Campus Services. These issues may include shutting down ventilation systems or a power failure.

i. The

The Director of Security in consultation with the President's office is responsible for the training of the IRT. Members of the IRT should:

- Get to know every area in their building. Don't forget restrooms, faculty offices, storage areas, etc.
- Know the closest exit routes in each area.
- Know the quickest routes to the closest staging area.
- Know the location of emergency phones, AED's, and medical kits in the building.
- Train a person in the area to serve as a back-up.
- Meet with and rehearse "what if?" scenarios with the other emergency responders in the building.
- Act as leaders for their immediate locations in the event of a crisis
- Remain calm and take action for their immediate locations in the event of an emergency.
- Wait for instructions from the Crisis Management Team or campus security officers on the scene. If instructions are not forthcoming and danger is imminent, use the best judgment to get those in the building to safety.
- Be the last person to leave the building. Make sure everyone has been evacuated.
- Assist all persons with evacuating the building if instructed.
- Make a list of everyone they were able to help evacuate from a building and those still believed to be inside.
-

Severe weather emergencies and earthquakes can be considered natural emergencies. Weather emergencies include ice storms, snow storms,

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

If you are under a tornado warn

- In all situations:
  - Do not get under an overpass or bridge. You are safer in a low, flat location.

x

and impact.

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

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

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

- Text/Email: To your subscriber-designated phone number or email address through the SU Alert System. (To sign-up, go to https://now.stevenson.edu and click SU Alert/Opt-In at the bottom right of the page.)

- Website: At the top of the SU Home Page (stevenson.edu)

- Phone: On the SU Emergency Information Line; call 410-486-SNOW (7669)

- Portal: On the SU Now Portal (https://now.stevenson.edu)

- Facebook: On the Official SU Facebook Page (facebook.com/stevensonuniversity)

- Twitter: On the Official SU Twitter Feed (twitter.com/stevensonu)

- News Media: SU shares its closing/delay information with local TV and radio news stations (such as WBAL TV and WBAL 1090 AM), but we cannot guarantee the accuracy or timeliness of their reports.

- For example: If SU opens at 10 a.m. and your class that day is regularly scheduled from 9 a.m. to 11 a.m., then faculty and students should report to that class at 10 a.m.
- Faculty are not permitted to cancel classes on their own and are expected to adhere to the class cancellation policy posted on the Office of Academic Affairs Portal site.

Early Campus Closure

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

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

way out.

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

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

- Stay at the emergency scene to relay instructions to others, if the scene is safe and secure. [illegible] atw(y)16 ( )Tc 0 Tw 2.38 0 T502 8074 Tw d(4 0 Td8[(i)

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

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

4. Campus Security will secure the area.
5. Campus Security will be posted at the entrance to escort police to the specific area.
6. Campus Security will notify Human Resources

Director of Security.

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

1. When confronted with the possibility that a sexual assault or rape has occurred, attend to the needs of the victim and ask what the victim would

Greenspring Campus:

- : Basement, below the gymnasium, where the fitness center and locker rooms are located.
- : Basement,

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

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

1. If you are near a phone and can safely do so, dial 911. If the shooter is near, silence your cell phone.

2. Practice the protocol of Avoid, Deny, Defend

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

If a hostage or barricade situation occurs

- If displayed, write down the phone number from which the call originates
- Record
    - Date
    - Time
    - Exact words of the caller
    - Listen for background noises: Accent? Unusual voice characteristics
    - The caller was Male____ Female___ Adult_____ Child_____ Age____
- Do not use the same phone again until Campus Security gives the okay
- Write down the exact wording of the threat

If possible, ask the caller the following questions:

- Can you tell me when the bomb is set to explode?
- What will make it detonate?
- Where is the bomb now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What type of explosive is it?
- Is the caller the person who actually placed the device?

- Do not talk on any radio or cell phone within 100 yards of the suspected bomb as this might cause detonation. Turn these devices off.
- Do not touch light switches.

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

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

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

1. Once you discover an object, don't touch it any further. Make a note of what it looks like, smells like, sounds like and then clear the area.

