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Chapter 1
Emergency Response Procedures

Overview
Emergency situations can range from an isolated incident characterized by a quick resolution by Salisbury University Police and a few campus departments, to a major campus disaster requiring a coordinated response from multiple campus departments and the utilization of resources external to the campus. The chief of University Police is responsible for managing any declared emergency affecting the safety and security of the University community through the implementation of emergency response procedures designed to identify and allocate resources, and to commit those resources to the successful resolution of the emergency situation.

The president, provost, any vice president or the chief of University Police may declare an emergency condition and request an institutional management response for the coordination of activity around an identified emergency. This document details the response procedures that will transpire subsequent to the declaration of a campus emergency and identifies the mobilization of various campus leadership groups in response to an emergency.

Three closely related entities act in response to any emergency according to the procedures noted herein. They are: the Emergency Management Team (EMT), the Emergency Operations Center (EOC) and the Incident Command Center (ICC). Individuals assigned to these entities are defined by their level of responsibility and duties and/or by the type and level of response required by the severity of the emergency. The EMT will be called to action in the event of any emergency and will, depending upon the severity of that emergency, establish the EOC and the ICC.

Emergency Management Team (EMT)
The Emergency Management Team will be called into operation as soon as practical after an emergency condition or incident occurs requiring a coordinated institutional response. The president, provost, any vice president or the chief of University Police may initiate the Emergency Response Procedures and implement the EMT. The provost, as president’s designee, is the chair of the EMT. The vice president of student affairs has been designated by the president to be the institutional coordinator/manager of this team. Membership in this team will include:
- Provost (Chair)
- Vice President of Student Affairs
  (Institutional Coordinator/Manager)
- Vice Presidents and /or their designees
- Assistant to the President
- Director of Media Relations, and
- Additional members deemed necessary on an “as needed” basis.*
The University Police chief or a designee will provide liaison duties and informational briefings to the EMT. The EMT will be the focal point for institutional leadership and global decision-making during the emergency response. The vice president of student affairs, with the support of the assistant to the president, will be responsible for coordinating, managing, and reporting to the president and provost on the status of the incident and decisions made by the EMT. The staging area for the EMT will be either the President’s Conference Room (HH 248) or the Student Affairs Office (GC 212), depending on the availability of essential resources (power, news briefings, etc.). In the event that neither of these locations have essential services or these essential services become unavailable, the vice president of student affairs will procure an alternate location.

Emergency Operations Center (EOC)
If the emergency condition is either long term, catastrophic or severe enough to cause an institutional response on a 24-hour-a-day/multi-day process, the EMT will call for the activation of the Emergency Operations Center. This group will be comprised of representatives of departments/offices affected by or identified as responders to the emergency. Department/office heads/chairpersons will ensure continuing staffing to the EOC by appropriate-level personnel as designated by the EMT as long as the emergency requires. The EOC will coordinate assets and resource allocations necessary to successfully respond to the emergency situation.

The EMT will identify those departments/offices required for staffing inclusion based on the type, severity, and impact of the emergency.* The staging area for the EOC will be in the University Police building (UP 114). This facility will be equipped with the appropriate communication equipment (telephones, computers, beepers, etc.) and staffing and will be coordinated by the University Police chief.

*Offices that may be called in to the EMT or may be represented at the EOC include:
- Housing/Residence Life
- Environmental Safety
- Student Health Services
- Physical Plant
- Office of the Provost
- Business and Finance
- Information Technology
- University Dining Services
- Student Activities
- University Police
- Counseling Services

Any other department deemed necessary by the EMT or member’s designee

Incident Command Center (ICC)
The Incident Command Center will design, coordinate and implement the operational response to any incident identified as a major crime, threat to
public safety, or health incident.

The ICC may comprise local, state or federal public safety or police command level officers; local, state or federal fire, EMS or HAZMAT teams; local, state or federal environmental and/or public health resources or any other operational group deemed necessary based on the emergency characteristics and requirements.

The staging area for the ICC will vary depending upon the location of the threat. The staging area for the ICC should include adequate communications equipment and other logistical support. In the event the incident requires outside agency intervention and/or response (MSP, FBI, Public Health, etc.), the ICC group will act as the coordinator of services during the operational phase of the stated incident.
Chapter 2
Medical Emergencies

EMPLOYEE INCIDENT REPORTING

Overview or Objective
To facilitate the timely reporting of work injuries in a manner that will ensure that the employee’s injury gets proper treatment, medical bills are paid and employee is properly compensated for lost time.

Timing:
Every effort should be made to make sure injury is reported in 24 hours of its occurrence. The reporting process for the Human Resources (HR) Office takes about 10 minutes.

Steps:
• Employee has injury.
• Injury is reported to supervisor within 24 hours of occurrence.
• Employee completes Employee’s Incident Report form before treatment, if capable of doing so. This form (with instructions) can be found on the HR forms Web page. Upon completion, this form should be sent to HR (HH 140) via inter-office mail.

Note:
Depending on the incident, it may be advisable for the employee to complete the form after seeking proper medical care. If employee is unable to return to work, the supervisor may complete the Employee’s Incident Report form via a phone interview. He/she will check the “phone interview” box and sign and date on the appropriate line.

If injury needs medical attention (other than basic first-aid), employee is sent to Main Street Med Center. For more serious work injuries or injuries that occur after business hours, refer employee to PRMC Emergency Room. Although these places are recommended, the employee may see their private physician.

If the employee cannot transport himself/herself to any necessary medical treatment, the supervisor or University Police should arrange for the transportation.

The supervisor should complete Supervisor’s Incident Report form and submit a copy to HR (HH 140). This form (with instructions) can be found on the HR forms Web page.

If there are any witnesses to the incident, the Witness Incident Report form will be completed and returned to HR. This form can be found on the HR forms Web site.
As a general rule, HR has up to three days, from time of incident, to report the information to IWIF (Injured Workers’ Insurance Fund) for further investigation. Prompt attention and completion of each form (including the Witness Incident Report form—if applicable) will ensure that the injury gets proper treatment, medical bills are paid and the employee is properly compensated for lost time.

STUDENT AFFAIRS CRISIS TEAM (Revised each semester)
The following is a list of people to contact when there is a psychological, physical or other crisis that affects student behavior. The person(s) who may most effectively deal with the particular situation is to be called first. All others may be called as the situation or availability of individual(s) necessitates. Personnel are subject to change each semester. All phone numbers are available from the University Police.

University Police
*3-6222
Jim Phillips (work) ................................................................. 410-543-6007
(cell phone) ..............................................................................
(home) ...................................................................................

Department of Housing and Residence Life
Situations Affecting Students Living in Residence Halls

Associate Director of Housing/Residence Life
Dave Gutoskey (work) ................................................................. 410-546-6438
(home) ...................................................................................
(pager) ..................................................................................

Area Directors
Gwen Owen - Nanticoke (home) ..........................................................
(work) ...................................................................................
Tasha Thomas - St. Martin (home) ......................................................
(work) ..................................................................................
Amy Sine - Severn (home) ............................................................
(work) ..................................................................................
Byron Hughes - Choptank ............................................................
(work) ..................................................................................

Resident Directors
Diana Federici - Manokin (home) ..........................................................
(work) ..................................................................................
Alex Santavenere - Wicomico (home) ............................................
(work) ..................................................................................
Bunmi Akinkuowo - Chesapeake (home) .....................................
(work) ..................................................................................
Aubrey Harrison - Dogwood Village (home) ..................................
(work) ..................................................................................

Revised 2/03
Jonathan Tse - Chester (home) ................................................................. 410-543-6095
(work) ........................................................................................................
Mark Turnbough - Pocomoke (home) .......................................................... 410-548-3587
(work) ........................................................................................................

Director, Housing and Residence Life
Kathleen Grouutt (work) ........................................................... 410-548-9165
(home) ........................................................................................................

