



Emergency Management Plan

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Introduction

Emergencies can happen at any time, with little warning. It is important in the event of an emergency to have a set of procedures in place to assure that the lives, property, and interests of Maryland University of Integrative Health (MUIH) are protected. The procedures defined in this manual are to be enacted in the event of an emergency or crisis situation.

Mission Statement

The mission of MUIH in the case of an emergency is to protect lives, minimize injury and trauma, and to protect the assets of the University, in a timely, effective, and safe manner.

Management Policy

It is our intent with this policy to formalize and provide structured guidelines for execution of the Emergency Management Plan (EMP).

1. The emergency planning workgroup of the University will assess risk and as needed, and develop risk management strategies and plans for this EMP.
2. The University will address ways to reduce risk, communication and management of crisis situations, recovery of technology (if applicable), execution and practicing of these plans, training of staff/faculty/students, and maintenance of this policy.

Storage of the EMP

- At least one copy of the EMP will be stored electronically off-site.

Training, Drills, and Maintenance

- Selected drills from the EMP will be executed annually, and a full review will be conducted to assess success. Revisions will be completed as necessary.
- The Vice President for Administration and General Counsel and the Vice President, Chief Financial Officer, & Treasurer (in charge of facilities) are jointly responsible for executing, monitoring, and reporting of drills. They may, at their discretion, enlist assistance from the Compliance and Risk Manager.
- Efforts will also focus on educating the University's community and their family members as to what the EMP entails and the general procedures listed within. This may be done via email, in-person or online trainings, or other formats.

Purpose of the EMP

The purpose of the Emergency Management Plan for MUIH is to establish general procedures in the event of an emergency that is disruptive to campus operations including, but not limited to, hurricanes, bad thunderstorms, snow storms, tornadoes, fires, chemical spills, and terrorist or violent person activity.

Four levels of emergency have been defined, in order of magnitude:

LEVEL I:

Minor Emergency: MUIH with or without local assistance can handle and quickly resolve the situation. The situation is being monitored by the University, and impacted persons or divisions coordinate with the safety, facilities, and other personnel to resolve the issue.

LEVEL II:

Mid-level Emergency: Situation intensifies and may require outside assistance such as State resources. Involves a larger portion of the campus community, and may escalate quickly. May affect functioning of the University or threaten life safety.

LEVEL III:

Major Emergency: Affects the whole campus and possibly the surrounding areas. The County Executive may declare a State Of Emergency. University operations could be suspended.

LEVEL IV:

Catastrophic Emergency: Widespread threats to public safety exist. University operations are suspended if directed by local officials' recommendations.

Assumptions

The assumptions made by this plan are as follows:

1. Training of all faculty and staff as to the use of the plan and their roles in execution will be done. Drills will be performed on an annual basis, and plans will be refined as needed based on the findings of the drills.
2. The plan will be reviewed on an annual basis and revised as needed. The Vice President for Administration and General Counsel is the monitor for this EMP.
3. This document and related vital records will be stored in a secure offsite location that will survive the disaster and allow for immediate accessing of the plan following an emergency.

Important Phone Numbers

Howard County Emergency (Police, Fire, Ambulance, Bomb)	911
Howard County Police and Fire Department Non-emergency	311
Police (Non-Emergency)	410-313-2200
Fire Dept. (Non-Emergency)	410-313-6000
Laurel Regional Hospital	301-725-4300
Howard County Hospital (Emergency Room)	410-740-7777
Howard County Hospital (Non-Emergency)	410-740-7890
Prince Georges Hospital	301-618-2000
Howard County Sewer & Water (After Hours Emergency)	410-313-2929
Howard County Sewer & Water (During Business Hours Emergency)	410-313-4900
Baltimore Gas & Electric (BGE)	800-685-0123
Howard County Emergency Management	410-313-6030
Howard County Health Department (main number)	410-313-6300
(communicable disease)	410-313-6110
Grassroots Crisis Hotline (24 hour)	410-531-6677
Howard County Public Information	410-313-2022
U.S. Secret Service Washington DC Field Office	202-406-8000
Howard County Animal Control	410-313-2780
American Red Cross Central Maryland Chapter	410-624-2000
Homeland Security	202-282-8000

Active Shooter Protocol

While active shooter incidents are not a common occurrence on academic and healthcare campuses, they do occur, with a number of incidents locally in the last several years. It is the position of the University to ensure that we are prepared as a community, should an active shooter come onto our campus.

The protocol below is to be modified if necessary, based on the situation. If you hear shots being fired or know people are being shot, **protect yourself and move to a safe location.**

If the shooter is outside the building:

- 1) Inform the front desk Ambassador immediately, if you can do so safely. Call 911 and leave the phone line open so emergency responders can hear what is going on. Inform others in the building if you can.
- 2) DO NOT go outside and keep all doors and windows closed. The Ambassador will activate the code to lock the doors to keep the shooter outside. The doors can still be opened from the inside however, so it is important to NOT prop or open the doors so the shooter does not have an easy way in.
- 3) Turn off all the lights and close all the blinds, and stay away from the windows and doors. Hide as best you can, closing doors if you are in an office, or sheltering under desks or behind furniture if you are in a cubical or more open space.
- 4) Silence cell phones, keep quiet and act as if no one is in the room. Take cover if possible.
- 5) If you cannot see the shooter, do not open the door or respond unless you are sure it is a police officer.
- 6) Wait for police to help you exit the building.

If the shooter is inside the building:

If you can escape:

- 1) If you can escape safely, leave via the nearest exit door. Leave personal items in the room.
- 2) As you leave the building, if you see police, keep your hands above your head and do not do anything suspicious such that police may mistake you for the shooter.
- 3) If you do not see police once you exit, leave the area and take cover. Call 911 if you can, and wait until police arrive to help you. If you pass anyone on your way, inform them to leave the area immediately. Proceed to the Off-Campus Assembly Area defined in the "Off-Campus Assembly Area Map" in the Appendices, and wait until you receive further instructions. The police will determine when it is safe for you to return to campus.

If you cannot safely escape immediately:

- 1) If you cannot escape safely, then if possible, move into an office or other room with a door, and lock the door if you can or barricade it.
- 2) Get under a desk or lie on the floor, silence your cell phone and be quiet, acting as if no one is in the room.
- 3) If it is safe or possible, and you know of injured persons, put a sign in the window for police to identify where these people are.

- 4) Stay where you are and wait for police to find you.

If the shooter is in your room:

Given the seriousness and unpredictability of this situation, there may not be one way to handle this scenario.