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

Civil protest must not:

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

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

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

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

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

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

NAME OF THE EVENT:

_____

REQUESTED LOCATION FOR THE EVENT:

_____

REASON FOR HOLDING THE DEMONSTRATION:

_____
_____
_____
_____

EVENT START TIME_____ EVENT END TIME_____

SPONSORING CAMPUS ORGANIZATION_____

CIVIL PROTEST ON CAMPUS PROCEDURES

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

- The Directors of Facilities will assign staff to monitor potential hazards to the safety of both protestors and observers and work closely with

f Hospitalization for any reason

f Legal action involving a participant

f Local political crisis that could affect the participants' safety and well being

f Natural or man-made disaster

f Physical assault resulting in serious injury

f Robbery resulting in serious injury

f

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

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

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

APPENDIX A:
Office of Residence Life
Emergency Procedures

xOff Campus	RD on duty
----------	----------
xOn Campus	PRIMARY RD on duty
	SECONDARY

4(0C17 BD.24MCID 27 1 Tf-0.B7 Tr 62l0 1 Tf2.326 -As152 T36 (i)-03.3 (4T36 2 (.72 (.)-(72 (V.173.8 (d/17304 Tm.15435s)- Ch-17.4)-1 Td
x 72 (t lo[(72 (c)2 Td [(C7514 tio)14 [(7279 (t)-48.-----)Tj 0 T610 Tw 6.326 0 Td ( )Tj EMC /LBod58<</

xMinor	RD on duty			
----------	----------			
xLife threatening injury, suicide attempt, illness	PRIMARY RD on Duty Campus Security SECONDARY Dean on duty Counselor AVP of Res Life Assoc. VP/Dean of Students Vice President of Student Affairs			
----------	--------			
xInfectious disease				

x Minor --- x Requires attention immediately --- x Requires attention and possible student relocation	Facilities (x4503) from 8:30am-4:30pm --- Campus Security (x4500) after business hours RD on duty (if not resolved) --- RD on duty Assist. Dir. of Housing Ops. Facilities	--- x Specifics and location x Location and why situation is not being resolved --- x Names, location, phone numbers and number of students requiring relocation	--- RD contact Facilities --- RD and Assist. Dir. of Housing Ops. will work to determine short and long term solutions	Notify Student's RA --- Assist. Dir. of Housing Ops. follow up with Facilities Notify Student's RA --- RD address any parental concerns Notify Student's RA

APPENDIX B:
Pandemic

Department	Page(s)
President's Cabinet	49
Academic Affairs	50
Athletics	51
Auxiliary Services	51
Marketing and Digital Communications	52
Dining Services	54
Human Resources	55
International Students / Study Abroad	55-56
Physical Plant	57
Residence Life	57
Security	59
Wellness Center	60
Emergency Preparedness Team	63

President's Cabinet	A1. Develop in depth charting for leadership positions in conjunction with Human Resources A2. Develop criteria to close the campus and procedures for implementation of the plan in conjunction with the Emergency P2.24 Tm [(h)-8 (e)20 ( )1 (E)-5 (m)-6 (er)-6 (g)-13 (en)-8 (c)

Academic Affairs	A1. Each School and unit/office in Academic Affairs will designate an emergency point person(s).
	A2. Emergency contact information for each emergency point person and for any additional critical/essential staff will be collated and distributed to the head of each school, unit, and office in Academic Affairs by the Office of the Provost.
	A3. The University Catalog will reference the fact that the University has a pandemic plan in place and will provide a link to the Plan and to any relevant documents or instructions.
	A4. The Office of the Provost will provide guidance for all schools, unit, and offices in Academic Affairs regarding response to a pandemic that requires closure of the University for more than two weeks. This guidance will be posted on the Academic Affairs portal site and will include: expectations to ensure continuity of student learning via Blackboard, provision of critical support services, and other relevant matters.
	A5. The Office of the Provost will encourage all faculty and staff to participate in providing prevention education to students and employees on hygiene, hand-washing, and flu preparedness.
	A6. Faculty and staff will direct students and employees with symptoms of illness to The Wellness Center, their primary care provider, or a local urgent care center as appropriate.
	A7. For any closure extending beyond one week, the Universit

	A7. Assist with purchase bulk quantities of surgical masks, plastic gloves, and alcohol-based hand cleaners that will not be provided by agencies
	A8. Issue protective equipment as needed
	A9. Sanitize areas on campus that were neglected during campus closing. (Residence Hall rooms, classrooms, etc.)
	A10. Collect PPEequipment as required
Marketing & D igi tal Communi cations	A1. Place Emergency Preparedness link or banner on University Web site and SU Now Portal (with links to information resources page). Update the Web page as needed to educate campus regarding pandemic concern and when/where to seek help. Promote via e-mails to campus community
	A2. Use the University wide e-mail, SU text alert system, and SU Now Portal to communicate basic information to students, faculty and staff with links to University web page, SU Now Portal and resources about pandemic status, institutional responses, and wellness guidelines.
	A3. The Insider email newsletter —given its monthly publication—can be utilized as needed for less timely or urgent health information, institutional response plans, and wellness guidelines.
	A4. Work with Student Affairs, Emergency PreparednessTeam, and President's Cabinet to make determinations regarding pandemic status notices to parents, state officials, and vendors. Consider use of parent Facebook pages as needed.o
	A5. Coordinate signage in major building

