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Introduction

The Coppin State University Emergency Response Plan identifies natural and man-made emergencies that may impact the campus community. It details the response procedures that campus officials should follow in an emergency. The procedures are designed to protect life and property through effective use of University resources, and to assure the physical and emotional well-being of members of the Coppin community during and immediately following an emergency.

An emergency is any unplanned event that can cause death or significant injury to students, employees, visitors to the campus, or the public; or that can shut down the campus, disrupt operations, or cause physical or environmental damage.

A hazard analysis and probability matrix is included in the plan. The responsibilities of each department are identified in matrices, which are based on each identified hazard or threat. The development of departmental Standard Operating Procedures (SOP) is discussed, including what each department will include in its own SOP.

To ensure that protocols are consistent with the expectations of local emergency responders, the following four recognized phases of emergency management is built into the plan:

Prevention – Mitigation: Prevention is the action(s) taken to decrease the likelihood that an event or crisis will occur. Mitigation is the action(s) taken to eliminate or reduce the loss of life and property damage related to an event(s) that cannot be prevented.

Preparedness: Preparedness includes actions designed to prepare the Campus Community for potential emergencies by coordinating with community partners through the development of policies and protocols, incident command systems, training and exercises.

Response: Response is taking action to effectively contain and resolve an emergency.

Recovery: Recovery includes actions designed to assist students, staff and faculty in the healing process and to restore education operations.

Coppin State University's Emergency Operations Plan will be approved by the President's Cabinet and signed by the President. The University Emergency Operations Planning committee, under the direction of the Department of Public Safety, is responsible for reviewing the plan annually, and coordinating the revision of the plan as required.

Each department manager is responsible for reviewing its SOP on an annual basis and coordinating procedural revisions with the Emergency Operating Planning Committee.

The President and University Administrators are responsible for the execution, monitoring and compliance with the plan.

Prevention – Mitigation

Emergency Declaration

The President or his designee shall declare a State of Emergency upon the recommendation of the Chief of Public Safety. At that time, the President or designee will set in motion the emergency procedures and will determine if the institution should be partially or completely closed.

The following is the order of succession or authority for directing an emergency situation.

1. President
2. Chief of Staff
3. Provost, Vice President of Academic Affairs
4. Vice President Administration and Finance
5. Vice President of Institutional Advancement
6. Vice President of Student Affairs
7. Vice President of Information Technology
8. Associate Vice President of Capital Planning

In an emergency situation, the decision-making meeting, if possible, will take place in the President's Office located on the 2nd Floor of the Parlette L. Moore Library. If inaccessible, the meeting will take place in the Vice President of Finance and Administration's conference room, located on the 2nd Floor of the Miles W. Connor Administration Building.

Levels of Emergencies

Emergency
An emergency is defined as a serious incident that effects one or more operations of the University and may affect critical function and/or life safety. The Emergency Response Plan would be activated to the extent necessary. Examples include multiple deaths, mass violence, and fire.

Minor Incident
A minor incident is defined as a local event with limited impact, which will not seriously affect the overall operations of the University. The response to minor incidents is carried out at a localized level. The Emergency Response Plan would not be activated. Examples include accidental deaths and suicides, localized power outages, and low-level acts of violence.

Disaster
A disaster is defined as a very serious event that has the potential or does impair University operations. The Emergency Response Plan is fully activated. In all cases, an Emergency Operations Center will be activated. Examples include acts of terrorism, tornadoes, hurricanes, major chemical incidents, and major fires.

Emergency Management Teams

President's Executive Council & Chief of Public Safety. This group will assess and establish emergency strategies. This group assumes the role of implementing the emergency management policies.

Crisis Management Team (CMT). This group will evaluate the incident and employ the appropriate tactics to resolve the situation. They will gather the data and monitor the situation until it is declared ended.
This group is comprised of:

1. Chief of Public Safety
2. Vice President of Student Affairs
3. Associate Vice President of Capital Planning
4. Director of University Relations
5. Director of Facilities
6. Director of Academic Affairs

Emergency Response Team (ERT). This group is comprised of representatives from various offices. ERT members are chosen based on their expertise. This group will meet once a year to update the Emergency Plan. They will be notified when their expertise is needed in an emergency situation. The offices with representation on the ERT include:

▪ Office of Public Safety

- Office of University Relations
- Office of the Provost
- Division of Student Affairs
- Office of Facilities
- Office of Residence Life
- The Counseling Center
- Office of Information Technology

The **Crisis Management Team** and **Emergency Response Team** will work together to ensure:

- Aftermath support to the campus community
- Continuing support, as needed, for victims
- Arrangements with local authorities, utility representatives and emergency representatives
- Complete investigation of incidents
- Preparation of media releases
- Provide campus educational and training sessions

Building Coordinators. This group is responsible for assisting the Department of Public Safety with site evacuation and containment plans.

Behavioral Assessment Teams. This group is comprised of representatives from various offices. Behavioral assessment team members are chosen based on their expertise. The offices with representative on the Behavioral Assessment include:

- Nursing Center
- Campus Police
- Counseling Center
- Academic Affairs
- Residence Life
- Student Affairs
- Human Resources

The role of the Behavioral Assessment Team is supportive. Any student, faculty, staff or visitor who observes an individual exhibiting disruptive or disturbing behavior shall call campus police immediately (410) 951-3900. The responding officer shall investigate and resolve the incident utilizing established departmental and University policy and procedures. The responding campus officer shall ensure all necessary and appropriate Behavioral Assessment Team members are notified. Those team members having procedural jurisdiction over the matter will handle utilizing established policy and procedure.

Behavioral Assessment Team members shall ensure appropriate services, programs and treatment are provided within established procedure and policy.

Preparedness

Emergency Announcements

Timely warning messages will be used to keep the University community informed of emergency situations. During an emergency, information may be obtained from the following sources:

- Text messages via cell phone – Registration for this service is required. For information, or to register, go to the Coppin State University Website: http://www.coppin.edu/TextAlert/
- Messages posted on the Homepage of the Coppin State University Website: www.coppin.edu
- The University's e-mail system to students, faculty and staff
- The University's Electronic Marquis/Messenger Boards
- The University's Main Information Line: (410) 951-3000
- Outside media to be contacted by University Relations

The audible and light alarms will only be activated in the event of an immediate emergency. For other emergencies, such as weather emergencies or class cancellations, the above sources will be used.

The Office of University Relations will also communicate information regarding University closings, class cancellations, and delayed openings to local radio and television stations for broadcast and posting on their websites. The announcement will be conveyed no later than 6:00 a.m. Decisions regarding evening classes will generally be broadcasted by 1:00 p.m. Reporting of events with the local media will be coordinated by the Office of University Relations.

Anyone with information warranting a safety warning should immediately report the circumstances to the Coppin State University Office of Public Safety by calling (410) 951-3900. Such reports can also be conducted in-person at the Office of Public Safety, which is located on the 1st floor of the Frances Murphy Research Center or the sub-station located next to the Bookstore in the J. Millard Tawes College Center. Safety warnings can also be reported by activating one of the University's Code Blue E-Phones, which are located strategically throughout the campus.

Incident Command System

When emergencies occur, Coppin State University will employ the Incident Command System. The Incident Command System was developed by the Federal Emergency Management Agency (FEMA) in the Department of Homeland Security.

The President's Executive Council and the Chief of Public Safety will be required to take and successfully complete the National Incident Management Systems (NIMS) courses.

- ICS-100 Introduction to the Incident Command System
- ICS-200 ICS for Single Resources and Initial Action Incidents

The Incident Command System is:

- A set of tools and principles to effectively manage events of all types and sizes.
- Used to direct emergency response at the operational/tactical level.
- Used every day by Baltimore Fire Department and other local and state agencies.

Incident Command Functions:

- Make and implement tactical decisions.
- Identify incident priorities and develop and execute plans accordingly.
- Consolidate control of resources and delegations of tasks.

Incident Command Variations:

- Unified Command: Multiple agencies represented at the command / supervisory level, contributing to decision-making process.
- Area Command: Multiple incident sensors. No defined incident scene.

Command
President or

Office of the
Provost

Sections
V.P.
Administrative
and Finance

Administratio
n and Finance
Controller

Logistics
Sections
V.P. Student
Affairs

Plan
Section
V.P.
Institutional
Advancement

| Facilities | Public Safety | Procurement | Controller's Office | Budget | Human Resources | Academic Affairs | Counseling Center | Nursing Center | Auxiliary Affairs | Student Affairs | Capital Planning | Information Technology |

Training and Exercise

Training and exercise will be conducted twice a year, once during fall semester and once during spring semester. It will be a combination of tabletop and on-site exercises.

Training Drills and Exercises

Thursday   November 6, 2008   11:25am
Bomb Scare   On-site Exercise

Friday   November 14, 2008   3:00pm
Training: Explanation and Update on Emergency Preparedness Plan to the Faculty Senate

Hazard Analysis and Responsibilities Matrices

DEPARTMENTAL RESPONSIBILITIES

Designated departments have specific responsibilities assigned to them to address various campus emergencies.

The following legend will apply to all the matrices:

PS	=	Public Safety
FD	=	Facilities Department
BFD	=	Baltimore City Fire Department
BCP	=	Baltimore City Police Department
ADM	=	Administrative Office
OUR	=	Office of University Relations
OIT	=	Office of Information Technology
SA	=	Student Affairs
RL	=	Residence Life
CCSD	=	Center for Counseling and Student Development
HR	=	Human Resources
NC	=	Nursing Center
MR	=	Mail Room
RR	=	Records & Registration
AS	=	Auxiliary Services
PUR	=	Procurement
DES	=	Department of Environmental Safety
AA	=	Academic Affairs

The following definitions apply to the functions noted in the matrices:

Evacuation: These departments will facilitate either evacuations of campus buildings or a campus wide evacuation.

Access Control: These departments will control building and areas access through the use of electronic and manual locking systems. Access will also be controlled through the use of physical barriers.

Traffic/Crowd Control: The Department of Public Safety will provide assistance providing traffic and crowd control in instances where this function is required.

Emergency Response Team (ERT): The departments listed in this category will provide representation at the ERT to assist in managing the incident. The ERT will be activated by the Director of Public Safety who has the authority to activate the ERT.

Notifications: These departments would make on campus notifications about the emergencies as well as notifications to those groups and organizations that would be providing support to the incident.

Documentation: For any incident, there is a need for documentation of damages, expenses, etc. The departments listed will be responsible for collecting documentation specific to their areas and turning such documentation over to the Department of Environments Safety who will compare this documentation to their own documentation for submission to the proper governmental entities.

Procurement: The departments assigned to procurement activities will have the authority to make large or continuing purchases during the incident. It is expected that these departments will have budgetary authority and pre-established contracts to complete their mission.

Medical Operations: These departments would be responsible for triage, care of ambulatory patients and transport of injured to our medical facilities. These departments would establish casualty collection points and set up temporary care and morgue facilities.

Communication: Communications via telecommunications, radios and data will be maintained and facilitated by the departments that are enumerated in the matrix.

Fire Suppression: The Baltimore City Fire/EMS Department will be responsible for all fire suppression related activities for all incidents.

Rescue Operations: With the exception of the Active Shooter Matrix, the Baltimore City Fire/EMS Department will be responsible for coordinating all rescue operations for all incidents.

Shelter Operations: Shelter Operations refers to short and long-term sheltering of students living on the Coppin State University Campus. The Department of Resident Life will be responsible for coordinating and procuring shelter for these students.

Flood Control: For various situations including in-building and natural disaster exterior flooding, the departments enumerated in the matrices will coordinate responses to flooding conditions.

Hazmat Operations: Although the Baltimore City Fire/EMS Department would be the lead agency in any major hazmat incident, the departments enumerated on the matrix would be part of any unified command of the incident.

Damage Assessment: The departments who have responsibility for buildings and structures on campus would provide assessments on the damage to their buildings and make decisions on the safety of the structures.

Facilities Coordination: The departments listed for this function would determine how the buildings will be used, repaired, and opened and take control of all aspects of building management for their particular structures.

Recovery Operations: These departments would be involved in the recovery of critical functions and tasks that would be required to get the University up and running to continue operations. These departments would be directly involved in Business Continuity Planning.

Volunteer Coordination: After the initial impact of a major incident at the University, there may be a need to coordinate individuals from both within and outside of the community who wish to volunteer their time or services to the University. It is important that this function is centralized and coordinated with the rest of the University.

Bomb Threats

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	NC	RR	MR	AS	PUR	DES

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	NC	RR	MR	AS	PUR	DES
Incident Command	X		X	X													
Evacuation	X			X													
Access Control	X																
Traffic/Crowd Control																	
ERT Operations	X		X		X			X									
Notifications	X																
Documentation	X																
Procurement																	
Medical Operations																	
Communications																	
Fire Suppression																	
Rescue Operations				X													
Shelter Operations																	
Flood Control																	
Hazmat Operations	X		X	X													
Damage Assessment		X															
Facilities Coordination		X															
Recovery Operations		X															
Volunteer Coordination																	

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Civil Disorder

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	RR	MR	AS	PUR	DES
Incident Command	X															
Evacuation	X															
Access Control	X															
Traffic/Crowd Control	X															
ERT Operations	X	X						X								
Notifications	X				X											
Documentation	X															
Procurement																
Medical Operations	X															
Communications	X															
Fire Suppression																
Rescue Operations	X			X												
Shelter Operations																
Flood Control																
Hazmat Operations																
Damage Assessment	X	X			X										X	
Facilities Coordination	X															
Recovery Operations	X	X			X											
Volunteer Coordination																

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Disease Outbreak

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	RR	MR	AS	PUR	DES
Incident Command	X				X											
Evacuation	X								X							
Access Control	X		X													
Traffic/Crowd Control	X		X													
ERT Operations	X			X	X									X		
Notifications				X	X	X	X									
Documentation	X				X											
Procurement					X										X	
Medical Operations	X			X												
Communications	X			X	X	X	X									
Fire Suppression																
Rescue Operations	X			X												
Shelter Operations					X				X						X	
Flood Control																
Hazmat Operations	X			X												
Damage Assessment				X	X									X		
Facilities Coordination	X	X			X											
Recovery Operations		X			X									X		
Volunteer Coordination					X											

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Fire

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	NC	RR	MR	AS	PUR	DES
Incident Command	X			X													
Evacuation	X			X					X								
Access Control	X	X							X								
Traffic/Crowd Control	X																
ERT Operations	X			X													
Notifications	X	X			X	X			X								
Documentation	X	X	X						X								
Procurement																	
Medical Operations				X													
Communications	X					X	X										
Fire Suppression				X													
Rescue Operations	X			X													
Shelter Operations									X	X							
Flood Control																	
Hazmat Operations	X	X		X													X
Damage Assessment	X	X					X										
Facilities Coordination		X															
Recovery Operations	X	X															
Volunteer Coordination																	

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Flood

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	NC	RR	MR	AS	PUR	DES
Incident Command	X	X															X
Evacuation	X																
Access Control	X	X															
Traffic/Crowd Control	X																
ERT Operations	X	X															
Notifications	X	X			X												
Documentation	X	X					X										
Procurement		X			X												
Medical Operations												X					
Communications	X						X										
Fire Suppression																	
Rescue Operations	X			X												X	
Shelter Operations									X						X		
Flood Control	X	X		X													
Hazmat Operations	X	X		X													
Damage Assessment		X			X											X	
Facilities Coordination		X															
Recovery Operations	X	X			X												
Volunteer Coordination								X									

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Hazmat

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	NC	RR	MR	AS	PUR	DES
Incident Command	X			X													
Evacuation	X																
Access Control	X	X															
Traffic/Crowd Control	X		X														
ERT Operations	X	X		X				X				X					
Notifications	X				X	X	X										
Documentation	X			X	X												
Procurement																	
Medical Operations				X								X					
Communications	X			X	X	X	X										
Fire Suppression				X													
Rescue Operations				X													
Shelter Operations																	
Flood Control																	
Hazmat Operations	X	X		X													X
Damage Assessment		X															X
Facilities Coordination	X	X															
Recovery Operations	X	X															X
Volunteer Coordination																	

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Power Outage/Utility Failure

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	RR	MR	AS	PUR	DES
Incident Command		X														
Evacuation		X														
Access Control	X	X							X							
Traffic/Crowd Control	X															
ERT Operations	X	X			X		X	X								
Notifications					X	X	X									
Documentation		X														
Procurement																
Medical Operations																
Communications		X				X	X									
Fire Suppression				X												
Rescue Operations				X												
Shelter Operations		X			X			X	X					X		
Flood Control																
Hazmat Operations	X	X		X												
Damage Assessment			X				X									
Facilities Coordination		X														
Recovery Operations		X					X		X							
Volunteer Coordination																

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**Severe Weather Emergency
(Hurricane, Tornado, and Earthquake)**

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	RR	MR	AS	PUR	DES
Incident Command	X	X														
Evacuation																
Access Control	X	X														
Traffic/Crowd Control	X															
ERT Operations	X	X														
Notifications					X											
Documentation		X														
Procurement																
Medical Operations																
Communications					X	X										
Fire Suppression																
Rescue Operations	X															
Shelter Operations									X							
Flood Control		X														
Hazmat Operations																
Damage Assessment	X	X														
Facilities Coordination																
Recovery Operations	X	X														
Volunteer Coordination																

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Sniper or Gunman on Campus

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	NC	RR	MR	AS	PUR	DES
Incident Command	X		X														
Evacuation	X		X														
Access Control	X		X														
Traffic/Crowd Control	X		X														
ERT Operations	X		X		X	X	X										
Notifications	X		X		X	X	X										
Documentation	X		X	X	X												
Procurement																	
Medical Operations	X			X						X							
Communications	X		X		X	X	X										X
Fire Suppression		X		X													
Rescue Operations	X	X	X	X	X												X
Shelter Operations									X						X	X	
Flood Control																	
Hazmat Operations																	
Damage 0Assessment	X	X															
Facilities Coordination	X	X															
Recovery Operations	X	X		X													
Volunteer Coordination										X					X		

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Telecommunications Failure

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	NC	RR	MR	AS	PUR	DES
Incident Command							X										
Evacuation																	
Access Control		X					X										
Traffic/Crowd Control																	
ERT Operations							X										
Notifications							X										
Documentation							X										
Procurement																	
Medical Operations																	
Communications						X	X										
Fire Suppression																	
Rescue Operations																	
Shelter Operations																	
Flood Control																	
Hazmat Operations																	
Damage Assessment							X										
Facilities Coordination																	
Recovery Operations							X										
Volunteer Coordination																	

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Acts of Terrorism

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	NC	RR	MR	AS	PUR	DES
Incident Command	X		X	X	X												
Evacuation	X		X	X	X												
Access Control	X		X	X													
Traffic/Crowd Control	X																
ERT Operations	X	X	X	X	X												
Notifications	X																
Documentation	X		X														
Procurement																	
Medical Operations				X													
Communications	X		X		X	X	X	X									
Fire Suppression				X													
Rescue Operations	X	X	X	X	X												
Shelter Operations	X	X	X	X	X												
Flood Control																	
Hazmat Operations	X	X	X	X													X
Damage Assessment	X	X															
Facilities Coordination	X	X															
Recovery Operations	X	X	X	X	X												
Volunteer Coordination																	

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Train Derailment and Chemical Spill Hazards

	PS	FD	BCP	BFD	ADM	OUR	ITD	SA	RL	CCSD	HR	RR	MR	AS	PUR	DES
Incident Command	X		X	X												X
Evacuation	X			X												X
Access Control	X															
Traffic/Crowd Control	X															
ERT Operations	X			X				X								X
Notifications	X				X	X	X									X
Documentation	X	X		X	X											X
Procurement																
Medical Operations				X												
Communications	X			X	X	X	X									X
Fire Suppression				X												
Rescue Operations				X												X
Shelter Operations								X	X					X		
Flood Control																
Hazmat Operations	X		X	X												X
Damage Assessment		X		X												
Facilities Coordination	X	X														
Recovery Operations	X	X			X	X	X									X
Volunteer Coordination																

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RR = Records & Registration
AS = Auxiliary Services
PUR = Procurement
DES =Department of Environmental Safety

OUR = Office of University Relations
ITD = Division of Information Technology
SA = Student Affairs
RL = Residence Life
CCSD = Counseling and Psychological Services

Response

The First Responder

The first responder is the person who discovers the situation/problem.