- 1) If you can, call 911 and talk to someone or leave the phone line open so they can hear what is going on and send help.
- 2) If you can hide, then do so, but this may not be possible. It may be possible to negotiate with the shooter.
- 3) As a last resort you may choose to attempt to overtake the person by force. This is a personal decision that you alone must decide if you want to do.
- 4) If the shooter leaves the room and you are able to escape, do so and leave the building with hands above your head if you see police and follow their commands.

If you leave the building, please make sure to check in with your supervisor, teacher at the time of the incident, other faculty member, or classmate, to let them know you are okay and accounted for. Proceed to the Off-Campus Assembly Area defined in the "Off-Campus Assembly Area Map" in the Appendices, and wait until you receive further instructions. The police will determine when it is safe for you to return to campus. You may also check the MUIH website or phone line to determine if and when it is safe to return to the building. An email message will also be sent out to the community in response to the event and when it is safe to return to campus.

Bomb Threat

The majority of bomb threats are received by phone call, though some may arrive via handwritten notes, email, or suspicious packages. Bomb threats should be treated as serious until proven otherwise. While MUIH does not have any knowledge that we are the target of an attack, we also want to ensure the safety of our community and make sure that we are prepared in the event of a threat.

If you receive a bomb threat via phone, email, or handwritten note, or you see a suspicious package, immediately notify the Ambassador. The Ambassador will give an evacuation order and appointed Area Leaders will help evacuate the building, according to the "Fire & General Emergency Evacuation Procedure" section of this EMP. The Ambassador or other appointed staff member will call 911 or the Federal Protective Service Police (1-877-437-7411). If you received the bomb threat or saw the suspicious package, you will be asked to provide any information that you have about the bomb threat. For an example of information that may be requested, please see the "Bomb Threat Checklist" located in the Appendices.

Remember:

- Do NOT touch a suspicious package.
- Do NOT use two-way radios or cell phones, since these can detonate a bomb.
- Do NOT pull the fire alarm.

- Inform the Ambassador at the front desk. The Ambassador will then give an evacuation order and call 911.
- Quickly and calmly exit the building and report to the designated Off-Campus Assembly Area defined in the "Off-Campus Assembly Area Map" in the Appendices. Wait there until you receive further instructions. The police will determine when it is safe for you to return to campus.

National Disaster Procedures

In the event of a national disaster, such as 9-11-01, nuclear attack, mass bombings, shootings, or other terrorist activity, it is the University's intent to make sure everyone stays safe, and to support our community as best we can.

If an event occurs when you are on school property, you may or may not be requested to shelter-in-place, depending on the event. Follow instructions given, and do your best to stay calm.

Nuclear Attack

If a nuclear attack is launched in our general area (DC, Baltimore), the safest thing to do is to stay inside, even if this means you are separated from your family. All of your family will be sheltering where they are located. Shelter protects you from flying and falling debris, serious burns or injuries. If you do happen to look at the nuclear flash, it may cause blindness, though it is usually temporary.

Unfortunately we do not have a basement in our building, and in a two story building, the safest place to be is on the first floor. If you are on the second floor when the blast occurs, and it is safe to do so, move to the first floor or to the stairwell.

We will be required to stay in this building and shelter-in-place for 12-24 hrs following a nuclear blast. From that point on, we will follow shelter-in-place procedures listed here in this manual.

If you are outside or in your car during the blast, seek shelter immediately. If you are exposed to fallout, take off your clothing and shoes as soon as possible and seal them in a plastic bag. Take a shower and do not use conditioner. Blow your nose and wipe your eyes and ears with a wet cloth. We do have a shower here on campus that can be used in the event of an emergency. Alternatively, wet wipes can be used if you are not near a shower.

Other Terrorist Activity

If terrorist activity directly affects us, you will either be ordered to either shelter-in-place or evacuate the building.

Cyber Threats and Security

In the current day and age, terrorists and others intending harm have begun to target corporations and individuals via cyber attacks, also known as "drive-by" or "phishing" attacks. These attacks can occur via email, downloaded files, or online websites. We are prepared as a university to protect our community users and our school against these threats. The following protection is in place:

Firewall – Everything that enters or leaves MUIH must pass through our firewall.

Spam Filter – Every email that enters MUIH passes through our spam filter and is checked for potential viruses, malware, or spam.

McAfee Anti-Virus – Every computer and server has McAfee installed and running in the background to detect viruses. No interaction from users is required.

Website blockage – Our firewall is configured to prohibit users from viewing inappropriate websites. Our IT professionals can allow or block any site requested.

Administrators – There is only one Domain Administrator, with a very limited number of additional individuals with administrative rights. Each user has administrative rights to their own computer.

We constantly strive to stay on top of the latest threats, and update our software and practices accordingly.

Clues an email or link may be a cyber threat:

- Grammatical or spelling errors
- Links to other sites
 - Hover your mouse over the link in the email to see where the link goes; if it says it is from Apple for example, does the link go to www.apple.com?)
- Attachments
 - Any attachment, especially .zip or .exe files, are a red flag and should be approached with caution

When in doubt, do not open an email or link, and report the email to our IT department at IT@muih.edu if it was received at your muih.edu email address or on a MUIH computer.

Always make sure that any wifi connection you access is a legitimate connection, sponsored by the place of business in which you are frequenting. Many hackers now target people by setting up false wifi accounts, and once you connect to their wifi, you leave yourself vulnerable.

Death in the Campus Community

When a member of the student body, staff, faculty, or leadership passes, it is an event that affects the entire community. At times, we may also have to deal with the passing of a patient. Our University is committed to providing caring leadership and services to help cope with the loss.

Death On Campus

If the death happens on campus, the closest person should call 911 and notify the front desk Ambassador. MUIH staff will help secure the area until local authorities arrive. If you or others are injured, please do not leave the area, unless it is unsafe for you to stay.

Earthquake Procedures

Earthquakes, while rare, do occur in Maryland. In order to be well prepared, take note of the safest places in your office, classroom, or other locations in the building to take refuge in the event of an earthquake. The safest place is going to be away from windows, mirrors, heavy furniture, appliances or other things that could seriously hurt you if they fell on or near you.

DURING AN EARTHQUAKE:

If you are indoors:

Contrary to popular belief, the safest place in an earthquake is NOT in a door frame. You are much safer under a sturdy piece of furniture, such as a table. If there is nothing in your immediate area to take cover under, then take refuge up against a wall and stay curled in a ball with your head covered as you lean against the wall.