Student Health Services
Situations Involving Medical Emergencies
Jennifer Berkman, Administrative Director (work) .................. 410-543-6262
(home) ........................................................................................................
Emily Clifford, Nurse Practitioner (work) ................................. 410-543-6262
(home) ........................................................................................................
Jane Hubbell, Nurse Practitioner (work) ................................... 410-543-6262
(home) ........................................................................................................
Ann Patey, Nurse Practitioner (work) .......................................... 410-543-6262
(home) ........................................................................................................
Barbara Ryan, Registered Nurse (work) ................................. 410-543-6262
(home) ........................................................................................................
Karen Rickards, Registered Nurse (work) ................................. 410-543-6262
(home) ........................................................................................................
Cynthia McCready, Nurse Practitioner (work) ....................... 410-543-6262
(home) ........................................................................................................

Student Counseling Services
Situations Involving Psychological Emergencies
Edward Morris, Director (work) .............................................. 410-543-6070
(home) ........................................................................................................
Susan Brandt, Counselor (work) ............................................... 410-548-8920
(home) ........................................................................................................
Veronica Correa, Counselor (work) ............................................. 410-543-6070
(home) ........................................................................................................

Vice President of Student Affairs Office
John Fields (work) ................................................................. 410-543-6084
(home) ........................................................................................................
Barry King (work) ................................................................. 410-548-2365
(home) ........................................................................................................
Carol Williamson (work) ........................................................... 410-543-6080
(home) ........................................................................................................

Others Who May Be Called As Needed
David Brown, Director, Campus Recreation (work) ............ 410-543-6342
(home) ........................................................................................................
BLOODBORNE PATHOGENS SUMMARY

In order for you to protect yourself from bloodborne pathogens, you must first recognize when a potential exposure can occur. Exposure is possible whenever contact with body fluids containing blood is possible. This includes providing first-aid to a co-worker or handling waste that is soiled with blood or body fluids with blood. Saliva or vomit mixed with blood due to an injury may pass to the caregiver during CPR. Handling waste contaminated with body fluids, open skin (abrasions) or cuts caused by sharp objects, may allow a virus to pass to the worker. You and your supervisors should review tasks and identify actions, which may cause contact with body fluids. Precautions you take should match the potential for contacting body fluids. Although not all body fluids will cause infection, universal precautions can prevent exposure to fluids that, on rare occasion, may contain contaminated body fluids or blood. Wear personal protective equipment (PPE) that will protect these areas.

Be on the lookout for sharp objects or sharps (razors, needles, broken glass, etc.). Use caution when cleaning and handling laundry. Sharps may be found dropped in sheets, down drains or other places. Gloves may be used when handling trash bags. In all situations, grasp the bag and lift it away from yourself. Watch for objects sticking out of the bag. Do not handle sharps that are contaminated with blood. Health care workers are not even allowed to recap, bend or break scalpels and needles. Make sure you dispose of all sharp objects properly with minimal handling. Do not throw them into regular trash or leave them lying around. Dispose of sharps contaminated with blood in appropriate containers. Containers should be puncture- and leak-proof. Use a secondary container if leakage is possible. Fill sharps containers no more than 3/4 full and tape shut.

Properly label any containers or objects that may contain infected waste or blood. Containers holding the blood must be labeled with the biohazard symbol. It must be fluorescent orange or red with letters in contrasting colors. Wash hands and other skin surfaces after removing gloves or when contact with contaminated articles occurs. Use soap and water and wash for two minutes. Clean, disinfect and sterilize all reusable first-aid equipment.
Disinfect items (e.g., splints) contaminated with blood before reuse.

Clean and decontaminate blood spills as soon as possible. Wear gloves to clean up blood. Wipe up blood with disposable towels and dispose of the towels in a properly labeled container. Use an EPA-approved germicide or a 10 percent mixture of household bleach (9 parts water to 1 part household bleach) to disinfect surfaces. For large spills, use the bleach straight from the bottle, if practical. Since bleach loses concentration with time, don’t allow the mixture to stand for several weeks. Also, use plenty of bleach and allow enough contact time, approximately 20 minutes, to disinfect. Rinse tools with water after disinfecting and wear appropriate PPE (and ventilate) while disinfecting since bleach is corrosive and has a strong odor.

Bag laundry at the location of use and label appropriately. Soiled laundry should be handled as little as possible. Place soiled laundry and PPE in leak-proof bags while wearing gloves. Clean soiled laundry with detergent in normal laundry cycles (hot water at 160 degrees for 25 minutes) according to manufacturer’s instructions. PPE should be cleaned and dried according to the manufacturer’s instructions.

Dispose of all contaminated waste in appropriate containers, as described within the current version of Salisbury University’s Exposure Control Plan.

If you get stuck with a needle or splashed with blood or body fluids:
  * Don’t panic.
  * Wash needlesticks or cuts with soap and water; irrigate splashes to the nose, mouth or skin with water; irrigate eyes with clean water, saline or sterile irrigants.
  * Report exposure or injury to supervisor.
  * Immediately seek medical attention.
  * Student Health Services Ext. 36262; Medical non-emergency Ext. 36222 (University Police).
  * Complete Salisbury University “Employee Incident Report” form (see EHS or HR Web site).

Additional information is included within Salisbury University’s Exposure Control Plan and is available at the Environmental Health and Safety (EHS) Web site or by request Ext. 66485.

**EMERGENCY RESPONSE GUIDE**

UNIVERSITY POLICE ................................................................. 36222
FIRE ................................................................. 9-911 or 911

Call for help immediately.
Pull the fire alarm.
WALK to the nearest exit.
Warn others as you leave the building.
Ambulance/Medical Emergency ............................................... 9-911 or 911  
(i.e. serious bleeding, not breathing, unresponsive)  
Remain calm.  
Initiate lifesaving measures, if trained in (CPR).  
Call the University Police after contacting 911 for assistance.

Medical Non-Emergency (University Police) ................................. 36222

Student Health Services .............................................................. 36262  
(Monday-Friday, 8 a.m.-5 p.m.)

Student Counseling Services ....................................................... 36070  
(Monday-Friday, 8 a.m.-5 p.m.)

Escort Service ........................................................................... 36222  
(During hours of darkness)

Life Crisis Center ................................................................. 9-410-749-4357
Chapter 3
Threats of Violence

WORKPLACE VIOLENCE SUMMARY

Salisbury University is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of staff, faculty, students and visitors are of vital importance. Violent or threatening behavior will not be tolerated. SU’s Threats of Violence Policy applies to any acts of violence or threats made on SU property, at SU events, or under other circumstances that may negatively affect SU’s ability to conduct business. Included in this prohibition are such acts or threats of violence made directly or indirectly, by words, gestures, or symbols that infringe on the University’s right or obligation to provide a safe workplace for its employees, students and visitors.

If any member of the University community feels that an incident of this nature has happened or may happen, they should contact University Police at Ext. 36222 or their supervisor immediately.

SU THREATS OF VIOLENCE POLICY

Salisbury University is committed to providing a learning and working environment that provides the highest possible sense of safety and security for all members of the University community. Conduct, including threats (verbal or other) to kill or do harm, or comments that can be construed as threatening constitute a violation of this policy. Prohibited conduct also can include threats which might have been meant to be humorous or exaggerated by the speaker but whose intent is not apparent to a reasonable person, or threats not necessarily directed at a named individual.

Individuals who have experienced or witnessed incidents of violent acts or threats are encouraged to report the incident to University Police (Ext. 36222) or their supervisor immediately. Alleged threats of or acts of violence will be investigated and may result in criminal charges being filed and the accused being arrested. Victims of violent acts or threats will be advised of University action and the University will assist them in filing criminal charges to the extent permitted by law.

If the continued presence of the accused on campus is dangerous, threatening or disruptive to the conduct of University business, the University also reserves the right to temporarily remove the person from the campus pending further action. In addition, the University reserves the right to require the accused to undergo a psychological assessment. The results of the assessment will be reviewed by appropriate University personnel and will constitute part of the record in subsequent judicial proceedings.
If the accused is a student, a judicial hearing will be held at the earliest practical time to establish the facts and to take appropriate disciplinary action, which may include suspension or expulsion from the University. The rights of the accused and the victim(s) are outlined in the Judicial System Policies and Procedures section of the *Student Handbook*.