CONTACT	
Office of Public Safety	**410-951-3900**
Non-University Telephones	**911**

Procedure:

1. Go to a safe location and call the Department of Public Safety.
2. Identify your location.
3. Tell the Who? What? When? Where? And How? Provide all appropriate information.
4. If others are involved, keep them calm until the proper authorities arrive.
5. After the emergency is over, go to the Office of Public Safety and complete all necessary forms.

Building Evacuation Procedures

CONTACT	
Office of Public Safety	**410-951-3900**
Office of Facilities	**410-951-1234**

The decision to evacuate depends upon the extent of the emergency. Building evacuation may be necessary during events such as fire, bomb threats, power outages, contamination, violent actions, extreme weather conditions or other emergency conditions. Members of the Coppin Community should familiarize themselves with the evacuation routes of the building in which they work or live. Evacuation routes are posted in each building. When an evacuation order is given, full cooperation is expected. Failure to comply with an evacuation order could lead to disciplinary actions.

Procedures When Emergency Evacuation is Ordered or When Audio or Visual Alarms are Activated:

1. Do not use elevators
2. As careful and safely as possible, take your keys, wallet, and any other essential belongings with you. This should also include your Coppin State University Identification Card.
3. If smoke is present, stay close to the floor as you exit.
4. Do not go into the restrooms.
5. Close doors, but do not lock them.
6. Direct visitors or anyone needing assistance to stairwells and exits.
7. Provide assistance to those with physical disabilities. If you are unable to provide assistance, immediately call the Office of Public Safety at (410) 951-3900.
8. Exit the building using the nearest marked exits and posted evacuation routes.
9. Do not return to the building unless directed by the Office of Public Safety.

SHORT AND LONG-TERM EVACUATIONS

Short-Term Evacuation

The University may institute a short-term evacuation under the following circumstances:

- Catastrophic damage to campus
- Contamination on campus
- Unidentified impending crisis

In situations where the University has little if any notice to evacuate the campus, the Office of University Relations should:

- Notify the public that the University is closed and traffic will not be allowed to enter onto the campus.

Evacuation will be performed by:

- Personal Vehicles
- Shuttle Buses
- Public Transportation

Responsibilities for Evacuation:

Department of Transportation

- Place as many vehicles as possible in service.
- Have vehicles pick up passengers at the designated evacuation stop points which include:

  o Loop in front of Percy Julian Science Building at North Ave.
  o Loop between Dedmond Residence Hall and Daley Hall at Windsor Ave.

- Transport passengers to designated shelter locations and return for additional transports.

Office of Public Safety

- Have and activate an early warning system sound
- Supply information resources with evacuation information
- Place directional signs at every campus exit directing traffic away from the campus to alleviate traffic congestion
- Place CSUPD (Coppin State University Police Department) personnel at key intersections
- Contact the Baltimore City Police Department for traffic direction assistance (if available)

Department of Public Safety Traffic Direction Posts.

- North Ave at Warwick Ave
- Warwick Ave at Windsor Ave
- Warwick Ave at Gwynn Falls Parkway
- Loop Road at North Ave.

Long-Term Evacuation

The University may institute a long-term evacuation under the following circumstances:

- Notice of a Hurricane
- Complete loss of Utilities
- A National Emergency

In situations where the University has 6-12 hours notice or longer to evacuate the campus, the Office of University Relations should:

- Notify the public that the University is closed and that traffic will not be allowed to enter the University.
- If the school day has not begun, notify faculty, staff, and students that the University will be closed.

Evacuation will be performed by:

- Personal Vehicles
- Shuttle Buses
- Public Transportation

Responsibilities for evacuations:

Department of Transportation Services

- Place in service as many vehicles as possible
- Have vehicles pick up passengers at the designated evacuation stop points which include:

  o Loop in front of Perry Julian Science Building at North Ave.
  o Loop between Dedmond Hall and Daley Hall

- Transport passengers to designated shelter sites and return for additional transports

Department of Public Safety

- Place directional signs at every campus exit directing traffic away from campus to alleviate traffic congestion.
- Place CSUPD (Coppin State University Police Department) personnel at key intersections.
- Place CSUPD (Coppin State University Police Department) personnel at designated pick up points to maintain order.

RESIDENCE HALL FIRE AND EMERGENCY EVACUATION PLAN

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1. THE ALARM MUST BE SOUNDED. Any person aware of a fire must pull the alarm. The building must be evacuated when the alarm sounds. The alarm does not summon the Fire Department.

2. THE FIRE DEPARTMENT MUST BE CALLED. From a safe location outside the building, call the Office of Public Safety at (410) 951-3900.   They in turn will contact the Baltimore City Fire Department and any other emergency personnel they deem necessary.

3. EVACUATE.   It is each resident's responsibility to evacuate when the alarm sounds. Failure to evacuate at the sounding of the alarm violates University Residence Housing policies and the Maryland State Fire Code. Floor training sessions conducted by the Residence Life Staff should emphasize the location and use of the nearest exit in an emergency. Elevators are never to be used in an evacuation.

   Assisting or confronting residents who will not evacuate is a secondary responsibility of staff. Staff may not force a resident to evacuate. Staff should make note of the incident in the administrative follow-up after the emergency incident. In an emergency, the duties of the staff are to help coordinate the evacuation of residents with disabilities, the assembly of residents after evacuation and the interactions among staff, residents and emergency personnel. While Residence Life staffs are not responsible for the evacuation of residents with disabilities, an important staff responsibility is to assist in the advance planning for the evacuation of residents with disabilities and ensure that the residents with disabilities are aware of the proper evacuation procedures. Generally, residents with severe disabilities should be assigned to areas of the building that are most accessible to the outside. During an emergency, individuals should only attempt to assist residents with disabilities as long as they do not place themselves or others at greater risk.

4. ASSEMBLE. Each residence hall should have a designated outside assembly area to avoid hindering fire personnel and, if possible, to determine if anyone is missing. An inside assembly area at a nearby building provides shelter in the event of inclement weather or for a building evacuation that may last longer than 30 minutes.

5. DO NOT FIGHT FIRES OR ATTEMPT TO RESCUE. Never attempt to fight a fire or re-enter the building to attempt to rescue a trapped or injured person. Firefighting and rescue should be performed by the Baltimore City Fire Department.

6. Residents may not re-enter the building until the Baltimore City Fire Department gives authorization. In the case of Bomb Threats, members of the Coppin State University Police will advise Residence Life staff of the search results. If nothing is found, those residents who chose to evacuate will be advised to re-enter at their own discretion. (See Page 17 Bomb Threat)

ASSEMBLY AREAS

In an emergency evacuation, residents should be directed to a designated outside area. In inclement weather or during an evacuation lasting longer than 30 minutes, and if the area on-duty staff feels it is necessary, staff will guide residents to inside assembly areas in a nearby building.

It is recommended that Resident Life Directors identify exterior assembly areas for residents of each building. This exterior assembly area should be easily identified and should be known to all building residents. It should be at least 300 feet away from the building to allow the Fire Department unobstructed access. Housing and Residence Life has identified the following areas as interior assembly areas:

BUILDING	INTERIOR ASSEMBLY AREA
Dedmond Residence Hall	Francis Murphy Research Center
Daley Residence Hall	Dining & Meeting Hall

RESIDENCE HALL EMERGENCY EVACUATION INSTRUCTIONS

1. THE BUILDING MUST BE EVACUATED WHEN THE ALARM SOUNDS. It is each resident's responsibility to evacuate when the alarm sounds. Dress for the weather and put on shoes.

   Use the nearest exit. If blocked by smoke or flame, use another exit. If all exits are blocked, go back to your room. DO NOT USE THE EVEVATOR.

   Before opening a door, feel it with the back of your hand. If it is hot, do not open the door. If it is not hot, brace yourself against the door and open it slightly. If fire, heat or smoke is present, close the door and stay in your room.

   If smoke is in the room or corridor, keep low to the floor where the air is fresher. If cloth is available, hold it to your mouth and nose to filter some of the smoke.

   If possible, close doors behind you as you leave

   Once outside, go to the exterior assembly area. In inclement weather, or if it appears that the evacuation will last more than 30 minutes, you will be guided to an indoor assembly area.

   If you cannot leave the room, open windows from the top and bottom to let the heat out and fresh air in. Hang a bed sheet or piece of clothing out of the window to attract attention. At night, wave a flashlight.

2. Follow all staff and emergency personnel's instructions.
3. Residence Life may ask you to assist residents with disabilities who need to be evacuated and to ensure that they are aware of the alarm only when these actions do not place you in personal danger.
4. If you see smoke or fire, pull the alarm, evacuate the building and, from a safe location outside the building, notify the campus police.
5. All fires, even if extinguished, must be reported to the Coppin State University Department Police by calling (410) 951-3900.
6. All fire alarms, even if suspected of being false or accidental, must be reported to campus police.

EVACUATION POLICIES AND PROCEDURES FOR DISABLED RESIDENTS

Residents with Disabilities: If your mobility is impaired due to a temporary or permanent disability, it is your responsibility to inform your Residence Life Director of your name, room number, and nature of disability, this is to include auditory impairments. This information will be placed on a list that will be given to the fire department in an emergency. If smoke or flame prevents you from leaving the building or your room, open the windows from the top and bottom to let the heat out and fresh air in; Hang a bed sheet or piece of clothing out of the window to

attract attention; Wave a flashlight at night. Residents and staff may assist you with evacuation only when this will not place them in danger. Your rescue will be the first priority of the responding Baltimore County Fire Department Units.

Environmental Health and Safety recommends that staff and CSU students should assist any resident with a disability by ensuring that he/she is aware of the evacuation alarm. However, this is not encouraged if this places the employee/student in personal harm or danger. Examples of personal harm or danger include remaining in the building, returning back to a floor once you are in a smoke-free stairwell, entering burning or smoky rooms, or passing through such areas. Once outside, employees and students are asked to immediately notify emergency personnel of any person(s) remaining in the building.

1) The Residence Life Director is responsible for maintaining a list of all residents with disabilities. This list should note the resident's room number and the type of disability. Each Residence Hall staff member and front desk personnel should have a copy of the list to give to responding emergency personnel. Residents having temporary disabilities (i.e. sprained ankle) are to be placed on the list for the duration of the injury.

    NOTE: As noted earlier, it is the responsibility of the person with the disability to inform the Residence Life Director so that he/she may be put on the list. The resident is the best judge of his/her physical limitation(s). In the case of a temporary disability, it is the resident's responsibility to let the Resident Life Directors know the disability is no longer present.

2) In an emergency requiring evacuation, residents and staff should check on the evacuation of their unit's residents with disabilities when exiting from the building. They should assist residents with disability only when they can do so without risking personal danger to themselves or others.

3) Unless a resident's room is in direct or immediate danger, they should remain in their room and await evacuation assistance from the BCFD (Baltimore City Fire Department). If there is a telephone in the room, the resident should also dial 911 and tell the dispatcher the room number and situation.

    If the resident's room is directly involved or in immediate danger, they should move to a safe area on their floor and await assistance from the BCFD (Baltimore City Fire Department). If this situation occurs, someone should remain with the disabled resident in the "area of refuge" to assist them (if they can do so safely), and another individual should alert responding BCFD personnel to where the disabled resident is located. The decision as to whether or not the disabled individual can safely evacuate is solely the decision of the disabled resident. A disable resident should never be forced to evacuate.

4) Rescue of residents with disabilities who are trapped by fire or smoke will be the first priority of the BCFD (Baltimore City Fire Department). The fire department will be guided by the staff or desk lists and information from residents or staff who know or suspect that residents with disabilities could not evacuate.

5) In the event of a false building fire alarm or other emergency in which the BCFD does not respond, there will be no effort to assist disabled residents in evacuating the building. The BCFD is the only organization trained to provide emergency evacuation assistance to disabled residents.

RESIDENT LIFE DIRECTOR ADDITIONAL DUTIES:

1) <u>REPORT TO THE SERVICE DESK</u>. Obtain the appropriate residents with disabilities list. If necessary, obtain the assembly building entrance key. Ensure that all front desk on-duty tasks have been successfully carried out.

2) <u>RESPOND TO THE EMERGENCY SITE</u>. Ensure that all Residential Assistants' on-duty tasks have been successfully carried out.

3) <u>MOVE THE RESIDENTS</u> to the inside assembly area in inclement weather. This procedure should also be followed when circumstances extend 30 minutes or more.

RESIDENCE HALL STAFF EVACUATION DUTIES

DESK RECEPTIONIST ON DUTY

1. If notified of an emergency by telephone, instruct the caller to pull the building fire alarm, and to report physically to responding police or fire officials.

2. CALL Campus police and 911 to report the emergency.

3. THE RESIDENTS WITH DISABILITIES LISTS MUST BE READY FOR EMERGENCY PERSONNEL.

4. Evacuate the building.

Evacuation Locations

Evacuated Building	Gathering Points 500 Feet from Building	Safe Assembly Stations (Will be used if gathering point becomes unsafe)
Miles Connor Administration	Lot B	
Tawes Center	Lot F	
Coppin Center	Lot F	
Grace Hill Jacobs	Lot F	
Parlette Moore Library	Lot F	
Percy Julian Science	Lot F	
James Weldon Johnson Auditorium	Lot F	
Daley Hall	Lot B	
Dedmond Hall	Lot B	
Frances Murphy Research Center	Lot B	
Nursing Center	Vacant Lot on the East Side of the East Exit of HHSB	
HHSB	Vacant Lot on the East Side of the East Exit of HHSB	

Building Containment Procedures

Definition: *Keeping students, staff and faculty in areas of building rendered safe and cutting off; isolate unsafe areas of building off-limits.*

Building Containment Procedures will be initiated when it is safer to remain in the building.

Logistics & Support

During varying emergency situations, pre-identified offices will have a role, as needed. Personnel who supervise these offices will be notified by the Crisis Management Team (CMT).

Academic Deans & Chairs	Implement established protocols
Athletics	Coordinate use of Coppin Center for temporary shelter or other containment needs.
Counseling Center	Will implement counseling protocols
Facilities Operations	Provide site and building information.
Faculty	Wait for instructions from CMT
Health Center	Provide medical assistance.
Human Resources	Provide employees' contact information. Identify employees and their departmental assignments.
Information Technology	Relay information from the Office of University Relations to the Coppin Community via the: ⇒ CSU Website ⇒ E2Campus Text Messaging System ⇒ Campus' Main Information Line, (410) 951-3000 ⇒ Campus-wide Email System
Mail Room	Call 911 or 3900
Procurement	Purchase emergency goods and services.
Public Safety	Contact law enforcement officials, secure emergency site, oversee evacuation, crowd management, and oversee building containment. Serve as Liaison for the University with non-university emergency agencies. (i.e., fire department, medical services, etc.) Campus-wide paging and messaging
Registrar	Cancel and reschedule classes.
Residence Life	Implement established protocols
Student Affairs	Serve as liaison with parents and students.
University Dining Services	Implement established protocols
University Relations	Coordinate media services. Serve as spokesperson.

Building Coordinators

The building coordinators are responsible for assisting Public Safety with evacuation and containment of each campus building. An individual may be assigned to monitor the entire building with the assistance of an individual for each floor. These individuals must be aware of the following:

- The physical layout of the building/floor
- Employees with mobility conditions
- Evacuation route maps
- Gathering points for the building
- Emergency phones, emergency pull alarms, fire extinguishers and emergency exits
- Number and office location of all employees on the floor

During an evacuation or containment, the building coordinator and floor coordinators must:

- Assist occupants with the evacuation or containment
- Account for all occupants
- Alert occupants of any changes in gathering points

Crisis Situations

A crisis situation is an unforeseen circumstance or combination of circumstances. Some of these circumstances can cause death, significant injury, property damage, environmental damages, and may be life threatening. Some common crisis situations are:

Bomb Threats
Chemical Spills or Hazardous Materials Incident
Earthquakes
Electrical/Lighting Outage
Elevator Malfunction
Fire or Smoke
Gas Leaks
Plumbing Failure/Floods
Severe Weather Emergency
Suspicious Packages
Tornadoes
Catastrophic Emergencies
Demonstrations and Crowd Disturbances
Emotional Distress
Psychological Emergency
Violence or Criminal Behavior
Power Outages

Crisis Protocol

The following are basic procedures to assist in responding to crisis situations. These procedures are designed to be flexible.

Bomb Threats

Definition: *The reporting of an explosive device or suspected explosive device. Although some threats may be written, the most common is the telephone threat.*

Contact	
Office of Public Safety	**410-951-3900**
Baltimore City Police	**911**
Office of Facilities	**410-951-1234**

PROCEDURES

Telephone Threat

1. Remain calm and immediately refer to the attached bomb threat checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
4. Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
5. Attempt to obtain information on the location of a device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of detonator.
7. Immediately after the caller has ended the call, notify the Office of Public Safety by calling (410) 951-3900. If possible, call Department of Public Safety using a different phone while keeping the caller on the line.
8. If the threat was left on your voicemail, do not erase.

Written Threat

1. If a letter or note is received, it should be handled very carefully to preserve any fingerprints.
2. Please notify the Office of Public Safety immediately by calling **(410) 951-3900**.

E-mail Threat

1. If an e-mail is received, save and forward immediately to the Office of Public Safety.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS:

- BE CALM
- BE COURTEOUS
- LISTEN
- DO NOT INTERRUPT
- DO NOT HANG UP

Questions to Ask:

When is the bomb going to explode?

_____

Where is the bomb right now?

_____

What kind of bomb is it?

_____

What will cause the bomb to explode?

_____

Did you place the bomb?

_____

Why?

_____

___

What is your name?

_____

Exact Wording of Bomb Threat

_____

_____

_____

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
∀ Loud	∀ Soft	∀ Fast	∀ Slow	∀ Excellent	∀ Good
∀ High Pitch	∀ Deep	∀ Distinct	∀ Distorted	∀ Fair	∀ Poor
∀ Raspy	∀ Pleasant	∀ Stutter	∀ Nasal	∀ Foul	∀ Other
∀ Intoxicated	∀ Other	∀ Slurred	∀ Other		

ACCENT		MANNER		BACKGROUND SOUNDS	
∀ Local	∀ Not Local	∀ Calm	∀ Angry	∀ Factory	∀ Trains
∀ Foreign	∀ Region	∀ Rational	∀ Irrational	∀ Machines	∀ Animals
∀ Race		∀ Coherent	∀ Incoherent	∀ Music	∀ Quiet
		∀ Deliberate	∀ Emotional	∀ Office	∀ Voices
		∀ Righteous	∀ Laughing	∀ Machines	∀ Airplanes
				∀ Street	∀ Party
				∀ Traffic	∀ Atmosphere

OTHER

Sex of Caller: _____   Race: _____   Estimated Age_____

Telephone number at which call was received: _____Time call was received: _____

Caller ID number: on your display: _____ Duration of call: _____

Recipient:

Name:

_____

Telephone Number: _____ Date: _____

Fire & Smoke

Definition: *The observation of smoke, flames, or explosion that appear to pose a threat to life or property.*

Contact	
Department of Public Safety	**410-951-3900**
Baltimore City Police	**911**
Facilities Department	**410-951-1234**

Procedures for First Respondents:

1. Pull fire alarm if one is available; notify occupants by yelling "fire."
2. Go to a safe area and call the Office of Public Safety at (410) 951-3900 and give the following information:
   - the building, floor and room number where the fire is located
   - whether the building is occupied
   - whether any person(s) is trapped or injured
   - if known, give cause of the fire
3. Evacuate the building until the signal to re-enter has been given.

Procedures for Occupants:

1. DO NOT USE THE ELEVATOR. All stairwells in the building will be used for the evacuation of the building.
2. When the alarm is sounded—the alarm may be voice, strobe light or horn--all occupants will use the exit closest to them.
3. Doors should be closed as the last person leaves the room.
4. Do not run, walk quickly. Persons who have difficulty walking or walk slowly should walk to the right.
5. Go to the designated gathering point for your building.

Life Safety Survival Skills

If smoke or heat is present:
- Stay in room.
- Close door and seal cracks.
- If possible, call security and give your location.
- If possible, open top and/or bottom of window.
- Wait for help.