Use the general advice of DROP, COVER, and HOLD.

- DROP: Drop to the floor.
- COVER: Take cover under a sturdy desk, table or other piece of furniture. If no furniture is available, cover your head with your hands, leaning against a wall without windows or wall hangings.
- HOLD: Hold on to the furniture in case it moves, so that you go with it. Hold your position until the shaking stops.

Stay inside until you know that it is safe.

If you are outdoors:

Get out in the open away from buildings and power lines. Be alert for falling debris.

If you are driving:

If you can safely stop, pull over, being careful to avoid lamp posts, trees, power lines, large signs or anything else that could fall on you. Do not park on bridges, under overpasses, or in tunnels, if at all possible.

FOLLOWING AN EARTHQUAKE:

- Check to make sure no one is injured. If someone is seriously injured, do not move them unless they are in imminent danger of being injured further. Call 911 if they need an ambulance.
- Being aware of any structural damage the building may have suffered, safely exit the building, assisting others around you if you are capable.
- Stay away from any downed or damaged power lines or electrical wiring.
- If you must open a cabinet or closet, be aware that items may have shifted and may fall when you open the door.
- Aftershocks may happen, some of which are still potentially dangerous and damaging. Be prepared for aftershocks and stay in a safe location.

Fire & General Emergency Evacuation Procedure

We are committed to ensuring the safety of all members of our community and have developed the following evacuation procedures in the event of an emergency:

- **Everyone is required to evacuate the building immediately if a fire alarm sounds or an evacuation signal or order is given.**
- Keep calm.
- Walk slowly and do not panic. When people are pushed and panic sets in, people can get stuck in doorways or be trampled, resulting in casualties. Keep everyone safe by walking slowly.
- If you are on the second floor, do NOT use the elevators. Only use the stairs.
- Use the nearest exit to leave the building. If a main exit door is unusable due to fire or another issue, use the closest safe exit. An "Evacuation Map" detailing the quickest way to a stairwell and all exits is located in the Appendices of this document.
- If you are the last person to leave a room, office, or classroom, close the door behind you. If you are exiting at the back of a room, make sure that the door is closed behind you.
- Assist people with functional needs to the exits or the closest stairwell. Only you and others can decide if there are enough people to help carry people with functional needs down the stairs if they are unable to walk. If you cannot help them, leave them in the stairwell, make sure the doors are closed, and alert fire department personnel or other emergency personnel about their location in the stairwell. The doors for the stairwells are equipped to keep off fire for up to one hour, so people should be safe for at least that period of time. Do not risk your own life to try to help people if you are unable to help. *(See more information below about assisting people with functional needs.)*
- If you see smoke in the stairwell, close the door and attempt to exit using the alternate stairwell.
- If the room you are in is filled with smoke, and you have little to no visibility, get on the floor and crawl. Smoke rises, so your visibility will be greatly increased on the ground level. Instruct others to do the same if possible, and crawl to the closest safe exit.
- Once you have exited the building, do not stay near the exits or fire lanes. Get away from the building and assemble at the On-Campus Assembly Areas (see the "Evacuation Map" in the Appendices).
- The safest distance away from the building is about 1.5 times the height of the building. Do NOT get in your cars once you get outside. Assemble with your class or co-workers so that you may be accounted for, and stay in place unless instructed to do otherwise. Getting in cars can throw off the headcount, and attempting to drive away could block streets, preventing emergency personnel from entering.
- Do not return to the building or leave unless you are instructed to do so by fire department personnel or other authorized personnel.

First floor exits are located in the following places:

- Library
- Classroom 2
- Classroom 3
- Classroom 4
- Classroom 5
- Classroom 6
- Main entrance
- Meeting Point bookstore
- Side entrance (student lounge area)
- Information Alley
- If you are on the second floor, exit using the closest of the two stairwells:
 - Near the academic offices
 - By the elevator and admissions office

List of the closest building exits, based on your location:

Location	Closest Building Exit
Library	Library exit door
Front lobby	Main entrance doors, Meeting Point bookstore exit door, or Classroom 3 exit door
Classroom 1	Library or Classroom 2 exit doors
Classroom 2	Classroom 2 exit door
Classroom 3	Classroom 3 exit door
Classroom 4	Classroom 4 exit door
Classroom 5	Classroom 5 exit door
Classroom 6	Classroom 6 exit door
Classrooms 7 and 8	Side entrance/student lounge exit, or Classroom 6 exit
Office staff on first Floor	Main entrance or Information Alley exit
Meeting Point bookstore	Meeting Point bookstore exit
Main stairwell by admissions office	Main entrance, Meeting Point bookstore, or Classroom 3
Stairwell by academic offices	Information Alley door

Evacuation Procedures to Assist People with Functional Needs

People with functional needs (which may result from blindness, deafness, mental health conditions, language barriers, and/or limited mobility from using wheelchairs, crutches, or walkers, or being injured) may need assistance in the event of an emergency. Elderly people, small children, morbidly obese people, and others who typically may not have functional needs, also may find themselves in need of assistance.

Follow these procedures to assist people with functional needs in the event of an emergency:

- Be aware of those around you who have functional needs.

- Always ask people with functional needs if they would like to be helped, rather than assuming they need help.
- If you have patients with functional needs, you are responsible for assisting them in the event of an emergency.
- If your co-workers or fellow students have functional needs, make sure that someone is assigned to guide and help them in an emergency, as needed.
- If you are on the second floor, and an alarm or other evacuation order has been received, follow these guidelines:
 - If you are assisting people with functional needs, guide them to the closest stairwell (by the elevator and admissions office or by the academic offices). If they are able to walk down the stairs with minimal assistance, or with a level of assistance that you can provide, guide them down the stairs and out of the closest exit.
 - If you need assistance in the event of an emergency, do not hesitate to ask for help. Most people are more than willing to assist you, and many are trained to do so.
 - If you, a colleague, or a patient is using a wheelchair, crutches, or a walker, proceed to the top of the stairs (guided or unassisted), and request help from several people. If there are enough people to help carry you down the stairs safely, this is an appropriate option. Proceed to the closest exit once you are at the bottom of the stairwell. If there are *not* enough people to assist you to the bottom of the stairwell safely, the next best thing is to wait at the top of the stairwell. Tell someone to inform fire department personnel that you are at the top of the stairwell, and make sure they know *which* stairwell you are in. Someone may or may not choose to wait with you. Make sure the doors are closed behind the last person exiting. The doors in each stairwell are fire doors and can withstand fire for up to one hour. Trained fire department personnel will come to rescue you in the event of a fire or other emergency.
- To assist people who are blind and/or deaf, make sure a person who can hear and see is assigned to take care of them in the event of an emergency.
- The person assigned to help people who are deaf should write on a piece of paper that there is an emergency and they must leave the building. Further assistance may or may not be needed.
- The person assigned to help people who are blind should verbally ask if they need guidance out of the building.
- The person assigned to assist people who are both blind and deaf will be given a braille sign to present to people after gently tapping them on the shoulder. These signs are located at the Ambassador's front desk and the Natural Care Center (NCC) desk. This sign will inform people that there is an emergency that requires evacuation and that assistance is available, if needed. If assistance is requested, the person assigned to help should then escort people to the closest exit and out of the building.
- People with severe mental or behavioral conditions should have guardians, trained professionals, or caretakers with them while in the building. These caretakers should be the ones to directly help them, since they are aware of personal mannerisms and behaviors. If the guardians, trained professionals, or caretakers request help, or if you see people with severe mental or behavioral conditions who are left alone, offer to help them but do not touch them without asking permission, since this could trigger upset. If they refuse to move and you cannot find anyone to help you, leave them and note their location. Report their location and that they have severe mental or behavioral conditions to fire department personnel or other emergency personnel (but

