

**University of Maryland  
Center for Environmental Science  
Appalachian Laboratory**

**Emergency Preparedness Plan**

**Revised 08/2015**

**Objective:**

This Appalachian Laboratory-Emergency Preparedness Plan (AL-EPP) will be the basis to establish policies and procedures which will assure maximum and efficient utilization of resources during any large-scale emergency considered to be of a disaster magnitude.

For the purpose of this plan, “disaster” will be defined as any condition, man-made or of natural causes, which results in a significant disruption to the function of the laboratory. The onset of disasters is usually extremely rapid and allows little or no time for preparation. The scale of a disaster is determined by the potential for loss of life, damage to property, and the amount of external resources needed to return the facility to normal operation.

**Mission:**

The UMCES Appalachian Laboratory (AL) will provide a safe environment to facilitate and support a learning and research university. The AL-EPP will use the AL and outside resources to protect the safety and lives of AL students, faculty, staff, visitors, guests and experimental animals; to protect and stabilize any research and work on campus; and to minimize damage and cost to facilities and material resources on our campus. We will, to the best of our ability in each situation, provide for continuity of facility management and damage assessment and re-establishment of AL’s normal operations.

**Readiness:**

AL personnel will take the following steps to prepare for emergencies:

- Know the location of the following
  1. Emergency information (AL manuals) Laboratory Safety Manual, Emergency Preparedness Pan
  2. Telephones
  3. Emergency exits
  4. Fire alarms and extinguishers
  5. First aid kits
  6. Eye wash stations
  7. Evacuation routes and procedures
- Review and update this “Disaster Plan” at regular intervals during the year
- Be familiar with the facilities floor plan and evacuation routes.
- Participate in practice fire drills and other table top exercises including chemical spill procedures; building catastrophe; weather situations; etc.
- Will work with FSU on campus wide emergency exercises and drills.
- Volunteer to assist during an emergency with the evacuation of personnel and the protection of animals.
- Prepare yourself so you will know what to do, where to go, and how to cope until you are able to get home

- Read the facility SOPs to assure you are properly advised on what to do when an emergency occurs
- Attend mandatory Safety/Emergency Preparedness training sessions throughout the year

**Situation:**

A “disaster” includes any event where there is a significant disruption to normal business operations. This may be as a result of fire or explosion, a prolonged failure of mechanical or electrical systems, or natural disasters, such as storm damage or flooding. The Appalachian Laboratory is vulnerable to a wide spectrum of man-made and natural disasters, including but not limited to: hurricanes, tornadoes, fires and explosions originating on campus or from surrounding areas, chemical spills, death (accidental or suicide), and violence (sniper or hostage situations). These risks will be assessed annually with input from the State Employee Risk Management Administration (SERMA) and the AL Emergency Preparedness Committee.

**Emergency Preparedness Committee:**

This committee’s primary function is to plan, develop, and maintain the AL-EPP. The committee will hold bi-annual meetings to ensure that the AL-EPP is effective and maintained. The committee will review and update the following, as needed: the situations likely to occur, the appendix plans, the contact people and list, and the execution plans. This will help to ensure that AL can effectively and efficiently prepare and handle any disaster or crisis event affecting the laboratory. It will also help to ensure a restoration and resumption of campus operations as quickly as possible.

The committee will perform an annual risk assessment for the facilities, staff, and other resources that will be presented to the AL community and posted on the AL intranet. This assessment will be prepared with input from the State Employee Risk Management Administration (SERMA).

The committee consists of the following individuals:

- Heather Johnson
- Katie Kline
- Barbara Jenkins
- John Piasecki

**Role of Frostburg State University Campus Police**

UMCES AL has an active MOU with Frostburg State University Campus Police to provide services for building and grounds security and police protection for AL’s facilities. This MOU includes the following services:

- Provide 24-hour on call police protection

- Perform one drive through surveillance of the parking lots per night, seven days a week, 365 days per year
- Perform one walk through of the main building interior per night, seven days a week, 365 days per year
- Respond to any fire alarm reported through the building fire alarm reporting system
- Respond to any emergency reported through the elevator reporting system
- Respond to emergencies as reported through the emergency blue light system – these systems are strategically located throughout the building exterior and interior as an emergency call source
- Respond to any calls generated by the building security system including, but not limited to: unauthorized entry, door alarms, etc.

