

UMBC

An Honors University in Maryland

**Pandemic Flu
Plan**

This report is subject to change as the campus
pandemic flu planning process continues.

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**Adapted from the UMCP Pandemic Plan. Information on the Avian Flu courtesy of various
government agencies including the White House, Centers for Disease Control, and World
Health Organization.**

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Introduction:

This report has been prepared by the UMBC community to ensure our readiness for a potential pandemic flu outbreak. Key members from various university offices participated to make certain that the recommendations in this report are followed, if, or when, a pandemic flu outbreak occurs in North America. Offices represented include University Health Services, Residential Life, University Police, Dining Services, Financial Services, Human Resources, Media Relations, Environmental Safety and Health, International Education Office, and the Offices of the Vice President for Student Affairs and the Provost. The President and the Vice President's will provide general oversight to ensure that the recommendations in this plan are being followed

By way of background, the following section outlines the current worldwide pandemic threat.

Much of this information was adapted from the following sources:

(http://www.whitehouse.gov/homeland/nspi_implementation.pdf; <http://www.PandemicFlu.gov>;
<http://www.cdc.gov/flu/avian/index.htm>)

From PandemicFlu.gov:

Flu Terms Defined – Background Reading for those unfamiliar with Pandemic influenza:

Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

Avian (or bird) flu is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

There has been much information made available about a worldwide pandemic flu threat. In part, concerns have been raised recently for two reasons. First, a new strain of virus, known as the avian flu (H5N1), has been found in parts of Asia, Africa and Europe. Originating in birds, this flu has been detected in over 200 people, and approximately 100 of those infected have died. There is currently no vaccine for this strain of influenza. Second, in this past century, there have been three pandemic flu worldwide outbreaks, killing millions worldwide. Scientists predict that another potent viral outbreak is likely in the “near” future.

As public health studies and news reports indicate, a pandemic, or worldwide outbreak of a new influenza virus, could overwhelm health and medical capabilities globally. This impact will likely be felt on the University of Maryland, Baltimore County (UMBC) campus, as well as across the nation. This summary statement will provide an overview of the UMBC preparedness and response activities to mitigate campus-wide impact.

On-Going Planning at UMBC

The UMBC campus community began planning for a pandemic flu outbreak or other widespread health emergency this past year. University Health Services and University Police have been meeting with county officials to establish protocols. Health Services, in conjunction with the Emergency Planning Council, sponsored a meeting with Ellen Clayton, a representative from the Baltimore County Department of Health. Ms. Clayton shared the county's pandemic response plan with members of the Council and discussed UMBC's role in that response. We have long-established relationships with BCDH and are confident that line of communication are, and will be, open in the event of a pandemic outbreak.

In addition, University Police have been working with the Baltimore County Police Department to train officers. In addition, the Chief of Police has issued a Special Order to all department personnel outlining their responsibilities and expected preparations in the event of a pandemic outbreak. This Special Order was released in early August. Contact information for state and local officials can be found at Appendix S.

In addition to the activities of these specific departments, individuals from UMBC's University Health Services and the Office of the Vice President for Student Affairs attended Maryland Pandemic Response and Emergency Planning Summit on February 24, 2006 to hear more information from national and state representatives. Materials from this summit were then distributed to members of the Emergency Planning Council.

The Current Pandemic Threat

Pandemics occur when a novel virus emerges that infects and can be efficiently transmitted between humans. Animals are the most likely reservoir for these emerging viruses; avian viruses played a role in the last three influenza pandemics.

While the H5N1 Pandemic Flu virus is not currently easily transmissible between people, the spread of earlier global pandemic influenzas mentioned above and the outbreak of SARS in Asia during the 20th Century illustrate how large an impact the spread of infectious, and sometimes fatal, viruses can have on populations. The fifty percent mortality rate with the current H5N1 virus only serves to heighten the need for proper planning for the next new global pandemic. Should a highly contagious and highly fatal form of the H5N1 virus enter the global community, it may be only a matter of time before the virus enters the United States and sweeps through the Baltimore-Washington metropolitan area.

Consistent with *Guidance for College and Universities* found within the *Implementation Plan for the National Strategy for Pandemic Influenza* ("the National Plan"), the UMBC plan addresses different outbreak scenarios including different levels of severity of the virus and rates of transmission. To prepare for the most severe health scenario to affect the campus community – that of a highly infectious and fatal virus entering the United States – the plan developed for UMBC is based upon the assumption that the campus may need to suspend the academic program and close the campus for some number of weeks or months until the rate of transmission of the virus begins to reasonably subside. In this report, this period is referred to as a Temporary Campus Closure (TCC).

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The National Plan and other health sources recommend taking steps toward social distancing, minimizing public assemblies, proper cough/sneeze etiquette, increased hand washing, and other actions, in order to slow, but never stop, the spread of the virus. Yet, it can be anticipated that at the height of a pandemic outbreak few students will feel comfortable sitting in classes without being fearful for their own health. In addition, UMBC may be directed by local, state or federal authorities to close the campus regardless of the institution's interest in doing otherwise.

The suspension of all classes and the closing of all residence halls will be potentially very disruptive for students wishing to attain Bachelors' degrees in four years or to complete graduate programs in a timely manner. Nevertheless, the UMBC Flu Pandemic Plan must contain such a scenario as a necessary means to protect members of the campus community.

Any decision to close the UMBC will be made by President Freeman Hrabowski or his designee. Although the conclusion to close is a difficult one, it will be based on a few triggering events. First, closing is very likely to occur if the virus is spreading rapidly, as a high rate of mortality and exists on the North American continent, and may also be based upon a combination of the following decision criteria/factors:

- World Health Organization declaration of Phase 6—Pandemic period: Increased and sustained transmission in the general U.S. population
- Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate)
- Rate/speed of disease spreading
- Local public health recommendations to curtail/cancel public activities in county or state
- Falling class attendance, students leaving campus
- Rising employee absenteeism
- Other regional schools/school systems closing
- Transportation systems closing/curtailing interstate travel
- Cases in the local Mid-Atlantic area occurring prior to the overall U.S. experience

Closing decisions may also be made by the Governor's office through enforcing provisions of the Catastrophic Health Emergency Act, by the University System of Maryland (USM), or other appropriate state and county officials.

During the period when classes are suspended, most campus academic, administrative, and support operations may be closed. Minimal utilities will be supplied to buildings, but all routine, normal daily housekeeping and maintenance activities will cease until such a time when the re-opening of campus buildings has been announced. In the event that UMBC is providing temporary housing or shelter, for students and/or essential personnel, some minimal services will continue, including trash removal from in-use residence halls and health services offices. Buildings will be secured in a way to prevent re-entry by all but approved essential staff. Most research activities that depend upon campus facilities will need to be suspended when all other routine building services end. There may be provisions to keep labs with live animals open. Police, safety and facilities staff, and a small number of other essential employees will be needed to maintain safe, secure, and hazard-free buildings; however, the way in which these essential staff members conduct themselves while on campus will be done in a manner to minimize exposure to others who may be carrying the virus.

Assumptions Underlying the Pandemic Flu Plan of Action

- The institution's response to the Pandemic Flu will be managed by the Crisis Management Team (CMT). It will meet weekly, daily, or more than daily as issues unfold. A location will be determined and expanded opportunities for conference call meetings have been established when large group meetings are no longer advisable or possible. OIT is in the final stages of deploying a new campus virtual private network (VPN) system to enhance communications.
- Prior to the onset of the pandemic, officials will monitor the information available via the internet and other sources. Through all the stages of response the Director of the University Health Services (UHS), will be the primary contact with the Maryland Department of Health and Mental Hygiene (DHMH), Centers for Disease Control (CDC), World Health Organization (WHO), and the Baltimore County health officials. The Director of Public Safety and Chief of Police, will maintain contact and coordinate with the local, state, and federal law enforcement agencies.
- An outbreak could interrupt normal UMBC functioning for a multi-week period.
- UMBC will implement social distancing measures and evacuate many of its students and employees as directed by local authorities, but the institution need to maintain some systems to support continued health care operations, minimal student housing, and selected research activities.
- UMBC has existing communications resources that will be mobilized for quick response in the event of a Pandemic Flu emergency. Media relations and use of campus media outlets (WMBC, iNet, UMBC Webpage, Insights Weekly, UMBC listservs) are additional assets to be used to support the communications plan.
- Essential employees may need to function from either remote or campus locations to maintain services. Options for limiting exposure of essential employees to the virus might be beneficial. Staff may be requested to work multiple shifts and essential staff may need to be on campus to service critical campus systems.
- Some level of loss of essential employees to illness or care for a loved one will require back up options for essential functions. Absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% with lower but still significant absenteeism both before and after the peak (Estimate of absenteeism from *pandemicflu.gov*). Also, absenteeism may be affected by the closing of public schools, quarantines, and other measures taken in the community.
- Those affiliated with UMBC, even if they are not employed or enrolled, will require information on the University's plans and implementation during the crisis. Parents and families, the surrounding community, governing bodies and elected officials will all require periodic updates.
- At all times, the physical and emotional health and safety of the campus community will be of paramount importance. Protocols for physical and emotional health and safety measures have been developed and are included in this document.

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- UMBC will report any known or suspected cases in accordance with reporting guidelines established by the DHMH.
- This plan will apply to the initial outbreak, as well as subsequent waves of the Pandemic Flu.

Six Areas of Institutional Response- (Communication, Academic Program, Health and Safety, Residential Life and Dining Services, Administrative Services, Transportation and University Police)

If a sustained person-to-person transmittal of a novel virus occurs in the same geographic area, the Crisis Management Team will be informed. Due to the potentially rapid transmittal of this disease, a human-to-human transmission could signal a quickly spreading outbreak. The regular membership of the team will be supplemented with individuals identified as providing leadership to the following areas of response: (1) Communications, (2) Academic Program, (3) Physical and Emotional Health and Safety, (4) Residential Life and Dining Services, (5) Administrative Services, and (6) Transportation, Controlled Access, and University Police. Each of these six areas of response is described here in more detail. Later in this report, these six areas are used to organize the response of the institution at each level of engagement with the potential flu pandemic.

1. Communications – Communication will be maintained via the use of the web, e-mail, telephone, and the media, depending upon the continued availability of each of these options. Coordination of this area of response will be handled by the Vice President and Chief Information Officer, and the Vice President for the Office of Institutional Advancement. The Office of Information Technology will be coordinating the use of technology for communication. The Office of Institutional Advancement will be responsible for internal and external messaging regarding the outbreak and its impact on UMBC. Communication will be needed for various audiences at different stages of the pandemic. Specific plans for communication are outlined in the six Pandemic Flu phases in the following sections of this report. For each of these phases, draft communications will be developed in advance for use as needed.

Web - The recently developed Emergency Preparedness Website (<http://www.umbc.edu/uhs/healthalerts>), linked to UMBC's top level page, will be used for broadcast information of a general nature, including general campus status information, and specific Pandemic Flu information. As needed, the University Webpage will include links to other useful information. Updating can be done either on or off campus as conditions dictate.

E-mail – Existing mechanisms are in place for authorizing and sending mass e-mail (mega mail) to the campus community. As the situation develops, e-mail services for general use will be supported with essential staff and will include all faculty, staff, and student accounts as well as listserv services.

Telephone – University land line telephones will be supported with essential staff and will include all current telephone lines. These telephones can be used to disseminate critical information to the campus via recorded voice mail messages. Cell phones may also be used for direct communication with critical employees as needed, depending upon continued service by such service providers.

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Media – Critical messages may also be disseminated by Media Relations staff via newspaper advertising, commercial and public radio broadcast messages. The University may also utilize WMBC and 680 AM, the traffic radio station, to reach people coming to campus or in the immediate vicinity.

2. Academic Program – Continuity of instruction and research will be coordinated by the Office of the Provost. These efforts will be directed by the Provost assisted by the Assistant Vice Provost for Undergraduate Education, the Vice Provost for Academic Affairs, and the Vice Provost and Dean for Undergraduate Education. The Graduate School Dean and individual department deans will also be involved in these efforts.

If and when UMBC closes for an extended time period due to Pandemic Flu spread (Level 3), consideration will be given to the timing and duration of the closure. If the closure is less than two weeks, it will be assumed that the semester classes can be completed. If the closure is more than two weeks, the semester may need to be extended. If it is within four weeks of the end of the semester, UMBC would petition MHEC to accept grades at the point of closure. The goal, if at all possible, would be to recoup the fall or spring academic semester. Alternate forms of instruction and contact (e.g., UMBC's BlackBoard, blogs, podcasts, conference calls, etc.) will be pursued where feasible.

UMBC currently has an established refund policy on tuition, room, board, and fees. Any modifications to this policy would need to be determined based on decisions regarding length of closure, cancellation of classes/services, and granting of academic credit. These decisions would need to be approved by the USM.

Modifications of the current refund schedule would require approval of the President's Council, USM and/or the Board of Regents. It is likely that some coordination with the USM will be necessary on refund decisions.

During the closure period, access to the campus will be severely restricted for safety reasons and due to the absence of fully operational support systems. Some labs will remain operational. Examples might include labs where live animals are housed and failure to tend to them would cause significant loss of life.

3. Physical and Emotional Health and Safety - University Health Services (UHS), in conjunction with County and State health authorities, is responsible for coordinating all health care during a disease outbreak. The Director of the University Health Services, will provide leadership to those efforts. University Counseling Service (UCS), in conjunction with State mental health authorities (DHMH), following Red Cross approved disaster preparedness training, will suspend traditional counseling/psychotherapy and institute crisis intervention procedures (psychological first-aid) for campus victims of emotional trauma or post traumatic stress. First Responders are often prevalent among such victims Assistant Vice President of Student Affairs/Counseling Center and the Director of Counseling Services are responsible for coordinating all crisis intervention psychological services. Personal protective equipment (PPE) acquisition and directions for use will be coordinated by the Director of Environmental Safety and Health.
4. Residential Life and Dining Services - Student housing will be maintained as long as classes are in session. IF classes are canceled, all University-owned and managed residence

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communities will be closed. Residential Life will work with Capstone Management to coordinate planning efforts for annual private contracts. Temporary emergency shelter will be provided for a limited number of students who cannot leave the campus (e.g., international students from countries impacted by the pandemic). The Director of Residential Life and the Associate Vice President of Student Affairs will coordinate all residential operations. As long as residence halls are open, modified food service, health functions, and emergency facility support will be maintained.

Dining Services - As long as residence halls are open, food service functions will be maintained, although modified. Specific details about each UMBC dining facility are provided further in this document.

International Education Services - If an outbreak abroad endangers students or faculty in study abroad programs, the Office of International Education Services will respond to the situation, and will facilitate the evacuation of students, should it become necessary. Director of International Education Services, will get in contact with the entire faculty and staff affected abroad and will develop a response plan.