If smoke or heat are tolerable:
- Stay low and crawl. Keep your head 1 to 2 feet above floor.
- Close doors behind you.
- Go to the designated gathering point for your building.

Suspicious Packages

Definition: *Suspicious packages are envelopes, packages, containers and other objects that are suspected of being a threat to life and/or property. Generally, these items are suspected because they are out of place or unusual for that location and cannot be accounted for, or because a threat has been received. Suspicious packages and envelopes may contain explosives, chemicals or biological agents.*

Contact	
Department of Public Safety	**410-951-3900**
Facilities	**410-951-1234**
Maryland Emergency Response Commission	**410-517-3600**
Baltimore City Police	**911**

Procedures:

Use the following checklist to determine if the package is a potential threat.

Criteria for Suspicion	Yes	No

Does the package, envelope or container have:
   o Handwritten or poorly typed addresses
   o Misspellings of names, address or addressee
   o Oily stains, discolorations or strange odor
   o No return address
   o Excessive weight
   o Return address and postmark are not from the same area
   o Special handling instructions on package
   o Lopsided, uneven envelope or oddly shaped
   o Protruding wires or aluminum foil
   o Have an unusual amount of security material such as masking tape, string, etc.
   o Ticking sound
   o Marked with restrictive endorsement, such as "Personal", "Confidential" or "Do not x-ray"
   o Have powdery substance on the outside of package/envelope
   o Marked with any threatening language
   o Visual distractions		

If you suspect that, the package is a potential threat:

Call the Office of Public Safety at (**410) 951-3900.**

Do not panic.
Do not open, shake or empty the contents. If anything spills, do not try to clean-up the contents. If contents spilled on your clothes, remove your clothing. Place clothing in a plastic bag and seal the bag.

Place package, if possible, in something that can be sealed, such as a zip lock bag or plastic container.

If a container is not available, put it down and cover the package with anything—clothing, paper, trashcan, etc.   Do not remove cover.

Do not move the package or envelope to another location.

Leave the room, close the door, and section-off the area to prevent others from entering.

Everyone who came into contact with the package should wash their hands and face; blow their nose; place tissue in a clear plastic bag; and rewash their hands and other exposed skin areas with soap and water. Shower immediately. Do not use bleach or other disinfectant on your skin.

List all people who were in the room or area, especially those who had actual contact with the package.

If there is concern of aerosolization, leave the area immediately. If fans are in use, turn them off if possible.

If package is ticking or transmitting any sound, do not touch. Turn off any radio equipment within 100 feet of the suspicious object.

Chemical, Biological and Radiological Exposure

Definitions:

Biological Agents – *organisms or toxins that have illness-producing effects on people, livestock and crops*

Chemical Agents – *poisonous gases, liquids or solids that have toxic effects on people, animals or plants. Most chemical agents cause serious injury or death.*

Radiological – *Alpha, Beta, or Gamma rays in medical or industrial isotopes combined with explosive or incendiary*

Contact	
Office of Public Safety	410-951-3900
Office of Facilities	410-951-1234
Baltimore City Police	911
Baltimore City Fire Department 3130 W. North Avenue	410-396-0420

The misuse of chemical, biological and radiological material can be potentially life threatening.

	Chemical	Biological	Radiological
Agent Types	▪ Nerve, ▪ Blister ▪ Blood ▪ Choking ▪ Irritating	▪ Bacteria-anthrax, plague ▪ Virus-smallpox, viral hemorrhagic fever ▪ Toxin-poison, ricin, Botulism	▪ Alpha (will not penetrate skin) ▪ Beta (more penetrating than alpha) ▪ Gamma (very penetrating)
Forms	Solid, liquid, or gas	Non-volatile, invisible to senses, normally ingested or inhaled	Radioactive materials, i.e. medical or industrial isotopes, combined with explosive or incendiary material
Effects	▪ May be felt immediately or delayed ▪ May produce incapacitation ▪ May cause death	Usually delayed, range from hours to days to weeks	▪ Vomiting ▪ Fatigue ▪ Skin Burns ▪ Bleeding ▪ Increased risk of infection ▪ Hair loss
Dissemination	▪ Spraying device ▪ Leaking package/container ▪ Bursting device ▪ Explosive	Dispersion device for aerosol dispersion	More likely by explosion

Chemical

Procedures for chemical exposure:

1. Hold your breath and cover your face with a handkerchief or piece of clothing; leave the area as quickly as possible.
2. If inside, move outside, keeping your face covered. If outside, move upwind, keeping your face covered.
3. If you get any droplets of the chemical on clothing, remove the clothing. If you get any droplets of the chemical on your skin, wash your skin with cold water.
4. Isolate the area and prevent others from entering the area. If possible, have the building ventilation system shutdown and turn off any fans, or equipment that is circulating the air. Evacuate the area.
5. Seek medical assistance immediately If you experience shortness of breath, dizziness, choking, blurriness, shuddering.
6. When you have reached safety, call the Office of Public Safety at (**410)951-3900**. Provide them with the following information:

   - Exact location
   - Number of persons in the contaminated area
   - Any symptoms displayed by contaminated persons

Keep hands away from face, eyes, nose and mouth and wait for help to arrive.

The Office of Public Safety will notify the specialized authorities and medical personnel.

<u>Biological</u>

Procedures for biological exposure via package or container:

1. Do not open the package, pass it around, or try to clean up the powder or liquid.
2. If possible, place an object over the package or place in a large waste bin.
3. Do not leave the room or area. This will prevent contaminating others. All non-contaminated persons should evacuate the area. Anyone contaminated should avoid contact with others, remain in the vicinity, and give names to Campus Police. Required first aid and clean up by specialized authorities should be started at once.
4. Call the Office of Public Safety for help at (**410) 951-3900**. Provide them with the following information:

   - Exact location
   - Number of persons in the contaminated area
   - Any symptoms displayed by contaminated persons
   - Description of the package/container

The Office of Public Safety will notify the specialized authorities and medical personnel.

<u>Radiological</u>

Procedures for radiological exposure:

1. Avoid the source of the radioactivity. The further away the better. Follow the department's evacuation process.
2. Shield yourself with heavy or thick material.
3. Place a handkerchief or piece of clothing over your mouth to shield against radioactive particles in the air.
4. Remove clothing if you have been in contact or exposed to radioactive particles; wash exposed skin or hair.
5. Call the Office of Public Safety for help at (**410) 951-3900.** Provide them with the following information

   - Exact location
   - Number of persons in the contaminated area
   - Any symptoms displayed by the contaminated persons

The Office of Public Safety will notify the specialized authorities and medical personnel.

Workplace Violence

Definitions:

   - *Confrontation with an armed individual*
   - *Confrontation with an unarmed individual*
   - *Physical assault/violent threats*
   - *Stalking or continuous and intimidating harassment*
   - *Actions aimed at disrupting or sabotaging operations*

Contact	
Office of Public Safety	**410-951-3900**
Baltimore City Police	**911**

Because this emergency involves dealing with people, it is difficult to predict the consequences. As a result, in exercising the emergency procedures one must remain rational, calm and responsible. Try not to compromise your safety and others around you.

Report any threatening actions to the Office of Public Safety by calling (410) 951-3900

- Report the nature of the incident
- Give the location of the incident
- Give description of person(s) involved
- Report the circumstances of the act

Report threatening activity via a campus Code Blue E-Phone, which are strategically located throughout the campus.

If accosted by an aggressive or potentially violent person, remember the following Self-Protection Tips:

1. If possible, leave the area.
2. Try to calm the person.
3. Listen to the person and permit the person to talk.
4. Try to use delaying techniques.
5. Be respectful.
6. Do not belittle, criticize, agitate, or argue with the person.
7. Do not use body language or speech that challenges the person.
8. Do not make sudden movements.
9. Do not make false promises.

Earthquakes

Definition: *A sudden slipping or movement of a portion of the earth's crust, accompanied and followed by a series of vibrations*

Contact	
Office of Public Safety	**410-951-3900**
Office of Facilities	**410-951-1234**
Maryland Emergency Response Commission	**410-517-3600**

Procedures

If Indoors:

1. Drop to the ground; take cover by getting under a sturdy table or other piece of furniture and hold on until the shaking tops. If a table or desk is not nearby, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away form glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
4. Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
5. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
6. Do not use the elevators.

If Outdoors:

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

If Trapped under Debris:

1. Do not light a match.
2. Do not move about or kick-up dust.
3. Cover your mouth.
4. Tap on a pipe or wall so rescuers can locate you. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After an Earthquake

1. Expect aftershocks—these secondary shockwaves are usually less violent but can be strong enough to do additional damage to weakened structures. They may occur in the first hours, days, weeks, or even months after the earthquake.
2. Use the telephone only for emergency calls.
3. Stay away from damaged areas.
4. Help injured or trapped persons. Do not move seriously injured persons unless they are in immediate danger of further injury.
5. Clean up spilled flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
6. If you smell gas or hear blowing or hissing noises, check for gas leaks. Open a window and quickly leave the building.
7. If you see sparks or broken or frayed wires or if you smell hot insulation, report it to the Office of Facilities.
8. If you suspect that the sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, avoid using water from the tap.

Railroad—Accidental Release of Hazardous Material

Definition: *Any evidence of leaking liquid or vapor.*

Contact	
Office of Public Safety	**410-951-3900**
Office of Facilities	**410-951-1234**
CSX Police Communication Center	**800-232-0144**
Environmental Protection Agency Hotline	**800-424-9346**

In cases of railroad derailment, any evidence of leaking liquid or vapor should be sufficient to warn the Office of Public Safety of potential danger. Stay clear of the area.

First Responders Procedures:

1. Identification of hazardous materials via:

- Checking placards on the sides of the railroad cars/tanks–Hazmat cars/tanks should have placards displayed at the front, rear and both sides.
- Noting the shape and configuration of the rail car/tank.
- Checking the shipping papers, which should identify the hazardous materials and instructions for handling the materials.

2. Securing the area, and calling the Fire Department and request a hazmat specialist.
3. Approaching the scene from an upwind direction if possible.
4. Do not inhale fumes, smoke or vapors.
5. Do not step in or touch spilled materials.
6. Do not approach the scene if you suspect radiological materials.
7. Do not drive through the contaminated area.
8. Do not eat, drink, or smoke near the accident area.
9. Do not use flares to barricade the area.
10. If anyone is contaminated, isolate that person.

Demonstrations and Rallies

Definition: *Authorized, lawful, peaceful gatherings on campus, which does not disrupt the normal operations of the University or infringes on the rights of the University Community.*

Contact	
Vice President of Student Affairs	**410-951-3933**
Department of Public Safety	**410-951-3900**

Policy: According to the *Coppin State University Student Handbook, "*Unauthorized participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus" Is subject to disciplinary sanctions.

Procedures:

1. Organizers of demonstrations or rallies must seek approval from the Vice President of Student Affairs to use University property and facilities.
2. Request(s) must be submitted in writing. The organizers must have a complete proposal for the demonstration/rally.
3. If approved, the organizers are responsible for insuring that the demonstration/rally will be operated in a responsible manner.
4. The University reserves the right to take steps to control inappropriate conduct.
5. The demonstration/rally may not block access to University facilities.
6. The University reserves the right to revoke the approval of a rally if it is deemed the rally may create a disturbance, which may cause bodily injury or harm.

Please refer to the *Coppin State University Student Handbook* for policies, disciplinary procedures and grievance procedures for this policy.

Utility Failure

Definition: *Failure of infrastructure utilities, which provide for the safety of the college community and the efficient performance of its physical facility.*

Contact	
Office of Facilities	**410-951-1234**
Office of Public Safety	**410-951-3900**

The failure of infrastructure utilities is not commonplace, but in such cases as electric power failure, natural gas leaks and plumbing failure, take the following measures.

POWER OUTAGES

1. If the incident happens between 8:00a.m. and 5:00 p.m., Monday – Friday, call the Office of Facilities at (**410) 951-1234**. If the loss occurs after hours, on the weekend, or on a holiday, call the Office of Public Safety at (**410) 951-3900.**
2. If the lights are out, proceed carefully to a lighted area.
3. Do not use the elevators.
4. If a secondary lighting system, such as a flashlight is not available, look for emergency lighting at the exits and safely evacuate the area.
5. If you are in an elevator, use the emergency button or telephone to alert the Office of Public Safety. Do not attempt to open the elevator car door or shake the elevator car.
6. Do not return to the building until directed by Facilities or the Department of Public Safety.
      If in an office:

7. Switch off all electrical appliances.
8. To avoid potential serious damage when the power is restored, unplug surge-sensitive equipment, such as computers and monitors.

ELEVATOR FAILURE

1. Use the elevator's emergency phone to contact the Office of Public Safety.
2. If the elevator does not have an emergency telephone, push the emergency alarm located on the front panel to signal for help.
3. If there is no emergency alarm system, make noise to alert others outside of the elevator.

GAS LEAKS

1. Vacate the area.
2. If you cannot leave the area, ventilate room with fresh air.
3. Do not use the elevators.
4. Go to a safe location and call the Office of Public Safety at (**410) 951-3900**.
5. Do not return to the building until directed by the Office of Facilities or the Office of Public Safety.

PLUMBING FAILURE

1. If the incident happens between 8:00a.m. and 5:00 p.m., Monday - Friday call the Office of Facilities at (**410) 951-1234**. If the loss occurs after hours, on the weekend, or on a holiday, call the Office of Public Safety at **410-951-3900.**

2. Do not use electrical equipment.
3. Stop the flow of water if you know the source of the water and can safely do so.
4. Do not use the elevators.
5. If there is potential danger, immediately vacate the area.

Tornadoes

Definition: V*iolently rotating column of air extending from a thunderstorm to the ground.*

Tornado Watch – A tornado watch is issued when conditions are likely for a tornado to strike.

Tornado Warning – A tornado warning is issued when a tornado has actually been sighted or has been indicated by radar.

Procedures

Contact	
Office of Public Safety	**410-951-3900**
Office of Facilities	**410-951-1234**
Baltimore City Police	**911**
Baltimore City Fire Department – 3130 W. North Avenue	**410-393-0420**

1. You will be asked to remain in or take shelter in a building.
2. Move to an interior hallway in the basement or lowest floor.
3. Avoid areas with glass, heavy furniture/equipment, or shelving.
4. Sit on the floor and cover your head with your arms.
5. Do not leave the area until directed by the Office of Public Safety or Emergency Personnel.

Catastrophic Emergency

Definition: *acts of violence, acts of terrorism, fires and natural disaster leading to death and/or widespread destruction*

Contact	
Department of Public Safety	**410-951-3900**
Facilities	**410-951-1234**
Baltimore City Police	**911**
Vice President for Student Affairs	**410-951-3933**

Policy:

In the event of an accident, illness or act of violence resulting in the unexpected death of a member of the Coppin State University community, the designated University officials will begin the notification process.

Acts of Violence include, but are not limited to: suicide, homicide, sexual assault, and accident leading to an accidental death, acts of terrorism, fire, and natural disasters.

Procedure:

1. The Office of Public Safety will coordinate the scene where the situation has occurred.
2. The designated University official will contact and inform the family of the deceased/injured individual.
3. A Trauma Response Team composed of personnel from Student Affairs, counseling services, and the Office of Public Safety must be in place within the first 24 hours after the incident, and be available for family and members of the Coppin State University community.
4. The Office of University Relations will prepare all statements for the media and other agencies.
5. The Office of Public Safety will serve as liaison with external police and agencies.

Shooting Incident

If you are involved in a situation where a gunman has entered an area or building and begins shooting, or if you hear gunfire, the following actions are recommended:

- Exit the building immediately. Avoid parking lots and open areas.
- Notify anyone you encounter to exit the building immediately or not to enter the building.
- Notify the Office of Public Safety by calling (410) 951-3900 or Baltimore City Police by calling 911. Give the operator the following information:

    1. Your name
    2. Location of the incident
    3. Describe what is occurring
    4. Number of shooters
    5. Number of persons who may be involved
    6. Your location

If you are directly within range or in danger of an active shooter, the following actions are recommended:

- Go to the nearest room or office and hide.
- If possible, close, lock, or barricade the door.
- Keep quiet.
- Do not answer the door.
- Notify the Office of Public Safety at (410) 951 3900 or call 911
- Wait for the police to assist you out of the building.

If the shooting occurs outdoors, the following actions are recommended:

- Move inside a building (see above instructions)
- If you cannot go inside, try to hide behind something solid.
- Run away from the sounds of shooting, if you can do so without risk.
- Notify the Office of Public Safety at (410) 951 3900 or call 911

Severe Weather Emergency

Definition: Inclement weather, such as snow, ice, tornadoes, hurricanes, etc. which may cause hazardous conditions traveling to or from the campus.

Policy

1. The President of the University will make the final decision as to whether all departments of the institution will be closed. Administrative offices may remain open even though classes are cancelled.

2. The sole criterion for closing is to ensure the safety of the students, faculty and staff.
3. Consistent with the safety of the students, faculty, and staff, offices and classrooms will be kept open whenever possible.
4. The Provost/Vice President for Academic Affairs**,** in consultation with the President, will make the class cancellation decision based on the available information. The Department of Public Safety will collect the weather forecast information on which to base the class cancellation decision and relate this information to the Provost/Vice President for Academic Affairs by 5:00 a.m. on the inclement weather day.
5. After consultation with the President and Provost/Vice President for Academic Affairs, the University Relations Designee will notify the radio and television stations of class cancellations, delays and/or campus closings**.** The University Relations Designee will then notify:

   - The Office of Public Safety
   - The Division of Information Technology
   - The Office of Facility Management
   - The Office of Residence Life
   - The School of Nursing
   - The Office of Auxiliary Services
   - The Principal of Coppin Academy

NOTE: In the event of class cancellations, delays and/or campus closing due to inclement weather, one of the following will be reported to the media, posted on the University's website, recorded on the main telephone information line, and sent via the E2 Campus Text Message Alert System:

1. "University and Coppin Academy are closed" -- in this case, only essential personnel are expected to report to work (non-essential personnel will be granted administrative leave);
2. "Day classes are cancelled, offices are open (evening classes will continue unless specified in the announcement)" -- in this case, all non-faculty staff are expected to report at their regularly schedule start time (or use annual leave); faculty are expected to maintain their normal posted office hours;
3. "Classes are delayed (time of delay will be provided in the announcement)" – in this case, all non-faculty staff are expected to report at their regularly scheduled start time; faculty are expected to maintain their posted schedule;
4. Status of off-site centers will be specified in the announcement if different from the status of main campus.

Office Hour Procedures

1. The President, through the Office of University Relations, will notify all personnel that the University is closing.
2. Radio and television stations will be notified by the Office of University Relations so that evening students, faculty, and staff are notified.
3. The University Relations Designee will inform the Office of Information Technology so that this time-sensitive information can be posted on the Homepage of the Coppin State University Website, recorded on the Main Telephone Information Line, and sent via the E2 Campus Text Message Alert System.
4. The Office of Information Technology will notify the campus community of the closing via existing global paging and messaging systems.
5. In the case of satellite events, off-campus activities, or non-class scheduled events, the Office of University Relations Designee should give a complete list of cancellations and postponements (obtained from the President, Provost, and Vice Presidents) to the media at least two to three hours in advance. This will help keep the number of calls to the media at a minimum. The objective is to utilize the media during emergencies to relay this information.

