



LOYOLA
UNIVERSITY MARYLAND

LOYOLA UNIVERSITY MARYLAND COMPREHENSIVE EMERGENCY OPERATIONS PLAN

Public Version

MARCH 31, 2017
LOYOLA UNIVERSITY MARYLAND
4501 North Charles Street

Loyola University Maryland Comprehensive Emergency Operations Plan

Letter of Promulgation



LOYOLA UNIVERSITY MARYLAND
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Letter of Promulgation

Dear members of the Loyola University Maryland Community,

Protecting the welfare of every member of the Loyola community is our highest priority. Doing so entails a commitment to emergency preparedness. This incident manual is a critical part of our continuing effort to guide the Loyola community in planning for, responding to, and recovering from critical events that may occur on or near our campuses.

These events can take many forms, including severe weather, utility failures, transportation accidents, hazardous material spills, infectious disease outbreaks, and violent or disruptive human actions. Preparing for them requires a comprehensive program of “all-hazards” planning.

While it is impossible to guarantee that such events will never occur, careful “all-hazards” planning will better enable Loyola to mitigate their destructive effects and respond to disruptions appropriately, effectively, and expeditiously. Well thought out and implemented plans can significantly enhance the safety for our students, faculty, and staff, as well as, sustain operations during disruptive events.

I hope all of you will take the time to familiarize yourself with the procedures in this manual. Protecting the welfare of the Loyola Community is a responsibility we can only fulfill by working together. I am committed to joining with you in our efforts to meet that shared responsibility.

Sincerely,

Robert Kelly
Vice President & Special Assistant to the President

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Record of Review and Revisions

Date	Description	Pages	Recorded By
05/09/13	Complete review and revision	All	Tom Hettleman
11/07/13	Complete review and revision	All	Tom Hettleman
10/14/14	Complete review and revision	All	Tom Hettleman
11/06/15	Update Weather/Closing Section	52-53	Tom Hettleman
11/15/16	Complete Review and revision	All	Tom Hettleman
8/05/17	Complete review and revision	All	Tom Hettleman
11/01/17	Update position responsibilities	All	Tom Hettleman
<p>NOTE: This plan goes through continuous ongoing changes based on the results of actual events, post-exercise drills and activities, and input from departments tasked in this plan. The University will review this plan on an annual basis, but will also make incremental changes, modifications and adjustments as conditions change. By posting these changes on the University Emergency Preparedness website, the most up-to-date version of this plan is immediately available to all Loyola and partner responders.</p>			
<p>A public version of this plan can be found on the Loyola University Maryland Emergency Preparedness website.</p> <p>The full version, including checklists, contact information and more detailed information can be found at on our secure SharePoint site.</p>			

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Record of Distribution

Department/Location	Number of Plans	Date Received
Emergency Preparedness Website	1	11/10/17
President	1	11/10/17
Executive Vice President	1	11/10/17
Vice President for Business and Finance	1	11/10/17
Vice President for Student Development, Dean of Students	1	11/10/17
Vice President for Advancement	1	11/10/17
Vice President for Administration	1	11/10/17
Vice President for Enrollment Management and Communications	1	11/10/17
Vice President for Academic Affairs	1	11/10/17
Assistant Vice President for Student Development and counseling Center	1	11/10/17
Associate Vice President of Facilities and Campus Services	1	11/10/17
Director of Campus Ministry	1	11/10/17
Director of Environmental Health and Safety	1	11/10/17
Director of Health Services	1	11/10/17
Director of Facilities	1	11/10/17
Director of Student Life	1	11/10/17
Director of Institutional Communications	1	11/10/17
Director of Public Safety	1	11/10/17

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Basic Plan

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Introduction

Disasters or emergencies can strike suddenly with little or no warning, creating an event where the normal operations of the University are interrupted. Proper planning will allow the University to reduce the effects of such an event. This Comprehensive Emergency Operations Plan (CEOP) is designed to provide Loyola University Maryland with guidelines to ensure a timely, effective, efficient, coordinated and safe response to emergencies or disasters that affect the campus, its operations, or population. The overall priorities of the university during an emergency or disaster are the protection of lives, property and the environment. The goal of this plan is to manage the emergency incident, and begin restoring normal campus operations as quickly as possible. All departments within the University community should become familiar with this plan. As appropriate, they should develop their own action plans or emergency procedures to compliment this plan.

Purpose

The purpose of the CEOP is to establish the management structure, key responsibilities, emergency assignments, and general procedures needed during and after a disaster or emergency. The University has developed this plan to address the immediate requirements in a major disaster or emergency that would interrupt normal operations or require special measures to be taken to ensure that we are able to:

- Save and protect the lives of students, visitors, employees and the general public
- Minimize damage to the environment
- Minimize loss, damage or disruption to the University's facilities, resources or operations
- Manage immediate communications and information regarding emergency response and campus safety
- Provide essential services and operations
- Provide and analyze information to support decision-making and action plans
- Manage university resources effectively during emergency response

This plan does not supersede or replace the procedures for safety, hazardous materials response or other procedures that are already in place at the University. It supplements those procedures with an emergency management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

University Overview

Loyola University Maryland's main campus is located in northern Baltimore City, and primarily houses Loyola's undergraduate programs. Additionally, Loyola has four off campus centers, which include the Timonium Graduate Center, the Columbia Graduate Center, the Loyola Clinical Centers at Belvedere, and the Retreat Center located in western Maryland. Enrollment is approximately 6,000 undergraduate and graduate students with many of them living on or within walking distance to campus.

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The National Incident Management System (NIMS) and the Incident Command System (ICS)

Loyola University Maryland has adopted the National Incident Management System (NIMS) and the use of the Incident Command System (ICS) as part of its emergency management structure.

NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

ICS is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS is used by all levels of government including Federal, State, Tribal, and Local; as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines.

As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management, but it also guides the process for planning, building, and adapting that structure. Using ICS for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, Institutions of Higher Education are among local agencies that must adopt The National Incident Management System (NIMS) if they receive Federal grant funds.

Key Areas of Emergency Planning and Incident Management

This plan addresses emergency preparedness activities that take place during all four phases of emergency management. These emergency management phases include the following:

Mitigation

The University will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards.

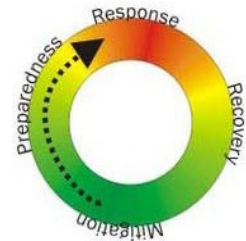
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Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Departments must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
- Conducting periodic drills and exercises to test emergency plans and training



Response

The University will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include: warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, as well as other associated functions.

Recovery

If a disaster occurs, The University will carry out a recovery program that involves both short-term and long-term efforts.

- Short-term operations seek to restore vital services to the university community and provide for the basic needs of the public.
- Long-term recovery focuses on restoring the university to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance.

The recovery process includes assistance to individuals, businesses, and government and other public institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

Plan Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a basic foundation for establishing protocols and procedures. The standard practice is

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to plan for worst-case scenarios, which will help us more easily identify emergency operation priorities and adapt to the needs of the emergency at hand.

These planning assumptions include:

- An emergency or disaster may occur at any time of day or night, weekend, or holiday, with little or no warning.
- Critical utilities may be interrupted, including: water delivery, electrical power, natural gas, ground-based and cellular communications, microwave and repeater based radio systems, and information technology systems
- The Loyola Enterprise Risk Assessment clearly identifies the potential for emergencies or disasters to occur which could easily exceed the resources or the capabilities of the University to respond without external assistance
- The University relies on local emergency and public services that may be delayed or not available (fire, EMS, utilities)
- Major roads, bridges, overpasses, and local streets may be damaged or impassable
- Buildings and structures may be damaged, as a result people may be injured or displaced
- Regular suppliers may not be able to make deliveries (fuel, food, other necessities)
- Roadways into campus may be blocked or impassable for extended periods of time causing people to become confined to campus, or essential personnel unable to report to assist with response and recovery operations
- Initially the University will need to conduct its own rapid damage assessment, situational analysis, and management of emergency operations from the Emergency Operation Center (EOC) while the emergency condition(s) exist. Depending on the severity of the event, these responsibilities may change upon the arrival of local authorities.
- Communication and exchange of information will be one of the highest priorities of the EOC.

Plan Objectives

The five main objectives of this plan are to provide detailed information for organization, communication and information management, decision making, response operations, and recovery operations.

- Organization
 - Provide clear and easy-to-follow checklist based guidelines for the most critical functions and personnel during an emergency response.
 - Provide an easy to follow plan design in which users can quickly determine their role, responsibility and primary tasks.
 - Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response so that stakeholders are

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informed of the emergency response process; and have access to information about what is occurring at the University.

- Communications and Information Management
 - Specify the central point of communications both for receipt and transmission of urgent information and messages.
 - Designate the official point of contact for the University during emergencies when normal communication channels are interrupted.
 - Provide 24-hour communication services for voice, data and operational systems.
 - Collect and collate all disaster related information for notification, public information, documentation and post-incident analysis.
 - Provide a basis for training staff and organizations in emergency response management.
- Decision-Making
 - Determine, through a clear decision-making process, the level of response and the extent of emergency control and coordination that should be activated when incidents occur.
- Response Operations
 - Utilize the resources at the University campus to implement a comprehensive and efficient emergency operations team.
 - Be prepared with a pro-active emergency response management plan that anticipates
- Recovery Operations
 - Short Term
 - Restore vital services to the campus
 - Provide for the basic needs of students, faculty, and staff
 - Long Term
 - Transition from response operations to pre-incident status
 - Institute future mitigation measures (lessons learned from current incident)
 - Support business continuity plans during the restoration process
 - Provide documentation and information to support the Federal Emergency Management Agency (FEMA) disaster assistance program application.

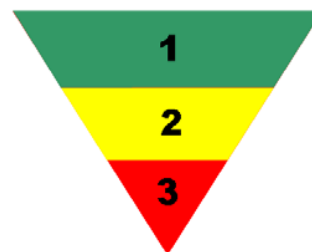
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Types and Levels of Emergencies

This plan designates three levels of campus emergencies. These definitions are provided as guidelines to assist the University in determining the appropriate response. Any type of emergency incident, potential or actual, should be reported immediately to campus police at 410-617-5911.

Level 1 (Low Impact)

A limited crisis, within the scope of this plan, is any incident, potential or actual, which will not seriously affect the overall functional capacity of the university, but nevertheless requires some degree of action. In some cases, a limited crisis may be small enough that the affected department can effectively resolve the issue. In other cases, assistance from Campus Police and/or off-campus emergency response agencies may be required according to the standard operating procedures. While some damage and/or interruption may occur, the conditions are localized and University EOC activation is not needed.



Level 2 (Moderate Impact)

Includes issue driven and/or slowly developing situations that negatively impact the University. The incident may be severe and cause damage and/or interruption to University operations. A partial or full activation of the EOC is needed. Loyola University may be the only affected entity.

Level 3 (Severe Impact)

- A severe impact, within the scope of this plan, is an incident posing major risk to University personnel, students, visitors, or resources that has caused or has the potential for causing fatalities or injuries and/or major damage. Such an incident is equivalent to a campus-wide 'state of emergency,' and is expected to require activation of the University EOC and Emergency Management Team (EMT) in order to provide an immediate emergency response. Loyola may request assistance from local authorities or, other State agencies or request federal assistance through appropriate agencies. A Level 3 crisis may develop from incidents beginning at the Level 1 or 2 stages.

Generally, the EOC is activated under a level 2 or 3 emergency

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Enterprise Risk Management Matrix

The University has developed the Enterprise Risk Management Matrix as a tool to assess the threat of various events that may occur. It was created in 2006 to provide a framework for risk management. The matrix is updated annually by the Emergency Management Team – Operations Group (EMTOG). The matrix assesses the impact of an event and identifies ways to mitigate the threat. The most current matrix is provided in General Appendix 1.

The following list identifies those events that would pose the greatest need of a strategic Level 2 or Level 3 response.

- Fire/explosion
- Pandemic/epidemic
- Natural disaster (tornado, hurricane, winter storm, earthquake, etc.)
- Violent or criminal behavior/active shooter
- Bomb threat
- Civil disturbances or demonstrations
- Hazardous material release
- Building collapse/structural failure
- Utility failure
- Cyber attack
- Transportation accident

Plan Activation

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Prevent damage to the environment, systems and property.
- Provide essential services.
- Coordinate communications.
- Temporarily assign University staff to perform emergency work.
- Invoke emergency authorization to procure and allocate resources.
- Activate and staff the Emergency Operations Center (EOC).

Emergency Authority

The Vice President and Special Assistant to the President of Loyola University Maryland serves as the leader of the Emergency Management Team (EMT) - Policy Group which may activate in the event of a Level 2 or Level 3 emergency or whenever executive policy issues must be addressed during a crisis. In the event of any threatened or actual disaster or civil disorder on the campus at a time when the Executive Vice President of the University is absent from campus, the authority to take all necessary and appropriate actions on behalf of the University is hereby delegated to the following University officers in the order listed below:

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1. Vice President and Special assistant to the President
2. Senior Vice President for Advancement
3. Vice President for Student Development, Dean of Students
4. Vice President for Business and Finance

NOTE: ***For a civil disturbance situation only***, the Director of Public Safety or, in the Director's absence, the senior on-duty police supervisor is hereby delegated the authority to take all necessary and appropriate actions on behalf of the Executive Vice President under the following conditions:

- (1) When neither the Vice President and Special Assistant to the President nor any of the University officers listed above can be contacted within a reasonable period, given the immediacy and other circumstances of the threatened or actual civil disorder.
- (2) When an actual civil disorder is in progress and immediate action is necessary to protect persons or property from further injury or damage.

Leadership Framework for Emergency Management

This leadership framework is based on the National Incident Management System (NIMS) and incorporates the Incident Command System (ICS), which is designed to provide an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. Because of this flexibility:

- The leadership framework for emergency management as defined in this plan does not resemble the day-to-day organizational structure of the University. Employees may report to other employees to whom they do not usually have a reporting relationship.
- Further, assignments and reporting relationships may change as emergency conditions change.

The Emergency Management Team (EMT) coordinates the campus response to, and recovery from Level 2 and 3 emergencies. Each member of the EMT has a designated alternate. For the purposes of this plan and its Annexes, the primary EMT member will be mentioned by position title. However, if the primary EMT member is unavailable, his or her alternate will carry out the duties of the primary EMT member. The EMT is composed of two groups – the Policy Group and the Operations Group.

EMT – Policy Group

The EMT – Policy Group consists of University leadership as follows:

Vice President and Special Assistant to the President
Senior Vice President for Advancement
Vice President for Student Development, Dean of Students
Vice President for Business and Finance

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Vice President for Enrollment Management & Communications

Vice President for Academic Affairs

President

AVP Marketing and Communications

Assistant Vice President to the President

Operations Manager – President’s Office

Legal Counsel

Others as needed depending on the nature of the incident

Role of the EMT Policy Group

- Defines Crisis Policy
- Declares Campus State of Emergency
- Approves overall priorities & strategies
- Communicates with local and state legislators, as needed
- Issues public information reports & instructions
- Determines program closures and resumptions
- Plans and prioritizes long term recovery

EMT – Operations Group

The EMT – Operations Group Membership:

- AVP for Facilities and Campus Services
- AVP for Human Resources
- AVP for Student Development
- AVP Technology Services
- AVP Academic Affairs
- Director of Budget and Data Management, Academic Affairs
- Director of Campus Services
- Director of Event Services and Off – Campus Centers
- Director of Environmental Health and Safety
- Director of Facilities Management
- Director of Infrastructure
- Director of Project Management
- Director of Public Safety
- Director of Student Administrative Services and Disbursements
- Director of Student Life
- Director of Campus Ministry
- Associate Director of Media Relations
- Associate Director of Athletics
- Assistant Director Public Safety

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- Assistant Director Public Safety Support Operations
- Assistant Director Public Safety
- Assistant Director of IT Service Management
- Assistant Director Student Health and Education Services
- Chief Fire Safety Officer

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Role of the Operations Group

- Determines the scope and impact of the incident
- Prioritizes emergency actions
- Deploys and coordinates resources and equipment
- Communicates critical information and instructions
- Monitors and reevaluates conditions
- Coordinates with government agencies (e.g., Baltimore City, MEMA, FEMA)
- Implements and monitors recovery operations

Response framework for Emergency Management

The University's commitment of resources in response to an incident will be dependent on the actual or probable level of impact on life safety and University operations. Listed below are designated levels of impact and the University's corresponding response:

Response to a Level 1 (low Impact)

The impacted departments or personnel coordinate directly with Public Safety, Environmental Health & Safety, Student Life, Technology Services, or Facilities to resolve a Level 1 Emergency. Level 1 Emergencies are reported through normal channels (Campus Police for issues of public safety, Facilities for building issues, Technology Services for network problems, etc.) and, are handled based upon established departmental practices. Level 1 Emergencies do not require activation of the University's Comprehensive Emergency Operations Plan.

