

Emergency Operations Plan

2024

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Promulgation Letter

The University of Maryland, Baltimore is Maryland's public health, law, and human services university, dedicated to excellence in education, research, clinical care, and public service. The need to create and maintain a comprehensive emergency management program is essential to ensuring resilience of the academics, research, and services we provide. UMB supports emergency management and encourages the campus community to be prepared and uphold the University's Core Values even throughout the most difficult of times.

The University System of Maryland Board of Regents' 18100- Policy on Campus Emergency Planning, Preparedness, and Response, requires UMB to develop and maintain a campus emergency management program.

Approval and Implementation

I am pleased to present the

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- x Director of Environmental Health and Safety
- x Director of Public and Occupational Health
- x Senior Associate Vice President, Communications and Public Affairs

Coordinators of Operational Response/Recovery for Emergencies (CORE) Team

(a) The CORE Team includes

School EMT

- (a) School EMT serve as the designee of their respective dean to provide input and guidance to support development and implementation of the emergency management program. School EMT include:
- x School of Pharmacy
 - x School of Dentistry
 - x School of Nursing
 - x School of Law
 - x School of Social Work
 - x Graduate School
 - x School of Medicine

Agency Representatives

- (a) Agency Representatives may include independent entities, local, state, or federal government agencies, or nongovernmental or private organizations that activate as part of a UMB UC/IMT. These organizations serve as standing Agency Representatives to the EMT:
- x Downtown Baltimore Child Care Center
 - x University of Maryland Medical Center
 - x Faculty Practice
 - x Veterans Affairs Medical Center

Subject Experts

- (a) Subject Experts provide expertise, resources, and guidance to the UC/IMT. They may participate in a rapid assessment and are activated to support the IMT on an as-needed basis. EMT Subject Experts include:
- x Center for Health and Homeland Security
 - x Health Sciences/Human Services Library
 - x Employee Assistance Program
 - x Student Counseling
 - x Office of the President
 - x University Counsel
 - x Office of Risk Management
 - x Veterinary Resources

Concept of Operations

The following chapter describes the concept of operations for the notification, activation, and operations necessary to manage an emergency. The escalation and de-escalation process for an emergency will vary based on the extent and duration of the impacts and is illustrated in the figure below.

Figure 4: Progression of Activation Levels

Notification

- (a) The UMB Police Communications Center (PCC) is the focal point for monitoring life safety and security systems and has primary responsibility for receiving and providing initial notifications of an emergency to UMB emergency personnel and the Baltimore City 911 Center.
- (b) The PCC is expected to notify the OEM Emergency Manager-Call when a significant emergency or dangerous situation is reported and one or more of the following apply
 - x An immediate threat to the health or safety of students, staff, or faculty exists
 - x The reputation of the institution may be at risk
 - x b -;(t)4.9

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Continuity of Operations

(a) The UMBCOOP Plan provides the

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Communication Tool	Usage
Campus Emergency Information Line	Recorded line (10-706-8622) with the campus operating status and inclement weather announcements.
Building Public Address system	Through the fire alarm panel, CÇ and Fire Marshal indoor announcements can be made to building occupants.
UHF and Handheld Radios	Direct person-to-person communication.

Emergency Communications

The Emergency Communications Annex of this EOP documents how timely and accurate information is provided to the

Evaluation

- (a) OEM solicits feedback after emergency management training to improve future content and delivery.
- (b) The IPP prescribes the process used to develop After-Action Report (AAR).

Corrective Actions and Sustainability Program

- (a) OEM consolidates, prioritizes, and tracks the resolution of corrective actions as documented in AARs.
- (b) Identified corrective actions and improvements are reviewed regularly at EMT and EMAG meetings.

Public Education

- (a) OEM, OCPA, and the Police/OEM work together to provide educational information using a variety of mediums, including social media, digital signage boards, and handouts about hazards and preparedness.
- (b) The Police/OEM PIO and Training and Exercise Manager are the trained spokespersons designated to deliver the programs message, as appropriate to hazards and audience.

Administration, Finance, and Logistics

The University adheres to all established USM policies and establishes UMB-specific guidance. For policies established at the USM level where a UMB policy does not exist, the University will defer to the USM policy for official guidance.

