


Emergency Operations Plan



Approved:



Anthony Jenkins (Aug 21, 2023 14:28 EDT)

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Emergency Operations Plan

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Emergency Operations Plan

Abbreviations /Acronyms

COOP	-	Continuity of Operations Plans
CSU	-	Coppin State University
EMD	-	Emergency Management Director
EMP	-	Emergency Management Plan
EMT	-	Emergency Management Team
EOC	-	Emergency Operation Center
HAZMAT	-	Hazardous Materials
IAP	-	Incident Action Plan
IC	-	Incident Commander
ICP	-	Incident Command Post
ICS	-	Incident Command System
JIC	-	Joint Information Center
JIS	-	Joint Information System
NIMS	-	National Incident Management System
PIO	-	Public Information Officer
SOP	-	Standard Operating Procedure
TRACT	-	Threat Response and Assessment Coordinating Team
UC	-	Unified Command



Emergency Operations Plan

Section 1: Plan Fundamentals

Introduction:

Coppin State University must be prepared to manage and mitigate emergency situations so that students, employees, and visitors are protected; regulatory requirements are met; recovery from disruptive events is expedited; risk is reduced; and the local community's confidence and State is maintained. The Emergency Operations Plan that follows incorporates the principles outlined in the National Incident Management System (NIMS) so that the emergency response activities of the University may be more seamlessly integrated with those of outside agencies.

This Plan provides campus-wide guidelines for preparing for and responding to emergencies. It is the responsibility of each School and Office to be aware of this Plan and to work cooperatively with the Coppin State University Department of Public Safety to develop emergency evacuation plans specific to their buildings and spaces. Each School and Office shall also develop specific emergency response measures to address any special needs and hazards unique to their programs.

As the risk environment is dynamic and emergency conditions vary, no part of these guidelines shall be construed as a contract between any student, employee, or visitor and the University. The University reserves the right to change any guideline at any time.

Purpose:

There are five specific goals of this Emergency Operations Plan:

1. To promote the safety and security of students, staff, faculty, and visitors.
2. To minimize damage to University infrastructure and resources.
3. To minimize disruption of University programs.
4. To ensure University emergency response procedures are compatible with local and national emergency response standards.
5. To inform and assist the broader community as appropriate.

While many campus offices and departments respond in the event of an emergency, the command and control of the response must be managed centrally to:

1. Facilitate the coordination and communication of responding units.
2. Ensure the resources are available where and when needed and utilized appropriately.
3. Ensure that the response to the emergency condition is timely and appropriate.
4. Facilitate information flow to and from the larger community of interest.

Scope:

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



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damage. The University conducts an annual vulnerability assessment to determine potential emergencies it needs to prepare for and to identify areas that require additional emergency planning.

Laws and Authorities:

The following laws and policies impact how the University prepares for and responds to emergencies.

Public Law

- Homeland Security Presidential Directive (HSPD) 5, February 28, 2003, Management of Domestic Incidents
- Federal Civil Defense Act of 1950, as amended Public Law 920-81st Congress (50 USC App. 2251-2297)
- Disaster Relief Act of 1974: Public law 93-288
- Emergency Planning and Community Right to Know Act (EPCRA), Superfund Amendments and Reauthorization Act (SARA) Title III
- Robert T. Stafford Disaster and Relief and Emergency Assistance Act, PL 106390, as amended (USC Title 42, The Public Health and Welfare Chapter 68, Disaster Relief), 2000
- The Disaster Mitigation Act of 2000 (DMA 2000) (P.L. 106-390) Maryland Statutes:

Maryland Statutes

- Annotated Code of Maryland, Public Safety, Title 14
- Maryland Emergency Management Act University Systems Policy:

University Systems Policy

- VI-13.00, Policy on Campus Emergency Planning, Preparedness, and Response Coppin State University Policy:

Occupation Safety and Health Administration (OSHA)

- 29CFR1910.120, Hazardous Waste Operations and Emergency Response Standard
- 29CFR1910.38, Emergency Action Plans Standard
- 29CFR1910.39, Fire Prevention Plans Standard

Planning Conditions:

- The University is located in mid-town, west Baltimore, Maryland. According to the 2020 Census, the population of the city of Baltimore is over 585,708.
- Coppin State University includes the College of Arts & Sciences and Education, College of Business, College of Health Professions, and the College of Professional Studies. Campus facilities include nearly 1,300,000 square feet in 14 buildings and parking lots A through K on 65 acres in West Baltimore City, Maryland, across from the Mondawmin Mass Transit Administration Subway Station and Mondawmin Mall. The University has approximately 2,743 students, faculty, and staff.



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- Law enforcement is provided to the campus by the Coppin State University Department of Public Safety located on Campus in the Physical Education Complex (PEC), 2nd floor. The Department maintains a close relationship with the Baltimore Police Department and other police agencies in the state.
- Fire, emergency medical, and HAZMAT services are provided by the Baltimore City Fire Department.
- Health services are provided on Campus by the Helene Fuld School of Nursing Community Health Center (CHC). The CHC is located in Suite 131 of the Health and Human Services Building (HHSB). If emergency care is required, the Baltimore City Fire Department provides ambulance transportation to the University of Maryland Medical Center or other nearby hospitals.
- The University receives electricity from Baltimore Gas & Electric through four dedicated 13.2Kv feeders from the Greene Street substation. Johnson Controls provides heating service (steam) by a Central Utility Plant. Potable and fire protection water is provided by Baltimore City and/or Baltimore City Fire Department.

Section 2: Emergency Programs

This plan outlines the overall process and procedures the University will use when responding to an emergency. However, an effective response to an emergency requires comprehensive planning from all levels of campus personnel. To help facilitate this, the University has developed the following emergency programs to improve its overall response to an emergency:

- **Building Emergency Response Plan** - Designed to aid during campus emergencies, each facility has a Building Coordinator trained to work with first responders during specific emergencies. Each facility also has Emergency Captains on each floor to assist the Building Coordinator should either shelter-in-place or evacuation be necessary.
- **Emergency Evacuation Plan** - Each campus facility has a plan which provides specific directions on evacuation during an emergency. Emergency Captains are selected for each floor of campus buildings to assist during an emergency. The Emergency Captains are trained in their duties and responsibilities and report to the University's Director of Emergency Management Services.
- **Emergency Communication Plan** - The campus emergency communication plan outlines emergency notification and communication procedures for communicating with the campus and local community, external stakeholders, and the media.



Emergency Operations Plan

Coppin State University's state-of-the-art notification system sends messages instantly and simultaneously to all registered text message-capable mobile phones, Blackberrys, wireless PDAs, pagers, Smart or Satellite phones, and e-mail addresses. The service will also post these messages on the university's Web site. Additionally, the messages will "pop up" on the computer screen for anyone using Google, Yahoo, or AOL as their home page.

Section 3: National Incident Management System (NIMS)

The University shall model its emergency response protocols to those outlined in the National Incident Management System (NIMS), including the use of the Incident Command System (ICS) outlined therein. This will allow the University to integrate its emergency response procedures with outside agencies that utilize NIMS and ICS. University emergency response programs and protocols will be developed, and emergency response personnel will be trained in accordance with these systems.

Incident Command System:

The Incident Command System (ICS) is a national model for managing both small- and large-scale emergencies and other complex events. Employing ICS provides the ability to effectively communicate and coordinate response actions with external emergency response agencies through a standardized and common emergency management and response approach.

Elements common to all ICS include:

- The use of common terminology to define organizational functions, incident facilities, resource descriptions, and position titles.
- The use of modular and scalable organizations based on the size and complexity of the incident.
- The development and use of an Incident Action Plan (IAP) that outlines the strategies and objectives of the agency's response to an emergency.
- A clear chain of command and unity of command that clearly outlines the reporting relationships of each group and individuals responsible for responding to an emergency.
- The use of a Unified Command (UC) for incidents involving multiple emergency response agencies.
- The establishment of a manageable span of control for supervising and managing personnel responding to an emergency.
- The establishment of pre-designated emergency management locations and facilities to include the Emergency Operations Center.
- Plans and procedures for the management and coordination of resources.
- Information and intelligence management systems and protocols.
- The use of integrated and interoperable communication systems.

The following section outlines the primary roles and responsibilities of the positions and response sections in an Incident Command System. Figure 1 provides an overview of the organizational structure and relationship of the entities discussed below.

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- **Incident Commander (IC)**

- Manage the University's response to an emergency, including overseeing all emergency response activities.
- Determine what additional command and general staff are needed to respond to an emergency and oversee their activities.
- Establish the command post.
- Activate the University alert system to warn faculty, staff, and students of an emergency.
- May also function in the roles of the command and general staff depending on the complexity of the event.

- **Command Staff**

- Reports directly to the Incident Commander and includes the Safety Officer, Public Information Officer, and Liaison Officer.
 - **The Public Information Officer (PIO)** is responsible for communicating information about the emergency to the public and media. During multiple agency responses to an emergency, the PIO shall coordinate their communications to the public and media with other agencies responding to the emergency.
 - **The Liaison Officer** is responsible for coordinating the University's response with external agencies responding to the emergency. The Liaison Officer may also need to coordinate with internal groups involved or impacted by the emergency.
 - **The Safety Officer** is responsible for identifying and addressing hazards to emergency response personnel and the campus community and ensuring safety measures are in place to protect people responding to or impacted by the emergency.

- **General Staff**

- The general staff is the individuals in charge of the Operations, Planning, Logistics, and Finance and Administration sections responding to an emergency.
- Each section is headed by a Section Chief that reports directly to the Incident Commander.
- Section chiefs are responsible for managing all incident-specific operations within their respective areas.

- **Emergency Response Sections**

- Depending on the complexity of an emergency, the University may establish one or more emergency response sections to aid in the response. These include Operations, Planning, Logistics, and Finance and Administration sections. The roles and responsibilities of each section are described below.



Emergency Operations Plan

- The Operations Section is responsible for the actual response to mitigate, control, and resolve the emergency.
- The Planning Section is responsible for developing the Incident Action Plan (IAP) for the emergency. They also serve to collect, monitor, and analyze information about that emergency in order to assist in the response.
- The Logistics Section is responsible for obtaining the necessary supplies, personnel, and material required for response to an emergency.
- The Finance & Administration Section is responsible for overseeing the purchasing and accounting for the costs associated with the response to an emergency. This section is also responsible for documenting expenditures due to the response to an emergency so that the University can seek financial reimbursement for costs incurred during the response.

Training and Exercises

Training and exercises will be conducted once a year. It shall be a tabletop on-site exercise.

- Last conducted Summer 2022; August 2022

Unified Command System:

In the Incident Command System, a Unified Command is an authority structure in which the role of the incident commander is shared by two or more individuals, each already having authority in a different responding agency. Unified command is one way to carry out command in which responding agencies and/or jurisdictions with responsibility for the incident share incident management.

A Unified Command may be needed for incidents involving multiple jurisdictions or agencies.

If a Unified Command is needed, Incident Commanders representing agencies or jurisdictions that share responsibility for the incident manage the response from a single Incident Command Post. A Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. Under a Unified Command, a single, coordinated Incident Action Plan will direct all activities. The Incident Commanders will supervise a single Command and General Staff organization and speak with one voice.