5. Administrative Services - Policies and procedures related to staff functions will be coordinated by the Department of Human Resources. Assistant Vice President of Human Resources, will coordinate. Director of Facilities Management, will oversee Facilities Management issues and facility maintenance. The Office of the Comptroller is responsible for providing financial services. This includes processing and issuing employee pay checks, paying bills, and ensuring funds can be procured for any necessary outside vendors. The Assistant Vice President of Financial Services will coordinate.
6. Transportation, Controlled Access, and University Police - The Department of Transportation Services (DOTS) coordinates the University's efforts to move any people during disease outbreaks, where possible. The Executive Director of the Commons, will coordinate. The University Police will be responsible for maintaining order during evacuation, controlling access, and assisting with emergency response. The Chief of Police and Director of the Department of Public Safety, will coordinate.

Pandemic Flu Phases (Pre-Level 1, Level 1, Level 2, Level 3, Recovery)

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The Pandemic Flu planning team has organized its planning according to the following levels:

Pandemic Phase	Definition
Novel Virus Alert: Pre-Level	<ul style="list-style-type: none">- Novel virus detected in one or more humans- Little or no immunity in the general population- Potential, but not inevitable precursor to a pandemic
Pandemic Alert: Level 1	<ul style="list-style-type: none">- Novel virus demonstrates sustained person-to-person transmission and causes multiple cases in the same geographic region
Pandemic Imminent: Level 2	<ul style="list-style-type: none">- Novel virus causes unusually high rates of morbidity or mortality in multiple, widespread geographic areas
Pandemic: Level 3	<ul style="list-style-type: none">- Further spread with involvement of multiple continents
“Second Wave”: Level 3	<ul style="list-style-type: none">- Recrudescence of epidemic activity within several months following the initial wave of infection
Pandemic Over: Level 4	<ul style="list-style-type: none">- Cessation of successive pandemic “waves”, accompanied by the return (in the U.S.) of the more typical wintertime “epidemic” cycle

The progression of these levels may occur rapidly and may be altered due to the recommendations of county, USM, state, or federal authorities. A brief overview of these levels is provided here, with more detailed plans outlined in the sections of this report that follow.

These levels are adapted from *Pandemic Flu Preparedness Plan for Maryland, Version 5* from the Maryland Department of Health and Mental Hygiene.

Pre-Level 1: Novel virus detected in one or more humans, potential, but not inevitable precursor to pandemic

This phase of the Pandemic Flu plan begins at the present time and continues until there is sustained person-to-person transmission that causes multiple cases in the same geographic area. It is a time for all communication plans to be finalized and academic units to complete plans for research interruption, alternative instruction, and class cancellation. Other administrative and student service units will finalize closure protocols, and order necessary supplies and plan for their distribution.

Level 1: First cases of sustained person-to-person transmission multiple cases in the same geographical area. Campus is open, business as usual, but each unit will work on preparations for moving to Level 2 and be prepared to move to Level 2 immediately.

At Level 1, the Crisis Management Team will begin to meet on a regular basis to fine-tune all plans for responding to the pandemic flu. All operations will continue as usual including classes and research, but more specific steps will be taken to prepare for Level 2. Communication with the campus community will increase to keep everyone informed of plans being implemented. This process is currently underway, and members of the Emergency Planning Council have met on numerous occasions to initiate the planning process.

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Level 2: Virus causes unusually high rates of morbidity (rate of virus spreading) or mortality (death rate) in multiple, widespread geographic areas. Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing; begin administrative leave for non-essential employees, essential employees report

Other factors that may affect Level 2 decision-making include:

- World Health Organization declaration of Phase 6—Pandemic period: Increased and sustained transmission in the general U.S. population
- Rate/speed of disease spreading
- Local public health recommendations to curtail/cancel public activities in county or state
- Falling class attendance, students leaving campus
- Rising employee absenteeism
- Other regional schools/school systems closing
- Transportation systems closing/curtailing interstate travel
- Cases in the local Mid-Atlantic area occurring early versus late in the overall U.S. experience with the unfolding pandemic
- USM determination to closes campuses

At Level 2, social distancing measures will be adopted including the cancellation of classes and all other activities. Health and Counseling Center staff will begin to implement emergency response procedures. Administrative departments, student service units, and all academic programs will begin the process of shutting down.

Level 3: Further spread of disease with involvement of multiple continents. Within 1-5 days of declaring Level 2 and depending on national and local conditions – All University residences will close; thereafter as soon as practicable most administrative offices and academic buildings will close

At Level 3, all University residences will close. Dining operations will be reduced to support only those individuals remaining in residence halls. All research operations, except those with critical facility needs (e.g., animal care) will be interrupted until the pandemic period has passed. All administrative and academic support units will be shut down until the campus reopens.

Level 4: As soon as practicable following Level 3 – Campus closed; declared emergency condition; evacuation of campus; all facilities closed except skeletal services, temporary emergency shelter housing for students with extreme hardships, and essential research; access to campus sealed off; closure sustained

During Level 4, the campus will be closed. No vehicles or pedestrians will be permitted on campus unless approved as essential employees for tasks related to maintaining and securing the physical campus structure. All service contracts and construction projects will be put on hold.

Recovery Level: Recovery stage once pandemic is under control – Campus poised to re-open.

Once the danger of the Pandemic Flu has passed, the President or Designee will make the decision to re-open the campus. As services return to normal, accommodations for concerns that arose as part of the period of closure will be addressed.

These six levels of response (from Pre Level 1 through Recovery) provide the basis upon which the remainder of this report is organized. Each level is presented with specific actions that will occur in each of the identified areas of institutional response: (1) Communications, (2) Academic Program, (3) Physical and Emotional Health and Safety, (4) Residential Life and Dining Services, (5) Administrative Services, and (6) Transportation, Controlled Access, and University Police.

PRE-LEVEL 1

Pre-Level 1: Prior to efficient human-to-human transmission

Communications:

Institution Wide:

- The Emergency Planning Council) will meet regularly to discuss preparations for each level and to confirm the Designation of responsibility for specific types of communications.
- EPC members (UHS and Police) will contact local health and police department officials to establish relationships and understandings for communication channels and protocols between agencies.
- Campus faculty, staff, and students will be encouraged to become familiar with details of the Pandemic Flu Plan. A detailed plan for introducing the Pandemic Flu Plan to members of the University community is found in Appendix A. A draft of a student correspondence mailing on the Pandemic Flu for Fall 2006 is provided in Appendix B.
- The new Emergency Preparedness Website (www.umbc.edu/uhs/healthalerts) will be marketed to members of the University community and updated information will be posted on it as needed. This resource will be used during the Pre-Level 1 period to communicate with students, faculty, staff, parents/families, trustees, regents, surrounding communities, local officials, state officials, and vendors.
- Educational campaigns on hand hygiene and cough and sneeze etiquette will be increased.
- With assistance from the Department of Procurement and ESH, bulk quantities of surgical masks, N95 respirators, plastic gloves, and alcohol-based hand hygiene products will be purchased and stored for use during the pandemic.

Department Specific:

- All units will identify essential staff to maintain necessary operations during Levels 1-4, and inform individual staff of their status in writing. This should be done as soon as practical.
- All units will confirm communication protocols for all staff levels (e-mails, meetings, conference calls, etc.).
- All units will be ready to communicate how they will function/provide services with fewer staff, noting restrictions of hours and service levels and alternative means of getting services as appropriate.
- University Health Services will provide health promotion activities and communications that stress infection control measures, e.g., hand hygiene and cough and sneeze etiquette.
- University Health Services (UHS) will identify experts/spokespersons for campus from County and State health departments.

Pre-Level 1 Continued:

- Residential Life and Off Campus Students Services Center will assist UHS and OIA in preparing drafts of e-mails, Webpostings, FAQs, and fliers to be used in (a) educational campaigns about hand hygiene and cough and sneeze etiquette, (b) personal protection

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campaign (e.g., what items students should have/store in their rooms and personal safety precautions), and (c) progressively difficult and dangerous situations. In addition, all residents will be advised that all University housing will be shut down shortly after classes are canceled and all residents will be expected to evacuate the campus.

- In cooperation with OIA, Residential Life will draft communications alerting residents and families that University housing will be closed if classes are canceled and all residents will be expected to evacuate the campus. Residential Life will encourage families and students to develop a personal/family communication and evacuation plan (embedded as part of a strategy to respond to any campus crisis closing or threat to the campus that would place those living in university housing at risk, including pandemic flu.) Residential Life will ask residents to communicate their plan for leaving campus when those residents check-in, both in the Fall and in the Spring.
- The Department of Human Resources will disseminate information about applicable leave policies.
- The Department of Environmental Safety and Health will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, the Instructions for Employees Who Request Voluntary Use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces. These three documents are found in Appendices C, D, and E.
- The Office of Information Technology (OIT) will be responsible for maintaining the essential services and systems to support campus communication and instruction. An overview of the OIT plan is in Appendix F.

Academic Program:

- The Office of the Provost will work with colleges and departments to develop unit emergency plans, including plans for dealing with research and research facilities. A complete list of research facilities that must remain open will be developed by the Office of the Provost.
- Each school/college will be asked to designate an emergency point person(s), and these individual's names and contact information will be supplied to the EPC.
- Emergency contact information for critical/essential staff will be distributed through colleges and departments, then to the Provost.
- Academic departments and faculty will be given some flexibility in how they approach working with their classes/research – solutions will vary by discipline and size. What works for a class of 10 might not work for a class of 200. Different approaches will be necessary for undergraduate and graduate students/programs. However, there needs to be coordination so that students are not required to do things for one class that will jeopardize their ability to complete another class.
- The Provost will inform/remind faculty of the resources currently available to them to increase their flexibility regarding modes of course delivery and will encourage them to use appropriate technology in cases of emergency so that their course can continue.
- The Academic Instruction and Research Emergency Management Plan is found in Appendix G.

Pre-Level 1 Continued:

Physical and Emotional Health and Safety:

- University Health Services (UHS) will also promote campus-wide hand washing hygiene and cough and sneeze etiquette, and increase supply of medical goods and food supplies available for Health Services workers.

Residential Life/Dining Services/Student Life/Off-Campus Students:

- Residential Life and Dining Services, will finalize emergency protocols including: identification of essential employees, closing of residence halls, closing of dining services facilities, management of a temporary housing shelter, and management of issues related to the use of University housing facilities by governmental agencies. Specific plans for the Department of Resident Life, Residential Facilities, and the Department of Dining Services are found in Appendices I, J, and K.
- Residential Life will identify staff members at all levels who may be required to have direct close contact with sick persons; identify and communicate requirements for student employees at Levels 2 and 3.
- Outline special needs of live-on staff members (RAs, CDs, etc.) and their partners and families; identify alternate staff accommodations for certain crisis situations.
- Staff will be advised of duty expectations during the closure for staff not required to come to campus, but who still maintain professional responsibilities (e.g., leadership staff, etc.)
- Off-Campus Student Services: Information will continue to be distributed to all students (living on or off-campus, undergraduate and graduate students) regarding planning issues including: what they should bring to campus or obtain once here, evacuation planning (where to go and how to get there), contacts with family and friends, and financial issues. Hard copy handouts as well as Websites will be used. Training will also occur in any regular meetings with students.
- International Education Services: The Study Abroad Office will provide information regarding the potential pandemic in orientation programs and distribute emergency cards. The Study Abroad Office will also assess risks to areas where students will be traveling. The Study Abroad Emergency Action Plan is in Appendix L.

Administrative Services (Staffing, Facilities, and Financial Services):

- Department of Human Resources will re-visit existing workplace flexibility options (as appropriate) to provide advice and guidance to departments (e.g., teleworking, staggered hours of operation). A set of guidelines from Human Resources regarding various staffing issues is found in Appendix M and Appendix N.
- Departments should thoroughly evaluate their operations to determine the essential services that will continue to be delivered in the event of a Temporary Campus Closing (TCC), and which of their employees will be responsible for delivering these services as essential employees, both primary and back-up. See the department pre-closing checklist in Appendix N for additional information.
- All units will define essential staff within each department. **Employees will be notified in writing of this Designation.** This should be done as soon as practical and should be followed up with a reminder at such time as the campus might go to a Level 1 or greater alert.

Pre-Level 1 Continued:

- UMBC's Human Resources (HR) and OIT will seek to identify a methodology for identifying essential employees and communicate this information to the UMBC Community. But each department is required to communicate with their own employees their status as essential or non-essential employees. An indicator will be added in the My Community BlackBoard screen, which will give the flexibility to change or view this information at any point in time.

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HR will develop a report for departments and service offices (e.g., Police) to easily identify essential employees.

- The EPC Database will be populated by key University personnel. It is suggested that those individuals already listed in the Emergency Contact List maintained by the Department of Public Safety be authorized to enter names into the database of essential employees requiring access to campus.
- Departments will be required to familiarize themselves with the Departmental Closing Plan found in Appendix N.
- All units will consider reassignment of staff within the department to meet temporary service needs.
- As part of this analysis, departments should determine the best methodology for notifying essential employees of their daily work obligations under a TCC:
 - Option # 1 (recommended): Identify one telephone number in the department which will be updated each morning for essential employees. Essential employees would be required to call the number at an appointed time each day to ascertain whether or not they are required to report to the campus that day, and to receive any special instructions. Each employee calling in would be required to leave voicemail on the number so that the supervisor is able to confirm that the message was received (the call will be date/time stamped by the voicemail system). With this option, the burden is on the employee to call regarding work status.
 - Option #2: Departments could identify a point person who is responsible for calling essential employees each day regarding their daily status and work assignments. This is a less efficient way to do this, as employees may not always be available to receive the phone call. Departments should consider the potential for a breakdown in communication with this methodology, and consider the consequences at such a critical time. Nevertheless, this may be a more viable option for very small departments.
 - Each department must notify the chair of EPC the method they will use to notify essential employees of their obligations. EPC will maintain a record of these decisions.
- Departments should begin to identify critical supply and operating expense requirements to maintain service levels throughout the various stages of the TCC. Funding source and procurement arrangements will be coordinated through the Comptroller and Procurement offices.
- UMBC's HR will notify faculty and staff about pay check distribution during such an emergency. The on-campus distribution of paychecks will be suspended. Paycheck distribution via direct deposit will continue and will be the only mechanism available for the distribution of employee pay. A memo has been developed (see Appendix O) that advises employees that paychecks will not be available for pick-up if the campus closes (i.e., Level 3

Pre-Level 1 Continued:

TCC). The memo strongly encourages employees to enroll in direct deposit immediately as it takes four to six weeks to process the initial enrollment.

Transportation, Controlled Access, and University Police:

Personal equipment, hygiene/cleaning, and other supplies will be inventoried for adequacy.

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Essential staff will be identified and that Designation will be communicated to individuals, including ramifications for absenteeism. Management will maintain contingency plans for handling staff shortages.

The service plan to transport students to mass transit hubs will be refined, staff will be trained accordingly, and information about the plan will be posted on the departmental Website. The draft plan for the evacuation of residence halls is found in Appendix P.

UMBC's Transportation Services should keep gasoline (and diesel, as needed) fuel storage tanks as full as practical in the event of a closure of the campus during the possible pandemic to minimize problems later when refueling essential vehicles, should supply disruptions affect fuel supplies in the marketplace.

LEVEL 1

Level 1: First cases of efficient human-to-human transmission internationally – Campus open, business as usual, but each unit will work on preparations for moving to Level 2 and be prepared to move to Level 2 immediately.