UMB has several university-specific emergency-related administrative and financial procedures relating to campus closure, class cancellation, leave, essential employees, and emergency purchasing and procurement. These policies define the parameters for administrative, financial, and human resource operations.

Administration

- (a) USM Policy on Emergency Conditions: Cancellation of Classes and Release of Employees. This policy directs UMB to implement its own policy for cancellation of classes and defines "emergency conditions." Emergency conditions are defined as: "Those conditions which are determined by each campus CEO or designee to be serious enough to warrant the cancellation of classes or release of employees. Such conditions may arise because of inclement weather, fire, power failure, civil disorders, or other unusual circumstances which may endanger students and/or employees."
- (b) UMB Policy on Emergency Conditions: Cancellation of Classes and Release of Employees. This policy governs the authority and criteria to close the entire or partial areas of campus based on emergency conditions and offers guidance for human resource management. This policy also outlines and defines the following concepts:
 - x Essential Employees
 - x Liberal Leave
 - x Emergency Closure
 - x UMB Campus

Finance

(a)

Logistics

- (a) Common resource requirements may be related to emergency relief supplies, facility space, equipment, contracting services, specialized equipment, and subject matter experts.
- (b) UMB strives to collaboratively identify, locate, acquire, store, maintain, test, distribute, and account for resources as an ongoing preparedness initiative across the whole campus community.
- (c) The resource requirements to support may include additional personnel, equipment, supplies, or facilities in support of an emergency. When a resource is required it will be requested using one of three methods: normal ordering, mutual aid, or state assistance.
 - x Normal Ordering: The process when a department or school uses established UMB procedures to request, order, and obtain resources through existing channels, established contracts, and agreements. Finance and Auxiliary Services will receive the resource ordering request, then initiate the ordering process. Once the resource is obtained, the ordering department or school is responsible for maintaining accountability in tracking the resource.
 - x Mutual Aid and Memorandums of Understanding: The University may enter into a reciprocal agreement with another jurisdiction to receive aid and lend (reciprocal) assistance across jurisdictional boundaries. These agreements will specifically seek to address resource needs and shortfalls.
 - x State Assistance: When resources cannot be obtained in a timely manner through the normal ordering process, the UMB will make a formal request to the Maryland Department of Emergency Management.

Plan Development and Maintenance

Plan Development

- (a) This EOP was developed to comply with the requirements of USM Policy on Campus Emergency, Planning, Preparedness, and Response and the Emergency Management Accreditation Program Standard.
- (b) The following stakeholders contributed to content of the 2022 revision and update:
- Sherry Bohn, Acting Director, Environmental Health & Safety
 - Jonathan Bratt, Assistant Vice President, Office of Enterprise Resilience
 - Pamela Crowe, Director of Facilities and Laboratory Services, School of Pharmacy
 - Steve Deck, Director, Office of Public and Occupational Health
 - Jon Kucskar, Special Assistant to the President & Assistant Vice President for Enterprise Risk Management
 - Danielle Harris, Director, Community Engagement Center
 - Hayley Markman, Manager, Office of Emergency Management
 - Melissa Morland, Acting Executive Director, Operations and Maintenance
 - Jack Mumma, Executive Director of Construction and Facilities Strategic Acquisitions
 - Ken Nisbet, Manager, International Safety and Security
 - Andrew Roberts, Director, Office of the Fire Marshal
 - Emily Runser, HCM Functional Lead for Compensation
 - Christopher Stanton, Acting Executive Director, Office of Emergency Management
 - Brian Sturdivant, Director, Strategic Initiatives and Community Partnerships
 - Jenna Silverman, Executive Director of the Student Counseling Center and Educational Support

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Appendix A Designation of Authority

Dear Colleagues,

I present the following designation of authority, in accordance with the University System of Maryland bylaws, policies, and procedures Section VI – 13.00 – Policy on Campus Emergency Planning, Preparedness, and [(P)2 (ol)2.6

Appendix B: Organizational Roles and Responsibilities

- (a) The EMT Roster is available here: <https://www.umaryland.edu/emergency/oem/emergencymanagementteam>
- (b) Each organization that is part of the EMT is expected to identify a primary, backup, and tertiary individual to represent the organization.
- (c) To verify or make changes to individual organizational points of contact on the EMT, email EmergencyManagement@umaryland.edu
- (d) Within this appendix are descriptions of department activities and resources which may be used to manage an emergency within context of this EOP.