Emergency Operations Plan

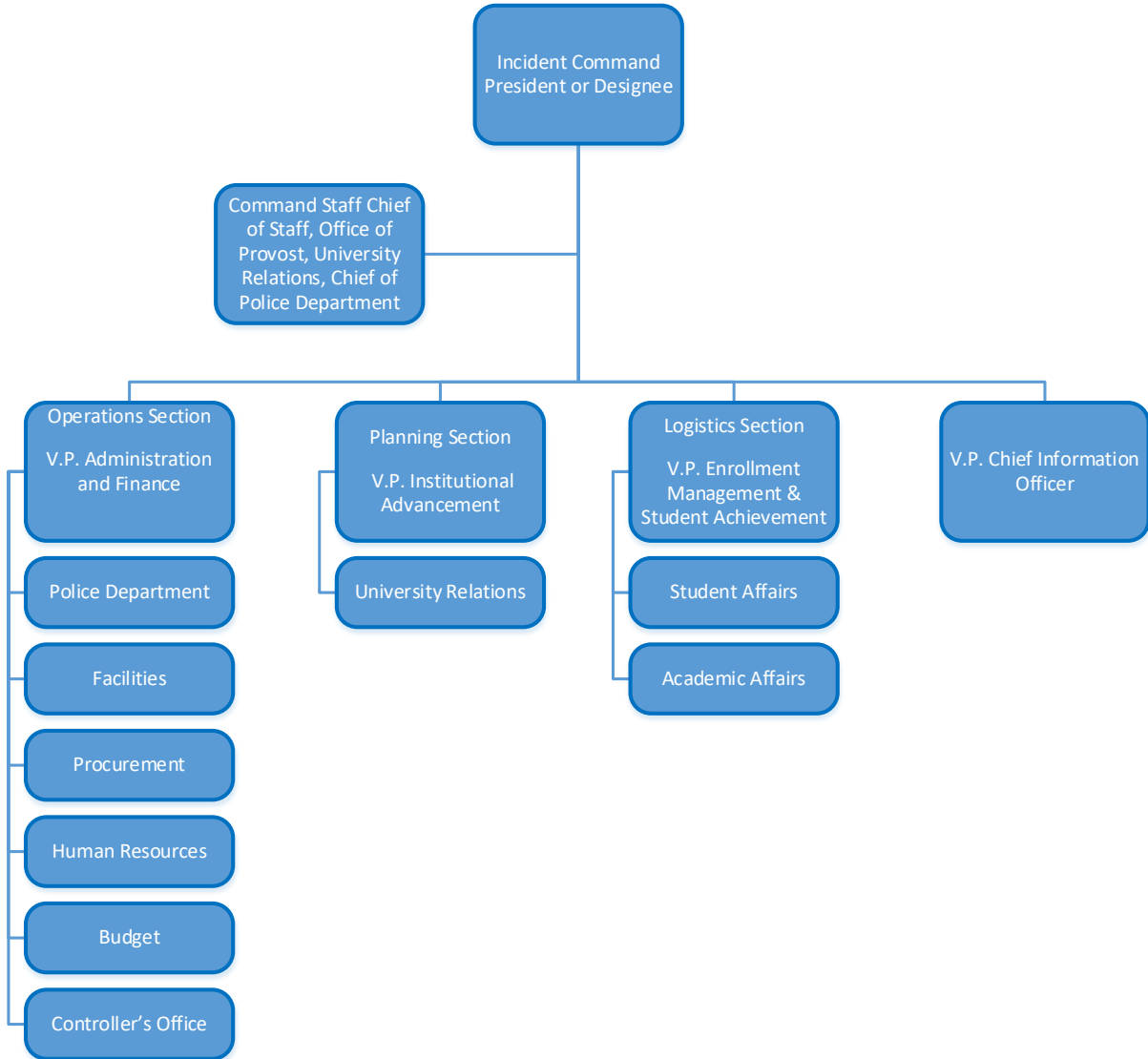


Figure 1 - Incident Command System

Emergency Operations Plan

Section 4: Integrated Emergency Management Plan

Concept of Operations:

The Emergency Management Director (EMD) shall oversee the development, coordination, and revisions to this plan. The Emergency Operations Plan is designed to prepare for and manage emergencies in a comprehensive manner. As outlined in Figure 2 and discussed in subsequent sections, this involves an ongoing cycle of mitigation and prevention, preparedness, response, and recovery activities.

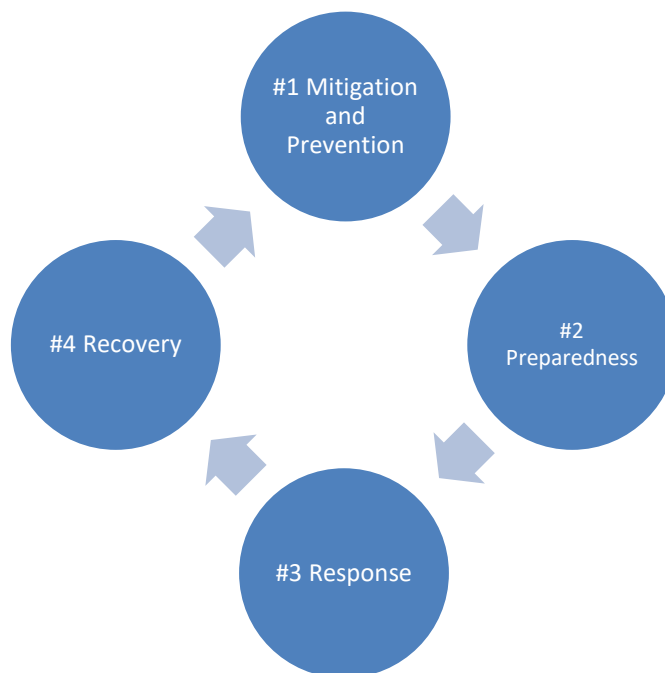


Figure 2 - Comprehensive Emergency Management Process

Emergency Operations Plan

Emergency Levels:

To help the University manage its response to emergencies, it classifies them according to their severity and potential impact. This also assists in communicating the resources the University needs to respond to the emergency properly.

	LEVEL 1	LEVEL 2	LEVEL 3
Impact on operations or services	Major or complete	Intermediate	Limited
Evacuation	Multiple buildings or entire University	Floor or building	None or immediate area only
Participation	All University response units and multiple outside responders	Key University response units and limited outside responders	University response units only
Risk of injury	Likely	Possible	Possible
RESPONSE	FULL	INTERMEDIATE	LIMITED

Figure 3 - Response Levels

- LEVEL 1: A major disaster or imminent threat involving the entire campus and/or surrounding community.** Immediate notification to the Emergency Management Director is mandatory. In all cases, an Emergency Operations Center shall be activated. Normal University operations are reduced or suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination with external agencies and jurisdictions. Examples include acts of terrorism, tornadoes, hurricanes, major chemical incidents, and major fires.
- LEVEL 2: An emergency or potential threat that disrupts sizable portions of the campus community.** Notification of Emergency Management Director determined by IC or designated official. Level 2 emergencies may require assistance from external organizations. These events have the potential to escalate quickly and have serious consequences for mission-critical functions or may threaten life safety. Examples include multiple deaths, mass violence, and fire.
- LEVEL 3: A minor, localized department or building incident that is quickly resolved with existing University resources or limited outside help.** Notification to Emergency Management Director is not generally needed unless there is the potential for the emergency to escalate. A Level 3 emergency has little or no impact on personnel or normal operations outside the locally affected area. Examples include accidental deaths and suicides, localized power outages, and low-level acts of violence.



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Matrix Definitions

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 area access using electronic and manual locking systems. Access will also be controlled with physical barriers.

Traffic/Crowd Control: The Police Department will help provide traffic and crowd control in instances where this function is required. A request to the Baltimore City Police Department (BPD) under our mutual aid agreement may also be enacted.

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 Chief of Police, 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 VP of Administration and Finance, who will compare this documentation to their 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: Apart from the Active Shooter Matrix, the Baltimore City Fire/EMS Department will be responsible for coordinating all rescue operations for all incidents.



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Shelter Operations: Shelter Operations refers to short and long-term sheltering of students living on the Coppin State University Campus. The Department of Housing and 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 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 essential that this function is centralized and coordinated with the rest of the University.



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Hazard Analysis and Responsibilities Matrices

DEPARTMENTAL RESPONSIBILITIES

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

Departmental Legend

The following legend will apply to all the matrices:

PD	=	Coppin State University Department of Public Safety
FD	=	Facilities Management Department
BFD	=	Baltimore City Fire Department
BPD	=	Baltimore Police Department
ADM	=	Administration & Finance
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	=	Community Health Center
MR	=	Mail & Print Services
RR	=	Records & Registration
AS	=	Auxiliary Services
PUR	=	Procurement
DES	=	Department of Environmental Safety
AA	=	Academic Affairs

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ACTIVE SHOOTER

If you are involved in a situation where someone has entered the area and started shooting, or you hear shooting, the following is a list of actions that are recommended. It should be noted that these types of incidents are unpredictable. The below guidelines are recommendations that are based on past experiences. You may have to alter some of these suggestions, depending on the situation.

1. **RUN, HIDE, FIGHT**

2. **RUN** (If you can); if safe to do so, exit the building immediately. Notify anyone you may encounter to exit the building immediately.
3. **Dial 911**; notify CSUPD at **410.951.3911**, ext. **3911**, from a campus phone or utilize Emergency **Blue Light Phone**.
4. Give the CSUPD Police Communications Operator (PCO) the following information:
 - Your name.
 - Location of the incident (be as specific as possible).
 - Number of shooters (if known).
 - Identification or description of the shooter.
 - Number of persons who may be involved.
 - Your location.

If exiting the building is not possible, the following actions are recommended:

1. **HIDE** (If you cannot run), seek shelter in a safe location and await instructions from Police or University officials.
2. Go to the nearest room or office.
3. If safe, allow others to seek refuge with you.
4. Close and lock the door. If the door has no lock, barricade it with items available (desks, chairs, bookshelves, etc.).
5. Cover the door windows. Turn off the lights.
6. Keep quiet and act as if no one is in the room. Silence cellular phones.
7. **DO NOT** answer the door. Wait for Police Officers to assist you out of the building.
8. If you are in a common area such as a dining hall and cannot get behind closed doors, find some form of concealment, such as a table, chair, or other available item and get under it. If possible, “buddy-up” with someone you know and stay together. If you see police entering the room, make sure both of your hands are empty and visible, so they will know you are not a threat to them.
9. **Dial 911** Notify CSUPD – **410.951.3911** or ext. **3911** from a campus phone or utilize Emergency **Blue Light Phone** and give the PCO the following information: Your name. Your location (be as specific as possible). Number of shooters (if known). Identification or description of the shooter. Number of persons who may be involved.
10. Treat the injured. Remember basic first aid – see **MEDICAL EMERGENCIES** section.
11. **FIGHT** (If you have no choice and it is a last resort and only when your life is in imminent life-threatening danger), use any means to disable, distract, or, as a last resort, attack/disarm the shooter. **DO NOT** remain a stationary target!



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Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Police Officers will move quickly and directly to neutralize the threat. Early in an active shooter incident, police officers may not be able to rescue people because their main goal is to get to the shooter(s). Involved persons need to try to remain calm and patient during this time so as not to interfere with police operations. Cooperate with officers who may ask you for information concerning the incident. Normally, a rescue team is formed shortly after the first responding police officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions of police officers at the scene or responding to the scene.

Extended Active Shooter and Emergency Procedures are located in the Emergency Operations Active Shooter Annex on page 101.

Information regarding shooting incidents is located on page 80.

