

UMCES Appalachian Laboratory Emergency Operations Plan

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Appalachian Laboratory Emergency Operations Plan

DOCUMENT REVISION HISTORY

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New Version: 2021-1

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New Version: 2021-2

Summary of Changes:

Version Number	Date	Editor	Change Summary
2021-1	2/2/21	Katie Kline	Reviewed with EOP team; Added Document Revision History
2021-2	8/10/21	Katie Kline	Reviewed with EOP team; updated FSU alternate utility contact information

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This document is structured to follow the mandates of:

- VI-13.00 -- POLICY ON CAMPUS EMERGENCY PLANNING, PREPAREDNESS, AND RESPONSE (Approved by the Board of Regents, September 5, 2008; Amended April 21, 2017)
- Federal guidance in The Guide for Developing High-Quality Emergency Operations Plan for Institutions of Higher Education (2013)

Plan Conflicts

This Emergency Operations Plan (EOP) supersedes all previously developed administrative policies and procedures that address campus emergency operations.

Plan Authority and Date of Effect

As the President of this University, I direct that this Plan shall be in full force and effect as of below 12:01 A.M. on _____, as evidenced by the signatures as affixed.

University President	Date
Vice- President, Administration & Finance	Date
Director, UMCES Appalachian Laboratory	Date
Associate Director, UMCES Appalachian Laboratory	Date

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Supplementary Documentation:

1. Continuity of Operations Plan (COOP) - includes functional annexes
2. IT Disaster Recovery Plan
3. Training Documents

Section I Administration

A. Objective

- 1.** The Appalachian Laboratory Emergency Operations Plan is the basis for establishing policies and procedures to assure maximum and efficient utilization of resources during any large-scale emergency.
For the purposes of this plan, 'disaster' shall be defined as any condition, man-made or of natural causes, which results in a significant disruption to the operation of the Appalachian Laboratory. The onset of disasters is often 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 necessary to return the facility to normal operation.
- 2.** The Appalachian Laboratory (AL) will provide a safe environment to facilitate and support a teaching and research unit within the University of Maryland Center for Environmental Science. The Emergency Operations Plan will use AL and outside resources to a.) protect the safety and lives of AL students, faculty, staff, and visitors; b.) protect and stabilize any research and work on campus; c.) to minimize damage and cost to facilities and material resources on our campus; and d.) provide for continuity of operations through facility management and damage assessment to re-establish AL's normal operations.
- 3.** The purpose of developing this Emergency Operations Plan is to define and describe actions to be taken by the AL community to effectively: prepare for, respond to, mitigate, and recover from various critical incidents, major events, emergencies, or disasters that may affect lives, property, and the mission of UMCES.
- 4.** The Emergency Operations Plan draws upon the nationally recognized standards of the National Incident Management System (NIMS) and the Incident Command System (ICS) developed by the Department of Homeland Security / Federal Emergency Management Agency. In particular, this plan follows the guidance found in the FEMA document: "Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education".

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5. The Emergency Operations Plan developed by the Emergency Preparedness Committee is reviewed biannually and approved by UMCES senior leadership.

B. **Readiness**

The AL community will take the following steps to prepare for emergencies:

Know the location of the following:

- Emergency Command Center (Classroom 112)
- Emergency Operations Plan , IT Disaster Recovery Plan, and Laboratory Safety documentation
- Emergency Exits
- Fire alarms and extinguishers
- First aid kits
- Eye wash Stations
- Building evacuation routes and procedures

Participate in practice fire drills and other tabletop exercises including but not limited to: chemical spill procedures; weather situations; active shooter drills; fire extinguisher training; etc.

C. **Emergency Preparedness Committee (EPC)**

1. **Composition:** The following AL employees will be on the Emergency Preparedness Committee:

- Heather Johnson, Associate Director - 301-268-4483
- John Piasecki, Facilities Manager - 301-707-1355
- Katie Kline, Safety Officer - 301-697-1600
- Cami Martin, Coordinator - 301-268-5583

2. **Duties of the Emergency Preparedness Committee:**

Assign a plan writer - One person has to convert the decisions of the Committee to a written plan;

Prepare the written Emergency Operations Plan-the plan will consider:

- all settings and times;
- the individual preparedness of faculty, staff and students;
- the requirements of all applicable laws;
- establishment of clear lines of authority for disaster oversight and response;

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- language access (LEP);
- local, state, and federal emergency planning;
- the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS); and
- a collaborative and inclusive process.