Communications and Public Affairs

Overview

The Office of Communications and Public Affairs (OCPA) is the central office that manages marketing, branding, and official messaging for the campus community. OCPA promotes safety and emergency education on a routine

Community Engagement

Overview

The Office of Community Engagement is a department of the Office of External Relations. The mission of the Office of Community Engagement is to build and maintain authentic and mutually beneficial partnerships between the university and Baltimore communities to improve health and advance the public good through direct service and systemic change. In an emergency, the Office of Community Engagement's primary function will be to coordinate the management of UMB volunteers to respond as appropriate. The office of Community Engagement will leverage its existing volunteer site and relationships with the Office of Communications and Public Affairs, Staff and Faculty Senates and the Division of Student Affairs, to recruit volunteers.

Description of activities:

- x Assess community need to deploy volunteers.
- x Coordinate the management of volunteers during an emergency with UMB Student Affairs, Staff Senate, and Faculty Senate, to serve public and nongovernmental organizations within west Baltimore.
- x Coordinate with Office of Communications and Public Affairs in using existing channels of communications across campus

Resource Management:

- x Utilize departmental volunteer opportunities website.
- x Maintain a contact list of internal and external community serving partners.
- x Deploy two fifteen passenger vans to UMB authorized drivers, to aid in delivering supplies to volunteers or impacted community.

Construction and Facilities Strategic Acquisition

Overview

Construction and Facilities Strategic Acquisition (CFSA) supports the administrative and business needs of the University through soliciting competitive bids and proposals, and administering the resulting contracts, including but not limited to the following: architectural/engineering services, construction abatement services, design build contracting services, general contracting services, electrical contracting services, mechanical contracting services, hazardous material abatement, automatic temperature controls, and landscape. CFSA has the authority to declare if an emergency procurement is warranted and coordinates with relevant partners to ensure compliance with university regulations.

During an emergency, CFSA is the conduit for construction and maintenance purchases and works closely with Facilities Operations departments to conduct emergency and sensitive procurements. CFSA supports property protection, restoration of essential utilities, and continuity of essential functions and programs by performing various logistic and administrative functions that facilitate emergency procurement, resource acquisition, and contract administration.

Description of activities:

- x Conducts emergency procurement when an emergency condition exists that prevents the use of formal competitive procurement.
- x Performs timesensitive procurement that is needed to address facilities and construction services for incidents with a current/imminent risk to safety, property, and public health.
- x Manage administrative tasks required for emergency procurement and institutional contracts that provide response and recovery services.

Resource Management:

- x Maintains list of institutional cooperative and call contracts for construction and maintenance services

Design and Construction

Overview

Design and Construction provides facilities programming, design, and construction services to the campus community.

Emergency Management

Overview:

OEM is responsible for the campus emergency management program. OEM works collaboratively with campus departments, local municipalities, first responders, and external partners to develop plans and strategies for a unified approach to response, recovery, and mitigation. OEM is charged with creating the University's framework for incident management and leads the process for managing large-scale emergencies. OEM maintains the UMBRA to systematically identify hazards that present the most probability and vulnerability to the UMB community. Based upon the THIRA, a corresponding planning, training, and exercising schedule is created to best prepare the campus community. Baseline procedures are outlined in the UMB EOP and UMB COOP Plan. In an emergency, the OEM organizes the incident management system to create standard procedures to account for an array of processes performed by diverse departments. The incident management structure through the ICS provides a unified direction, command, and control. OEM outlines the management structure, sets the operational period objectives, and coordinates multiagency support. OEM is responsible for managing the EOC, UMB's central location for coordination, communication, and information sharing. As information is received, it is collected and analyzed; after the analysis, information is disseminated to the appropriate stakeholder(s).