Response to a Level 2 (Moderate Impact)

The University's EMT – Operations Group is responsible for evaluating Level 2 situations on a case-by-case basis. Level 2 situations can be quite complex because of the varied institutional, student, and community responses that must be coordinated. Activation of all or portions of the Comprehensive Emergency Operations Plan may be warranted.

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Response to a Level 3 (Severe Impact)

When a Level 3 crisis is declared by the Executive Vice President or designee, such declaration authorizes the Director of Public Safety to activate the EMT-Operations Group.

- Members of the EMT-Policy Group and EMT - Operations Group are notified via procedures found within the Crisis Communications Plan (Functional Annex B). When notified, members of the EMT-Operations Group will immediately report to the primary Emergency Operations Center (EOC).
- Prior to assembling the EMT-Operations Group, on-scene responders following the Incident Command System (ICS), are authorized to make essential operational decisions and to commit resources for mitigation and control purposes. Campus Police may also request help from other departments on an emergency basis, including requesting reassignment of staff from less critical assignments.
- If a Level 3 Crisis is declared, it may become necessary to restrict access to specific areas on campus to only authorized personnel. Only those designated individuals with assigned crisis response duties will be allowed to enter an area or building affected by an incident. Access restrictions will be communicated through appropriate channels. Failure to comply may result in disciplinary or legal action.
- When crisis conditions abate, the Emergency management Team (EMT) will recommend an appropriate time to return to normal conditions.

Emergency Operations center (EOC)

The EOC serves as the central management center for the EMT-Operations Group. There is both a primary and an alternate EOC strategically located on campus. The Director of Public Safety is the designated EOC Director, however, the Executive Vice President may appoint an EOC Director as the situation requires; this individual has ultimate responsibility for activation, oversight, and termination of the Emergency Operations Center.

Once an emergency is declared and the EOC is activated, it will serve as the workspace for members of EMT – Operations Group responsible for executing required Emergency Support Functions (ESF's). The EOC will be staffed on a 24-hour basis by key members of the EMT-Operations Group if necessary, or as directed by the Executive Vice President.

The EOC staff will be organized to ensure the following management activities or actions are performed:

1. **EOC Director** - the person who is responsible for setting objectives and priorities and has overall responsibility of the incident.
2. **Operations Section** – primarily responsible for managing the tactical operations of various response elements involved in the crisis/emergency.
3. **Planning section** – is responsible for the collection, analysis and display of information relating to incident operations, compiling it into documents that can be used immediately by decision-makers and responders. Develop alternative tactical action

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plans, conduct planning meetings and to prepare the EOC Action Plan for incidents which require extended operational periods.

4. **Logistics Section** – ensures the acquisition, transportation and mobilization of resources to support the response effort at the disaster site(s), and the EOC. Additionally, if the severity of the emergency requires mass evacuation, the Logistics Section will coordinate with local authorities, state officials and other agencies for the establishment of housing, shelters and mass feeding capabilities for victims and/or responders and their dependents. Methods for obtaining and using facilities, equipment, supplies, services, and other resources will be the same as used during normal operations unless authorized by the EOC Director or emergency orders of the University Executive Vice President.
5. **Finance/Administration** – tracks spending, approves expenditures and purchasing, tracks worker hours, handles claims for compensation and coordinates disaster financial assistance. The Finance Section also coordinates with the Logistics Section Unit Leader for the negotiation and administration of vendor and supply contracts and procedures.

Emergency Support Functions

NIMS/ICS provides a framework of 15 Emergency Support Functions (ESF's) to group and describe the kinds of resources that are available for each of the critical operations of the University during an emergency. They are responsible for ensuring that resources are being used effectively to achieve the goals of the organization. ESF's allow for the utilization of ICS protocols in the EOC during activation, and will also provide for a smooth transition to restoration of normal services and the implementation of programs for recovery.

ESF's are assigned to the following sections:

Operations

- ESF 2, Communications (Public Safety & Technology Services)
 - Provide radio, telecommunications, and data systems support to emergency responders during normal and emergency/disaster operations
 - Provide a multimodal warning system capable of disseminating adequate and timely warnings to the campus community in the event of an emergency/disaster whether immediate or imminent.
- ESF 4, Firefighting (Local Government Fire Departments)
 - Coordination of firefighting activities affecting campus locations.
- ESF 9, Campus Search & Rescue (Local Government USAR Teams)
 - Life-saving assistance, search and rescue operations.
- ESF 10, Hazardous Materials Response (HAZMAT Team, EHS & Local Government Agencies)
 - Provide support in responding to actual or potential hazardous materials (chemical, biological, radiological, etc.) releases.
 - Facilitate environmental short and long-term cleanup.

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- ESF 13, Campus Safety & Security (Campus Police)
 - Provide for the orderly flow of on-campus vehicle and personnel traffic in and around areas affected by emergencies/disasters.
 - Initiate planning to ensure the security of areas affected by emergencies/disasters, including emergency personnel working in those areas and resources. Provide a safe environment for the campus community with additional emphasis on victims of the emergency/disaster.
 - Implement and/or assist with the evacuation of faculty, staff and students in affected areas.
 - Implement and/or assist with search and rescue efforts.

Planning

- ESF 5, Information & Planning (Emergency Management Team – Operations Group)
 - Establish procedures for gathering and analyzing information required to determine the extent of an emergency/disaster and to produce an action plan for resource prioritization.
 - Provide guidance and procedures to implement dissemination of emergency information to the campus community.
 - Establish a framework for gathering and reporting damage assessment information to the EOC during and/or after emergency/disaster operations.
- ESF 15, Recovery (Crisis Management Team-Operations Group, Facilities)
 - Capture and prepare data to provide for the delivery of local, state and federal assistance to the University.
 - Facilitate the development of long-range recovery and redevelopment plans; review and analyze the university's hazard mitigation program following an emergency/disaster.
- ESF 12, Utilities (Facilities -Electrical Shop)
 - Campus energy infrastructure assessment, repair, and utility restoration.

Logistics

- ESF 1, Transportation (Parking and Transportation)
 - Provide transportation strategies, resources and information
- ESF 3, Campus Infrastructure (Facilities)
 - Perform building inspections of buildings damaged during emergencies/disasters.
 - Provide or contract for debris removal operations in areas affected by emergencies/disasters.
 - Facilitate restoration of any utilities affected by the emergency/disaster
- ESF 6, Human Services (Student Life, Event Services, Counseling Center)
 - Provide emergency sheltering for faculty, staff and students during emergencies/disasters affecting campus (including special needs population).

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- Provide individualized crisis counseling and other similar support programs to individuals affected by the emergency/disaster.
- ESF 8, Health & Medical Services (Health Center)
 - Provide on-campus guidance, prioritization, and coordination of resources involved in the triage, treatment, and medical evaluation of victims resulting from emergencies/disasters.
 - Establish liaisons with local medical community to augment University resources that reach or exceed their capabilities
- ESF 11, Emergency Food Assistance (Dining Services)
 - Identify and secure a food source, ensure delivery to affected area(s) during Level 3 emergencies or disasters.

Finance/Administration

- ESF 7, Resource Support (Facilities, Event Services)
 - Provide incident logistics planning, management, and sustainment capability to the University.
 - Provide resource support (facility space, office equipment and supplies, contracting services, etc.).
 - Identify staging areas on campus to support emergency/disaster operations internally and externally if justified by conditions.
- ESF 14, Donations, Volunteers (CCSJ, Campus Ministries, Donor Relations, and Facilities)
 - Establish procedures and protocol for accepting donations (goods, cash, etc.) during emergencies/disasters by persons or organizations outside of the university.
 - Establish a mechanism for coordinating the deployment of personnel or organizations offering services on a voluntary basis to the University during or after an emergency/disaster.

Each Branch is consolidated in the EOC during activation to insure coordination among various departments and organizations.

Priority Objectives

The EMT-Operations Group will concentrate their efforts on Priority I objectives until these objectives are substantially met. Priority II and III objectives will be addressed as resources become available.

Priority 1

- Life Safety and Evacuation - evaluate the need to evacuate people from hazardous or high-risk areas to safe zones.
- Medical Aid - evaluate medical services available and advise rescue forces regarding location of treatment facilities for injured.

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- Fire Suppression - evaluate fires or fire hazards and use available resources to control and evacuate.
- Search and Rescue - establish search and rescue teams and initiate rescue operations as required.
- Communication Network - establish a communication network using available staff, materials and equipment.
- Utilities Survey - evaluate condition of utilities (gas, electric, steam, water, sewer) and shutdown or restore as needed.
- Hazardous Substance Control - survey critical areas (i.e., biological and chemical) and secure or clean up as needed.

Priority 2

- Food and Drinking Water - identify supplies on hand and establish a distribution system for food and water.
- Shelter - identify usable structures to house resident students and/or community victims.
- Facility - evaluate facilities (i.e., buildings, classrooms) for occupancy or use. Identify and seal off condemned areas.
- Information - establish a communications system with the campus community and advise everyone regarding availability of services.
- Animal Control - provide controls and containment for all experimental animals on campus.
- Criminal Activity Control - establish a police/security system to protect property and control criminal activity.
- Psychological Assistance - establish a system to assist persons in coping with the crisis.
- Transportation - organize transportation for relocation to shelter.

Priority 3

- Records Survey - identify and secure all University records.
- Academic Survey - determine requirements to continue academic operations.
- Supplies and Equipment - develop a system to renew flow of supplies and equipment
- Valuable Materials Survey - identify and secure valuable materials (i.e., artwork, historical books) on campus.

Recovery and Planning

As operations progress from Priority I through Priority III, the administrative control of the crisis/emergency situation will move from the EOC back to the normal University organizational structure. The Vice President and Special Assistant to the President, with input from the EOC Director, will determine when to deactivate the EOC.

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Communications

At the onset of a crisis, news is likely to spread quickly. Nevertheless, a formal plan must be in place and supporting protocols must be followed to ensure that all necessary notifications are reliably completed. The University Crisis Communications Plan (Functional Annex B) establishes procedures related to communications with external audiences (i.e., media, community, etc.).

Emergency Management Team Communications – Initial Notification

The key University communications hub is Campus Police Dispatch. The Campus Police Headquarters serves as an alternate site. Campus Police Dispatch is the primary communication link with 911 and the local Police and Fire Departments. They will usually be the first notified of a crisis.

Any Unpredicted Crisis or Emergency: Report any crisis or emergency immediately to Campus Police at 410-617-5911.

- Campus Police Dispatch will follow a defined sequence of responses for nearly all emergency situations:
- Dispatch police officers and make appropriate fire and/or medical rescue calls.
- Notify the Director of Public Safety or his designee according to departmental procedures.
- Notify Environmental Health & Safety, Facilities and Campus Services, Student Health Services, and/or Student Life per internal procedures, as appropriate.
- If warranted, the Director of Public Safety will notify the Vice President and Special Assistant to the President, and/or other individuals.
- The Vice President and Special Assistant to the President or designee determines whether to declare an emergency and activate the University's Comprehensive Emergency Operations Plan.
- Once activated, the EOC Director (usually the Director of Public Safety) will notify all members of the EMT-Operations Group and provide them with appropriate instructions.
- See Functional Annex B (Crisis Communications Plan) for subsequent notification procedures.

Communications Equipment

Land-line telephones will be the primary means of communications and will be used to contact EMT members and University departments. Alternate methods of communication will include text messages, cellular telephones, etc. Mobile radios may be issued to EMT members as appropriate.

Joint Information Center (JIC)

A JIC is a central emergency media location for involved agencies to coordinate public information activities and a forum for news media representatives to receive information updates. The purpose of a JIC is to maintain liaisons with the news media; provide news

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releases and other information; assure that official statements are issued only by those administrators authorized to issue such statements; assist in handling telephone inquiries from the public relative to the disaster; accredit bonafide members of the news media operating on campus. The Vice President for Enrollment Management & Communications is responsible for developing procedures related to the development of such a Center.

The possible locations for a JIC are referenced in our Crisis Communication Plan (Functional Annex B)

Plan Usage

This plan is established as a supplement to the University's administrative policies and procedures. Under activation and implementation, it serves as an emergency manual setting for the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations.

Users are to follow and complete the checklists contained in this document during emergency response (and training activations and exercises). The forms are then retained on file as official records of the emergency response. Users are also encouraged to supplement this manual with additional individual materials and information required for emergency response and recovery.

This plan is designed to be updated after each activation or exercise. A debriefing session will be conducted to identify "lessons learned" and areas of improvement to the University's emergency plans and processes. The procedural checklists and forms are to be reviewed and revised each time they are reprinted for electronic update and distribution.

Plan Development, Maintenance, and Dissemination

The Vice President and Special Assistant to the President is the Responsible Executive Officer for the Comprehensive Emergency Operations Plan Program of The University, and as such is responsible for ensuring that the plan is developed and maintained.

The maintenance and further development of the plan must be a shared responsibility, involving many departments and units across campus. The Director of Environmental Health and Safety is responsible for facilitating that work.

Each unit or department identified as having a role in this CEOP is responsible for communicating the content of the CEOP to its staff.

The CEOP shall be reviewed annually by the Emergency Management Team-Operations Group and modified as necessary. The updated plan shall be forwarded to the Vice President and Special Assistant to the President for approval, followed by dissemination to EMT members and posting to the Emergency Management Team Site and the Emergency Preparedness website.

As potential crises emerge, any member of the EMT-Operations Group may convene the Group to prepare hazard-specific plans.

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Emergency Response and Business Continuity Plans are generally required for each Administrative and Academic workspace, and should be considered part of every department's basic responsibility. Division/Department Emergency Response and Business Continuity Plans support the broader Campus Emergency Management Program.

Training

The objective of the Comprehensive Emergency Operations Plan is efficient and timely response during emergencies. A good plan is a first step toward that objective. However, planning alone will not guarantee preparedness. The EMT-Operations Group will conduct exercises to train personnel and evaluate the adequacy of the CEOP. All members of the Emergency Management Team are encouraged to take part in campus training events and online independent study courses available from FEMA. At a minimum the following FEMA courses are recommended and available at <http://training.fema.gov/IS/NIMS.asp>

- IS-700.a National Incident Management System (NIMS), an Introduction.
- IS-100.HE Introduction to the Incident Command System for Higher Education

The University will conduct a functional exercise annually, involving all response personnel, faculty, staff and students, as warranted. The remaining exercises may be of a smaller scale: focused tabletops or orientations that involve only portions of the CEOP.

After-action reports will be prepared following each exercise. The EMT-Operations Group shall be responsible for developing these exercises.

Community Assistance by the University

A crisis affecting neighboring communities may require local authorities to request the assistance of University personnel and/or facilities. It is logical to assume such assistance would most likely involve the necessity to provide temporary shelter for victims of a disaster and/or medical care for these persons. The University will cooperate to the extent possible in any emergency assistance operations directed by outside agencies. Assistance of this nature may require entering into Memorandums of Understanding, Mutual Aid Agreements or other forms of assistance arrangements. It may also require implementation of the Comprehensive Emergency Operations Plan.

Functional Annexes

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Functional Annex A

Reserved

Loyola University Maryland Comprehensive Emergency Operations Plan

Functional Annex B

Reserved

Loyola University Maryland Comprehensive Emergency Operations Plan

Functional Annex C

Reserved

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Functional Annex D: Loyola University Emergency Notification System (LENS)

Loyola University Emergency Notification System (LENS)

The Loyola Emergency Notification System was established in 2003 as a way to notify the campus community of emergencies that utilizes text messages, emails, and an exterior public address system with voice instructions. This year, we have updated LENS to the Greyhound Alerts system which incorporates messaging to desktops, digital signage, mobile apps, and more. Greyhound Alerts will be used to relay important information about impending emergencies and provide updates as they are unfolding.

