



Emergency Management Plan



Bowie State University Police and Department of Public Safety

Bowie State University
Emergency Management Plan 2023

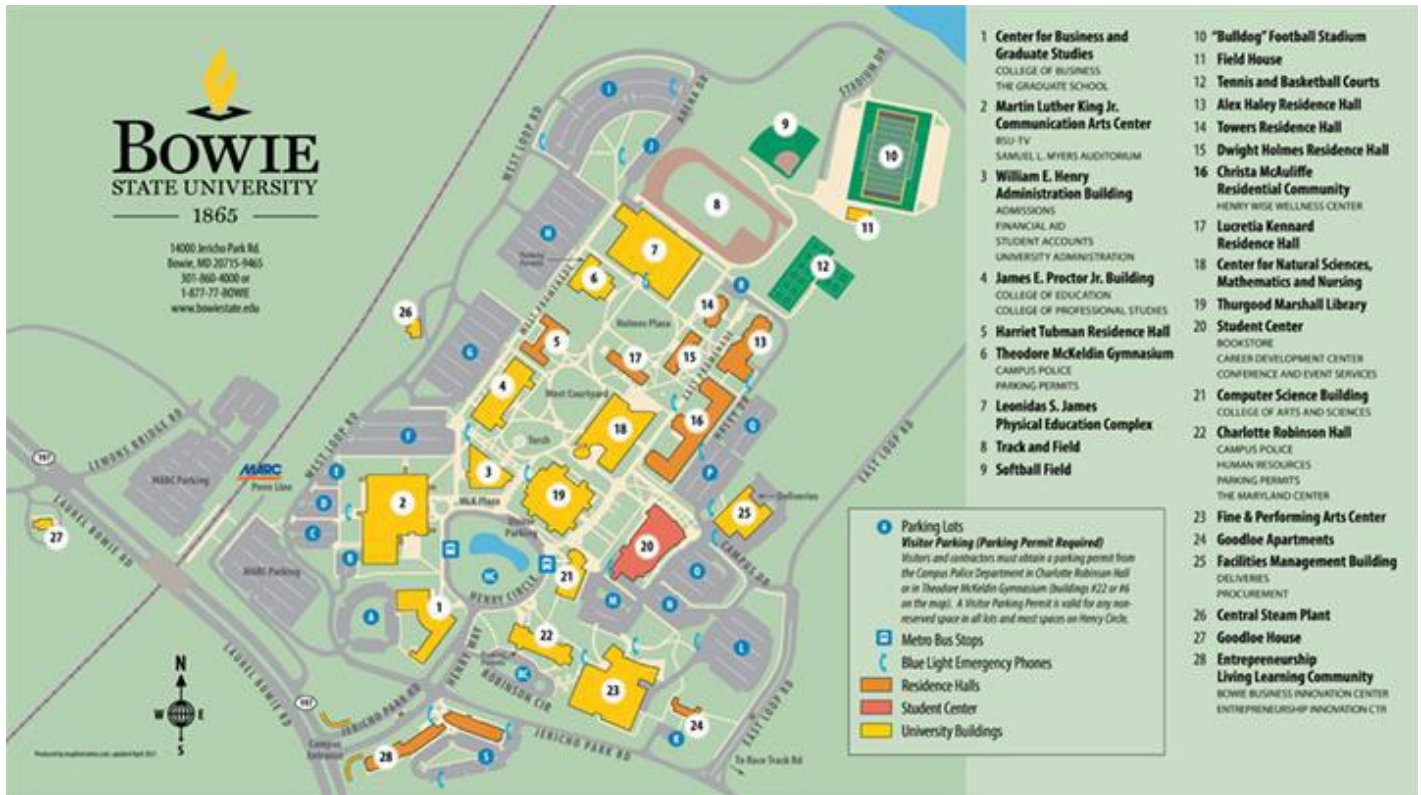
TABLE OF CONTENTS

Record of Change	4
Campus Map	5
About the Emergency Management Plan	5
Emergency Management Plan	6
Campus Incident Strategy Group	9
Concept of Operation	10
Building Emergency Coordinators	18
Emergency Operations Center	19
Mutual Aid Agreements	20
Communications Plans	20
Emergency Blue Light Phone Map	23
Campus Evacuation	24
Building Evacuation Plan	26
Levels of Emergencies	26
Maryland State Threat Level	28
Fire	29
Natural Disaster (Hurricane, Tornado, Winter Storm)	30
Chemical or Radiation Spill (Hazardous Material)	33
Anthrax (Bioterrorism Readiness Plan)	34
Active Shooter	35
Sniper/Hostage	36
Civil Disturbance or Demonstration	37
Utility Failure	39
Emergency Shelter	40
Bomb Threat	40
Medical Emergency	41
Self-Destructive Behavior	42
Pandemic Flu	44
Campus Emergency Resources	47
Appendix A Emergency Quick Reference	48
Appendix B Bomb Threat Check List	49
Appendix C Public Safety Agencies	50
Appendix D Pandemic Flu Kit	51

**Bowie State University
Emergency Management Plan 2023**

Change Number	Date	Changed By	Change Location	Description of Change
1.0	07/11/2023	Chief M. Cummings Director of Public Safety/Chief of Police	All sections	Updated incident management structure streamlined and reorganized document sections to improve clarity and functionality

Bowie State University Emergency Management Plan 2023



About the Emergency Management Plan

Bowie State University is committed to providing a safe and secure environment to the Campus community. We continuously take actions to increase our ability to manage campus emergencies. An emergency management plan is a living document which needs constant modification and continual improvements as lessons learned instruct us to do. To that end, the University has significantly enhanced its Emergency Management Plan (EMP).

The Plan is a comprehensive all-hazards approach that addresses the University's response to catastrophic events affecting personal safety and ongoing operations. The nature and extent of emergencies will be assessed by University administrators. Implementation of the Plan will be under the direction of the University President.

The Bowie State University Police Department (BSUPD) will hold a training session each semester to ensure faculty, staff, and students are properly trained on procedures in the Plan. The training session will involve a review of the Plan and any updates. The Plan will be tested annually. The method of testing will include table top exercises, drills and simulations. BSUPD will maintain testing procedures for all EMP tests.

Bowie State University
Emergency Management Plan 2023

The Student Affairs Leadership Team will solicit feedback from students about the EMP and other campus safety concerns. Meetings will be conducted regularly and as needed at residence halls. BSUPD will meet quarterly with the Student Campus Police Advisory Committee to solicit feedback regarding the EMP. All meetings will be documented for follow-up action.

The EMP will be updated minimally annually and modified as necessary. Any major revisions will be submitted to the University System of Maryland (USM) Office. All recommended changes should be submitted to the Director of Public Safety for review and approval. The Director of Public Safety will seek assistance as necessary from the **Campus Incident Strategy Group (EMC)** to evaluate the appropriateness of plans submitted for review and approval. The Police and Department of Public Safety (BSUPD) will maintain a copy of all plans from all departments.

Individual plans for each Department are to be submitted to the Director of Public Safety to ensure there is no conflict with the University Plan. Departmental plans will be maintained as supplements to the University Plan. The Director of Public Safety may submit any departmental disaster plan to the EMP for further review and approval. Departmental disaster plans should be reviewed annually and modified as necessary. In the meantime, it is important to review the protocols and procedures established in this Plan. All departments within the University must become familiar with this Plan.

Goals of the Emergency Management Plan include:

- Protecting the lives and property of the University community
- Preserving the orderly function of the University community
- Establishing clear lines of authority and communication among University departments

- Identifying the University role with outside agencies for coordinating emergency operations

This plan is intended as a guide. The University reserves the right to modify its actions prior to and during an emergency to ensure proper functioning of the University during the emergency.

EMERGENCY MANAGEMENT PLAN

An emergency or disaster may occur at any time and with little or no warning. Disasters may affect residents in the geographical location of the University, and government emergency services may not be available. Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measures, the

Bowie State University
Emergency Management Plan 2023

President or their designee may declare a state of emergency and implement the Emergency Management Plan.

Campus Coordinator

The President has designated the Vice President for Administration and Finance to oversee campus emergency planning, prevention, preparedness response, safety and security.

Lines of Authority

The establishment of clear lines of authority for overseeing and managing emergency incidents and responding to emergencies, based on principles of Incident Command Systems (ICS) and National Incident Management Systems (NIMS), are the responsibility of the following BSU Incident Commanders:

- Chief of Police
- Lieutenant, Operational Commander
- Lieutenant, Commander of Investigations
- Shift Sergeant
- Officer in-Charge (OIC)
- First responding sworn university police officer

Public Safety Student Advisory Committee

The Public Safety Student Advisory Committee will meet each semester with the Chief of Police to advise feedback on issues of campus safety, security and emergency preparedness.

Emergency Plan Activation

The Emergency Management Plan shall be activated under the following circumstances:

- When civil authorities declare a State of Emergency that affects the University, local, citywide, regional, statewide or national communities.
- When the President or designee declares a University emergency.
- When an occurrence, potential or actual, seriously disrupts the overall operation of the University or threatens the health or safety of members of the University community.

Unless otherwise directed by the VP of Administration and Finance (VPAF), operational management of minor emergencies, incidents, potential or actual,

Bowie State University
Emergency Management Plan 2023

which do not seriously affect the overall functioning of the University rest with the Police and Department of Public Safety, or the Facilities Services Department, depending upon the nature of the incident, and in consultation with related department heads in accordance with established protocols.

Activation of the Plan – In the case of a perceived University-level emergency, the Police and Department of Public Safety will be notified, and must notify the VPAF and the Director of University Relations and Marketing. The VPAF will notify the President who will determine if a University-level state of emergency exists and activation of the plan is in order. If the University declares a state of emergency, Chief of Police/Director of Public Safety will notify the Campus Incident Strategy Group (EMC). All members of the EMC must report to the Chief of Police within one-half hour of being notified.