If the accused is a faculty member or staff/administration employee, the matter will be handled through the appropriate grievance and/or disciplinary processes and may include suspension and/or termination from the University. The rights of the faculty member are outlined in the *Faculty Handbook* and the rights of staff/administration employees are outlined in the respective grievance and disciplinary policies for regular, state exempt and non-exempt staff. (Contingent employees should contact their supervisor or HR to discuss any grievance and/or disciplinary issues.)
Chapter 4
Sexual Assault

Sexual Assault Definitions
In addition to sexual offenses as defined by Maryland Annotated Code, the University System of Maryland Board of Regents has adopted the following definitions.

Sexual Assault I - by stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person’s anal or genital opening with any object. These acts must be committed either by force, threat and intimidation, or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware.

Sexual Assault II - by stranger or acquaintance, the touch of an unwilling person’s intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them) or forcing an unwilling person to touch another’s intimate parts. These acts must be committed either by force, threat and intimidation, or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware.

Sexual Assault Prevention Programs
Information on preventing sexual assault is presented as a topic in the New Student Experience curriculum, a course taken by all freshmen and incoming transfer students who have less than 25 credit hours. Outreach programs are also scheduled on request for student organizations, residence hall groups and classes by Student Counseling Services, Student Health Services staff and University Police.

Reporting Sexual Offenses
Victims of sexual assault should immediately contact the police in the jurisdiction where the offense occurred. If the assault took place on campus, the University Police should be called at 410-543-6222. It is important that any evidence of the crime be preserved for the investigating officers. This includes any physical evidence from the victim and from the area where the assault occurred. Victims should specifically avoid bathing or washing clothing or bed linens.

Victim Services
Victim services are available on campus through the Crisis Management Team, which includes professional staff from the Office of Student Affairs, the Office of Housing and Residence Life, Student Counseling Services, Student Health Services, and the University Police. Similar services can be accessed off campus through the Life Crisis Center (410-749-HELP or 1-
800-422-0009). Victims will be given information regarding contacting off-campus services.

Services for sexual assault victims include:
* assistance in reporting sexual assault to the proper law enforcement authority
* counseling
* health services and
* assistance in changing academic and/or living situations as requested by the victim if such changes are reasonably available.

Rape Aggression Defense Training (RAD) is available on campus to faculty, staff, and students who desire to participate in a self-defense class. A University Police officer is a certified RAD instructor and will schedule periodic classes as requested.

**Student Disciplinary Procedures**

In addition to any criminal or civil remedies available, violation of laws or University System of Maryland policy regarding sexual assault will be subject to the campus judicial system. The range of judicial system penalties for students shall include, but not be limited to, one or more of the following: alteration of class schedule, disciplinary reprimand, loss of privilege, restitution, disciplinary probation, disciplinary suspension, disciplinary dismissal and disciplinary expulsion.

The on-campus procedures shall provide that 1) the accuser and the accused are afforded the same opportunities to have others present during a campus disciplinary proceeding, 2) both the accuser and the accused are informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault, and 3) the offense must be reported according to federal reporting mandates and Maryland state law.

**Faculty and Employee Disciplinary Procedures**

In addition to any criminal or civil remedies available, violations of laws or University System of Maryland policy regarding sexual assault will be subject to the appropriate faculty and/or employee disciplinary procedure. The range of employment penalties for faculty and employees shall include, but not be limited to, one or more of the following: counseling, reprimand, suspension or termination of employment.
Chapter 5
Evacuation

CAMPUS-WIDE EVACUATION

In the event of an emergency that would necessitate the evacuation of all personnel from the campus, the announcement will be made in the same manner as outlined in “Procedures for Emergency-Related Cancellation of Class and Release of Employees from Work” (Chapter 7). All students, faculty and staff, except University Police, members of the Emergency Management Team, Student Health Services and Motor Pool personnel, will be immediately released to leave campus to go to a safe place away from campus.

For those who need transportation, the University will dispatch buses/vans to designated pick-up points. The following sites have been designated:

   a. Front of Maggs Physical Activities Center at the bus stop
   b. Dogwood lot in front of the Guerrieri University Center
   c. Devilbiss Hall lot by the quad entrance
   d. Power Professional Building

Depending on the nature of the emergency, all these sites may not be available. If necessary, other pick-up sites will be designated. This will be communicated by e-mail, the University Web site and by flyers posted at locations around campus.

University Police will coordinate with the Wicomico County Emergency Management coordinator, the Salisbury Fire Department, local police and others to disseminate information to the campus community as quickly as possible.

If it becomes necessary for individuals to need temporary shelter, the Wicomico County emergency manager, in consultation with the American Red Cross, will designate certain emergency shelters. The local media will communicate this information. Evacuation to these locations will be coordinated on campus with University Police.

University Police, after assisting with the evacuation, will check all campus facilities to ensure compliance with the campus-wide evacuation order and to secure the campus. Essential personnel will be required to report back when necessary to prepare for the reopening of the University. Announcements will be made through the normal channels as to when the campus reopens.
RESIDENCE HALL EMERGENCY STORM EVACUATION PROCEDURES AND SHELTER IN-PLACE

(See Fire and Fire Alarm Procedures for Building Exit Plan - Chapter 6)

For the safety of our students, please adhere to the following evacuation procedures in the event of an emergency (i.e. tornado, hurricane, etc.):

Shelter In-Place: All Areas
When faced with severe weather conditions such as tornados or hurricanes, designated areas within campus buildings or residence halls provide protection from the effects of high winds and flying debris. Moving personnel to these protected interior areas is referred to “shelter in-place.” Generally, these areas are: away from windows, away from glass doors, are interior rooms (or closets) without windows, and are at the lowest possible level within a structure.

When notified by Residence Life staff or other authority to shelter in-place, seek shelter immediately within the nearest building and await further instruction regarding the pending danger. Do not venture out to determine if the tornado or hurricane conditions have subsided—designated staff will alert you that conditions have improved or are all clear.

Residence Hall Procedures for Tornado Warnings
For the safety of our students, please adhere to the following procedures in the event of an emergency (i.e. tornado) that requires shelter in-place:

1. All Residence Life staff must report to the hall office of their building and await further instructions from their AD/RD.

2. All residents of Dogwood Village are to seek shelter immediately in a building. Residents of Dogwood Village may want to evacuate their buildings and go to the basement of the Commons building if there is sufficient warning to do so. A Residence Life staff member will accompany them and provide further instructions. Should residents choose to stay in Dogwood Village, they should seek shelter in the center hallway of the buildings, away from windows, with doors closed to the rooms.

3. All residents of Severn, Chester and Choptank must evacuate their rooms and stay in the main hallway on their floor. All room doors and cluster doors must remain closed. The fire doors leading to the stairwells must also be closed.

4. All residents of Nanticoke, Manokin, Wicomico and Pocomoke must evacuate their rooms and go to the basement of the building. All basement doors must be closed.

5. All residents of Chesapeake Hall must evacuate their rooms and remain in the hallway outside of the room doors - NOT IN THE LOUNGE AREA! All room doors must be closed.

6. All residents of St. Martin Hall must go to their bathrooms in the center of the suite and close the doors on both sides.
Residence Hall Procedures for Hurricane and Blizzard Warnings
Due to the advance notice that the National Weather Service will provide, all Residence Life staff must report to their staff office and await instructions from their AD/RD or the Emergency Response Team.
Chapter 6  
Facilities Emergencies

TELEPHONE FAILURE (AFTER HOURS)

The following procedures will be followed when the University experiences a major telephone system failure. A major failure is identified as a telephone outage that affects at least 20 percent of all telephones on campus or any telephone instrument/line that would have an impact on the safety of students, staff and faculty such as the University Police Dispatch (Ext. 36222) telephone. Other major failures include not being able to call off campus (primarily for 911 calls).

1. Be prepared to provide the following information:
   A. What is the problem?
   B. Time of the problem?
   C. Did the campus experience a power outage (did the lights blink)?
   D. A working telephone number where you can be reached. This should be the University Police emergency number 410-749-0916 if working; if not working, use a pay phone or cellular phone that is working and that someone is able to answer.