The Department of Public Safety activates and oversees the Greyhound Alerts system which includes a variety of communication methods. Alert capabilities are available all day, every day. The goal of Greyhound Alerts is to provide members of the Loyola community with relevant, timely information so they can make decisions and take actions that will ensure their health and safety during an incident.

Parents wanting to add their contact information can visit the [Greyhound Alerts for Parents](#) page.

Greyhound Alerts are sent using one or more of the following communication channels:

- Text, Voice, Email, and Mobile App Messages
- Desktop and Digital Signage Notification
- Exterior Siren System (Evergreen Campus Only)
- Blue Light Emergency Distress Stations
- [Connect with Loyola on Facebook](#), and [follow Loyola on Twitter](#) for immediate information during an emergency.

More information can be found on our [Greyhound Alerts](#) website. Loyola will make every effort to communicate to the campus community through as many of these channels as possible based on the situation.

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Blue Light Emergency Distress Stations

Emergency call boxes are placed throughout campus and provide immediate contact to campus police. By pushing the call button a voice signal is sent directly to our base dispatch center. Base operators will send campus police officers to the calling station to take appropriate action. The dispatch center will stay on the “line” with the person making the call until campus police arrives on scene.

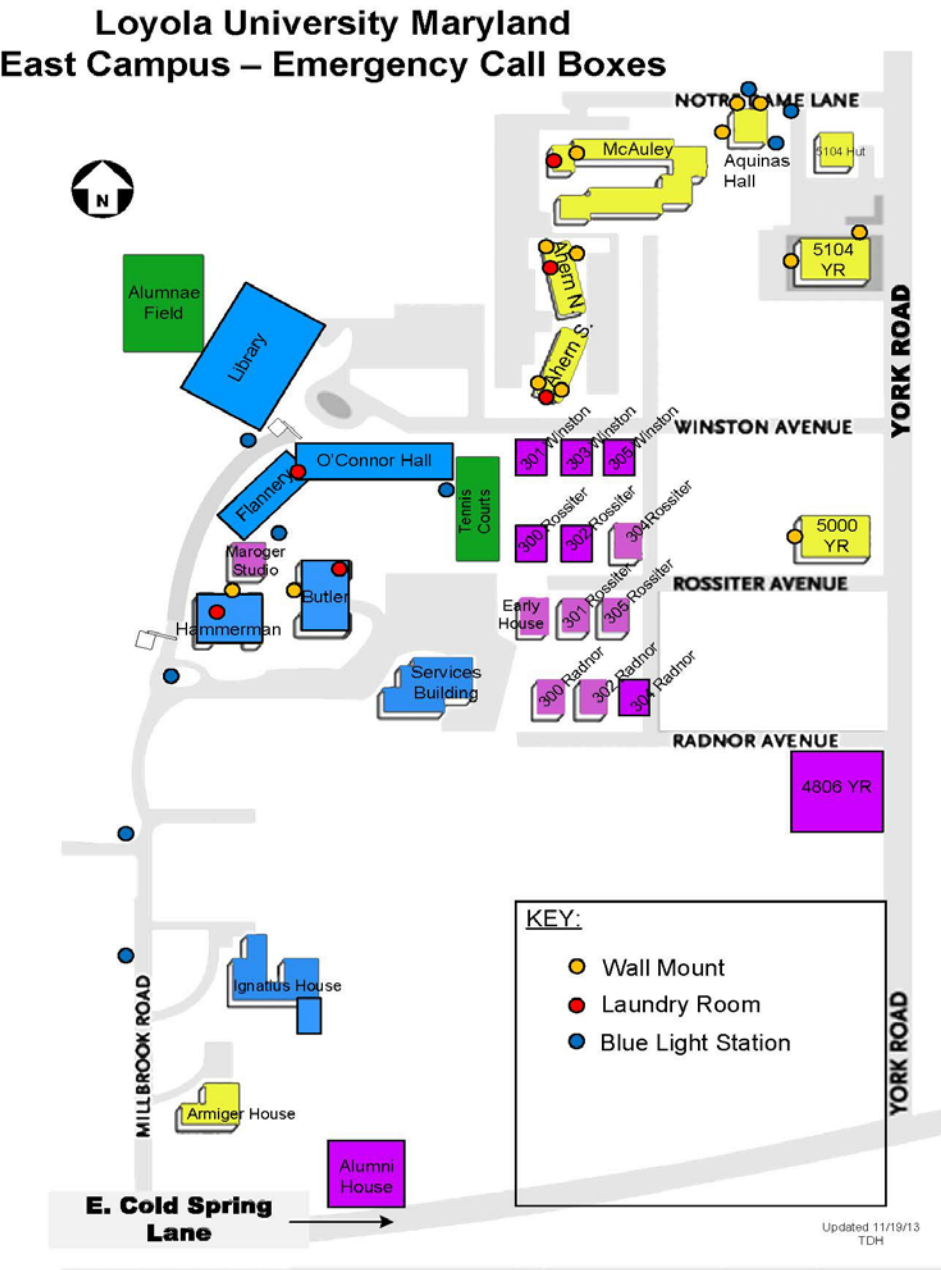
There are three types of distress stations that you will find on campus:

- Free standing towers/poles with a flashing blue light on the top.
- External building mounted units found in key areas all across campus.
- Wall mounted units located in many residence hall laundry rooms

If you have questions or would like more information about the emergency call boxes please contact campus police at 410-617-5010.

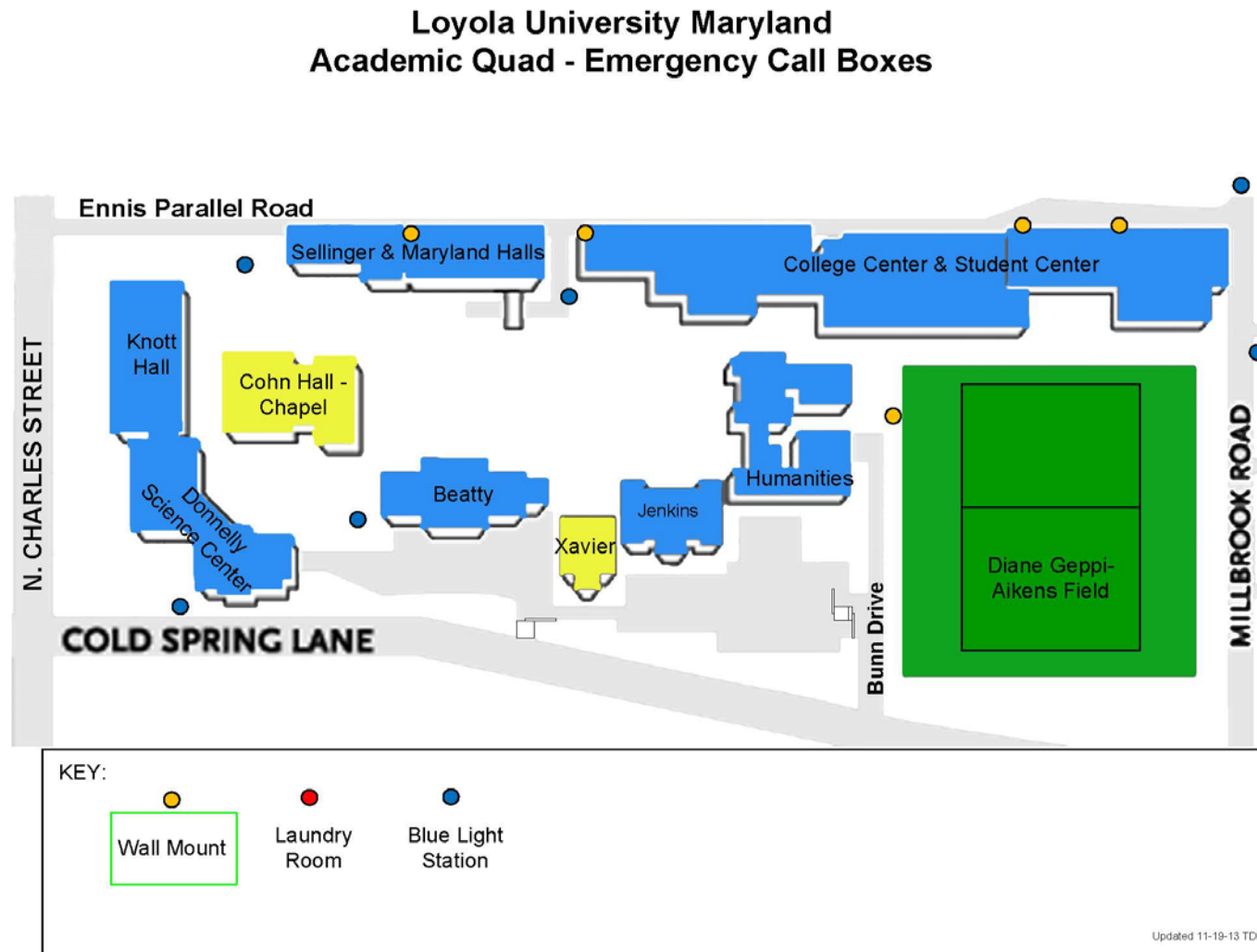
Loyola University Maryland Comprehensive Emergency Operations Plan

East Campus Emergency Call Boxes



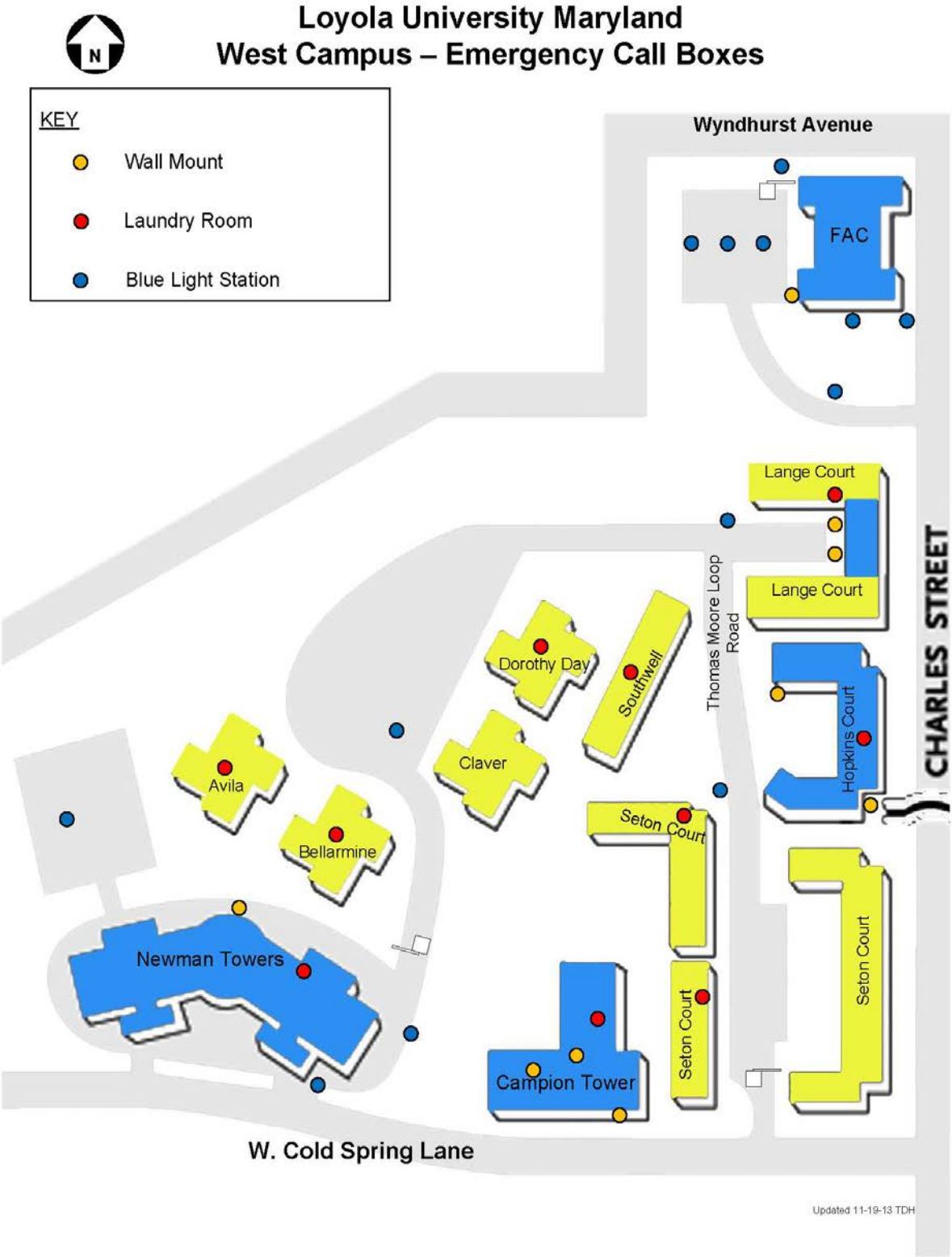
Loyola University Maryland Comprehensive Emergency Operations Plan

Academic Quad Emergency Call Boxes

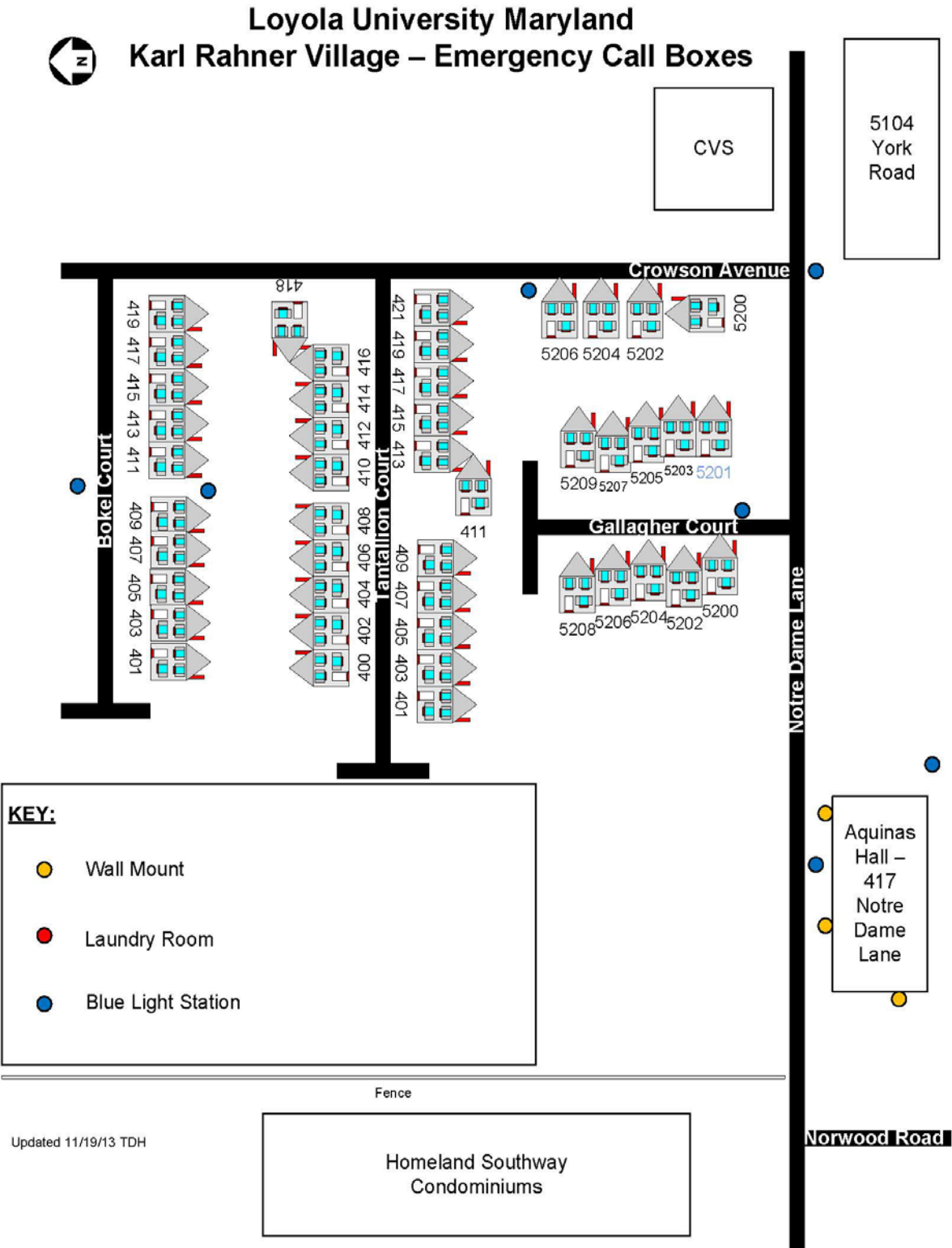


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West Campus Emergency Call Boxes



Karl Rahner Village Emergency Call Boxes



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Ridley Athletic Complex Emergency Call Boxes



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Timonium Graduate Center Emergency Call Boxes

Loyola University Maryland Timonium Graduate Center – Emergency Call Boxes



KEY:

- Wall Mount
- Laundry Room
- Blue Light Station

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Public Address Systems

The Evergreen campus has an outdoor emergency notification system to alert the Loyola community of specific dangers posed by natural or manmade disasters. The emergency system includes an outdoor warning siren and public address system.