Once a major emergency or disaster is declared by the President or their designee, only registered students, faculty and staff are authorized to be on campus, or to enter University-owned or operated buildings. Those who cannot present proper identification, showing their legitimate business on campus or in a building with restricted access, will be required to leave. Unauthorized persons accessing or remaining on campus may be subject to arrest. In addition, only those faculty and staff members who have been assigned Campus Emergency Response Committee duties or issued an emergency pass by the Police and Department of Public Safety will be allowed to enter the immediate disaster site.

In cases where a State of Emergency has been declared by civil authorities, all designated emergency personnel should attempt to report for duty and assume their defined roles if permitted by civil authorities, whether or not they have received official notification from the University.

Implementation of the Emergency Management Plan

The President or their designee determines if the Emergency Management Plan is to be activated, including the establishment of the Emergency Command Center, the recall of University officials or their alternates to campus during non-work hours, and recall of other University administrators to assist in the emergency response effort.

Activation of Campus Incident Strategy Group – In the event that a campus emergency is declared, the President or their designee will activate the Campus Incident Strategy Group. All available members of the EMC are to assemble at the Emergency Operations Center, or if not accessible, at the identified secondary Emergency Operations Center. The Assistant to the President or other designee will keep an accurate log of all actions by the EMC.

Bowie State University
Emergency Management Plan 2023

First Administrator On the Scene – If the emergency occurs during non-office hours, the administrator assuming the most responsibility will be in the following order:

- A member of the President's Cabinet
- The highest ranking administrator present from Administration and Finance
- The Director of Facilities
- The highest ranking administrator present from the Facilities Services Department

The first member of the EMC to arrive on the campus assumes responsibility for directing activities after reporting to the on-duty Police and Public Safety officer. Following notification to the President or their designee, full responsibility for directing University efforts rests with the President or their designee.

Specific responsibilities include:

- Response to all reported emergency incidents
- Identifying and accessing safety risks associated with incident
- Establishing specified staging area for:
 - Media
 - Staff, students, parents, family members
 - Medical treatment
 - Additional emergency resources
- Evacuating other areas of campus not associated with the incident by utilizing faculty and staff until law enforcement arrives.

Campus Incident Strategy Group

The Campus Incident Strategy Group will meet each semester to monitor and update the Emergency Management Plan to ensure accurate contact information and to address new threats.

Bowie State University
Emergency Management Plan 2023

Dr. Aminta H. Breaux	President
Dr. Guy-Alain Amoussou	Acting Provost & Vice President for Academic Affairs
Karen J. Shaheed , Esq.	Executive Vice President & Chief of Staff
Michael M. Atkins	Interim Vice President for Administration & Finance
Dr. Brian O. Clemmons	Vice President for Enrollment Management and Student Affairs
Maurice Tyler	Vice President for Information Technology
Brent Swinton	Vice President for Institutional Advancement
Clyde Doughty Jr.	Vice President for Intercollegiate Athletics & Recreation
Cassandra Robinson	Director of University Relations & Marketing
Dr. Amani Jennings	Dean of Students

Executive VP and General Counsel 860-3503

Finance

Director of Budgets 860-4363
 Comptroller 860-3476

Logistics

Director of Procurement 860-4212
 AVP Information Technology 860-3918
 Director of Residence Life 860-4558
 Director of Wellness Center 860-4177
 Registrar 860-3416
 Telecommunications Manager 860-4101
 Coordinator of Disability Support Services 860-4067
 Food Service Director 860-3846
 ABM Housekeeping 860-4070
 SGA President 860-3788
 GSA President 860-3241
 Assistant Athletic Director 860-3572

CAMPUS INCIDENT STRATEGY GROUP RESPONSIBILITIES

Concept of Operations

This section briefly describes how BSU prepares for, responds to, and recovers from incidents.

Bowie State University
Emergency Management Plan 2023

Preparedness Activities

Activities such as planning, training, and conducting exercises are critical for ensuring BSU is ready to respond when an incident arises. All faculty, staff and students should be familiar with possible risks and plan how to respond when an emergency occurs. BSUPD and other units with incident responsibilities help to familiarize members of the campus community with possible risks and appropriate preparation and response activities. BSUPD maintains BSU's emergency plans, and conducts training and periodic exercises to support effective incident response.

Incident Response Priorities

Response operations are immediate activities taken during an emergency to protect lives, property, and the environment. Examples of response activities include evacuation or shelter in place, dissemination of public alerts, law enforcement activities, and administering emergency medical services. Once it's safe to do so, campus-level coordination described in the next section will begin.

The university's priorities for campus-level incident response activities are listed below in order of importance. These priorities guide the allocation of resources in the event of an emergency.

1. Protect life: reduce the risk of injury or death to emergency responders and community members
2. Stabilize the incident: prevent the incident from increasing in scale
3. Protect the environment: minimize negative environmental impacts
4. Preserve university property: minimize damage to and loss of university property
5. Restore mission critical operations: restore services critical to emergency response, the wellbeing of students, and the integrity of educational and research programs

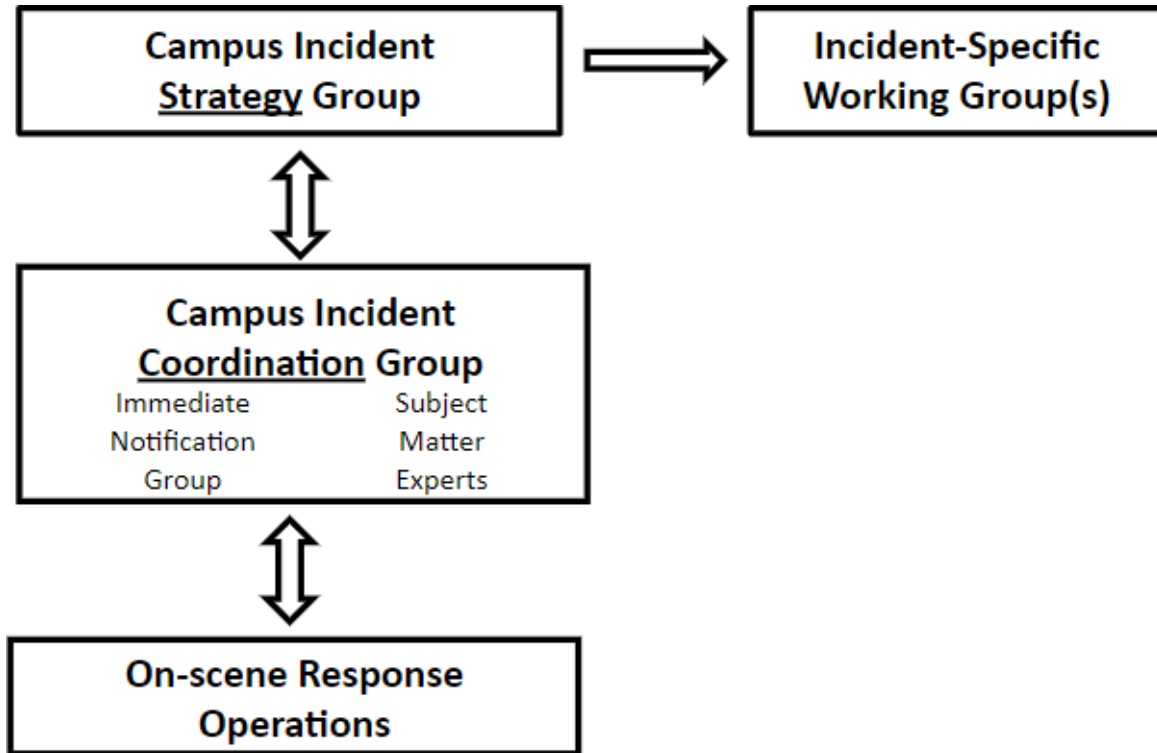
Campus Incident Management Structure

The majority of incidents that occur on campus are of limited scope and are fairly routine in nature (e.g., winter and other weather closures, brief localized power outages, law enforcement apprehensions). These incidents are effectively addressed by individual departments working closely with their frequent partners. Each department should create and maintain their own internal emergency response procedures.

When an incident requires involvement beyond the primary department(s) or significantly affects the university's ability to perform mission critical activities (e.g., an extended infrastructure outage affecting numerous buildings, a tornado touchdown on campus, an outbreak of a serious infectious disease), additional coordination is needed to align operational and strategic considerations. Note that sensitive investigations and similar response activities are managed at the discretion of leadership.

Bowie State University
Emergency Management Plan 2023

BSU's campus incident management structure is summarized as follows:



This incident management structure incorporates tenets of the Federal Emergency Management Agency's Incident Command System (ICS) and the National Incident Management System (NIMS), as well as best practices from peer institutions.

Campus Incident Strategy Group

The Campus Incident Strategy Group provides strategic direction and decisions to ensure an effective response and recovery for major incidents. It is comprised of the President and cabinet-level advisors.

The Strategy Group is convened to make timely strategic decisions as needed during a large-impact incident. For example, this group may make decisions to request assistance from the State of Maryland, approve funding for incident response activities, or serve as a liaison with local elected officials.

Members of this team receive incident notifications and briefings updates from the Director of Public Safety/Chief of Police

Bowie State University
Emergency Management Plan 2023

Incident-Specific Working Group(s)

Depending upon the nature of an incident, members of the Campus Incident Strategy Group may convene an Incident-Specific Working Group. The purpose of the Working Group is to execute projects that require extensive collaboration across various organizations and functions (e.g., developing and implementing new campus processes for compliance with COVID-19 vaccination and testing requirements).

Campus Incident Coordination Group

The Campus Incident Coordination Group consists of functional leads who are convened to share information during a campus-level incident (e.g., a power outage affecting multiple buildings, a gas leak requiring evacuation of multiple buildings). Throughout the incident, this group receives timely information through short, periodic incident briefings intended to keep independent incident activities coordinated. The department with the most information regarding the developing incident begins the briefing, and VP of Administration and Finance facilitates report outs from other functional teams. This group is convened during daytime hours on weekdays and weekends.

Each department should have processes in place to gather critical information from internal and external sources. For example, Facilities Management (FM) uses a network of moisture sensors to receive immediate notifications of campus flooding and monitors the weather to take proactive steps when significant rainfall is expected.