A8. Communicate student return policy and procedures via the campus wide e-mail, the University's website, SU Alert, and SU official social media sites.

tttt

Dining Services Proactive	A1. Continue educating staff on importance of hand washing, wearing gloves and sneeze etiquette. Staff will be educated on proper glove use and on cleaning and sanitizing of stations throughout th

Human Resources	
Proactive	A1. Communicate process to update emergency contact information in WebXpress to faculty and staff
	A2. Identify essential personnel by job title in conjunction with Emergency Preparedness Team. (Note: This should be identified initially in a job description and employees should receive a letter of the essential personnel designation and sign acknowledgement of role prior to any issue arising, as well as receive any related training items.)
	A3. Assist departments in determining minimum staffing levels and plans for managing their departments at the reduced staffing levels
	A4. Assist departments in developing cross training and absenteeism work plans for campus A5. Develop fitness for duty guidelines and procedures to identify r

Physical Plant	A1. Identify and update essential personnel listing
	A2. Finalize essential personnel list based on campus needs
	A3. Review duties of essential personnel by identifying critical duties/systems
	A4. Support other departments as needed
	A5. Provide information regarding the use of Personal Protective Equipment – where needed
	A6. Ensure training in all areas is complete
	A7. Review/Monitor essential personnel duties
	A8. Respond to campus needs as required (campus closings, shelters, etc.)
	A9. Co

	B2. Finalize contingency plans for students who will depend on campus housing and meal services for a brief period of time after campus closing / evacuation

	B3.	Prepare to close all residence halls
	B4.	Address students' stockpiling of food and supplies, including pest management
	B5.	Monitor sanitary conditions of vacated residence halls
	B6.	Work closely with the International student program director
	B7.	Relocate live-in professional staff as needed
C – Evacuation	C1.	Disseminate information via email, text alerts, and through the University's website and portal or a site linked to it. Add information to website and portal about hospitals and physicians information, coping with fear, packing and traveling information
	C2.	Residence Life will announce that all University housing will be closed and students will need to prepare to evacuate
	C3.	Inform resident students about resources for coping with fears and assist Student Affairs staff in getting into the communities in small groups for staff and students
	C4.	Email the residential community, after consultation with the VP for Student Affairs, outlining the institutional closing, closing of residential halls, evacuation services, online instruction, or other alternative plans for academic programs, service levels to be maintained/curtailed during evacuation, event cancellations, travel restrictions, visitor restrictions, pre-emptive building closing, shelter-in-place/isolation in other residence; direct email to parent
	C5.	Professional staff will prepare to work from home

	A6. Encourage officers to receive any available vaccines
	A7. Inventory traffic control equipment
	A8. Identify and communicate to employees expectations of essential personnel
	A9. Examine schedules; adjust to ensure adequate coverage
	A10. Strongly encourage health protocols to help reduce probability of contamination.
	A11. Maintain and check staff contact information
Reactive-at the direction of other campus offices.	B1. Assist in evacuation of residence halls if requested

[redacted]		system in conjunction with the State
	A7. Collaborate with Student Enrollment, Registrar's Office, and Office of International and Off Campus Study to provide education to international and traveling students	

	C5. Communicate clinical guidance from outside agencies to decision makers regarding the curtailing of travel, sports and other inter-institutional events
	C6. Monitor pandemic activity and suspend other services as needed, depending on staffing levels and demand for services
	C7. Assess for need of short-term crisis counseling for the campus community

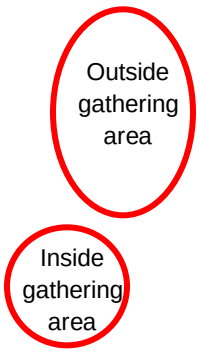
The Stevenson
University
Emergency
Preparedness Team

Executive Vice President for Financial Affairs and Chief Financial Officer
Executive Vice President for Academic Affairs and Provost
Assistant to Executive Vice President for Financial Affairs and Chief Financial Officer
Vice President and Chief of Staff
Vice President, Human Resources
Vice President, Student Affairs
Vice President, Marketing and Digital Communications
Associate Vice President, Student Affairs and Dean of Students
Associate Dean, Global and Experiential Learning, Study Abroad
Assistant Vice President, Residence
Life
Assistant Vice President, Wellness
Center
Assistant Vice President, Facilities
and Campus Services
Director of Athletics
Director of Auxiliary Services
Director of Facilities
Director of Security
Director of Talent Management
Nurse Practitioner
General Manager of Dining Services
Faculty Representatives