do not release information about their specific condition, if known, unless necessary for their medical treatment).

- Unless extreme, life-threatening conditions are eminently present, no one should be left behind in an open area. If you see anyone needing assistance, offer to help them evacuate.

Hazardous Material/Chemical Spill

In the event of a hazardous material spill on Rt. 29 or local roads, air quality may be compromised, or exit may be blocked off campus. In this situation, you may be ordered to shelter-in-place. If so, do not attempt to leave in your car or exit the building. Follow the shelter-in-place procedure listed in this manual.

Hurricanes

In most cases in this area, we are given plenty of warning about approaching hurricanes. The school may be closed in the event that a hurricane is predicted to hit our area. Check the website, the main phone line, or local television stations for the announcement of school closings or delays. We have prepared the following information in the rare event that a hurricane hits unexpectedly while the school is open. For more information about how to prepare your homes for a hurricane or find local temporary shelters, check your local government's website.

Preparation:

- In the event of a hurricane, the day before the storm is forecasted to arrive, staff will bring in all outdoor umbrellas and loose items for storage.
- If heavy storms or rain are forecasted while you are here on campus, make sure your car windows are rolled up and any property you may have is protected. Do not leave loose items (Frisbees, dinnerware, bags) outside, as they may become projectiles.

During the weather event:

- First and foremost, it is always most important to stay indoors when there are dangerous storms predicted. Do NOT assume that it is safe to go outside if there is a break in the weather, because bad weather can be very unpredictable.
- If there is a weather related emergency, you will be informed by the Ambassador or other staff member.
- You will be told to take shelter in the nearest stairwell. This is the safest place in the event of a storm.

There are two stairwells in our building:

- 1) one is the main stairwell, located between the front desk and The Meeting Point if you are on the first floor, or accessible by the Admissions office and Academic offices.
- 2) The second stairwell is accessible via Information Alley on the first floor, or by the Board Room and Administrative Offices on the second floor.

You may have to stand and be packed into these stairwells if there is a high concentration of people here at the University at the time. Stay calm and make room for everyone if possible. If you are on the first floor, stay on the lower half of the stairwell so that people evacuating from the second floor are able to fill in from the top. If more people are on one floor, you can always adjust if needed.

If there is no room left in either stairwell, you will be directed by staff members as to additional safe places to shelter. Please see the "Shelter-in-Place Map" in the Appendices for all safe locations to shelter.

- Please stay in your shelter area until the "all clear" is given.

After a severe/destructive weather event:

- If you see a fire inside the building, pull the fire alarm and alert people around you to start evacuation. Follow the Fire & General Emergency Evacuations Procedures.
- If there are downed power lines or damaged electrical wiring, stay away from them and alert the Ambassador so they can call the electric company.
- If anyone is hurt, call 911 to get assistance. Do not move the person unless they are in immediate danger of further injury.

Tornadoes

Tornadoes can arise quickly with little advance warning. In the event that a tornado warning is issued, we have prepared the following procedures for you to follow if you find yourself on campus.

Preparation:

- In the event you are called inside due to an approaching tornado, do not leave loose items (Frisbees, dinnerware, bags) outside, as they may become projectiles.

During the weather event:

- First and foremost, it is always most important to stay indoors when there are dangerous storms predicted. Do NOT assume that it is safe to go outside if there is a break in the weather, because bad weather can be very unpredictable.
- If there is a tornado warning, you will be informed by the Ambassador or other staff member.
- You will be told to take shelter in the nearest stairwell. This is the safest place in the event of a storm.

There are two stairwells in our building:

- 1) One is the main stairwell, located between the front desk and The Meeting Point if you are on the first floor, or accessible by the Admissions office and Academic offices.
- 2) The second stairwell is accessible via Information Alley on the first floor, or by the Board Room and Administrative Offices on the second floor.

You may have to stand and be packed into these stairwells if there is a high concentration of people here at the University at the time. Stay calm and make room for everyone if possible. If you are on the first floor, stay on the lower half of the stairwell so that people evacuating from the second floor are able to fill in from the top. If more people are on one floor, you can always adjust if needed.

If there is no room left in either stairwell, a staff member will direct you to the next safest place to shelter. Please see the "Shelter-in-Place Map" in the Appendices for all safe locations to shelter.

- Remain in your shelter location until the "all clear" is given.

After a severe/destructive weather event:

- If you see a fire inside the building, pull the fire alarm and alert people around you to start evacuation. Follow the Fire & General Emergency Evacuations Procedures.
- If there are downed power lines or damaged electrical wiring, stay away from them and alert the Ambassador so they can call the electric company.
- If anyone is hurt, call 911 to get assistance. Do not move the person unless they are in immediate danger of further injury.

Severe Storms

In the cases of severe or hazardous storms, we may or may not have advance warning. The majority of the time, it is unlikely the school will be closed for a Severe Storm warning. In the event that a bad storm system comes up suddenly, we have prepared the following procedures for you to follow if you find yourself on campus.

Preparation:

- If heavy storms or rain are forecasted while you are here on campus, make sure your car windows are rolled up and any property you may have is protected. Do not leave loose items (Frisbees, dinnerware, bags) outside, as they may become projectiles.