Evening and Night Hour Procedures

1. The Office of Facilities will collect the weather forecast information on which to base the decision as to whether the school will be closed or will open late. The Office of Facilities designee will also access the conditions of the campus. The designee will also access road conditions to the extent possible. This information will be communicated to the Provost/Vice President for Academic Affairs.
2. The Provost/Vice President for Academic Affairs, in consultation with the President, will make the decision regarding school closing. The decision will be conveyed to the Office of University Relations designee.
3. The Office of University Relations designee will notify the various offices identified on Page 30 of the decision, in addition to notifying the media outlets identified below

Radio & Television Stations to be Used for Announcements

Metro Baltimore Area

WWMX Radio (106.5 FM)	WMAR-TV (Channel 2)
WEAA Radio (88.9 FM)	WBAL-TV (Channel 11)
WLIF (101.9 FM)	WBFF-TV (Channel 45)
HEAVEN (600 AM)	WJZ-TV (Channel 13)
WQSR Radio (105.7 FM)	WBAL Radio (1090 AM)
WERQ Radio (92.3 FM)	WXYV Radio (102.7 FM)
WWIN Radio (95.9 FM)	

Metro Washington, D. C. Area

WTOP Radio (1500 AM)	WJLA-TV (Channel 7)
WHUR Radio (96.3 FM)	WRC-TV (Channel 4)

Inclement Weather Essential Employees

- Police Personnel
- Housekeepers and Custodial Services Personnel
- Maintenance Department Personnel:
  - Painter(s)
  - Maintenance Department Supervisor
  - HVAC Mechanic II and III
  - Maintenance Aide I
  - Electrician
  - Groundskeeper(s)
  - Plumber(s)
- Motor Pool Personnel:
  - Manager of Custodial Services
  - Drivers
- Payroll Department Personnel (on payroll preparation day only)
- Auxiliary Enterprises Personnel:
  - Manager(s)
  - Auxiliary Services Assistant(s)
  - Housekeeping Supervisor(s)

Evacuation Routes for Coppin State University

<u>**Administration:**</u>

1   South exit (front doors)
1   Northeast exit (near motor pool)
1   Northwest exit (near Loop road)

Floor	Fire Extinguishers	Fire Alarms
First	Next to Rm. 129	Main Entrance Right and Left Side Next to Basement Steps Top and Bottom Side Door Next to Financial Aid, Record and Registration
Second	Top of Steps on Left Side	Side Door of Controller's Office Side Door of Telecommunications Office
Third	Top of Steps on Left Side	Side Door of Office of Technology Side Door Institutional Advancement

<u>**Tawes Center**</u>
Basement Level:

1   East exit (facing Coppin Center)
1   North exit (facing Administration)
1st Floor:

2   Southwest and Southeast exits (front doors)
1   Northwest exit (rear door)
1   Northwest exit (inside of Student Activities Office)
1   West exit (inside of the janitor's closet, in the canteen area)

Floor	Fire Extinguishers	Fire Alarms
Basement	1 Recreation Room 1 Publication Room 1 Rathskellar Grill 1 Boiler Room	2 Recreation Room 1 Rathskellar Grill 1 OIT Training Room 1 Boiler Room 1 Corridor Exit
First	1 Main Floor near V.P. Student Affairs 2 Inside Duplicate Services 1 Inside Bookstore 1 Receiving Area 1 Fire Side Lounge	1 Main Door 1 University Bookstore 1 Receiving Area 1 Stairway # 1 1 Rear Door 1 Janitor / Vending Area 1 Student Activities Office
Second	1 Rear of Kitchen 1 Outside Women's Bathroom	1 Stairway #2 top of steps 1 Kitchen rear 1 Serving Area 1 Dining Area rear 1 Dining Area front

Auditorium:

8	East exits (front doors, 6 on northeast end and 2 on southeast end)
1	Southside basement level (southeast corner)
1	Southside basement level (southwest corner)
1	West exit (stage area but that door has a lock on it)

Floor	Fire Extinguishers	Fire Alarms
Basement	1 East end of the hallway 1 Middle of the hallway next to Rm. 017 1 North end between Rms. 030 and 031 (No fire extinguisher inside the case)	1 East end of the hallway by stairway 1 South end of hallway by sliding doors 1 West end of the hallway by stairway 1 South end of the hallway by chain door
First	1 West end of the Gallery's hallway 1 Inside gallery next to kitchen 2 Main lobby next to interior doors 1 East end of hallway across from band office 1 West end of hallway, across from Rm. 110 1 Stage, south end 1 Stage, north end 1 Inside the lighting booth	1 Northwest door in Gallery's hallway 1 Main lobby 1 East end of hallway next to handicap door 1 Stage, beside rear door

Coppin Center:

1	Northwest exit (motor pool area)
1	North exit (shop area basement)
1	East exit (shop area basement)
2	East exits (rear hallway, south end)
8	South exits (rear hallway, south end)
2	West exits (front doors)
1	West exit (near pool area)
1	South exit (facing Library)

Floor	Fire Extinguishers	Fire Alarms
Basement	1 Central Receiving	
First	1 Main Lobby 1 Across from first floor elevator 1 Next to stairway, North end 1 Inside swimming pool area 1 Beside rear door 2 Inside gym	1 Main Lobby 1 Next to door, South end 1 Inside study hall 1 Next to door, North end 2 Inside swimming pool area 1 Rear, next to girl's locker room 1 Rear, next to stairway 1 Rear, next to Fire Panel 3 All emergency exit doors 3 Inside gym 1 Under stairway, East end

Second	1 Stairway 1 Across from elevator	1 South end next to Rm. 219 1 Stairway 1 North end

Daley Hall:

1   Northeast exit (near meeting room)
2   Northwest exits (front door and service entry area)
3   North exits (stairwell #1 facing Dining Hall and two are located in Mr. Bailey's Office
1   Northeast exit (inside Nurse's Office)

FLOOR	Fire Extinguishers	Fire Alarms
1st Floor	1 North Exit 1 Near Room 115 1 Near Service Room 117	1 North Exit 1 Main Entrance 1 Near Service Room 117
2nd Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell
3rd Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell
4th Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell
5th Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell
6th Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell
7th Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell

Dedmond Hall:

1   Northwest exit (front doors)
1   Northeast exit (inside Laundry Room)
1   North exit (in stairwell near Restrooms)

FLOOR	Fire Extinguishers	Fire Alarms
1st Floor	1 Lobby Entrance 1 Near Room 110 1 Stairwell North Exit Door	1 Lobby Entrance 1 Near Room 104 1 Near Room 110 1 Stairwell North Exit Door
2nd Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell

3rd Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell
4th Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell
5th Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell
6th Floor	1 North stairwell 1 South stairwell	1 North stairwell 1 South stairwell

Dining / Meeting Hall:

1   Southwest exit (front door)
2   East exits (in lobby and school store eastside of building)
1   West exit (in Dining room area 1st floor)
1   Northeast exit (in rear)
1   Northwest exit (in rear)

Floor	Fire Extinguishers	Fire Alarms
First	1 Near Restroom 1 Near Loading Dock 4 Kitchen	Near all exit doors
Second	1 Near Kitchen Pantry 1 Near Restroom	

Library:

1   Southwest exit (southside basement level near Parren J. Mitchell room)
1   South exit (on loading dock)
1   West exit (front doors)
1   North exit (front doors)

FLOOR	Fire Extinguishers	Fire Alarms
Basement	1 West of the Entrance Door 1 East Side of the Entrance Door 1 In the Audio Visual Center 1 Near the Stairs on the North Side 1 North Side on top of the Stairs down the Hallway	1 South side of the entrance door 1 East side of the entrance door 1 Near the stairs on the East Side Exit 1 Near Room 009 on the North Side 1 Left Side on top of the Stairs

1st Floor	2 North Side near the Stairs 1 East Side 1 West Side 1 Loading Dock East Side 1 North Side of the Entrance Door 1 Far North of the Entrance Door 1 South Side near Exit Door 1 East Side near Exit Door	1 North Side near the Stairs 1 Loading Dock East Side 1 North Side of the Entrance Door 1 Far North of the Entrance Door 1 South Side near Exit Door 1 East Side near Exit Door
2nd Floor	2 South Side near the Stairway Exit 1 East Side 2 North Side 1 West Side 1 Far West Side 1 North East Side near Exit Door	1 South Side near the Stairway Exit 1 East Side 1 North East Side near Exit Door
3rd Floor	1 Southeast Side 1 North Side 1 Northeast Side	1 Southeast Side 1 East Side near Exit Door
4th Floor	1 Southeast Side 1 North Side 1 Northeast Side	1 Southeast Side 1 East Side near Exit Door

Grace Hill:

1   East exit (front doors)
1   East exit (basement level by new elevators)
1   South exit (basement level by new elevators)
2   North exits (facing Lot D, one closed at basement level due to construction)
1   West exit (closed due to construction, basement level)

Floor	Fire Extinguishers	Fire Alarms
Lower Level	1 South next to Tel. Equip LL 17 1 East next to Compactor LL 10 1 South next to Loading LL 13 2 Self Contained Breathing Apparatus across from Fire Pump Rm. LL 20	1 C-Lot Entrance West next to Elevator 1 South next to Tel Equip LL 17 1 West Fire Pump Room LL 20 1 North next to Boiler Rm. LL 22 1 North Next to Stair
Main Level	1 South next to Elect. Equip. MC 27 1 East near Janitors Closet MC 10 1 East next to Graphic MC 24 1 East across Stair	1 South next to Elect. Equip. MC 27 1 North next to Stair 1 West next to Stair
1st	1 South next to Electrical Equip 105 1 East next to Janitor Closet 115 1 East across Janitors Closet 121 1 D-Lot Entrance on the Left past the first set of Sliding Doors	1 West next to Elevator 1 South next to Elect. Equip. 105 1 West next to Stair 2 1 Mall Entrance on the Right past 2nd Sliding Door 1 D-Lot Entrance on the Right past the Sliding Doors next to Stair

Floor		
2nd	1 West next to Stair 1 East across Janitor's Closet 219 1 East next to Janitor's Closet 213 1 South next to Electrical Equip 223	1 West next to Stair 1 North Stairs near Honors Rm 203 1 West next to Stair 1 South next to Elect. Equip. 223
3rd	1 South next to Equipment 322 1 East next to Janitor's Closet 313 1 East across Janitor's Closet 318 1 West next to Stair	1 South next to Elect. Equip. 322 1 West next to Stair 1 North next to Main Stairs 1 West next to Stair
4th	1 West next to Stair 1 North across Stair	1 West next to Stair 1 South next to Stair
5th	1 North across Stair 1 West next to Stair	1 South next to Stair 1 West next to Stair
6th	1 West next to Stair 1 North across Stair	1 West next to Stair 1 South next to Stair
7th	1 West next to Stair 1 North across Stair	1 West next to Stair 1 South next to Stair
8th	1 West next to Stair 1 North across Stair	1 West next to Stair 1 South next to Stair 1 North next to Stair 1 East next to Stair
P Level	1 West next to Stair 1 North next to Stair	1 West next to Stair 1 North next to Stair

Research Center:

2	South exits (front doors and southeast corner)
1	Northwest exit (near 2nd floor vending machine)
2	West exits (Capital Planning hallway and automatic doors 2nd floor)
1	North exit (new classrooms facing construction)
1	Southwest exit (new classrooms)
1	Northeast exit (by locker rooms)

Floor	Fire Extinguishers	Fire Alarms
First	1 South Exit 1 West Exit 1 East Hallway	1 South Exit 1 West Exit 1 East Hallway
Second	1 Next to Human Resources 1 Next to West exit	2 West exits 1 Northwest exit (near 2nd floor vending machine) 1 Top of stairs (near Capital Planning)

Science Center:

3	West exits (front door, front south corner and 1st floor north stairwell)
1	Northeast exit (1st floor north stairwell)

1   South exit (but that leads to a chained in area outside)
2   East exits (this leads to the same chained in area outside)

Floor	Fire Extinguishers	Fire Alarms
Ground	1 Ceramic Studio 1 Across from men's bathroom 1 Next to Rm. 020	1 Ceramic Studio 1 South end by the chain door 2 Lobby area 1 Across from Rm. 007 1 Next to stairway 021
First	1 Next to Rm. 113 1 Across from elevator 1 Next to Rm. 128 1 Inside of Rm. 202 – 203	1 Next to Rms. 115, 116, 117 1 Next to stairway East end 1 Next to stairway West end
Second	1 Next to Rm. 206 1 Next to Rm. 212 1 Inside Rm. 218 1 Next to Rm. 221	1 Next to stairway West end 1 Next to stairway East end
Third	1 Next to Rm. 322 1 Next to Rm. 304	1 Next to stairway East end 1 Next to stairway West end

HHSB:

1   North Exit (North Ave.)
1   East Exit (Side exit)
1   South Exit (near daycare facility)
1   Northwest Exit (Bay doors on North West corner near post office)

Floor	Fire Extinguishers	Fire Alarms
1st	1 Southwest near stairway 1 South Entrance to Day Care 1 Day Care Rm. 124 1 Next to Community Center Rm. 131 1 Across from Rm. 103 1 Rm. 110	1 Northwest near vending area Rm. 123 1 East Main Entrance 1 Southeast across from EC115
2nd	1 South of Stairway #2 1 West Stairway #3 1 Rm. 223	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east

3rd floor	1 East on north corridor. 1 South on north corridor. 1 South on south corridor.	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east
4th floor	1 East on north corridor. 1 South on north corridor. 1 Entrance of the Nursing Department, on the west . 1 South on south corridor.	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east
5th	1 East on north corridor. 1 South on north corridor. 1 South on south corridor.	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east
6th	1 East on north corridor. 1 South on north corridor. 1 South on south corridor.	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east
7th	1 East on north corridor. 1 South on north corridor. 1 South on south corridor.	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east

Recovery

As the immediate threat to life, property, and the environment subsides, transitioning the University back to normal campus operations will begin through various recovery activities.

Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long term ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing Coppin State University.

No plan can anticipate and successfully identify all recovery operations. However, these recovery responsibilities for key branches of the University are provided.

Continuity of Operations (COOP)

COOP (Continuity of Operations) planning is an internal effort within Coppin State University to ensure the continuity of essential functions across a wide range of emergencies and events.

COOP planning is necessary for Coppin State University for the following reasons:

- Functionality of the University
- Consistency of services to students, faculty and staff
- Minimization of chaos on campus following a disaster
- Maintenance of vital institutional records

COOP Plans vs. Emergency Plans

Emergency Operating Plans typically address only the immediate aftermath of an incident.

A COOP plan will address the immediate aftermath of an incident as well as a period of time afterward allowing the University to focus on continuing essential functions.

I. Essential Functions

Essential functions are a subset of all functions performed at Coppin State University. They encompass those critical areas of business that must continue even in the event of emergency.

Essential functions should be resumed within the identified recovery time after a disruption and should be sustainable for up to 14 days. The President of Coppin State University will have the Continuity of Operations (COOP) plan activated when deemed appropriate. The President's Chief of Staff will be the program's point of contact (POC) and the COOP designated team will consist of the following:

- Vice President of Administration and Finance
- Director of Information Technology
- Vice President of Academic Affairs
- Director of Office of University Relations
- Vice President of Student Affairs

    The essential functions are as follows:

- Public Safety
- Facilities Management
- Information Technology
- Office of University Relations
- Student Affairs
- Academic Affairs
- Office of Comptroller

II. Order of Succession

Specifics by position title who will automatically fill a vacancy if a position holder is unavailable during a COOP even or in its aftermath. Orders of succession maintains the University's functionality with minimal interruption.

A. Public Safety

    V.P. Administration and Finance
        Director of Public Safety
            Assistant Director of Public Safety

B. Facilities Management

    V.P. Administration and Finance
        Director of Facilities Management
            Assistant Director of Facilities Management

C. Information Technology

    Director of Information Technology
        Director of Telecommunications

D. Academic Affairs

    V.P. of Academic Affairs (Provost)
        Director of Research and Evaluation

E. Student Affairs

        V.P. of Student Affairs
          Associate V.P.

    F.   Office of University Relations

      Director
         Associate Director of Office and Project Management

    G.   Controller's Office

      V.P. Administration and Finance
        Controller

III. Vital Records and Systems and Equipment

Vital records are electronic or paper records, which if damaged or destroyed would:

- Disrupt organization, operation and information flow
- Cause considerable inconvenience and
- Require replacement or re-creation at considerable expense

All University data: personnel, financial, student records, grant applications, research project and contacts are on the University's Peoplesoft network. The network is backed up daily. All information is downloaded and transported twice a week to an alternative site within the Maryland University System. The network is safe-guarded with individual passwords which are changed every 60 – 90 days. The Director of Information Technology is charged with this responsibility.

Vital systems and equipment are those systems and equipment necessary for supporting critical processes within essential functions
Vital system – open lab security, critical office security, PBX room security, telecom rooms security, web office security, attendant console

Vital equipment – protective gear for public safety and facility personnel, generators

IV. Alternate Facilities

An alternate facility is a location where key personnel carry out essential functions when the primary facility is unavailable. The Director of Information Technology has identified and worked out arrangements with a fellow Maryland System University as an alternative facility.

V. Communications

Campus police has interoperability via radio with Baltimore Police, School Police, Baltimore Public Works and all law enforcement metropolitan agencies.

The University's alert and notification is a vital component of Coppin's COOP plan. The plan is based on redundancy to include:

- Text messages via cell phone
- Messages posted on the homepage of the Coppin State University website
- University's email system to students and faculty and staff
- The University's Electronic Marquis / Messenger Boards
- The University's Main Information Line (410) 951-3000
- Messages on Facebook website

VI. Tests, Training and Exercises

The purpose of testing, training and exercises is to:

- Teach employees their roles
- Verify that COOP plan works
- Clarify where COOP plan needs revision and deployment procedures
- Ensure that employees are able to perform essential functions during COOP event

VII. Special Considerations

- Academic Program

    If classes are delayed as a result of a COOP event, the Provost may direct classes to be taken online.

- Student Needs

    Food – Auxiliary services will plan for food for student and staff who are unable to leave campus.
    Shelter – Student Affairs services will plan to contract with local hotels to provide needed shelter. Will also utilize facilities of Universities in the area.

Obligations to the Community

In the event of a COOP event, Coppin will notify Rosemont Middle School, Robert Coleman Elementary School, that services will be temporarily discontinued.

COOP Plans

```
                    ┌──────────────────┐
                    │ Incident Command │
                    │  Chief of Staff  │
                    └──────────────────┘
                             │
                    ┌──────────────────┐
                    │University Relations│
                    └──────────────────┘
```

Operations Section V.P. Administration and Finance	Administration and Finance Controller	Logistics Sections V.P. Student Affairs	Planning Section V.P. Institutional Advancement
Facilities / Public Safety	Controller's Office	Student Affairs / Academic Affairs	Information Technology
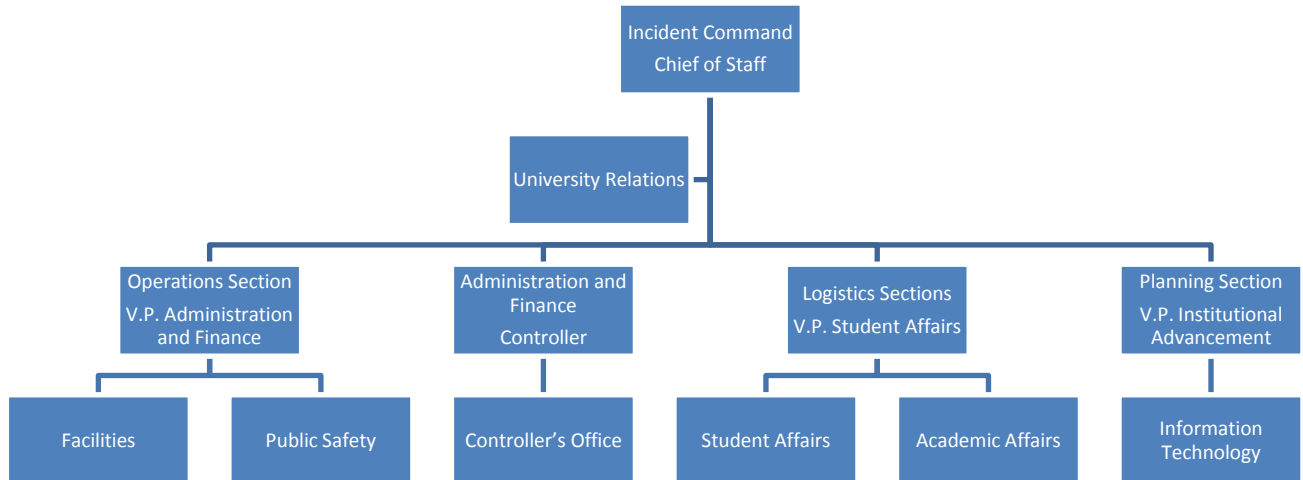
Facilities Management

Recovery Operations

- In coordination with the Emergency Operations Planning Committee, University Administration, and Residential Facilities identify the process for conducting and analyzing potential hazard mitigation projects.