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Incident Matrixes

Bomb Threats

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
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															



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	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
Facilities Coordination		X															
Recovery Operations		X															
Volunteer Coordination																	

Key:

PD = Coppin State University Department of Public Safety
 FD = Facilities Management
 BF = Baltimore City Fire Department
 BPD = Baltimore Police Department
 ADM = Administration & Finance
 OUR = Office of University Relations
 ITD = Division of Information Technology
 SA = Student Affairs
 RL = Residence Life
 CCSD = Center for Counseling and Student Development
 HR = Human Resources
 NC = Community Health Center
 MR = Mail & Print Services
 RR = Records & Registration
 AS = Auxiliary Services
 PUR = Procurement
 DES = Department of Environmental Safety



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Civil Disorder

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	HR	RR	MR	AS	PUR	DES	NC
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																



Emergency Operations Plan

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	HR	RR	MR	AS	PUR	DES	NC
Recovery Operations	X	X			X												
Volunteer Coordination																	

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- SA = Student Affairs
- RL = Residence Life
- CPS = Counseling and Psychological Services
- HR = Human Resources
- NC = Community Health Center
- MR = Mail & Print Services
- RR = Records & Registration
- AS = Auxiliary Services
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- DES = Department of Environmental Safety

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Disease Outbreak

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	HR	RR	MR	AS	PUR	DES	NC
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	X										X
Documentation	X				X												X
Procurement					X										X		
Medical Operations	X			X						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									X			
Facilities Coordination	X	X			X												
Recovery Operations		X			X									X			



Emergency Operations Plan

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	HR	RR	MR	AS	PUR	DES	NC
Volunteer Coordination					X												

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- MR = Mail & Print Services
- RR = Records & Registration
- AS = Auxiliary Services
- PUR = Procurement
- DES = Department of Environmental Safety

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Fire

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	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																	



Emergency Operations Plan

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	HR	NC	RR	MR	AS	PUR	DES
Hazmat Operations	X	X		X													X
Damage Assessment	X	X					X										
Facilities Coordination		X															
Recovery Operations	X	X															
Volunteer Coordination																	

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- PD = Coppin State University Department of Public Safety
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- HR = Human Resources
- NC = Community Health Center
- MR = Mail & Print Services
- RR = Records & Registration
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Emergency Operations Plan

Flood

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
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	



Emergency Operations Plan

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
Facilities Coordination		X															
Recovery Operations	X	X			X												
Volunteer Coordination								X									

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Emergency Operations Plan

Hazmat

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CP S	H R	N C	R R	M R	A S	PU R	DE S
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



Emergency Operations Plan

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CP S	H R	N C	R R	M R	A S	PU R	DE S
Facilities Coordination	X	X															
Recovery Operations	X	X															X
Volunteer Coordination																	

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Emergency Operations Plan

Power Outage/Utility Failure

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	HR	RR	MR	AS	PUR	DES	NC
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								



Emergency Operations Plan

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	HR	RR	MR	AS	PUR	DES	NC
Volunteer Coordination																	

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Emergency Operations Plan

Severe Weather Emergency (Hurricane, Tornado, and Earthquake)

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	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														



Emergency Operations Plan

	PD	FD	BPD	BFD	ADM	OUR	ITD	SA	RL	CPS	HR	RR	MR	AS	PUR	DES
Facilities Coordination																
Recovery Operations	X	X														
Volunteer Coordination																

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Emergency Operations Plan

Sniper or Gunman on Campus

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
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 Assessment	X	X															



Emergency Operations Plan

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
Facilities Coordination	X	X															
Recovery Operations	X	X		X													
Volunteer Coordination										X					X		

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Emergency Operations Plan

Telecommunications Failure

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
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										



Emergency Operations Plan

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
Facilities Coordination																	
Recovery Operations							X										
Volunteer Coordination																	

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Emergency Operations Plan

Acts of Terrorism

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
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															



Emergency Operations Plan

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	N C	R R	M R	A S	PU R	DE S
Facilities Coordination	X	X															
Recovery Operations	X	X	X	X	X												
Volunteer Coordination																	

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Emergency Operations Plan

Train Derailment and Chemical Spill Hazards

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	R R	M R	A S	PU R	DE S
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												



Emergency Operations Plan

	P D	F D	BP D	BF D	AD M	OU R	IT D	S A	R L	CCS D	H R	R R	M R	A S	PU R	DE S
Facilities Coordination	X	X														
Recovery Operations	X	X			X	X	X									X
Volunteer Coordination																

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Emergency Operations Plan

Section 5: Response

Mitigation and Prevention Programs:

The University conducts mitigation and prevention activities to reduce the potential for and impact of emergencies on the University and the local community. The goal of these programs is to reduce potential hazards and vulnerabilities to the University and their impact if they should occur. These programs include comprehensive security, safety, and fire prevention programs. They are integrated into every aspect of University business, from the Coppin State University Emergency Operations Plan to the design and construction of new buildings, background checks of employees, and ongoing programs to identify and mitigate hazards.

Preparedness Programs and Activities:

The University prepares for emergencies through a systematic process of vulnerability assessment and readiness exercises. Preparedness activities include:

- Identifying and obtaining emergency equipment and resources.
- Emergency planning and program development to include ongoing emergency response training.
- Emergency Captains and Building Coordinators program, monthly meetings of the Emergency Management Team, and the development and maintenance of Continuity of Operations Plans.
- Conducting periodic exercises to identify weaknesses in emergency response plans and capabilities and taking corrective action to address these.
- Comprehensive training of emergency personnel.
- Conducting periodic inspections of facilities for hazards and new risks.
- Conducting a comprehensive annual vulnerability risk assessment.

Response Programs:

The University shall respond promptly and in an appropriate manner to all emergencies. The University shall base its response on the following priorities:

- **First Priority:** Life Safety
- **Second Priority:** Incident Stabilization
- **Third Priority:** Property Conservation

Emergency Notification

Emergency notification and communication with both internal and external stakeholders is a critical element of emergency management. Each emergency situation has unique circumstances and requirements. CSU emergency managers must be flexible when meeting their requirements to notify stakeholders of an emergency and when directing emergency response actions. However, the normal sequence of notifications is as follows:



Emergency Operations Plan

- A member of the campus community identifies an emergency situation and calls the University Campus Police;
- University Police evaluate the situation, act within the scope of their operational responsibilities, and make appropriate notifications to internal and external stakeholders;
- First responders follow the principles of the Incident Command System;
- The Incident Commander (IC) assumes command, establishes an Incident Command Post (ICP), and assigns responsibilities to his Command and General Staff members;
- The University Campus Police notify the CSU Emergency Management Director (EMD) of a campus emergency;
- The EMD notifies the Emergency Management Team (EMT) and designates an Emergency Operations Center (EOC);
- The IC determines the need and scope for campus notification and gives such direction to the Public Information Officer (PIO) – (Director of Communications);
- The EMD determines the need and scope for supplemental campus notification and gives such direction to the Director of Communications;

The Director of Communications (or designee) is a member of the EMT and will generally be located with the EMT in the EOC. That person's role is to assist the EMD in creating and disseminating internal and external messages authorized by the EMD. The Director of Communications or designee will also identify a media relations representative who will be located at the ICP and serve as the PIO for the IC.

The PIO/Director of Communications has several options for communicating with internal and external stakeholders. The selection of the communication channels to be used depends upon the nature and magnitude of the emergency and the direction of the IC and the EMD. The communication modes and their features are as follows:

Internal Communication

- Email distribution lists;
- Blackboard Connect, also known as Campus Alerts;
- University Police, Facilities Management, and Parking and Transportation Services radio systems;
- Floor Captains: There is at least one Floor Captain for every floor of every CSU building;
- Building Coordinators: There is a Building Coordinator assigned to every CSU building;

Internal and External Communication

- Web-based: There are several types of Web-based communication modes that may be used to communicate with internal and external stakeholders;
- Campus Alerts Page;
- CSU and/or School Home Pages;
- Social Media;
- Media (TV, Radio, and or Newspapers);



Emergency Operations Plan

In an expanding emergency that involves multiple agencies and/or jurisdictions, a Unified Command may be established. In that case, the principles of a Joint Information System (JIS) will be established. JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort. The Office of University Relations will designate the CSU representative to participate in the JIS. Once Unified Command has been established, a Joint Information Center (JIC) will be created to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

A complete list of contact information for command and general staff, key campus units, and the Emergency Management Team members will be maintained at all times by the Emergency Management Director, the Coppin State University Department of Public Safety Dispatch Center, and the Facilities Service Center.

Assessment and Response

For any incident, the person currently in charge (Incident Commander) must do at least the following:

- Assess the situation;
- Determine if life is at immediate risk;
- Ensure that personnel safety factors are considered;
- Determine if there are any environmental issues that need to be addressed. From that point, the Incident Commander shall develop initial response actions to effectively mitigate the incident and manage the event;

Initial response activities include:

- Assume command and establish the Incident Command Post;
- Establish immediate incident objectives, strategies, and tactics (size-up). The size-up should provide information about what needs to be done first to prevent loss of life or injury and to stabilize the situation. For small-scale incidents, the initial Incident Action Plan (IAP) may be verbal and may cover the entire incident. For larger, more complex incidents, the initial IAP may cover the initial operating period. A written IAP will then be developed;
- Determine if there are enough resources, of the right kind and type, on scene and order additional if needed. The incident objectives will drive resource requirements;
- Establish the initial organization structure needed to adequately address the emergency and maintain the proper span of control;
- Ensure that the Emergency Management Director (EMD) has been notified of all Level 1 and 2 emergencies;

Emergency Operations Plan

Progressive Response to an Emergency

As outlined in the NIMS Planning P, the University's response to an emergency can vary from a simple individual unit response with verbal incident objectives up to a full response from the University and outside agencies and a written Incident Action Plan (IAP). The following section outlines the process involved in responding to a large-scale emergency.

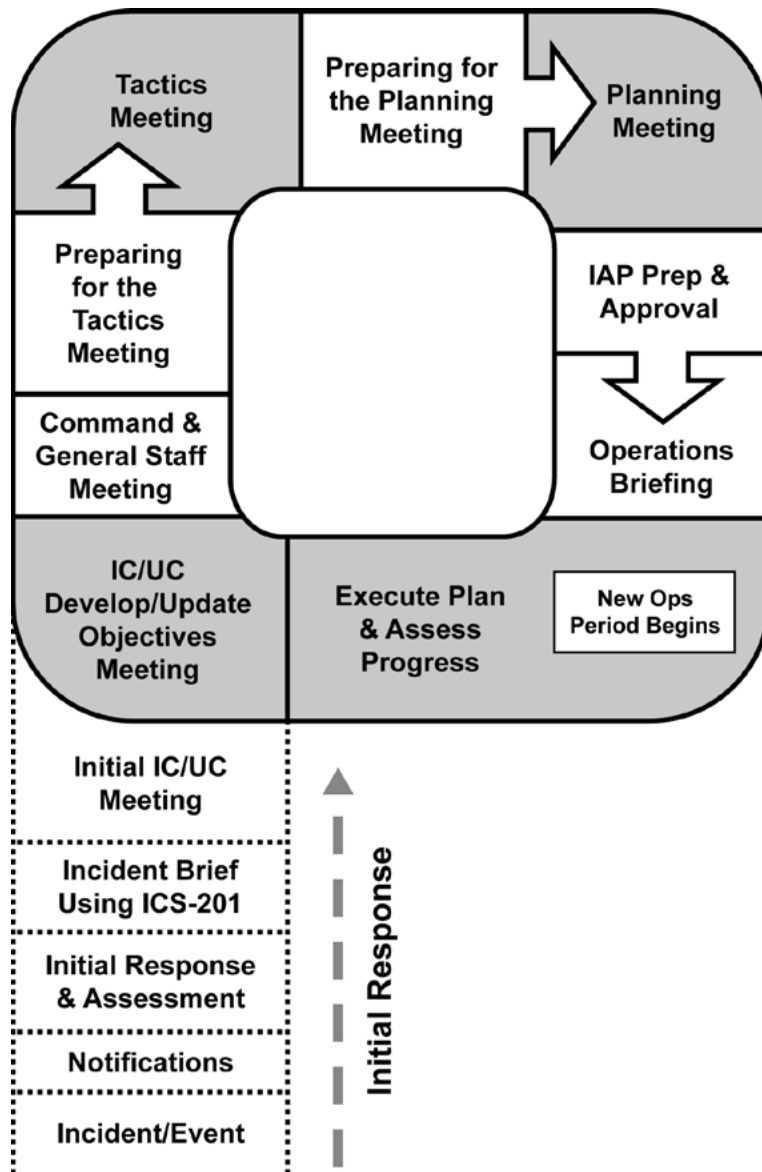


Figure 4 - NIMS Planning P

Emergency Operations Plan

Understand the Situation: The first step to responding to an emergency is to gather, record, and analyze information in a manner that will facilitate:

- Increased situational awareness of the magnitude, complexity, and potential impact of the incident.
- The ability to determine the resources required to develop and implement an effective IAP.
- Determine command and general staff needed to manage the emergency.