**NOTE:** The green telephone on the wall in the Dispatch Center is the emergency telephone for University Police. The telephone number is 410-749-0916.

2. University Police will call Brenda Stanley*, SU’s telecommunications manager, first. If no answer, leave a detailed message on answering machine and then page her. Wait five minutes for return call; if no return call, go to next step.

3. University Police will call Dennis White*, SU’s telecommunication technician. If no answer, page him. Wait five minutes for return call; if no return call, go to next step.

4. University Police will call Tony Stancil*, SU’s associate director of Information Technology. If no answer, leave a detailed message on answering machine and then page him. Wait five minutes for return call; if no return call, go to next step.

5. Call Verizon (telephone service provider). Identify yourself as Salisbury University, customer number (Holloway Hall)* or (Guerrieri University Center)* and provide them with a working
number where they can reach you. Continue to stay in touch with the “800” number until a technician is dispatched or remotely accessing our telephone system. Have them report to you on status of the repairs.

*All phone numbers, pager numbers and customer numbers are maintained in the University Police Dispatch Manual.

HAZARDOUS MATERIALS
CRITICAL INCIDENT MANAGEMENT

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The procedures listed below may be used to manage simple spills. However, major spills or emergencies require emergency assistance from 24-hour emergency agencies (i.e., the City of Salisbury Hazardous Material (HAZMAT) Team). Those services are requested by dialing 9-911 or 911. The University does not have a fire department or HAZMAT team. The identity of the spilled materials must be determined if an appropriate response is to be formulated. Spills of unknown materials should be handled as a major spill until it is determined that the material does not represent a significant danger to people or the environment. The characteristics of a simple and major spill or emergency are presented below:

<table>
<thead>
<tr>
<th>Simple Spill</th>
<th>Major Spill or Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not spread rapidly</td>
<td>Spreads rapidly</td>
</tr>
<tr>
<td>Does not endanger people</td>
<td>Endangers people</td>
</tr>
<tr>
<td>Does not endanger environment</td>
<td>Endangers environment</td>
</tr>
<tr>
<td>Trained individual can clean up</td>
<td>Must call 911</td>
</tr>
</tbody>
</table>

Immediate Action
Simple spills should be cleaned up by the person previously working with the spilled materials provided that person is properly trained in cleanup procedures. Cleanup procedures require the use of appropriate personal protective equipment and disposal. If an individual is not trained or properly equipped to perform a cleanup, University Police should be contacted (Ext. 36222) to report the spill and request assistance. The environmental health and safety (EHS) manager will be notified to respond.

The general procedure for minor spill cleanup includes:
* Identify the spilled substance
* Put on proper personal protective equipment
* Stop the source of the spill, if necessary
* Contain the spill from spreading using absorbent materials, plastic or other means
* Transfer the material into an appropriate waste container
* Seal and properly label the waste materials
* Contact the environmental health and safety manager regarding the transfer to waste storage (Ext. 66485)

**Major spills or emergencies:**
* Dial 911
* Evacuate, assemble at a safe distance
* Account for individuals
* Wait for and provide information to responders

**Notifications And Reporting**
* If the incident involves any radioactive materials, or is a major spill of hazardous materials, notify University Police at Ext. 36222 and the University environmental health and safety manager at Ext. 66485. Dr. Elichia Venso, the University’s Radiation Safety Officer (RSO), will be notified by University Police.

* The EHS Office or University Police will report the incident to the Maryland Department of the Environment as soon as possible and not later than six hours after discovery of the incident.

**Decisions (In consultation with EHS manager)**
* Determine if emergency responders are needed.
* Determine if immediate hazards are under control and the situation is stabilized.
* Determine if the site can be reoccupied or if further remediation or repair is needed.

**Decision Maker(s)**
The decision to call for emergency assistance may be made by the involved person (user), a person discovering an incident, or the resource or emergency unit receiving a call for assistance.

The decision that a major incident is controlled and stabilized is made by the emergency response agency, i.e. the incident commander from the City of Salisbury HAZMAT Team. After immediate hazards have been controlled and stabilized, the incident commander will transfer authority and responsibility for the site to the University Police and/or EHS. The University Police and/or EHS will transfer responsibility back to the unit, department or facility tenant, as appropriate for the situation.

Emergency agencies and units may request input for decision-making from University resource units; for example, to determine that re-occupancy is safe.

**Subsequent Procedures/Information**
Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resource units or specialized contractors.
Basic Steps for Emergency Spill Response

(From the University’s Chemical Hygiene Plan)
Releases of hazardous substances that pose a significant threat the health and safety or that, by their very nature, require an emergency response regardless of the circumstances surrounding the release or the mitigating factors are emergency situations. The following definitions designate an emergency situation:

* The situation is unclear to the person causing or discovering the spill.
* The release requires evacuation of persons.
* The release involves or poses a threat of fire, suspected fire, explosion or other imminent danger; conditions that are Immediately Dangerous to Life and Health (IDLH); high levels of exposure to toxic substances.
* The person(s) in the work area is uncertain they can handle the severity of the hazard with the Personal Protective Equipment (PPE) and response equipment that has been provided and/or the exposure limit could easily be exceeded.

Conversely, releases that do not pose significant safety or health hazards to person(s) in the immediate vicinity or to the person(s) cleaning up the material and do not have the potential to become emergencies within a short time frame are not emergency situations. The following situations ARE NOT emergency situations:

* The person causing or discovering the release understands the properties and can make an informed decision as to the exposure level.
* The release can be appropriately cleaned by the lab personnel.
* The materials are limited in quantity, exposure potential, or toxicity and present minor safety or health hazards to persons in the immediate work area or those assigned to clean up the activity.
* Incidental releases of hazardous substances that are routinely cleaned up by EHS need not be considered an emergency.

Emergency Situation - Spill:
If the spill is of high toxicity or flammability or you are unsure of how to proceed or is more than one liter, execute the following:

1. Notify University Police at Ext. 36222.
2. Evacuate personnel from the spill area and alert neighbors to the spill.
3. If possible, isolate the spill area and close doors to the room where the spill occurred.
4. Shut down equipment if possible.
5. Provide information on the nature and location of spill to emergency response personnel.

Evacuation of the building may be necessary if chemicals or contaminants could enter the air handling system of a building.
Attend to victims for a body splash:
1. Remove person(s) from spill area to fresh air only if attempts to rescue victim(s) do not present a danger to the rescuers.
2. Remove contaminated clothing while under an emergency shower.
3. Flood affected area with water for at least 15 minutes or longer if pain persists.
4. Wash skin with mild soap and water-do not use neutralizing chemicals, unguents, creams, lotions or salves.
5. Contact emergency response personnel and assure they know the chemical(s) involved. Have MSDS(s) available if possible.

Attend to victims for an eye splash:
1. Remove victim(s) from spill area to fresh air only if attempts to rescue victim(s) do not present a danger to the rescuers.
2. Lead the victim(s) immediately to an emergency eye wash facility.
3. Hold eyelids open.
4. Flush eyes for at least 15 minutes or longer if pain persists.
5. Contact emergency response personnel and assure they know the chemical(s) involved. Have MSDS(s) available if possible.

Mercury Spills:
Each laboratory that utilizes mercury should have or have access to a mercury spill clean-up kit. In the event of a spill (broken thermometer) isolate the area in which the material was spilled and prevent people from stepping on the mercury. Follow the directions provided by the mercury spill clean-up kit and contact EHS to pick up mercury waste when you are done. For spills larger than the laboratory can handle, contact EHS for spill cleanup, instructions or assistance.

Non-Emergency Situation - Spill:
If the spill is less than one liter and the chemical involved is of low toxicity and a low flammable hazard, handle it in the following manner:
1. Utilize absorbent materials (i.e., paper towels).
2. Choose the proper protective equipment:
   * Always wear gloves and protective eyewear
   * Use additional protective equipment such as an apron, coveralls or boots, if necessary
3. Confine or contain the spill

If there are questions about proper spill response techniques, call EHS at Ext. 66485. After hours call Ext. 36222.