Members of the Coordination Group may also participate on one or more of the following smaller teams:

- The Immediate Notification Group, which receives incident notifications outside of business hours;
- Subject matter experts whose functions are not typically needed in incident response but, depending on the nature of a specific incident, may be called upon to assist or participate.

At BSU, the activation of the Campus Incident Coordination Group is understood to be synonymous with the activation of an Emergency Operations Center (EOC).

On-Scene Response Operations

On-scene response operations at BSU follow FEMA ICS and NIMS. The first responder to arrive on scene assumes the role of Incident Commander (IC) until relieved by a more senior or more qualified individual. The IC establishes the Incident Command Post (ICP) and assumes overall responsibility for the incident. During an incident briefing, the ICP is charged with communicating updates to the Campus Incident Coordination Group.

Incident Command is replaced by Unified Command (UC) when multiple Incident Commanders representing two or more responding agencies are involved in the response. It is used by the

Department of Public Safety/Chief of Police (BSUPD) to coordinate activities with external responders. Multiple responding agencies may be required due to functional responsibilities (e.g., firefighting, public safety), governmental levels (e.g., county, state), or geographic boundaries (e.g., multiple municipalities). UC is responsible for overall management of incident response.

Bowie State University
Emergency Management Plan 2023

CAMPUS INCIDENT STRATEGY GROUP PRIORITIES

General – The Campus Incident Strategy Group will, upon assembly:

- Assess the situation
- Determine resources needed and/or available to address the emergency
- Issue staff assignments
- Establish necessary communication with outside agencies
- Monitor progress and continue assessment
- When appropriate, declare end of emergency status
- Designate one of its members as the keeper of the log of Events/Actions.

- This person will normally be the assistant to the President.

Priority Goals – The essential goals of the Campus Incident Strategy Group will be, in order:

- Preservation of human life and welfare
- Preservation of human health and safety
- Protection of University property and, where possible, personal property
- Maintenance of University programs and operations

Priority Locations – The campus buildings and areas that will receive priority attention with regard to normal operation (restoration of services, maintenance, and use), in order, are:

- Emergency Operations Center
- Residence Halls
- Health Service (during the academic year)
- Administration building and other Administrative and Academic Facilities

The Campus Incident Strategy Group will prioritize locations within these categories and among all remaining locations.

Priority Objectives of CISG

- Establish emergency communications.
- Assess damage, injuries, and location of major problems.
- Evacuate affected locations pending additional assessment.
- Isolate dangerous areas until judged safe for reentry.
- Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
- Repair utilities and lifelines to prevent further life/safety hazards.
- Identify and rescue persons trapped in damaged facilities.
- Control secondary hazard

Bowie State University
Emergency Management Plan 2023

Behavioral Assessment Team

BSU has established a permanent multi-disciplinary Behavioral Assessment Team to review reports and take appropriate action on potentially distressed or disturbed members of the campus community, including faculty and staff. The Team members receive up-to-date training from the Counseling Office and other entities as needed. The training for the team as well as the faculty and staff occurs during the semiannual Faculty/Staff Development Institute at the start of the fall and spring semesters. The training program for the Behavioral Assessment Team will be maintained by the Vice President of Student Affairs. The team consists of the following representatives:

- Dr. Amani Jennings – Dean of Students
- Mr. Larry Moore, Director of Student Conduct
- Dr. Aquila Mitchell, Director of Counseling Services
- Mr. Mark Cummings – Chief of Police
- Ms. Wanda Rene Howard – Asst. Athletic Director for Student Development
- Ms. Sheila Hobson – Senior Director of Human Resources
- Dr. Ina Ramos – Director of Alcohol, Tobacco & Other Drugs
- Ms. Selena Cooks – Asst. Director Counseling Service

Community Emergency Response Team (CERT)

The University has established a CERT on the main campus. The CERT is comprised of students, faculty and staff volunteers who have received disaster training from the Prince George's County Fire Department. These trained volunteers will provide additional resources in the event of an emergency.

Building Emergency Coordinators

Building Emergency Coordinators (BECs) are employees who work for various departments and represent each building on the campus. BECs have also been chosen to play an important role in the implementation of the BSU Emergency Management Plan. In the event of emergencies, BECs will implement appropriate emergency procedures for which they have been trained.

- BECs will serve as essential contacts for each building or area in the event that emergency information must be distributed quickly.
- BECs may be called upon to take emergency actions within their buildings such as locking doors or making emergency equipment available.
- BECs will be appointed for each University building by the Vice President for

Bowie State University
Emergency Management Plan 2023

Student Affairs in consultation with the Cabinet members. For large buildings containing more than one department, BECs may be designated for individual departments.

- BECs will play a lead role in emergency preparedness and response for individual buildings.
- BECs and backup coordinators should meet at least annually with all building occupants to review the procedures to be followed during an emergency.
- The Emergency Management Plan Administrator should meet at least annually with all BECs to review the progress that has been made in preparing buildings and their occupants for emergencies.

- For Residence Halls, the Residence Life Coordinators also will serve as the BECs.
- Evacuation routes have been identified for all University buildings. BECs should

confirm that maps showing evacuation routes have been posted in conspicuous locations in the building for which they are responsible. If maps indicating evacuation routes have not been posted in circulation areas, classrooms and laboratories, the Emergency Management Operation Plan Administrator should be contacted and asked to install appropriate signage.

The Emergency Management Plan cannot be effective if faculty, staff and students are not familiar with procedures to be followed during an emergency. It is the responsibility of **the Emergency Management Plan Administrator** to develop and maintain awareness of the University Emergency Response Plan, and to schedule periodic (at least annual) drills, including evacuation of all buildings. Supplemental drills may be organized and implemented by BECs with the approval of the Emergency Management Plan Administrator. A list of BECs will be kept at each Emergency Operations Center (EOC) site and at the Department of Public Safety along with office phone numbers. BECs may also function as a calling tree in the event it is necessary to disseminate emergency information quickly.

Role of Faculty in Assisting Building Emergency Coordinators

Faculty members teaching a class during the time of an emergency will provide instructions to their students about specific emergency procedures, including how to evacuate buildings and where to assemble after building evacuations. At emergency assembly areas, faculty will take a roll call of their class and, through inquiries of assembled students, attempt to determine the whereabouts of any missing students (not in class today, in class today but missing, etc.).

The following is a list of specific procedures for faculty involvement during an emergency:

1. Direct students to a pre-arranged assembly area in accordance with warning signals, written notification and/or verbal orders.

Bowie State University
Emergency Management Plan 2023

2. Conduct a roll call at the assembly area to determine if there are students unaccounted for.
3. Report any missing students to the Emergency Operations Center via the *BEC* or via runners. The EOC will collect roll call information.
4. Remain with your assigned students until relieved by authority of the Operations Coordinator.
5. Send ambulatory students in need of first aid to the designated First Aid Station. Injured personnel who are not ambulatory should not be moved until cleared by authorized personnel, unless required to protect them from further injury.
6. Faculty members with specialized training, such as nursing and physical education instructors, may be requested to assist in providing first aid and to identify students with specialized training for a given area.
7. Faculty are expected to provide and/or delegate assistance to students with disabilities in the event of an emergency.
8. If absent from a classroom at the time of an emergency, faculty should report at once to the designated assembly area for the building in which their office is located, if possible. Faculty members should keep the Emergency Operations Center informed of their whereabouts during any emergency.
9. Contact the Emergency Operations Center to determine if their help is needed on emergency response teams. Through discussion with each other, it should be determined if anyone is unaccounted for and may need assistance.
10. Roll calls and other evacuation results or questions should be presented to the BECs for each building or department. BECs will provide status reports and updates from their assembly area to the EOC.

Residence Halls and BECs

1. Separate assembly areas have been established for each residence hall. Residence Life Coordinators and Residence Advisors should play lead roles in determining if all students who were known to be in the buildings have been accounted for.
2. Resident lists for each residence hall BEC should be updated on a quarterly basis and stored with the BEC kit along with information on residents with mobility impairments.
3. Missing and unaccounted for students should be reported to the Emergency Operations Center via the Department of Public Safety.
4. At the occurrence of a building emergency or fire alarm, Resident Advisors will begin the evacuation process by checking the rooms on their floors for residents that need to evacuate. BECs should report immediately to the evacuation location with their BEC kit.
5. In the event of actual fire, a fire box lever should be pulled to activate the fire alarm, if it has not already sounded. Resident Advisors should leave their floors immediately if there is significant smoke or fire. Doors should be left closed (but not locked) after each room is checked.
6. After completing their search, Resident Advisors should report to the BECs at the

Bowie State University
Emergency Management Plan 2023

7. designated evacuation location. Provide any information about students that require assistance to evacuate or areas that could not be searched due to dangerous conditions.
8. The BECs will collect data on accounted for or missing students, and report findings to the Emergency Operations Center. The BEC should designate runners to report large amounts of information, such as copies of the roster. Smaller reports may be delivered via phone to the Public Safety Communications Center at 301-860-4040. Priority will be given to information regarding students requiring assistance followed by data from the housing roster.