When the outdoor siren is heard it will be followed with information about the type of emergency and instructions on what to do. The siren will also precede the “All Clear” signal.

The outdoor siren system is tested on the first Monday of each month at 1:00 pm in conjunction with the Greyhound Alerts notification.

For questions or additional information regarding our Public Address System/Sirens please contact campus police at 410-617-5010.

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Functional Annex E

Reserved

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Functional Annex F: Emergency Evacuations

General Evacuation Guide

Responsibilities of All Faculty, Staff, and Students

- Learn locations of exit routes, exit stairwells and areas of refuge in any buildings you routinely use (areas of refuge are the landings located in a stairwell)
- Know how to activate the fire alarm system
- Participate in all fire drills - Take them seriously and treat every alarm as an actual emergency
- Learn in advance the needs of anyone for whom you are responsible that may need assistance during an emergency
- Know where the pre-designated rally and assembly points are located
- Know emergency phone numbers and keep them posted
- If you are the first to notice an emergency, notify campus police at ext. 5911 or call 911 if you are off campus

Evacuation Procedures

1. Building evacuations will occur when announced over the campus emergency warning system and/or upon notification by campus police.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. **DO NOT USE THE ELEVATOR IN CASES OF FIRE AND/OR EARTHQUAKE! USE THE STAIRS.** In the event of a fire alarm, all elevators are designed to recall to a predetermined floor and allow for exit.
3. When evacuating your building or work area:
 - a. Stay calm; do not rush and do not panic
 - b. Safely stop your work. **If there is time**, turn off personal computers to protect university data from possible damage and other critical devices or equipment
 - c. Gather your personal belongings **if it is safe to do so**. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building)
 - d. **If safe to do so**, close your office door and window, but do not lock them. The last person to leave an office, classroom, or lab will close and lock the door behind them.
 - e. Use the nearest safe stairs and proceed to the nearest exit
 - f. Be alert for individuals with disabilities or injuries who may need assistance

However, under no circumstances should an individual risk or jeopardize his/her personal safety in an attempt to rescue another person.

4. Once outside proceed to the "Rally Point" for the affected building and wait for further instructions. Keep streets, fire lanes, hydrant areas and walkways clear for emergency

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vehicles and personnel. IMPORTANT: Wait for further instructions from emergency responders. Do not reoccupy the building until directed to do so.

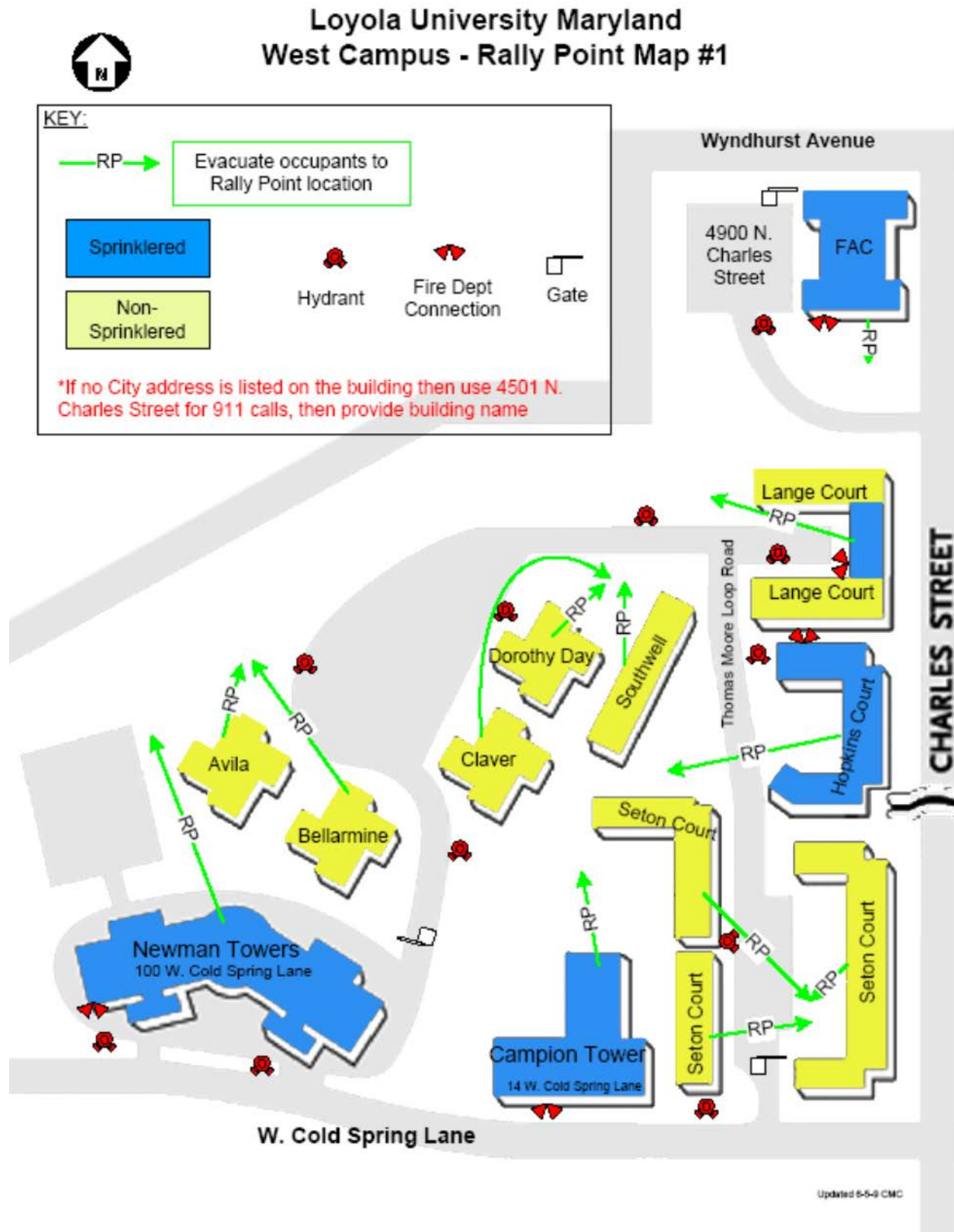
5. Upon notification by responding external public agencies that the emergency is contained and that any evacuated buildings are suitable for re-occupancy, Campus Police, in consultation with appropriate authorities, shall determine when occupants will be allowed to re-enter those buildings. Appropriate authorities may include, but not be limited to, Associate Vice President for Facilities and Campus Services, Director of Environmental Health and Safety, and a representative from Student Life, or their designees. Occupants shall not be allowed to re-enter a building where there is visible smoke; in such situations, the fire department and/or Facilities will be requested to ventilate the structure prior to re- occupancy.

Campus Evacuations

1. Evacuation of all or part of the campus grounds will be announced by the Loyola Emergency Network System (LENS) and/or Campus Police officials, as described.
2. All persons (students, faculty and staff) are to IMMEDIATELY vacate the site in question and relocate to another part of the campus grounds or as directed.

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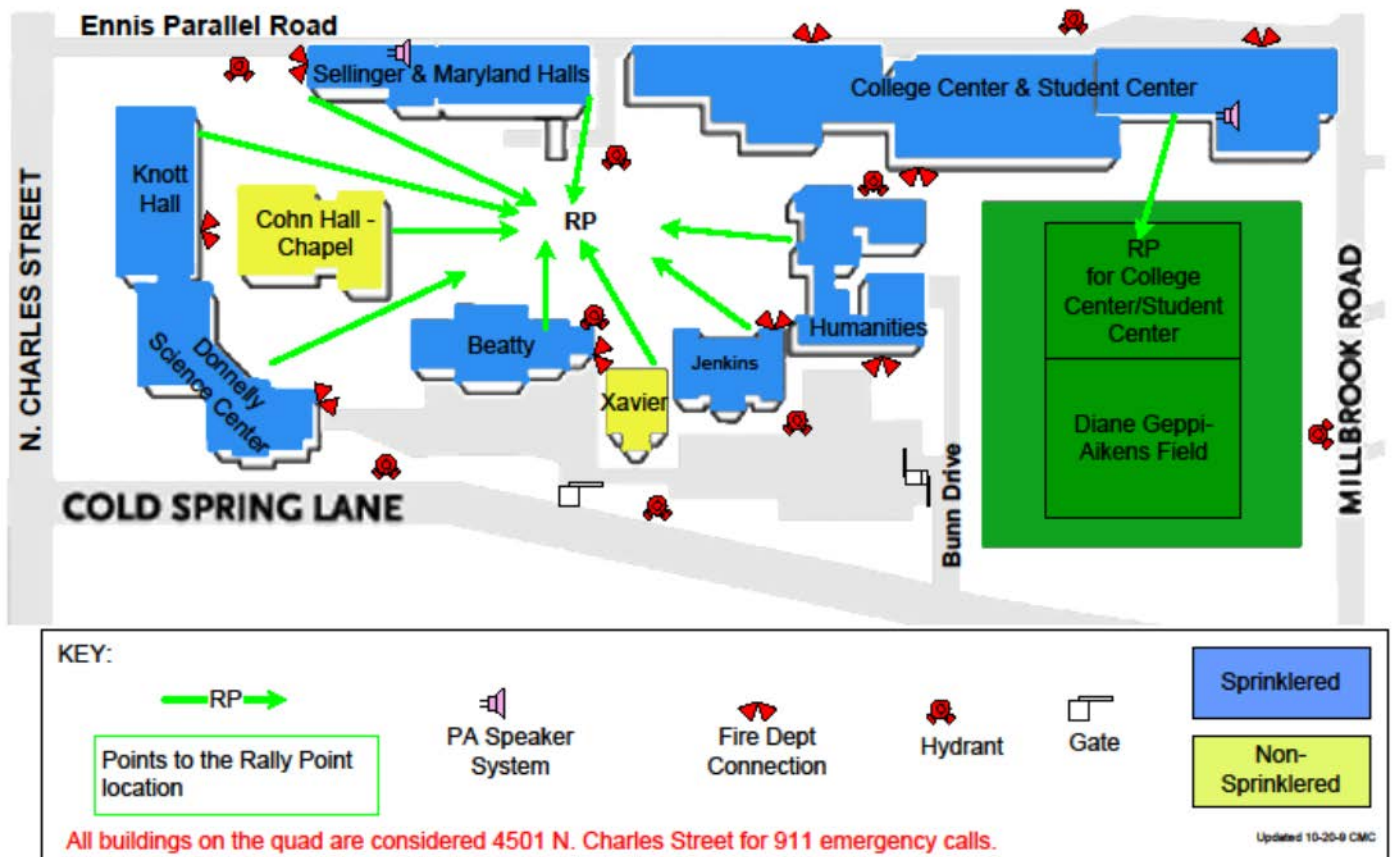
West Side Rally Point Map



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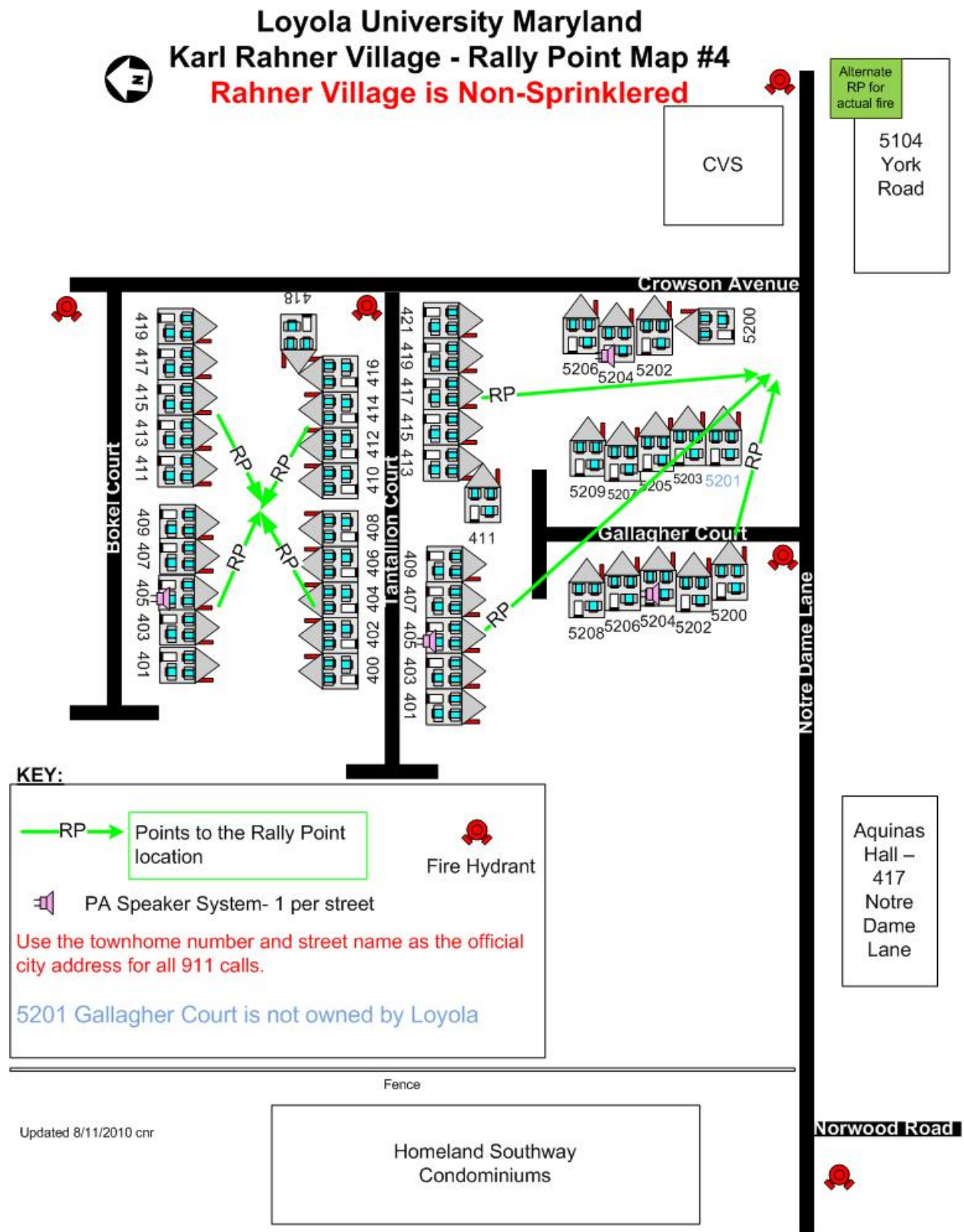
Academic Quad Rally Point Map