Communications:

Institution Wide:

- Information on the Emergency Preparedness Website will be updated as needed to communicate current status of the pandemic and institutional responses. Additional efforts to market the Website will also be implemented.
- E-mail alerts will be sent to students, faculty, staff, and parents/families of students informing them of the current status and encouraging them to refer to the Emergency Preparedness Website.
- Direct deposit inventories will be conducted and reported with additional communications sent to those employees who have not yet signed up for direct deposit.
- Some employees will be allowed to work from home, pending supervisor's approval.

Department Specific:

- All units will update departmental Websites with service specific information as conditions evolve over time. As the level of preparedness changes, and we either close or reopen the campus, all department's websites should provide specific information regarding their status for both internal staff and external customers.
- All units will provide information to staff about departmental issues and the care and safety of their families and will refer to the UMBC webpage for up-to-date information.
- University Health Services will provide health promotion activities that stress infection control measures, e.g., hand hygiene and cough and sneeze etiquette.
- University Health Services Website will be an additional source of current pandemic flu information for the campus.

Level 1 Continued:

- International Education Services will send an email to all international students with appropriate information. An IES staff member will be in charge of messages.
- Residential Life will educate students, faculty, and staff to follow CDC recommendations for food and water supply (CDC.gov) on the need to keep a three day supply of food, water, and other essentials.

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- Residential Life staff will conduct informational meetings with student residents and other stakeholders as needed.
- The Department of Environmental Safety and Health and Health Services will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, the Instructions for Employees Who Request Voluntary Use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces. These three documents are found in Appendices C, D, and E.

Academic Program:

- Preparations will continue for possible lapse in class schedule.
- Classes will continue on campus uninterrupted.
- Faculty will develop plans to address issues of student absenteeism.
- In the Fall of 2006, Deans will ask each faculty member to discuss class activities/actions (5-10 minutes in class) to be implemented in case the campus is closed due to an Avian Influenza outbreak. Faculty will also be requested to include a paragraph in their syllabi outlining how their courses would be continued/completed in case of an emergency. Faculty members will be asked to set up an e-mail listserves for their classes and to consider how online teaching platforms and other technologies could be used in their courses.
- Faculty will consider experimental protocols and identify essential research and make plans for possible interruptions in research schedules.

Physical and Emotional Health and Safety:

Health Services staff will undertake a number of tasks including:

- Continue to provide appropriate training, certifications and updates for healthcare workers.
- Train non-clinical staff to provide support capacity during crisis.
- Ensure all staff have had opportunity to receive seasonal influenza vaccine.
- Ensure all staff know how and when to use PPE.
- Educate medical staff regarding safe handling of deceased.
- Follow any directives of the State Department of Health and Mental Hygiene, Baltimore County Health Department, or the Governor's Office.

Counseling:

- The Counseling Services staff will provide preparedness consultation in concert with the Department of Health and Mental Hygiene and Emergency Health Services for professional staff psychologists to assist the campus community in coping with psychological reactions to stress and crisis.

Level 1 Continued:

Residential Life/Dining Services:

Dining Services will:

- Increase supplies to cover modification of food provision to carry-out only (i.e., carry-out containers, disposable utensils, individual beverages, gloves for food handlers, portable card reader, etc.)

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- Increase convenience shop inventories in anticipation of a rush on food, water, and supplies.
- Determine final staff (with names) for the functioning of Dining Services during the closing phase and for the basic operation of The Commons Carry out Catering.
- Establish a liaison for Dining Services and Residential Operations to coordinate emergency feeding needs and availability.
- Monitor the delivery of supplies.
- Increase the security of supplies.
- Pre-position equipment necessary for emergency service operations.
- Continue education of students and staff regarding Dining Services' operations in case of campus closure (e.g., all dining facilities will close quickly and only Dining Hall will remain open with carry-out service for two meals per day, students will be limited to one meal per serving period, and no cash will be accepted). Include related information on department Website.

Residential Life and Residential Operations will:

- Finalize bulk purchases of kits for live-in staff (i.e., same as UMBC PD issues to officers); finalize residence hall storage locations for medical supplies, bottled water, and non-perishable foods.
- Finalize contingency plans for students who will depend on campus housing for some period after a campus closing/evacuation (e.g., international students, including many residents of Walker Ave. Apts, etc, residents who cannot travel home because of distance or travel restrictions).
- Identify students whose home addresses are in areas of the world affected by early human-to-human cases; offer support to these students.
- Continue normal housekeeping services utilizing standard cleaning products and protocols.
- Prepare to accommodate any students returning early from Study Abroad.
- Make plans for tracking and tabulating all costs associated with influenza pandemic preparations and implementation of plans.
- Continue education of students regarding their own planning as well as University plans.
- Address students' stockpiling of food and supplies, including pest management.

Residential Life and Dining Services, in concert, will:

- Establish appropriate liaison relationships among the following: Off Campus Student Services, Residential Life, and Dining Services.
- Understand the scope, location, and extent of services available from Dining Services, University Health Services, and University Counseling Services as changes occur.
- Post references to the institutional plans for Pandemic Flu on their Websites, urging precautions be taken and outlining campus contingency plans to combat spread. The same information might also be communicated via direct e-mail to the parent distribution list.

Level 1 Continued:

- Share information about resources for coping with fears (e.g., Counseling Services, Interfaith Center), and facilitate counseling staff in getting into the communities in small groups to assist staff and students.

International Education Services will:

- Set up travel advisory network for students who may wish to return home.
- Use Work-at-Home inventory to prepare for Levels 2, 3, and 4.

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Study Abroad will:

- Continue communication with Study Abroad sites.

Administrative Services:

Facilities Management staff will:

- Inventory cleaning supplies. No special cleaning procedures or products are needed.
- Procure, store and provide sufficient and accessible soap, alcohol-based hand hygiene products (e.g., Purell), tissues and receptacles for their disposal.

Financial Services staff will:

- Prepare and send request to the State General Accounting Office to increase University Working Fund cash.
- Increase purchasing card transaction limits to facilitate procurements. There will be limits on who will have increased limits and all purchases will be appropriately scrutinized.
- Coordinate process with State Treasurer's office to hold in "reserve" excess Bursar working funds for emergency cash flow needs.
- Increase and expand signatory authority on procurement documents and checks as needed.
- Begin cross-training of staff as needed.

Transportation, Controlled Access, and University Police:

Transportation Services will:

- Implement training program for bus operators and transit management staff regarding personal hygiene and service plan to transportation hubs.
- Create and maintain a list of essential employees for on-call driving responsibilities (in case of evacuation or mass absenteeism).
- Inventory all necessary supplies for staff and equipment and ensure adequacy.
- Department of Public Safety will procure barriers for blocking roadways.
- All departments will communicate with University Police and Transportation Services to identify essential employees with access to campus during a controlled access situation.
- Facilities Management will store barricades and preparation/contracts to secure commercial tents/awnings for check-in and check-out areas.
- Human Resources work with other UMBC offices, including OIT, to assist in providing information on the status of the campus for employees.

LEVEL 2

Level 2: First verified case in North America AND one or more other triggering events (listed below) – Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing; begin liberal leave for non-essential employees, healthy essential employees report

Decision criteria/triggering events:

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- ***World Health Organization declaration of Phase 6—Pandemic period: Increased and sustained transmission in the general U.S. population***
- ***Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate)***
- ***Rate/speed of disease spreading***
- ***Local public health recommendations to curtail/cancel public activities in county or state***
- ***Falling class attendance, students leaving campus***
- ***Rising employee absenteeism***
- ***Other regional schools/school systems closing***
- ***Transportation systems closing/curtailing interstate travel***
- ***Cases in the local Mid-Atlantic area occurring early versus late in the overall U.S. experience with the unfolding pandemic***

Communications:

Institution Wide:

- Information on the Emergency Preparedness Website will be updated as needed to educate the campus community regarding flu signs/symptoms and when/where to seek help. Opportunities for responsive on-line communication will be provided by University Marketing and Public Relations.
- E-mail alerts will be sent to students, faculty, staff, parents/families, Trustees, Regents, State officials, and vendors apprising them of the status of activities on campus and steps being taken by the institution.
- Media will be alerted to the status of activities on campus and steps being taken by the institution.

Department Specific:

- All units will keep staff in their areas informed of the current status of the pandemic and institutional responses.
- All units will update websites for closing status.
- All units will maintain staff phone trees.
- All units will publicize University Health Services (UHS) protocols for hand hygiene and cough and sneeze etiquette.
- All units will implement a procedure for dealing with a possible increased media presence, including access issues, and referrals to campus public information staff.
- The University Health Services staff will educate the campus regarding signs/symptoms and when/where to seek help.

Level 2 Continued:

- Signs will be posted at entry doors of University Health Services (UHS) notifying patients with coughs to put on mask.
- University Health Services (UHS) personnel will conduct frequent consultation with the County and State health departments.
- The Office of Residential Life will announce that all University housing will be closed imminently, and students will need to prepare to evacuate.
- The Office of Residential Life will communicate University Health Services protocols for infection control in areas such as residence halls where social isolation is difficult.

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- The Office of Residential Life will e-mail students directly affected by campus action (e.g., evacuation, social isolation, relocation) specifying actions they must take.
- International Education Services will send email to all international students giving options for action for students so they can prepare to make difficult decisions if necessary.
- Study Abroad staff, faculty directors (if overseas), and students will be notified of emergency contact information, including home phone numbers, of the Study Abroad and IES staff. A link will be placed on the Study Abroad Website to the Emergency Preparedness and Health Services Websites.
- Signs will be posted at Dining Services' facilities/The Commons stating anticipated closing of each facility and directing customers to the Dining Hall's contingency plan.
- The Department of Environmental Safety and Health will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, the Instructions for Employees Who Request Voluntary Use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces. These three documents are found in Appendices C, D, and E.

Academic Program:

- On-campus classes will be canceled.
- Alternative instruction methods will be employed where possible.
- Most research activities that depend upon campus facilities will be temporarily suspended. A checklist to guide the temporary closure of laboratories is found in Appendix Q.

Physical and Emotional Health and Safety:

University Health Services staff will:

- Work shifts adjusted for optimum coverage.
- Monitor supplies.
- Post notices at all entry doors notifying patients to put on masks.
- Establish fever clinics.
- Conduct influenza testing of patients.
- Separate acute illness services, suspend routine care if needed.
- Classify all full-time staff as essential.
- Follow any directives of the State Department of Health and Mental Hygiene, Baltimore County Health Department, or the Governor's Office.

Level 2 Continued:

University Counseling Services staff will:

- Suspend day-to-day operations.
- Implement on-call crisis management (psychological first-aid) procedures in response to trauma (24/7).
- Assess need and provide short-term stress counseling for the campus community.
- Attend to first responders (healthcare workers and campus police).
- Designate all professional psychologists and counseling staff as essential.

Residential Life/Dining Services:

Dining Services staff will:

- Begin to close all services except Dining Hall and emergency support (convenience shops will close, Late Night Service will close, but all other facilities will remain open on the day of announcement; next day, only Dining Hall and The Yum Shoppe will be open providing carry-out meals only two times per day--- brunch and dinner).
- Begin carryout meal support in Commons catering kitchen.
- Begin 24 hour alert, ensuring one senior staff member is on campus at all times.
- Document expenses of feeding students/faculty/staff not on meal plans.

Residential Life and Residential Facilities:

- Resident Operations staff will begin closing all residence halls.
- Residential Life and Residential Operations staff will initiate residence hall storage action plans.
- Residential Life staff will assist with departures from residence halls.
- Residential Life staff will send mass e-mails to the residential community outlining the institution closing, closing of residences, campus evacuation and other campus actions (e.g., evacuation instructions, evacuation services by DOTS, online instruction, service levels to be maintained/curtailed during evacuation, event cancellations, travel restrictions, visitor restrictions, pre-emptive building closings, direct e-mail to parent distribution list, and lack of access to campus during the closure.)
- Preliminary data for Fall 2006 suggest **30** of residence hall students will have permanent addresses outside of the United States with no local family addresses and 120 residents live in states outside of Maryland, Delaware, District of Columbia, New York, Pennsylvania, Virginia, or West Virginia (within a day's drive). We can not determine without survey data, students with 12 month contracts and no other address or family support. RL anticipates less than 10 undergraduate students in this category. Residential Life will prepare for 150 possible late departures and 50 emergency shelter residents. Should the initial occurrence of pandemic center in Baltimore and/or travel restrictions eliminate our ability to send students to areas outside of our geographical region, we would plan for a much higher number.

International Education Services staff will:

- Make decisions about immigration coverage.
- Implement travel advisory procedures for students who may wish to return home.
- Hold advising sessions for students who may wish to stay in the U.S. during Levels 3 and 4.

Level 2 Continued:

Study Abroad staff will:

- Notify staff, faculty directors and students abroad.

Administrative Services:

Facilities Management will (See Appendix E for more specific cleaning and disinfecting protocol):

- Require all essential personnel to report and maintain all essential facility services.
- Eliminate routine maintenance.

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- Distribute sufficient and accessible soap, alcohol-based hand hygiene products (e.g., Purell), tissues and receptacles for their disposal.
- Follow facility procedures, including regular cleaning of patient-occupied rooms in University Health Services
- Use any EPA-registered hospital detergent/disinfectant for cleaning UHS during a local outbreak.
- Give special attention to frequently touched surfaces in addition to floors and other horizontal surfaces.
- Handle blood and other bodily fluid spills in accordance with blood-borne pathogen procedures.

Departments of Financial Services and Procurement:

- All essential personnel will report and services will continue.
- Comptroller will contact State Central Payroll Bureau to process payroll if needed.
- Procurement will coordinate with departments to identify and prepare “Suspension of Work” and “Termination for Convenience” notifications to service contract vendors.
- Procurement will facilitate and expedite emergency supply and service orders.
- Procurement will notify all potential vendors who may come on campus that the campus is closed. This office will work with department officials to determine essential suppliers and University Police are notified of controlled access issues.
- Comptroller will prepare to implement manual processes for cash deposits, cash disbursements, procurements, vendor disbursements and billing of student and contract/grant receivables in the event that mainframe systems become unavailable.
- Comptroller will coordinate requests for resource assistance from other delegated Accounts Payable offices on campus to assist with vendor payment processing if needed.

Staffing:

- Essential regular, Contingent II and Contingent I employees shall report to work.
- Non-essential regular and Contingent II employees will be granted paid administrative leave.
- All staff will be instructed on remote Desktop access procedures.
- Protocols for reporting sick absences will be finalized and communicated.
- All units will monitor staffing levels, health, morale, and absenteeism.
- All units will reassign staff if necessary.
- All units will monitor impacts/revised service expectations related to liberal leave.

Level 2 Continued:

Transportation, Controlled Access, and University Police:

Transportation Services staff will:

- Implement exposure control plan if buses are used to transport sick individuals. This will include:
 - Surgical masks for symptomatic riders
 - Surgical masks for drivers if they request them
 - Normal cleaning procedures. During a local outbreak, clean surfaces that are frequently touched with the hands with an EPA-registered disinfectant. See Appendix E for additional details.
- Begin to implement campus evacuation procedures with other campus departments.

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- Implement reduced workforce transit operations plan as employee absenteeism increases.
- Identify sources of antiviral medication and relay to staff.