BUILDING EMERGENCY COORDINATORS To be Updated

BUILDING	BUILDING EMERGENCY COORDINATORS	CAMPUS PHONE #	ALTERNATES	CAMPUS PHONE #
Ctr for Business and Grad Studies	Dr. Mathias Mbah	2-3592	Dr. Cosmos Nwokefor	2-3410
James Gym	Ms. Arlene Creek	2-3558	Dr. Jolisa Williams	2-3574
New Student Union (NSU)	Jatina Cooke-Gunn	2-3793	Mr. Wade Henley	2-3744
McKeldin Gym	Mr. Dion Talley	2-4043	Ms. Lavel Jones	2-4050
J.E. Proctor Bldg.	Ms. Monica Turner-Lawson	2-3296 2-4701	Mr. Kenneth Dovale	2-3202
Computer Science Bldg	Dr. Rosemary Shumba	2-3358	Dr. Daryl Stone	2-3973
Library	Ms. Sophia Sotilleo	2-3863	Ms. Arielle Joseph	2-3850
Robinson Hall	Ms. Sheila Hobson	2-3451	Dr. Ina Ramos	2-4127
Henry Admin Bldg	Ms. Marsha Swindell	2-3471	Ms. Ebony Gordon	2-3836
Center for Math, Science and Nursing	Dr. Elena Klimova	2-3334		

**Bowie State University
Emergency Management Plan 2023**

Martin Luther King (MLK)	Dr. Otis Thomas	2-3711		2-3708
Goodloe House	Ms. Jamie Mercer	2-5000		2-5000
Facilities	Dr. Daryl Williford	2-4188	Ms. Fatima Cardosogendreau	2-4190
Fine & Performing Arts	Dr. Tewodross Williams	2-3755		2-3753
ELLC	Ms. Marshayla Kinsel	301-247-3066	Ms. Jamie Mercer	2-5000
CMRC	Ms. Shekima Yarbray	301-312-5817	Ms. Jamie Mercer	2-4260
Haley Hall	Ms. Jamie Mercer	301-860-5000	Ms. Jamie Mercer	2-4251
Holmes Hall	Mr. Anthony Logan	240-906-3387	Ms. Jamie Mercer	2-4260
Towers	Ms. Jamie Mercer	301-860-5000	Ms. Jamie Mercer	2-4251
Kennard Hall	Mr. Anthony Logan	240-906-3387	Ms. Jamie Mercer	2-4251
Tubman Hall	Ms Jaime Mercer	301 860-5000	Ms. Jamie Mercer	2-4251
ORL RD on Call		301-919-5423		

EMERGENCY OPERATIONS CENTER

The Emergency Operations Center has been established and equipped so that University administrators can coordinate campus operations in case of an emergency. These administrators, who are members of the Campus Incident Strategy Group, will handle assigned duties during an emergency.

The primary Emergency Operations Center Location is:

- Public Safety Communications, Charlotte Robinson Hall, Room 104**

In the event that the primary site is inaccessible, a secondary Emergency Operations Center is located at:

- Department of Public Safety, Theodore McKeldin Gymnasium**

In the event of an emergency that includes the loss of power to Robinson Hall or McKeldin Gym, command post operations will be via two-way radio on the Campus police frequency. Public safety staff will be asked to provide a cell phone number for emergency telecommunications during a time of crisis when the telephone system is inoperable.

Both primary and secondary Emergency Operations Centers will have the following:

- Copies of the Emergency Management Plan

Bowie State University
Emergency Management Plan 2023

- Contact Information for Campus Incident Strategy Group members
- Director/Department Heads/Chairs Contact List ▪ Building Emergency Coordinator Contact List ▪ Access to four or more phones.
- Access to a computer (w/email and internet access) and Fax machine
- Bowie State University press release stationery
- Access to photocopying equipment
- Access to radio and television

MUTUAL AID AGREEMENTS

When executing provisions of the Emergency Management Plan, the University may enlist the assistance of other public safety agencies to provide assistance when the state of emergency exists and the University lacks sufficient resources to control the emergency.

The following law enforcement agencies are parties to mutual aid agreements with the University:

- Maryland State Police
- Maryland Transportation Police Department
- Maryland Transit Administration Police

These agencies will act pursuant to the established mutual aid agreement established.

Requesting Mutual Aid

Following are procedures for requesting mutual aid assistance:

- The President or his designee must authorized the request for mutual aid assistance.
- Contacts for police mutual aid will be made between the Chiefs of Police or their representatives.
- The Police Mutual Aid Radio System or other communications system will be used to make requests.

COMMUNICATIONS PLANS

Communications

This section describes the ways in which emergency information is shared with various campus populations.

Emergency Personnel Communications

Bowie State University
Emergency Management Plan 2023

University personnel use a variety of communications tools and systems in an emergency. Examples of communication platforms include radios, email distribution lists, manual call trees, mass notification systems, and audio and video conferencing (e.g., Zoom). Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS) cards are also used to facilitate telephone and mobile phone communications, respectively, for select individuals.

Warnings and Mass Notification

BSU issues accurate and timely warnings and information to the campus community by using the BSU Alerts system. BSU Alerts is a mass notification system that uses a variety of communication channels to notify students, faculty, and staff during an active, major campus emergency, including:

- Bowie Electronic Emergency System (BEES)
- Text messages (short message service [SMS]) to mobile devices
- Alert beacons located in select buildings
- Early warning sirens
- Email

BSU Alerts is managed and operated by Bowie State University Police Department (BSUPD). When BSUPD determines there is an active emergency in which the physical safety of the campus community may be at risk, a notification is initiated. Examples of when BSU Alerts would be activated include:

- A person actively shooting a weapon on campus
- A tornado predicted to strike the campus area
- A major hazardous material spill affecting campus

Localized incidents (such as a small fire, hazardous material spill in a lab, isolated criminal offense) likely would not require a mass notification.

Sirens are activated to notify the BSU community of an imminent threat, such as a tornado, where there is short advance notice of occurrence.

The BSU Alert system is tested monthly.

Incident Communication

For a major incident, the institutional response and communications strategy is led by the VP of Administration and Finance. This office provides timely synthesis of information for ongoing incidents from the BSUPD, the President's Office, and operational responders. This centralized approach is in place to prevent misinformation, rumor-spreading, and inconsistent messaging.

Bowie State University
Emergency Management Plan 2023

When needed, the Office of Strategic Communications provides issue briefs to campus communicators that include suggested social media content, talking points, key messages, etc. During an incident, campus communicators are asked to refrain from posting on social media sites, unless re-posting from the university's primary, authenticated channels or using content provided in an issue brief.

For incidents that affect the institution but which are less severe (e.g., power outages, IT system outages), individual departments are authorized to communicate time-sensitive guidance to their constituencies using pre-scripted messaging developed in consultation with the Office of Strategic Communications. As appropriate, departments tailor and amplify this messaging to their target populations (e.g., students living in residence halls).

Public Messaging

The Office of Strategic Communications employs an appropriate mix of communications channels to transmit information and updates for ongoing incidents (Annex C).

Media Relations

The Office of Strategic Communications manages all media inquiries and approves the release of official statements and comments during a crisis. The university Chief Communication Officer is the official spokesperson for the university and must approve any information released to the media.

Public Information Officers (PIOs), with approval from the Chief Communication Officer, provide official statements or comments during a crisis and serve as official spokespeople on behalf of the university.

Follow these easy instructions: Sign on will take about 3-5minutes. Click <http://www.bowiestate.edu/bees/sign-up/> to sign-up as a new user. A validation code will appear immediately on your cell phone.

BEES also can be accessed from the following websites:

University Home Page: www.bowiestate.edu

Human Resources <http://www.bowiestate.edu/about/ohr.asp>,

Student Affairs <http://www.bowiestate.edu/groups/sacl.asp>,

Department of Public Safety <http://www.bowiestate.edu/about/finance/pscp.asp>,

Institutional Advancement <http://www.bowiestate.edu/about/cabinet/Advancement> Administration and Finance <http://www.bowiestate.edu/about/finance.asp>

For problems arising from attempts to register, access, or other procedural issues, please call the Division of Information Technology at 301-860-3918.

Bowie State University Emergency Management Plan 2023

*Note: Some cell phone carriers charge for text messaging.
BEES will only send emergency messages.*

EMERGENCY TELEPHONE

To report any campus emergency (Police, Fire, and Ambulance), pick up the Blue Light emergency phone, or call campus police - dial **2-4040**. When campus police cannot be reached, call 9-911 from a campus telephone to reach the emergency dispatch center for Prince Georges County. Carefully explain the problem and location to the public safety dispatcher. Do not take action unless directed by the public safety dispatcher.

Blue Light Phone Map

CAMPUS MAP

BUILDINGS & FACILITIES:

1 L2 Alex Haley Residence Hall	10 A6 Goodloe House	19 J2 Theodore McKeldin Gymnasium
2 I3 Center for Learning and Technology	11 I3 Harriette Tubman Residence Hall	20 L2 Towers Residence Hall
3 H3 Central Steam Plant	12 K2 Leonidas S. James Physical Education Complex	21 I4 William E. Henry Administration Building
4 L6 Charlotte Robinson Hall	13 K3 Lucretia Kennard Residence Hall	22 K3 Wikeman Student Center
5 L5 Computer Science Building	14 N4 Facilities Management Building	23 K4 Thurgood Marshall Library
6 K3 Dwight Holmes Residence Hall	15 D6 MARC Station	24 I6 Center for Business and Graduate Studies
7 L1 "Bulldog" Football Stadium	16 H5 Martin Luther King Jr. Communication Arts Center	25 M6 Fine & Performing Arts Center
8 L4 George Crawford Science Building	17 L3 Christa McAuliffe Residential Community	
9 O6 Goodloe Apartments	18 L2 Tennis and Basketball Courts	

- Parking Lots
- Metro Bus Stops
- Blue Light Emergency Phones

14000 Jericho Park Rd
 Bowie MD 20715-9465
 (301) 860-4000 or
 1-877-77-BOWIE
 www.bowiestate.edu

Bowie State University
Emergency Management Plan 2023

CAMPUS EVACUATION

Evacuation of all or part of the main campus grounds will be announced by the Department of Public Safety as described, after directed by the President of the University.

SHELTER-IN-PLACE

One of the instructions you may be given in an emergency is to shelter-in-place. This is a precaution intended to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room or hallway, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. The following are examples where sheltering in place would be applicable:

- Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. ▪ A tornado has been spotted in the area.
- There is no time for everyone to safely evacuate. ▪ A sniper is actively shooting in outside areas.

How to Shelter-in-Place

When authorities provide directions to shelter-in-place, they want everyone to take the following steps immediately where they are, and not drive or walk outdoors:

- In the case of chemicals or gases, close and lock all windows; exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select an interior room with the fewest windows or vents. The room should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. A classroom may be used if there are no windows, or even a gymnasium without exterior windows.
- Turn off fans, heating and air conditioning systems to prevent the exchange of inside air with outside air.