During the weather event:

- First and foremost, it is always most important to stay indoors when there are dangerous storms predicted. Do NOT assume that it is safe to go outside if there is a break in the weather, because bad weather can be very unpredictable.

- There is one weather emergency radio located on each floor. If there is a Severe Storm warning that requires sheltering-in-place, you will be informed by the Ambassador or other staff member.
- You will be told to take shelter in the nearest stairwell. This is the safest place in the event of a storm.

There are two stairwells in our building:

- 1) One is the main stairwell, located between the front desk and The Meeting Point if you are on the first floor, or accessible by the Admissions office and Academic offices.
- 2) The second stairwell is accessible via Information Alley on the first floor, or by the Board Room and Administrative Offices on the second floor.

You may have to stand and be packed into these stairwells if there is a high concentration of people here at the University at the time. Stay calm and make room for everyone if possible. If you are on the first floor, stay on the lower half of the stairwell so that people evacuating from the second floor are able to fill in from the top. If more people are on one floor, you can always adjust if needed.

If there is no room left in either stairwell, a staff member will direct you to the nearest safe place to shelter. Please see the "Shelter-in-Place Map" in the Appendices for all safe locations to shelter.

After a severe/destructive weather event:

- If you see a fire inside the building, pull the fire alarm and alert people around you to start evacuation. Follow the Fire & General Emergency Evacuations Procedures.
- If there are downed power lines or damaged electrical wiring, stay away from them and alert the Ambassador so they can call the electric company.
- If anyone is hurt, call 911 to get assistance. Do not move the person unless they are in immediate danger of further injury.

Psychological Concerns & Trauma

Psychological Crisis

A psychological crisis occurs when an individual is threatening harm to himself/herself or others, or may be having a drug induced or psychotic reaction.

If someone is experiencing a psychological crisis, do not try to handle it on your own, and contact the front desk Ambassador or closest faculty/staff member. Depending on the level of severity, 911 may be called. Outside counseling resources may be contacted to provide assistance.

Suicidal Behavior

It is important to recognize suicidal behavior in your classmates, students, or coworkers. Take all threats of suicide as serious. Risks of suicide include: previous suicide attempt, pacing or agitated behaviors,

frequent mood changes or sleeplessness for several nights, actions or threats of assault or physical harm, family violence (spousal, physical, sexual), threats or talks of suicide, and family history of suicide. Danger signs include: withdrawal from activities and relationships, putting final affairs in order, sudden brightening of mood after a period of depression, and usually risky behavior such as purchasing a handgun or driving recklessly.

If someone you know is exhibiting signs of suicidal behavior, tell someone who can help, and refer them to Grassroots Crisis Center (410-531-6677) or the National Suicide Prevention Lifeline (toll-free: 1-800-273-TALK (8255); local: 301-864-7130). If the person is in imminent danger, call 911, and do not let them leave the room.

It is important to know not to act as a psychologist or counselor if someone is expressing suicidal thoughts, even if you are a registered professional in this area, because that is not in the scope of practice for you here at MUIH. We have created the following sheet, based on QPR training, to guide you as to how to best question and direct persons in crisis.

Q

Question

Direct Approach:

- “Are you thinking about killing yourself?”
- “You know, when people are as upset as you seem to be, they sometimes wish they were dead. I’m wondering if you’re feeling that way, too.”
- “You look pretty miserable. I wonder if you’re thinking about suicide.”

Less Direct Approach:

- “Have you been unhappy lately?
Have you been very unhappy lately?
Have you been so very unhappy lately that you’ve been thinking about ending your life?”
- “Do you ever wish you could go to sleep and never wake up?”

P

Persuade

- Do not provide counseling
- Listen to the person’s concerns:
 - give your full attention
 - do not interrupt and speak only when the other person has finished
 - do not judge or condemn
- Persuade the person to get help by asking one of the following:
 - “Will you let me help you make an appointment with...?”
 - “Will you promise me...?”
 - “I want you to live. Won’t you please stay alive until we can get you some help?”

R

Referral

- If the person is in imminent danger, call 911 and DO NOT let the person leave.
- If the person is in more (but not imminent) danger or is in serious crisis, call the Grassroots Mobile Crisis Team at 410-531-6677. Support services include a counselor and police officer.
- If the person is not in immediate danger, refer her or him to the Grassroots Crisis Center (GCC) at 6700 Freetown Road, Columbia, MD, 410-531-6677.
If the person agrees to go right away, call GCC so the center can expect the person and can notify you if she or he does not show up. You can also refer the person to a local ER, mental health professional, or the National Suicide Prevention Lifeline at 1-800-273-TALK.

Rape & Domestic Abuse

If you suspect someone has been a victim of rape or domestic abuse, it is important to help them connect to a professional who may be able to assist. The following hotlines are recommended to refer people to:

Grassroots Crisis Center 410-531-6677/1-800-422-0009

Rape, Abuse, and Incest National Network (RAINN) Hotline 1-800-656-HOPE (4673)

Maryland Network Against Domestic Violence 1-800-MD HELPS (634-3577)

If the person is in immediate danger, call 911.

If your patient, classmate, or coworker confides plans to kill a domestic partner or other, if possible, do not let the person leave the room, and call 911.

Shelter-in-Place and Mass Care Procedures

Certain emergency situations may arise in which the University is required to shelter-in-place. This could include chemical or radioactive spills, weather conditions, or even blockade of Montpelier and Johns Hopkins Roads. In these situations, MUIH is prepared to ensure the safety of all people who are sheltered here.

Sheltering-in-place usually only lasts a few hours, but when longer stays are required, mass care procedures will be initiated to make sure everyone and all needs are taken care of properly.

Emergency Captains will disseminate information to those who are in the shelter. Emergency Captains will be wearing bright vests so they are easily identifiable.

Pandemic Procedures

A pandemic exists when several people become very ill from the same disease at the same time. In the recent past, a pandemic was declared when the H1N1 virus spread at a rapid pace. There are strong chances that other viruses will spread in the future, and our goal is to protect the safety and well-being of the MUIH community.

Prevention and education are key in this process. When an outbreak is first reported, our first step is to inform the community and enforce universal precautions as necessary. Please check your email for communications should a pandemic be declared. If a high level pandemic is declared where it is unsafe for you to be on campus, announcements about closings will be on the University website, main phone number, and media outlets, as defined in the Emergency Closings Standards and Practices document, located on the Intranet (MyMUIH).

Utility Failures

During the event of a power outage or other utility failure, University operations may be mildly to severely impacted.

If there is an emergency, such as a fire, pull the fire alarm and follow procedures listed in the Fire & General Emergency Procedure section of this manual.