Establish Incident Objectives and Strategy: Next, incident objectives must be developed and prioritized for the response to the emergency. The incident objectives must conform to the legal obligations and management objectives of all affected campus units and responding agencies. Reasonable alternative strategies that will accomplish overall incident objectives should also be identified, analyzed, and evaluated to determine the most appropriate strategy for the situation at hand. Evaluation criteria include public health and safety factors, estimated costs, environment, legal, and political considerations.

Develop an Appropriate Response Plan: Determine the tactical direction and the specific resources, reserves, and support requirements for implementing the selected strategies and tactics for the operational period. Before formal planning meetings, each member of the Command and General Staffs is responsible for gathering information pertinent to their role in the response.

Prepare and Disseminate the Response Plan: Prepare the response to the emergency in a format that is appropriate for the level of complexity of the incident. For the initial response, the format is a well-prepared outline for an oral briefing. For most incidents that will span multiple operational periods, the plan will be developed in writing according to ICS procedures.

Execute, Evaluate, and Revise the Response Plan: The planning process includes the requirement to execute and evaluate planned activities and check the accuracy of information to be used in planning for subsequent operational periods. The General Staff should regularly compare planned progress with actual progress. When deviations occur and when new information emerges, that information should be included in the first step of the process used for modifying the current plan or developing the plan for the subsequent operational period. For simple incidents of short duration, the IAP will be developed by the Incident Commander or that person's designee and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not warrant a formal planning meeting process as highlighted above.

- Conditions that may warrant a written IAP include when:
 - Two or more jurisdictions are involved in the response.
 - The incident continues into the next operational period.
 - A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
 - It is required by agency policy.
 - A HAZMAT incident that has a potential to expose the public to hazardous materials (IAP required).

Emergency Operations Plan

Written Incident Action Plan (IAP): A written IAP shall include the following elements:

- A clear statement of objectives and actions.
- A basis for measuring work effectiveness and cost-effectiveness.
- A basis for measuring work progress and providing accountability.
- Documentation for post-incident fiscal and legal activities.

Transfer of Command:

A transfer of command may be needed when a more qualified Incident Commander arrives on the scene or for emergencies that last multiple operational periods. The following key actions are required for a transfer of command from one incident commander to another.

- The incoming Incident Commander shall assess the situation with the current Incident Commander.
- The incoming Incident Commander shall receive a briefing from the current Incident Commander.
- The incoming and current Incident Commander shall determine an appropriate time for the transfer of command and document the transfer (ICS Form 201).
- The incoming Incident Commander shall notify others of the change in incident command.
- If applicable, the incoming Incident Commander shall assign the current Incident Commander to another position in the incident organization.

A transfer of command briefing must be held by the current Incident Commander and take place face-to-face if possible. The briefing must cover the following:

- Incident history (what has happened)
- Priorities and objectives
- Current plan
- Resource assignments
- Incident organization
- Resources ordered/needed
- Facilities established
- Status of communications
- Any constraints or limitations as directed by policies and guidelines
- Incident potential
- Status of Delegation of Authority, inherent or specific

Recovery Programs:

The University shall maintain the capability to address emergencies' short- and long-term impacts. After life and safety issues have been addressed, the primary goal is the restoration of normal operations. To facilitate this, the University has developed comprehensive Continuity of Operations Plans (COOPs) for each School and Office. Personnel responsible for implementing the COOPs will receive training and participate in periodic exercises designed to test the integrity and viability of the plans.



Emergency Operations Plan

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.

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.
 - Identify the process to rebuild damaged areas of the campus.
 - 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, develops 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 used for recovery operations.

Controller's Office

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.



Emergency Operations Plan

General

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

Key points to consider:

- Business Continuity Planning
 - How do we manage payroll, disbursement, and cash operations?
 - How do we record, track, invest, and manage endowments?
 - Do we have business interruption insurance?
 - Can we survive on our own for 48-72 hours?
- Post-Traumatic Stress Disorder (PTSD)

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 at 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 an 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.

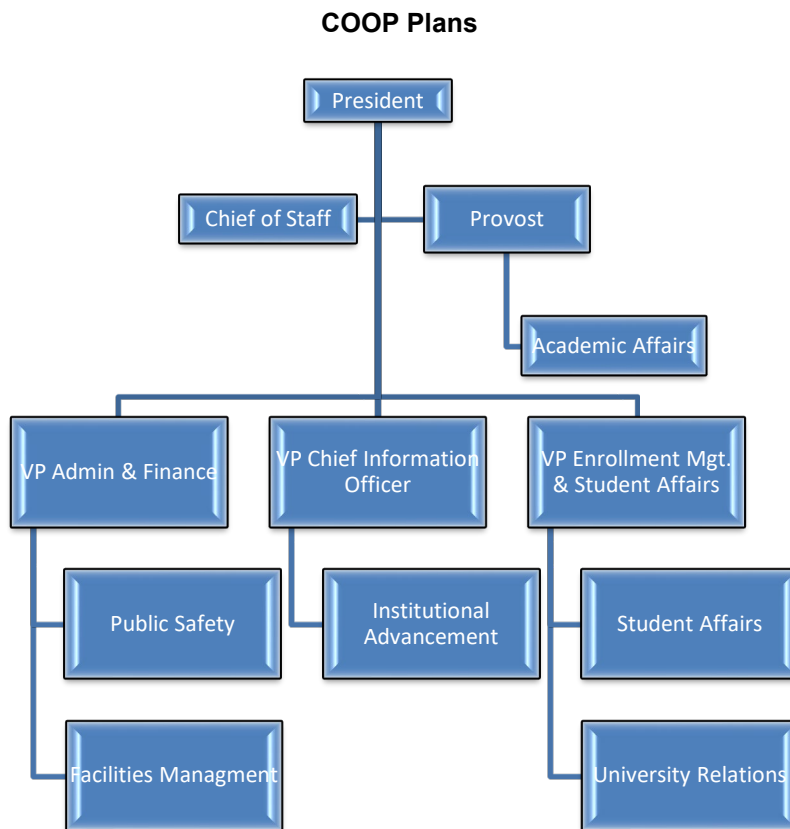
Emergency Operations Plan

The President's Chief of Staff/ Government and Legislative Affairs Officer or designee 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
- Vice President of Information Technology
- Vice President of Academic Affairs
- Director of Office of University Relations
- Vice President of Student Affairs

The essential functional areas are as follows:

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





Emergency Operations Plan

Figure 5 - Continuity of Operations (COOP)

Evacuation Routes

RESIDENCE HALL FIRE AND EMERGENCY EVACUATION PLAN

1. **THE ALARM MUST BE SOUNDED.** Any person aware of a fire shall pull the alarm. The building must be evacuated when the alarm sounds. The alarm does not summon the Fire Department.
2. **THE FIRE DEPARTMENT SHALL BE CALLED.** From a safe location outside the building, call the Office of Public Safety at **410.951.3911 and 911**. 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 the rescue of 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 87 Bomb Threat).



Emergency Operations Plan

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 the 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

Dedmond Residence Hall

Daley Residence Hall

INTERIOR ASSEMBLY AREA

Physical Education Complex

Talon Center

RESIDENCE HALL EMERGENCY EVACUATION INSTRUCTIONS

1. **THE BUILDING SHALL 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 ELEVATOR.**

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 a cloth is available, hold it to your mouth and nose to filter some of the smoke. If possible, close the 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.



Emergency Operations Plan

5. All fires, even if extinguished, must be reported to the Coppin State University Department Police by calling **410.951.3911**.

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 Director of Residence Life 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 City 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 Director of Residence Life 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 Director of Residence Life, 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).



Emergency Operations Plan

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 disabled 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 emergencies 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) **REPORT TO THE SERVICE DESK.** 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) **RESPOND TO THE EMERGENCY SITE.** Ensure that all Residential Assistants’ on-duty tasks have been successfully carried out.
- 3) **MOVE THE RESIDENTS** 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 PERSONNEL ON DUTY

1. If notified of a fire emergency by telephone, instruct the caller to pull the building fire alarm, exit the building, and report physically to responding police or fire officials.
2. The Desk Person should also CALL Campus police at **410.951.3911** and **911** to report the emergency.
3. **THE RESIDENTS WITH DISABILITIES LISTS MUST BE READY FOR EMERGENCY PERSONNEL AND SHOULD BE KEPT IN A PLACE READILY ACCESSIBLE.**
4. Once notifications have been made, evacuate the building.



Emergency Operations Plan

Evacuation Locations

Evacuated Building	Gathering Points 500 Feet from the Building	Safe Assembly (Will be used if gathering point becomes unsafe)
Science and Technology Center	Parking Lot C	Health and Human Services Building
Miles W. Connor Administration	Parking Lot F or J	Talon Center
J. Millard Tawes College Center	Parking Lot F or J	Parlett Longworth Moore Library
Physical Education Complex	Parking Lot H or E	Talon Center
Grace Hill Jacobs	Parking Lot F or B	James Weldon Johnson Auditorium
Parlett Moore Library	Parking Lot A or B	James Weldon Johnson Auditorium
Health and Human Services Building	Parking Lot C	Science and Technology Center
James Weldon Johnson Auditorium	Parking Lot A or B	Parlett Longworth Moore Library
Daley Hall	Parking Lot J	Talon Center
Dedmond Hall	Parking Lot E	Talon Center
Frances Murphy Research Center	Parking Lot E	Talon Center



Emergency Operations Plan

Community Health Center	Parking Lot C	Science and Technology Center
Percy Julian Science Building	Parking Lot B	Parlett Longworth Moore Library

Long Term Evacuation

The Physical Education Complex (PEC) Arena shall serve as a short-term facility for evacuation purposes until it is deemed that a long-term solution is needed to accommodate the need of students, etc.

The Office of Student Affairs shall make the appropriate arrangements with the resources available to them, such other Universities and/or hotels, etc.

Building Containment Procedures

Definition: *Keeping students, staff, and faculty in areas of the building rendered safe and cutting off; isolating unsafe areas of the 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 Emergency Management Team (EMT).



Emergency Operations Plan

Academic Deans & Chairs	Implement established protocols
Athletics	Coordinate use of the PEC 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 the Office of the Provost
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: <ul style="list-style-type: none"> ⇒ CSU Website ⇒ Campus' Main Information Line, (410) 951-3000 ⇒ Campus-wide Email System ⇒ Blackboard Connect
Mail & Print Services	Provides mail and printing services to the Campus Community
Procurement	Purchase emergency goods and services.
Police Department	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.



Emergency Operations Plan

The First Responder

The first responder typically includes police officers, firefighters, paramedics, and emergency medical technicians; they either discovered the emergency or were dispatched to it. The term "first responder" refers to those individuals who in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence, and the environment.

CONTACT	
Coppin State University Department of Public Safety	410.951.3911
Baltimore Police Department	911

Procedure for reporting an emergency:

1. Go to a safe location and call the Police Department
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 Coppin State University Department of Public Safety and complete all necessary reporting.