LEVEL 3

Level 3: Within 1-5 days of declaring Level 2 and depending on national and local conditions – All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close

Communications:

Institution Wide:

- Information on the Emergency Preparedness Website (www.umbc.edu/uhs/healthalerts) will be updated on a continual basis, as needed. Online response to electronic inquiries will be provided from a remote location by the staff in UMBC's Marketing and Public Relations.
- E-mail alerts will be sent to students, faculty, staff, parents/families, Trustees, Regents, State officials, and vendors apprising them of the status of activities on campus and steps being taken by the institution.
- Campus wide voice mail will be sent to students, faculty, and staff. Other appropriate telephone contact will be made with other stakeholders.
- Media will be apprised of evolving status of activities on campus and steps being taken by the institution.

Department Specific:

- All units will follow campus protocols for updating the Web and other communications, including approvals and sequencing of updates, relay of information between departments and the Emergency Preparedness Council, and taking into account the nature and volume of student, parent, and media inquiries.
- University Health Services (UHS) will maintain contact with county and state health departments.
- International Education Services will send an email to all international students and link it to the IES Web site. IES may open a blog for more instantaneous news.
- Study Abroad will continue to keep students informed of progress of flu on campus and the institution's response.

Level 3 Continued:

- The Department of Environmental Safety and Health will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, the Instructions for Employees Who Request Voluntary Use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces. These three documents are found in Appendices C, D, and E.

Academic Program:

- If the University is required to close during the spring or fall semester(s) for one to two weeks, students will make up work missed and fulfill the required 15 contact hours per class credit without significantly altering the semester calendar/structure.

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- For any closure extending beyond two weeks, the University will consider extending the semester through the end of May and/or through summer session I and II. If necessary the fall semester can be extended into the end of December and/or winter term.
- Immediately, faculty can conduct coursework from off-site using listservs to communicate with students or telephone conference call support.
- Alternative methods of instruction will continue where possible.

Physical and Emotional Health and Safety:

University Health Services staff will:

- Discontinue all routine care.
- Activate emergency triage to determine level and location of care for new patients.
- Clearly communicate uses, resources and limits of care/services at University Health Services.
- Identify and publicize alternate care locations.
- Begin operation of the Point of Distribution (POD) for medication/vaccine and other supplies as available.
- Disburse equipment and supplies as needed.
- Ensure adequate disinfection of equipment after use.
- Monitor healthcare workers for signs of illness.
- Dispense vaccine and anti-viral medication.
- Monitor patients who present to UHS exhibiting symptoms suggestive of the Pandemic flu virus and coordinate transportation to local hospital facilities.
- Coordinate with Residential Operations to arrange for use of additional rooms and the delivery of bed linens, if needed.
- Follow any directives of the State Department of Health and Mental Hygiene, Baltimore County Health Department, or the Governor's Office.

Counseling Services staff will:

- Activate pre-selected campus-based psychologists/counselors to supplement Counseling Center staff in the provision of crisis intervention strategies to aid individuals experiencing emotional reactions to trauma.
- Implement telephone and online counseling to alleviate psychological trauma.

Level 3 Continued:

Residential Life/Dining Services:

Dining Services staff will:

- Coordinate vendor deliveries to one location.
- Move Commons Catering kitchen and Dining Hall to 24 hour operation.
- Require a senior staff member on duty at all times.

The Office of Residential Life and Residential Operations will:

- Implement Web cast staff meetings.
- Assure extra supplies are in place in buildings scheduled to accommodate students during closing.

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- Respond to forced departures/closing of residence halls and houses: instructions to students, timeline, dealing with parents, and securing possessions.
- Relocate live-in staff and students who cannot leave.
- Prepare to execute isolation if ordered – feeding, sanitation, voluntary departures, and services during isolation.
- Scale back services and close 24 hour Desks.

International Education Services staff will:

- Assist students with decisions to stay or leave the U.S.
- Ensure flow of immigration documents are ready for students who wish to leave the U.S. and return at later date.

Study Abroad staff will:

- Notify students, faculty and staff who are abroad.

Administrative Services:

Facilities Management staff will (more detailed cleaning protocol is provided in Appendix E):

- Maintain essential services to all facilities (e.g., utilities, HVAC). Maintain services to data, research and animal care facilities.
- Close and secure non-essential buildings (monitored by DPS).
- Curtail outside maintenance.
- Provide sufficient and accessible soap, alcohol-based hand hygiene products (e.g., Purell), tissues and receptacles for their disposal.
- Follow facility procedures in University Health Services and include regular cleaning of patient-occupied rooms.
- Use any EPA-registered hospital detergent/disinfectant for University Health Services rooms.
- Give special attention to frequently touched surfaces in addition to floors and other horizontal surfaces.
- Handle blood and other bodily fluid spills in accordance with blood-borne pathogen procedures.

Level 3 Continued:

Departments of Financial Services and Procurement:

- All essential personnel will report and services will continue.
- The Comptroller will implement emergency payroll processing with State Central Payroll Bureau.
- If the campus is closed, but essential service departments are open, the Campus Mail office and Central Receiving will continue to accept mail and deliveries assuming the USPS, FedEx and UPS are operating as normal and staff resources are available to process the work. Mail will be received, sorted, and stored ready for delivery. Departments requiring the mail to be delivered during the closure period will need to notify the Department of Business Services to ensure that their mail is delivered during the closure period. Central Receiving will operate in the same manner for deliveries. If the campus is closed and USPS, FedEx, and UPS are closed, mail and purchase order deliveries will be suspended.

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- All service contracts \$100,000 and greater include clauses regarding “Termination for Convenience” and “Suspension of Work”. The language in these clauses covers any requirement for the University to suspend services or work due to a closure of this nature. For services under \$100,000, purchase orders include similar language. Delivery instruction and location changes can be implemented with a basic contract modification. Procurement will implement these modifications as needed and send notifications to vendors.
- Procurement offices will continue to coordinate funding and procurements for emergency supplies and services.

Staffing:

- Essential regular, Contingent II and Contingent I employees will report to work.
- Non-essential regular and Contingent II employees will receive paid administrative leave.

Transportation, Controlled Access, and University Police:

Transportation Services staff will:

- Implement campus evacuation plan.
- Contract bus operators and other healthy essential staff as conditions warrant.
- Continue implementing reduced workforce transit operations plan as employee absenteeism peaks.
- Maintain communications with other organizations and departments to share best practices in managing the pandemic.

LEVEL 4

Level 4: As soon as practicable following Level 3 – Campus closed; declared emergency condition; evacuation of campus; all facilities closed except skeletal services for infirmary, temporary emergency shelter housing for students with extreme hardships, and essential research; access to campus is sealed off; closure is sustained.

Communications:

Level 4 Continued:

Institution Wide:

- Information on the Emergency Preparedness Web site will be updated on a continual basis, as needed. Online response to electronic inquiries will be provided from a remote location by the staff in University Marketing and Public Relations.
- E-mail alerts will be sent to students, faculty, staff, parents/families, Trustees, Regents, State officials, and vendors apprising them of the status of activities on campus and steps being taken by the institution.
- Campus wide voice mail will be sent to students, faculty, and staff. Other appropriate telephone contact will be made with other stakeholders.
- Media will be apprised of evolving status of activities on campus and steps being taken by the institution.

Department Specific:

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- University Health Services staff will maintain contact with County and State health departments.
- The Office of Residential Life, International Education Services, and Study Abroad staff will continue to maintain e-mail contact and Web information as appropriate at this stage.
- The Department of Environmental Safety and Health will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, the Instructions for Employees Who Request Voluntary Use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces. These three documents are found in Appendices C, D, and E.

Academic Program:

- If the University were required to close during the spring or fall semester(s) for one to two weeks, students would have the ability to make up work missed and fulfill the required 15 contact hours per class credit without significantly altering the semester calendar/structure.
- For any closure extending beyond two weeks, the University will consider extending the semester through the end of May and/or through summer session I and II. If necessary the fall semester can be extended into the end of December and/or winter term.

Physical and Emotional Health and Safety:

University Health Services staff will:

- Continue emergency triage to determine level and location of care for new patients.
- Dispense vaccine and anti-viral medication, if and when it becomes available.
- Monitor healthcare workers for signs of illness.

Counseling Services staff will:

- Continue assessing and serving disoriented students with emergency psychological assistance.

Residential Life/Dining Services:

Dining Services staff will:

- Inform Health Department of unit closures.

Level 4 Continued:

- Close all locations.
- Maintain catering kitchen in the Dining Hall 24 hours per day for support.
- Distribute food and water to those traveling long distances, if supplies allow.
- Safeguard remaining food supplies.

Office of Residential Life and Residential Operations staff will:

- Monitor sanitary conditions of vacated residence halls.
- Monitor building access systems in order to control unauthorized entry to closed halls.
- Manage access/entry to halls remaining open as temporary emergency shelter.
- Assist with relocation of students to temporary emergency shelter.
- Provide services to students who remain in temporary emergency shelter - safety and security, sanitation, access, staffing, counseling, and communication.

International Education Services staff will:

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- Assist undergraduate international students in identifying temporary housing options for the length of the TCC.

Study Abroad will:

- Notify students, staff and faculty who are abroad.

All Residential Life and Dining Services units will:

- Work with Dining Services, Office of Residential Life, Residential Operations, and University Health Services to determine location and needs of people who cannot be evacuated or have been temporarily reassigned.
- Document evacuation Destinations for staff to maintain phone contact.
- Monitor well-being, health and morale of essential staff that may be required to remain on campus.

Administrative Services:

Facilities Management staff will:

- Maintain essential services to all buildings (e.g., utilities, HVAC).
- Curtail all contractual work and maintenance activities.
- Manage essential staff working in shifts to maintain essential services.
- Procure, store and provide sufficient and accessible soap, alcohol-based hand hygiene products (e.g., Purell), tissues and receptacles for their disposal.
- Follow facility procedures and include regular cleaning of rooms in University Health Services.
- Use any EPA-registered hospital detergent/disinfectant for cleaning the University Health Services. Give special attention to frequently touched surfaces in addition to floors and other horizontal surfaces.
- Handle blood and other bodily fluid spills in accordance with blood-borne pathogen procedures.

Level 4 Continued:

Departments of Financial Services and Procurement:

- Assuming full campus closure, financial transactions will be limited to critical procurements and payments.
- Limited essential personnel will report to campus or handle transactions from remote locations depending on system availability.

Staffing:

- Essential regular, Contingent II and Contingent I employees will report to work.
- Non-essential regular and Contingent II employees will receive paid administrative leave.
- Non-exempt essential regular and Contingent II employees will receive overtime if warranted.

Transportation, Controlled Access, and University Police:

Limited Access – Essential Employee Access Procedures:

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- All campus entrances will be secured. Campus gates will be secured through existing metal gates or through the use of water filled jersey-type barriers.
- The following facilities will need to remain accessible during the closure of the campus:
 - Erickson Hall-University Health Services
 - Public Policy Building- OIT's secondary data center
 - ENG- Computer (data center)
 - Police Station (security)
 - University Center - Communications (phone system)
 - Dining Hall
 - Physical Plant Building
- The following animal care facilities and others identified by the Provost during Pre-Level 1 will also need to remain open:
 - Biological Sciences Building
 - Chemistry Building
 - Math/Psychology Building
- Once the gates and entrances to the main campus are secured the only ingress and egress to campus will be through I - 95.
- Once the University has declared that it is closed to all but essential employees notifications must be made through various information sources. These should include, but not be limited to: Electronic Media, University Homepage, AM 680 and BlackBoard.
- All essential employees that are to be allowed on campus and in the Essential Employee Database in HR will enter the campus through Gate 1. Once through Gate 1, employees will be channeled into Lot 3 and be screened prior to being allowed to continue onto their Destination on campus.
- To expedite the flow of traffic, all vehicles would be routed through drive-up check-in gates. At the gate station the driver would provide the staff member at the gate with his/her name and a valid identification card (UMBC ID or Driver's License). The staff member would check the person against the Essential Employee list. If the employee is permitted to be on campus, the person would be checked off as arriving on campus. Procedure will be reversed for checking out.

Level 4 Continued:

- During the period of closure all vehicles and pedestrians on campus will be challenged by Department of Public Safety officers. All persons on campus that are not in the essential employee database will be asked to leave campus without exception. Those refusing to leave will be subject to arrest.
- After the employee has completed work for the day, the individual would drive back through the area where they checked-in and repeat the process for check-out. Upon check-out, the staff member would again enter the employees name into the HR Database as having left campus.
- The State of Maryland will decide on travel restrictions, if any, during the period of the pandemic. UMBC will have to abide by the policies set by the State government on travel restrictions and policies.

RECOVERY

Recovery Level: Recovery stage once pandemic is under control – Campus poised to re-open

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Communications:

Institution Wide:

- Re-opening procedures and timetable will be communicated via e-mail, web, and media.
- Student return policy and procedures will be announced via e-mail and Web (e.g., Physical and Emotional Health and Safety precautions, what to expect, what to bring, and pro-rata credits for unused portions of services).

Academic Program:

- In coordination with other response teams and with USM, Academic Affairs will coordinate the resumption of classes and other academic activities.

Physical and Emotional Health and Safety:

- University Health Services and University Counseling Services will return to normal operations.

Residential Life:

The Office of Residential Life and Residential Operations staff will:

- Continue security program for unoccupied halls and houses.
- Implement cleaning protocols and inspections required before residents can return; reinstate cleaning contracts for houses.
- Conduct 'by room verifications' or similar process to determine which residents have not returned by certain key dates.

Administrative Services:

Staffing:

- All staff will return to work.

Recovery Continued:

- Pay distribution plan will be implemented, including last pay for hourly employees (assume paid Administrative Leave by regular salaried employees).

Financial Management - Funding Additional Costs:

- In order to assess impacts to University financial position, it will be necessary to immediately determine any modifications to the current refund policies for tuition, fees and other services.
- The University does have sufficient reserves to handle some level of additional emergency costs. Should these costs begin to grow, then the University would have to look at other alternatives for funding. This would require that President's Council and members of the Budget Committee convene to determine the possibility of redirecting funds from certain projects, deferring facility renewal projects, or borrowing externally or internally.
- A major flu pandemic would be a national, or at least a regional, issue of significant impact. Therefore, it would be likely that Federal and/or State emergency funding could be made available to the University.

Transportation, Controlled Access, and University Police:

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- All campus gates will re-open and transportation services will return to regularly scheduled operations.