Review the Emergency Operations Plan: the committee should meet regularly to support emergency planning.

Biannual review and update: The plan should be updated annually by the Emergency Preparedness Committee and approved by UMCES Senior Leadership.

Prepares an Annual Risk Assessment: The assessment will generate a written report that will be reviewed by UMCES Senior Leadership - risks include but are not limited to:

- natural disasters;
- hazardous materials;
- fire;
- facility emergencies;
- violent crime; and
- pandemic diseases.

Additionally the assessment will address the top hazards faced by the campus; and those factors that may result in a loss of life and or property.

Develop mitigation plans: The Emergency Preparedness Committee will create plans to identify top threats and hazards as well as short term and long term mitigating actions through the use of risk assessments.

Create a Continuity of Operations Plan (COOP) -

The COOP will address continuation of mission critical functions in the case of an incident with long term impacts on the AL facilities. These functions include:

- Business Operations
- IT services and communications (see AL DRP for IT)
- Sponsored research activities
- Academic Courses
- Communications

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Training and Exercises:

1. Provides regular training to the Appalachian Laboratory community on emergency preparedness and response plans.
2. Behavioral assessments will be handled by Administrative Council with coordination from Center Administration.
3. Conduct regular exercises of the Emergency Operations Plan.
4. Exercises should be based on top hazards based by the Appalachian Laboratory. Tabletop exercises (chemical spills), drills (fire and evacuation), and full scale training exercises (fire extinguisher, active shooter, CPR/AED training).
5. Conduct evaluation of exercises (Safetyweb quiz, timing of evacuation during drills, etc.).

Maintain the Emergency Operations Center (EOC):

- The EOC (Classroom 112) will be used to coordinate resources.
- The EOC is equipped with resources, technology, network and communications - cell phones, landlines phones, wired ethernet.

Determine the recovery process - Center Administration will be consulted to address facility capacity, resources and infrastructure necessary to restore the mission of the Appalachian Laboratory.

Accountability - In order to indicate commitment to and compliance with the plan, EPC meetings must held quarterly and documentation will include the following but not limited to:

1. Date/Time of the meeting;
2. Attendance;
3. Agenda including issues/items addressed; and
4. Decision/Actions items.

Coordination with FSU Campus Police - Annual renewal of the Memorandum of Understanding for Security Services; input on training exercises and FSU threats or issues; open line of communication.

Seek input from the community - All facets of the AL community should be involved in issues of campus safety and security.

Maintain accreditation - The Emergency Operations Plan and associated program should be established based on standards and guidance set forth by FEMA, CELEA, IACLEA, EMAP and be in compliance with the policies and procedures set forth by the Board of Regents.

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Records Maintenance - to maintain records:

1. The EOP should be approved by senior leadership
2. Versions should be saved and changes recorded
3. Documentation of distribution
4. Documentation of annual risk assessment

All documentation should be available for review by USM or USM Internal Auditors.

Communications -

- Regularly assess current mass communications systems for efficiency;
- Ensure redundancy if main communication system should fail; and
- Be familiar with UMCES Crisis Communication Plan

Training for the Emergency Preparedness Committee

- Frequent training and presentations will be offered to members of the committee.
- The committee will offer awareness presentations for the entire campus as necessary.

D. Campus Resources -

Emergency Coordinator Role

This contact person is the main source of information to the President, VP, Director and campus during an emergency situation. 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, Associate Director - 301-689-7111 or 301-268-4483
- Alternate - Katie Kline, Safety 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 and the completion of shutting off utilities such as electric or gas supply to specific areas of the building or campus.