Bowie State University
Emergency Management Plan 2023

BUILDING EVACUATION AREAS AND CONTACT PERSONS

BUILDINGS	CONTACT PERSONS	EVACUATION AREA
Computer Science	Dr. George Aquaah	Evacuate thru the nearest exit to Recommended Parking Lot M or Robinson Hall
Library	Ms. Sophia Sotilleo	Direct patrons thru the nearest exit. Recommended evacuation area is Henry Circle or Lot G
Maintenance	Mr. Darryl Williford	Evacuate to Parking Lot N, O
James Gym	Ms. Arlene Creek	Evacuate thru the nearest exit. The recommended Evacuation area is Parking Lot J, I
University Housing	Ms. Jamie Mercer	Residents in each resident hall Will exit to nearest parking lot.
	Holmes Hall	Evacuate to Track
	Tubman Hall	Evacuate to Parking Lot G, H
	Towers Hall	Evacuate to Track
	Kennard Hall	Evacuate to Parking Lot G, H
	Haley Hall	Evacuate to Track
	Goodloe Apartments	Evacuate to Parking Lot L
	McAuliffe Hall (Bowie Place)	Evacuate to Parking Lot P, Q
Student Center	Ms. Jatina Cook-Gunn	Evacuate thru the nearest exit to Parking Lot N,O
Henry Admin Building	Ms. Marsha Swindell	Evacuate thru the nearest exit Recommended evacuation area lto Parking Lot Henry Circle, Center Quad
McKeldin Gym Building	Ms. Patricia Taylor	Evacuate thru the nearest exit. The recommended evacuation area is Parking Lot H,
James E. Proctor Jr. (JEP)	Ms. Monica Turner-Lawson	Evacuate thru the nearest exit. The recommended evacuation area is Parking Lot G
Center for Bus & Grad Studies	Dr. Mathias Mbah	Evacuate to nearest exit and Assemble in Parking Lot A
MLK	Dr. Otis Thomas	Evacuate thru the nearest exit to the recommended evacuation area, Parking Lot Henry Circle

Bowie State University
Emergency Management Plan 2023

Robinson Hall	Ms. Sheila Hobson	Evacuate thru the nearest exit and assemble on the grounds behind Parking Lot Robinson Hall Upper Parking, Rear of building goes to Lot M
CNSMN	Dr. Elena Klimova	Evacuate thru the nearest exit; assemble in Center Quad

BUILDING EVACUATION PLAN

All facilities on campus have been assigned building managers. Building managers will receive regular training to carry out their duties. Building occupants should know the identity of building managers. The name and room number will be posted in all buildings.

Building managers are responsible for organizing and informing building occupants to take appropriate action during an emergency, which could include taking shelter in place or evacuating for assembly elsewhere. BSU also will provide shelter on campus for persons not usually in residence, such as commuting students. Emergency supplies will be stored on campus.

The goal of this evacuation plan is for all building occupants to exit the buildings safely. The plan allows for each person to evacuate the building to the nearest designated area. All buildings will empty away from the center of campus. The **Emergency Building Coordinator** will take attendance, and assist in accounting for all building occupants. The **First Responder** will determine if people should be moved to an alternative location.

If an **evacuation** is ordered for your building, fully cooperate with Campus Police and:

- Take keys, briefcases purses, wallets, coats and other personal belongings.
- Do not use elevator.
- Close, but do not lock doors.
- Turn off all electronics, including computers.
- Evacuate in groups to ensure all are able to get out.
- Provide assistance to those with disabilities.
- Evacuate in a safe orderly manner.
- All persons (faculty, staff, and students) are to evacuate the site in question immediately and relocate to the designated Evacuation Assembly Point.
- Do NOT return to an evacuated building unless told to do so by Police or
- Fire personnel or a Building Manager.

Bowie State University
Emergency Management Plan 2023

LEVELS OF EMERGENCIES

After procedures to protect the safety of individuals are in place, the University facilities, buildings and property are the next highest priority, followed by private property that may be affected by the situation.

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall operation of the University. Report all incidents immediately to the Department of Public Safety at extension 2-4040.

Major Emergency: Any incident, potential or actual, which affects an entire building, or which disrupts the overall operation of the University. Outside emergency services most likely will be required, as well as major efforts from campus support services. Major policy considerations also will be required from the University administration during these conditions. Call Public Safety - dial 2-4040.

Disaster: Any event or occurrence which seriously impairs the operation of the University. In some cases, mass personnel casualties and severe property damage may occur. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Emergency Command Center will be activated, and the appropriate support and operational plan will be executed.

Threat Assessment and Planning

The BSU Chief of Police will conduct an annual threat assessment to review the comprehensive range of threats, including natural disasters, hazardous materials, terrorism, violent crime, and pandemic diseases. The Chief will identify the top hazards faced by the campus as well as those that could result in a significant loss of life. The police department is trained to respond to public safety threats. The Chief of Police will conduct an annual review of all documented incidents that pose a significant threat to the university community and recommend corrective action to the VPSA. Threat assessment consultants will be brought in as needed.

**Bowie State University
Emergency Management Plan 2023**

The following Threats pose the greatest risk to Bowie State University

Fire Bomb Natural Disaster Chemical or Radiation Spill Violent or Criminal Behavior Utility Failure Acts of Terrorism on or near Campus Cyber Threats	Civil Disturbance or Demonstration Epidemic, Hostage or Sniper Incident Public Relations Issues (athletics, student safety, management issues) Vehicle Accident Suicides Drug Overdose Train Derailment on Campus
--	--

MARYLAND EMERGENCY MANAGEMENT AGENCY (MEMA)

MEMA was created by the Maryland legislature to ensure the State is prepared to handle large-scale emergencies. MEMA is responsible for coordinating the State response in any major emergency or disaster. This includes supporting local governments, and coordinating assistance with the Federal Emergency Management Agency (FEMA).

Security advisory systems are in place to provide instant information on warnings and actual events involving terrorist acts.

THREAT LEVELS: Four threat levels have been identified by a specific color.

LEVEL ONE – 24/7 monitoring in the Maryland Joint Operations Center (MJOC) with normal military and civilian staffing. **State agencies are notified of situations in their areas of responsibility.**

LEVEL TWO – Increased staffing in the 24/7 (MJOC). In most circumstances, this occurs when the potential exists for partial activation of the SEOC in the near future. **Increased staffing enhances the MJOC ability to monitor events and communicate quickly with state agencies and decision-makers when circumstances warrant.**

LEVEL THREE – Partial activation of the State Emergency Operation Center (SEOC). Depending on the nature of the emergency, different departments and agencies will be notified and summoned to the emergency operations center. MEMA personnel and department and agency representatives will staff the SEOC. **Level three reflects the need for significant State, National Guard, non-profit and private sector response.**

LEVEL FOUR – Full activation of the SEOC. All primary and support agencies under the state plan are notified and are represented in the Emergency Operations Center.

Bowie State University
Emergency Management Plan 2023

Fire

In all cases of fire, activate the nearest fire alarm to warn other occupants in the building to evacuate. The campus police must be notified immediately – dial 2-4040 or use the emergency blue phone located campus-wide. Follow the procedures below:

- **Faculty** members are responsible for monitoring the safe evacuation of their students from classroom situations in the event of an alarm. Faculty will take attendance during and immediately after the evacuation to ensure all students have been accounted for.
 - **University Management** is responsible for ensuring a smooth evacuation from work areas. Attendance should be taken during and immediately after the evacuation to ensure that all parties are accounted for.
 - **Students** are responsible for following the instruction of authorities during emergencies, and for evacuating buildings whenever an alarm sounds or orders to evacuate have been given by authorized personnel.
 - **Resident Hall Directors and Assistants** are responsible for monitoring the safe evacuation of their residents. **Resident Hall Directors and Assistants** must take attendance during and immediately after the evacuation to ensure all residents are accounted for.
 - Names of all **students, faculty** and **staff** not accounted for should be reported to emergency response personnel immediately.
- If you smell smoke, campus police should be notified immediately.
- **Do not use elevators during a fire.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
 - For large fires, evacuate all rooms and close all doors to confine the fire and reduce oxygen. Immediately notify Bowie Volunteer Fire Department Station by calling 9-911, and the campus police - dial 2-4040. **CLOSE, BUT DO NOT LOCK THE DOORS.**

Immediately notify campus police or the fire department if a disabled individual is waiting on a stairwell landing.

Assist the disabled to the nearest stairwell **landing to wait for assistance**. Stairwells are **the areas first checked** by the fire department, and are constructed to provide a higher degree of protection.

Bowie State University
Emergency Management Plan 2023

Once outside, move to a clear area at least **500 feet** away from the affected building or as far as possible. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

Do not return to an evacuated building under any circumstances unless told it is safe by an Emergency Management official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

Fire Extinguisher (Faculty, Staff and RA only):

No one is required to fight a fire as part of his or her job. The only requirement is start the evacuation process by dialing or pull a fire alarm pull station and get out. Someone who has been trained can extinguish a small fire with a fire extinguisher.

Questions that must be asked before using a fire extinguisher:

Have I been trained in fire extinguisher use?

- Has the fire department been called first? ▪ Is the fire small and contained? (Trash can size) ▪ Do I have the proper fire extinguisher?
- Is there a clear escape route?
- Do I feel comfortable in fighting the fire?

If the answer is NO to any of these questions, just get out.

Natural Disasters

Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. Tornado season is generally from March through August, although they may occur at any time of year, and tend to occur in afternoons and evenings.

The best protection during a tornado is in an interior room on the lowest level of a building, preferably a basement. Tornado winds can reach 300 miles per hour and turn harmless objects into deadly missiles in a matter of seconds. A tornado is most destructive when it touches the ground.

Tornado Watch

Conditions are favorable for tornado formation. If the situation changes to a Tornado

Bowie State University
Emergency Management Plan 2023

Warning, or if a tornado funnel is sighted.