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Appendix A Communication Roll Out Plan Preliminary Timeline

Summer 2006

- Send Draft Plan to USM Administration – August 23
- Update UMBC Pandemic flu website(with Pandemic Flu Plan, resources, and PDFs of student and all-campus pamphlets) – **August 28**
- Send campus-wide e-mail from the President/Provost (re: Plan in place and its location on the website, Fall 06 awareness activities planned) – **August 25**
- Send letter and reference to an emergency planning kit to new students – **Done**
- Develop a letter to the parents of all freshman parents related to emergency preparedness which will be mailed after move-in. Confirm all personal contact info (e.g., e-mail and postal addresses). Let them know that we will be talking about this issue with our campus community early this fall, etc. – **August 26 and two weeks later**
- Distribute letter and campus-wide pamphlet to the University community (also include in pay stubs) – **August 30**

Fall 2006

September 2006

- Official launch of educational campaign (materials, campus pamphlets, and giveaways)
- Host first of three campus briefings -- University faculty (discuss plan, talk about academic contingencies, encourage faculty to talk about plans with their students, direct deposit, health and counseling services, need for departmental plans, Q/A, etc.)
- Host second of three campus meetings – staff (discuss plan, facilities contingencies, transportation, emergency services, emergency equipment, direct deposit, health and counseling, essential personnel, departmental plans, Q/A, etc.)
- Host third of three campus meetings – student leaders, residence halls, organizations, etc. (include discussion of potential evacuation implications, emergency health and counseling resources, the need for emergency alternative housing, transportation, payroll, alternatives for continued study, etc.)

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- Ongoing updates to the website and members of the University community as needed.

UMBC

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Appendix B

Fall 2006 Student Correspondence Draft

What Every Maryland Student Should Know About the Pandemic Flu and UMBC's Plans for a Possible Pandemic (Under Revision)

Introduction

What is the Pandemic Flu?

According to the World Health Organization, Avian Influenza refers to “a large group of different influenza viruses that primarily affect birds. On rare occasions, these bird viruses can infect other species, including some animals and humans. The vast majority of avian influenza viruses do not infect humans. An influenza pandemic happens when a new subtype emerges that has not previously circulated in humans.”

“For this reason, Avian [Flu] H5N1 is a strain with pandemic potential, since it might ultimately adapt into a strain that is contagious among humans. Once this adaptation occurs, it will no longer be a bird virus--it will be a human influenza virus. Influenza pandemics are caused by new influenza viruses that have adapted to humans.”

The current threat has been generated by incidences of the H5N1 virus strain seen throughout Asia and Europe. One of the biggest concerns about this strain is its ability to infect a wide range of hosts, including birds and humans. Data indicate that most people will have no immunity to this pandemic virus. As a consequence, international health authorities are pointing to the strong possibility that infection and illness rates will likely be much higher than during seasonal epidemics of normal influenza.

For more information and resources on the Pandemic flu virus and possible pandemic, please consult these University resources and other government agency sites:

<http://umbc.edu/uhs/healthalerts/>

<http://flu.maryland.gov/>

http://www.who.int/csr/disease/avian_influenza/en/

<http://www.pandemicflu.gov/>

Why does the University need to prepare for it?

Communities need to prepare for a pandemic because if a transmission is identified, it has the potential to spread very quickly. An outbreak of this strain of the flu could significantly interrupt normal University functions for a period of two to four weeks or up to several months, and may involve evacuation of many of its students, faculty, and employees. The University community is

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taking aggressive steps now to prepare for the potential of such a pandemic in the best interest of minimizing the risk of exposure among faculty, staff, and students. You can help keep the UMBC community safe by following the suggestions in this letter. It is important that you do not panic at any time, either before an outbreak occurs, or even if we need to close the campus.

What can you do to avoid exposure?

The best way to avoid exposure to the Pandemic flu is to avoid being around birds, their feathers or feces, and the soil where birds live. You can avoid being around others who are at risk for exposure. As a pandemic emerges, do not kiss, hug, shake hands or come in close contact with others, especially in large gatherings. Wash your hands frequently with soap and water. Should you suspect that you may have been exposed, wash your hands thoroughly with soap and water. Check your temperature regularly for several days after you suspect possible exposure and, should your temperature rise, see a physician immediately.

What will the University do in the event of a pandemic?

Should an outbreak occur, the University will begin to activate its emergency response plan. Steps will be taken to: (a) cancel classes and activities to limit transmission; (b) help faculty and students get home safely before national and international travel restrictions begin; (c) maintain a reduced level of key campus operations through remote or online interaction; (d) implement on-campus wage payments through direct deposit; and (e) communicate contingencies if phone or internet access become bogged down as a result of increased activity. Finally, and once the outbreak has been controlled, the University will begin its recovery process.

The **UMBC Pandemic Flu Plan** will be activated in several escalating levels (visit www.umbc.edu for details):

Level 1: First cases of efficient human-to-human transmission internationally - Campus open, business as usual, but each unit will work on preparations for moving to Level 2 and be prepared to move to Level 2 immediately. All operations will continue as usual including classes and research, but more specific steps will be taken to prepare for Level 2. Communication with the campus community will increase to keep everyone informed of plans being implemented.

Level 2: First verified case in North America AND one or more other triggering events (such as local public health recommendations, rising student and employee absenteeism) – Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing; begin liberal leave for non-essential employees, healthy essential employees report. At Level 2, social distancing measures will be adopted including the cancellation of classes and all other activities. Health and Counseling Center staff will begin to implement emergency response procedures. Administrative departments, student service units, and all academic programs will begin the process of shutting down.

Level 3: Within 1-5 days of declaring Level 2 and depending on national and local conditions – All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close. At Level 3, all University residences will close. Dining operations will be reduced to support only the infirmary. All research operations, except those with critical facility needs (e.g., animal care) will be interrupted until the pandemic period has

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passed. All administrative and academic support units will be shut down until the campus reopens.

Level 4: As soon as practicable following Level 3 – Campus closed; declared emergency condition; evacuation of campus; all facilities closed except skeletal services for infirmary, shelter housing for selected international students, and essential research; access to campus sealed off; closure sustained. During Level 4, the campus will be closed. No vehicles or pedestrians will be permitted on campus unless approved as essential employees for tasks related to maintaining and securing the physical campus structure. All service contracts and construction projects will be put on hold.

Recovery Level: Recovery stage once pandemic is under control – Campus poised to re-open. Once the danger of the Pandemic flu has passed, the campus will re-open for business. As services return to normal, accommodations for concerns that arose as part of the period of closure will be addressed.

What You Can Do Now to Prepare, Before the Semester Begins

Make Your Emergency Plan Now

Your ability to stay healthy and to respond effectively will depend in part on your advance planning. You should think through your personal emergency plan and address the following considerations:

If you live on or near campus and have to travel some distance to your permanent residence, what are your primary travel plans? Do you have a contingency?

- If you plan to travel by air or rail, do you have your travel agency or airline reservation information handy? Have you familiarized yourself with plans by University departments, including Public Safety and Transportation Services, to arrange pick-up sites for shuttles to take you to public transportation Destinations?
- If you plan to drive, do you have at least one alternate route?
- If you will be picked up, do you have contact information ready?
- If you cannot get home, is there a friend or loved one who lives nearby who would agree to let you stay during a campus closure (for what could be up to several months)?
- What are the plans for closure in your residence hall, chapter house, apartment or private residence? Prepare when you move in. Ask your RA, house director, manager or landlord what the procedures for evacuation might be.

If you commute and an evacuation is ordered, do you have at least one alternative commuter route?

- Familiarize yourself with local resources for traffic updates and road conditions, including <http://www.wtopnews.com>

What should you prepare to have at home, in the event that the campus is closed, but academic activities continue remotely, through e-mail or other communications?

- Books and ongoing research
- Laptop and portable technology devices

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- Syllabi for your classes, including faculty contact information
- Individual course plans in the event of a campus evacuation

Prepare a Personal Emergency Kit

As a result of social distancing, evacuation, closures, and travel restrictions, it is a good idea to anticipate what personal items you will need to take and keep with you in the event of a pandemic.

- Food and water (preparation experts recommend at least a two-week supply of non-perishable items, so that you do not need to go to the store).
- Medications (fill prescriptions and have over-the-counter items in supply).
- Health and hygiene items: Tissues, toilet paper, anti-bacterial (waterless) gel, soap, disinfecting cleaning solution, trash bags.
- Practical items: Flashlight, portable radio with batteries, manual can opener.
- Contact information: Have phone and e-mail contact information for loved ones, as well as a previously identified third-party contact, in the event that you cannot reach a loved one directly.

If you work on campus, have you arranged for direct deposit?

In the event of a campus closure, any earnings you are scheduled to receive will only be issued electronically. Checks cannot be issued until the University reopens.

- If you do not have a bank checking account, create one.
- To arrange for direct deposit of your paycheck to your bank account, contact your department Payroll Coordinator to complete the direct deposit request form or you may get a copy of this form online at <http://compnet.comp.state.md.us/cpb>.

Will the University be able to reach you once you have evacuated?

The University will rely on phone and internet communications to remain in touch with you during a pandemic. Please make sure your contact information is up to date (both e-mail and phone) in the Student Information System, at <http://umbc.edu/blackboard>

Stay Tuned...

As the University plans are finalized, you should watch for more information on the University home page, www.umbc.edu as well as on e-mail and in the *Retriever*. Lastly, try not to be overly concerned. The information shared here and the preparations made are intended for more effective response to something that may never happen. If it does, you will be ready and know what to expect.



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Appendix C

Protocol for Personal Protective Equipment Use by Employees for Protection from Avian Influenza (AI)

Prepared by the Department of Environmental Safety and Health (EHS)
Latest Version of Protocol: June 29, 2006

NOTE of CAUTION: Since information related to Pandemic Influenza or Avian Influenza is subject to frequent and significant changes, readers of this document should check with EHS to ensure they have the most recent version.

I. Characteristics of Influenza Transmission

Human influenza is transmitted from person-to-person primarily via virus-laden droplets (particles > 5 um in diameter) that are generated when infected persons cough, sneeze or speak. These large droplets can be directly deposited onto the mucosal surfaces of the respiratory tract of susceptible persons who are near (i.e., typically within 3 feet) the droplet source. Transmission may also occur through direct and indirect contact with infectious respiratory secretions. Asymptomatic individuals in early stages of influenza could be infectious to others. **However, the route of transmission of Avian Influenza in humans is unknown at this time.**

II. Definitions

Respirator: OSHA considers a respirator to be “a protective facepiece, hood or helmet that is designed to protect the wearer against a variety of harmful airborne agents.” Respirators must be selected based on the hazards that the wearer may be exposed to. Surgical/medical procedure masks are not considered to be respirators. OSHA requires that employers select respirators that are certified through NIOSH testing criteria.

Filtering facepiece: a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of filtering material (e.g., N95, N99 or N100). These types of respirators are tested and approved based on ability to filter particle size. **They may help reduce exposures to airborne biological contaminants such as influenza virus, however they will not eliminate the risk of exposure, infection or illness.**

Surgical masks: Designed to prevent biological particles from being expelled by the wearer into the environment. Some surgical masks are fluid resistant to splash and splatter of blood and other infectious materials; however they are not necessarily Designed to seal tightly to the face and may allow air leakage around the edges.

III. Criteria for the Use of Respirators for Protection from Avian Influenza (AI)

The University intends to follow OSHA standards and will assess recommendations from other federal, state and local agencies that are involved in pandemic and Avian Influenza planning.

A. Respirator use for protection from Avian Influenza is recommended by OSHA (Personal Protective Equipment).

OSHA recommends respirators for these workers:

1. Farm and animal workers/animal handlers involved in the culling, transport or disposal of Avian Influenza-infected poultry.
2. Laboratory workers involved with highly pathogenic Avian Influenza A (H5N1) in accordance with BSL 3+ laboratory guidelines.
3. Medical personnel who have direct contact through transport or treatment of hospitalized patients diagnosed with or under evaluation for Avian Influenza (H5N1).

Conditions for use:

1. Only NIOSH-approved particulate (or higher protection) respirators may be used. Particulate respirators are categorized as N95, N99 or N100. Respirators used by health care workers must be FDA-approved.

The following rule DOES NOT apply to users of N95, N99, or N100 respirators.

2. Employees who wear respirators must be enrolled in the University's Respiratory Protection Program (<http://www.ESH.umd.edu/os/respirator/manual/index.html>).

Requirements of this program include:

- a) Medical clearance must be obtained from or through the Occupational Health Unit of the University Health Services.
- b) Individuals must be trained by ESH and be successfully fit tested before the respirator may be used. Facial hair that compromises the seal between the face and the respirator is not permitted. If accommodations for facial hair are deemed necessary for medical, religious or other reasons, the department / unit head will be advised by ESH of the need to purchase a powered-air purifying respirator which does not require a tight seal.
- c) Respirators are to be used for the specified conditions only. Use of respirators for other purposes must be approved by ESH.
- d) Respirators must be used, stored and repaired in accordance with the manufacturer's recommendations and the University Respiratory Protection Program.
- e) Respirators cannot be shared and disposable respirators must be discarded after use or if contaminated or damaged.
- f) The purchase and replacement of respirators is the responsibility of the employee's department.

B. Respirator use is determined by a UMBC department / unit head to be necessary for purposes other than those recommended/required by OSHA as listed in A (Personal Protective Equipment).

1. ESH must be notified by the department / unit head of the intent to require respirator use in the workplace at least two weeks prior to placing an order for respirators or enforcing use. The name(s) and job titles(s) of the individuals must be provided.
2. ESH will assist the department / unit head in selecting the appropriate type/size(s) of respirators to be ordered. The department / unit head is responsible for ordering and funding all costs associated with respirator use.
3. The department / unit head must make arrangements to obtain a medical clearance for the individual(s) prior to use of the respirator.
4. The department / unit head must contact ESH to arrange for training and fit testing of the employee(s) once medical clearance(s) has been obtained and the respirator(s) has been received.
5. An adequate supply of respirators must be purchased since replacement is necessary when they become contaminated, soiled, damaged or wet.
6. The department / unit head is responsible for instructing employees when they should wear the respirator during a Pandemic flu outbreak. It is important to note that prolonged use of a respirator increases the physical demands on the cardiopulmonary system and should be avoided.
7. All other aspects of the Respiratory Protection Program will apply. A copy of the program may be accessed at (<http://www.ESH.umd.edu/os/respirator/manual/index.html>).
8. ESH will *not* entertain requests to use a respirator from individual employees. The decision to require respirator use for purposes other than those listed in A is the responsibility of the department / unit head.

C. Respirator use is requested by an employee but not required by A or B (Voluntary Personal Equipment).

1. The department / unit head may provide or permit use as long as it will not create a hazard to the employee. Possible hazards include use of a dirty or contaminated respirator or interfering with an employee's ability to work safely (e.g., reducing vision while driving or operating heavy machinery.)
2. If a filtering facepiece respirator (e.g., N95, N99, and N100) is used, the department / unit head is not required to obtain a proof of medical ability to wear the respirator although employees should be encouraged to check with their health care provider.
3. If an elastomeric respirator (half or full face made from elastic polymer using cartridge or filter) or a supplied air respirator is worn, the department / unit head is required to make arrangements to obtain a medical clearance for the employee.
4. The department / unit head must provide the employee with a written copy of "Instructions for Employees who Request Voluntary Use of a Respirator," which contains a copy of OSHA 1910.134, Appendix D, Voluntary Use of Respirators, and maintain a signed copy of Appendix D documenting that the employee has received it.
5. The department / unit head is not required to purchase the respirator but may choose to do so.
6. Fit testing is not required for voluntary use.