Building Evacuation Procedures

CONTACT	
Coppin State University Department of Public Safety	410.951.3911
Office of Facilities Management	410.951.3780

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 carefully 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.



Emergency Operations Plan

7. Provide assistance to those with physical disabilities. If you are unable to provide assistance, immediately call the Police Department at **410.951.3911**.
8. Exit the building using the nearest marked exits and posted evacuation routes.
9. Do not return to the building unless directed by the Coppin State University Department 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 the 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 using:

- 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:
 - Loop in front of Percy Julian Science Building at North Ave.
 - 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

- 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 Department of Public Safety) personnel at key intersections;
- Contact the Baltimore Police Department for traffic direction assistance (if available);



Emergency Operations Plan

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 shall:

- Notify the public that the University is closed and that pedestrian and vehicular 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 using:

- Personal Vehicles
- Shuttle Buses
- Public Transportation (Mass Transit Administration (MTA) with the assistance of the Baltimore City Mayor's Office of Emergency Management)

Responsibilities for evacuations:

Department of Parking and Transportation Services

- Place in service as many vehicles as possible
- Have vehicles pick up passengers at the designated evacuation stop points which include:
 - Loop in front of Perry Julian Science Building at North Ave.
 - Loop between Dedmond Hall and Daley Hall
- Transport passengers to designated shelter sites and return for additional transports

Coppin State University Department of Public Safety

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

Designated Evacuation sites/locations for our students are determined by the V.P. of Students Affairs (such as other neighboring Universities, shelters, hotels/motels, etc.)



Emergency Operations Plan

Building Coordinators

The Building Coordinators are responsible for assisting Coppin State University Department of 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, Floor Captain. 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 Captains 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, and 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



Emergency Operations Plan

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	
Coppin State University Department of Public Safety	410.951.3911
Baltimore Police Department	911
Facilities Management	410.951.3780

PROCEDURES

Telephone Threat

1. Remain calm and immediately refer to the attached bomb threat checklist (*pgs. 64 and 94*). 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 Coppin State University Department of Public Safety by calling (410) 951-3900. If possible, call Coppin State University 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 Coppin State University Department of Public Safety immediately by calling **410.951.3911**.

E-mail Threat

1. If an e-mail is received, save and forward immediately to the Coppin State University Department of Public Safety.

Emergency Operations Plan

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Stunned		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:



Emergency Operations Plan

Fire & Smoke

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

Contact	
Coppin State University Department of Public Safety	410.951.3911
Baltimore Police Department	911
Baltimore City Fire Department	911
Facilities Management	410.951.3780

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 Coppin State University Department of Public Safety at **410.951.3911** or **911** 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.

Emergency Operations Plan

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	
Coppin State University Department of Public Safety	410.951.3911
Facilities Management	410.951.3780
Maryland Emergency Management Services	410.517.3600
Baltimore Police Department	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: <ul style="list-style-type: none"> ○ Handwritten or poorly typed addresses ○ Misspellings of names, address or addressee ○ Oily stains, discolorations or strange odor ○ No return address ○ Excessive weight ○ Return address and postmark are not from the same area ○ Special handling instructions on package ○ Lopsided, uneven envelope or oddly shaped ○ Protruding wires or aluminum foil ○ Have an unusual amount of security material such as masking tape, string, etc. ○ Ticking sound ○ Marked with restrictive endorsement, such as "Personal", "Confidential" or "Do not x-ray" ○ Have powdery substance on the outside of package/envelope ○ Marked with any threatening language ○ Visual distractions 		



Emergency Operations Plan

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

Call the Coppin State University Department of Public Safety at **410.951.3911**. **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.

Emergency Operations Plan

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	
Coppin State University Department of Public Safety	410.951.3911
Facilities Management	410.951.3780
Baltimore Police Department	911
Baltimore City Fire Department	911

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

	Chemical	Biological	Radiological
Agent Types	<ul style="list-style-type: none"> ▪ Nerve, ▪ Blister ▪ Blood ▪ Choking ▪ Irritating 	<ul style="list-style-type: none"> ▪ Bacteria-anthrax, plague ▪ Virus-smallpox, viral hemorrhagic fever ▪ Toxin-poison, ricin, Botulism 	<ul style="list-style-type: none"> ▪ Alpha (will not penetrate the 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	<ul style="list-style-type: none"> ▪ May be felt immediately or delayed ▪ May produce incapacitation ▪ May cause death 	Usually delayed, range from hours to days to weeks	<ul style="list-style-type: none"> ▪ Vomiting ▪ Fatigue ▪ Skin Burns ▪ Bleeding ▪ Increased risk of infection ▪ Hair loss
Dissemination	<ul style="list-style-type: none"> ▪ Spraying device ▪ Leaking package/container ▪ Bursting device ▪ Explosive 	Dispersion device for aerosol dispersion	More likely by an explosion

Emergency Operations Plan

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 the 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, or shuddering.
6. When you have reached safety, call the Coppin State University Department of Public Safety at **410.951.3911** or **911**. 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 Department of Public Safety will notify the specialized authorities and medical personnel.

Biological

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 Coppin State University Department of Public Safety. Required first aid and clean-up by specialized authorities should be started at once.
4. Call the Coppin State University Department of Public Safety for help at **410.951.3911** or **911**. 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 Coppin State University Department of Public Safety will notify the specialized authorities and medical personnel.



Emergency Operations Plan

Radiological

Procedures for radiological exposure:

1. Avoid the source of 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 Coppin State University Department of Public Safety for help at **410.951.3911** or **911**. Provide them with the following information
 - Exact location
 - Number of persons in the contaminated area
 - Any symptoms displayed by the contaminated persons

The Coppin State University Department 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	
Coppin State University Department of Public Safety	410.951.3911
Baltimore Police Department	911

Because this emergency involves dealing with people, it is difficult to predict the consequences. As a result, in exercising 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 Coppin State University Department of Public Safety by calling **410.951.3900**, or **911**.

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



Emergency Operations Plan

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	
Coppin State University Department of Public Safety	410.951.3911
Baltimore Police Department	911
Baltimore Fire Department	911
Facilities Management	410.951.3780
Maryland Emergency Management Services	410.517.3600

Procedures

If Indoors:

1. Drop to the ground; take cover by getting under a sturdy table or other pieces of furniture and hold on until the shaking stops. 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 from 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 the shaking stops, and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
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.**

Emergency Operations Plan

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.

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.

Emergency Operations Plan

Railroad—Accidental Release of Hazardous Material

Definition: Any evidence of leaking liquid or vapor.

Contact	
Coppin State University Department of Public Safety	410.951.3911
Baltimore Police Department	911
Baltimore City Fire Department	911
Facilities Management	410.951.3780
CSX Police Communication Center	800.232.0144
Environmental Protection Agency Hotline	866.633.4686

In cases of railroad derailment, any evidence of leaking liquid or vapor should be sufficient to warn the Coppin State University Department 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 requesting 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.



Emergency Operations Plan

Demonstrations and Rallies

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

Contact	
Vice President of Student Affairs	410.951.3933
Coppin State University Department of Public Safety	410.951.3911

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. 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.



Emergency Operations Plan

Utility Failure

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

Contact	
Facilities Management	410.951.3780
Coppin State University Department of Public Safety	410.951.3911

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.

PLUMBING FAILURE

1. If the incident happens between 8:00 a.m. and 5:00 p.m., call the Office of Facilities Monday- Friday at **410.951.3780**. If the loss occurs after hours, on the weekend, or holiday, call the Coppin State University Department of Public Safety at **410.951.3911**.
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.

If there is a potential danger, immediately vacate the area. **POWER OUTAGES**

1. If a secondary lighting system, such as a flashlight, is unavailable, look for emergency lighting at the exits and safely evacuate the area.
2. If you are in an elevator, use the emergency button or telephone to alert the Coppin State University Department of Public Safety. Do not attempt to open the elevator car door or shake the elevator car.
3. Do not return to the building until directed by Facilities or the Coppin State University Department of Public Safety

If in an office:

4. Switch off all electrical appliances.
5. To avoid potentially 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 Coppin State University Department 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.



Emergency Operations Plan

GAS LEAKS

1. Vacate the area.
2. If you cannot leave the area, ventilate the room with fresh air.
3. Do not use the elevators.
4. Go to a safe location and call the Coppin State University Department of Public Safety at **410.951.3911** or **911**.
5. Do not return to the building until directed by the Office of Facilities or the Coppin State University Department of Public Safety.

Tornadoes

Definition: *Violently 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.

Contact	
Coppin State University Department of Public Safety	410.951.3911
Facilities Management	410.951.3780
Baltimore Police Department	911
Baltimore Fire Department	911

Procedures

1. You will be asked to remain in your building 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 Coppin State University Department of Public Safety or Emergency Personnel.



Emergency Operations Plan

Catastrophic Emergency

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

Contact	
Coppin State University Department of Public Safety	410.951.3911
Facilities Management	410.951.3780
Baltimore Police Department	911
Baltimore Fire Department	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 Coppin State University Department 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 Coppin State University Department 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 Coppin State University Department of Public Safety will serve as liaison with external police and agencies.



Emergency Operations Plan

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. Administration & Finances may remain open even though classes are canceled.
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 Coppin State University Department of Public Safety will collect the weather forecast information on which to base the class cancellation decision and relay this information to the Vice President for Administration and Finance by 5:00 a.m. on the inclement weather day.
5. After consultation with the President and Provost/Vice President for Academic Affairs, the Director of Communications will notify the radio and television stations of class cancellations, delays and/or campus closings. The Director of Communications or designee will then notify:
 - The Coppin State University Department 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 Blackboard Connect Text Message Alert System:

1. **"University and Coppin Academy is 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 canceled, 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 regular 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.



Emergency Operations Plan

Office Hour Procedures

1. The President, through the Director of Communications, will notify all personnel that the University is closing.
2. Radio and television stations will be notified by the Director of Communications so that evening students, faculty, and staff are notified.
3. The Director of Communications 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 Blackboard Connect Text Message Alert System.
4. The Director of Communications will notify the campus community of the closing via existing Blackboard Connect and messaging systems.
5. In the case of satellite events, off-campus activities, or non-class scheduled events, the Director of Communications or 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 Department of Public Safety 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 Department of Public Safety will also assess the conditions of the campus. The designee shall also access road conditions to the extent possible. This information will be communicated to the Vice President of Administration and Finance and 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 Director of Communications or 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)
WEAA Radio (88.9 FM)
WLIF (101.9 FM)
HEAVEN (600 AM)
WQSR Radio (105.7 FM)
WERQ Radio (92.3 FM)
WWIN Radio (95.9 FM)
WOLB (1010 AM)

WMAR-TV (Channel 2)
WBAL-TV (Channel 11)
WBFF-TV (Channel 45)
WJZ-TV (Channel 13)
WBAL Radio (1090 AM)
WXYV Radio (102.7 FM)



Emergency Operations Plan

Metro Washington, D. C. Area

WTOP Radio (1500 AM), (103.5 FM)
WHUR Radio (96.3 FM)

WJLA-TV (Channel 7)
WRC-TV (Channel 4)

Inclement Weather Essential Employees

- Department of Public Safety Personnel:
 - Police Officers
 - Security Officers
 - Communications Officers
- Maintenance Department Personnel:
 - Painter(s)
 - Maintenance Department Supervisor
 - HVAC Mechanic II and III
 - Maintenance Aide I
 - Electrician
 - Groundskeeper(s)
 - Plumber(s)
- Parking and Transportation Services Personnel
 - Manager of Custodial Services
 - Drivers
- Payroll Department Personnel (on payroll preparation day only)

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 Coppin State University Department of Public Safety by calling **410.951.3911** or Baltimore Police Department 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*



Emergency Operations Plan

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 Coppin State University Department of Public Safety at [410.951.3911](tel:410.951.3911) and Baltimore City Police by 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 Coppin State University Department of Public Safety [410.951.3911](tel:410.951.3911) and Baltimore City Police by call **911**.