- John Piasecki, Facilities Manager - 301-707-1355
- Alternate - Heather Johnson - 301-268-4483
- Alternate - John Brewer - FSU Facilities 301-697-3529

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Objectives - The management of emergency situations requires planning for and responding to all applicable events. Emergency scenarios will be prioritized as follows:

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 may include evacuation; closing of campus; shelter in place; assistance from FSU campus police; counseling; etc;
2. Incident stabilization - minimizing to the extent possible the duration and severity of trauma to the campus;
3. Facility and Campus Infrastructure Preservation - minimizing the physical impact to campus and preservation of property including physical, intellectual and research properties. Proactive measures will be taken in expected scenarios (weather related/etc.) to secure the integrity of the facilities and mitigate damages. Laboratory equipment may be relocated in scenarios where respective locations are expected to be impacted;
4. Coordination of campus crisis operations with Center Administration to include implementation and compliance of the National Incident Management System (NIMS);
5. Communication - Work with UMCES Communication Department to prepare and disseminate public information;
6. Request financial resources from Center Administration or other sources to assist with financial losses (i.e. facilities renewal, DRIF, etc.);
7. Recovery of Operations - Facilities staff and outside contractors will assess and clear campus, clean up damaged areas (equipment and building), and restore infrastructure to resume normal operations as quickly and efficiently as possible.

E. Concept of Operations

1. **The Appalachian Laboratory Emergency Operations Plan** is based on the National Incident Management System (NIMS) in which the Incident Command System (ICS) provides a structure capable of responding to various levels and types of critical incidents and emergencies ranging in complexity. It also provides the flexibility needed to respond to incidents as they escalate in severity. Due to the small staff size of the Appalachian Laboratory, members of the Emergency Preparedness Committee will rely on FSU Campus Police; Frostburg City Police; Allegany County Sheriff's Department; Maryland State Police and the Allegany County Department of Emergency Services for large scale incidents.

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2. **Concepts** presented in this EOP consider the full spectrum of responses, from minor incidents to major catastrophes. Preparation will be made for events in which there is advanced warning (weather, etc.). Many emergencies occur with no advance warning and thus the potential to mitigate damage/injury is not possible.
3. **The Public Safety Article (PS)**, Title 14, Emergency Management, Annotated Code of Maryland has been enacted to ensure that the state will be adequately prepared to deal with disasters which are beyond the capabilities of local authorities. Allegany County has emergency plans to complement the Maryland plans.
4. **All personnel** involved in crisis response and recovery activities will adhere to the following processes:
 - Utilizing NIMS protocols;
 - Acquiring and disseminating accurate information;
 - Determining and reviewing options;
 - Making decisions and formulating actions plans;
 - Coordinating and implementing actions plans;
 - Monitoring results; and
 - Assessing results and making adjustments if necessary.
5. **Mitigation activities** are any actions taken to reduce the significance or prevent the occurrence of risk to life and property. Examples include:
 - Training
 - Planning
 - Design Standards (snow load, etc.)
6. **Preparedness activities** are actions taken prior to incidents that assist the facilitation of coordinated responses.
 - Examples include:
 - Testing and maintaining equipment and supplies
 - Equipping Emergency Operations Center
 - Developing Emergency Plans, procedures and protocols
 - Holding training drills and table top exercises
 - Coordinating emergency communication systems
 - Identifying hazards

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7. Response Activities - Actions taking immediately during or or directly after an incident to minimize injury or loss of life, minimize damage to property, and increase the effectiveness of the recovery effort. Examples include:
 - Emergency Medical Treatment
 - Police Services
 - Fire department
 - Facilities Management
 - Psychological and counseling services
 - Environmental Safety and Health

8. **Recovery Actions** - Involve restoring services and facilities. Short term recovery actions are taken to assess damage and devise the safest and most efficient plan to resume normal operations. Long term recovery actions may continue for months or years dependent on the level of damage sustained. Examples include:
 - Assessing damage
 - Clearing debris
 - Decontamination and chemical containment
 - Health and medical services
 - Reconstruction and renovation