- Ensure no physical restrictions exist that would prevent free movement to the nearest safe area, clearing any blocked doors, aisles, etc.
- Continue normal activities, but monitor radio or television reports, or watch the sky for worsening weather conditions.
- Do not phone campus police or the campus operator for information. Keep telephone lines clear for emergency messages.

Tornado Warning

A tornado warning means that a tornado has been sighted. **Seek shelter immediately.** Use the stairs, **NOT** the elevator. Stay clear of windows and other glass. Avoid auditoriums and gymnasiums with large poorly supported roofs.

Watch for the following danger signs:

- Dark, often greenish sky
- large hail
- A large, dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train **Watch out for flying debris!** Flying debris from tornados causes most fatalities and injuries.

In multi-story buildings, move to the basement or ground level. Inner hallways are usually safest areas. If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.

Hurricane

High winds, flooding and flying debris resulting from hurricanes can be dangerous killers. Hurricanes also spawn tornadoes. A hurricane watch is issued for a threat of hurricane conditions within 24 to 36 hours. A hurricane warning is issued when winds reach 74 miles per hour or greater or dangerously high water and rough seas are expected within 24 hours or less.

Seek cover immediately. If flooding or other dangers result, call campus police - dial **2-HOTT (2-4688)** or use emergency blue phone. The hurricane season lasts from June through November.

Severe Winter Storms

Ice, strong winds, or freezing rain may prevent individuals from reaching campus or create the need to leave campus early in order to avoid dangerous circumstances on the highway. Since the BSU campus is a residential community, it should remain open at all

Bowie State University
Emergency Management Plan 2023

times. However, weather-related conditions or other emergency require the University to announce a delay or change in operations. In these cases, individuals must use the best judgment in determining their own safety when traveling to and from home. Tune in to local radio and television stations for up-to-date weather and traffic information.

Recommended radio stations are WTOP103.5FM, or WMAL 630AM.

Winter Storm Watch means severe winter weather is possible; **winter storm warning**

signals that severe winter weather is expected; **blizzard warning** signals severe weather with sustained winds of at least 35 miles per hour; and a **traveler's advisory** means that conditions may make driving difficult or dangerous.

The **Governor** has sole authority to excuse State employees from reporting to work during extreme weather or other emergency conditions. In some instances, University officials may decide to cancel classes although the University administrative offices remain open. Any decision for closing or delayed opening will be transmitted from the Governor's Office thru the **State Office of Human Resources to the** VP Administration and Finance and the Director of Public Safety who notify the BSU community thru **BEES**. In the interest of personal safety, immediate evacuation of a facility by an authorized supervisor may be necessary.

During off-duty hours (5 p.m. to 8 a.m.), emergency declarations will be transmitted by the Governor's Office to the news media. Employees are responsible for responding in an appropriate manner to announcements thru **BEES**, or local radio and television stations.

It is understood that each employee ultimately must decide if conditions make travel safe or unwise. An employee who is unable to get to work because of weather-related conditions or other emergency declaration, even though the University is open, may make up the time missed within a specified time frame established in University Human Resources guidelines.

For commuting students: If a student feels it is unsafe to travel to campus, he or she must clear their absence with the individual professors whose classes will be missed as a result. Refer to the Bowie State University Student Handbook for additional information.

Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures.

Bowie State University
Emergency Management Plan 2023

Caution: Always avoid power or utility lines as they may be energized. Know your assembly locations.

- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, call campus police – dial 2-4040 if on campus, or 911 if off campus. Protect yourself at all times and be prepared for aftershocks. Damaged facilities should be reported to campus police.

Note: Gas leaks and power failures create special hazards. Notify Facilities Management at extension 2-4190.

- Assist the handicapped in exiting the building. Do not use elevators in case of earthquake or fire.
- Once outside, move 500 feet away, or as far away as possible, from the affected building. Keep streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- An Emergency Operations Center (EOC) or Emergency Command Post (ECP) may be set up near the site of the emergency. Keep clear of such areas except for official business.
- Do not return to an evacuated building under any circumstances until officially told to do so by Emergency Management official.

Major Incident MARC Train Station

The Maryland Transit Administrative Police is the primary agency to deal with major incidents at the Bowie State MARC Train Station. Major incidents include train derailments, hazardous material spills, and the investigation of all crimes occurring at the BSU MARC Train Station and the adjacent Parking Lot. In the event University Police are called to supplement manpower and resources of the MTA Police at the BSU MARC Train Station, the BSU Police will provide all supportive services necessary to the incident.

Chemical or Radiation Spill (Hazardous Material)

Report immediately any spillage of a hazardous chemical or radioactive material to campus police - dial 2-4040.

Move away from the accident scene and help keep others away. Do not walk into or

Bowie State University
Emergency Management Plan 2023

touch any spilled substance. Try not to inhale gases, fumes and smoke. When reporting, be specific about the nature of the involved material and exact location. Campus police will contact the necessary specialized authorities and medical personnel.

- The key person on site should vacate the affected area at once, and seal it off to prevent further contamination of other areas until the arrival of campus police and fire department personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give names to campus police.
- If a building emergency exists, activate the building alarm, or call campus police - dial 2-4040 or use the emergency blue phone.
- At the sound of an emergency alarm, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building to the nearest stairwell to await assistance from the fire department. **Stairwells are the areas first checked** by the fire department, and are constructed to provide a higher degree of protection. Do not use elevators. Do not panic.
- Once outside, move to a clear area at least 500 feet away, or as far as
- possible, from the affected building. Keep streets, fire lanes, fire hydrants and walkways clear for emergency vehicles and crews. If requested, assist emergency crews as necessary. An Emergency Command Post (ECP) maybe set up near the emergency site. Stay away from this area unless you have official business.
- Do not return to an evacuated building under any circumstances until officially told to do so by an Emergency Management official.

Important: After class, students report to the designated campus area assembly location. The Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

BIO-TERRORISM READINESS PLAN

How to Handle Anthrax Threats

According to the Centers for Disease Control, an anthrax organism, which can be

Bowie State University
Emergency Management Plan 2023

contained in a white substance, causes infection in the skin, gastrointestinal system or lungs. Letters containing *Bacillus anthracis* (anthrax) spores have been received by mail in several areas in the United States. In some instances, anthrax exposures have occurred with several persons becoming infected. To prevent such exposures and subsequent infection, **all employees** should learn how to recognize a suspicious package or envelope and take appropriate steps to protect themselves and others.

It will rarely be necessary to consider immediate evacuation of an entire building in response to an anthrax threat alone. Evacuation would only be necessary for possible anthrax exposures if the public health assessment suggests widespread airborne contamination in a building.

Handling of suspicious packages or envelopes:

- Handle any item suspected of contamination with care.
- Do not shake, bump or move it.
- Do not open, smell or taste it.
- Do not pull the fire alarm.

If a suspicious package or envelope is located, immediately contact campus police at extension 4040. The campus police will make an initial assessment of the threat level and/or health risk, and make appropriate notifications.

Criminal or Suspicious Behavior Procedures

Everyone is asked to assist in making the campus a safe place by being alert to suspicious persons or situations and promptly reporting them.

Promptly notify Campus Police - dial 2-4040 or by using the emergency blue phone on campus to report the incident, and provide the following information:

- Nature of the incident
- Location of the incident
- Description of person involved
- Description of property involved
- Stay on the phone unless the dispatcher directs you otherwise, and it is safe to do so.

Assist the officers by supplying them with requested information, and ask others to cooperate. Should gunfire or discharged explosives jeopardize the campus, take cover immediately, using all available concealment. Following the disturbance, seek emergency first aid if necessary.

ACTIVE SHOOTER

Bowie State University
Emergency Management Plan 2023

An active shooter can be described as suspect activity that causes death and/or serious bodily injury through the use of a firearm. It is a dynamic situation that usually evolves rapidly, and demands immediate deployment of law enforcement resources to terminate the life-threatening situation. Immediate deployment will involve the first officers on the scene taking aggressive action to find and stop the killing. The goal is to contain and isolate the individual with the gun, and the safe release of any hostages. Follow the steps below:

- DO NOT approach the person with the weapon
- Move immediately out the area to a safe location
- Notify others as you leave the area
- Call 911 (on campus dial 2-4040 and inform them of the situation)
- Do not re-enter the area, and take steps to prevent others from doing so until authorities arrive
- Once you are in a safe area, do not leave unless a police officer escorts you out
- Remain as calm and as quiet as you can
- Do not attempt to rescue others unless you have been trained, or can reach them in a safe manner
- Above all, do not endanger yourself.

Once notified of an active shooter police and Prince George's County Police will likely be the first responders on the scene. Police are trained to respond to an active shooting incident by proceeding to the origin of audible gunfire. This may be in an open area such as a Parking Lot or inside a building. The police will move quickly into the affected area until the shooter is located and stopped, or no longer a threat to life or safety. If you are wounded or with someone who may be wounded, expect the officers to bypass you in their search because they must find the shooter and stop the killing.

To assist police, please remain calm and patient during this time, to prevent any interference with police operations. If you know where the suspect is, and have a description, tell the police. Rescue teams will follow shortly to aid you and others.

If shooter enters your class or office:

- There is no set procedure in this situation. If possible call 911, or dial 860-24040 and talk to the police dispatcher. If you cannot speak, leave the line open so police can hear what is going on.
- Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the individual may be successful.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
- If the shooter exits your area and you are able to escape, leave the area immediately.

HOSTAGE SITUATIONS

Bowie State University
Emergency Management Plan 2023

If you find yourself a hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor may be emotionally imbalanced. Do not make mistakes that could jeopardize your well-being.

- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Try to maintain eye contact with the captor at all times, but do not stare. Treat the captor as friendly as possible.

- Avoid speculating. Comply with the instructions as well as you can. Avoid arguments. Expect the unexpected.

- Be observant. Try to remember all distinguishable characteristics of your captor (tattoo, scar, teeth missing, etc.). You may be released or escape. The personal safety of the others may depend on your memory.

- Be prepared to answer the police on the phone should a line be patched through to your location. Be patient, wait. If medication or first aid is needed by anyone, say so. The captor in all probability will not harm persons being held.