Loyola University Maryland Academic Quad - Rally Point Map #2



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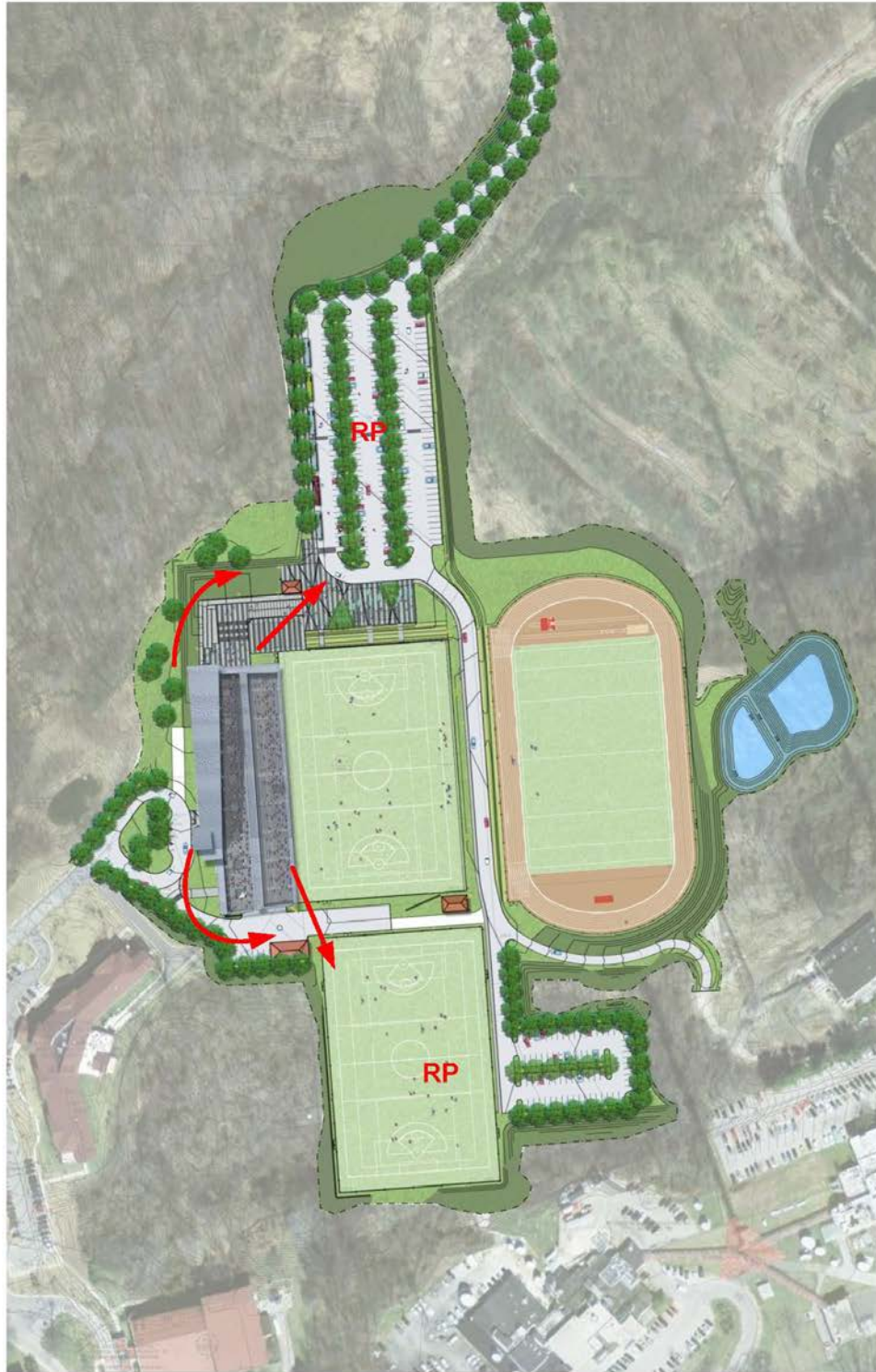
Rahner Village Rally Point Map



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Ridley Athletic Complex Rally Point Map

Ridley Athletic Complex: Evacuation Route



Loyola Clinical Centers Rally Point Map

Loyola Clinical Centers – Belvedere Square 5911 York Road

- Evacuation Rally Point: In the event of a building evacuation please report to the parking lot across the street from the clinical center.

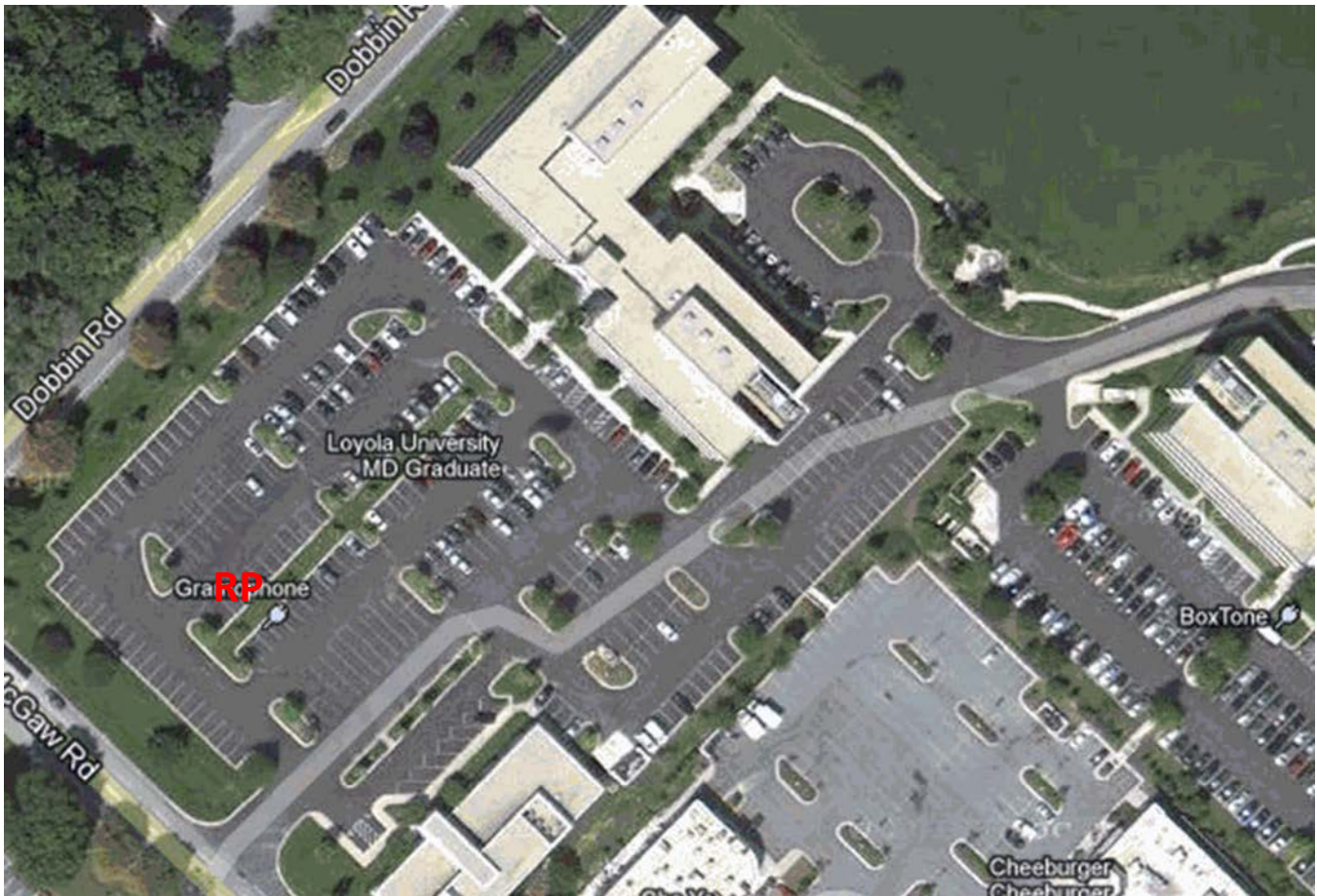


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Columbia Graduate Center Rally Point Map

Columbia Graduate Center 8890 McGaw Road

- Evacuation Rally Point: In the event of a building evacuation please report to the parking lot area in front of the building



The Retreat Center Rally Point Map

The Retreat Center 13210 Green Ridge Road NE

- Evacuation Rally Point: In the event of a building evacuation please report to the grassy area in front of the building



Timonium Graduate Center Rally Point Map

Timonium Graduate Center 2034 Greenspring Drive

- Evacuation Rally Point: In the event of a building evacuation please report to the parking lot area in front of the building



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Evacuation Information for Persons with Disabilities

All Loyola University Maryland students, faculty, staff and administrators are responsible for familiarizing themselves with the emergency information regarding their work areas, classrooms, and/or living areas. This includes emergency evacuation plans comprising: exits, alternate routes of egress, the location of fire alarm pull stations, portable fire extinguishers and respective Rally Points (assembly area).

Personal Evacuation Plans

This information provides a general guideline of evacuation procedures for persons with disabilities for fire and other building emergencies. Faculty, staff, students, and visitors must develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use.

Emergency Evacuation Plans Should Include

- Being familiar with evacuation options
- Seeking evacuation assistants who are willing to assist in case of an emergency
- Asking supervisors, instructors, environmental health and safety (EHS), or disability support services (DSS) about evacuation plans for buildings.

Most Loyola buildings have accessible exits at the ground level floor which can be used during an emergency. In complexes like the Andrew White Student Center/DeChiaro College Center or the Sellinger School of Business and Management/Maryland Hall, people can move into the unaffected wings of the building rather than exiting. However, in most Loyola buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Evacuation Options

- Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options:
- Horizontal evacuation: using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- Stairway evacuation: using steps to reach ground level exits from the building.
- Stay in Place: unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and then Loyola's public safety at 410-617-5010 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

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The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- Area of refuge: with an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary. Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying areas of refuge, call Chris Reynolds, Chief Fire Safety Officer at (410) 617-2972.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the local fire department. The local fire department will tell the individual their decision or relay the information via the Loyola public safety / campus police.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired: Wheelchair

Persons using wheelchairs should Stay in Place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell Baltimore City fire department or Loyola public safety/campus police the location of the person with a disability. If the person with a disability is alone, he/she should phone emergency services at 911 with their present location and the area of refuge they are headed.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

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Mobility Impaired: Non Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location. Persons needing such accommodations should contact DSS (see below for contact information).

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

Students requiring assistance are encouraged to contact the office of disability support services at 410-617-2062 to develop a personal evacuation plan.

Employees requiring assistance should refer to the policy manual, section 1.2 Reasonable Job Accommodations and contact human resources at 410-617-2354 to develop a personal evacuation plan.

If you have additional questions, contact Loyola's office of environmental health and safety at 410-617-2972 or cnreynolds@loyola.edu.

Guidelines for Assisting Disabled Occupants

The following general guidelines have been adopted by the University to help evacuate individuals with disabilities. However, these guidelines may not apply in every circumstance due to specific individual needs. It is important to remember that evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. It is also important to know that environmental conditions (smoke, debris, loss of electricity) will complicate

Loyola University Maryland Comprehensive Emergency Operations Plan

evacuation efforts. Before attempting to evacuate a person with a disability consider your options and the risk of injury to yourself and others. Do not make an emergency situation worse.

- Occupants should be invited to volunteer ahead of time to assist persons with disabilities in an emergency. If a volunteer is not available, identify someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- **DO NOT** evacuate persons in their wheelchairs. This is standard practice to ensure the safety of persons with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
- Always **ASK** someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques should be used to avoid injury to rescuers' backs (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift). Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary. Certain lifts may need to be modified depending on the person's disabilities.
- **DO NOT** use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call Campus Police at 410-617-5911.
- Check on people with disabilities during an evacuation. A "buddy system", where persons with disabilities pre-identify volunteers (co-workers/roommates) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. (Campus Police / Local Fire Department are trained in rescue procedures).

Blindness or Visual Impairment

Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.

- **DO NOT** grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

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Deafness or Hearing Impairment

Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.

- If people with mobility impairments cannot exit, they should move to a safer area, e.g., most enclosed stairwells, an office with the door shut which is a good distance from the hazard
- If you do not know the safe areas in your building, call EHS at ext. 2972
- Notify campus police or emergency responders immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The responding Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safe area to wait for assistance, it may be necessary to evacuate them using an alternative means.

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Annex G: Shelter-in-Place

In certain emergency situations, the campus community may be advised to shelter-in-place to avoid or minimize exposure to outside risks. Risks could include chemical, biological or radioactive releases; some weather-related emergencies or criminal activities.

Once shelter-in-place instructions have been communicated, students, faculty and staff should either stay in the building they are in when they get the message or if outside, go to the nearest building and await further instructions.

What Shelter-in-Place Means

Shelter-in-Place is a precaution aimed to keep you safe while remaining indoors. It refers to taking refuge in a designated area of safety within a building such as a small, interior room with no or few windows. It does not mean sealing off your entire residence or office building. If you are told to shelter-in-place, follow the instructions provided in this Annex.

Why You Might Need to Shelter-in-Place

The air outside may become dangerously contaminated either intentionally or accidentally; severe weather such as a thunderstorm or a tornado is occurring; or there is an active shooter, making it unsafe to be exposed to outside conditions. Should this occur, campus police will provide information using the Greyhound Alert/LENS system. This system includes emergency warning sirens, programmed messages, live voice instructions, text messaging, and email communication to provide emergency notification and/or instructions. The important thing is for you to follow instructions of University authorities and know what to do if they advise you to shelter-in-place.

General Shelter-in-Place Information

If a shelter in place order is given, you should:

- Stop classes or work, or close business operations.
- Share the notification with others in the building if possible, but do not leave the area where you were instructed to shelter-in-place.
- Close all windows, exterior doors, and any other openings to the outside.
- Select interior room(s) above the ground floor with the fewest windows or vents.
- Under certain circumstances (criminal activity) it may be necessary to lock the door to the area where you are located
- Keep listening to local radio, television, and check your cell phone for Greyhound Alerts messages and alerts until you are told it is safe or you are told to evacuate. University and local officials may call for an evacuation in specific areas only.

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In Conclusion

University and local officials are the best source of information for your particular situation.

Following their instructions during and after emergencies regarding sheltering, food, water, and clean-up methods is your safest choice.

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Annex H: Suspicious Mail

Printing and Mail Services personnel follow the U.S. Postal Service guidelines with regard to handling mail. If a suspicious package or envelope is spotted in the mailroom by mailroom personnel, the item is isolated and Campus Police is notified at 410-617-5911.

It is possible that a suspicious piece of mail or a package may be delivered directly to a department by a delivery service, or not be noticed by Printing and Mail Services during sorting processes. It is critical that all individuals that handle mail be diligent – what does not look suspicious to Printing and Mail Services might be suspicious to a person in the receiving department.

If you receive a suspicious letter or package:

1. Do not try to open the package. If there is spilled material, do not try to clean it up and do not smell, touch or taste the material.
2. Do not shake or bump the package or letter.
3. Isolate the package, placing it in a sealable plastic bag, if available.
4. Calmly alert others in the immediate area and leave the area, closing the door behind you.
5. Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds. Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials.
6. Call Campus Police at 410-617-5911 and give them your exact location.
7. Wait for Campus Police to respond. Do not leave the building unless instructed to do so by Campus Police personnel.

Identifying Suspicious Packages and Envelopes

Characteristics

Some characteristics of suspicious packages and envelopes include the following:

- Inappropriate or unusual labeling
- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray”
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address

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Appearance

- Powdery substance felt through or appearing on the package or envelope
- Oily stains, discolorations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.

Other Suspicious Signs

- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

Pranks and Hoaxes

Pranks or hoaxes involving false threats of agents of terror, including Anthrax or Ricin, disrupt lives, create serious safety concerns, and tax valuable University and community resources. They create illegitimate alarm in a time of legitimate concern. The University and law enforcement authorities take all such actions very seriously. The University has adopted a "zero tolerance" policy and will aggressively investigate any such incidents. Any individual found responsible for such acts will be subject to University disciplinary action, up to and including separation from the University, and prosecution under State and Federal law.

For More Information

Contact Campus Police at 410-617-5010.

[FBI Suspicious Mail Advisory](#)

[Information about Anthrax](#)

[Information about Ricin](#)

Hazard Specific Annexes

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Hazard Specific Annex A: Emergency Closing/Inclement Weather

It is the policy of the University to remain open to ensure continuity of service to students, faculty, staff, and administrators. However, during inclement weather or other emergencies (e.g. natural disasters, major utility failure, or other reasons), the safety of the Loyola community will be the highest priority.

In the event of severe weather or other emergencies, the University's Emergency Management Team- Operations Group (EMT-OG) will be activated to provide an orderly, immediate response to the event that could have an adverse effect on the University. The EMT-OG may decide to cancel classes or activities and/or close offices at the University after considering the information available at the time.