  - o Identify the process to rebuild damaged areas of campus
  - o Identify the process of rezoning damaged areas of campus

University Administration – President and Cabinet

Recovery Operations

- In coordination with the Controller's Office/Procurement, Facilities Management, and Residential Life, develop the procedures and processes used for recovery operations.
- Develop procedures for continuing University operations including the identification of alternate sites and succession of University leadership.

Procurement

Recovery Operations

- In coordination with Controller's Officer and University Administration, develop the procedures and processes use for recovery operations.

<u>Controller's Office</u>

Recovery Operations

- In coordination with Procurement and the University Administration, develop the procedures and processes used for recovery operations.
- Develop the processes and procedures for tracking employee's time and issuing paychecks during disaster operations.

<u>General</u>

- Recovery can take days to years.
- Some systems may not recover.

Key points to consider:

- Business Continuity Planning

    o   How do we manage payroll, disbursement and cash operations?
    o   How do we record, track, invest and manage endowments?
    o   Do we have business interruption insurance?
    o   Can we survive on our own for 48-72 hours?

- Post Traumatic Stress Disorder (PTSD)

Important Telephone Numbers

Campus Safety and Police	
Main Number	410-951-3900
Website	www.coppin.edu/publicsafety
Chief of Police	410-951-3906
Offices of the Crisis Management Team (Question)	
Office of the President	410-951-3838
Public Safety	410-951-3900
Student Affairs	410-951-3933
Capital Planning	410-951-3780
Facilities Department	410-951-1234
University Relations	410-951-4200
Academic Affairs	410-951-3010
Administration and Finance	410-951-3575
Campus Offices for Crisis Management	
Community Health Center	410-951-4188
Counseling and Psychological Services	410-951-3939
Housing and Residence Life	410-951-6399
Information Technology Division	410-951-3877
Baltimore City Police	
Emergency	911
Non-Emergency	311
Central District	410-396-2411
Northwest District	410-396-2466
Western District	410-396-2477
Metro Crime Stoppers	410-276-8888
Fire Department – Western District	410-396-2477
Fire Department – 3130 W. North Avenue	410-396-0420
Sheriff – Baltimore City	410-396-1155
Local Resources	
Emergency	911
Poison Control Center	800-222-1222
Maryland Emergency Response Commission	410-517-3600
Environmental Protection Agency	800-424-9346
Criminal Intelligence Hotline	888-223-0033
Sexual Assault Hotline	410-828-6390
Local Health Facilities	
Greater Baltimore Medical Center	443-843-2000
Johns Hopkins Medicine	410-955-5000
St. Agnes Hospital	410-368-6000
Maryland General Hospital	410-225-8000
Mercy Medical Center	800-636-3729
Sinai Hospital	410-601-9000
Bon Secours Hospital	410-362-3000

Federal Government Resources	
Federal Bureau of Investigation	410-265-8080
Homeland Security	202-282-8000

Selected Emergency Websites

Maryland Emergency Management Agency	www.mema.state.md.us/MEMA/index.jsp
Emergency Preparedness for Families	www.familyfirst.md/
Baltimore City Police	www.baltimorepolice.org/
Baltimore Fire Department	www.ci.baltimore.md.us/government/fire/index.html
Baltimore City Evacuation Routes	www.ci.baltimore.md.us/news/press/index.php
Baltimore City Health Department	www.baltimorehealth.org/emergency
American Red Cross	www.redcross.org/
American Red Cross Family Preparedness	www.prepare.org
Center for Disease Control and Prevention	www.cdc.gov/
The Weather Channel	www.weatherchannel.com

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Center for Counseling and Student Development

BUILDING(S)   Administration Building

FLOOR / ROOM   1st Floor

Work Site
Emergency Coordinator

Name   Dr. Mark Fleming   Email   mafleming@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Campus Assembly Area (Assigned for Campus wide evacuations)

Date of Plan   April 30, 2008

By   Dr. Mark Fleming

Title   Director of Center for Counseling and Student Development

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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INTRODUCTION

The complexity of a campus like Coppin State University requires the full support of its departments and staff to successfully implement an Emergency Preparedness Program. Department Emergency Action Plans (EAPs) are an integral part of the overall program.

Departments are expected to develop their own EAP for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc).

The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

EMERGENCY NUMBERS:

911	Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)
(410) 951-3900	Campus Security Non-Emergency
(410) 951-1234	Physical Plant Service Center (Utilities, building damage, etc)
	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
(410) 951-3845	Building Coordinator – Dr. Monica Randall
(410) 951-4246	Division Administrator – Dr. Mark Fleming

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

Emergency Hotline: an emergency information hotline for the campus community. Following a major emergency situation, updates on the status of the campus and instructions will be recorded on the hotline.

Staff Information: (410) 951-3000
Student Information: (410) 951-3000

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services.

Evacuation Assembly Areas (EAA): areas designated by each department where occupants of evacuated buildings assemble to await further instruction and "all clear" notifications.

Floor Wardens: designated employees that assist the building coordinator in building evacuations. Floor Wardens direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Wardens are equipped with an orange vest and yellow bump-caps.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

☐ Appoint a Building Coordinator and alternates for each building occupied by the department/division

☐ Appoint Floor Wardens for each group within the Division

☐ Designate Evacuation Assembly Areas for each building

☒ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency. – ***No staff with special needs***

☐ Procure and maintain adequate emergency supplies for work area employees

☐ Post the *Coppin State University Emergency Response Guide* in work areas

☒ Develop emergency notification, reporting, and call-back procedures for staff

☒ Annually review and update the Emergency Action Plan

☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Dr. Monica Randall	Miles Connor Administration Building, 2nd Floor	(410) 951-3845	mrandall@coppin.edu
2	Ms. Carolyn Wilson	Miles Connor Administration Building, 2nd Floor	(410) 951-3577	cwilson@coppin.edu

Floor Wardens:

	Name	Location	Telephone	Email
1	Ms. Lady Jenkins	Miles Connor Administration Building, 1st Floor	(410) 951-3636	ljenkins@coppin.edu
2	Ms. Carolyn Wilson	Miles Connor Administration Building, 2nd Floor	(410) 951-3577	cwilson@coppin.edu
3	Ms. Desney Green	Miles Connor Administration Building, 3rd Floor	(410) 951-3808	dgreen@coppin.edu
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Dr. Mark Fleming	CCSD	Therapy / Crisis Management
2	Mr. Christopher Thomas	CCSD	Therapy / Crisis Management
3	Ms. Linda Bowie	CCSD	Crisis Management

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

☒ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

☒ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

☒ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____

    _____

2. Specific Location _____

3. Operational Impact _____

    _____

    _____

4. Communications Available:

    a. Telephone
        Number _____

    b. Two-way Radio
        Frequency _____

    c. FAX
        Number _____

5. Assistance Requested?   Yes ☐   No ☐

    a. Personnel: Type/Number

        _____

    b. Equipment/Supplies: Type/Number

        _____

6. Special Problems/Needs _____

    _____

    _____

    _____

    _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

The only information to be protected include the client confidential psychotherapy files contained in a fire proof, locked file cabinet in the CCSD.

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

Dr. Fleming and Mr. Thomas would need access to the Administration building after hours to access client files.

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Dr. Mark Fleming**
Director
Contact Number: **(410) 441-0105**

Name: **Mr. Christopher Thomas**
Contact Number: **(410) 615-9717**

Name: **Ms. Linda Bowie**
Contact Number: **(410) 484-4937**

Name: **Ms. Joanne Matthews**
Contact Number: **(410) 691-2767**

PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Mark Fleming	CCSD
Christopher Thomas	CCSD
Linda Bowie	CCSD
Marjorie Barksdale	CCSD
Seana Coulter	CCSD
Helen Dunkley	CCSD
Paul Gass	Grace Jacobs
Joanne Matthews	CCSD
Lisa Owens	CCSD

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
☒ Evacuation routes and assembly areas for each building occupied by the department
☒ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Administration Milles W. Conner	Coppin Center	1 South exit (front doors) 1 Northeast exit (near motor pool) 1 Northwest exit (near Loop road)

Fire Extinguishers	Fire Alarms
1st Floor Next to Rm. 129	1st Floor Main Entrance Right and Left Side 1st Floor Next to Basement Steps Top and Bottom 1st Floor Side Door Next to Financial Aid, Record and Registration
2nd Floor Top of Steps on the Left Side	2nd Floor Side Door of Controller's Office 2nd Floor Side Door of Telecommunications Office
3rd Floor Top of Steps on the Left Side	3rd Floor Side Door of Office of Technology 3rd Floor Side Door Institutional Advancement

The two evacuations points for large-scale campus emergency evacuations will be the loop between Daley and Dedmond Hall and Parking Lot B.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Division of Student Affairs

BUILDING(S)   J. Millard Tawes Center

FLOOR / ROOM   1st

Work Site
Emergency Coordinator

Name   Dr. Joann Christopher-Hicks   Email   Jchristopher-hicks@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Coppin Center

Campus Assembly Area (Assigned for Campus wide evacuations)

Coppin Center

Date of Plan   May 13, 2008

By   Dr. Joanne Christopher-Hicks

Title   Associate Vice President of Student Life

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

EMERGENCY NUMBERS:

911	Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)
(410) 951-3900	Campus Security Non-Emergency
(410) 951-1234	Physical Plant Service Center (Utilities, building damage, etc)
	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
(410) 951-3931	Building Coordinator – Dr. Joann Christopher-Hicks
(410) 951-3931	Division Administrator – Dr. Joann Christopher-Hicks

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

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Student Information: (410) 951-3000

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services.

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Floor Wardens: designated employees that assist the building coordinator in building evacuations. Floor Wardens direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Wardens are equipped with an orange vest and yellow bump-caps.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

☐ Appoint a Building Coordinator and alternates for each building occupied by the department/division

☐ Appoint Floor Wardens for each group within the Division

☐ Designate Evacuation Assembly Areas for each building

☐ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency.

☐ Procure and maintain adequate emergency supplies for work area employees

☐ Post the *Coppin State University Emergency Response Guide* in work areas

☐ Develop emergency notification, reporting, and call-back procedures for staff

☐ Annually review and update the Emergency Action Plan

☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Dr. Joann Christopher-Hicks	Tawes Center 1st Floor	(410) 951-3931	Jchristopher-hicks@coppin.edu
2	Noelle Stills	Student Life	(410) 951-3932	nstills@coppin.edu

Floor Wardens:

Floor	Name	Location	Telephone	Email
Basement	Dorothy Lemon	Student Life	(410) 951-3929	dlemon@coppin.edu
1st	Noelle Stills	Student Life	(410) 951-3932	nstills@coppin.edu
2nd	Carla Tyree-Billie	Student Life	(410) 951-3957	ctyree-billie@coppin.edu

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Dorothy Lemon	Student Life	
2	Noelle Stills	Student Life	
3	Carla Tyree-Billie	Student Life	

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

- ☐ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

- ☐ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

- ☐ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____
   _____

2. Specific Location _____
3. Operational Impact _____
   _____
   _____

4. Communications Available:
   a. Telephone
      Number _____
   b. Two-way Radio _____
      Frequency _____
   c. FAX _____
      Number _____

5. Assistance Requested?   Yes ☐   No ☐
   a. Personnel: Type/Number
      _____
   b. Equipment/Supplies: Type/Number
      _____

6. Special Problems/Needs _____
   _____
   _____
   _____
   _____
   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Dr. Joann Christopher - Hicks**

Contact Number: **(410) 951-3931**

Name: **Mr. Patrick Bailey**

Contact Number: **(443) 695-4157**

Name:

Contact Number:

Name:

Contact Number:

PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Dorothy Lemon	Student Life
Noelle Stills	Student Life
Carla Tyree-Billie	Student Life

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ☒ Evacuation routes and assembly areas for each building occupied by the department
- ☒ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Tawes Center Basement	Coppin Center	1 East exit (facing Coppin Center) 1 North exit (facing Administration)
Tawes Center First Floor	Coppin Center	2 Southwest and Southeast exits (front doors) 1 Northwest exit (rear door) 1 Northwest exit (inside of Student Activities Office) 1 West exit (inside of the janitor's closet, in the canteen area)

Floor	Fire Extinguishers	Fire Alarms
Basement	1 Recreation Room 1 Publication Room 1 Rathskellar Grill 1 Boiler Room	2 Recreation Room 1 Rathskellar Grill 1 OIT Training Room 1 Boiler Room 1 Corridor Exit
First	1 Main Floor near V.P. Student Life 2 Inside Duplicate Services 1 Inside Bookstore 1 Receiving Area 1 Fire Side Lounge	1 Main Door 1 University Bookstore 1 Receiving Area 1 Stairway # 1 1 Rear Door 1 Janitor / Vending Area 1 Student Activities Office
Second	1 Rear of Kitchen 1 Outside Women's Bathroom	1 Stairway #2 top of steps 1 Kitchen rear 1 Serving Area 1 Dining Area rear 1 Dining Area front

The evacuations point for large-scale campus emergency evacuations will be Coppin Center.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Facilities Management

BUILDING(S)   Frances Murphy Research Center

FLOOR / ROOM   1st Floor

Work Site
Emergency Coordinator

Name   Jerry Stamper   Email   jstamper@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Parking Lot E

Campus Assembly Area (Assigned for Campus wide evacuations)

Coppin Center

Date of Plan   June 13, 2008

By   Jerry Stamper

Title   Director of Facilities Management

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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INTRODUCTION

The complexity of a campus like Coppin State University requires the full support of its departments and staff to successfully implement an Emergency Preparedness Program. Department Emergency Action Plans (EAPs) are an integral part of the overall program.

Departments are expected to develop their own EAP for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc).

The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

EMERGENCY NUMBERS:

911	Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)
(410) 951-3900	Campus Security Non-Emergency
(410) 951-1234	Physical Plant Service Center (Utilities, building damage, etc)
	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
(410) 951-3900	Building Coordinator – Sgt. Miriam Wood

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

Emergency Hotline: an emergency information hotline for the campus community. Following a major emergency situation, updates on the status of the campus and instructions will be recorded on the hotline.

Staff Information: (410) 951-3000
Student Information: (410) 951-3000

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services.

Evacuation Assembly Areas (EAA): areas designated by each department where occupants of evacuated buildings assemble to await further instruction and "all clear" notifications.

Floor Wardens: designated employees that assist the building coordinator in building evacuations. Floor Wardens direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Wardens are equipped with an orange vest and yellow bump-caps.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

- ☐ Appoint a Building Coordinator and alternates for each building occupied by the department/division

- ☐ Appoint Floor Wardens for each group within the Division

- ☐ Designate Evacuation Assembly Areas for each building

- ☐ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency

- ☐ Procure and maintain adequate emergency supplies for work area employees

- ☐ Post the *Coppin State University Emergency Response Guide* in work areas

- ☐ Develop emergency notification, reporting, and call-back procedures for staff

- ☐ Annually review and update the Emergency Action Plan

- ☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Tera Timmons	Frances Murphy Research Building	(410) 951-3905	ttimmons@coppin.edu
2	Karen Kaith Rogers	Frances Murphy Research Building	(410) 951-3907	krogers@coppin.edu

Floor Wardens:

	Name	Location	Telephone	Email
1	Tera Timmons	Frances Murphy Research Building	(410) 951-3905	ttimmons@coppin.edu
2	Karen Kaith Rogers	Frances Murphy Research Building	(410) 951-3907	krogers@coppin.edu
3				
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Jerry Stamper	Frances Murphy Research Building	
2	George Boykin	Frances Murphy Research Building	
3	Lanier Richards	Frances Murphy Research Building	

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

- ☐ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

- ☐ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

- ☐ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

       The Director notifies the Assistant Director via cell phone, giving specific instructions to the Assistant Director.

       Assistant Director notifies each supervisor giving specific instructions through cell phone.

       Each supervisor notifies each person in their squad via cell phone giving specific instructions.

       Assistant Director follows-up that all notifications are made and notifies the Director.

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____

    _____

2. Specific Location _____
3. Operational Impact _____

    _____

    _____

4. Communications Available:
    a. Telephone
        Number _____
    b. Two-way Radio _____
        Frequency _____
    c. FAX _____
        Number _____

5. Assistance Requested?   Yes ☐   No ☐
    a. Personnel: Type/Number

        _____

    b. Equipment/Supplies: Type/Number

        _____

6. Special Problems/Needs _____

    _____

    _____

    _____

    _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION
4		Generators	OCL, Dedmond Hall, Daley Hall
6		Battery Packs	Frances Murphy Research Center

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

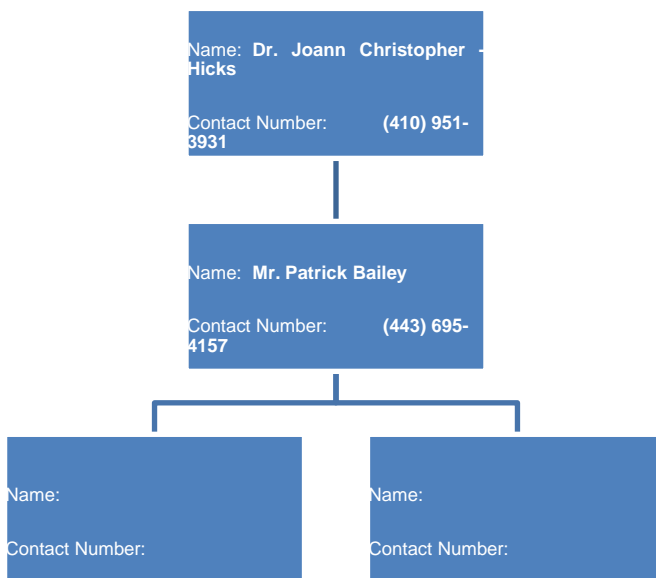Address power outages, waste management.

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

Access any affected areas.

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Jerry Stamper**
Director
Contact Number: **(443) 695-1793**

Name: **George Boykin**

Contact Number: **(443) 386-8576**

Name: **Lanier Richards**

Contact Number: **(443) 854-3677**

Name:

Contact Number:
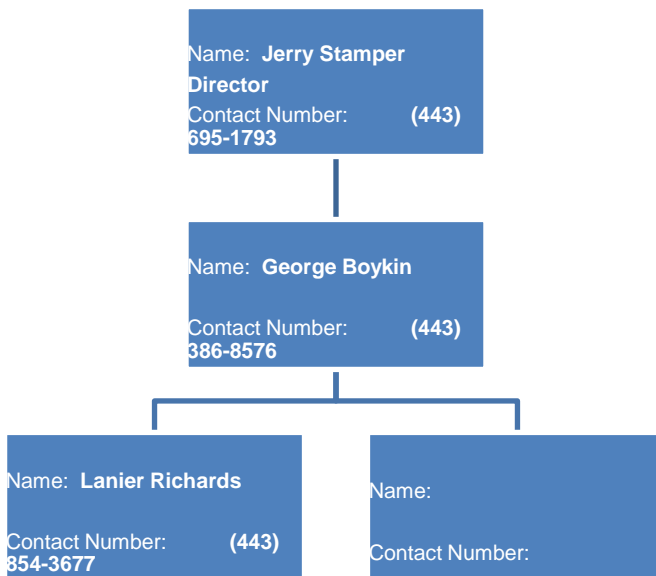
PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Jerry Stamper	Frances Murphy Research Building
George Boykin	Frances Murphy Research Building
Lanier Richards	Frances Murphy Research Building
Damien Bridgeforth	Frances Murphy Research Building

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
☒ Evacuation routes and assembly areas for each building occupied by the department
☐ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Frances Murphy Research Building	Parking Lot E	2 South exits (front doors and southeast corner) 1 Northwest exit (near 2nd floor vending machine) 2 West exits (Capital Planning hallway and automatic doors 2nd floor) 1 North exit (new classrooms facing construction) 1 Southwest exit (new classrooms) 1 Northeast exit (by locker rooms)

Floor	Fire Extinguishers	Fire Alarms
First	1 South Exit 1 West Exit 1 East Hallway	1 South Exit 1 West Exit 1 East Hallway
Second	1 Next to Human Resources 1 Next to West exit	2 West exits 1 Northwest exit (near 2nd floor vending machine) 1 Top of stairs (near Capital Planning)

The evacuations point for large-scale campus emergency evacuations will be Coppin Center.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Administration and Finance: Controller's Office

BUILDING(S)   Administration Building

FLOOR / ROOM   2nd Floor

Work Site
Emergency Coordinator

Name   Vincent Blackburn   Email   vblackburn@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Campus Assembly Area (Assigned for Campus wide evacuations)

Date of Plan   July 17, 2008

By   Vincent Blackburn

Title   Controller

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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INTRODUCTION

The complexity of a campus like Coppin State University requires the full support of its departments and staff to successfully implement an Emergency Preparedness Program. Department Emergency Action Plans (EAPs) are an integral part of the overall program.