Evacuation Exits for Coppin State University

Miles W. Connor Administration Building:

- (1) South exit (front doors)
- (1) Northeast exit (near Parking Lot J)
- (1) Northwest exit (near Loop road)

J. Millard Tawes College Center

Basement Level:

- (1) East exit (facing Parking Lot J)
- (1) North exit (facing Administration Building)

1st Floor:

- (2) Southwest and Southeast exit (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)
- (3) South exit (inside of the Austin Grill)



Emergency Operations Plan

James Weldon Johnson 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
- (1) West exit (sub-basement-chiller area)
- (1) North exit (1st floor level leads to Library Quad)

Physical Education Complex (PEC):

- (6) NE exit (arena front doors –Warwick Avenue & Gwynns Falls Parkway)
- (1) Eastside
- (1) East

Daley Hall:

- (1) Northeast exit (near meeting room)
- (2) Northwest exits (front door and service entry area)
- (3) North exits (stairwell #1 facing Talon Center - Dining Hall)
- (1) Northeast exit (inside Nurse's Office)

Dedmond Hall:

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

Talon Center – 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)



Emergency Operations Plan

- (1) Northeast exit (in rear)
- (1) Northwest exit (in rear)

Parlett L. Moore Library:

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

Grace Hill Jacobs Building:

- (1) East exit (front doors) (onto Moore Library Quad)
- (1) East exit (basement level by new elevators) (on to Parking Lot B)
- (1) South exit (basement level by new elevators) (on to Parking Lot B)
- (2) North exits (facing Parking Lot D,
- (1) West exit

Frances Murphy 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)

Percy Julian Science Building:

- (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)

Emergency Operations Plan

Health & Human Services Building (HHSB):

- (1) North exit (North Ave.), 1st floor
- (1) North exit (North Ave.), 2nd floor through the sky bridge to the main campus
- (1) West exit (west side exit, {inside daycare facility} SW corner exit, near CSX railroad tracks and west side parking lot)
- (1) West exit (North side of building, NW corner side exit, near CSX railroad tracks and west side parking lot)
- (1) East exit (inside daycare facility)
- (1) West exit (near CSX railroad tracks and west side parking lot)
- (1) West side exit (Loading dock {next to post office} rear exit, near CSX railroad tracks and west side parking lot)
- (1) South exit (through glass enclosed corridor) into the daycare center

Science and Technology Center:

Lower Level

- Exit next to elevator #3 and “service” elevator #4 – exit leads to the loading dock (east side of building)
- Exit across from Natural Sciences Vivarium (Rooms 012-024) – exit leads to the loading dock (east side of building)
- Exit next to Scup Work Room (Room 009) – exit leads to the loading dock (east side of building)
- Exit next to Scup (Room 001) across from Main Electrical Room (Room 004) – exit leads to west side of building near the quad area

1st Floor

- Stairwell south side of building by Natural Sciences Storage (Room 126) and Natural Sciences Computer Lab (Room 129) – exit leads to the southwest lobby/entrance of building
- Stair #2 “Roof Access Lower Level – Penthouse” located next to elevator #3 across from Classroom (Room 124) – exit leads to the southwest lobby level
- Exit next to Storage (Room 112) & Stem Resource Center (Room 117) – exit leads to the east side of building
- Main Entrance – exit leads to 2500 block of West North Avenue
- Stair #1 “Roof Access Floor 1 – Penthouse” located by NMR Lab (Room 103) – exit leads 2500 block of West North Avenue



Emergency Operations Plan

2nd Floor

- Stair #1 located by Coppin Center for Organic Synthesis (Room 245)
- Stair #2 located across from Biotechnology/Genetics Lab (Room 264)

3rd Floor

- Stair #1 located by Room 346 (Unnamed)
- Stair #2 located next to Physics Lab (Room 362) across from Math & Computer Science Lab (Room 365)

4th Floor

- Stair #1 located next to Campus Network Services (Room 450)
- Stair #2 located next to Organic Chemistry Lab (Room 480)

5th Floor

- Stair #1 Penthouse/Garden on north side
- Stair #2 Penthouse on south side

Early Childhood Demonstration Suite:

- Main Door Lobby (East)
- Rear Door Lobby (West)
- Rear Door (Classroom EC10); also rear door to gated area (West)
- Rear Door (Classroom EC113; also rear door to gated area (West)
- Side Door (Classroom EC116)
- Side Door (Corridor – Adjacent to Children’s play area) East & West (Gate on East Side)
- Corridor Door Leading to Health & Human Services Building (HHSB) to 1st floor lobby HHSB



Emergency Operations Plan

Section 6: Emergency Management Team (EMT)

Purpose:

The Emergency Management Team (EMT) is responsible for ensuring that the University is properly prepared to respond to an emergency. As needed, the EMT provides support to the Incident Commander during the University's response to an emergency. This support role may or may not require that EMT or portions of it to convene in the Emergency Operations Center.

The primary functions of the EMT are to:

- Provide oversight and direction to the University emergency preparedness activities.
- Develop emergency response policies and programs.
- Provide support to the Incident Commander during an emergency.
- Assist with the staffing and management of the Emergency Operations Center (EOC).

The EMT consists of the following representatives from campus. Each team member must designate an appropriate substitute in the event that they are not available or cannot be reached. Additional staff may be called upon to assist with the emergency response.

Emergency Management Director (EMD)

- Director, Department of Public Safety (Police Chief) * or Designee

Team Members:

- President *
- Provost *
- Vice President of Administration and Finance *
- Vice President of Information and Technology
- Vice President for Enrollment Management and Student Affairs
- Vice President/Executive Director, CSU Development
- Director, University Relations
- Director, Facilities Management
- Director, Athletics

* Denotes personnel who have an Emergency Satellite Telephone and shall bring this telephone to all emergencies or training exercises.



Emergency Operations Plan

Emergency Management Team Activation:

When an emergency occurs, the Incident Commander or Emergency Management Director will determine if the EMT needs to be activated and notify the appropriate members.

Emergency Operations Center (EOC):

The EOC for our Campus is located in the Science and Technology Center (STC), on the third floor, room 355. In the event that the STC is involved in the emergency, or is otherwise unavailable, the alternate EOC location is in the Physical Education Complex (PEC), Public Safety conference room, room number 272E.

Both the primary and alternate Emergency Operations Centers will maintain copies of all campus emergency operations procedures and manuals listed below. The EMD will assume responsibility for seeing that this information is updated on an annual basis.

- Emergency Operations Plan List of Team members and designated substitutes with telephone and other contact numbers.
- List of key University personnel by school and unit with corresponding telephone, email, fax and other communication information.
- Building evacuation plans.
- Emergency Buildings Floor Captains contact list.
- Comprehensive list of all University faculty, employees, and staff, with pertinent information, including individuals with special needs. Floor plans of all Campus-owned and/or occupied buildings.
- Emergency Building Coordinators contact list.
- Current Campus Telephone Directory, plus white and yellow pages phone books.
- Directory of campus-wide email addresses and fax numbers. List of home telephone numbers of key University personnel.
- Computer disks containing important departmental information that will be needed during an emergency (i.e. media phone numbers). The disks must be compatible with the computer software in use at the Emergency Operations Centers (EOC).
- Telephone and/or other contact numbers for area neighborhood association presidents and facility managers.

Emergency Management Teams

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



Emergency Operations Plan

Emergency Response Team (ERT). 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 the following:

1. Director of Public Safety and Chief of Police
2. Vice President of Enrollment Mgt. & Student Achievement
3. Vice President of Administration and Finance
4. Director of Communications
5. Director of Facilities
6. Director of Academic Affairs

Emergency Management Team (EMT). This group is comprised of representatives from various offices. EMT 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 EMT include:

- Office of the Coppin State University Department 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 **Emergency Response Team** and **Emergency Management Team** shall 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 Coppin State University Department of Public Safety with site evacuation and containment plans.



Emergency Operations Plan

Preparedness Programs and Activities:

Emergency Announcements

The President of the University and/or the Provost of the University makes the decision to have “Emergency Announcements” go out to the Coppin Campus Community. This is based on information and recommendations that they receive from the various Offices, such as the Department of Public Safety, etc. Coppin Campus Community timely warning messages will be used to keep the Coppin Campus 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 Department of Public Safety by calling (410) 951-3900. Such reports can also be conducted in-person at the Coppin State University Department of Public Safety, which is located on the 2nd floor of the Physical Education Complex. Safety warnings can also be reported by activating one of the University’s Code Blue E-Phones, which are located conveniently throughout the campus.

Prevention – Mitigation

Emergency Declaration

The President or his/her designee shall declare a State of Emergency upon the recommendation of the CSUPD Chief of Police. At that time, the President or designee will set into motion the emergency procedures and will determine if the University should be partially or completely closed.



Emergency Operations Plan

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

1. President
2. Provost, Vice President of Academic Affairs
3. Vice President of Administration and Finance
4. Vice President of Information Technology
5. Vice President for Enrollment Management and Student Affairs
6. Vice President of Institutional Advancement

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 Parlett 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; third option is the CSUDPS, Chief of Police conference room.

Section 7: 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. Order of succession maintains the University's functionality with minimal interruption.

A. Public Safety

V.P. Administration and Finance
Chief of Coppin State University Department of Public Safety
CSU Deputy Chief of Police, Lieutenant Operations Bureau

B. Facilities Management

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

C. Information Technology

V.P. Chief Information Officer (CIO), Information Technology
Deputy CIO

D. Academic Affairs

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



Emergency Operations Plan

E. Student Affairs

V.P. Vice President, for Enrollment Management and 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

Section 8: 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 V.P. Chief Information Officer (CIO) 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, and telecom rooms security, web office security, attendant console

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

Section 9: Alternate Facilities

An alternate facility is a location where key personnel carry out essential functions when the primary facility is unavailable. The V.P. Chief Information Officer (CIO) has identified and worked out arrangements with a fellow Maryland System University as an alternative facility.



Emergency Operations Plan

Section 10: Communications

Coppin State University Department of Public Safety has interoperability via radio communication with the Baltimore Police Department.

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 Department of Public Safety telephone number is 410.951.3911 (24 hours a day)
- The University's Main Information telephone number is 410.951.3000 (24 hours a day)
- Messages on Facebook website;

Section 11: 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

Section 12: 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 will plan to contract with local hotels to provide needed shelter and also utilize facilities of the Universities in the area.



Emergency Operations Plan

Section 13: Post Incident Exercises and Training

Post-Incident or Event:

The Emergency Response Director will schedule an after action review as soon as possible after a major incident or event and include all appropriate participants. The meeting will focus on lessons learned and will be documented by a written report of findings and an improvement plan if determined to be necessary.

Exercises:

Exercises and drills are a key part of the University's emergency response management program. The Emergency Response Director will be responsible for scheduling and oversight of emergency exercises. Exercises will be developed based on an assessment of which areas of emergency response capability need testing and will include appropriate internal and external groups needed to effectively test the University's response.

Training:

All University departments are responsible for ensuring that their employees are trained on the emergency response procedures required of their position. In addition, emergency response personnel will be trained to the level required for the role(s) they will serve in an emergency. Training for emergency response personnel will be based on that recommended by National Incident Management System (NIMS). Students are provided information on emergency management during orientation, through periodic emails and as part of the University's annual Clergy Reporting requirements.

Section 14: Plan Maintenance and Distribution

The Emergency Management Director shall ensure that the EMP is updated at least annually and distributed to appropriate members of the campus community and local emergency response agencies.