Electrical/Light Failure

In the instance of a power outage or light failure, emergency lights will activate and stay on for up to 2 hours, to allow you to safely exit the building, if necessary. Additional lanterns and flashlights will be provided to help light the building if we are required to stay for a longer period of time. Based on whether or not a time is provided by the electric company for the restoration of power, a judgment may be made as far as whether or not to continue normal operations for the day.

Elevator Failure

If you are trapped in the elevator, press the call button to get help. The elevator maintenance company and the Ambassador will be notified.

Plumbing Failure

If you notice a plumbing failure or flooding, notify the front desk immediately and do not turn on any lights or electrical equipment. Leave the area and ask others to evacuate the area as well to avoid electrocution.

Support Services

Following or during an event, faculty may choose to open up scheduled class time for processing and sharing of thoughts, if desired. Please note that faculty and staff are only available to listen, and are not qualified licensed professionals. If a community member has training outside of class as a licensed professional or spiritual leader, they are welcome to offer these services off-campus, and not affiliated with MUIH.

A licensed professional counselor from Grassroots Crisis Center may be brought on campus by MUIH in the instance of a national disaster, to provide counseling for anyone needing it. Individuals may also be referred directly to Grassroots Crisis Center or to their 24-hour hotline (410-531-6677).

Employees are also able to contact the Mutual of Omaha Employee Assistance Plan, which provides counseling and support via telephone 24 hours a day, 7 days a week (1-800-316-2796).

A list of National Hotlines and numbers to call, as well as other local support services are listed below, and on the MUIH website:

Grassroots Crisis Intervention Services	410-531-6677
2-1-1 Maryland (provides referrals)	211
Baltimore Crisis Response	410-433-5175/410-752-2272
Covenant House Nineline	1-800-999-9999
Crisis Response Center (Prince George's County)	301-927-4500/301-306-6306
Crisis Response System Hotline, Baltimore County	410-931-2214
Family Crisis Resource Center, Inc.	301-759-9244
Frederick County Hotline	301-662-2255
Grief Share	1-800-395-5755
Montgomery County Hotline	301-738-2255
United Way Crisis Helpline	1-800-233-HELP

Appendix A

Bomb Threat Call Checklist

Date: _____

Time: _____

Time Caller Hung Up: _____

Phone # Where Call Received: _____

Ask the Caller:

Where is the bomb located? (Floor, Room, etc) _____

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Did you place the bomb? Yes No

Why? _____

What is your address? _____

What is your name? _____

Exact Words of Threat:

Information About the Caller:

Where is the caller located? (Background and level of noise)

Estimated Age: _____

Is the voice familiar? If so, who does it sound like? _____

Other points: _____

Caller's Voice (check all that apply):

☐ Male ☐ Female

☐ Adult ☐ Child

☐ Accent ☐ Angry ☐ Calm ☐ Clearing Throat ☐ Coughing ☐ Cracking Voice ☐ Crying

☐ Deep ☐ Deep Breathing ☐ Disguised ☐ Distinct ☐ Excited ☐ Laughter ☐ Lisp

☐ Loud ☐ Nasal ☐ Normal ☐ Ragged ☐ Rapid ☐ Raspy ☐ Slow ☐ Slurred ☐ Soft

☐ Stutter

Background Sounds (check all that apply):

☐ Animal Noises ☐ House Noises ☐ Kitchen Noises ☐ Street Noises ☐ Booth ☐ PA System

☐ Conversation ☐ Music ☐ Motor ☐ Clear ☐ Static ☐ Office Machinery

☐ Factory Machinery ☐ Local ☐ Long Distance

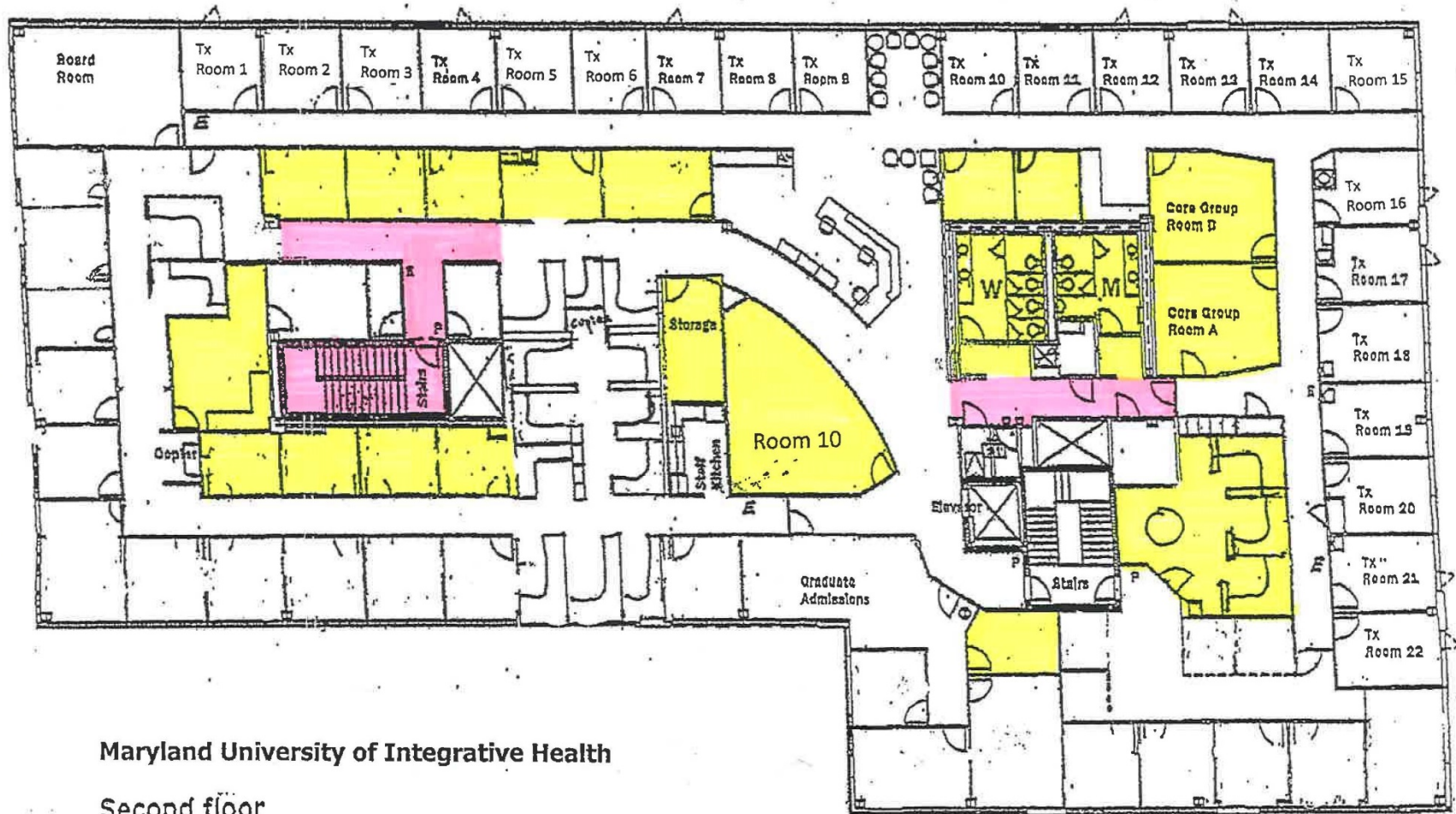
Threat Language (check all that apply):