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F. Crisis Classifications

Level 1 Incident - Disasters	
A	Disasters include on-or near- campus occurrences such as weather events, explosion, fire, civil disturbance, act of terrorism, chemical or nuclear release, etc. that require mobilization of Allegany County or the State of Maryland governmental assistance.
B	Occurrences that impact the State of Maryland; such as: a hurricanes, tornadoes, storms, floods, high water, wind-driven water, earthquakes, landslides, mudslides, snowstorms, drought, fires, explosions, acts of terrorism, pandemic outbreak or other catastrophe requiring the Governor declare a state of emergency.
C	These are the most complex type of incident, potentially requiring federal assistance.
Level 2 Incident Major Critical Incidents / Campus -wide Emergencies	
A	<ol style="list-style-type: none"> 1. Blizzards or other extremely severe weather incidents; 2. Fires, explosions or major chemical spills/HAZMAT incidents; 3. Clear and eminent danger from acts of terrorism; or 4. Active Shooter, hostage / barricade.
B	The EPC will determine what preventive or other actions to take or may consult with Center Admin/FSU Campus Police
C	FSU campus police or other law enforcement/emergency response agencies will be contacted dependent on the incident.
Level 3 Incidents - Minor Incidents	
A	<ol style="list-style-type: none"> 1. Minor HAZMAT incidents or spills; 2. Loss of power to AL facility; 3. Fires contained to single rooms or contents; or 4. Disruptive behavior by employee
B	The EPC will determine the plan of action.
Level 4 Incidents - Isolated Incidents	
A	<ol style="list-style-type: none"> 1. Isolated, short-term utility outages, water leaks, etc.; 2. Minor weather incident; or 3. Minor criminal activities.
B	The EPC will determine the plan of action.

G. Emergency Operations Center (EOC)

- A. Only major incidents (Level 1 and 2) may require the activation of an Emergency Operations Center (EOC). Minor incident responses will be handled ad hoc in offices or conferencerooms
- B. The Emergency Operations Center:
Will be located on the first floor of the Appalachian Lab in room 112, which is equipped with wired and wireless networking capacity and a landline telephone and is secure from elements (walls are partially underground). It is adjacent to a completely windowless/fully underground storage room suitable for sheltering in place for short amounts of time

H. Crisis Communications

Crisis Communication Matrix

Type of Notification	Mass notification System Utilized	Alert Type	Example
Emergency or Non-Emergency External and Internal Full Notification	Omnilert - text and email	Text and email	"There is a tornado approaching Frostburg, seek shelter immediately" "The Appalachian Laboratory will be closed today due to inclement weather"
	Mass email to all-all		

Closings and Notification:

- **AL will make individual determinations on when to close campus. The closings will be determined by the Director of AL with input from the Associate Director. The Associate Director or designee will send the notification out via the Omnilert system.**
- **For other closings due to catastrophic events or pandemics, instructions will be provided via email and posted on the AL main website.**
- **In the event of an emergency, all notifications will be sent via the Omnilert system including 'all clear' once the event has ended.**
- **For inclement weather delays/closings,
The Associate Director will send an announcement via the Omnilert alert system by 6:45 AM with instructions on opening procedures for the day**

SECTION 2 RESPONSE AND RECOVERY MATRICES

Response and Recovery Responsibilities

A. **Hazard Analysis** - The Appalachian Laboratory recognizes that the planning process must address each hazard that threatens our location. The AL faces a wide range of threats as outlined in these categories; Natural (extreme weather / storms, floods, earthquakes, disease outbreak); Man-made Accidental (vehicle / aircraft accident, hazardous material release, infrastructure failure); and Man-made Intentional (active shooter, terrorist chemical, biological, radiological, nuclear or explosives (CBRNE) attack, civil disturbance). A Hazard Vulnerability Risk Assessment (HVRA) of the hazards that threaten the campus shall be conducted on an annual basis and incorporated into the emergency operations plan.

B. **Responsibility** - The AL Safety Committee and Emergency Preparedness Committee members have specific responsibilities and related activities / actions assigned to them for each identified hazard and threat.

C. **Key Personnel** – The Emergency Preparedness Committee in coordination with Center Administration is responsible for identifying key management personnel, with alternates, to conduct University response and recovery operations.