IV. Criteria for use of other equipment

1. Gloves:
 - a) In healthcare settings, clean, non-sterile gloves must be used by medical workers when touching blood, body fluids, secretions, excretions, and contaminated items including linens. Gloves must be discarded after use, when contaminated or damaged.
 - b) In non-healthcare settings, gloves should be worn when using cleaning products and disinfectants and when handling waste or waste containers.
 - c) Hand hygiene, which includes washing with soap and water or use of alcohol-based hand rubs, is critical to prevent transmission. If gloves are worn, hand hygiene must be conducted immediately after gloves are removed and between contact with patients in healthcare settings.

2. Eye protection / face shield:
 - a) In healthcare settings, eye protection must be worn by medical workers when there is a risk of contamination of the eyes from splashes/sprays of blood, body fluids, secretions, excretions during patient care (e.g., working within three feet of suspected or confirmed AI-infected patients). Face shields provide an additional barrier but must always be worn with eye protection.
 - b) In non-healthcare settings, eye protection may be needed when there is a risk of exposure to the eyes from splashing or spraying of cleaning or disinfecting products. (Note: Widespread spraying of cleaning products and disinfectants should be avoided as it poses hazards to the applicator and the building occupants.)

3. Gown:
 - a) In healthcare settings, a clean, non-sterile gown may be needed by medical workers to protect skin and prevent soiling of clothing during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions. Soiled gowns must be removed as promptly as possible and hands must be washed to avoid transfer of influenza virus to others or to the environment.

4. Surgical mask:
 - a) It is recommended that suspect or confirmed AI patients wear surgical masks in public or during transport.
 - b) In healthcare settings, surgical masks may be worn by medical workers when working within three feet of any patient with respiratory symptoms, when particulate respirators are not available for protection from AI due to supply shortages, or when transporting AI patients who cannot tolerate wearing a surgical mask.
 - c) There is no evidence that the wearing of surgical masks in non-healthcare settings will protect other workers or the general public from avian influenza. Surgical masks cannot be used in place of respirators for exposure to chemical contaminants.

Surgical masks must be disposed of if they become moist. Individuals should wash their hands after touching or discarding a used mask.

V. Table 1. Summary of selection of PPE by employee category and Pandemic Flu phases.

	All staff except medical personnel and emergency medical transport personnel.	Medical personnel ^(Note 1)	Non-medical personnel ^(Note 2)	Personnel who operate vehicles Designated for emergency medical transport
PPE ^(Note 3)	<p>Level 1 – No additional PPE needed above that in use at Level 0.</p> <p>Level 2 – No additional PPE needed above that in use at Level 1.</p> <p>Level 3 – No additional PPE needed above that in use Level 2. Surgical masks are provided for symptomatic adults, and may be offered to employees who request them. Custodial staff should wear gloves when collecting trash.</p> <p>Level 4 – No additional PPE needed above that in use at Level 3. Surgical masks may be provided to employees who request them.</p>	<p>Level 1 – No additional PPE needed above that in use at Level 0.</p> <p>Level 2 - Standard Precautions and Droplet Precautions (surgical mask for close contact) with symptomatic patients. In aerosol-generating procedures, minimum of N95 respirator should be worn.</p> <p>Level 3 & 4 – For close contact with suspect/confirmed AI patients, follow airborne precautions including fit-tested respirator (minimum NIOSH-approved N95).</p>	<p>Level 1 – Not applicable</p> <p>Level 2 – Not applicable</p> <p>Level 3 & 4 – Gloves and surgical mask when entering patient-occupied rooms.</p>	<p>Level 1 – Not applicable</p> <p>Level 2 – Not applicable</p> <p>Level 3 & 4 – Personnel with close contact should wear surgical mask. Personnel who clean these vehicles wear gloves and may be offered surgical mask.</p>

Notes:

1. Medical personnel provide direct care to symptomatic individuals.
2. Non-medical personnel (e.g., housekeepers) work in the Health Services or alternative hospital setting (e.g., residence hall) and may enter rooms or common areas where sick and symptomatic individuals are housed and cared for.
3. Refer to Voluntary Use of Respirators when personnel request to use respirators when not listed above.

VI. Reference Sources:

- Occupational Safety and Health Administration (OSHA)
- Department of Health and Human Services, Centers for Disease Control & Prevention (CDC)
- Food and Drug Administration (FDA)
- World Health Organization (WHO)
- U. S. Implementation Plan for the National Strategy for Pandemic Influenza



An Honors University in Maryland

Appendix D

Instructions for Employees Who Request Voluntary Use of a Respirator

During an Avian Influenza Pandemic

Prepared by the Department of Environmental Safety and Health (ESH)

Latest Version of Protocol: June 12, 2006

NOTE of CAUTION: Since information related to pandemic influenza or avian influenza is subject to frequent and significant changes, readers of this document should check with ESH to ensure they have the most recent version.

Your employer is responsible for determining if you should wear a respirator while performing your job duties during an avian influenza pandemic. If you have been told that a respirator is not necessary but you have requested to wear one, your employer will decide if “voluntary use,” as defined by the Occupational Safety and Health Administration (OSHA) in 29 CFR 1910.134, is permitted.

It is important to note that the route of transmission of avian influenza to humans is not known at this time. A respirator will not eliminate the risk of exposure, infection or illness.

Before you may wear a respirator under OSHA’s voluntary use criteria, you **must** read and understand the following:

1. Be sure to follow hand hygiene and respiratory etiquette procedures at all times as the best way to prevent you from getting sick. Hand hygiene means washing your hands frequently during your work shift with soap and water or using a waterless alcohol-based hand sanitizer, especially after touching potentially contaminated surfaces such as door handles, public telephones and restroom surfaces and after removing protective gloves, a respirator or a surgical mask. Respiratory etiquette means covering your cough and sneeze with a tissue and disposing of the tissue in a proper trash receptacle.
2. You should contact your primary care physician or other qualified medical provider to determine if it is safe for you to wear a respirator. You may not be able to safely wear a respirator if you have a lung disease such as asthma or emphysema or have trouble breathing, if you have claustrophobia, or vision problems.
3. You may not wear a respirator on a voluntary basis if it creates an unsafe condition for you while you are working. For example, a respirator that partially obstructs your vision or prevents you from wearing eyeglasses cannot be worn while driving a motor vehicle or operating heavy machinery and power tools.
4. The respirator that is recommended by the Centers for Disease Control and Prevention (CDC) for use for Avian Influenza exposure in healthcare workers is an N95 particulate

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respirator. A particulate respirator may not be used for protection from gases, vapors or mists.

5. Check with your supervisor about the availability of respirators, where and how you can get a respirator. It is possible that you may be told you will need to provide your own respirator. If you are providing your own respirator, be sure to choose the size that fits you the best. If your supervisor is providing the respirator for you, you may be asked to provide your size (regular or small).
6. Before you wear the respirator, you must carefully read the instructions that are provided by the manufacturer on use, maintenance, cleaning or disposal, care, and warnings regarding respirator limitations. Your supervisor is required to provide you with a copy of 29 CFR 1910.134 – Appendix D, OSHA’s criteria for voluntary use of respirators which is attached to this document. Read this information carefully and let your supervisor know if there is anything you do not understand.
7. If you wear a disposable respirator, be sure to discard it if it becomes dirty, contaminated, wet, or damaged. Respirators that are not saturated with blood or body fluids may be disposed of in regular trash receptacles. Respirators that are saturated with blood or body fluids must be disposed of in medical waste receptacles that are found in the Health Services or other healthcare facility.

Information for Employees Using Respirators When Not Required

(From 29 CFR 1910.134 – Appendix D)

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

By my signature, I acknowledge that I am not required to wear respiratory protection and that I understand the above precautions.

Name: _____

Signature: _____ Date: _____

Department/Unit: _____

A copy of this signed form must be given to the employee and the original kept by the employee's department.

Información Para los Empleados Que Usan Respiradores Cuando No lo Exige el

Reglamento 29 CFR 1910.134 o el Empleador

(Tomado de: 29 CFR 1910.134 – Appendix D)

Los respiradores son un método de protección efectiva contra riesgos identificados, cuando se han seleccionado y utilizado adecuadamente. El uso de los respiradores se fomenta, inclusive cuando la exposición esta por debajo de los limites de exposición (máxima cantidad o concentración de un químico a la que un trabajador pueda estar expuesto según las normas de OSHA), para ofrecer bienestar y protección del empleado. Sin embargo, el respirador puede causarle daño si no se mantiene limpio o si no se usa correctamente. Algunas veces los empleados usan los respiradores para evitar ser expuestos a diferentes riesgos, inclusive si la cantidad de la sustancia peligrosa no excede los valores límites establecidos por los reglamentos de la Administración de Salud y Seguridad Ocupacional (OSHA). Si su empleador provee los respiradores para uso voluntario, o sí usted provee su propio respirador, necesita tomar ciertas precauciones para que se asegure que el mismo respirador no represente un riesgo para usted. Usted debe hacer lo siguiente:

1. Lea y haga caso a todas las instrucciones que provee el fabricante en el uso, mantenimiento, limpieza y cuidado, y las advertencias en cuanto a las limitaciones de los respiradores.
2. Escoja respiradores certificados contra los contaminantes que le interesa. La Institución Nacional para la Seguridad y Salud Ocupacional (NIOSH) del Departamento de Salud y Servicios Humanos de los Estados Unidos de América, son los que certifican los respiradores. Una etiqueta o certificado de exposición debe aparecer en el respirador o en el empaque del respirador. Este debe decirle para que químicos fue diseñado y cuanto le va a proteger.
3. No use su respirador en atmósferas que contienen contaminantes para los cuales no fue diseñado porque no le va a proteger. Por ejemplo, si un respirador es diseñado para filtrar partículas de polvo no le va a proteger contra gases, vapores o partículas sólidas de vaho (mal olor) o humo.
4. No pierda de vista su respirador para que así no use el respirador de otra persona por equivocación.
Firmando esta forma, reconozco que no estoy obligado a usar protección respiratoria y que entiendo las precauciones anteriores.

Nombre: _____

Firma: _____ Fecha: _____

Departamento/Unidad: _____



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Appendix E

Protocol for Cleaning and Disinfection of Environmental Surfaces During an Avian Influenza Pandemic

Prepared by the Department of Environmental Safety and Health (ESH)

Latest Version of Protocol: June 29, 2006

NOTE of CAUTION: Since information related to Pandemic Influenza or Avian Influenza is subject to frequent and significant changes, readers of this document should check with ESH to ensure they have the most recent version.

I. Characteristics of Influenza Transmission

Human influenza is transmitted from person-to-person primarily via virus-laden droplets (particles > 5 um in diameter) that are generated when infected persons cough, sneeze or speak. These large droplets can be directly deposited onto the mucosal surfaces of the respiratory tract of susceptible persons who are near (i.e., typically within 3 feet) of the droplet source. Transmission may also occur through direct and indirect contact with infectious respiratory secretions. Asymptomatic individuals in early stages of influenza could be infectious to others. **However, the route of transmission of Avian Influenza in humans is unknown at this time.**

II. Definitions

Cleaning: a form of decontamination that renders an environmental surface safe to handle or use by removing organic matter, salts, and visible soils, all of which interfere with microbial inactivation. The physical action of scrubbing with detergents and surfactants and rinsing with water removes large numbers of microorganisms from surfaces. Cleaning is the necessary first step of any disinfection process.

Disinfection: to kill or inhibit microorganism activity on hard non-porous surfaces. Disinfectants must be mixed, applied to a surface uniformly and remain wet and in contact with the surface or equipment according to manufacturer's directions. Widespread spraying or other application of disinfectants may create exposures to patients and workers and should be avoided.

III. Protocol for Cleaning and Disinfection of Environmental Surfaces

1. It is the intent of the University to follow all requirements and assess all recommendations from federal, state and local agencies that are involved in pandemic and Avian Influenza planning.

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2. The Avian Influenza virus is very sensitive to detergents. Cleaning thoroughly with detergent cleaners and water is adequate for most non-healthcare locations.
3. Cleaning and disinfection cannot be relied on as the primary means to control the spread of influenza virus. Infection control practices must include hand hygiene (hand washing), respiratory etiquette, proper disposal of tissues and maintaining distance from sick individuals (at least three feet).

A. In-patient and ambulatory care settings (e.g., Health Services) including alternative healthcare settings if / when established.

1. Follow normal facility procedures for cleaning of environmental surfaces using an EPA-registered hospital grade detergent-disinfectant with label claims as an avian influenza disinfectant to clean patient-occupied rooms. Give special attention to frequently touched surfaces (e.g., bedrails, bedside tables, TV controls, telephones, lavatory surfaces, doorknobs) and visibly soiled surfaces. Floors and other horizontal surfaces should be cleaned regularly. No special treatment is necessary for window curtains, ceilings and walls unless there is evidence of visible soiling.
2. Follow facility procedures for regular cleaning of non-patient locations.
3. Clean and disinfect spills of blood and body fluids in accordance with Standard Precautions and the Bloodborne Pathogens Standard.
4. Follow manufacturer's recommendations for use-dilution, contact time and precautions for handling of cleaning product.
5. Do not spray disinfectants. This is a potentially dangerous practice that has no proven disease control benefit.
6. Medical and non-medical solid waste must be contained and disposed of in accordance with standard facility procedures and state and federal regulations. Gloves should be worn when handling waste or waste containers. Wash hands after removing gloves.
7. Soiled linen and laundry should be placed into a laundry bag in the patient's room and contained in a manner that prevents the bag from opening during transport. Gloves and gown should be worn when directly handling and transporting soiled linen and laundry. Do not shake or otherwise handle soiled linen and laundry that might create an opportunity for disease transmission. Wash hands after removing gloves.
8. Dishes and eating utensils should be washed in a dishwasher at appropriate water temperature. Disposable dishes and utensils should be discarded with general waste. Gloves should be worn when handling patient trays, dishes and utensils.
9. Follow standard facility practices for cleaning, disinfecting and sterilizing patient-care equipment and medical devices.

B. Residence Halls, Offices, Service Areas, Classrooms, Public Areas or Other Locations That Are Not Used as Alternative Healthcare Settings

1. Transmission of influenza from contaminated hard surfaces is unlikely but cannot be ruled out. Hand hygiene is the most important method to prevent the transmission of the influenza virus.
2. Normal facility cleaning procedures for environmental surfaces should be followed using standard cleaning products. During a local outbreak, surfaces that are frequently touched with hands such as sinks, doorknobs, railings and counters may be added to cleaning

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schedule in place of floor care. Use of disinfectants in non-healthcare workplaces is not considered to be necessary.

3. Individual employees and students may want to consider regular cleaning of their phones and keyboards particularly if they are shared with others or used by the public.
4. There is no evidence to support the efficacy of widespread disinfection of the environment or air. Widespread application or spraying of disinfectants is an unsafe practice and must be avoided.
5. Gloves should be worn when handling waste or waste containers.

C. Vehicles Used for Medical Transport (e.g., police cars, buses, other state vehicles)

1. Follow normal cleaning procedures. Pay special attention to visibly soiled surfaces.
2. During a local outbreak, clean surfaces that are frequently touched with the hands using an EPA-registered hospital grade disinfectant with label claims as an Avian Influenza disinfectant.
3. Clean and disinfect spills of blood and body fluids in accordance with Standard Precautions and the Bloodborne Pathogens Standard.
4. Allow time for the vehicle to air out following disinfection to prevent concentrated exposure to driver or patients.