Emergency Operations Plan

Section 15: Telephone Bomb Threat Checklist

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

- | | |
|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Soft |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Pleasant |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Other |

ACCENT

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> Local | <input type="checkbox"/> Not Local |
| <input type="checkbox"/> Foreign | <input type="checkbox"/> Region |
| <input type="checkbox"/> Race | |

SPEECH

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Fast | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Distorted |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Other |

MANNER

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Rational | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Coherent | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Deliberate | <input type="checkbox"/> Emotional |
| <input type="checkbox"/> Righteous | <input type="checkbox"/> Laughing |

LANGUAGE

- | | |
|------------------------------------|--------------------------------|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Good |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Other |

BACKGROUND SOUNDS

- | | |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Factory | <input type="checkbox"/> Trains |
| <input type="checkbox"/> Machines | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Music | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Office | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Machines | <input type="checkbox"/> Airplanes |
| <input type="checkbox"/> Street | <input type="checkbox"/> Party |
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Atmosphere |



Emergency Operations Plan

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: _____

In the event that the caller hangs up immediately pick up the telephone and press *57 to activate a call trace.

Emergency Operations Plan

Section 16: ICS Form(s) File Attributes Description Prepared By

Form 201	Incident Briefing	Section Chief
Form 202	Response Objectives	Section Chief
Form 203	Organization Assignment List	Resources Unit
Form 204	Assignment List	Section Chief, Staff
Form 205	Incident Radio Communications Plan	Communications Unit
Form 206	Medical Plan	Medical Unit
Form 208	Site Safety and Control Plan	Safety Officer, Staff
Form 209	Incident Status Summary	Resources Unit
Form 210	Status Change Card	Staff
Form 211	Check-In List	Staff
Form 213	General Message	Staff
Form 214	Unit Log	Staff
Form 215	Operational Planning Worksheet	Staff
Form 215a	Incident Action Plan Safety Analysis	Safety Officer, Staff
Form 215al	Incident Action Plan Safety Analysis Instructions	Safety Officer, Staff
Form 217	Radio Frequency Assignment Worksheet	Resources Unit
Form 218	Support Vehicle Inventory	Ground Support Unit
Form 219	Resource Status Card (Crew)	Staff
Form 219	Resource Status Card (Helicopter)	Staff
Form 219	Resource Status Card (Aircraft)	Staff
Form 219	Resource Status Card (Dozers)	Staff
Form 220	Air Operations Summary Worksheet	Air Operations Unit
Form 221	Demobilization Checkout	Resources Unit



Emergency Operations Plan

Section 17: Important Telephone Numbers

Coppin State University Department of Public Safety	
CSU Main Number:	410.951.3911
Website: https://www.coppin.edu/	
Chief of Police:	410.951.3903
Offices of the Crisis Management Team	
Office of the President:	410.951.3838
Coppin State University Department of Public Safety Website: Website: https://www.coppin.edu/campus-police	410.951.3900 for Information and 410.951.3911 for Emergencies (24 hours a day)
Student Affairs	410.951.3933
Facilities Management	410.951.3780
Work Control	410.951.3780
University Relations	410.951.4200
Academic Affairs	410.951.3010
Administration and Finance	410.951.3575
Campus Offices for Crisis Management	
CSU Community Health Center	410.951.4188
Counseling and Psychological Services	410.951.3939
Housing and Residence Life	410.951.6399



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Information Technology Division	410.951.3877
Baltimore Police Department Emergency	911
Baltimore Police Department Non-Emergency	311
Baltimore City Operator	410.396.3100
Central District	410.396.2411
Northern District	410.396.2455
Northwest District	410.396.2466
Western District	410.396.2477
Southwestern District	410.396.2488
Metro Crime Stoppers	410.276.8888
Baltimore City Fire Department – 3130 W. North Avenue (Engine 20, Truck 18, Medic 8)	410.396.0420
Baltimore City Fire Department – 2249 Edmondson Avenue (Engine 36)	410.396.0436
Baltimore City Fire Department – 3525 Woodbrook Avenue (Engine 52)	410.396.0452
Sheriff - Baltimore City	410.396.1155
MTA Police	410.454.7720
CSX Police	1.800.232.0144
University of Baltimore Police	410.837.5520
University of Maryland at Baltimore Police	410.706.3333
Morgan State University Police	443.885.3100



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Baltimore City Community College Police	410.462.7700
Local Resources	
Baltimore City Public Schools Police	410.396.8588
CSU Emergency	410.951.3911 or (911 for BPD)
Poison Control Center	800.222.1222
Baltimore City Emergency Management Services	410.396.6182
Maryland Emergency Management	410.517.3600
Environmental Protection Agency	800.424.9346
Sexual Assault Hotline (Turnaround, Inc.)	443.279.0379
Local Health Facilities	
Greater Baltimore Medical Center (GBMC)	443.849.2000
Johns Hopkins Hospital	410.955.5000
St. Agnes Hospital	410.368.6000
University of Maryland Medical Center (Mid-town)	410.225.8000
Mercy Medical Center	410.332.9000
Sinai Hospital	410.601.9000
University of Maryland Medical Center (UMMC)	410.328.8667
Federal Government Resources	
Federal Bureau of Investigation	410.265.8080
Homeland Security	202.282.8000

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Selected Emergency Websites

Federal Emergency Management Agency	https://www.fema.gov/
Maryland Emergency Management Agency	https://mema.maryland.gov/
Emergency Preparedness for Families	http://www.familyfirst.md/
Baltimore Police Department	https://www.baltimorepolice.org/
Baltimore Fire Department	https://fire.baltimorecity.gov/
Center for Disease Control and Prevention	https://www.cdc.gov/
American Red Cross	https://www.redcross.org/
Baltimore City Health Department	https://health.baltimorecity.gov/
American Red Cross Family Preparedness	https://www.redcross.org/
The Weather Channel	https://weather.com/
National Oceanic and Atmospheric Administration (NOAA)	http://www.noaa.gov/



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The University has provided “Satellite Telephones” to certain members of the EMT; in the event that there is an emergency that limits communications to certain members of the EMT. These satellite telephones provide a service on a geosynchronous satellite system using sixty-six satellites orbiting the Earth; which enable near-continuous global coverage. The purpose of having satellite telephones is because they may be a time/event that causes our terrestrial cell sites to malfunction.

The University members that have a “Satellite Telephone” are as follows:

University President – Dr. Anthony Jenkins, 881651403433;

University Provost – Dr. Pamela Wilks, 881623465056;

Vice- President Administration & Finance - Mr. Stephen Danik, 881623432778;

Police Chief – Dameon R. Carter Sr., 881651400749;



Emergency Operations Plan

Section 19: Emergency Operations Active Shooter Annex

Coppin State University Active Shooter Basic Plan

Promulgation Document / Signature Page

The Active Shooter Annex is a guide detailing how Coppin State University (CSU) conducts an emergency response specific to an active shooter. This Annex is written in support of the Coppin State University Emergency Operations Plan (EOP) and shall be considered a living document that supports the EOP.

Approval and Implementation

Coppin State University's Department of Public Safety shall be responsible for annex oversight and coordination with applicable stakeholders. The Annex may be partially or fully activated based on the specific incident and decisions made by Coppin State University President's cabinet.

Record of Changes

CHANGE NUMBER	DATE OF CHANGE	CHANGE MADE BY	DESCRIPTION OF CHANGE

Record of Distribution

RECEIVING DEPARTMENT	RECEIVING OFFICIAL NAME & TITLE	DATE OF DELIVERY	COPIES DELIVERED



Emergency Operations Plan

Emergency Operations Plan

Purpose, Scope, Situation, Assumptions

Purpose

As the threat of an active shooter on campus has become an increasingly relevant concern for institutions of higher learning, Coppin State University has documented the procedures and mechanisms to prevent, mitigate, respond to, and recover from this type of incident.

The purpose of the Active Shooter Annex is to supplement the Coppin State University Emergency Operations Plan (EOP) during an active shooter incident. The annex outlines objectives and basic tactics to protect the lives of faculty, staff, students, and visitors before, during, and after an active shooter incident. This annex provides a phased operational approach to an active shooter incident, as well as defining roles and responsibilities to relevant Coppin State University leadership and external stakeholders.

Scope

This plan will address operations and actions necessary to prevent, respond to, and recover from an active shooter incident and directs the activities of Coppin State University and, where appropriate, external stakeholders.

Situation Overview

- The campus is situated in a strategic area surrounded by three police districts within Baltimore City. Those police areas include the Western, Northwest, and Southwest districts.
- Coppin State University campus consists of 19 buildings
- On a given school day there are about 1800-2300 Students, Faculty, and Staff, including about 650 residential students.
- Coppin State University Campus Safety Department consists of 28 staff members.
- Four Coppin State University public safety officers are on duty on a given day.
- Some faculty members have basic first aid training.
- There are nursing students on campus who may be able to assist in emergency triage.
- Nursing program on campus with resources during medical events.
- Faculty, RAs, staff, and interns are required to receive active shooter training. First-year students receive active shooter training during orientation.
- Coppin State University uses Blackboard Connect for the purpose of responding to incidents on campus. **NOTE: proper terminology for this technology/equipment is explained on page 114.**
- Although Coppin State University has not experienced a mass casualty incident caused by an active shooter, other institutions in Maryland have responded to a shooting of a student on campus in the past.



Emergency Operations Plan

Planning Assumptions

1. In some instances, active shooters exhibit negative behaviors, or “red flags”, prior to a mass shooting. Coppin State University has processes in place in which displays of violence or aggression are communicated from various members of the Coppin Campus Community, “See Something, Say Something” students, faculty, and staff are designated points of contact to Campus Public Safety and the President’s Office.
2. We also have Building Coordinator and Floor Captains who act as designated points of contact. Individuals can be self-reporting, CSU Counseling Center, Student Affairs, etc.
3. Most active shooter attacks are over within five minutes, with the most critical strategies and decisions needing to be made instantaneously. A well-coordinated plan will help staff plan prepare for, and quickly respond to, an active shooter incident.
4. An active shooter may act alone or in coordination with other perpetrators. Shooters may be students, faculty, staff, or external agents (e.g., parents, alumni, members of the surrounding community).
5. Baltimore Police Department (BPD) may have a response time of 3-5 minutes from initial contact with campus police.
6. Students, faculty, and staff may call 911 during an emergency rather than the Campus Safety phone number and extension. This may actually slow the response.
7. The response of students, faculty, and staff to an active shooter incident is difficult to predict.

Concept of Operations

Phase I: Prevention & Preparedness

Prevention

CSU’s approach to prevention is focused on identifying potential shooters and engaging them prior to an incident. In general, the following steps would be taken to identify potential shooters and providing necessary support or intervention.

Intelligence

Coppin State University is developing pre-incident partnerships with BPD and fusion centers, such as the Maryland Coordination and Analysis Center (MCAC), which may allow for enhanced threat detection and provide an information transfer mechanism, which could prevent an active shooter incident.

Behavioral Assessment Team Referral Forms

When students, faculty, and staff observe and report suspicious actions or behaviors, Coppin State University will create a behavioral form to address the issue. Upon recognizing “red flag” behaviors, students can communicate concerns to their resident advisors (RAs). There is one advisor in each resident building. RAs are trained in how to submit a behavioral form. Faculty is also aware of this form.

These points of contact will fill out a Behavioral Assessment Team Referral Form and report these concerns to the Behavioral Assessment Team (BAT), which meets upon an incident. The Behavioral Assessment Team will make a determination. This form will go up the chain of command to Coppin State University leadership and the President’s Office. The Counseling Center will provide a document on the student’s



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behavior. Coaches will also be notified of incidents. Chief Dameon R. Carter Sr., Director of Campus Police, will be notified of any threatening statements.