As with any crime, awareness of your surroundings and events is the biggest potential deterrent to a criminal terrorist act. Please report any suspicious activities or behavior to campus police - dial 2-4040. This may include:

- Suspicious vehicles on and around campus
- Suspicious persons in and around buildings
- Persons taking photographs or videotaping students or faculty and staff in locations unusual for their duties or responsibilities
- Suspicious packages around the building perimeter and or in any of the buildings and suspicious by unknown visitors or phone calls.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Campus demonstrations such as marches, meetings, picketing, and rallies must be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the BSU Handbook for Students.)

Such violations might include, but are not limited to the following:

- Intentional or reckless, interference with normal University activities or

Bowie State University
Emergency Management Plan 2023

functions such as studying, teaching, public speaking, research, administration of the University, or emergency (public safety, fire or police) operations

- Intentional interference with the freedom of expression of others

- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm.

- Behavior intended to deface or cause damage to University property or the property of others.

If any of these conditions exist, campus police should be notified, and will be responsible for contacting and informing the President and appropriate vice presidents. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted or obstructed in any way. Efforts should be made to conduct University business as normally as possible. If demonstrators are asked to leave, but refuse to leave the facility by close of business, arrangements must be made by the Director of Public Safety to monitor the situation during non-business hours. A determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Non-Violent, Disruptive Demonstrations

In the event that demonstration participants are violating the Student Code of Conduct, the Director of Public Safety will immediately contact the Dean of Student Affairs. Demonstrators will be asked to terminate their violation by the Director of Public Safety or his designee. The Dean of Student Affairs or his designee will advise the President of the situation, and proceed to the scene to ask the demonstrators to leave or to discontinue their violation of the Student Code of Conduct. If the demonstrators persist with their violations, they will be apprised that failure to discontinue the specified action within a determined length of time will result in disciplinary action and possible intervention by outside police authorities. Except in extreme emergencies, the President will be consulted before any actions are taken.

Only the President or his designee can approve a request for outside police intervention to handle a Disruptive Demonstration.

Violent, Disruptive Demonstrators

Bowie State University
Emergency Management Plan 2023

In the event that a violent demonstration occurs in which injury to persons or property appears imminent, the following steps should be taken:

- Campus police will immediately notify the Director of Public Safety.
- The Director of Public Safety will notify the VP for Student Affairs and the Director of Public Relations and marketing
- The VP for Student Affairs, in coordination with the Director of Public Relations and Marketing, will determine if the President will be notified.

Note: *The Director of Public Safety reserves the right to call for police assistance without counsel from others if deemed of paramount importance for the safety of persons involved.*

Utility Failure

In the event of a major utility failure occurring during regular working hours, immediately notify Facilities Management at extension 2-4190.

If there is potential danger to building occupants, or if the failure occurs after hours, weekends or holidays, call Facilities Emergencies at 240-210-0254, or campus police - dial **2-4040, (301-860-4040 if not using a campus line).**

Electrical or Light Failure

It is advisable to have a flashlight and portable radios available for emergencies. Notify Emergency Maintenance at extension 4190.

Elevator Failure

If trapped in an elevator, use the emergency phone to notify campus police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel near the floor buttons), which will signal for help.

Plumbing Failure or Flooding

Cease using all electrical equipment. Notify Emergency Maintenance at extension 2-4190 or 2-4192. If necessary, vacate the area. After 5pm, call campus police - dial **2-4040, (301-860-4040 if not using a campus line).**

Gas Leak

Cease all operations. **Do not switch on lights or any electrical equipment because**

Electrical arcing can trigger an explosion. Call campus police by dialing 2-4040, and

Bowie State University
Emergency Management Plan 2023

Facilities at extension 4190.

Steam Line Failure

Immediately call campus police - dial 2-4040 or Facilities at extension 4190. If necessary, vacate the area.

Ventilation Problem

If smoke odors come from the ventilation system, immediately notify campus police - dial 2-4040, or Facilities at extension 2-4190. If necessary, cease all operations and vacate the area.

Emergency Shelter

During a disaster situation on campus, the MLK building will be the designated shelter for those who cannot leave campus. If “**shelter-in- place**” is advised by the Department of Public Safety, remain indoors.

In cases of a nuclear or radiological attack, seek shelter as quickly as you can, below ground if possible.

Bomb Threat

Do not touch any suspicious object or potential bomb. Do not touch or attempt to open or move any suspicious package.

- The person receiving a threat should remain calm and attempt to obtain as much information as possible from the caller. The Bomb Check List provides questions to ask in such circumstances. (Checklist is on p.45)

Call campus police - dial **2-4040**, (**301-860-4040 if not using a campus line**) give your name, location, and telephone number. Provide the exact words of the threat, including information you may have on the location of the threat, and time you received the call. Campus police will handle the evacuation if necessary upon their arrival.

- Do not evacuate the building and do not sound the fire alarm; wait for further instructions. Campus police and other authorities will be responsible for necessary evacuation of buildings on campus.
- If something appears out of the normal or suspicious, report it to campus police - dial **2-4040** (**301-860-4040 if not using a campus line**). Do not touch, attempt to open, tamper with or move objects, or confront persons acting suspicious.

Bowie State University
Emergency Management Plan 2023

- Immediately cease the use of all wireless transmission equipment (cellular phones, 2-way radios).
- Record conversation if at all possible.
- If the building is evacuated, move at least 500 feet, or as far as possible from the building. Keep the street, fire lanes and fire hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building under any circumstances until told to do so by an authorized University official.
- In some cases, it will be necessary for Law Enforcement personnel to enlist personnel from the affected building to assist in the identification of suspicious packages, and in the evacuation of the building. Please assist the emergency personnel as much as possible.
- Bomb threats received by means other than telephone are to be reported to campus police - dial **2-4040**, (**301-860-4040 if not using a campus line**).

MEDICAL EMERGENCY

For the convenience of students, medical advice and emergency care for minor illnesses are available in the Henry Wise Wellness Center. Nurse practitioners, registered nurses, and physicians are available during scheduled hours.

- If serious injury or illness occurs on campus, immediately dial **2-4040**, (**301-860-4040 if not using a campus line**). Give your name, and describe the nature and severity of the medical problem and the campus location of the victim.
- In case of minor injury or illness, provide basic first aid measures and keep the victim comfortable.

Psychological Crisis

A psychological crisis exists when an individual threatens harm to self or others, or is out of touch with reality due to severe drug reactions manifested by hallucinations or uncontrollable behavior. If a psychological crisis occurs:

- STAY CALM
- Do not confront or detain the individual if violent or combative.

Bowie State University
Emergency Management Plan 2023

- Notify campus police of the situation – dial 2-4040, (301-860-4040 if not using a campus line). Clearly state that you need immediate assistance, give your name, location and the nature of the emergency.

- The Counseling Service Staff may be called to assess the situation to determine appropriate assistance required. Counseling Services is located in Thurgood Marshall Library, Suite 001 at extension 2-4160.

Counselors assist with various types of issues such as stress, anxiety, alcohol, substance abuse, career exploration, academic problems, values clarification, depression and coping with grief.

UNIVERSITY POLICIES AND PROCEDURES ON SELF-DESTRUCTIVE BEHAVIOR

The policies and procedures to be implemented by Bowie State University, in the event of an act of self-destructive behavior committed on the University campus, are applicable to all students of this University.

Policy Statement

Introduction - In recent years, there has been an increase in suicidal behaviors among certain age groups in our society. Young adults are one such identified group. For this reason, Bowie State University is dedicated to providing an environment that provides for the physical, emotional, and psychological well-being of its constituents. **Definitions**

On a continuum associated with risk, this policy defines self-destructive behaviors as suicidal ideation, overt intention, minor and major attempts, and completions (Reynolds, 1991).

Level I - Suicidal Ideation - thoughts of suicide, may be a precursor to actual suicide

Level II - Overt Intention - written notes or documents, giving away items, subtle and/or overt threats, and self-destructive acts such as repeated accidents and dangerous behaviors.

Level III - A Minor Attempt - has a high probability of failure.

Level IV - A Major Attempt - has a high probability of success.

Confidentiality - Information regarding suicidal ideation, overt intention, and minor and major attempts should be referred to the appropriate persons. Confidentiality of records and/or information should be appropriately maintained.

Bowie State University
Emergency Management Plan 2023

Procedures in the Event of Suicidal Behaviors - Any BSU student who has indicated an overt intention or engaged in a major or minor suicide attempt shall be treated as a medical or psychological emergency. Students expressing suicidal ideation should be referred for counseling.

The University official providing first response on the scene of an overt intent, or minor or major attempt, should contact a Dept. of Public Safety (DPS) representative who will assist in making a general assessment of the potential emergency. In addition, the following should be contacted.

- VP Student Affairs or designee
- Director of the Counseling Center
- Counseling Services On-Call Staff
- Director of Residence Life
(when resident student involvement is indicated)

When DPS provides the first response, the officials named above should be contacted in a timely manner. In cases involving a resident student, a DPS officer should meet with a senior Residence Life staff member at the front desk to be apprised of the situation.

Once the conflict has been deemed a medical or psychological emergency, Public Safety personnel or the University Wellness Center should summon an ambulance and specify that the student be transported to the hospital, preferably Prince Georges General Hospital. The University has an arrangement with the psychological services unit. University officials are not permitted to accompany students to or from the Hospital facility.

When the student refuses to be transported to the hospital, an emergency petition may be sought by DPS. In other cases, parents may be contacted and required to escort the student to their home. If the student is conscious, the student should be apprised of the necessity for providing written documentation upon return to the institution. This information will be communicated orally and documented by a Public Safety officer or, in the case of a resident student, the Resident Life person-in-charge or the University Wellness Center. The student will be evaluated by a medical professional from the hospital, and will be given a written release form indicating resumption or restriction of normal activities.

A written letter stating requirements for re-entry will subsequently be provided to the student by the Office of Student Affairs. The letter will state that the student will not be allowed to return to classes and/or the residence hall until cleared by his or her personal physician, psychiatrist, or psychologist and also has been seen by a counselor in University Counseling Services. Final clearance will be provided by the Vice President for Student Affairs.