D. Vehicles Not Used for Medical Transport

Follow normal cleaning products and procedures for vehicles.

IV. Conditions for Use of Disinfectants

1. If a disinfectant is used, it should be an EPA-registered product with label claims as an avian influenza disinfectant. The EPA list is available at http://www.epa.gov/pesticiESH/factsheets/avian_flu_products.htm. Healthcare settings should select an EPA-registered hospital grade detergent-disinfectant.
2. Routine use of bleach should be avoided as it is corrosive to metals, damaging to environmental surfaces, is inactivated by organic matter, has no detergent (cleaning) benefit and is toxic.
3. Personal protective equipment should be worn when applying cleaning products. This includes gloves as well as goggles if splashing or spraying is possible. In patient-occupied rooms, a surgical or procedure mask may be worn.
4. ESH should be consulted before applying disinfectants in large quantities or in enclosed areas.
5. Material Safety Data Sheet must be available for all products used.

V. Table 1. Summary of environmental disinfection by building category and Pandemic Flu phases.

	All academic and residential buildings, except University Health Services and alternative hospital settings.	University Health Services (and alternative hospital settings, if established.)	Vehicles Designated for emergency medical transport
Environmental cleaning and disinfection	<p>Level 1 – Procure, store, and provide sufficient and accessible soap, <u>alcohol-based hand hygiene products</u> ^(Note 1), tissues and receptacles for their disposal. No special cleaning procedures or products.</p> <p>Level 2 – Same as Level 1.</p> <p>Level 3 – Same as Level 2.</p> <p>Level 4 – Same as Level 3.</p>	<p>Level 1 – No additional cleaning procedures or products needed above those used at Level 0.</p> <p>Level 2 – Same as Level 1.</p> <p>Level 3 – Same as Level 2.</p> <p>Level 4 - Follow facility procedures and include regular cleaning of patient-occupied rooms. Use any EPA-registered hospital detergent-disinfectant. Give special attention to frequently touched surfaces (e.g., bedrails, bedside and over-bed tables, TV controls, call buttons, telephones, lavatory surfaces including safety/pull-up bars, doorknobs, commodes, ventilator surfaces) in addition to floors and other horizontal surfaces.</p>	<p>Level 1 – Not applicable</p> <p>Level 2 – Not applicable</p> <p>Level 3 & 4 – Use any EPA-registered hospital detergent-disinfectant to clean frequently-touched non-porous surfaces. Blood and certain other body flu spills must be handled in accordance with Bloodborne Pathogens procedures.</p>

Note:

1. Hand hygiene products: Use only hand sanitizers that contain alcohol (~60%), such as Purell, Nexcare (3M), Germ-X, Avant, Bacdown, Decon-Hand, Alcare foamed alcohol.

VI. Reference Sources:

- Occupational Safety and Health Administration (OSHA)
- Department of Health and Human Services, Centers for Disease Control & Prevention (CDC)
- Food and Drug Administration (FDA)
- World Health Organization (WHO)
- Implementation Plan for the National Strategy for Pandemic Influenza



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Appendix F OIT Response Plan

Essential services and systems

In the event of a campus shutdown for two to four weeks, the most essential information technology services and systems will need to be maintained remotely and/or with a very limited staff. OIT staff have extensive experience resolving problems and operating the servers from home. The OIT Business Continuity Plan has identified those essential services and emergency operation procedures are being developed that will permit these services to continue. Specific actions that OIT is taking are the following:

- OIT is reviewing and updating our disaster recovery plan to make certain that all contact information is up to date, including cell-phone, IM, and alternate email address. In addition, we will review this plan in our weekly team meeting.
- Ensuring that all OIT support staff have broadband connections available to them from home and have set up remote access services to the servers they support.
- Upon a level 1 plan activation OIT will run a multi-day test where we staff perform their day-to-day operations remotely and test out different scenarios that may occur if the level would rise.
- OIT has contracted with a service that allows us to establish multi-party telephone conference calls among staff to participate in team meetings remotely.
- OIT is in the final stages of deploying a new campus virtual private network (VPN) system. This VPN is web-based and does not require a software client to be installed.

For support of the campus the following activities are targeted:

- Critical tier-1 services are campus email, web portal, campus homepage (www.umbc.edu), administrative applications (PeopleSoft and SIS), Remedy tracking system, campus networking, and the BlackBoard course management system. All these systems will be monitored and administrated remotely if the campus enters Level 3.
- A limited number of dial-up modems are maintained as a back-up for OIT staff use. Although not a high speed connection, these can provide a direct connection to the UMBC network in the event that commodity internet connections are impaired.

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- Some on-site maintenance may be necessary even during a short closure. Essential staff members who need access to campus facilities will be identified in the essential staff database in BlackBoard.
- OIT encourages departments that if a campus closure is announced (level 3) to have critical departmental staff and management take home their UMBC computer if they have a broadband connection at home. This will allow staff to securely work from home and have full access to the software and files they use now.
- OIT will forward the 410.455.3838 phone to the home number of an OIT support staff member and provide support to essential personnel remotely. In addition, we will continue to monitor support requests that come in through Remedy.

Communications

In any emergency, communications via many channels are essential.

E-mail

- In addition to central e-mail services, OIT employees have designated personal accounts from other providers (e.g., gmail, yahoo, AOL) to be used as emergency alternatives. Other essential employees should be encouraged to establish similar alternatives.
- Listserv lists will be established for the UMBC Emergency Planning Council, designated essential employees, and other subsets such as OIT essential staff.

Alternate Technologies

- Instant Messaging (IM) provides an alternate means for short communications. Unfortunately, IM products from different vendors don't interoperate well. OIT is reviewing different IM vendors and will make a recommendation to the campus for a "campus standard" in early October.
- Blogging provides a simple interface for publishing information to the Web. During the Katrina crisis, Tulane University used blog technology for posting crisis information to the community. This could be deployed on the UMBC home page or other sites hosted through OIT.
- RSS ("Real Simple Syndication") is used to send alerts regarding newly published information in a blog or other Web pages. Currently OIT uses RSS on the OIT Help Desk Web site. During a crisis, this would be added to the UMBC home page.
- OIT has a license for a BlackBoard component named WIMBA that can be used to provide audio to a class or community. OIT will work with the Emergency Preparedness Committee (EPC) on how to use this technology to communicate among the team and across different populations.

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Appendix G Academic Instruction and Research Emergency Management Plan

If and when the University closes for an extended time period due to pandemic flu, consideration will be given to the timing and duration of the closure.

- All academic calendaring related issues would be resolved in concert with the University System of Maryland, other system institutions, MHEC and in concert with the common academic calendar.
- If the University were required to close during the spring or fall semester(s) for up to two weeks, there would be an opportunity to make up work missed and provide the required 15 contact hours per class credit without significantly altering the semester calendar/structure.

(There is a different requirement for laboratory credit, and this will be more challenging. By October 1, 2006, the Provost will have a more detailed analysis which will specifically address types of class contact hours necessary for different categories of classes.)

- For any closure extending beyond two weeks- the University will consider extending the semester through the end of May, and/or through summer session I and II. If necessary the fall semester could be extended into the end of December and/or winter term.
- If the University closes near the end of the semester (within four weeks of semester end), the University could petition MHEC, based on the severity of the emergency, to make an exception to required contact hours and allow the award of grades based on the grade in place at the time of the closure. There is a precedent for this since it has been employed during other crises.
- By October 1, 2006, the Provost will develop plans for off-site programs.

Alternative Forms of Instruction

In light of federal recommendations that alternate forms of instruction be considered, an assessment of current University offerings revealed that slightly fewer than ten percent of all courses are administered online. Assuming internet systems are operable, these courses could continue. Seminar classes with ten students or fewer could continue through conference call classes- this accounts for 10-20 percent of undergraduate courses and 25-35 percent of graduate courses.

Some courses could be completed through independent study, directed reading, and written assignments via e-mail, blogs, podcasts, listservs, and mail. Depending on the health of faculty and students, an estimated 20-25 percent of courses could be completed through this alternative.

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Listed below are technology options that will be utilized in the Academic Affairs division.

Short-term Options

The following recommendations are based on the assumption that the e-mail system and course management system servers are functioning:

- **Basic minimum: Use of listservs to communicate with students.**
 - Schools and colleges will ask faculty to create listservs for all classes to be used if the University is closed for more than two weeks.
- **Basic minimum: Telephone conference call support**
 - OIT Networking and Telecommunications currently have support for setting up conference calls. Faculty without computer access or skills have the option to set up conference calls with their students to facilitate discussions. Faculty will receive instruction from OIT by October 1, 2006, for this technology.
- **Mid-level support: A course space for every course in our course management system**
 - A basic course space can be set up for every course that is being offered during the term affected. This space can support presentation of course materials, communications/discussions with students, handling assignment submissions, etc. With the help from OIT, the faculty will receive instruction from the Provost by October 1, 2006, for this technology.
 - The development and use of podcasts and blogs as online course support systems.
 - Several guidelines for setting up online course support will be developed – they will be available as text, audio or video formats for faculty. The Provost's Office will work with OIT to develop these guides by December 1, 2006.
- **Mid-level support: Audio capture for every course**
 - Software is currently available on both the Windows and Macintosh platforms that can capture audio and these programs do not require a high-end computer in order to work. Faculty will need computer microphones to use this option. The Provost and Deans will assess which courses are suitable for this technology by December 1, 2006.
 - OIT currently has a server that can house the audio, but will need to add a more powerful server to handle this offering.



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Appendix H

University Health Services and Baltimore County Health Department Collaboration

The University Health Services in collaboration with the Baltimore County Health Department will establish communication that may become available from the Center for Disease Control (CDC) to UMBC students in case of an emergency.



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Appendix I Temporary Campus Closing (TCC) Department of Residential Life and Department of Residential Facilities Management Plan

June 13, 2006

What is the amount of time needed to vacate and close campus residential facilities?

- Depending on the severity of the circumstances and the urgency with which the campus will be closing, residence hall staff will need from one to five days to close the residence halls and public-private partnership housing communities. A 24-48 hour closing (akin to an emergency evacuation due to oncoming severe weather, e.g. Hurricane Katrina in New Orleans) will allow residents only enough time to pack essential items and make emergency transportation plans. A five-day closing will allow for a more orderly evacuation – packing and removal of belongings, transportation arrangements – for students and their families.
- From the point that the campus announces its decision for a temporary closure of campus (TCC), Residential Life will instruct students to a) pack their belongings, b) prepare their rooms for departure, and c) make arrangements for travel to locations away from the campus.
- The campus will expect *all* residence hall students to make arrangements to leave campus within the time period allotted for departure.

What will the expectations be for students checking out of the residence halls in a TCC when two to four days can be allowed for this activity?

- All students will be expected to:
 - Remove all perishable items from their rooms and unplug their refrigerators.
 - Remove trash, recyclables, and debris from their rooms.
 - Move all personal property off the floor onto their bed, desk, dresser or closet shelves.
 - Unplug all electrical appliances in their room.
 - Take home any valuables and items that they will need during TCC (students should not expect to have access to their permanent housing assignment during the TCC).
 - Close all windows.
 - Turn in room keys and check out at their service desks. NOTE: Residential Life will not attempt to track the whereabouts of residents during a TCC.

What will the expectations be for students packing and taking their belongings in a TCC when no more than two days can be allowed for this activity?

- All students should plan to take from campus any belongings they might need during the TCC. Minimally, students will be expected to take:
 - Valuables
 - Medications
 - Academic materials
 - Necessary clothing items
 - Passport, driver's license, other essential documents

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- Whenever possible, students should plan on taking:
 - PC/Laptop computer
 - Electronic equipment
 - Other belongings
- Typically, Residential Life will not *require* students to remove all of their belongings from their assigned residence hall spaces (unless the TCC occurs near the end of an academic year). However, whenever possible, students should plan to remove all of their belongings from the residence halls.

Will the campus provide “emergency housing” after the campus closes?

- At the point that the campus announces a TCC, Residential Life and Residential Facilities will expect that *all* residence hall students make arrangements for departing the campus.
- For students with extreme hardships that prevent departure in the allotted time, Residential Life and Residential Facilities will provide consolidated and short-term, *temporary shelter*. Students will be required to check out of their permanent assignments by the announced closing day and time.
- During the time that students are living in temporary shelter, they will be expected to continue to make arrangements to leave the campus as soon as possible.
- Temporary shelter will be located in the West Hill Apartments where the greatest privacy and social distancing would be available to the greatest number of people.
- The West Hill Apartments are located off the main campus, provide kitchens and bathrooms in each unit, have exterior entrances, do not rely on electronic access system for unit entry, provide opportunity for social distancing, have ample parking, have a community center with office and meeting space, and have laundry facilities.
- Up to four persons could be accommodated, one person to a bedroom.
- Assistant Directors in Residential Life will be responsible for approving resident requests for space in the temporary shelter.
- Temporary shelter could be made available to a limited number of essential employees of the institution with priority given to public safety and health professionals.

How will the temporary shelter in the apartments be prepared for use?

- In order to provide advance notice to residents, Residential Life will notify West Hill residents prior to the start of each semester that West Hill Apartments will be used for temporary shelter during a TCC. This advance notice will make public the campus’ intention to provide temporary shelter during a TCC.

NOTE – Assuming the need to notify West Hill residents so that residents are forewarned and prepared, Residential Life should consider having fully disclosed the use of West Hill to the entire student population and the *Retriever*.

- At the time that the TCC is declared, West Hill residents will be asked to take as many of their belongings home with them as possible. One bedroom in each apartment will be used to store belongings of apartment residents who could not remove them during the TCC.
- As permanent residents of West Hill checkout of their spaces and depart campus, those spaces will be inspected and inventoried as temporary shelter locations.
- Limited housekeeping and maintenance services will be provided as needed and available.
- If necessary, staff from Residential Life and Residential Facilities will box and store belongings not removed from needed West Hill Apartments after the campus implements the TCC.

How will Residential Life and Residential Facilities manage and staff the temporary shelter in the West Hill Apartments?

- Residential Life will assemble a “volunteer” staff of 12-15 individuals to provide the following services in a temporary shelter during a TCC:
 - Duty System and Emergency Management Protocols
 - Information Dispersal
 - Behavior Management
 - Administrative Coordination
- In choosing to operate a temporary shelter, the campus must be prepared to provide additional emergency and essential services. Other campus agencies that could be called on to provide services in the temporary shelter (duration TBD):
 - Department of Public Safety – Emergency response
 - University Health Services – Emergency medical care based on staff availability or referrals to other care options in the region
 - Residential Facilities – 24/7 emergency maintenance as currently provided and regular maintenance and housekeeping based on staff availability
 - Counseling Center – Emergency mental health services based on staff availability or referrals to other mental health care options in the region
 - Department of Transportation Services – Support in guiding students to available transportation options

How will the campus help students protect themselves from transmission of disease during a TCC due to Pandemic Flu?

- At Level 2, the campus will provide N95 respirators to staff and surgical masks, gloves, hand sanitizer, and wipes to students and visitors to the campus.

How can students receive updated information about the residence halls during a TCC?