Closing Options

The University has defined several closing options to facilitate decision making, information sharing, and to minimize disruption. These options include:

- **Closed** – the University is closed, all activities/classes are cancelled
- **Delayed opening** – University operations will begin at a designated time; classes that begin prior to that time will not meet
- **Early closing** – University operations will be closed at some point during the day; classes that begin after closing will not meet
- **Cancellation of evening activities** – University operations will cease at a designated time; activities that begin at or after that time will not meet
- **Cancellation of off campus classes and activities at a specific site** – University operations located at a specific off campus will cease
- **Localized and temporary closing** – A building or location could be closed because conditions may make learning and working conditions inadvisable for a limited period of time.

These options are offered as a guide only; situations or conditions may dictate a different response to ensure the safety of students, faculty, staff, and visitors.

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Loyola's Inclement Weather Policy

In the event of severely inclement weather which makes driving hazardous and/or parking difficult, a decision will be made to close or delay the opening of campus. These decisions will be made at approximately 4:30 am for day hours and 12:00 pm (noon) for evening hours. Announcements will be made on the main campus number (410-617-2000), a special Loyola University weather line (410-617-2223), the University's website, by email to all members of the campus community, and on the following local radio and TV stations.

RADIO	TELEVISION
WBAL (1090 AM)	WMAR - TV (2)
WIYY (98 Rock)	WBAL - TV (11)
WTOP (820 AM and 103.5 FM)	WJZ - TV (13)
WWMX-FM (mix 106.5)	WBFF Fox (45)
WLIF-FM (101.9 Lite FM)	WRC-TV (4)

Winter Weather Information

Winter storms can range from light to moderate snow over a few hours to blizzard conditions with blinding, wind-driven snow or freezing rain that lasts several days. When listening to winter weather reports, it is important to be familiar with the terms used by the broadcasters. The following is a list of terms used by the national weather service:

Winter Storm Watch

This means there may be hazardous winter weather due to various elements such as heavy snow, sleet, or ice accumulation from freezing rain. In our region, heavy snow means 7 inches or more of accumulation in 24 hours or less. A "WATCH" is a long range prediction. They are issued at least 12 hours before the hazardous winter weather is expected to begin. When the storm becomes imminent, or has a high probability of occurring, the watch will be upgraded to a "WARNING."

Winter Storm Warning

This is issued when a dangerous combination of heavy snow, with sleet and/or freezing rain, will occur or has a high probability of occurring within the next 12 hours.

Blizzard Warning

This is issued for a combination of strong winds averaging or frequently gusting to, or above, 35 miles an hour and very low visibility due to blowing or falling snow. These are the most dangerous winter storms and can be especially severe when combined with temperatures below 10 degrees.

Wind Chill Advisory

This is issued for cold temperatures and winds, with wind chill temperatures computed to be - 25 degrees or less for at least 3 hours. Exposure to this combination of strong winds and low temperatures without protective clothing can lead to frostbite and/or hypothermia, prolonged exposure may be fatal.

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Winter Weather Advisory

This is issued for a combination of snow, sleet, and/or freezing rain. Advisories, in general, are issued for weather conditions that are expected to cause significant inconveniences and may be hazardous; these situations are normally not life threatening if caution is exercised.

Winter Weather Safety Tips

Students and staff should take precaution in using all facilities during periods of snow and ice in the event that removal staff has not yet attended to a specific area. All members of the Loyola community are encouraged to:

- Wear appropriate footwear for the weather
- Exercise caution when walking, be on the lookout for slippery areas and "black ice"
- Plan ahead to allow extra time to reach your destination safely
- Use Loyola's shuttle service to avoid walking on potential slippery or ice covered surfaces
- Please report any unsafe conditions regarding snow and ice to Facilities Management at ext. 2200

Loyola's Snow Removal Response

Facilities employees or contractors will begin snow removal and spreading de-icing agents on sidewalks, steps, doorways, landings, handicap ramps, curb cuts, and all parking lots. They will also clear snow and spread salt/sand at major street intersections within campus and parking areas. These areas and parking lots will be addressed even if the University is closed. The custodial staff will assess hazards and or needs within buildings that may have been created by snow and ice. These issues may include wet lobbies, hallways, bathrooms, stairwells, etc. Signage will be posted to designate wet floors and other hazards within residence halls. Please remember to use caution when traveling throughout campus.

Our goal is to reach every critical area of the campus within 24 hours of the last snow or ice accumulation. However, time frames to accomplish de-icing all areas may fluctuate in relation to the amount of personnel available and the severity of the event.

What is a Snow Emergency Plan?

The Maryland State Police (MSP) declares snow emergencies with input from MD State Highway Administration. Once a snow emergency is declared, the law requires certain precautions. They include:

- Prohibited parking on roads and streets designated as snow emergency routes; and
- The use of snow tires/chains (most cars now use all weather tires, so changing to "snow" tires is unnecessary)

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Once an emergency is in effect, all requirements are in effect until lifted. A Snow Emergency Plan is put into effect by county. For up-to-date information on which counties have enacted their snow Emergency Plans, please view the [State's website](#).

Certain exceptions can occur while a snow emergency plan is in effect. A specific route(s) can be lifted and the remainders of the roads in the county still remain under the Snow Emergency Plan. If the Statewide Operations Center is notified of an exception, we will note these routes as exceptions in our list below.

For the most up to date information, it is advised to call the local MSP barrack for the county. A listing of barracks and their contact information can be found on [MSP's website](#).

Baltimore City Snow Emergency Plans

Phase 1

- Requires that vehicles have snow tires, all weather radials or chains. Police citations are issued to those without
- It would help if citizens would park off of the snow emergency routes before phase 2 of the snow emergency plan is activated. It will greatly help the Department of Transportation to clear the emergency routes quickly if no cars are interfering.

Phase 2

- Requires that vehicles have snow tires, all weather radials or chains. (Police citations are issued to those without)
- Parking is prohibited on designated Snow Emergency Routes. Snow emergency routes are clearly marked and vehicles parked along these designated roadways during a snow emergency will be ticketed and towed. Vehicles are impounded if they are parked along the restricted peak hour zones in the downtown area. In neighborhoods, they are relocated to suggested alternative parking areas such as schools or recreational facilities.
- During a Phase 2 snow emergency, citizens may park at area [schools equipped with parking lots](#).

Phase 3

- Permits emergency vehicles only on City streets.

For more information regarding Baltimore City's Snow Emergency Information, please visit the [Baltimore City Snow Center Website](#).

Maryland "State of Emergency"

A State of Emergency allows the state to waive certain regulations that would possibly hinder effective response. An example of this can be found in the event of a major power outage that requires assistance from out of state power companies—the state can waive the requirement

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that those trucks stop at the weigh stations, therefore allowing them to get to the affected areas and begin working faster.

- A State of Emergency allows the Governor to call in the MD National Guard to assist.
- A State of Emergency allows the Governor and others to respond accordingly. It empowers the Governor and those in executive positions with key emergency responsibilities (for example: the Executive Director of MEMA, the Superintendent of the State Police) to do many things including but not limited to closing roads and waiving contracting requirements.
- A State of Emergency is a pre-cursor to requesting Federal assistance. This does NOT mean that the state has requested federal assistance, but if it is necessary, the Governor could.
- In the event that travel restrictions are imposed, they will be communicated as soon as they happen. Travel restrictions may happen at the county, municipal, and at the state level.

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Hazard Specific Annex B: Tornadoes

Tornado Response Plan

Tornadoes are one of nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.

Tornado Alerts

The National Weather Service issues two types of tornado alerts, they are:

- Tornado Watch – conditions are favorable for the development of tornadoes.
- Tornado Warning – a tornado has been sighted in your area.

Should a Tornado Warning be issued for any area including a Loyola University Maryland campus, the University will issue emergency text messages and emails alerting the University community to the conditions and providing additional information. However, because there is typically very little time between the issuance of a Tornado Warning and the threat itself, all members of the Loyola community are urged to continue to monitor all emergency alert channels at their disposal and to familiarize themselves with the safety precautions to take in the event of a Tornado Warning:

If You are Inside

- Remain inside and head to an interior room in the basement or lowest available level of the building.
- Put on sturdy shoes such as boots or sneakers (no open toes shoes, sandals or heels)
- Do not open windows.
- If on campus, await further instructions.

If You are Outside

- Immediately try to get into a vehicle, buckle your seat belt, and drive to the closest sturdy shelter.
- If your vehicle is hit by debris while you are driving, pull over and park.
- Stay in your vehicle with your seat belt on. Put your head below the windows and cover your head with your hands as well as a blanket or coat if available.
- If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

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Please continue to monitor emergency channels available on television, radio, or online, as well as those provided by the University.

For more information on tornado readiness, visit the Federal Emergency Management Agency's [website](#).

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Hazard Specific Annex C: Hurricane

Hurricane Response Plan

Over the last decade, hurricane threats have become increasingly more common in Maryland. Hurricanes and tropical storms frequently cause flooding, wind damage and may spawn tornadoes. Widespread power outages are common and can last for days to weeks. Depending on the severity of the storm and the location of landfall, people who do not seek shelter are likely to be injured. The goal of this plan is to help prepare the University for a Hurricane or tropical storm.

Important Definitions

Tropical Depression: A tropical cyclone in which the maximum sustained surface wind speed (using the U. S. 1- minute average) is 38 mph (33 knots) or less.

Tropical Storm: A tropical cyclone in which the maximum sustained surface wind speed (using the U. S. 1- minute average) ranges from 39 mph (34 knots) to 73 mph (63 knots).

Hurricane: A tropical cyclone in which the maximum sustained surface wind speed (using the U. S. 1- minute average) is 74 mph (64 knots) or more.

Hurricane Season: May 15 through November 30

Hurricane Classification Chart

Saffir-Simpson Hurricane Scale		
Scale Number (Category)	Sustained Winds (mph)	Damage
1	74 – 95	Minimal: minor damage to exterior of homes, toppled tree branches, uprooting of smaller trees, extensive damage to power lines, power outages
2	96 – 110	Moderate: major damage to exterior of homes, uprooting of small trees, roads blocked, power outages for long periods of time – days to weeks
3	111 – 130	Extensive: extensive damage to exterior of homes, many trees uprooted, roads blocked, extremely limited availability of water and electricity
4	131 – 155	Extreme: loss of roof structure and/or some exterior walls, most trees uprooted, most power lines down, power outages lasting weeks – months
5	More than 155	Catastrophic: homes/buildings destroyed, fallen trees and power lines isolate areas, power outages lasting for weeks – months

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Hurricane Alerts

The National Weather Service issues two types of hurricane alerts, they are:

Hurricane Watch

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area. A hurricane watch is normally issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Warning

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area. A hurricane warning is normally issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

If the NWS issues a hurricane watch or warning for the area, an E2 Campus/LENS Alert and a campus email will be issued providing information about the approaching storm.

Hurricane Shelters

Campus locations that may be setup and used as shelters during hurricanes include:

- Reitz Arena
- McGuire Hall

When emergency shelter is provided, students should bring the following items to their temporary assigned living area:

- Bedding and pillow
- One small bag with clothing, etc.
- Needed medications, glasses, etc.
- Non-perishable food items
- Small toiletry bag

During a Storm Threat

- All members of the campus community are encouraged to prepare and have their personal emergency kit with them. (See personal emergency kit appendix within this plan).
- Stay tuned to radio and TV for official weather information.
- Follow instructions and advice given by emergency officials.
- Bring in or tie down lawn furniture and other loose items outdoors.
- It is essential that all remaining residents stay indoors throughout the entire hurricane. For maximum protection, residents should consider remaining in the hallways.
- In the event of power failure during the height of a hurricane, there will be no elevator service. Do not attempt to travel between floors using elevators.
- Close all interior doors. Secure and brace external doors.

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- Do not attempt to evacuate during the height of a hurricane. You are safer to remain in your residence than out on the road where flying debris can be hazardous.
- Turn refrigerator to maximum cold setting.
- Turn off and isolate computer equipment.
- Fill bathtub and large containers with water. If the water supply is cut off, the water in the tub may be used for flushing toilets or for washing. Do not drink this water. Fill smaller containers with water for drinking purposes.
- Do not use candles during power outages due to the increased fire hazard.
- First Aid and/or food service will be made available whenever the storm passes or when power is restored.
- Report all accidents, injuries, broken windows or excessive water to Campus Police at 410-617-5010.
- Telephone calls should be made only in case of emergency since non-emergency calls can overload the phone systems.

The University will continue to provide updates as needed through its [Emergency Information page](#), as well as the University's [Facebook](#) and [Twitter](#) accounts. These social media channels should remain accessible in the event that the storm or a power outage affects the University's Web presence or other systems.

Remember: Hurricanes can spawn tornadoes, severe thunderstorms with hail and lightning, as well as flooding and flash flooding. Stay inside during a hurricane!

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Hazard Specific Annex D: Earthquake

An earthquake is the result of a sudden release of energy in the Earth's crust that creates vibrations or seismic waves that radiate up to the surface, causing the ground to shake. Earthquakes may last only a few seconds or may continue for up to several minutes. They can occur at any time of the day or night and at any time of the year.

Important Definitions

Aftershock: An earthquake of similar or lesser intensity that follows the main earthquake.

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

Epicenter: The place on the earth's surface directly above the point on the fault where the earthquake ruptures began. Once fault slippage begins, it expands along the fault during the earthquake and can extend hundreds of miles before stopping.

Fault: The fracture across which displacement has occurred during an earthquake. The slippage may range from less than an inch to more than 10 yards in a severe earthquake.

Magnitude: The amount of energy released during an earthquake, which is computed from the amplitude of the seismic waves. A magnitude of 7.0 on the Richter Scale indicates an extremely strong earthquake. Each whole number on the scale represents an increase of about 30 times more energy released than the previous whole number represents. Therefore, an earthquake measuring 6.0 is about 30 times more powerful than one measuring 5.0.

Seismic Waves: Vibrations that travel outward from the earthquake fault at speeds of several miles per second. Although fault slippage directly under a structure can cause considerable damage, the vibrations of seismic waves cause most of the destruction during earthquakes.

During an Earthquake

As earthquakes are highly unusual for our region, many members of our University community may not be familiar with the most appropriate steps to take during and immediately following an earthquake. Information on Loyola's procedures and rally points following any emergency situation are available [here](#), but the Federal Emergency Management Agency recommends the following in the midst of an earthquake:

Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If you are indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

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- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- 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.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- If a system is available, sound the fire alarm to alert those who may be sleeping.
- Stay inside until the shaking stops and it is safe to go outside.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If you are outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls.
- Do not return inside until an “all-clear” has been given.

If you are in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
- Please direct any questions or concerns about this information or any emergency to Loyola’s office of public safety at ext. 5010.

After the quake

- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Check for injuries. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move. Rescue and emergency medical crews may not be readily available. Contact Campus Police 410-617-5911.
- Do not use the telephone immediately unless there is a serious injury, fire or gas leak.
- Always wear boots or heavy-duty shoes when venturing out after an earthquake.
- Do not touch downed power lines or damaged building equipment.
- Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.

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- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Turn on a battery powered radio for damage reports and information. Check your email and text messages for campus information.
- Never use candles or lighters if lights go out. There is the possibility for a gas leak.

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Hazard Specific Annex E: Fire/Smoke

Fire Safety

Although the potential for fire always exists, training and awareness are effective elements in reducing the risk of injury, loss of life, and damage to property. When a fire alarm sounds please follow the instructions detailed below. Remember to always treat every fire alarm like it is a real fire.

General Evacuation Procedures

When the fire alarm sounds leave the building by the nearest stairwell or exit, **DO NOT** use elevators. Move to the rally point for your building and stay in office or classroom groups. Follow instructions from campus police. Do not re-enter the building until told to do so.

If you see fire or smoke, remember A.C.E.S.:

Alert: Activate the nearest fire alarm pull station, call campus police at (410)-617-**5911**, and report the exact location of the fire. **DO NOT** HESITATE IN ACTIVATING THE FIRE ALARM PULL STATION UPON THE DETECTION OF FIRE AND/OR SMOKE.

Confine: Close all doors in the fire area to confine fire and smoke.

Evacuate: When the alarm sounds, immediately evacuate the building by the nearest stairwell or exit; **DO NOT** use elevators. Once outside, report to your supervisor or student life.