When a student cannot speak or comprehend coherently, a family representative should be contacted and apprised of the need for medical documentation. If there is a need to contact parents, it will be the responsibility of the VP for Student Affairs (VPSA).

Bowie State University
Emergency Management Plan 2023

If the student fails to provide the required medical documentation after proper notification, the VPSA should intervene to assure that the student is withdrawn from class. A letter from the VPSA will be presented to instructors barring re-entry by the student without this official letter.

In the latter case, the University Wellness Center medical doctor will become available to:

- Meet with the student, make an assessment, and provide medical documentation verifying eligibility to return to class.
- Communicate with the VPSA to assist in follow-up procedures.
- Refer student to a counselor in the event that subsequent counseling is required and the student is unable to continue in a therapeutic relationship external to the campus. Refer student to a psychiatrist when warranted.

University Counseling Services will communicate with the VPSA and the Office of Residence Life in the case of a resident student, to keep each apprised of the student's status, when warranted.

Documentation - All persons involved in the incident will maintain appropriate documentation on the occurrences as warranted.

RESPONSE TO PANDEMIC FLU

Seasonal flu, avian flu, and pandemic flu are not the same. A **pandemic** is a global disease outbreak. A **flu pandemic** occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person to person, causes serious illness and can sweep across the country and around the world in a very short time.

Following consultation with University Officials, the Department of Public Safety will implement **BEES** emergency notification system to disseminate information on an impending Pandemic Flu emergency to all students, faculty and staff cell phones, and email address, I Phone, PDAs, and college web page simultaneously. The DPS will provide additional information to BSU community as directed by the University.

In case of a Pandemic outbreak and a campus wide emergency is declared, DPS will implement emergency procedures to protect and secure selected areas of the Bowie main campus that may be declared off-limits for short-term or long-term periods of vacancy or quarantine. Any decision to limit the access to any BSU facility will be made by the University President. .

The following buildings will be designated by Post numbers and may be declared off limits to the general BSU community.

Bowie State University
Emergency Management Plan 2023

Post #1 Robinson Hall – Police Communication

Post #2 Henry Administration Building – Administration Offices

Post #3 Wellness Center – Health Services

Post #4 Wiseman Center – Food Services

A 12-hour shift rotation will be implemented for all DPS personnel. Shifts will be from 6:00am – 6:00pm, from 6:00pm – 12:00 midnight, or 12:00 midnight to 6:00am. DPS personnel will be assigned to control the entrance and exit to the main campus. Additional DPS personnel may be assigned to a Post, and conduct regular patrol of the BSU campus.

The campus dispatch center will be secured and protected to remain open and operational for critical and routine activities outside of those involving the pandemic. **The Director of Public Safety or his designee** will command the dispatch center, and ensure its staffing 24 hours a day; ensure the dispatch center conducts scheduled

communication checks with all Post locations as needed; and also ensure that supplies of water, food and Personal Protection Equipment kits are maintained.

- The campus will be secured and protected from encroachment from neighbors and other non-campus populations seeking services and refuge in the event of a panic.
- BSU police officers will be assigned to the entrance points at the main BSU campus to prevent encroachment by the general population. Only authorized faculty, staff, and students with a University Identification Card will be allowed to enter the main campus.
- Campus food supply, water and essential healthcare items will be secured and protected.
- DPS will assign sworn and Security Guard personnel to safeguard the Wiseman Center Food Service and the Wellness Center during normal operations. DPS will perform random mobile patrols during non-business hours.
- DPS has agreement with the Director of Prince Georges County Emergency Management that BSU will receive limited police and fire emergency services.
- Access to campus and specific facilities will be controlled if any are designated as sites for public immunizations or other use. DPS will use

Bowie State University
Emergency Management Plan 2023

- available resources in addition to outside governmental resources to control access to campus and specific facilities.
- All DPS Personnel will be issued Personal Protective Equipment, and additional supply of equipment will be maintained. The Pandemic Flu Kits will contain:
 - N-95 Respirator, Disposable Gloves, Hand Sanitizer, Surface Disinfectant, Eye Shields, Packages of Tissues, and Bio-Hazard and Disposable Bags

Bowie State University
Emergency Management Plan 2023

CAMPUS EMERGENCY RESOURCES
Police

Uniformed campus police officers are on duty 24 hours a day - dial (2-4688), or by the campus emergency blue phones. Additionally, police help is readily available from the Prince Georges County Police Department at 911 or 301-390-2100.

BSU Counseling Services 301-860-4161

Area Hospitals

Prince Georges Hospital Center ER (Cheverly MD)	301-618-3162
Doctors Hospital ER (Lanham MD)	301-552-8665
Laurel Regional Hospital ER (Laurel MD)	301-497-7954
Bowie Health Center (Bowie MD)	301-262-5511

Emergency Procurement

Emergency procurement of required goods and services indirect support of an emergency must be handled in a manner to insure compliance with the State Code. Emergency procurements are limited to supplies and services necessary to meet the immediate emergency conditions only. Contact the Director of Procurement or Assistant Director of Procurement for assistance or direction during an emergency.

A detailed record should be maintained of all supplies and services purchased to meet an emergency situation. This is vital for analysis and assessment of total damages incurred during an emergency situation and to receive appropriate reimbursement through insurance coverage.

EMERGENCY PLAN SUMMARY

BSU has in place the Bowie Electronic Emergency notification system (**BEES**). Every member of the university community should utilize the system by logging in at <http://www.bowiestate.edu/bees/sign-up/>. In the event of an emergency or disaster on campus, the Department of Public Safety should be notified immediately.

The designated emergency shelter for those unable to leave campus is the MLK Building.

Bowie State University
Emergency Management Plan 2023

APPENDIX A

EMERGENCY QUICK REFERENCE

EMERGENCY EVENT	FIRST ACTION	THEN DO THIS
CAMPUS EMERGENCY LINE – dial 2-4040 Blue Light phones are located throughout campus. See map on page 52. A University BLAST with emergency information will be sent to all University e-mail addresses.		
Fire or Explosion	Dial 2-4040 for Campus Police, or use campus BLUE phone	Pull alarm, close doors, evacuate to safe area
Chemical Spill – Possible life-threatening	Dial 2-4040 for Campus Police, or use campus BLUE phone	Evacuate to safe area, remove victim’s clothing, douse skin of victim with water for 15 minutes
Chemical Spill – Not life-threatening	Dial 2-4040 for Campus Police, or use campus BLUE phone	Secure spill area, close doors, notify neighboring areas
Cardiac Arrest	Dial 2-4040 for Campus Police, or use campus BLUE phone	Ensure access to area, enlist help to flag down in-route medical help, begin CPR if qualified
Odd Odor Natural Gas Odor Burning Odor	Dial 2-4040 for Campus Police, or use campus BLUE phone	Identify source if possible.
Earthquake	Do Not Call	If inside -- go under desk or in doorway; If outside -- seek open area
Tornado Severe Weather Wind Hurricane	Do Not Call	INSIDE – Get to pre-designated safe area or to ground floor or basement; stay away from glass doors and windows OUTSIDE – get to ditch or other low area or depression
Security Problem Strange person or animal	Dial 2-4040 for Campus Police, or use campus BLUE phone	DO NOT attempt to detain. Give complete description
Utility failure	Dial 2-4040 for Campus Police, or use campus BLUE phone	Give exact location; turn off equipment and major appliance. Do not use open flames for lighting
During a disaster on campus, the MLK building is the designated shelter for those unable to leave campus. If “shelter in place” is advised by the Dept. of Public Safety, remain indoors. In cases of nuclear or radiological attack, seek shelter as quickly as you can, below ground if possible.		

Bowie State University
Emergency Management Plan 2023

APPENDIX B

BOMB THREAT CHECK LIST

Fill out completely during threat or immediately after incident

Date _____ Time _____ Person taking the call: _____

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____
10. Where are you now? _____

Sex of caller _____ Age _____ Race _____ Length of call _____

Did the caller appear familiar with the premises? _____

Caller's Voice: (Circle best description)

Accent	Distinct	raspy
Angry	Distinguished	laughing
Calm	Excited	lisp
clearing throat	ragged nasal	loud
cracking voice	familiar rapid	slow - slurred
crying	If familiar, who did it	soft
deep breathing	sound like?	deep voice

Background Sounds: (check) _____ traffic _____ music _____ crowd _____ bus other _____

**Bowie State University
Emergency Management Plan 2023**

**APPENDIX C
PUBLIC SAFETY AGENCIES**

FOR ALL ON-CAMPUS EMERGENCIES - DIAL 2-4040

Bowie State University Dept. of Public Safety	301-860-4040
Fire Station 19, Old Bowie	301-262-0501
Maryland State Police, College Park	301-345-3101
Maryland Highway Administration	301-513-7300
Prince Georges County Police Communications	301-333-4000
District II, PGC Police Station	301-390-2100
Prince Georges County Emergency Management Office	301-583-1899
Maryland Emergency Management Agency	410-517-3600
Anne Arundel County Medical Center (Annapolis)	443-481-4800
Baltimore Washington Medical Center (Glen Burnie)	410-787-4565
Bowie Health Center	301-262-5511
Doctors Hospital	301-552-8665
Laurel-Beltsville Regional Hospital	301-497-7954
Prince Georges County Medical Center	301-618-3162
University of Maryland Hospital (Baltimore)	410-328-7725
American Red Cross	301-559-8500
Prince Georges County Fire Dept. Information	301-883-5200
Prince Georges County Office of Homeland Security	301-883-3306
FBI (Baltimore Field Office)	410-277-6545

WTOP 103.5FM
WMAL 630AM

Traffic Information
24-hour Traffic Information

APPENDIX D

PANDEMIC FLU KIT

N-95 Respirator

Disposable Gloves Hand Sanitizers

Surface Disinfectant

Eye Shields

Packs of Tissues

Biohazard Disposable Bag