For Non-Reactive Spills:
1. Cover liquid spills with absorbent and scoop into a plastic disposal bag.
2. Sweep solid materials into a dustpan and place in a sealed container.
3. Contact EHS for proper disposal instructions.
For Reactive Or Potentially Reactive Spills:
1. Cover liquid spills with absorbent and scoop into an appropriate disposal container.
2. Wet mop dry substances to avoid spreading hazardous dust, provided it is non-water reactive.
3. If spilled chemical is a volatile solvent, transfer disposal bag to a hood for containment.
4. Follow the University Hazardous Waste Disposal Procedures for disposal.

UTILITY FAILURE
PHYSICAL PLANT EMERGENCY CALL LIST
(Non-Business Hours)

Air Conditioning
Call the maintenance mechanic to respond. If the maintenance mechanic cannot solve the problem for emergencies only call:
Allen Davis ..........................................................
Ed Townsend ..........................................................
Steve Blum ..........................................................
If the appropriate person cannot be reached, call:
Jim Miller ..........................................................

Boiler/Heat Problems
Call the maintenance mechanic to respond. If the maintenance mechanic cannot solve the problem for emergencies only call:
Terry Bennett ..........................................................

Carpentry, Hardware or General Maintenance
Call the maintenance mechanic to respond. If the maintenance mechanic cannot solve the problem for emergencies only call:
Jerry Adkins (home) ..........................................................
(pager) ..........................................................

Custodial Services and/or Janitorial Related Problems
Contact HK on channel 2. If no response, or do not respond in timely fashion, call:
David Lake ..........................................................
Shirley Pinkett ..........................................................

Electrical- Conectiv Power
Peak Management Program (EDL)
The EDL is in effect when the dispatcher answers the phone and hears the following message, “This is a message from Conectiv Power Company regarding Peak Management. If you are familiar with Conectiv Power’s
Peak Management Program, press 1 to confirm that you will receive this message. If you are not familiar with Conectiv Power’s Peak Management program, press 3.” This should occur before 4 p.m. The dispatcher should press 1.

Notify Tim Jones at Ext. 82258 or by radio (#21). If unable to contact Tim Jones, notify the maintenance mechanic, unit #5 or #8.

**Notify the officer in charge.** Place a memo on the board or be sure you inform the dispatcher who relieves you of the situation (IMPORTANT!)

**Electrical**
*(includes fire alarm and burglar alarm malfunction)*
Call the maintenance mechanic to respond.
If the maintenance mechanic cannot solve the problem, call for emergencies only:
Gene Peed .......................................................... Sonny Williams ..................................................
Tommy Lewis .........................................................

NOTE: Electricians are on duty Monday-Friday, 7 a.m.-5:30 p.m.
If the appropriate person cannot be reached, call:
Jim Miller ................................................................

**Elevator Problems**
Contact the maintenance mechanic. If there are people stuck in the elevator, contact the maintenance mechanic. Send an officer (follow control card procedures). Upon request by the maintenance mechanic or an officer, contact:
Delaware Elevator .................................................

**Reported Gas Emergencies**
Contact the maintenance mechanic. Send an officer (follow control card procedures).
Upon request by the maintenance mechanic or an officer, contact:
Chesapeake Utilities ................................................

**Heating-related Systems, Air Handling or Ventilation**
Call the maintenance mechanic to respond. If he is unable to solve the problem, call for emergencies only:
Terry Bennett ....................................................
Jim Miller ................................................................

**Lock Problems**
Glen Phillips (home) ..............................................
(pager) ..............................................................
Larry Fields (home) ...........................................................................................................
(pager).......................................................................................................................
If a locksmith cannot be reached call
Jerry Adkins (home) ..............................................................................................
(pager).......................................................................................................................
Bob Maddux .............................................................................................................
Jim Miller ................................................................................................................
If lock problems are a security problem and lock maintenance support is not available, advise an officer.

**Plumbing**
Call the maintenance mechanic to respond. If he is unable to solve the problem, call for emergencies only:
Pascual Flores ...........................................................................................................
Maurice Jones ........................................................................................................
Jim White ................................................................................................................
If the appropriate person cannot be reached, call:
Jim Miller ................................................................................................................
Kevin Mann ............................................................................................................

**Refrigeration**
Call the maintenance mechanic to respond. If he is unable to solve the problem, call for emergencies only:
Allen Davis .............................................................................................................
Ed Townsend .........................................................................................................
Steve Blum .............................................................................................................
If the appropriate person cannot be reached, call:
Jim Miller ................................................................................................................

**BOMB THREAT RESPONSE PROCEDURE**

**Fill Out Bomb Threat Information Sheet - Steps To Follow:**
1. Remain calm and refer to the Bomb Threat Information Sheet. If you have a display phone, record the information shown in the display window.
2. Keep the person on the phone as long as possible. The purpose is to try to get as much information from the person as possible.
3. Pay attention to any background noise and distinctive sounds such as machinery, traffic, other voices, music, television, etc.
4. Note any characteristics of the caller’s voice (gender, age, education, accent, etc.)
5. Attempt to obtain information on the location of a device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of detonator.
7. Immediately after the caller has ended the call, notify University Police, Ext. 36222.
8. If the threat was left on your voice mail, do not erase.
# BOMB THREAT INFORMATION SHEET

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone line that the call came in on:</td>
<td></td>
</tr>
<tr>
<td>Phone Number of the caller (if known):</td>
<td></td>
</tr>
<tr>
<td>Exact words of the caller:</td>
<td></td>
</tr>
<tr>
<td>Any background noise that you hear:</td>
<td></td>
</tr>
</tbody>
</table>

**Question to ask the caller:**

1) When is the bomb going to explode?

2) Where is the bomb located? (building, room)

3) What does the bomb look like?

4) What kind of explosive is it?

5) Why did you place the bomb here?

**Description of Callers Voice:**

<table>
<thead>
<tr>
<th>Male?</th>
<th>Female?</th>
<th>Young?</th>
<th>Old?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tone of Voice/Accent:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Familiar Voice?

Who did it sound like?

Any other remarks about the caller:

<table>
<thead>
<tr>
<th>Who received the call:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number:</td>
<td></td>
</tr>
<tr>
<td>Home number:</td>
<td></td>
</tr>
<tr>
<td>Home address:</td>
<td></td>
</tr>
</tbody>
</table>
The following personnel are to be notified in the following order after dispatching University Police:

Jim Phillips, Chief - University Police (work) ...................... 410-543-6007
(home) ...........................................................................................................
(cell) ..............................................................................................................

Dr. Carol Williamson, V.P. Student Affairs (work) .............. 410-543-6080
Kevin Mann, Director of Physical Plant (home) .....................
Kathy Groutt, Director of Housing (if bomb threat is in residence halls)
(work) ................................................................................................. 410-543-6040
(home) ...........................................................................................................

**Information About Evacuation of the Building**

The person who phones in a bomb threat has one of two motives:

* He has planted a bomb and wants to prevent injuries.
* He has not planted one and he wants to make a statement.

**Factors that are considered in making the decision:**

1. Number of people occupying the building: A building with a large crowd, i.e., Maggs Center, during a concert or basketball game is more difficult to evacuate and has a greater chance of panic and injury during the evacuation than Holloway Hall after administrative offices have closed.

2. Bomb threat call information: The more information that the caller gives, the more weight should be given to evacuating. If the call is very vague, then perhaps the building would not need to be evacuated.

3. Covert search capability: If a thorough covert search of the building can be made without alarming building occupants, then no evacuation may be decided on.

4. Past history and experience: Although every event is unique, a pattern of false bomb threats may be a factor to evacuate or not.

**Who makes the decision concerning evacuation:**

The highest ranking University official available or the administrator with first line responsibility for the building or area involved must make a decision to evacuate or not.

In case of inclement weather, University Police will provide a nearby building for temporary shelter. Occupants will not be permitted to congregate around exit doors or in areas close to the building.