Departments are expected to develop their own EAP for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc).

The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

EMERGENCY NUMBERS:

911	Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)
(410) 951-3900	Campus Security Non-Emergency
(410) 951-1234	Physical Plant Service Center (Utilities, building damage, etc)
	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
(410) 951-3845	Building Coordinator – Dr. Monica Randall
(410) 951-3699	Division Administrator – Mr. Vincent Blackburn

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

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Staff Information: (410) 951-3000
Student Information: (410) 951-3000

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services.

Evacuation Assembly Areas (EAA): areas designated by each department where occupants of evacuated buildings assemble to await further instruction and "all clear" notifications.

Floor Wardens: designated employees that assist the building coordinator in building evacuations. Floor Wardens direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Wardens are equipped with an orange vest and yellow bump-caps.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

☒ Appoint a Building Coordinator and alternates for each building occupied by the department/division

☒ Appoint Floor Wardens for each group within the Division

☐ Designate Evacuation Assembly Areas for each building

☐ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency.

☒ Procure and maintain adequate emergency supplies for work area employees

☒ Post the *Coppin State University Emergency Response Guide* in work areas

☒ Develop emergency notification, reporting, and call-back procedures for staff

☐ Annually review and update the Emergency Action Plan

☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Dr. Monica Randall	Miles Connor Administration Building, 2nd Floor	(410) 951-3845	mrandall@coppin.edu
2	Ms. Carolyn Wilson	Miles Connor Administration Building, 2nd Floor	(410) 951-3577	cwilson@coppin.edu

Floor Wardens:

	Name	Location	Telephone	Email
1	Ms. Lady Jenkins	Miles Connor Administration Building, 1st Floor	(410) 951-3636	ljenkins@coppin.edu
2	Ms. Carolyn Wilson	Miles Connor Administration Building, 2nd Floor	(410) 951-3577	cwilson@coppin.edu
3	Ms. Desney Green	Miles Connor Administration Building, 3rd Floor	(410) 951-3808	dgreen@coppin.edu

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Hadassah Bullock	Front Office Miles Connor Administration Building, 2nd Floor	Search and Rescue
2	Sharon Anderson	Back Office Miles Connor Administration Building, 2nd Floor	Search and Rescue
3	Robert Daniel Wentland	Middle Office Miles Connor Administration Building, 2nd Floor	Search and Rescue
4	Tammy Anderson	Suite 203 Miles Connor Administration Building, 2nd Floor	CPR and First Aid
5	Lawanda Broch	Suite 203 Miles Connor Administration Building, 2nd Floor	CPR and First Aid

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

☒ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

☒ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

☒ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

1. Emergency Contacts:

   a. Vincent Blackburn
   b. Sharon Anderson
   c. Hadassah Bullock

2. Telephone Tree maintained by Janice Moore

3. Recall List

   a. Jackie Stevenson
   b. Janice Moore

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department   _____   Date/Time _____

Reported by   _____

1.   Type of Problem/Damage _____

       _____

2.   Specific Location _____

3.   Operational Impact _____

       _____

       _____

4.   Communications Available:

       a.   Telephone

           Number _____

       b.   Two-way Radio _____

           Frequency _____

       c.   FAX _____

           Number _____

5.   Assistance Requested?   Yes   ☐   No   ☐

       a.   Personnel: Type/Number

       _____

       b.   Equipment/Supplies: Type/Number

       _____

6.   Special Problems/Needs _____

       _____

       _____

       _____

       _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

Department's critical operation is taking payments from students, faculty and staff. Also, department provide Account Information for students, processing University Invoices, processing University Payrolls, Disbursements of Checks (P/R), sale of bus passes, and provide Financial Information to Managers. Protected Equipment = Safe, Computers and Cash Registers.

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

Ms. Janice Moore does not have sight in her Right Eye. She has difficulty seeing in darkness.

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Vincent Blackburn**
Controller
Contact Number: **(410) 951-3699**

Name: **Hadassah Bullock**
Contact Number: **(410) 951-3684**

Name: **Sharon Anderson**
Contact Number: **(410) 951-3695**

Name: **Robert Daniel Wentland**
Contact Number: **(410) 951-3579**
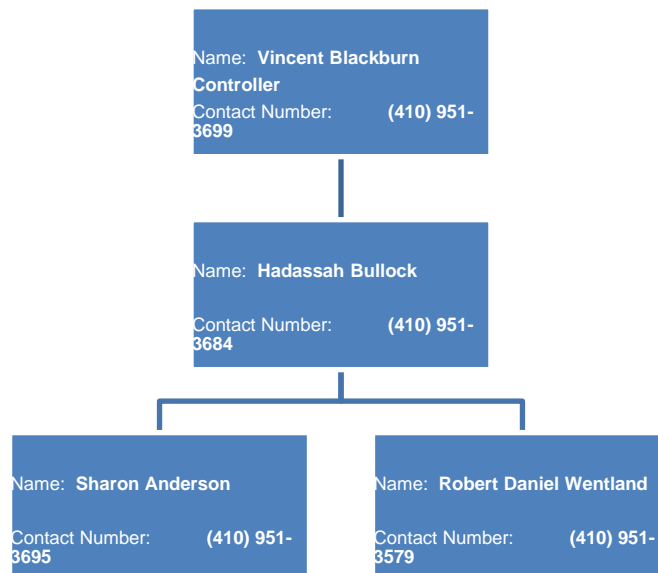
PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Vincent Blackburn	Miles Conner 2nd Floor
Sharon Anderson	Miles Conner 2nd Floor
Hadassah Bullock	Miles Conner 2nd Floor
Janice Moore	Miles Conner 2nd Floor
Dan Wentland	Miles Conner 2nd Floor
Fifi Elshaarawey	Miles Conner 2nd Floor
Tajina Williams	Miles Conner 2nd Floor
Angela Braxton	Miles Conner 2nd Floor
Letitia Cofield	Miles Conner 2nd Floor
Verona Williams	Miles Conner 2nd Floor
Charlee Wilson	Miles Conner 2nd Floor
Lawanda Brock	Miles Conner 2nd Floor
Tammy Anderson	Miles Conner 2nd Floor
Sherie Wood	Miles Conner 2nd Floor
Nikita Glenn	Miles Conner 2nd Floor
Jacqueline Stevenson	Miles Conner 2nd Floor
Evelyn Beard	Miles Conner 2nd Floor
Rhonda Hammonds	Miles Conner 2nd Floor

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ☒ Evacuation routes and assembly areas for each building occupied by the department
- ☒ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Administration Milles W. Conner	Coppin Center	1 South exit (front doors) 1 Northeast exit (near motor pool) 1 Northwest exit (near Loop road)

Floor	Fire Extinguishers	Fire Alarms
1st	Next to Rm. 129	2 Main Entrance Right and Left Side 2 Next to Basement Steps Top and Bottom 1 Side Door Next to Financial Aid, Record and Registration
2nd	Top of Stairs on the Left	Side Door of Controller's Office Side Door of Telecommunications Office
3rd	Top of Steps on the Left	Side Door of Office of Technology Side Door Institutional Advancement

The two evacuations points for large-scale campus emergency evacuations will be the loop between Daley and Dedmond Hall and Parking Lot B.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   The Honor's College

BUILDING(S)   Health and Human Services Building

FLOOR / ROOM   3rd floor rm. 349

Work Site
Emergency Coordinator

Name _____   Email _____

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Campus Assembly Area (Assigned for Campus wide evacuations)

Date of Plan   October 30, 2008

By   Dean Ronnie Collins Sr.

Title _____

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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410-951-3900	Campus Security Non-Emergency
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	Campus Environment, Health and Safety (EH&S)
410-951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
410-951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
	Building Coordinator
410-951-3392	Division Administrator – Ronnie Collins

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

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Staff Information: (410) 951-3000
Student Information: (410) 951-3000

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EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

☐ Appoint a Building Coordinator and alternates for each building occupied by the department/division

☐ Appoint Floor Wardens for each group within the Division

☐ Designate Evacuation Assembly Areas for each building

☐ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency

☐ Procure and maintain adequate emergency supplies for work area employees

☐ Post the *Coppin State University Emergency Response Guide* in work areas

☐ Develop emergency notification, reporting, and call-back procedures for staff

☐ Annually review and update the Emergency Action Plan

☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1				
2				

Floor Wardens:

	Name	Location	Telephone	Email
1				
2				
3				
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1			
2			
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

☐ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

☐ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

☐ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Phone Tree

Dean Ronnie Collins Sr.	(410) 951-3392
Ms. Forbes	(410) 951-3390
Mr. Saunders	(410) 951-3489
Mr. Jonathan Ogbazghi	(410) 951-3490

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____

   _____

2. Specific Location _____

3. Operational Impact _____

   _____

   _____

4. Communications Available:

   a. Telephone
      Number _____

   b. Two-way Radio _____
      Frequency _____

   c. FAX _____
      Number _____

5. Assistance Requested? Yes ☐   No ☐

   a. Personnel: Type/Number

   _____

   b. Equipment/Supplies: Type/Number

   _____

6. Special Problems/Needs _____

   _____

   _____

   _____

   _____

   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

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DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

None

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

None

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: Dean Ronnie Collins Sr.
Dean
Contact Number: (443) 717-3152

Name: Ms. Dechelle Forbes
Rector
Contact Number: (410) 951-3390

Name: Mr. Saunders
McNair Program Coordinator
Contact Number: (410) 951-3489

Name: Mr. Jonathan Ogbazghi
Program Specialist
Contact Number: (410) 951-3490
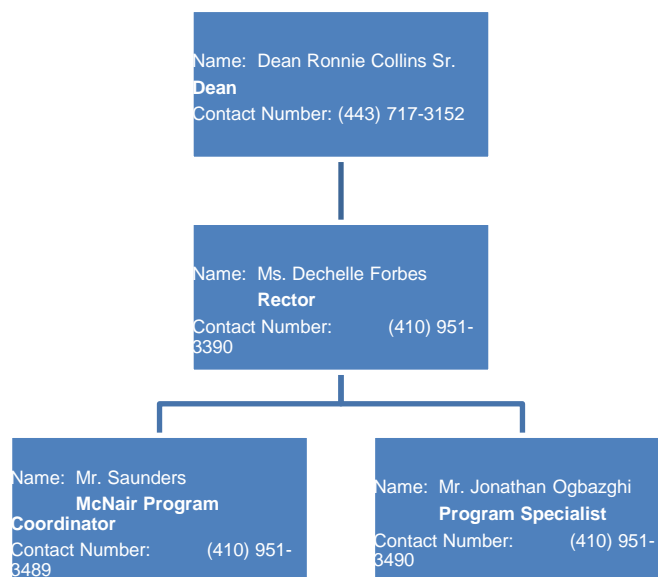
PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Mr. Ronnie Collins	HHSB Rm. 349
Ms. Dechelle Forbes	HHSB Rm. 349
Mr. Mark Saunders	HHSB Rm. 349
Mr. Jonathan Ogbazghi	HHSB Rm. 349

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

☐ Location of emergency exits, fire extinguishers, and fire alarm pull stations
☐ Evacuation routes and assembly areas for each building occupied by the department
☐ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
HHSB	Lot C	1 North Exit (North Ave.) 1 East Exit (Side exit) 1 South Exit (near daycare facility) 1 Northwest Exit (Bay doors on North West corner near post office)

Floor	Fire Extinguishers	Fire Alarms
1st		
2nd		
3rd floor	1 East wall on north corridor. 1 South wall on north corridor. 1 South wall on south corridor.	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east wall
4th floor	1 East wall on north corridor. 1 South wall on north corridor. 1 Entrance of the Nursing Department, on the west wall. 1 South wall on south corridor.	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east wall
5th		
6th		
7th		

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Client Computing Services - Telecommunications / ITD

BUILDING(S)   Grace Jacobs Bldg.

FLOOR / ROOM   MC

Work Site
Emergency Coordinator

Name   Dick Rader   Email   drader@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Coppin Center

Campus Assembly Area (Assigned for Campus wide evacuations)

Coppin Center

Date of Plan   May 13, 2008

By   Dick Rader

Title   Director of Telecommunications

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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INTRODUCTION

The complexity of a campus like Coppin State University requires the full support of its departments and staff to successfully implement an Emergency Preparedness Program. Department Emergency Action Plans (EAPs) are an integral part of the overall program.

Departments are expected to develop their own EAP for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc).

The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

EMERGENCY NUMBERS:

911	Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)
(410) 951-3900	Campus Security Non-Emergency
(410) 951-1234	Physical Plant Service Center (Utilities, building damage, etc)
	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
(410) 951-3405	Building Coordinator – Dr. Mary Wanza
(410) 951-3858	Division Administrator – Mr. Dick Rader

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

Emergency Hotline: an emergency information hotline for the campus community. Following a major emergency situation, updates on the status of the campus and instructions will be recorded on the hotline.

Staff Information: (410) 951-3000
Student Information: (410) 951-3000

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services.

Evacuation Assembly Areas (EAA): areas designated by each department where occupants of evacuated buildings assemble to await further instruction and "all clear" notifications.

Floor Wardens: designated employees that assist the building coordinator in building evacuations. Floor Wardens direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Wardens are equipped with an orange vest and yellow bump-caps.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

- ☒ Appoint a Building Coordinator and alternates for each building occupied by the department/division

- ☒ Appoint Floor Wardens for each group within the Division

- ☐ Designate Evacuation Assembly Areas for each building

- ☐ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency.

- ☒ Procure and maintain adequate emergency supplies for work area employees

- ☒ Post the *Coppin State University Emergency Response Guide* in work areas

- ☒ Develop emergency notification, reporting, and call-back procedures for staff

- ☐ Annually review and update the Emergency Action Plan

- ☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Dr. Mary Wanza	Library	(410) 951-3405	mwanza@coppin.edu
2				

Floor Wardens:

	Name	Location	Telephone	Email
1				
2				
3				
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Manny Owusu-Sekyere	Grace Jacobs MC 08	
2	Bob Sanders	Grace Jacobs MC 08	
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

- ☒ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

- ☒ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

- ☒ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____

   _____

2. Specific Location _____

3. Operational Impact _____

   _____

   _____

4. Communications Available:

   a. Telephone
      Number _____

   b. Two-way Radio
      Frequency _____

   c. FAX
      Number _____

5. Assistance Requested?   Yes ☐   No ☐

   a. Personnel: Type/Number

      _____

   b. Equipment/Supplies: Type/Number

      _____

6. Special Problems/Needs _____

   _____

   _____

   _____

   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION
16		Flashlights	Each Employee, Each Lab and Help Desk
4		First Aid Kit	MC 08, Student Help Desk, Telecommunications Office
1		Water Cooler	MC 08

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

Open Lab Security
Critical Office Security
PBX Room Security
Telecom Rooms Security

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Ahmed El-Haggan Director**
Contact Number: **(443) 695-1787**

Name: **Mr. Dick Rader**
Contact Number: **(443) 695-1777**

Name: **Prasad Doddanna**
Contact Number: **(443) 695-0149**

Name: **Thomas Smith**
Contact Number: **(443) 695-1782**
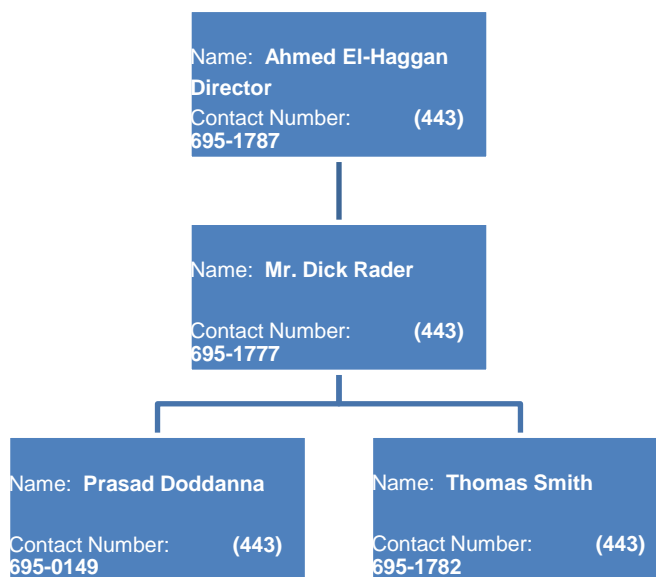
PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Emmanuel Owusu-Sekyere	Grace Jacobs ML
Kelli Jackson	Grace Jacobs ML
Marcus Hammond	Grace Jacobs ML
Michael Fleming Sr.	Grace Jacobs ML
Milrico Juaneza	Grace Jacobs ML
Rene Brown	Grace Jacobs ML
Syed Husain	Grace Jacobs ML
Terry Armstrong	Grace Jacobs ML
Tony Forman	Grace Jacobs ML
Tykesha Reed	Grace Jacobs ML

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
☒ Evacuation routes and assembly areas for each building occupied by the department
☒ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Grace Jacobs Building		1 East exit (front doors) 1 East exit (basement level by new elevators) 1 South exit (basement level by new elevators) 2 North exits (facing Lot D, one closed at basement level due to construction) 1 West exit (closed due to construction, basement level)

Floor	Fire Extinguishers	Fire Alarms
Lower Level	1 South Wall next to Tel. Equip LL 17 1 East Wall next to Compactor LL 10 1 South Wall next to Loading Area LL 13 2 Self Contained Breathing Apparatus across from Fire Pump Room LL 20	1 C-Lot Entrance West Wall next to Elevator 4 1 South Wall next to Tel Equip LL 17 1 West Wall Fire Pump Room LL 20 1 North Wall next to Boiler Room LL 22 1 North Wall Next to Stair No. 3
Main Level	1 South Wall next to Elect. Equip. MC 27 1 East Wall near Janitors Closet MC 10 1 East Wall next to Graphic Class MC 24 1 East Wall across Stair No. 4	1 South Wall next to Elect. Equip. MC 27 1 North Wall next to Stair No. 3 1 West Wall next to Stair No. 4
1st	1 South Wall next to Electrical Equipment 105 1 East Wall next to Janitor Closet 115 1 East Wall across Janitors Closet 121 1 D-Lot Entrance on the Left past the first set of Sliding Doors	1 West Wall next to Elevator 4 1 South Wall next to Elect. Equip. 105 1 West Wall next to Stair No. 2 1 Mall Entrance on the Right past 2nd Sliding Door 1 D-Lot Entrance on the Right past the Sliding Doors next to Stair No. 4

2nd	1 West Wall next to Stair No. 4 1 East Wall across Janitor's Closet 219 1 East Wall next to Janitor's Closet 213 1 South Wall next to Electrical Equipment 223	1 West Wall next to Stair No. 4 1 North Wall by Main Stairs near Honors Room 203 1 West Wall next to Stair No. 2 1 South Wall next to Elect. Equip. 223
3rd	1 South Wall next to Equipment 322 1 East Wall next to Janitor's Closet 313 1 East Wall across Janitor's Closet 318 1 West Wall next to Stair No. 4	1 South Wall next to Elect. Equip. 322 1 West Wall next to Stair No. 2 1 North Wall next to Main Stairs 1 West Wall next to Stair No. 4
4th	1 West Wall next to Stair No. 2 1 North Wall across Stair No. 1	1 West Wall next to Stair No. 2 1 South Wall next to Stair No. 1
5th	1 North Wall across Stair No. 1 1 West Wall next to Stair No. 2	1 South Wall next to Stair No. 1 1 West Wall next to Stair No. 2
6th	1 West Wall next to Stair No. 2 1 North Wall across Stair No. 1	1 West Wall next to Stair No. 2 1 South Wall next to Stair No. 1
7th	1 West Wall next to Stair No. 2 1 North Wall across Stair No. 1	1 West Wall next to Stair No. 2 1 South Wall next to Stair No. 1
8th	1 West Wall next to Stair No. 2 1 North Wall across Stair No. 1	1 West Wall next to Stair No. 2 1 South Wall next to Stair No. 1 1 North Wall next to Stair No. 1 1 East Wall next to Stair No. 2
P Level	1 West Wall next to Stair No. 2 1 North Wall next to Stair No. 1	1 West Wall next to Stair No. 2 1 North Wall next to Stair No. 1

The evacuations point for large-scale campus emergency evacuations will be Coppin Center.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Information Systems / ITD

BUILDING(S)   Administration Building

FLOOR / ROOM   3rd Floor

Work Site
Emergency Coordinator

Name   Dick Rader   Email   drader@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Campus Assembly Area (Assigned for Campus wide evacuations)

Date of Plan   May 13, 2008

By   Dick Rader

Title   Director of Telecommunications

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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INTRODUCTION

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EMERGENCY NUMBERS:

911	Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)
(410) 951-3900	Campus Security Non-Emergency
(410) 951-1234	Physical Plant Service Center (Utilities, building damage, etc)
	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
(410) 951-3845	Building Coordinator – Dr. Monica Randall
((410) 951-3858	Division Administrator – Mr. Dick Rader

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

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Staff Information: (410) 951-3000
Student Information: (410) 951-3000

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services.