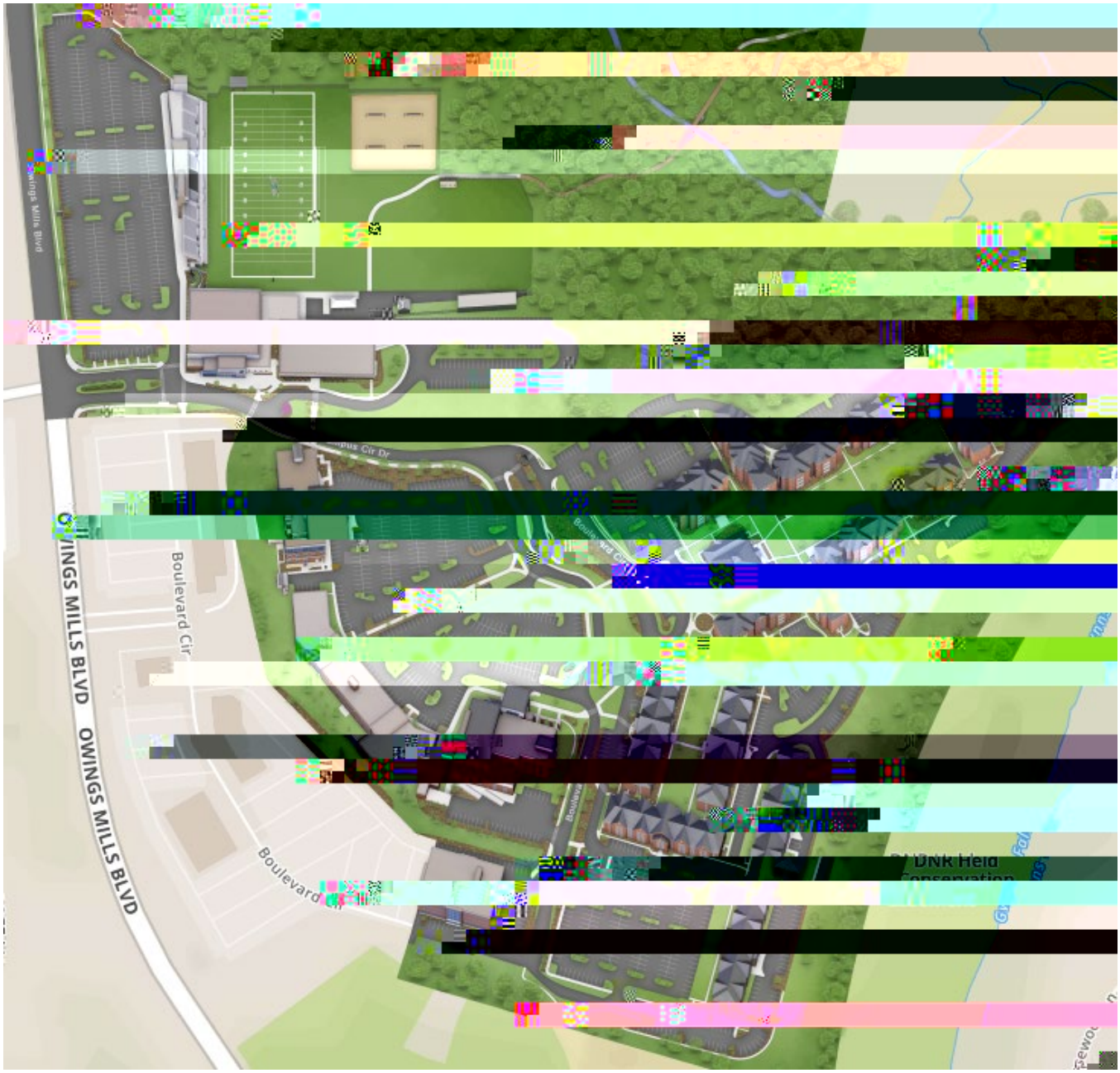
APPENDIX C:
Hazardous Materials Contingency Plan

A Hazardous Materials Contingency Plan details the actions to be taken by all responding personnel to potential situations which pose a real or potential threat to human health and the environment. For

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


Outside gathering area
Inside gathering area

APPENDIX E:
Emergency Phone Locations



1. Stadium lot, north
2. Stadium lot, center
3. Stadium field, north, near stairs
4. Stadium field, south, lower stadium entrance
5. Pathway entrance
6. Pathway look-out point
7. Pathway entrance to OM North campus
8. Parking lot northeast of Cromwell
9. Front of Ratcliffe Community Center
10. Corner of parking lot outside Worthington
11. North corner, Belfast3. NNkowkty547r.8h ne-16ns (R)32p4 [illegible]