The officers will make a floor-by-floor search in the public areas, including lobbies, hallways, stairways, restrooms, study rooms, offices, classrooms, etc. In the case of residence halls, a systematic search should be made of all areas except private residence rooms unless a specific room or location has been given for the bomb. The search is to be conducted by University Police and maintenance personnel or administrators who volunteer to assist. If there are not enough personnel available to cover all exits to keep people
from coming in, the exterior doors should be locked while the search is being conducted.

If a search is required, Wicomico County Sheriff’s Department K-9 may respond and assist in the search. After the search has been completed, the senior officer in charge should advise the person in charge of the building that a search has been made and the results of the search. If no device is discovered, allow the occupants to re-enter the building. DO NOT advise that the building is safe. Advise them if they locate any questionable item they SHOULD NOT attempt to disarm or dispose of it, and they should notify University Police officers at once. Upon entry into the building, DO NOT TOUCH or DISTURB ANYTHING (i.e., leave lights on that are on, leave lights off that are off).

If the decision is made not to evacuate, then a covert search should be made.

**Information Regarding the Discovery of an Explosive Device**

1. The officer in charge will:
   a. Notify all personnel in the building making the search to evacuate immediately.
   b. Post officers at all entrance doors to ensure that no one enters the building.
   c. Notify Wicomico County 911 Central that an explosive device has been discovered. The 911 Central will make the appropriate notification of the fire department, State Fire Marshall’s Office, etc.
2. Under no circumstances are you to attempt disarming or disposing of the device.
3. Upon arrival of the emergency service units, advise them of the location of the device and follow their instructions.
4. Allow re-entry to the building ONLY after the device has been removed from campus.

**FIRE AND FIRE ALARM PROCEDURE**

A fire emergency exists whenever:
1. A building fire evacuation alarm is sounding.
2. An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus.
3. There is the presence of smoke or the odor of burning.
4. There is spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gas or other material, or a flammable liquid spill.

**Evacuation Procedures**

Campus buildings shall be evacuated whenever the building evacuation alarm is sounding.
1. When it is determined that a fire emergency exists, the following actions are to be taken.
   a. SOUND AN ALARM. Activate the building fire alarm in buildings equipped with a manual fire alarm system. Shout a warning and knock on doors as you evacuate in buildings not equipped with a fire alarm.
   b. LEAVE THE BUILDING AT ONCE.
   c. CLOSE DOOR BEHIND YOU AS YOU EXIT.
   d. CALL THE FIRE DEPARTMENT FROM A SAFE PLACE.
      DIAL 9-911 OR 911.
      (1) When the emergency operator answers, ask for the fire department and give as much specific information as possible. State that you are calling from Salisbury University and include the proper name of the building and room number, floor or other specific area.
      (2) Do not hang up until released by the dispatcher.
   e. MEET THE FIRE DEPARTMENT OUTSIDE AND DIRECT THEM TO THE EMERGENCY.
   f. ALL FIRE ALARMS, EVEN IF SUSPECTED TO BE FALSE OR ACCIDENTAL, MUST BE REPORTED TO UNIVERSITY POLICE (Ext. 36222).

2. The evacuation procedures shall be as follows:
   a. It shall be the responsibility of every person to immediately leave a University building whenever the fire alarm is activated or a fire emergency exists. All students, faculty and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation. Mobility impaired persons are directed to the nearest stairway and are to wait to receive assistance from a “good Samaritan” or emergency personnel. If hearing or visually impaired persons need assistance, occupants may choose to render aid. If individuals are unable to assist others, then they should exit the building and provide information to emergency responders about the location of others still in the building.
   b. If you are in a room with the door closed, feel the door/doorknob prior to opening the door to determine if the fire is on the other side of the door. If there is heat, seek another exit or signal from a window. Use a towel, sheet, cloth or anything that will signal that you are in the room. If you are trapped in a room, use the phone to call for help.
   c. University Police will disseminate fire safety instructions annually and conduct fire exit drills annually.

**Fire Watch**
Whenever it is brought to the attention of the staff of residential buildings or departmental personnel that the fire alarm or sprinkler system is inoperable or has been placed out of service, a Fire Watch shall be established.
1. Responsible personnel (resident staff or others) shall be assigned to the Fire Watch.

2. The entire building shall be toured at least one time during each hour of the Fire Watch.

3. The University Police dispatcher (Ext. 36222) shall be notified each hour that the watch has been performed.

4. The Fire Watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.

5. INTERRUPTION OF FIRE ALARM:
   a. No person may shut off any fire protection or alarm system during a fire emergency incident without the permission of the University police officer in charge.
   b. No person may shut off any fire protection or alarm system during a bomb threat emergency without the permission of the police officer in charge.
   c. The fire and police departments may reset an alarm system only if there is no damage to the system and when it is within their technical capabilities to do so.

5. If an outside contractor or any other person has a need to shut off or interrupt service to any fire protection or alarm system, they must obtain permission from the Department of Physical Plant, which shall notify the University Police of every such interruption.
Chapter 7
Emergency Cancellations/Closing

Essential Employees
Essential employees are those in positions that have been designated as vital to the operation of the facility, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well being of the campus population and/or physical plant.

Employees whose positions are previously designated as “essential” are required to perform duties after an emergency condition has been declared. Only extenuating circumstances of a most serious nature will warrant the exemption of an essential employee from the requirement to report for duty in a timely manner.

In addition to their regular pay, essential employees shall be compensated with compensatory leave or cash payment equivalent to the administrative leave granted to non-essential employees.

Positions identified as “essential” should be determined in advance and must be approved by the respective University vice president(s). While some positions are considered essential year-round, designation of additional essential employees will be determined primarily by whether or not students are in residence.

1. Year-round essential positions:
   • University Police
   • Physical Plant

2. Essential positions - students in residence:
   (Note: Department head/director for respective areas may have previously designated specific employee/positions within each area instead of entire functional area.)
   • All positions in (1)
   • Dining Services
   • Health Center
   • Residence Life
   • Library
   • Information Technology
   • Maggs Physical Activities Center
   • Guerrieri University Center
University closings will be communicated via:

1. Campus switchboard (410-543-6000) - Brenda Stanley
2. Gull Line (410-546-6426) - Mike Bouloukas
3. SU Web site - Shelley Wetzel
4. Local radio and television - Public Relations Office

Decisions to close will be communicated by 6 a.m.

**Media Contacts for Closing or Delays Due to Weather**

<table>
<thead>
<tr>
<th>Station and Location</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOLC - Princess Anne</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WICO/WXIN - Salisbury</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WJLA-TV - Washington, D.C.</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>In case of failure of above system:</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WBFF/WNUV-TV</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WBAL-TV</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WBAL Radio</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WKHW/WKHI/WMYJ</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WMDT-TV</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WBOC-TV/www.wboc.com</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WQHQ/Q-105/104.7 FM</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WWFG/Froggy 99.9/99.9 FM</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WLWV-WLBW/The Wave 92.1 and 105.5 FM</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WOSC 96 Rock/95.9 FM</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WJQD</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>CLEAR CHANNEL RADIO</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>Switchboard</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>Gull Line</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>Web site</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>Info Desk</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WCEM FM</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WCEM AM</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WTDK 107.1</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WLIF</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>Lite 102</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WWMX 106.5</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WXYV 102.7</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WQSR 105.7</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WSCL FM</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WSUR</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WVES</td>
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</tr>
<tr>
<td>WESM</td>
<td>Contact made by P.R. staff</td>
</tr>
<tr>
<td>WDOV/WDSD</td>
<td>Contact made by P.R. staff</td>
</tr>
</tbody>
</table>
WSSR/WZBH ..................................................... Contact made by P.R. staff
WRLE/WJNE ...................................................... Contact made by P.R. staff
WJWL AM .......................................................... Contact made by P.R. staff
WOCQ 104 .......................................................... Contact made by P.R. staff
WGBG/WQJH ..................................................... Contact made by P.R. staff
WAFL/WYUS .......................................................... Contact made by P.R. staff
WMAR-TV .......................................................... Contact made by P.R. staff
WCEI ................................................................. Contact made by P.R. staff
WCTR ................................................................. Contact made by P.R. staff

Closing/Delay Messages

SALISBURY UNIVERSITY IS CLOSED. ESSENTIAL PERSONNEL WILL REPORT TO WORK.