**After-Hours Emergency Contacts:**

If emergencies arise that do not necessitate the calling of 911, please call one of the following persons on their cellular phone. Try the first number on the list first. If you do not reach a live person leave a message AND call the next number on the list and repeat until you reach a live person:

1. John Piasecki 301-7071355
2. Katie Kline – 301-697-1600
3. Heather Johnson – 301-268-4483
4. Barbara Jenkins – 301-876-1331
5. Frostburg State University’s Campus Police – 301-687-4222

**After-Hours Animal Care Contacts:**

If emergencies arise related to animals housed in the building, please call one of the following persons below. Try the first number on the list first. If you do not reach a live person leave a message AND call the next number on the list and repeat until you reach a live person:

1. Cassie Doty – 304-312-6257
2. Cat Stylinski – 301-560-4198
3. Ed Gates – 301-689-3239

Currently, AL houses **NO live animals.**

**Closings and Notification:**

If the laboratory is going to act under a delayed opening or be closed for an entire day due to inclement weather or some other emergency, we will:

When the laboratory is going to operate under a delayed opening or be closed for an entire day due to **inclement** weather, the administration will:

1. Put an announcement on the main line Voice Mail, send an announcement via e2Campus AND send an Email via Schools Out (accessible by logging into your WebMail) by 6:45 AM with instructions on opening procedures for the day;
2. To check for weather related announcements, please call 301-689-7100 or check your AL Email/WebMail account;
3. A delayed announcement will: a.) State a specific time for opening, i.e. "AL will open at 10 a.m. due to **inclement** weather" OR b.) Indicate that AL is operating under a delayed opening, in which case weather conditions will be reassessed by 10 am to determine whether we will be able to open at a later time. c.) In the latter case, we ask employees to call the main phone line after 10 a.m. for updated information on the closing;
4. If you need to come in to the lab on days when there is a delay or a closure, please make every effort to wait until 10 AM. This will allow time for maintenance to clear the parking lot and sidewalks of ice and snow;
5. On days where the lab is closed or operating under a delay due to weather, please park in the areas that have already been cleared of snow to allow maintenance to continue clearing lots.
6. For other closings due to catastrophic events or pandemics, instructions will be provided via email and posted on the AL main website.

### **Execution:**

#### Priority List – Damage Control and Prevention

1. Life Safety – AL is committed to the protection of human life and health safety. All necessary measures will be taken to ensure the safety of all persons at AL. These measures will include evacuation, closing of campus, shelter as necessary and crisis response, including counseling.
2. Hazardous Materials and Chemical Containment – Essential for life and health safety of staff and emergency responders.
3. Animal Safety – AL is also committed to the protection of research animals housed in our laboratory. All necessary measures will be taken to ensure the safety and well being of research animals as long as human life is not endangered.
4. Facility and Campus Infrastructure Preservation – Take measures to protect the building structures prior to the event when feasible, such as taping or boarding glass and shutting off utilities.
5. Document and Historical Item Preservation – Take measures to protect the items that cannot be replaced, including (but not limited to) library books and documents, historical valued items, photographs, etc.

6. Research Equipment Preservation – This includes lab capital investments. Valuable research equipment should be moved to safer areas if they are in a danger zone (i.e., susceptible to flooding).
7. Continuity of Research – This includes the preservation of live species, samples, research documents, and non-capital lab equipment.
8. Recovery and Resumption of Operations – Facilities staff and outside contractors will assess and clear campus, clean up damaged areas (equipment and buildings), restore infrastructure, and bring normal operations as quickly and efficiently as possible.

### **Chemical and Fire Hazard Locations:**

Hazard summaries for the entire building that include floor plans and specific hazards located in each laboratory have been created and are stored at the following key locations in the building:

- The reception desk in the main administrative office.
- The Simplex control panel in the mechanical room
- The office of AL's safety officer, Katie Kline
- The office of John Piasecki
- The office of Heather Johnson

These summaries provide information about areas in the building that are hazardous for emergency responders or AL staff to respond during a disaster. Emergency responders must be notified of these hazards and take precautions when working around or in these areas during a crisis event. In addition to the laboratories inside the building, there are additional areas that are deemed hazardous to emergency responders, including the following:

- Compressed gas storage area on loading dock
- Chemical Storage Building, which includes chemical waste and longer-term storage of particularly hazardous chemicals

### **Telecommunications**

The Appalachian Laboratory is equipped with an NEC PBX that routes all inbound and outbound telephone calls regardless of line type, i.e. emergency, analog or digital.

Service to the PBX is via a T-1 line with a Fiber MUX connection from AL to Annapolis Hall FSU. The MPOP for AL's PRI is located in Annapolis Hall.

Battery backup for the switch is provided through an Argus Rectifier with 4 hours of battery backup. When the generator is running the switch is on generator power.