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EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

☒ Appoint a Building Coordinator and alternates for each building occupied by the department/division

☒ Appoint Floor Wardens for each group within the Division

☐ Designate Evacuation Assembly Areas for each building

☐ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency.

☒ Procure and maintain adequate emergency supplies for work area employees

☒ Post the *Coppin State University Emergency Response Guide* in work areas

☒ Develop emergency notification, reporting, and call-back procedures for staff

☐ Annually review and update the Emergency Action Plan

☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Dr. Monica Randall	Miles Connor Administration Building, 2nd Floor	(410) 951-3845	mrandall@coppin.edu
2	Ms. Carolyn Wilson	Miles Connor Administration Building, 2nd Floor	(410) 951-3577	cwilson@coppin.edu

Floor Wardens:

	Name	Location	Telephone	Email
1	Ms. Lady Jenkins	Miles Connor Administration Building, 1st Floor	(410) 951-3636	ljenkins@coppin.edu
2	Ms. Carolyn Wilson	Miles Connor Administration Building, 2nd Floor	(410) 951-3577	cwilson@coppin.edu
3	Ms. Desney Green	Miles Connor Administration Building, 3rd Floor	(410) 951-3808	dgreen@coppin.edu
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Mr. Dick Rader	Miles Connor Administration Building, 2nd Floor	
2	Mr. Thomas Smith	Miles Connor Administration Building, 2nd Floor	
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

- ☒ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

- ☒ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

- ☒ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____
   _____

2. Specific Location _____

3. Operational Impact _____
   _____
   _____

4. Communications Available:
   a. Telephone
      Number _____
   b. Two-way Radio _____
      Frequency _____
   c. FAX _____
      Number _____

5. Assistance Requested?   Yes ☐   No ☐
   a. Personnel: Type/Number
      _____
   b. Equipment/Supplies: Type/Number
      _____

6. Special Problems/Needs _____
   _____
   _____
   _____
   _____
   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION
12		Flashlights	Each Employee
1		First Aid Kit	IS Main Office
1		Water Cooler	IS Main Office

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

Data Centers
Telecom Closets
Smart Classrooms
Computer Labs

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

Data Center Security
Critical Office Security

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Ahmed El-Haggan**
Director
Contact Number: **(443) 695-1787**

Name: **Mr. Dick Rader**
Contact Number: **(443) 695-1777**

Name: **Prasad Doddanna**
Contact Number: **(443) 695-0149**

Name: **Thomas Smith**
Contact Number: **(443) 695-1782**
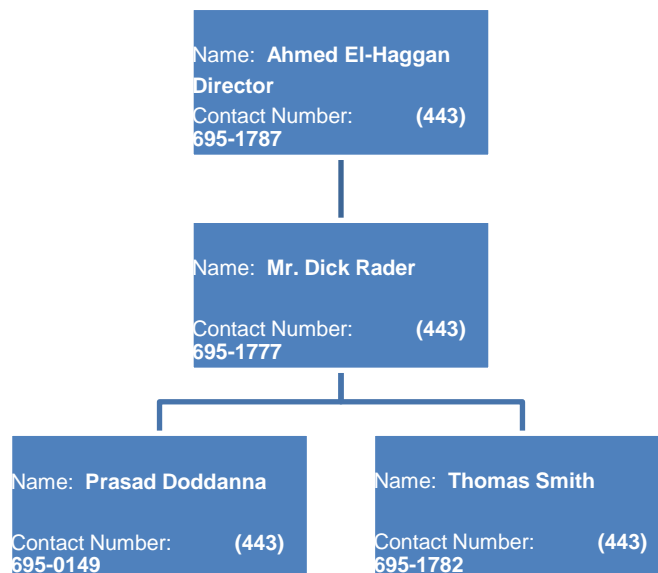
PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Brian Mason	Miles Conner 3rd Floor
Carol Miller	Miles Conner 3rd Floor
Carroll Johnson	Miles Conner 3rd Floor
Chris Kennedy	Miles Conner 3rd Floor
Donald Tyson	Miles Conner 3rd Floor
Leda McNair	Miles Conner 3rd Floor
Lisa Thuman	Miles Conner 3rd Floor
Monte Henderson	Miles Conner 3rd Floor
Prasad Doddanna	Miles Conner 3rd Floor
Ravi Settipalle	Miles Conner 3rd Floor
Safi Mustafa	Miles Conner 3rd Floor
Sampada Settipalle	Miles Conner 3rd Floor

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ☒ Evacuation routes and assembly areas for each building occupied by the department
- ☒ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Administration Milles W. Conner	Coppin Center	1 South exit (front doors) 1 Northeast exit (near motor pool) 1 Northwest exit (near Loop road)

Floor	Fire Extinguishers	Fire Alarms
1st	Next to Rm. 129	2 Main Entrance Right and Left Side 2 Next to Basement Steps Top and Bottom 1 Side Door Next to Financial Aid, Record and Registration
2nd	Top of Stairs on the Left	Side Door of Controller's Office Side Door of Telecommunications Office
3rd	Top of Steps on the Left	Side Door of Office of Technology Side Door Institutional Advancement

The two evacuations points for large-scale campus emergency evacuations will be the loop between Daley and Dedmond Hall and Parking Lot B.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   ITD Office / ITD

BUILDING(S)   Administration Building

FLOOR / ROOM   2nd Floor

Work Site
Emergency Coordinator

Name   Dick Rader   Email   drader@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Campus Assembly Area (Assigned for Campus wide evacuations)

Date of Plan   May 13, 2008

By   Dick Rader

Title   Director of Telecommunications

Submit completed Emergency Action Plan / annual updates for review to:
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(410) 951-3858	Division Administrator – Mr. Dick Rader

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

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EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

☒ Appoint a Building Coordinator and alternates for each building occupied by the department/division

☒ Appoint Floor Wardens for each group within the Division

☐ Designate Evacuation Assembly Areas for each building

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☒ Procure and maintain adequate emergency supplies for work area employees

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☒ Develop emergency notification, reporting, and call-back procedures for staff

☐ Annually review and update the Emergency Action Plan

☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
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4				
5				

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	Name	Location	Assignment
1	Mr. Dick Rader	Miles Connor Administration Building, 2nd Floor	
2	Mr. Thomas Smith	Miles Connor Administration Building, 2nd Floor	
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

- ☒ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

- ☒ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

- ☒ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____
   _____

2. Specific Location _____

3. Operational Impact _____
   _____
   _____

4. Communications Available:
   a. Telephone
      Number _____
   b. Two-way Radio _____
      Frequency _____
   c. FAX _____
      Number _____

5. Assistance Requested?   Yes ☐   No ☐
   a. Personnel: Type/Number
      _____
   b. Equipment/Supplies: Type/Number
      _____

6. Special Problems/Needs _____
   _____
   _____
   _____
   _____
   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION
8		Flashlights	Each Employee
1		First Aid Kit	Main Office

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

Attendant Console
Critical Office Security

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Ahmed El-Haggan**
Director
Contact Number: **(443) 695-1787**

Name: **Mr. Dick Rader**
Contact Number: **(443) 695-1777**

Name: **Prasad Doddanna**
Contact Number: **(443) 695-0149**

Name: **Thomas Smith**
Contact Number: **(443) 695-1782**

PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Ahmed El-Haggan	Miles Conner 2nd Floor
Amma Asafo-Agyei	Miles Conner 2nd Floor
Dick (Claude) Rader	Miles Conner 2nd Floor
Mitch PreVatte	Miles Conner 2nd Floor
Portia Smith	Miles Conner 2nd Floor
Watina Greene	Miles Conner 2nd Floor

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ☒ Evacuation routes and assembly areas for each building occupied by the department
- ☒ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Administration Milles W. Conner	Coppin Center	1 South exit (front doors) 1 Northeast exit (near motor pool) 1 Northwest exit (near Loop road)

Floor	Fire Extinguishers	Fire Alarms
1st	Next to Rm. 129	2 Main Entrance Right and Left Side 2 Next to Basement Steps Top and Bottom 1 Side Door Next to Financial Aid, Record and Registration
2nd	Top of Stairs on the Left	Side Door of Controller's Office Side Door of Telecommunications Office
3rd	Top of Steps on the Left	Side Door of Office of Technology Side Door Institutional Advancement

The two evacuations points for large-scale campus emergency evacuations will be the loop between Daley and Dedmond Hall and Parking Lot B.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Network Support Services / ITD

BUILDING(S)   Administration Building

FLOOR / ROOM   3rd Floor

Work Site
Emergency Coordinator

Name   Dick Rader   Email   drader@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Campus Assembly Area (Assigned for Campus wide evacuations)

Date of Plan   May 13, 2008

By   Dick Rader

Title   Director of Telecommunications

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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INTRODUCTION

The complexity of a campus like Coppin State University requires the full support of its departments and staff to successfully implement an Emergency Preparedness Program. Department Emergency Action Plans (EAPs) are an integral part of the overall program.

Departments are expected to develop their own EAP for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc).

The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

EMERGENCY NUMBERS:

911	Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)
(410) 951-3900	Campus Security Non-Emergency
(410) 951-1234	Physical Plant Service Center (Utilities, building damage, etc)
	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
(410) 951-3845	Building Coordinator – Dr. Monica Randall
(410) 951-3858	Division Administrator – Mr. Dick Rader

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

Emergency Hotline: an emergency information hotline for the campus community. Following a major emergency situation, updates on the status of the campus and instructions will be recorded on the hotline.

Staff Information: (410) 951-3000
Student Information: (410) 951-3000

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services.

Evacuation Assembly Areas (EAA): areas designated by each department where occupants of evacuated buildings assemble to await further instruction and "all clear" notifications.

Floor Wardens: designated employees that assist the building coordinator in building evacuations. Floor Wardens direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Wardens are equipped with an orange vest and yellow bump-caps.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

- ☒ Appoint a Building Coordinator and alternates for each building occupied by the department/division

- ☒ Appoint Floor Wardens for each group within the Division

- ☐ Designate Evacuation Assembly Areas for each building

- ☐ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency.

- ☒ Procure and maintain adequate emergency supplies for work area employees

- ☒ Post the *Coppin State University Emergency Response Guide* in work areas

- ☒ Develop emergency notification, reporting, and call-back procedures for staff

- ☐ Annually review and update the Emergency Action Plan

- ☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Dr. Monica Randall	Miles Connor Administration Building, 2nd Floor	(410) 951-3845	mrandall@coppin.edu
2	Ms. Carolyn Wilson	Miles Connor Administration Building, 2nd Floor	(410) 951-3577	cwilson@coppin.edu

Floor Wardens:

	Name	Location	Telephone	Email
1	Ms. Lady Jenkins	Miles Connor Administration Building, 1st Floor	(410) 951-3636	ljenkins@coppin.edu
2	Ms. Carolyn Wilson	Miles Connor Administration Building, 2nd Floor	(410) 951-3577	cwilson@coppin.edu
3	Ms. Desney Green	Miles Connor Administration Building, 3rd Floor	(410) 951-3808	dgreen@coppin.edu
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Mr. Dick Rader	Miles Connor Administration Building, 2nd Floor	
2	Mr. Thomas Smith	Miles Connor Administration Building, 2nd Floor	
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

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- ☒ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

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- ☒ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____

   _____

2. Specific Location _____
3. Operational Impact _____

   _____

   _____

4. Communications Available:
   a. Telephone
      Number _____
   b. Two-way Radio _____
      Frequency _____
   c. FAX _____
      Number _____

5. Assistance Requested?   Yes ☐   No ☐
   a. Personnel: Type/Number

      _____

   b. Equipment/Supplies: Type/Number

      _____

6. Special Problems/Needs _____

   _____

   _____

   _____

   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION
8		Flashlights	Each Employee
1		First Aid Kit	Main Office

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

Attendant Console
Critical Office Security

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

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Example:

Name: **Ahmed El-Haggan**
Director
Contact Number: **(443) 695-1787**

Name: **Mr. Dick Rader**
Contact Number: **(443) 695-1777**

Name: **Prasad Doddanna**
Contact Number: **(443) 695-0149**

Name: **Thomas Smith**
Contact Number: **(443) 695-1782**

PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Jonathan Preston	Miles Conner 3rd Floor
Mohammed Ahmed	Miles Conner 3rd Floor
Robert Reddish	Miles Conner 3rd Floor
Thomas Smith	Miles Conner 3rd Floor
Wasay Taha Mohammed Abdul	Miles Conner 3rd Floor

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
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Building	Evacuation Assembly Area	Emergency Exit Locations
Administration Milles W. Conner	Coppin Center	1 South exit (front doors) 1 Northeast exit (near motor pool) 1 Northwest exit (near Loop road)

Floor	Fire Extinguishers	Fire Alarms
1st	Next to Rm. 129	2 Main Entrance Right and Left Side 2 Next to Basement Steps Top and Bottom 1 Side Door Next to Financial Aid, Record and Registration
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3rd	Top of Steps on the Left	Side Door of Office of Technology Side Door Institutional Advancement

The two evacuations points for large-scale campus emergency evacuations will be the loop between Daley and Dedmond Hall and Parking Lot B.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Training / ITD

BUILDING(S)   J. Millard Tawes Center

FLOOR / ROOM

Work Site
Emergency Coordinator

Name   Dick Rader   Email   drader@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Coppin Center

Campus Assembly Area (Assigned for Campus wide evacuations)

Coppin Center

Date of Plan   May 13, 2008

By   Dick Rader

Title   Director of Telecommunications

Submit completed Emergency Action Plan / annual updates for review to:
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	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
(410) 951-3931	Building Coordinator – Dr. Joann Christopher-Hicks
(410) 951-3858	Division Administrator – Mr. Dick Rader

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

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Student Information: (410) 951-3000

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☒ Appoint Floor Wardens for each group within the Division

☐ Designate Evacuation Assembly Areas for each building

☐ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency.

☒ Procure and maintain adequate emergency supplies for work area employees

☒ Post the *Coppin State University Emergency Response Guide* in work areas

☒ Develop emergency notification, reporting, and call-back procedures for staff

☐ Annually review and update the Emergency Action Plan

☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Dr. Joann Christopher-Hicks	Tawes Center 1st Floor	(410) 951-3931	Jchristopher-hicks@coppin.edu
2	Noelle Stills	Student Life	(410) 951-3932	nstills@coppin.edu

Floor Wardens:

Floor	Name	Location	Telephone	Email
Basement	Dorothy Lemon	Student Life	(410) 951-3929	dlemon@coppin.edu
1st	Noelle Stills	Student Life	(410) 951-3932	nstills@coppin.edu
2nd	Carla Tyree-Billie	Student Life	(410) 951-3957	ctyree-billie@coppin.edu

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Delores Reaves	Tawes Center	
2			
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

- ☒ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

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Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____
   _____

2. Specific Location _____

3. Operational Impact _____
   _____
   _____

4. Communications Available:
   a. Telephone
      Number _____
   b. Two-way Radio _____
      Frequency _____
   c. FAX _____
      Number _____

5. Assistance Requested?   Yes ☐   No ☐
   a. Personnel: Type/Number
      _____
   b. Equipment/Supplies: Type/Number
      _____

6. Special Problems/Needs _____
   _____
   _____
   _____
   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION
2		Flashlights	Office, Training Room
1		First Aid Kit	Training Room

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

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List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

```
                 ┌─────────────────────────────────┐
                 │ Name:  Ahmed El-Haggan          │
                 │ Director                        │
                 │ Contact Number:        (443)    │
                 │ 695-1787                        │
                 └─────────────────────────────────┘
                                 │
                 ┌─────────────────────────────────┐
                 │ Name:  Mr. Dick Rader           │
                 │                                 │
                 │ Contact Number:        (443)    │
                 │ 695-1777                        │
                 └─────────────────────────────────┘
                    │                         │
   ┌────────────────────────────┐  ┌────────────────────────────┐
   │ Name:  Prasad Doddanna     │  │ Name:  Thomas Smith        │
   │                            │  │                            │
   │ Contact Number:     (443)  │  │ Contact Number:     (443)  │
   │ 695-0149                   │  │ 695-1782                   │
   └────────────────────────────┘  └────────────────────────────┘
```

PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Delores Reaves	Tawes Center

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ☒ Evacuation routes and assembly areas for each building occupied by the department
- ☒ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Tawes Center Basement	Coppin Center	1 East exit (facing Coppin Center) 1 North exit (facing Administration)
Tawes Center First Floor	Coppin Center	2 Southwest and Southeast exits (front doors) 1 Northwest exit (rear door) 1 Northwest exit (inside of Student Activities Office) 1 West exit (inside of the janitor's closet, in the canteen area)

Floor	Fire Extinguishers	Fire Alarms
Basement	1 Recreation Room 1 Publication Room 1 Rathskellar Grill 1 Boiler Room	2 Recreation Room 1 Rathskellar Grill 1 OIT Training Room 1 Boiler Room 1 Corridor Exit
First	1 Main Floor near V.P. Student Life 2 Inside Duplicate Services 1 Inside Bookstore 1 Receiving Area 1 Fire Side Lounge	1 Main Door 1 University Bookstore 1 Receiving Area 1 Stairway # 1 1 Rear Door 1 Janitor / Vending Area 1 Student Activities Office
Second	1 Rear of Kitchen 1 Outside Women's Bathroom	1 Stairway #2 top of steps 1 Kitchen rear 1 Serving Area 1 Dining Area rear 1 Dining Area front

The evacuations point for large-scale campus emergency evacuations will be Coppin Center.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION Web Development / ITD

BUILDING(S) Library

FLOOR / ROOM Ground Floor

Work Site
Emergency Coordinator

Name Dick Rader Email drader@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Campus Assembly Area (Assigned for Campus wide evacuations)

Date of Plan May 13, 2008

By Dick Rader

Title Director of Telecommunications

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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(410) 951-3858	Division Administrator – Mr. Dick Rader

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☒ Procure and maintain adequate emergency supplies for work area employees

☒ Post the *Coppin State University Emergency Response Guide* in work areas

☒ Develop emergency notification, reporting, and call-back procedures for staff

☐ Annually review and update the Emergency Action Plan

☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1				
2				

Floor Wardens:

	Name	Location	Telephone	Email
1				
2				
3				
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Andrew Bain	Library Ground Floor	
2	Melissa Brewington	Library Ground Floor	
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

☒ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

☒ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

☒ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____
   _____

2. Specific Location _____
3. Operational Impact _____
   _____
   _____

4. Communications Available:
   a. Telephone
      Number _____
   b. Two-way Radio _____
      Frequency _____
   c. FAX _____
      Number _____

5. Assistance Requested?   Yes ☐   No ☐
   a. Personnel: Type/Number
      _____

   b. Equipment/Supplies: Type/Number
      _____

6. Special Problems/Needs _____
   _____
   _____
   _____
   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION
3		Flashlights	Web Office
1		First Aid Kit	Web Office

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

Web Office Security

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Ahmed El-Haggan**
Director
Contact Number: **(443) 695-1787**

Name: **Mr. Dick Rader**

Contact Number: **(443) 695-1777**

Name: **Prasad Doddanna**

Contact Number: **(443) 695-0149**

Name: **Thomas Smith**

Contact Number: **(443) 695-1782**

PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Andrew Bain	Library Ground Floor
Melissa Brewington	Library Ground Floor
Sribala Narasimhadevara	Library Ground Floor

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ☒ Evacuation routes and assembly areas for each building occupied by the department
- ☒ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Library		1 Southwest exit (southside basement level near Parren J. Mitchell room) 1 South exit (on loading dock) 1 West exit (front doors) 1 North exit (front doors)

FLOOR	Fire Extinguishers	Fire Alarms
Basement	1 West of the Entrance Door 1 East Side of the Entrance Door 1 In the Audio Visual Center 1 Near the Stairs on the North Side 1 North Side on top of the Stairs down the Hallway	1 South side of the entrance door 1 East side of the entrance door 1 Near the stairs on the East Side Exit 1 Near Room 009 on the North Side 1 Left Side on top of the Stairs
1st Floor	2 North Side near the Stairs 1 East Side 1 West Side 1 Loading Dock East Side 1 North Side of the Entrance Door 1 Far North of the Entrance Door 1 South Side near Exit Door 1 East Side near Exit Door	1 North Side near the Stairs 1 Loading Dock East Side 1 North Side of the Entrance Door 1 Far North of the Entrance Door 1 South Side near Exit Door 1 East Side near Exit Door
2nd Floor	2 South Side near the Stairway Exit 1 East Side 2 North Side 1 West Side 1 Far West Side 1 North East Side near Exit Door	1 South Side near the Stairway Exit 1 East Side 1 North East Side near Exit Door
3rd Floor	1 Southeast Side 1 North Side 1 Northeast Side	1 Southeast Side 1 East Side near Exit Door
4th Floor	1 Southeast Side 1 North Side 1 Northeast Side	1 Southeast Side 1 East Side near Exit Door

The evacuations point for large-scale campus emergency evacuations will be Co

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Office of Procurement / A&F Division

BUILDING(S)   Frances Murphy Research Center

FLOOR / ROOM   2nd Floor

Work Site
Emergency Coordinator

Name   Thomas Dawson   Email   thdawson@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Parking Lot E

Campus Assembly Area (Assigned for Campus wide evacuations)

Coppin Center

Date of Plan   June 3, 2008

By   Thomas Dawson

Title   Director of Procurement

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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INTRODUCTION

The complexity of a campus like Coppin State University requires the full support of its departments and staff to successfully implement an Emergency Preparedness Program. Department Emergency Action Plans (EAPs) are an integral part of the overall program.