SALISBURY UNIVERSITY WILL BE CLOSING AT (TIME). ESSENTIAL PERSONNEL WILL REPORT TO WORK.

SALISBURY UNIVERSITY CLASSES WILL BEGIN AT 11 A.M. OFFICES ARE OPEN AT THE REGULAR TIME. ESSENTIAL PERSONNEL WILL REPORT TO WORK. FOR NON-ESSENTIAL PERSONNEL, LIBERAL LEAVE POLICY IS IN EFFECT.

Transporting Employees and Students During Snow Conditions

1. SU will have a van, with chains if necessary, with a motor pool driver to transport students to and from University Park to the Commons.

2. The Ford Bronco will be used to transport Dining Services employees and any other employees outside of Salisbury that need to get in to work. It will be driven by a motor pool driver.

3. One of the Chevy Blazers will be used to transport employees in the Salisbury area. This vehicle will be driven by a motor pool driver.

4. After the University Park vehicle has completed its task, it will also be used to transport employees to and from work.

5. The other Chevy Blazer will stay with University Police and Truck G will be used by the Grounds Department.

6. All vehicles used to transport employees or students will have phones. All departments that will need this service will call the motor pool and they will dispatch a vehicle.
Emergency-related Cancellation of Class and Release Of Employees from Work

1. University Police monitor emergency (e.g., weather) conditions. The University Police chief will consult with the Delmarva Emergency Task Force and the Lower Shore Emergency Management Directors for the latest weather information from the National Weather Service through conference calls.

2. If emergency (e.g., snow storm) is anticipated (predicted), University Police chief makes contact with supervisors of essential employees the day before anticipated emergency.

3. Chief of police notifies the director of media relations (MR) the day before anticipated emergency (snow storm) and MR notifies Provost’s/President’s Office.

4. University Police monitors anticipated emergency (road conditions).

5. When emergency situation arises or begins to arise (2 inches of snow on the ground), chief of police notifies supervisor of essential employees.

6. Supervisors notify their respective essential employees to report to work due to anticipated emergency situation (if not during regular work hours, Monday-Friday, 8 a.m.-5 p.m.).

7. Motor Pool picks up essential employees as necessary and brings them to campus (per Motor Pool Emergency Conditions Policy).

8. Chief of police calls director of media relations about anticipated emergency (weather forecast and driving conditions). Director of media relations calls provost (at home or work) who makes decision on canceling classes in consultation with president. In the event of emergency situation occurring overnight, decision to cancel classes and release employees from work must be made before 5 a.m.

9. If a decision is made to cancel classes and/or release employees from work, MR calls media list (see sample media list and cancellations message attached). No media calls are made if classes are not cancelled.
Chapter 8
Bio-Terrorism

Response to Reports of Possible Exposure to Anthrax, Other Biological Agents, Suspicious Letters/Packages/Containers

1. Report any incident of this nature to the University Police immediately (Ext. 36222).

2. University Police dispatcher forwards the call to duty sergeant or officer in charge.

3. Duty sergeant or officer in charge speaks to reporting person and conducts an initial risk assessment.

4. Duty sergeant or officer in charge determines risk factors.

5. If risk factors are low and exposure to biological agents is unlikely:
   a. Officer will be dispatched to location and recover any possible evidence.
   b. Instruct reporting person that an officer will be dispatched to the location.
   c. If it is not sealed - determine if the package/letter/container contains any substance of concern. Anthrax is a white/grayish grainy powder; therefore, if the substance is another consistency it could be powder, flour, etc. According to the experts, anthrax and other biological agents are rare and expensive; therefore, anything other than a very small amount would indicate substance is something other than anthrax.
   d. The responding officer can seal the package/letter/container of low risk, by placing it into a Ziploc baggie and then sealing that baggie in two additional bags. The last bag is to be sprayed with a 5 percent bleach solution. Double latex gloves are to be worn. (Each police vehicle has been equipped with a small cooler, spray bottle, bleach, and latex gloves).
   e. If necessary for moderate risk assessments, the scene should be cleaned by using a 5 percent bleach solution. It is suggested the solution remain in place for one hour.
f. A chain of custody form is to be completed should it be determined the item be sent to the State Department of Health Lab.

6. If risk assessment indicates package/letter/container is a high level risk, contact Chief Phillips for further instructions or a personal response.

7. If it is then determined that the risk is too great, then the 911 Center will be called for response by the Salisbury Fire Department HazMat Team.

Toxalbumins Guide

A National Infrastructure Protection Center notification dated January 10, 2003 states “ricin could be used...to contaminate closed ventilation systems (e.g. heaters or air conditioners), drinking water, lakes, rivers, and food supplies. However, U.S. experts have deemed Ricin an ineffective aerosol-based weapon. In addition, contamination of water supplies (e.g. reservoirs, treatment plants) would require the processing of an extremely large amount of castor beans. Use of Ricin toxin as a weapon would be most effective by injection or as a food contaminant.

Ricin is a lethal, delayed-action cell toxin (cytotoxin) derived from the castor plant, a relatively inexpensive, accessible, natural source. The castor plant is a shrub-like herb with large, long-stemmed leaves similar to fingers. Its spiny, clustered seedpods contain brown, bean-like seeds that resemble large ticks. These plants produce flowers in various colors. The castor plant (Ricinus communis) can be found in the African tropics, Southeast Asia, the United States, and Canada. First responders should learn to recognize castor beans, which have legal uses, and be sensitive to paraphernalia used for extraction and enrichment of Ricin. Ricin can be prepared in a liquid, crystalline, or a dry powder form.

The routes of exposure for Ricin include ingestion, injection, and inhalation. Information that is widely available on the Internet and in “underground” publications suggests that mixing Ricin with dimethyl sulfoxide (DMSO) would allow the toxin to be absorbed through the skin. However, this method would not result in a toxic effect since the large molecular size of Ricin toxin prevents it from passing through intact skin. Ricin, when ingested in low doses, has a laxative effect.

Clinical symptoms of exposure vary depending on the route of exposure. Ingestion of Ricin toxin can cause a rapid onset of nausea, vomiting, and abdominal pain followed by diarrhea, anal hemorrhaging, dilation of the pupils, fever, thirst, sore throat, headache, and shock. It is estimated one milligram of ingested Ricin can kill an adult. Exposure through inhalation can cause fever, cough, congestion of the nose and throat, shortness of breath, nausea, chest tightness, profuse sweating, pulmonary edema, bluish coloration of mucus
membranes, incapacitation, and low blood pressure. Respiratory failure and circulatory problems occur prior to death. Aerosol studies in non-human primates have demonstrated that Ricin can produce symptoms within eight hours after inhalation. Injection is the most commonly used method of using Ricin toxin as a weapon and, in fact, at least one assassination is known to have been conducted by Ricin injection.

Aside from supportive care, there is no specific treatment for Ricin-intoxicated victims. Death is estimated to occur between 36 and 72 hours after exposure, depending on the dosage and route of exposure.

Ricin should only be handled by trained and certified hazardous materials professionals. Hazardous Materials Teams should be aware that Ricin mostly presents a particulate inhalation or splash hazard depending on the preparation of the material. Personnel protection should be driven by agency operating procedures that should include at the minimum gloves, eye protection, a particulate respirator, and splash protection. Sampling, seizure, or transportation of Ricin should be completed only under the authority of or in coordination with law enforcement.

First responders having contact with Ricin production laboratories should be aware of the potential use of common industrial chemicals (i.e., acetone, DIVISO, and lye). These chemicals may present a flammable, toxic and/or caustic hazard to individuals in the immediate vicinity.

Personnel who may have been exposed to Ricin should wash the effected area vigorously with soap and water. Equipment and supplies can be decontaminated with a weak (0.5 percent) hypochlorite solution (bleach) and/or soap and water.