D. **Alert List** – The EPC and UMCES Communication Team is responsible for developing and maintaining an emergency alert list, which will be used to notify key University personnel.

Critical Incident Response and Recovery Matrices

A. Critical Incident Response – The following Critical Incident Response and Recovery matrices have been developed as a guide for the ALEPC and FSU campus police. These are basic guidelines, each critical incident will be a unique event that may alter how they are managed. Responding personnel should rely on their training, knowledge and experience to supplement these guides.

Appalachian Laboratory Emergency Operations Plan Hazard Vulnerability Risk Assessment & Matrices

Decision Matrix for Continuity Plan Implementation		
	Duty Hours	Non-Duty Hours
Event With Warning	<ul style="list-style-type: none"> • Is the threat aimed at the facility or surrounding area? • Is the threat aimed at organization personnel? • Are employees unsafe remaining in the facility and/or area? 	<ul style="list-style-type: none"> • Is the threat aimed at the facility or surrounding area? • Is the threat aimed at organization personnel? • Who should be notified of the threat? • Is it safe for employees to return to work the next day?
Event Without Warning	<ul style="list-style-type: none"> • Is the facility affected? • Are personnel affected? Have personnel safely evacuated or are they sheltering-in-place? • What are instructions from first responders? • How soon must the organization be operational? 	<ul style="list-style-type: none"> • Is the facility affected? • What are instructions from first responders? • How soon must the organization be operational?

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A. Acronym Legend: The following legend will apply to all the matrices;

Acronym	Name	Acronym	Name
AC	Allegany County	CA	Center Administration
EMS	Emergency Medical System (medic, ambulance, etc)	EPC	Emergency Preparedness Committee
FSUCP	FSU Campus Police	FSU	FSU Telecommunications
FFD	Frostburg Fire Department	MSP	Maryland State Police
MDREN	MDREN	OIT	Office of Information Technology (AL)
PIO	UMCES Public Information Officer	SL	AL Senior Leadership
UP	UMCES President	VP	UMCES VP for Admin

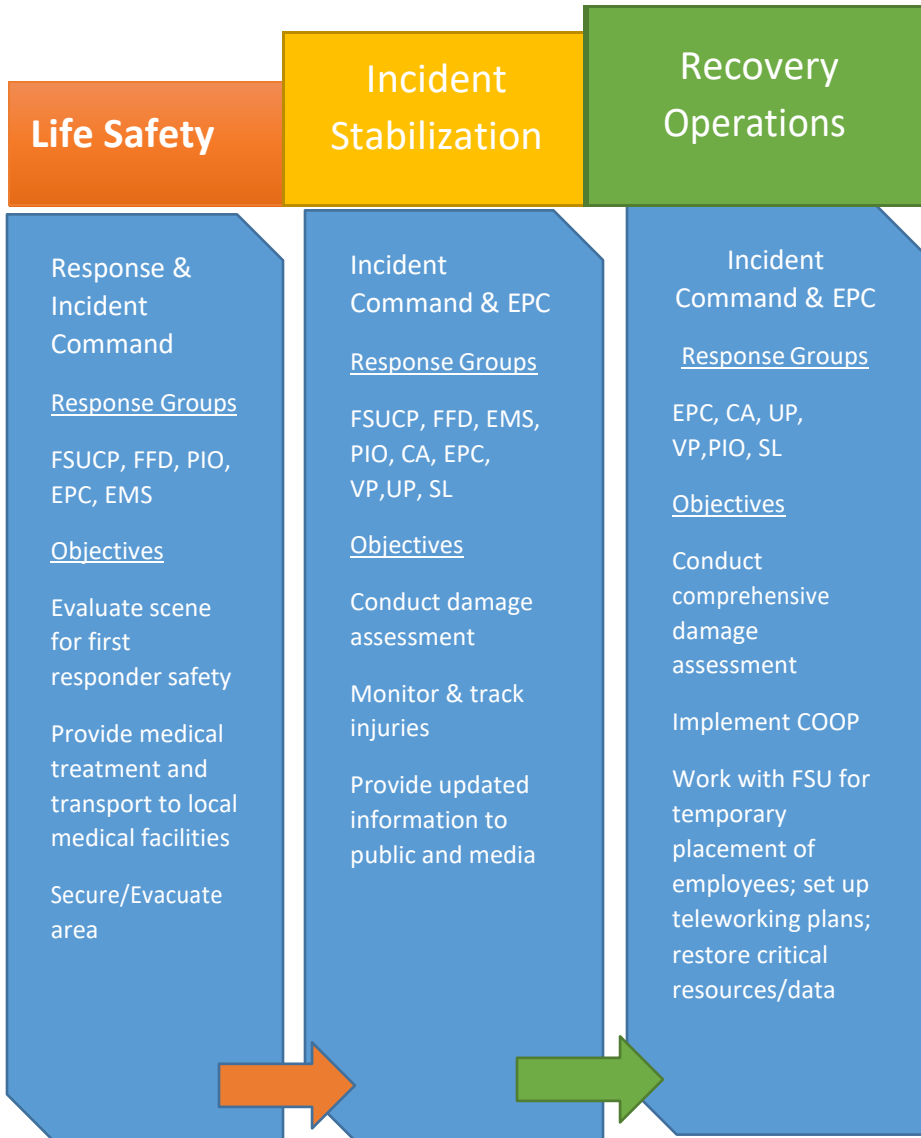
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B. Terminology– The following terms apply to the functions in the matrices