Training & Education

Students, interns, staff, and faculty are trained in Active Shooter readiness. Students receive this training during freshman orientation. Interns receive training during their internship with Public Safety; and faculty receive training from the Faculty Senate via a video through CSU Tegrity annually.

Some officers in BPD know the Coppin State campus. During an active shooter incident, Coppin State Police Department will be designated a channel that goes to BPD. Communication of the location of a staging area would be communicated through this talk group.

Staying Updated

Public safety and the Director of Communications send out communications for students and faculty to check if their information is current.

Response

Immediate Actions

Baltimore City Police Department (BPD) Integration

- In the event of an active shooter on campus, campus police would utilize echo sound/ShotSpotter (the echo box in which incident information goes into CAD), a notification of gunshots that automatically sends to BPD.
- BPD will take the lead on engaging and suppressing the active shooter.
- Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Police Officers will move quickly and directly. Early in an incident, police officers may not be able to rescue people because their main goal is to get to the shooter(s). Involved persons need to try to remain calm and patient during this time, so as not to interfere with police operations. Cooperate with officers who may ask you information concerning the incident. Normally, a rescue team is formed shortly after the first responding police officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions of police officers at the scene or responding to the scene.
- A decision will be made on Shelter-in-place or evacuation.
- SOPs for active shooter to allow police to send alerts without approval. Campus police need to be able to act quickly without prior approval. Leadership will be on Blackboard. Registration updates should be made quarterly to refresh memberships and cancel out old employees. Make sure contact information is current.
- Police would ID victims in their reporting system. The information would be distributed to those who need to know their identities. BCFD will not release information to the public. Neither with hospitals.
- BPD would take lead on traffic control on campus. BPD will contact DOT to block off roads.



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Baltimore City Fire Department (BCFD) Integration

- BCFD will be the lead agency for providing emergency care and transportation to treatment facilities.
- Coppin State University will provide recommendations for staging areas and ingress/egress routes as requested.
- BCFD will stage for arrival of police and rely on face-to-face communication to familiarize with the campus. A designated Unified Command (UC) would usually be off-site. Medic units will stage on North Ave. or Gwynn Falls for quick transportation of the wounded. Fields will be used for Shock Trauma transportation.
- BCFD will contact SYSCOM who would send out a blast to all shock trauma centers in area to make bed space at different hospitals in the City.
- BCFD will be able to acquire a 300 ft. area of the Mondawmin Mall parking lot with MOEM facilitating.

Messaging

- Coppin State will alert students, faculty, and staff of the immediate danger and appropriate actions to enhance safety and to mitigate the number of victims from the shooting.
- The alerts will tell students not on campus not to come.
- The alerts will also communicate to students on campus which buildings to avoid.
 - Specific details of the systems to be used can be found in the Communications section of this annex

Direction, Control, and Coordination

Primary

- Campus Safety Department
 - Secure facilities
 - Ensure security personnel do not leave their assigned buildings
 - Establish and maintain perimeter
 - Track active shooter
 - Provide information and intelligence
- Baltimore Police Department (BPD)
 - Determine a safe path of approach (ingress and egress)
 - Assist in identifying a suitable staging area location
 - Provide security for the staging area
- Baltimore City Fire Department (BCFD)
 - Establish and manage the staging area



Emergency Operations Plan

Support

- Request aid from other universities such as: Towson, BCCC, and Morgan
 - Provide support to the incident response as necessary

Organization and Assignment of Roles and Responsibilities

Recovery

Reunification

FBI would be utilized to help staff phones for reunification. MEMA also has a reunification hotline as well. Campus police would need to instruct locals and these agencies. There would need to be a JIC with a point person to speak on behalf of the event (PIO). To liaison with other orgs with one message (a central PIO in charge of rumor control and a unified message). Which member of JIC would be lead member? This would be whomever is in charge of the incident. As scene changes, this person would be in charge.

Temporary Housing

Displaced students would be relocated through master-lease or through memorandums of understanding (MOUs) with other institutions in the university system. The last option is to house students in hotels. Transportation will be arranged for students to be transported to and from classes. Students may need permanent relocation if housing is close to the area of the shooting. Permanent relocation of staff offices may occur if the office is close to the area of the active shooter incident.

Psychological Support

The Counseling Center would be in charge of psychological counseling after an active shooter incident. The Human Resources department would assist the Counseling Center for counseling needs of staff. The Counseling Center will seek help with psychological support from other university partners if needed.

Messaging to avoid self-deployment will be sent out to outside sources to contact the Counseling Center if they elect to help with support, as outside sources of psychological support must be vetted.

Faculty and RAs have generic training in dealing with trauma. Recommendations will be made to the Counseling Center to reach out to certain faculty or students experiencing trauma. Friends can send this information to the Counseling Center through various points of contact in the university. Contact information should be included in internal messaging for those worried about their friends and loved ones experiencing difficulties. There is an employee assistance program in place to specifically address the psychological needs of staff experiencing trauma.

Interfacing with Media

There will be a need to handle external community and media after an active shooter situation. Leadership will meet with protestors prior to any demonstrations. Unannounced protestors are likely can be controlled through intel.



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A message about how students interact with the press will be disseminated through the Blackboard Connect. This includes guidelines and the public information number. Coppin State University is a public campus, therefore reporters may be on the property, within certain limits.

There is a media room on campus and different options across campus depending on where the incident occurs. Reach out to BPD to communicate where these locations could be after a plan is formed. Media staging area can be planned for now. Social media monitoring should be a part of the JIC. Social media is monitoring currently by public safety and can be included in JIC.

Vigils & Memorials

There will be a designated area for vigils on campus. The focus would be on university sponsored vigils. Town halls following the incident will allow leadership to announce vigils. The message about vigils would come directly from the President's Office through the President or a spokesperson. The decision about the location of the designated area would be made by the President's cabinet.

Facilities Management would have a conversation with the cabinet to determine how long memorials will stay on campus and where to store memorials. Facilities would be responsible for finding a location to store memorials, as the displays would create issues on campus.

Restoration of Normal Operations

A decision on opening the campus will be based on many factors. Student representation in the President's cabinet will bring current sentiments/positions of the student body into decision-making on re-opening the campus.

Issues may occur with structural damage, power outages, etc. Cleanup/ repairs will affect building operation. In this event, the campus will operate on 365 with remote connectivity to continue operations with limitations.

If staff is not able to work in their offices, laptops could be used in other buildings. If staff is part of the number of casualties, leadership will ask other university system institutions for help with staffing, especially if near critical academic time.

Work areas will need to be relocated in activation of the Continuity of Operations Plan. The President will assemble the leadership team and will address relocation of operations, messaging, memorials/vigil management, counseling support. The President will also reach out to sister institutions.

Roles & Responsibilities

- Baltimore City Health Department (BCHD) can provide Stop the Bleed kits for the CSU's police department.
- In the event of an active shooter on campus, campus police would utilize echo sound/ShotSpotter.
- Coppin State Police will pursue and confront the shooter in order to isolate.
- Campus Police will rescue victims, provide medical assistance, and preserve the crime scene for BPD, and lock down the campus.



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- Facilities Management will change locks on doors to ensure only BPD or certain Coppin State personnel can gain access buildings
- President would make decision on Shelter-in-place or evacuation with campus police recommendations.

Information Collection, Analysis, and Dissemination

BPD CitiWatch cameras are placed near the campus on Warwick Avenue, Westwood Avenue, and North Avenue in the Western District. Campus cameras can be integrated with BPD CitiWatch cameras through MOU between the Agency and the University. There is no current interoperability.

There are Emergency blue lights with cameras camera to zoom into location. If no one there an officer will respond. This system is manned 24/7.

Cameras can track from one end of campus to the other. Calls will guide officers to the location of an incident. Security cameras would show any perpetrator in the building during an active shooter incident.

Communications

- ShotSpotter/Blackboard Connect for gunfire notification
 - ShotSpotter -
 - ShotSpotter technology enables cities to detect the sound of gunfire and notify the local jurisdiction of the location.
 - When a gun is fired, the sound of a muzzle blast radiates outward.
 - Acoustic sensors are triggered by the impulsive sound. The sound is classified as a gunshot using artificial intelligence and triangulation determines the precise location.
 - This data is relayed to the ShotSpotter Incident Review Center where analysts quickly audit the data and publish confirm gunshots to police (BPD).
 - Alerts are sent to the BPD dispatch center and BPD police officers smartphones and CSU Communications Center for immediate response. The entire process takes less than 60 seconds.
 - Police officers are dispatched to the location to conduct a preliminary investigation to determine if there was in fact a shooting.
 - Blackboard Connect –
 - Improves campus security.
 - Provides rapid, reliable mass notifications throughout the Coppin Campus Community members that are signed up for the free service.
- Coppin State University employs Blackboard Connect to communicate emergency notifications to the campus. A notification will advise students and employees to shelter in place or evacuate.
- Students are directed to call 911, this 911 call goes directly to the Baltimore Police Department (BPD) who will transfer the call to Coppin State University Department of Public Safety (911 transferred to Coppin police).



Emergency Operations Plan

- 9911 calls from a campus hardline (telephones connected to a wall on campus will go directly to the BPD).
- 3911 calls from campus hardline will go directly to the Coppin State University Department of Public Safety (Emergency Service Line)
- 3900 calls from a campus hardline will go directly to the Coppin State University Department of Public Safety (Information Line)
- Students can call campus police (there are dispatchers working 24/7/365 to handle calls)

BPD will alert campus police with a delay of 30 seconds to 1 minute. Campus police dispatchers listen to two different radios, so campus police awareness may be instantaneous. Accuracy of shot fired is within meters of the incident.

Administration, Finance, and Logistics

The Division of Administration and Finance at Coppin State University is responsible for providing administrative and fiscal support services to all university constituencies. The division is dedicated to supporting the university's mission of access and public service. The functions of recording financial transactions, safeguarding physical and financial assets, allocation of resources, procurement and delivery of university services, and safety and security of the campus community are handled through the Departments of: Auxiliary Services, Budget, Controller, Facilities Management, Human Resources, Procurement, and Public Safety and Security.

Administration

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Finance

Most finance information is available online, which is used through Peoplesoft. Further information can be obtained through the office of Administration and Finance.

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 Emergency Management Team (EMT). In the event of an "Active Shooter" the cost would be borne by the Division of Administration and Finance, tasking the Office of Procurement.

Coppin State University personnel participating the "Active Shooter" event shall be compensated/reimbursed by the appropriate offices tasked by the Division of Administration and Finance.

In the event that students are relocated off campus for housing, the Office of Enrollment Management – Vice President for Enrollment Management and Student Affairs shall provide funding for such a move.



Emergency Operations Plan

Academic Deans & Chairs	Implement established protocols
Athletics	Coordinate use of the PEC 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 the Office of the Provost
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: <ul style="list-style-type: none"> ⇒ CSU Website ⇒ Campus' Main Information Line, (410) 951-3000 ⇒ Campus-wide Email System ⇒ Blackboard Connect
Mail & Print Services	Provides mail and printing services to the Campus Community
Procurement	Purchase emergency goods and services.
Police Department	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.



Emergency Operations Plan

Plan Development and Maintenance

The Emergency Operations Plan for Coppin State University is reviewed annually to address updated information/data. In doing so, this allows for planning and maintenance of this plan to stay current with the appropriate updates, etc. utilizing best practices of the law enforcement and emergency management field.

Authorities and References

The authority of publication of this document rests with the Office of the President of Coppin State University.

The preparation and formulation of this document is the responsibility of the Department of Public Safety.

References for this document are as follows:

- President of the University
- VP Administration and Finance
- Director of Public Safety