☐ Incoherent ☐ Message read ☐ Taped ☐ Irrational ☐ Profane ☐ Well-spoken

Other Information:

Appendix B

Shelter-in-Place Map



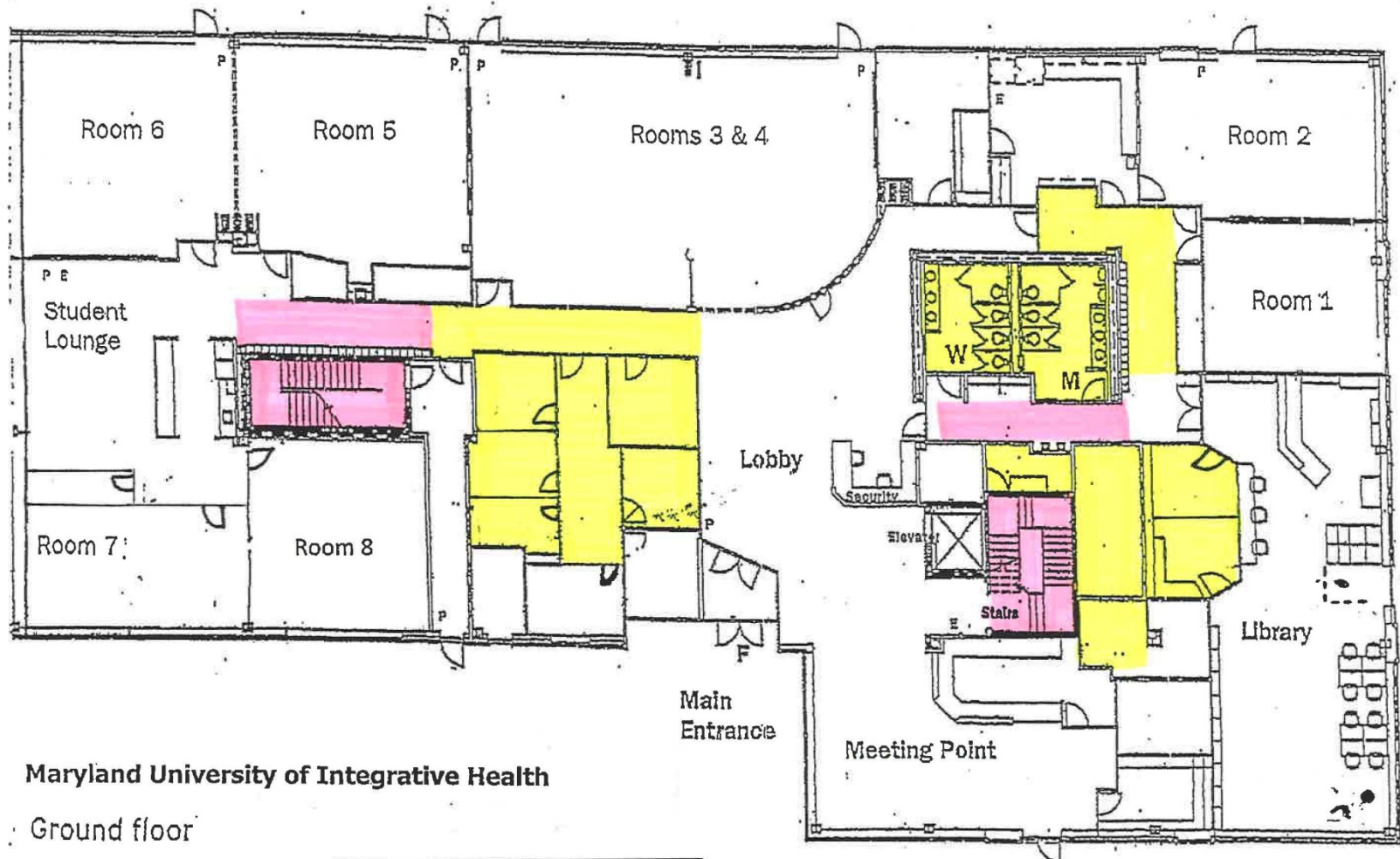
Maryland University of Integrative Health