<i>Emergency Response Team</i>	Takes charge in an incident and provides command and control until an incident is stabilized.
<i>Evacuation</i>	Facilitating either evacuations of buildings or a campus-wide evacuation.
<i>Access Control</i>	Control of building and areas access through the use of electronic and manual locking systems. Access is also controlled through the use of physical barriers.
<i>EOC Operations</i>	Supports and coordinates assistance in managing an incident. An individual who has authority to activate the EOC will activate the EOC.
<i>Notifications</i>	Making on-campus notifications about the emergencies as well as notifications to groups and organizations providing support to the incident.
<i>Public Information (PIO)</i>	Providing information to the media and internal and external University community. This will evolve to a single agency or joint announcement.
<i>Documentation</i>	Documentation of damages, expenses etc. The departments listed are responsible for collecting documentation specific to their areas and turning such documentation over to the Administration and Finance Division.
<i>Procurement</i>	Making large or continuing purchases throughout an incident. It is expected that the departments will have budgetary authority and pre-established contracts to complete their mission.
<i>Medical Operations</i>	Triage and care of ambulatory patients and transport of injured to appropriate medical facilities. These departments would establish casualty collection points and set up temporary care and morgue facilities.
<i>Communications</i>	Communications via telecommunications, radio and data will be maintained and facilitated by the departments that are designated in the matrix.
<i>Fire Suppression</i>	Simplex will call FSU Campus Police who will then contact 911 for all active fire related calls
<i>Rescue Operations</i>	FSU Campus police, Frostburg City Police and Allegany County EMS will be responsible for coordinating all rescue operations.
<i>Flood Control</i>	For situations including in-building and natural disaster flooding, the departments designated in the matrices will coordinate responses to flooding
<i>Hazmat Operations</i>	The Frostburg Fire Department is the lead agency in any major HAZMAT incident
<i>Damage Assessment</i>	Providing assessments on the damage to facilities and make decisions on the safety of the structures.
<i>Facilities Coordination</i>	The departments listed for this function would determine how the buildings would be used, repaired and opened.
<i>Recovery Operations</i>	Recovery of critical functions and tasks that would be required to get the AL to normal operations. This group would be directly involved Continuity of Operations Planning.

Appalachian Laboratory Emergency Response and Recovery Matrices

FIRE (Major)



Information Technology/Telecom Failure (Major)



Power/Utility Failure (Major)



Appalachian Laboratory Emergency Response and Recovery Matrices

Tornado



Winter Storm Events



Appalachian Laboratory Emergency Response and Recovery Matrices

Active Shooter



Appalachian Laboratory Emergency Response and Recovery Matrices

Chemical Spill (Large)