The phones are power dependant. With out battery or generator backup, phone services are disconnected.

Safety responders and members of the AL emergency preparedness team all possess cellular phones which can be used in case of power failure.

The building was constructed with a limited number of copper lines as backup to the fiber line. These run from the AL switch room (239C) to the Stangle Building on FSU's campus. These lines are currently inactive as FSU was limited on the number of lines that could be released. In addition, there are per line charges that would apply should these become active.

### **Paging**

The Appalachian Laboratory has a paging system via the desk top phones. This is not a recommended first line of contact for emergencies as only individuals close to a phone and not using it will hear the announcement. It is only used for internal notices and is second to a building sweep.

### **Security**

The Appalachian Laboratory is secured by a card/key fob access system that automatically controls access to the building by both card/fob access and automatic locks.

The entrance doors are equipped with electronic locks and panic hardware that are fail-secure. Should power be lost to the locking mechanisms, they will release the latch and the doors will be locked.

Exit is always possible using the panic bars.

Entry will be limited to active card/fob access. Battery backup for the access panels is approximately 4 hours. When the generator is running the panels only are on generator power – the entry will be limited to card access only.

### **Fire Extinguishers**

48 fire extinguishers are located through out the building in labs, hallways and stairwells. There are also fire extinguishers in all fleet vehicles. Fire alarm pull stations are located throughout the lab.

### **Communications:**

- Cell phones will be used for communication between AL responders.

### **On-Campus Resources – Responsibility Chain**

Emergency Coordinator – This contact person is the main source of information to the laboratory director. This person is the information point and coordinator for the director, emergency response teams, facilities, and staff. This person will act as the AL public relations representative for the media, etc.:

Heather Johnson, Assistant Director – 301-689-7111 or 301-268-4483

Alternate – Katie Kline, Chemical Hygiene Officer – 301-689-7122 or  
301-697-1600

Utility Shut-off and Mechanical – This person is responsible for working with emergency responders for determining the necessity of and the completion of shutting off utilities such as electric or gas supply to specific areas of the building or campus.

John Piasecki – 301-707-1355

Lorin Rounds – 301-707-1870

### **Behavioral Assessment Plan**

Faculty, students, and staff should report any threats/behavioral issues to the Director or Assistant Director. Frostburg State University graduate students will be referred to the Brady Health Center and/or Mental Health clinic on Frostburg State University campus. MEES graduate students, faculty, and staff who report or are showing signs of violence or behavioral issues will be referred to Human Resources at UMCES Center Administration. Violent acts and any threats will be reported to Frostburg State University Campus police and Frostburg City Police.

### **UMCES Behavioral Assessment Team**

In order to identify and respond to distressed students, staff or faculty, an UMCES-wide behavioral assessment team has been created. The team includes the following members:

Director of Human Resources, Chairman

Comptroller

Assistant Director, Horn Point Lab

Assistant Director, Chesapeake Biological Lab

Assistant Director, Appalachian Lab

Assistant Director, Sea Grant College

The team will meet quarterly (following regularly scheduled Administrative Council Meetings), to discuss current developments and will implement awareness and training of staff and faculty so that they are able to effectively identify and respond to distressed students or other staff or faculty members.



## **Providing Administrative/Research Continuity in Emergency Situations -COOP**

**Pandemic** – If the facility shall be closed due to a pandemic emergency, essential employees will continue administrative functions to ensure all relevant personnel, Payroll, Accounts Payable, Accounts Receivable tasks are performed.

Network accessibility will be continued and assessment of building maintenance and facilities will also be provided by essential employees.

Limited access may be granted to faculty members who are performing time research processes and experiments – such access will be coordinated through UMCES Center Administration.

Essential employees include: Heather Johnson, Barbara Jenkins, Katie Kline, John Piasecki, Eric Farris

**Building Emergency/Catastrophe** - If the facility is closed due to catastrophic damage to the building itself or contents, the first assessment would be to relocate to a safe and unimpaired area in the building for both research and administrative functions. If the building is uninhabitable, administrative functions will be carried out via telework by essential employees and relocation of faculty research projects will be coordinated with Frostburg State University.

## **Supplementary Documentation**

*AL Disaster Recovery and Contingency Plan – IT*

*Bomb Threat Checklist*

*AL Chemical Hygiene Plan*

*Field Safety Manual*

*AL How To Manual*

*Letter from FSU Police Chief*

*Hazardous Waste Disposal SOP*

*Inclement Weather Policy for AL*

*Safety Refresher documentation (power points/notes)*

*AL Emergency Response/Safety Committee Meeting Notes*