Second floor

Key

- = Primary areas to take shelter
- = Secondary areas to take shelter

Shelter-in-Place Map



Maryland University of Integrative Health

Ground floor

Key



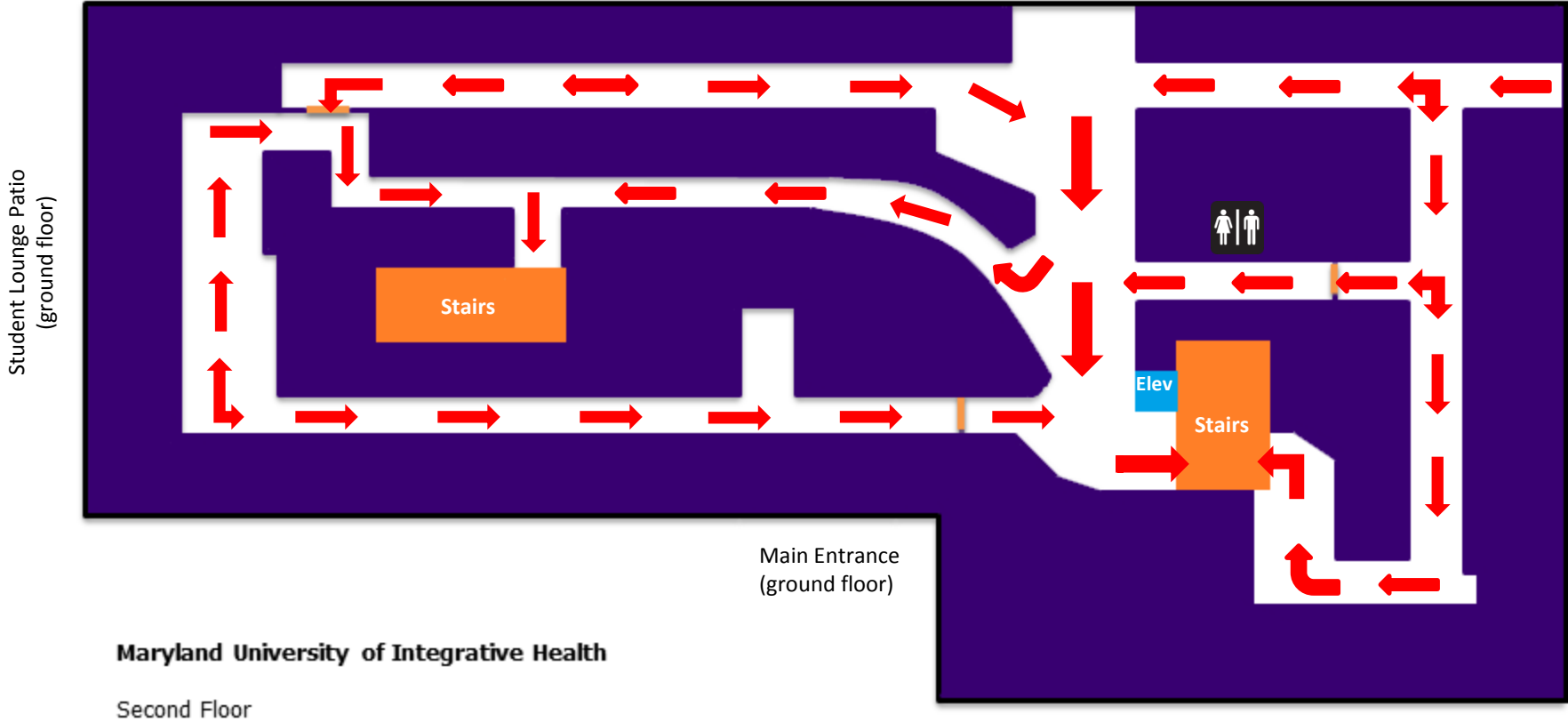
= Primary areas to take shelter



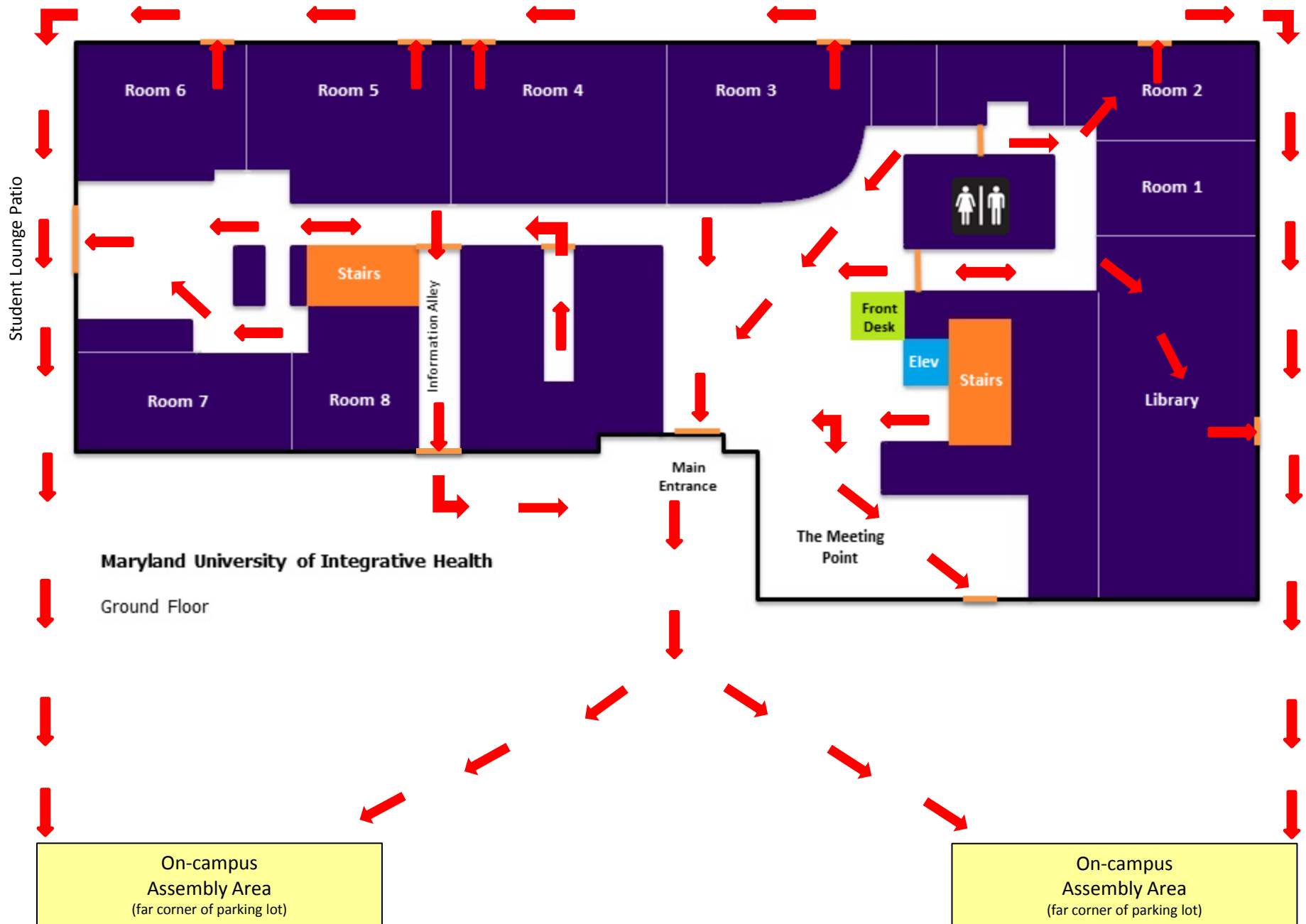
= Secondary areas to take shelter

Appendix C

Evacuation Map



Evacuation Map



Appendix D

Off-Campus Assembly Area Map