Departments are expected to develop their own EAP for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their facility, and special needs specific to their department (i.e. people with disabilities, research, animals, etc).

The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

EMERGENCY NUMBERS:

911	Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)
(410) 951-3900	Campus Security Non-Emergency
(410) 951-1234	Physical Plant Service Center (Utilities, building damage, etc)
	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
	Building Coordinator
(410) 951-3792	Division Administrator – Mr. Thomas Dawson

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

Emergency Hotline: an emergency information hotline for the campus community. Following a major emergency situation, updates on the status of the campus and instructions will be recorded on the hotline.

Staff Information: (410) 951-3000
Student Information: (410) 951-3000

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services.

Evacuation Assembly Areas (EAA): areas designated by each department where occupants of evacuated buildings assemble to await further instruction and "all clear" notifications.

Floor Wardens: designated employees that assist the building coordinator in building evacuations. Floor Wardens direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Wardens are equipped with an orange vest and yellow bump-caps.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

- ☒ Appoint a Building Coordinator and alternates for each building occupied by the department/division

- ☒ Appoint Floor Wardens for each group within the Division

- ☒ Designate Evacuation Assembly Areas for each building

- ☒ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency

- ☒ Procure and maintain adequate emergency supplies for work area employees

- ☒ Post the *Coppin State University Emergency Response Guide* in work areas

- ☒ Develop emergency notification, reporting, and call-back procedures for staff

- ☒ Annually review and update the Emergency Action Plan

- ☒ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Tera Timmons	Frances Murphy Research Building	(410) 951-3905	ttimmons@coppin.edu
2	Karen Kaith Rogers	Frances Murphy Research Building	(410) 951-3907	krogers@coppin.edu

Floor Wardens:

	Name	Location	Telephone	Email
1	Tera Timmons	Frances Murphy Research Building	(410) 951-3905	ttimmons@coppin.edu
2	Karen Kaith Rogers	Frances Murphy Research Building	(410) 951-3907	krogers@coppin.edu
3				
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Thomas Dawson	Frances Murphy Research Building	Search & Rescue, CPR
2	Bettye Pettiford	Frances Murphy Research Building	First Aid
3	Charlytta Robbins	Frances Murphy Research Building	CPR

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

☐ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

☐ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

☐ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____
   _____

2. Specific Location _____

3. Operational Impact _____
   _____
   _____

4. Communications Available:
   a. Telephone
      Number _____
   b. Two-way Radio _____
      Frequency _____
   c. FAX _____
      Number _____

5. Assistance Requested?   Yes ☐   No ☐
   a. Personnel: Type/Number
      _____
   b. Equipment/Supplies: Type/Number
      _____

6. Special Problems/Needs _____
   _____
   _____
   _____
   _____
   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

Critical operations and resources to be protected: Data files and Computers

Plans to ensure continuation of critical operations:

The Office of Procurement has procedures and processes for creating purchase orders that does not require an electronic financial system. Purchase orders will be created from paper purchase orders via a manual procurement system.

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Thomas Dawson**
Director
Contact Number: **(10) 951-3792**

Name: **Bettye Pettiford**
          Assistant Director
Contact Number: **(410) 951-3791**

Name:

Contact Number:

Name:

Contact Number:
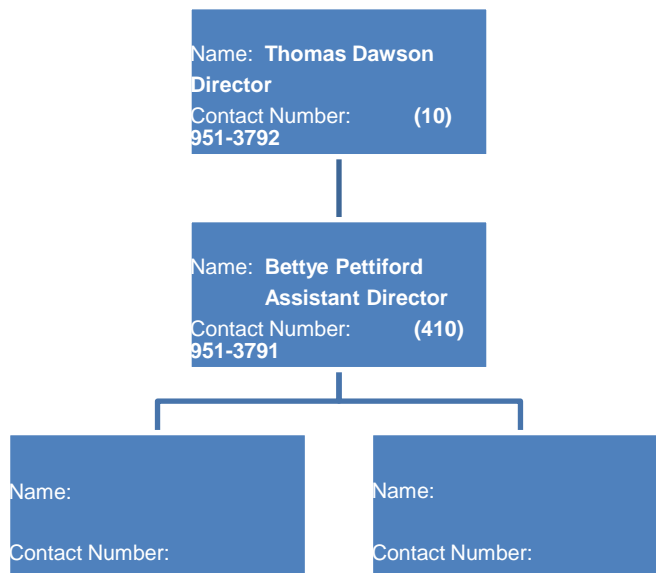
PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Thomas Dawson	Rm. 204
Bettye Pettiford	Rm. 204
Edith Howell	Rm. 204
Charlytta Robbins	Rm. 204

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ☒ Evacuation routes and assembly areas for each building occupied by the department
- ☒ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Frances Murphy Research Building	Parking Lot E	2 South exits (front doors and southeast corner) 1 Northwest exit (near 2nd floor vending machine) 2 West exits (Capital Planning hallway and automatic doors 2nd floor) 1 North exit (new classrooms facing construction) 1 Southwest exit (new classrooms) 1 Northeast exit (by locker rooms)

Floor	Fire Extinguishers	Fire Alarms
First	1 South Exit 1 West Exit 1 East Hallway	1 South Exit 1 West Exit 1 East Hallway
Second	1 Next to Human Resources 1 Next to West exit	2 West exits 1 Northwest exit (near 2nd floor vending machine) 1 Top of stairs (near Capital Planning)

The evacuations point for large-scale campus emergency evacuations will be Coppin Center.

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Professional Studies

BUILDING(S)   Health and Human Services Building

FLOOR / ROOM   3rd floor rm. 351

Work Site
Emergency Coordinator

Name   Email

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Campus Assembly Area (Assigned for Campus wide evacuations)

Date of Plan   October 30, 2008

By   Dean Beverly O'bryant

Title   (202) 669-4326

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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INTRODUCTION

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The EAP is a way for your department/division to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a department EAP will help to reduce the risk and loss of life. It is important that everyone working in the area is familiar with the EAP.

EMERGENCY NUMBERS:

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(410) 951-3900	Campus Security Non-Emergency
(410) 951-1234	Physical Plant Service Center (Utilities, building damage, etc)
	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
	Building Coordinator
(410) 951-2666	Division Administrator – Beverly O'bryant

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

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Staff Information: (410) 951-3000
Student Information: (410) 951-3000

Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services.

Evacuation Assembly Areas (EAA): areas designated by each department where occupants of evacuated buildings assemble to await further instruction and "all clear" notifications.

Floor Wardens: designated employees that assist the building coordinator in building evacuations. Floor Wardens direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Wardens are equipped with an orange vest and yellow bump-caps.

EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

- ☐ Appoint a Building Coordinator and alternates for each building occupied by the department/division

- ☐ Appoint Floor Wardens for each group within the Division

- ☐ Designate Evacuation Assembly Areas for each building

- ☐ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency

- ☐ Procure and maintain adequate emergency supplies for work area employees

- ☐ Post the *Coppin State University Emergency Response Guide* in work areas

- ☐ Develop emergency notification, reporting, and call-back procedures for staff

- ☐ Annually review and update the Emergency Action Plan

- ☐ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1				
2				

Floor Wardens:

	Name	Location	Telephone	Email
1				
2				
3				
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1			
2			
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

☐   Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

☐   Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

☐   Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____

   _____

2. Specific Location _____

3. Operational Impact _____

   _____

   _____

4. Communications Available:
   a. Telephone
      Number _____
   b. Two-way Radio _____
      Frequency _____
   c. FAX _____
      Number _____

5. Assistance Requested?   Yes ☐   No ☐
   a. Personnel: Type/Number

      _____
   b. Equipment/Supplies: Type/Number

      _____

6. Special Problems/Needs _____

   _____

   _____

   _____

   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

None

SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

Dr. Pat Johnson – Sight Impaired
Room 355
Phone: (410) 951-3944

Dr. Jerusa Wilson – Walking Problem
Room 338
Phone: (410) 951-3097

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: Dr. Beverly O'bryant
Dean
Contact Number: (202) 669-4326

Name: Mrs. Cynthia Cotton
Executive Assistant
Contact Number: (410) 951-2666

Name: Dr. Brian Schmit
Assistant Dean
Contact Number: (410) 951-2666

Name:

Contact Number:

PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☐ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ☐ Evacuation routes and assembly areas for each building occupied by the department
- ☐ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
HHSB	Lot C	1 North Exit (North Ave.) 1 East Exit (Side exit) 1 South Exit (near daycare facility) 1 Northwest Exit (Bay doors on North West corner near post office)

Floor	Fire Extinguishers	Fire Alarms
1st		
2nd		
3rd floor	1 East wall on north corridor. 1 South wall on north corridor. 1 South wall on south corridor.	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east wall
4th floor	1 East wall on north corridor. 1 South wall on north corridor. 1 Entrance of the Nursing Department, on the west wall. 1 South wall on south corridor.	1 Stairwell #1 south corridor 1 Stairwell #2 south corridor 1 Stairwell #3 north corridor, east wall
5th		
6th		
7th		

EMERGENCY ACTION PLAN

Emergency Plan For:

DEPARTMENT / DIVISION   Public Safety

BUILDING(S)   Frances Murphy Research Center

FLOOR / ROOM   1st Floor

Work Site
Emergency Coordinator

Name   Miriam Wood   Email   mwood@coppin.edu

Evacuations Assembly Areas

Building Assembly Area (Assigned by the Division for Buildings)

Parking Lot E

Campus Assembly Area (Assigned for Campus wide evacuations)

Coppin Center

Date of Plan   March 2008

By   Leonard Hamm

Title   Director of Public Safety

Submit completed Emergency Action Plan / annual updates for review to:
Director of Public Safety

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	Campus Environment, Health and Safety (EH&S)
(410) 951-3000	Campus Emergency Information Hotline (Staff can call to hear recorded emergency bulletins/status updates)
(410) 951-3000	Campus Emergency Information Hotline (Parents can call to hear recorded emergency bulletins and updates on the status of students)
	Building Coordinator
(410)951-3902	Division Administrator

DEFINITIONS

Alternates: individuals assigned as back-ups to specific emergency response positions.

Building Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor wardens); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

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EMERGENCY PLANNING IMPLEMENTATION CHECKLIST:

☒ Appoint a Building Coordinator and alternates for each building occupied by the department/division

☒ Appoint Floor Wardens for each group within the Division

☒ Designate Evacuation Assembly Areas for each building

☒ Encourage individuals with permanent or temporary disabilities that might require special assistance during an evacuation to identify a "buddy" to assist them in an emergency

☒ Procure and maintain adequate emergency supplies for work area employees

☒ Post the *Coppin State University Emergency Response Guide* in work areas

☒ Develop emergency notification, reporting, and call-back procedures for staff

☒ Annually review and update the Emergency Action Plan

☒ Familiarize all staff with EAP. Make sure that new staff and students are oriented to emergency procedures

STAFF ASSIGNMENTS:

Building Coordinator and Alternates:

	Name	Location	Telephone	Email
1	Tera Timmons	Frances Murphy Research Building	(410) 951-3905	ttimmons@coppin.edu
2	Karen Kaith Rogers	Frances Murphy Research Building	(410) 951-3907	krogers@coppin.edu

Floor Wardens:

	Name	Location	Telephone	Email
1	Tera Timmons	Frances Murphy Research Building	(410) 951-3905	ttimmons@coppin.edu
2	Karen Kaith Rogers	Frances Murphy Research Building	(410) 951-3907	krogers@coppin.edu
3				
4				
5				

KEY STAFF ASSIGNMENTS:

Evaluate your department's personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search & Rescue, First Aid, CPR, etc. Assign co-workers as "buddies" to assist disabled staff, and/or visitors during an emergency evacuation.

	Name	Location	Assignment
1	Richard Robinson	Frances Murphy Research Building	Supplies Captain
2	Jamie Cheatem	Frances Murphy Research Building	First Aid CPR
3			

DEPARTMENT EMERGENCY NOTIFICATION AND COMMUNICATION PLAN:

Include a plan to communicate emergency notifications and instructions to your staff during regular and non-working hours. Suggestions:

☐ Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to the staff.

☐ Consider establishing a department "telephone tree" and hotline (voice mailbox) to provide information updates and instructions. The Campus hotline should be identified as a source of information updates.

☐ Maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or crime over a weekend).

The Director notifies the Assistant Director via cell phone, giving specific instructions to the Assistant Director.

Assistant Director notifies each supervisor giving specific instructions through cell phone.

Each supervisor notifies each person in their squad via cell phone giving specific instructions.

Assistant Director follows-up that all notifications are made and notifies the Director.

Following a major disaster with significant operational impact to the campus, use this form to provide status reports of damage and injuries, and to request assistance from the Emergency Operations Center (EOC).

STATUS REPORT FORM TO THE EOC

Reporting Department _____ Date/Time _____

Reported by _____

1. Type of Problem/Damage _____
   _____

2. Specific Location _____
3. Operational Impact _____
   _____
   _____

4. Communications Available:
   a. Telephone _____
      Number   _____
   b. Two-way Radio _____
      Frequency   _____
   c. FAX _____
      Number   _____

5. Assistance Requested?   Yes ☐   No ☐
   a. Personnel: Type/Number
      _____
   b. Equipment/Supplies: Type/Number
      _____

6. Special Problems/Needs _____
   _____
   _____
   _____
   _____

EMERGENCY SUPPLIES AND EQUIPMENT:

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

QUANTITY	PURCHASE / REPLACEMENT DATE	ITEM	LOCATION

DEPARTMENT ESSENTIAL FUNCTIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (date back-up, off-site storage, etc).

Critical Operations – Public Safety

Resources to be protected:

- ✓ Weapons
- ✓ Vehicles
- ✓ Ammunitions
- ✓ Radios
- ✓ Batteries
- ✓ Foul Weather Gear

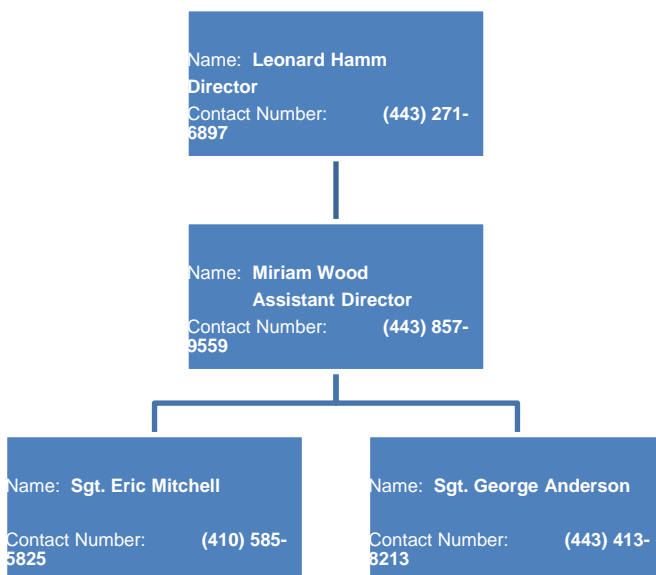## SPECIAL NEEDS OF THE DEPARTMENT:

List any needs of the work area (security issues, electronic access control, disabled staff, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, students, faculty, and staff as well as individuals with disabilities.

Interoperability communications

CHAIN OF COMMAND

During and immediately following a disaster, the Emergency Plan should identify key staff, including a line of succession, who will have decision-making authorization for the department/division.

Example:

Name: **Leonard Hamm**
Director
Contact Number: **(443) 271-6897**

Name: **Miriam Wood**
          Assistant Director
Contact Number: **(443) 857-9559**

Name: **Sgt. Eric Mitchell**

Contact Number: **(410) 585-5825**

Name: **Sgt. George Anderson**

Contact Number: **(443) 413-8213**

PERSONNEL ROSTER

List personnel assigned to each work location.

Name	Work Location
Anderson, George	
Barnes. Kenneth	
Brown, Johnnie	
Burrell, Norris	
Cheatem, Jamie	
Clark, Latreese	
Clark, Tionna	
Estep Jr, Kenneth	
Fleming, Emar	
Harris, Nicole	
Harrison, Sheryl	
Hines, Pamela	
Johnson, Larry	
Johnson, Michael	
Lloyd, Michael	
Mitchell, Eric	
Robinson, Richard	
Rogers, Karen Kaith	
Rogers, Kim	
Spence, Tavia	
Taylor, Lacole	
Timmons, Tera	
Wagner, Asha	
Wood, Miriam	

EVACUATION PLAN:

Employees must know their evacuation assembly area (EAA) locations, and at least two different evacuation routes from the work site. The Evacuation Plan should include:

- ☒ Location of emergency exits, fire extinguishers, and fire alarm pull stations
- ☒ Evacuation routes and assembly areas for each building occupied by the department
- ☐ The location of the campus evacuation point for large-scale campus emergency evacuations

Building	Evacuation Assembly Area	Emergency Exit Locations
Frances Murphy Research Building	Parking Lot E	2 South exits (front doors and southeast corner) 1 Northwest exit (near 2nd floor vending machine) 2 West exits (Capital Planning hallway and automatic doors 2nd floor) 1 North exit (new classrooms facing construction) 1 Southwest exit (new classrooms) 1 Northeast exit (by locker rooms)

Floor	Fire Extinguishers	Fire Alarms
First	1 South Exit 1 West Exit 1 East Hallway	1 South Exit 1 West Exit 1 East Hallway
Second	1 Next to Human Resources 1 Next to West exit	2 West exits 1 Northwest exit (near 2nd floor vending machine) 1 Top of stairs (near Capital Planning)

The evacuations point for large-scale campus emergency evacuations will be Coppin Center.