In order to account for all individuals after a building evacuation, it is important for all evacuees to meet at the rally point for the building they are in. To determine your building's "Rally Point" please view the rally point maps located in "Annex F - Emergency Evacuations" or contact Environmental Health and Safety at (410)-617-1120.

Special Assistance: Persons who may need assistance should:

Notify the Office of Disability Support Services and Student Life (students) and develop a personal evacuation plan. Whenever possible, everyone should evacuate from the building. However, if you are unable to do so for any reason, you should seek refuge in the nearest stairwell. As others exit please report to campus police anyone who may need assistance. If you have any questions about what to do in the event of an alarm please feel free to contact Environmental Health and Safety at (410)-617-1120.

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Fire Safety Tips

To survive a building fire

Crawl if there is smoke-

If you get caught in smoke, get down and crawl, taking short breaths through your nose. Cleaner cooler air will be near the floor. Remember, “GET LOW AND GO!”

Feel the doors before opening-

Before opening any doors, feel the door knob or handle. If it’s hot, don’t open the door. If it’s cool, open slightly, if heat or heavy smoke is present, close the door and stay in the room. Make contact with campus police and advise them of your location.

Go to the nearest exit or stairwell-

If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Always use an exit stairwell to evacuate from upper floors, never an elevator. Elevator shafts can fill with smoke or the power could fail causing you to become trapped. Stairwell doors are designed to keep the fire and smoke out if they are closed, and will protect you until you can get outside.

If you become trapped

Keep the doors closed-

Seal cracks and vents if smoke comes in. If you’re in a room and there’s no smoke outside, open the windows slightly at the top and bottom if possible. This will allow heat and smoke to vent out at the top, while letting in fresh air in from the bottom.

Signal for help-

Hang an object out the window (a bed sheet, jacket, or shirt) to attract the attention of the fire department. If there is a phone available dial (410)-617-5911 and report to campus police that you are trapped. Give the room number and your exact location so that it can be passed on to the fire department.

Sometimes it’s safer to stay in place-

If all exits from a floor are blocked, go back to your room, close the door and seal the cracks, open the windows if it’s safe, and signal the fire department or call for help. Try to remain calm until the fire department rescues you.

If you are on fire

Stop, Drop, and roll-

Rolling smothers the fire. If your clothes catch on fire; stop, drop, and roll, wherever you are. Cover your face with your hands to protect yourself from additional burns.

Cool burns-

Run cool (not cold) water over burns, immediately, for 5-10 minutes. Don't use ointments. Notify medical personnel immediately.

Prevention/protect yourself

Participate in fire drills-

Fire drills are conducted once per semester in residence halls, and are done to familiarize you with the sound of your buildings fire alarm system, the emergency exits which you may not normally use, and the location of the rally point for the building. It is important, before the emergency occurs; to know where additional exits are in case your primary exit is blocked. Everyone should know two (2) ways out.

Fire Extinguishers

If the fire is small enough to be extinguished and you have had extinguisher training, you may decide to use a portable fire extinguisher to put out the fire. Remember the "PASS" method when using a fire extinguisher. Always be certain of your exit, and do not try to fight a fire that is larger than a small trash can.



- 1. Pull the pin**
- 2. Aim the nozzle**
- 3. Squeeze the handle**
- 4. Sweep the nozzle at the base of the fire**

Please review the rally point maps located in "Annex F - Emergency Evacuations" to determine where you should go in the event of a fire alarm. If you have any questions please contact Environmental Health and Safety at (410)-617-1120, we will be happy to assist you.

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Hazard Specific Annex F: Loss of Building Utilities

In case of utility failure immediately call Facilities at 410-617-2200. If after hours, call Public Safety at 410-617-5010. Be prepared to give:

- Building name
- Room number or Floor
- Nature of problem
- Contact information

In Case of a Major, Campus-Wide Outage

- Remain calm.
- Follow directions from Facilities or Campus Police for immediate action.
- If evacuation of a building is required, seek out persons with special needs and provide assistance.
- Laboratory personnel should secure all experiments, unplug electrical equipment (including computers) and shut off research gases prior to evacuating. All chemicals should be stored in their original locations. Fully CLOSE fume hoods. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is restored.
- Do not use candles, lighters or other types of open flames for illumination purposes.
- Unplug all electrical equipment (including computers) and turn off the light switches
- Check equipment after power is restored.

Keep a flashlight and batteries in key locations throughout your work or living areas.

If People are trapped in an Elevator

- Tell passengers to stay calm and that you are getting help.
- Call Campus Police at 410-617-5911 and provide information.
- Stay near the passengers until police or other assistance arrives provided it is safe to stay in the building.
- Do not try to pry open the elevator or extract people from a trapped elevator car.

Plumbing Water Leak

If you discover leaking water or know the source of a water leak, contact Facilities Operations. Do not walk through standing water due to the potential for electrocution hazards.

Natural Gas Leak

If you smell the odor of gas, or if you discover a gas leak, leave the area immediately and contact Campus Police at 5911 from campus phones, or 410-617-5911 from off- campus phones.

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Hazard Specific Annex G: Active Shooter

Profile Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

These situations are unpredictable and evolve quickly, requiring an immediate police response to stop the shooting and mitigate harm to victims. Police departments all across the nation have been refining procedures and training for a response to an “Active Shooter” scenario. What has significantly changed is the intent of the perpetrator. Recent events indicate the intent is to kill or injure as many community members as they can and then take their own lives.

Active shooter events typically last between 3 and 7 minutes. Law enforcement response can take between 3 to 5 minutes. You need to survive until law enforcement arrives and ends the event.

Your safety starts with personal planning and diligence. It is unwise to think “it can’t happen here.”

Be aware of your surroundings and learn what to do in an emergency situation. We must prepare ourselves in the event we have an active shooter or other significant threat to life on our campus. If we should have an Active Shooter on our campus your chances of survival increase dramatically if you know what to do.

If you find yourself in an active shooter scenario, try to remain calm and use these guidelines to plan a strategy for survival. You can **run**, you can **hide** or if your life is immediate danger you can **fight**. Listed below are some guidelines to consider regarding these options.

Run

- Your #1 option is to run. If it is safe to get out of the building, do so.
- You need to react quickly when hearing gunshots by looking, listening and planning.
 - Look for a clear path to the exit.
 - Look for the shooter. If you can you see the shooter, get out of sight and hide or barricade yourself in a room, closet, office. Something that can be locked or secured.
 - Look to see if people are running and which direction are they running from? Move in that direction also.
 - Listen for gunshots and move away from those sounds.
 - Listen for shouts or screams and move away from those sounds.
 - Listen for instructions from any responding police and follow their instructions.
 - Plan your escape route and what secondary exit to use if the first exit you have in mind is blocked.

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- Plan where you'll hide if you cannot vacate the building.
- Remember if it is safe to exit the building, evacuate.
- When vacating a building try not to run in large groups representing a large mass target, but exit by single file which represents smaller targets.
- Before running into a hallway, you need to make sure it is safe to exit the room. When peering out of a classroom or office, get down on your hands and knees and peer out from a low position. Peering out from a kneeling position exposes less of your body and is also below where the shooter would expect you to be looking from.
- If you decide to vacate, leave whether others follow or not.
- Leave your stuff behind.
- Warn others on your way out.
- If you encounter law enforcement, remember they are not there to assist you at that time. They need to get to the shooter and end the event.
- Always show your hands when encountering any law enforcement. Follow all instructions.
- When vacating a building you need to consider cover and concealment. Cover has ballistic stopping power (building, engine block, cement walls, etc.) Concealment will simply hide you from sight. Both are good but cover is best.
- Bullets fired from a gun will travel in a straight line, so try to run zig-zag or on angles especially when running in open spaces.
- Remain cautious until you are sure you are safe.
- Once you are sure it is safe then call 911 or 5911 (on campus)
- Running or putting distance between you and the active shooter is your best option.

Hide

- If you cannot safely evacuate the building, you must hide and barricade yourself in a classroom, office, closet or uncommon area.
- Remember you have a tactical advantage because of your familiarity with the building.
- If you must hide, get out of sight fast.
- Allow others to hide with you if needed.
- Once inside an office or other hiding place, secure and barricade the room.
- Use the room's locks, door wedges on the inside, bookcases, tables, desk, filing cabinets or anything to crest a barricade. Turn out the lights and silence electronics.
- Remember a barricade will create time. You need time to allow for a law enforcement response.
- Once you've created a barricade hide behind something with ballistic stopping power in case a stray bullet comes through a window or drywall.
- Remember, if you encounter law enforcement they are not there to help you but rather to try and neutralize the situation.

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- Expect to be treated like a suspect. You may have weapons pointed at you, yelled at, patted down, handcuffed and questioned.
- Law enforcement doesn't know who the shooter is at this point and they will treat everyone as a suspect.
- Law enforcement will not attempt to break down barricades and they can be identified by uniforms and by shouting commands.

Fight

You should only consider fighting only if your life is in imminent danger and you have no other options.

- Only as a last resort, and if you are in immediate danger, should you consider strategies to fight or disarm a shooter.
- If you cannot hide and secure where you are hiding, then hiding under a desk is not an option. Hiding in this scenario only creates a stationary target.
- In this instance you need to begin planning a defense of the room you are hiding within.
- If you are with others you'll need to plan and work together as a team to disarm the shooter.
- You'll need to act aggressively to distract the shooter and to allow your counter-attack to begin.
- A counter attack should take place at the room's doorway for 2 reasons. Remember the doorway is the shooter's one blind spot as they enter the room. Also the door's frame will hinder the shooter's range of motion.
- Use improvised weapons during the counter attack such as books, water bottles, full backpacks to distract the shooter in order to disarm them.
- If you have something which could hinder the shooter's vision, utilize it. A jacket thrown over the shooter's head or a powdery substance can be thrown to impede vision.
- Other considerations to distract the shooter's attention include trip hazards and darkness.
- Recommended counterattack methods to disarm the shooter include a two person team hidden at the entrance door. The 1st counter attacker should grab the shooter's gun while the 2nd counter attacker takes out the shooter's legs by pushing behind the knee.
- Counter attacks can be attempted by one, two or more people.
- After you have disarmed the shooter, remember to control their hands in case they have secondary weapons.
- A well planned counter attack coupled by darkness, trip hazards and flying distractions at the room's doorway is a high percentage strategy to disarm an armed shooter.

Remember. You can never give up if your life is in imminent danger.

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What to expect from responding police officers

Police officers responding to an active shooter are trained in "rapid deployment" procedures and proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible.

- Officers usually respond in teams of four (4)
- Officers may be armed with rifles, shotguns and handguns
- Officers may aim their weapons at you
- Officers may use pepper spray or tear gas to control the situation
- Officers may be wearing regular uniforms, external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may shout commands and push individuals to the ground for safety
- Remain calm and follow officers instructions
- Put down any items in your hands (i.e. bags, jackets, backpacks, cell phones, etc.)
- Keep your hands visible at all times and spread your fingers
- Avoid making quick movements towards officers or grabbing ahold of them
- Avoid pointing, screaming and/or yelling at officers
- Do not stop to ask officers questions when evacuating, proceed in the direction from which officers are entering premises
- Information you may need to provide responding officers:
 - Location of the active shooter
 - Number of shooters, if more than one shooter is involved
 - Physical description of shooter (s)
 - Number of potential victims at the location
 - First arriving officers will not stop to help injured persons. Expect rescue teams to follow
 - You may be asked (if able-bodied) to assist evacuate wounded
 - Once you reach a safe location or staging area, you will likely be held at that area until law enforcement has the situation under control and all witnesses have been interviewed regarding what you may have witnessed
 - Do not leave until instructed to do so

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Hazard Specific Annex H: Bomb Threat or Explosive Device

The presence of an explosive device and/or the notification of a bomb threat are situations that the University must be prepared to confront in a calm and professional manner. Although many bomb threats turn out to be pranks, they must be taken seriously to ensure the safety of the Students, Faculty, Staff and Visitors.

A bomb threat could be written, e-mailed, communicated verbally, or received by phone or social media sites. The majority of bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

- The caller has definite knowledge about the explosive device and wants to minimize personal injury.
- The caller wants to disrupt normal activities by creating anxiety and panic.

In the event of a bomb or bomb threat

- **DO NOT USE PORTABLE RADIOS, CELLULAR PHONES, DIGITAL PHONES, OR ANY OTHER ELECTRONIC DEVICES. THESE DEVICES HAVE THE CAPACITY TO DETONATE AN EXPLOSIVE DEVICE.**
- **DO NOT TURN THE LIGHTS ON OR OFF, HAVE THEM REMAIN IN THERE CURRENT POSITION.**

Procedures

Person receiving the bomb threat telephone call

1. While the subject is speaking to you on the phone, attempt to complete the "Bomb Threat Call Checklist" if available.
2. Make every attempt to:
 - a. Stay calm and indicate your desire to cooperate with the Subject. DO NOT antagonize or challenge the subject.
 - b. Obtain as much information as possible. Prolong the conversation as long as possible. Ask permission to repeat any instructions to make sure they were understood
 - c. Attempt to determine the caller's knowledge of the facility.
 - d. Identify background noises.
3. DO NOT HANG UP THE PHONE! Signal to someone nearby to call for assistance, if this is not possible, use another phone to call for assistance.
4. Immediately call Campus Police at 410-617-5911. Inform them of the situation with as much information as available; specifically the location and time the bomb is supposed to explode. Inform your immediate supervisor after informing the police.

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Bomb Threat Call Checklist

Time and length of the call _____

Name of person taking the call _____

QUESTIONS TO ASK: Record response and repeat in sequence.

When will the bomb explode? _____

Where is the bomb? _____

What does it look like? _____

What will cause it to explode? _____

What building is it in? _____

What floor is it on? _____

What is your name and address? _____

Did you place the bomb? Why? _____

Background sounds:

- | | |
|--|--|
| <input type="checkbox"/> Cellular phone call | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Factory noises | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Local call | <input type="checkbox"/> Calm |
| <input type="checkbox"/> Long distance call | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Music/TV playing | <input type="checkbox"/> Taped message |
| <input type="checkbox"/> Office sounds | <input type="checkbox"/> Message read |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Well spoken |
| <input type="checkbox"/> Restaurant sounds | |
| <input type="checkbox"/> Talking | |
| <input type="checkbox"/> Traffic | |
| <input type="checkbox"/> Weather | |
| <input type="checkbox"/> Wildlife noises | |

Caller is:

- | |
|---------------------------------|
| <input type="checkbox"/> Female |
| <input type="checkbox"/> Male |

Threat language:

- ☐ Accent
- ☐ Angry
- ☐ Disguised
- ☐ Incoherent
- ☐ Laughing

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If a suspicious item is found

1. DO NOT APPROACH, MOVE, OR TOUCH ANY SUSPICIOUS ITEM.
2. Report the exact location and an accurate description of the object to Campus Police at 410-617-5911 and follow instructions.

Campus Police will:

1. Possibly request those working in the area to assist with the search as they will be more familiar with what does or does not belong there.
2. Investigate any suspicious items found.
3. Consult with appropriate campus administrators, Fire, other law enforcement agencies to evaluate whether the bomb threat is credible and if building evacuation is needed.
4. Request the "Bomb Threat Call Checklist" if one was completed.

Below are some factors to assist in the determination of the threat level. These factors are to be used as a guide only in conjunction with all of the other available information.

Determination of threat level

Low Level

The probable motive is to cause disruption: The Subject is vague in his/her threat, merely stating that there is a bomb at the school, he/she provides no specifics and hangs up quickly.

Medium Level

The Subject gives details such as the size, location, or type of bomb. The Subject stays on the line longer and states a motive for the bomb.

High Level

The Subject is very detailed and describes the type, power, location or time of detonation. The Subject stays on the line longer or makes multiple calls. The Subject may exhibit advanced knowledge of bombs. In addition, the Subject may make demands such as publicity, money etc.