There have been a small number of cases in the United States that involved use or near-use of Ricin. In April 1991, for example, several members of a domestic extremist group called the Patriot’s Council in Minnesota manufactured Ricin from castor beans and discussed using it against federal law enforcement officers. The amount of Ricin produced could have killed more than 100 people if effectively delivered. Four men were found guilty of violating the Biological Weapons Anti-Terrorism Act of 1989, the first conviction under this statute.”
Chapter 9
Civic Disturbance Uniform Plan:
Salisbury University and
Maryland State Police

SEE
“Civic Disturbance Uniform Plan:
Salisbury University and Maryland State Police”
Maintained by University Police
Appendix

University Dining Services
Emergency Plan

Statement of Purpose
During any campus emergency the purpose of University Dining Services will be to safely provide for the campus population. All extraneous services will be reduced or eliminated in order for UDS employees to focus available resources on the campus residents.

Weather or Standard Emergency
* All UDS employees will report as per schedule. Persons who are unable to get to work will be offered transportation to and from work on an as-needed basis.
* Peripheral UDS locations may be closed, based on the number of available employees. Services will be concentrated in the Commons. When the Commons is fully staffed, other locations may be opened as deemed necessary.
* All University Catering customers will be notified that their functions will be cancelled.
* UDS will keep on hand adequate disposable dish and flatware for two days of service, in case the dish room cannot be opened.
* In cooperation with our vendors, food supplies will be monitored and menus altered to provide adequate and nutritious meals for all persons on campus.

Loss of Power
* Emergency generators should provide adequate refrigeration to protect our food supply.
* UDS has on hand sufficient supply of propane powered equipment to prepare food for campus residents.

Threats of Violence
* Threats of violence, robbery, assault or other mayhem in any UDS facility will be reported at once to University Police, who will coordinate and direct all response and action.

Communication
* All communication regarding emergencies should be directed to the director of Dining Services or/and associate director of Dining Services.
* Decisions regarding the opening or closing of UDS facilities will be made by the director in coordination with University Police, Residential Life and the assistant vice president for administration.
Emergency Phone Information

Blue Light Emergency Phones

Rear BL .............................................................................................. *53092
DH (Pergola) ....................................................................................... *53268
DH (East) ........................................................................................... *53272
DV (3 B,G,L) ...................................................................................... *53145
MB (GC side) ..................................................................................... *53232
SM (CP lot) ........................................................................................ *53257
PP ........................................................................................................ *53254
WI ....................................................................................................... *53267
CB ....................................................................................................... *53328
CH ....................................................................................................... *53122
AW ...................................................................................................... *53577
SB (Central Stores) ............................................................................. *53324
CK (Quad) .......................................................................................... *53304
CO (PACE) ........................................................................................ *53280
AC (Field House) ............................................................................... *53372
TC ....................................................................................................... *53308
SC ....................................................................................................... *53172
FH ....................................................................................................... *53294

Outside Police and Emergency Departments

Emergency: ............................................................................................... 911
Police, Fire, Ambulance

Non-Emergency
911 Central .......................................................... 410-548-4920
Salisbury Fire .......................................................... 410-548-3122
Life Crisis ............................................................. 410-749-4357
Fruitland PD .......................................................... 410-548-2804
Salisbury City PD .................................................. 410-548-3165
Maryland State PD ............................................... 410-749-3101
Wicomico Sheriff Dept .......................................... 410-548-4891
Peninsula Reg. Med. Center ..................................... 410-546-6400

Power Failure Phones

If the phone system should go down, or we have a power failure, you will be able to call outside, receive outside calls or call between the listed phones by dialing the seven-digit number.

Do not dial 9.

Area Director’s and Staff Offices

Severn staff office .......................................................... 410-543-2036
Choptank RD office .......................................................... 410-543-2043
Dogwood AD apt ............................................................ 410-543-2053
Nanticoke AD apt ............................................................ 410-543-2060
St. Martin staff office .......................................................... 410-543-2077
Other Offices
Food Service Office (#125) ..................................................... 410-543-2087
University Center Manokin Room .......................................... 410-543-2104
Housing Office ..................................................................... 410-543-2120
Maggs (Tom Stitcher’s Office 146A) ...................................... 410-543-2127
Physical Plant Office ............................................................... 410-543-2129
President’s Office .................................................................. 410-543-2140
University Police (Sgt’s Desk) ................................................ 410-543-2151
Switchboard ...................................................................... 410-543-2157
WSCL (Control Room) ........................................................... 410-543-2166
Devilbiss Dean’s Office ........................................................... 410-543-2167
Telephone Switch Room....................................................... 410-749-3343

NOTE:
1. Pay phones will also be working.
2. These numbers are only valid when the telephone switch during a
   system failure has been flipped and regular phones are out of service.
   Phones will revert to their normal numbers when the system is
   brought back on line.

Public Pay Telephones
The following is a list of all campus pay phones. In case of emergency (i.e.,
911 Central calls/hang-ups), make a card and dispatch an officer to the
location. Call the 911 central operator back and advise of status.

410-543-9809 .............................................................. Chesapeake/1st Floor
410-543-9810 .............................................................. Choptank/1st Floor
410-548-9831 .............................................................. Choptank/2nd Floor
410-548-9858 .............................................................. Choptank/6th Floor
410-548-9861 .............................................................. Choptank/5th Floor
410-548-9863 .............................................................. Choptank/4th Floor
410-548-9871 ...................................................... Fulton
410-548-9873 .............................................................. Choptank/3rd Floor
410-548-9874 .............................................................. University Police
410-548-9877 ...................................................... Fulton
410-548-9879 .............................................................. Maggs
410-548-9883 .............................................................. Chester/2nd Floor
410-548-9890 .............................................................. Chester/1st Floor
410-548-9892 .............................................................. Potomac
410-548-9745 .............................................................. Commons Bldg./2nd Floor
410-548-9923 .............................................................. Commons Bldg./2nd Floor
410-548-9928 .............................................................. Commons Bldg./Basement
410-548-9934 .............................................................. Commons Bldg./Basement
410-548-9951 .............................................................. Commons Bldg./1st Floor
410-742-0618 .............................................................. Severn Hall/1st Floor
410-742-0792 .............................................................. Holloway Hall/Perdue Basement
410-742-0987 .............................................................. Power Professional/Nursing
1. SALISBURY UNIVERSITY IS CLOSED. ESSENTIAL PERSONNEL WILL REPORT TO WORK.

Only those employees who are designated as essential personnel will report to work. Essential employees who fail to report to work will not be paid for the day. All non-essential employees are considered to be on paid adminis-
trative leave. Individuals who are unsure of their position’s status as essential or non-essential should check with their supervisors.

2. SALISBURY UNIVERSITY WILL BE CLOSING AT (TIME). ESSENTIAL PERSONNEL WILL REPORT TO WORK.

All non-essential employees who are at work will leave when the campus is closed. Essential employees who fail to report to work will not be paid for the day. All non-essential employees are on paid administrative leave for the remaining work hours. Non-essential employees who are scheduled to come into work after the closing of the campus (e.g. night shift) should not report to work. Individuals who are unsure of their position’s status as essential or non-essential should check with their supervisors.

3. SALISBURY UNIVERSITY CLASSES WILL BEGIN AT 11 A.M. OFFICES ARE OPEN AT THE REGULAR TIME. ESSENTIAL PERSONNEL WILL REPORT TO WORK. FOR NON-ESSENTIAL PERSONNEL, LIBERAL LEAVE POLICY IS IN EFFECT.

All non-essential employees may make the individual choice given weather/emergency conditions not to report and take accrued leave instead. Employees using liberal leave are expected to notify their supervisors immediately. Employees who did not report to work and who are not on previously approved leave shall have the option of either using accrued leave or being placed on leave without pay. Employees in positions designated as “essential” must report to work. Essential employees who fail to report to work will not be paid for the day. Individuals who are unsure of their position’s status as essential or non-essential should check with their supervisors.

LIBERAL LEAVE

If the campus declares Liberal Leave to be in effect, the campus is still open. Employees in positions designated as “non-essential” for these conditions may make the individual choice given weather/emergency conditions not to report and take accrued leave instead. Employees using liberal leave are expected to notify their supervisors immediately. Employees in positions designated as “essential” must report to work. Individuals who are unsure of their position’s status as essential or non-essential should check with their supervisors.