Description of activities:

- x Coordinate, communicate, and share information to EMT and regional response partners.
- x Identify current

Environmental Health and Safety

Overview:

EHS develops and implements programs to create a safe work environment, properly manage hazardous materials

Environmental Services

Overview:

Environmental Services (EVS) is charged with performing general custodial services for more than 70 buildings across

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Finance and Auxiliary Services

Overview

Finance and Auxiliary Services is a multidisciplinary department that supports budgeting and financial management, financial systems, procurement, parking and transportation services, and compliance oversight. During an emergency, Finance and Auxiliary Services will provide support through emergency procurement and provide appropriate administrative recordkeeping in accordance with USM Procurement Policies and Procedures. Select university personnel hold procurement cards that allows quick purchases up to a certain dollar amount. Through the Governor's Office, Finance and Auxiliary Services may apply for an Emergency Response Card that allows for a single purchase limit of \$25,000 and a monthly credit limit of \$100,000. The Emergency Response Card is only activated by the bank for use when the Governor has declared a statewide emergency/disaster. When additional resources are needed to support an emergency as defined in USM Procurement Policies and Procedures, Finance and Auxiliary Services may conduct emergency procurements on a sole source or limited competition basis as dictated by the circumstances of the emergency. Finance and Auxiliary Services facilitates the purchasing process and accounts for purchases above \$5,000 through an Enterprise Resource Planning system. The University can utilize statewide, other USM institutions' contracts, cooperative contracts (General Services Administration, E & I, U.S. Communities) or enter standalone contracts to support operational needs.

Description of activities

- x Provide guidance and/or perform emergency procurement.
- x Prepare contracts and purchasing agreements.
- x Maintain appropriate documentation and input into financial system.
- x Offer recommendations for manual workarounds if financial system is unavailable.
- x Suggest appropriate documentation for administration purposes emergency procurement request form.

Resource Management:

- x Secure emergency purchasing card from the state.
- x Maintain a critical contact list for staff and frequently used vendors.
- x Ensure financial systems are available; secure resources to enable remote access of financial system.
- x Maintain capital equipment inventory resource management system.

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Human Resources Services

Overview:

Human Resource Services (HRS) is responsible for all matters involving employees and include the recruitment, compensation analysis, benefit administration, performance, career development, and employee relations. HRS also performs conflict resolution, collective bargaining, and administrative services. HRS administers the University's essential

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Public and Occupational Health

Overview:

The Office of Public and Occupational Health (POH) is the lead department for public health emergencies. POH monitors, coordinates, advises, and communicates public and occupational health information to the campus community. During a health-related emergency, POH is the primary contact and liaison for the local, state, and federal public health agencies and health care systems. POH administers the UMB Infectious Disease Plan and proactively evaluates the university's risk exposure to mitigate and address public health concerns.

Description of activities:

- x Provide subject matter expertise and assist with coordinating the institution's response to public health emergencies.
- x Provide support and subject matter expertise for the development of communications to the campus community on health issues specific to the emergency.
- x Provide subject matter expertise for the development of medical plans specific to the emergency.

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Student Affairs

Overview:

The Office of Student Affairs, a subunit of Academic Affairs, is a disciplinary unit that focuses on providing student support services and programming. In an emergency, UMB Student Affairs will coordinate with key partners to provide sheltering, food and water distribution, student counseling, and other human service functions, as well as coordinate volunteer management by partnering with Central Campus Sites, Student Government, Student Organizations, or affiliated partners. The SMC Campus Center may be used as a multipurpose space acting as a temporary place of refuge, Point of Distribution, or flex office space.

Description of activities:

- x Provide guidance to the EOC about Student Affairs and academic policy.
- x Coordinate with Capstone regarding Fayette Square and Pascault Row residential housing facilities to determine

School EMT, Subject Experts, and Agency Representatives

Description of activities:

- x Act as the central point of coordination and communication on behalf of the organization.
- x Maintain situational awareness and communications with the IMC through participation in incident meetings and providing a representative when the I/MT gathers in an EOC.
- x Provide information to the that pertains to building status, unmet needs, resource needs, and operational impacts caused by the emergency.
- x Share informy <</MCID 8 >>BDC /C2_0 1 Tf 8TJ 012_0 1 T4 0 .6 1 ()JH5E.Uper(o)-6.6 (m)4.5 (m)-6.4 (u

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