If an Evacuation is Ordered

1. When authorization is given to Campus Police Personnel, they will begin to evacuate Students, Faculty and Staff to pre-determined Assembly Areas. Ensure that those with special needs receive assistance in evacuating.
2. Faculty/Staff should complete a visual check of room/building as they exit. Report any unusual objects or activity and do not touch any suspicious items. Wait for Law enforcement to begin search.
3. Establish a command post at least 300 feet from any of the campus buildings. Ensure that it is away from automobiles, refuse containers or mailboxes. Conduct a scan of the area for any suspicious items. Do not use mobile and portable radios or cell phones; employ runners to communicate to Faculty, Staff and Students at Assembly Areas.
4. Affected area remains under control of emergency personnel until building search is completed and all clear signal is given by Campus Police personnel or other authorized personnel.

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5. In consultation with Campus Police, return Students to class when it is deemed safe.
6. Police reports are to be completed on all bomb threats.
7. Debrief Emergency Management Team.

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Hazard Specific Annex I: Demonstrations/Civil Disturbances

Campus demonstrations such as marches, meetings, picketing and rallies will normally be peaceful and non-obstructive. A student demonstration will not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. INTERFERENCE with the normal operations of the University.
2. PREVENTION of access to offices, buildings or other University facilities.
3. THREAT of physical or emotional harm to persons or damage to University facilities.

If any of these conditions exist, Public Safety should be notified and will be responsible for contacting and informing the president, vice presidents, and dean of students.

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Hazard Specific Annex J: Behavioral Emergencies

Psychological Crisis

A psychological crisis is defined as an, “Abnormal or atypical behavior that is unacceptable in a given situation with the potential that serious harm is imminent. Abnormal behavior includes an act that deviates from the norm of a specific culture and is disruptive to an individual’s functioning or health or is harmful to one’s self or others.” Unusual or seriously alarming behavior may include:

1. Threats to harm self, particularly suicide
2. Threats to harm others
3. Threats to cause serious property damage
4. Any medical (e.g., drug or alcohol intoxication, misuse of medications) or trauma event or situation that alters normal behavior and physical functioning

Consider all behavioral emergencies as incidents of altered mental status until proven otherwise.

If a psychological crisis occurs:

- STAY CALM
- Do not confront or detain the individual if violent or combative.
- Notify campus police of the situation – **dial 410-617-5911**. Clearly state that you need immediate assistance, give your name, location and the nature of the emergency.
- The Counseling Center Staff or other medical professionals may be called to assess the situation to determine appropriate assistance required.

The Counseling Center is located in the Humanities Building, Suite 150 at extension 2273. Counselors assist with various types of issues such as stress, anxiety, alcohol, substance abuse, career exploration, academic problems, values clarification, depression, coping with grief and other concerns you may have. Consultation is available for individuals that are concerned about a student in the Loyola community. Please visit the [Counseling Center’s website](#) for more information.

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Hazard Specific Annex K: Hazardous Material Release (Chemical/Biological/Radiological)

Loyola University Maryland has developed and implemented a separate Hazardous Material Emergency Response Plan (HMERP) which is the standard operating guideline that the University uses in the event of a hazardous material incident. The HMERP is intended to assist the University, our HAZMAT Emergency Response Team and other emergency response agencies with an organized response to any incident that may involve the accidental release of chemical, biological or radioactive material. The HMERP is considered confidential information and can be obtained via the EHS department website (with proper credentials) or by contacting the EHS department directly at 410-617-1120.

Be Prepared

- Keep updated emergency response procedures for your area.
- Post a list of contacts in case of a spill.
- Make sure everyone knows the primary and secondary evacuation routes.
- Know where spill response materials are located.
- Train employees in advance on when and how to properly use spill response materials.
- Assign a person to periodically inspect spill kits and maintain their inventory.

In the Event of a Spill

1. If you are properly trained and it is safe to do so, stabilize the spill
2. Alert others in immediate area of spill and evacuate (*if necessary*)
3. As you are leaving, extinguish all ignition sources and close the door behind you
4. Do not use the elevators and do not panic
5. Once outside, move to the designated rally point for the affected building(s).
6. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
7. An Incident Command Center may be set up near the emergency site. Do not return to an evacuated building unless you have permission to do so by public safety
8. Call Campus police at 410-617-5911 to report the incident

Tell the Dispatcher:

- Your name
- Phone number from where you are calling
- Area, building and room number where the incident has occurred
- If there is or was an explosion or fire
- How many people are injured
- The extent of the injuries and what is being done for those injured
- The name of the chemical or hazardous material involved
- How much was spilled and has the material been contained
- Who is in charge of the laboratory or area

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- Who will meet the ambulance, fire or police department at the main door
- Your intended location, after you evacuate the building or area

Notes and Precautions: The range and quantity of hazardous substances used in laboratories require pre- planning to respond safely to chemical spills. The cleanup of a chemical spill should only be done by knowledgeable and experienced personnel who have received appropriate training. Spill kits with instructions, absorbents, reactants and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. A major chemical spill requires active assistance from emergency personnel.

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Hazard Specific Annex L: Pandemic Preparedness Plan

Under Development

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Hazard Specific Annex M: Communicable Diseases

Communicable Diseases

Student Health and Education Services (Health Services), as an agent for Loyola University Maryland, monitors communicable disease cases that may affect the well-being of the campus community. In the event of a communicable disease outbreak, Health Services consults with and receives guidance from the Baltimore City Health Department and the Maryland Department of Health and Mental Hygiene in order to properly manage the event and protect others in the community.

MRSA (Methicillin Resistant Staphylococcus Aureus)

Staphylococcus aureus, commonly called “staph,” is a type of bacteria found on the skin or in the nose. About 30% of people have staph bacteria, but do not have any symptoms of an infection. MRSA (Methicillin-Resistant *Staphylococcus aureus*) is a staph that is resistant to commonly used antibiotics. Skin infections with MRSA often begin with an injury allowing the bacteria to enter the skin and develop into an infection.

MRSA is most commonly found in health care facilities but is a rapidly emerging public health problem in the larger community, often among athletes of close-contact sports such as basketball, soccer and lacrosse. Community-associated MRSA has become the most frequent cause of skin and soft tissue infections presenting to emergency departments in the US.

In the community, most MRSA infections are skin infections that may appear as red, swollen, painful pustules or boils, and which may have pus or other drainage. These infections commonly occur at sites of visible skin trauma, such as cuts and abrasions, and in areas of the body covered by hair (back of neck, groin, buttocks, armpits, beard area).

Staph infections, including MRSA, generally start as small red bumps that resemble pimples, boils or spider bites. These can quickly turn into deep, painful abscesses that require surgical draining. Sometimes the bacteria remain confined to the skin. But they can also burrow into the body, causing potentially life-threatening infections in bones, joints, surgical wounds, the bloodstream, heart valves and lungs.

MRSA is transmitted through direct skin-to-skin contact with an infected person or through contact with items or surfaces that have come into contact with someone else’s infection (e.g., towels, sheets, sports equipment, bandages, and razors). Breaks in the skin such as cuts or abrasions can allow MRSA to enter the body and cause infection. Unsanitary living conditions or participation in contact sports can increase the risk of MRSA transmission.

Keep an eye on minor skin problems—pimples, insect bites, cuts and scrapes. If you are a Loyola student and think you have an infection, contact Student Health and Education Services at 401-617-5055 for an appointment as soon as possible. Early treatment can help prevent the infection from becoming more serious.

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MRSA may be treated with antibiotics, particularly vancomycin, that has proved effective against particular strains. To help reduce the threat that MRSA will become resistant to these antibiotics, doctors may drain an abscess caused by MRSA rather than treating the infection with drugs.

MRSA might spread more easily among athletes because they may:

- Tend to have repeated skin-to-skin contact.
- Share items and surfaces that come into direct skin contact.
- Have difficulty staying clean during training or games.
- Get cuts or abrasions in the skin that, if left uncovered, allows staph and MRSA to enter and cause infection.

These common-sense precautions can help you reduce your risk and help prevent the spread of MRSA:

- Wash your hands. Careful hand washing is your best defense against germs. Scrub hands briskly for at least 15 seconds, then dry them with a disposable towel and use another towel to turn off the faucet. Carry a small bottle of hand sanitizer.
- Avoid sharing personal items such as towels, sheets, razors, clothing and athletic equipment. MRSA can be spread through contaminated objects as well as through direct contact.
- Wash towels and sheets frequently in hot water. Do not overload washing machine.
- Keep wounds covered. Cuts and abrasions should be kept clean and covered with sterile, dry bandages until they heal. The pus from infected sores may contain MRSA, and keeping wounds covered will help keep the bacteria from spreading.
- Shower immediately after athletic games or practices. Use soap and water. Don't share towels.
- Ask your coach or athletic trainer whether you should sit out games or practices if you have a wound that's draining or appears infected (red, swollen, warm to the touch or tender).
- If you have a cut or sore, wash towels and bed linens in a washing machine set to the "hot" water setting (with added bleach if possible) and dry them in a hot dryer. Wash gym and athletic clothes after each wearing.
- If you have a skin infection that requires medical treatment, ask if you should be tested for MRSA. Testing for MRSA may get you the specific antibiotic you need to effectively treat your infection.
- Always use antibiotics appropriately. When you're prescribed an antibiotic, take all of your doses, even if the infection is getting better. Don't share antibiotics with others or save unfinished antibiotics for another time. Inappropriate use of antibiotics, including not taking all of your prescription and overuse, contributes to resistance. If your

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infection isn't improving after a few days of taking an antibiotic, contact your medical provider.

If you are a Loyola student and you are concerned about MRSA, you can make a confidential appointment with Student Health and Education Services by calling 410-617-5055.

Mumps

Mumps is a contagious disease that causes painful swelling of the parotid glands, the largest of the three major pairs of salivary glands, located in the cheeks. It is caused by a virus and usually strikes children and teens. It usually goes away completely after running its course and complications are rare. However, some complications can be serious.

Before a mumps vaccine was introduced in 1967, it was a very common childhood illness. Now that most children are vaccinated, it is relatively rare for people to get mumps. However, there have been a few outbreaks in recent years at Universities across the country.

The following signs and symptoms often accompany mumps:

- Swelling of the salivary glands in the face and jaw line
- Fever, chills, headache, loss of appetite, and a general feeling of discomfort
- Pain when chewing or swallowing
- Inflammation of the testicles, which happens in up to 25% of men who get the disease after they reach puberty

Symptoms usually start 14 - 24 days after infection with the virus.

Mumps is caused by a virus and spread through infected saliva. You can get mumps from breathing in droplets of the virus when an infected person has coughed or sneezed, or by sharing utensils.

People who have not been vaccinated, particularly children and teens, are at risk for developing mumps. Mumps occur most often in children between the ages of 5 - 9.

If you have symptoms of mumps, you should contact Student Health and Education Services at 410-617-5055. They will check for swelling in your face, especially below the ear and above the jaw. They may also do a blood test or a viral culture to see if the mumps virus is present.

Prevention

Vaccination is the key to preventing mumps. The live mumps virus is about 95% effective in preventing the disease. The vaccine is available by itself or in the combination vaccine of measles-mumps-rubella (MMR). Protection usually lasts at least 20 years with very few side effects. It is generally given at 15 months of age, but teens and adults can get it as well. Pregnant women should not be vaccinated, and people with fever or allergies to eggs should first talk with their health care provider.

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If you have mumps, you should stay out of school or work for 7 - 10 days after symptoms start. That's when you are most contagious. You should eat soft foods, avoid acidic foods and beverages, such as citrus or tomato products, and take pain relievers as needed.

For more information or questions about Mumps, please contact Student Health and Education Services at 410-617-5055.

Meningitis

Meningitis is an infection that can lead to a dangerous swelling of the fluid surrounding the brain and spinal cord. The disease can be caused by either a virus or bacteria. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, learning disability, or death. About 2600 people get bacterial meningitis each year in the U.S. 10 to 15% of these cases are fatal, in spite of treatment with antibiotics. The disease can also cause permanent disabilities such as hearing loss, brain damage, seizures or amputation.

College students have a greater risk of bacterial meningitis infection than the general population because of activities that are often part of college life, such as living in residence halls, eating in dining halls and attending classes.

Bacterial meningitis is transmitted through air droplets and direct contact with anyone already infected with the disease. The infection is spread through close contact with oral secretions, such as shared drinks, utensils and cigarettes, through coughing, or through intimate contact such as kissing.

Early symptoms of meningitis may include:

- High fever
- Rash
- Vomiting
- Severe headache
- Neck stiffness
- Lethargy
- Nausea
- Sensitivity to light

Because the infection progresses rapidly, you should seek immediate medical care if 2 or more of these symptoms occur at the same time. If you are a Loyola student and have 2 or more of these symptoms at the same time, contact Student Health and Education Services at 410-617-5055 without delay.

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Appropriate antibiotic

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treatment should reduce the risk of fatal meningitis to below 15%, although the risk is higher among the elderly.

Prevention

You can minimize your risk of bacterial meningitis by receiving a vaccine. The meningitis vaccine is generally safe and effective and is used for immunization against bacteria strains A, C, Y, and W-135, which account for about 70% of bacterial meningitis cases. At this time, it is unclear how long immunity lasts, so booster shots may be required in the future. As with any vaccine, not all individuals will be protected 100% after receiving the immunization.

The bacterial meningitis vaccine is generally well tolerated with a low incidence of side effects. Some people may experience a local reaction (warmth, redness, swelling, or soreness) at the injection site for 1 to 2 days. However, as with any drug or vaccine, there is a possibility that allergic or other more serious reactions may occur.

You should NOT get the meningitis vaccine if you have:

- A serious, active infection
- Hypersensitivity or allergy to thimerosal (a preservative used in eye drops and vaccines)
- If you are or planning to become pregnant

For more information about meningitis and the vaccine, please contact Student Health and Education Services at 410-617-5055.

Influenza

Influenza is a viral infection of the lungs and airways that is also known as “the flu”. Anyone can get influenza. Influenza is spread from person to person through the air by coughing and sneezing. It is also spread by direct contact with infected people or contaminated objects like door handles or computer keyboards. Influenza can be a serious disease that causes severe complications such as pneumonia.

Symptoms of influenza might be confused with the common cold. Influenza and the “common cold” both have symptoms that affect the throat and nose, but influenza symptoms are usually more severe than cold symptoms. *These symptoms could include a high fever (over 100.4°F), body aches, chills, headache, stuffy or runny nose, sore throat, cough, nausea, vomiting and diarrhea.* Symptoms of influenza usually start suddenly 1 to 3 days after being exposed to the influenza virus. Most people feel better after several days but cough and tiredness may last two weeks or more.

Emergency Warning Signs

These signs require urgent medical attention:

- High or prolonged fever, 101.0°F ≥ 5 days

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- Difficulty breathing or shortness of breath (*especially if you have a history of asthma or other respiratory conditions)
- Pain or pressure in the chest
- Fainting or confusion
- Severe or persistent vomiting, ≥ 2 days

If you see these warning signs, seek medical care immediately or call **Public Safety (410) 617-5911**.

Prevention

- ***Do not return to class/practice/work/ROTC until you are fever-free for 24 hours WITHOUT taking medication.***
- Wash your hands often, especially after coughing, sneezing, and wiping or blowing the nose
- Cover your mouth when coughing or sneezing
- Use paper tissues when wiping or blowing your nose; throw tissues away after each use
- Stay away from crowded spaces, if possible
- Stay home and avoid contact with other people to protect them from catching your illness
- Yearly vaccination is the most important way to prevent influenza

For more information on Influenza and vaccination please visit the [CDC website](#).

General Appendices

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Appendix 1

Reserved

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Appendix 2

Reserved

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Appendix 3:

Reserved

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Appendix 4: Personal Emergency Kit

All members of the campus community are encouraged to build a personal emergency kit.

Basic supplies should include:

- Water, 1 gallon per person per day for at least three days
- Food, at least a 3 day supply of non-perishable food
- Battery powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter in place
- Moist towelettes, garbage bags, and plastic ties for personal sanitation
- Manual can opener for food
- Local maps
- Cell phone with chargers, inverter or solar charger.
- Each student should provide his or her own flashlight to be used during a power failure. Do not use candles or other open flame type lighting under any circumstances, these items are prohibited on campus.
- When emergency shelter is provided, students should bring the following items to their temporary assigned living area:
 - Bedding and pillow
 - One small bag with clothing, etc....
 - Needed medications, glasses, etc....
 - Non-perishable food items
 - Small toiletry bag

For additional information please view FEMA's website at www.ready.gov/basic-disaster-supplies-kit