- Students should regularly consult the campus website at www.umd.edu, the campus Pandemic flu website at http://www.umd.edu/emergencypreparedness/pandemic_flu/, and the Department of Residential Life’s website at www.resnet.umd.edu.
- To contact a Residential Life staff member, students should call 301-314-2100 and be prepared to leave a message or write to Residential Life at reslife@umd.edu.

What will happen if the campus is compelled to provide housing for sick individuals or displaced well individuals in evacuated residence halls?

- Campus officials will work with State and Federal officials to coordinate.
- Student belongings remaining in identified spaces would need to be boxed and stored.

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Appendix J

Departmental Closing Plan

(Tasked to Deans, Directors, and Department Heads)

1. Deans, Directors, and Department Heads will receive a draft Departmental Closing Checklist to assist in the planning required to shut down once directed by the President.
2. Divisional orientation and planning meetings will be held to explain the checklist and review shutdown procedures.
3. Deans, Directors, and Department Heads are to identify any mandatory and essential function(s) or operation(s) to remain partially or fully-functional (as required), once the campus has closed.
 - a. Each function or operation is to be briefly described, as well as every location to which approved individuals will be granted access must be listed (both in terms of buildings and room numbers).
 - i. Individual research projects should be listed by title, reason for its continuance, building name(s) and room numbers.
 - b. The names of the individuals (i.e., service providers) that will be tasked with assuring each function/operation will be provided. (This begins to serve as the list of approved individuals to be granted access by Public Safety to the campus once entrances are closed and checkpoints are set up.)
 - i. Associate specific employees with critical/essential research project.
 - ii. The names of “back up” individuals must be provided to support each function/operation in the event of extended or permanent absence of any primary service provider.
 - iii. When certain operations, functions, or services can be provided by multiple individuals without the need for a primary service provider (e.g., any number of maintenance mechanics can be called in for emergency maintenance service calls), provide a list of all eligible employees who may be called upon to provide services during the TCC.
 - c. Provide a list of each instance when a service company has been contracted to provide mandatory or essential services during the TCC (e.g., elevator maintenance contractor, chilled water treatment contractor, etc.), and anticipated days on which these services are scheduled.
 - i. Provide a list of names of any non-UM contracted employees (i.e., off-campus service providers, affiliates) who are to be granted access during the TCC.

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4. Deans, Directors, and Department Heads are to submit their departmental shutdown plans and list of mandatory/essential operations to each Vice President or designee after divisional orientation meetings.
5. Each Vice President will forward an approved list of mandatory/essential functions/operations and lists of approved employee, contractor, and affiliate names to the Department of Public Safety after receiving all departmental plans.

Department Pre-Closing – Considerations

Pre-Closing Action Tasks

1. Identify any or all mandatory or essential operations, functions, or services to be staffed and maintained by members of your department, by off-campus service providers, and/or by affiliates that must remain partially or fully in operation during the temporary closure of the campus (TCC) period.
2. Identify the essential staff members who are responsible for each task, as well as back-ups. Essential staff should be notified in writing of their status, and should be advised of the communications protocol in a TCC (i.e., daily call-in procedure). Essential staff should be told that they are not to report to work if they are sick and must call in when they are recovered. Essential staff should be offered influenza vaccinations and/or antiviral medication if available to encourage compliance with this policy.
3. Identify which, if any, work assignments can be completed from home by essential employees during a TCC.
4. Ensure departmental communication plan is in place and all employees have been notified of the protocol. Employees should update telephone contact information in PHR, as necessary.

Business and Administrative Operations

5. Continue to encourage employees to enroll in direct deposit as on-campus paycheck distribution will be suspended in a TCC.
6. Ensure that any cash and check receipts on-hand are properly deposited through the Bursar's office prior to closure. For cash handling operations such as Dining Services, some small level of cash reserves should be kept on-hand in the Central Vault at the Bursar's office to resume operations upon opening. Departments requiring cash reserves at the time of re-opening should contact the Bursar's office to arrange for Central Vault storage.
7. Identify how current staff will continue to process PHR timesheet approvals and assure sufficient back-up approvers are created to process timesheets and any other payroll transactions in the event of extended or prolonged incapacitation of current employees. Ensure that all PHR timesheets and transactions are reviewed and approved prior to closing.

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8. Identify which and how staff will continue to review/approve P-Card and T-Card (Visa and Travel card purchases) for 1-2 months for those departments that completely suspend all activities, or for every month that essential departments continue to make P-Card purchases. Ensure that all P-Card and T-Card transaction reviews and reallocations are made timely prior to closure.
9. Ensure that all necessary ELF transactions (FRS, travel reimbursement, tuition remission, etc.) are reviewed and approved prior to closing.
10. Identify any service contracts that include terms for services on- or off-campus that must be curtailed once the TCC is announced. Prior to the renewal of the service contract, work with Procurement and Supply to revise terms of the contract to allow for suspension of services with the TCC.
11. Departments that maintain network servers containing essential business databases and other files should determine the best means to continue these IT services to their staff (if essential access to department files remains necessary during the TCC) or to back up all data files and shut down its servers (if no essential services remain during the TCC).

Recruitment and Selection Processes

12. Temporarily suspend all open faculty and staff searches and notify applicants that searches will continue once the campus re-opens. UHR will notify non-exempt applicants of open searches; hiring units will be responsible for notifying faculty and exempt candidates of open searches.

Contracts for Space Reservations, Service Delivery, and Recurring Deliveries of Supplies

13. Identify any service contracts that include terms for services on- or off-campus that must be curtailed once the TCC is announced.
14. Prior to the renewal of any annual service contract, departments will work with Procurement and Supply to revise the terms of the contract to allow for a suspension of services in the event of a TCC.

Departmental Closing Action Tasks

(To Be Implemented upon Declaration of a Temporary Closure of Campus [TCC])

Closing of Offices, Work Rooms, Shops, and Lab Areas

1. Change messages on all active voicemail – both departmental numbers, and individual employee numbers.
 - a. For departments expected to fully suspend on-campus operations, consider use of the following voicemail message:

“Please listen to this important message: Beginning on xxxxx, xx, 2006, the Office/Department of _____ at the University of Maryland, Baltimore County, will be closed until further notice. Should you have an

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emergency, please call 911, or contact the University Police at (410) 455-5555. Messages left on this voicemail (will/will not) be checked periodically.

- b. For departments anticipating partial delivery of mandatory/essential services, consider use of the following voicemail message: Sample text for this scenario will be developed during the Fall 2006 semester.
2. Secure departmental assets: credit cards, keys, office equipment, building entry access cards, and other high value assets.
 3. Ensure that any cash and check receipts on-hand are properly deposited through the Bursar's office prior to closure.
 4. Submit and approve PHR timesheets and outstanding ELF forms.
 5. Set thermostats to 65 degrees in the winter, and 78 degrees in the summer.
 6. Inspect, close and lock all ground floor accessible windows.
 7. Remove all food and other items from office refrigerators. Unplug each unit and leave doors open.
 8. Remove live plants by allowing employees to care for them at home.
 9. If applicable, refer to Checklist for Temporary Closure of Laboratories, Appendix Q.

Employee Physical and Emotional Health and Safety

10. Distribute appropriate Personal Protective Equipment (PPE) and Voluntary Personal Equipment (VPE) and instructional materials to appropriate staff (i.e., service providers and other remaining on campus during the Closing activities) in accordance with Appendices C, D, and E of this document.
11. On the day the campus closes, collect unused PPE and deliver to the Department of Public Safety for possible to re-distribution to essential service departments.

Departments with Mandatory/Essential Functions, Operations, and Services

12. Receive and distribute PPE and VPE supplies and instructional materials. Distribute to appropriate staff (i.e., service providers and other remaining on-campus during the closing activities) in accordance with Appendices C, D, and E of this document.

UMBC

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Appendix K Emergency Plan for Dining Services To be Utilized for the Pandemic Flu or other Temporary Campus Closing (TCC)

June 9, 2006

Dining Services will make every effort to provide food and water during an emergency; however, there may be staffing and food supply issues that may cause interruptions in service.

Communication:

- Signs will be placed at each point of business that advises customers of the declared emergency, the hours dining service will be open and the Web www.umbc.edu/umbcfood/ for updated Pandemic flu information. Use www.umbc.edu for all updates regarding campus changes due to pandemic outbreak.
- Signs will be posted announcing the closing of each dining facility, including the Administration building, Jazzman's in the library, the OTC in the Commons, and the Commons food court

Service:

Dining Services will provide food on a limited schedule to the extent able given staff and food supply issues.

The day that campus announces it will close, all Dining Services locations will complete service that same day, but Late Night service in the dining hall will be suspended immediately to discourage gathering of groups of people who may be at risk.

If an academic or administrative building closes completely the day of the announcement, any Dining Services snack bar in that building will close as well.

On Days 2 and 3 after the University announces the closure of campus, food will be provided in the Dining Hall only.

Service will be available only for Brunch (10:30 am to 1:30 pm) and for Dinner (4:30 pm to 6:30 pm).

Only carry out service will provided with disposable utensils.

Food will be picked up from the entrance lobby of each dining hall.

Carry out containers will be labeled with their contents, but there will not be any choice of foods.

The most perishable foods will be utilized first, taking into consideration the staff available to process. Food will be cooked on site as needed. Service may be unpredictable due to staffing and food availability. Additionally, items prepared and served may be limited by utilities available.

The availability of food items will determine the menu (vendors may not be available to provide products due to related illness within their company).

Each person will be limited to one meal (entrée, side dish and beverage) during each meal time; due to limited staff and food supplies, it will not be possible to accommodate unlimited portions per person.

Each person will swipe their own card for the meal provided using a portable card reader.

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Only meal plan IDs and credit cards will be accepted. Individuals will not be able to purchase food at a Dining Services facility with cash.

Staff Issues:

Because of the nature of the illness, it is recommended that UMBC Staff and Faculty who work should bring food and water from home to sustain them throughout their work shift.



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Appendix L Study Abroad Emergency Action Plan

INTRODUCTION

On March 21, 2006, the Department of State issued this statement on Avian Influenza:

“The Department of State emphasizes that, in the event of a pandemic, its ability to assist Americans traveling and residing abroad may be severely limited due to restrictions on local and international movement imposed for public health reasons. Furthermore, American citizens should take note that the Department of State cannot provide Americans traveling or living abroad with medications, including in the event of a pandemic.”

As such, the Study Abroad Office has prepared an Emergency Action Plan in order to prepare for a Pandemic flu. The majority of UMBC students participate on programs administered either by US-based program providers, or enroll directly in an international institution. The UMBC Study Abroad Office and other UMBC departments administer short-term study abroad programs during the January term, Spring Break and summer terms.

This Emergency Action Plan (EAP) is intended to be used to coordinate the sharing of information about a Pandemic flu closing with UMBC students currently overseas, as well as the US study abroad program providers and international institutions hosting UMBC students. Parts of this plan have been amended for UMBC short-term programs abroad. The Study Abroad Office (SAO) has the responsibility to implement the Plan. The EAP will be kept in the Study Abroad Office and taken with faculty leading short-term study abroad programs.

EMERGENCY ACTION PLAN

I. Roles and Responsibilities

II. Step-by-Step Plan

III. Location of Information/Materials

IV. Amended Roles and Responsibilities for Short Term Programs

V. Amended Step-by-Step Plan for Short Term Programs

VI. Amended Location of Information/Materials for Short Term Programs

**ROLES AND RESPONSIBILITIES
FOR SEMESTER PROGRAMS**

PREPAREDNESS STAGE

Study Abroad Office	Students
Maintain student roster	Purchase medical insurance and emergency evacuation insurance or confirm with US program provider if such insurance is included as part of program fee
Collect emergency contact information from students (including health issues and passport numbers)	Provide emergency contact information to Study Abroad Office
Verify health insurance of students	Inform local resident director or international student office of whereabouts
Maintain housing and itinerary information	Confirm details of program provider/host university emergency plan and assembly points
Encourage students to register with local embassy	Assemble an emergency/medical pack
Disseminate basic emergency information to students pre-departure	
Assess risk in areas	

EMERGENCY STAGE

Study Abroad Office	Students
Determine course of action in conjunction with host universities or program providers.	Contact local emergency contact/international student office in coordination with each institution's emergency plan
Maintain support and contact with international contacts	Contact SAO if unable to contact local emergency contact
Inform and update campus officials	
Keep a log of actions taken	

STEP-BY-STEP PLAN FOR SEMESTER PROGRAMS

A. Pre-departure Preparedness: Study Abroad Office Duties

1. Collect the following from students:
 - a. Health and Insurance information (students must have insurance that includes emergency evacuation)
 - b. Emergency contact information (parents/guardians/spouses)
 - c. Passport/visa information
2. Conduct orientation at UMBC that includes the following:
 - a. Physical and Emotional Health and Safety information (also addressed in handbooks and online)
 - b. Specific information on Pandemic flu
3. Encourage students to register with local US embassies
4. Collect emergency contact information from international universities and US program providers
5. Collect itinerary information (including cell phone numbers for RD)
6. Collect housing information (addresses, contact names) from students after arrival.
7. Verify accuracy of local emergency contact information
8. Assess risks to area

B. In Event of an Emergency

1. SAO calls on-campus Crisis Manager
2. SAO contacts Dept. of State in DC
3. SAO contacts host universities and US program providers to coordinate flow of UMBC and international situation
4. SAO informs UM campus official and emergency contacts (PR, Provost, and VP Student Affairs)
5. SAO keeps a daily log of decisions/actions

**LOCATION OF INFORMATION AND MATERIALS FOR
EMERGENCY ACTION PLAN**

STUDENT INFORMATION/MATERIALS

Study Abroad Office	Study Abroad Coordinator's Home
<ul style="list-style-type: none"> ✓ Roster of all students and their addresses on site ✓ Emergency contact information for all students ✓ List of passport numbers, expiration dates and location of passport for each student ✓ Names of students with special medical needs ✓ Contacts where each student is housed and for each excursion ✓ Emergency contact sheet and itineraries for all programs in one document ✓ Student Database (and backed-up version) 	<ul style="list-style-type: none"> ✓ Roster of all students and their addresses on site ✓ Emergency contact information for all students ✓ List of passport numbers, expiration dates and location of passport for each student ✓ Names of students with special medical needs ✓ Contacts where each student is housed and for each excursion ✓ Emergency contact sheet and itineraries for all programs in one document ✓ Copy of Student Database ✓ SAO Emergency Cell Phone

**AMENDED ROLES AND RESPONSIBILITIES
FOR SHORT TERM PROGRAMS**

PREPAREDNESS STAGE

Study Abroad Office	Faculty Directors	Students
Maintain student roster	Send SAO student housing information	Purchase medical insurance and emergency evacuation insurance
Collect emergency contact information from students (including health issues and passport numbers)	Establish and maintain contact with consulate	Provide emergency contact information
Verify health insurance of students	Know student whereabouts	Inform FD of whereabouts
Maintain housing and itinerary information	Determine assembly points, sharing these with SAO and students	Understand emergency plan and assembly points
Register students with U.S. Embassy	Disseminate specific information on Physical and Emotional Health and Safety to students	Assemble an emergency/medical pack
Train FD on emergency plans		Carry emergency contact card at all times
Disseminate basic emergency information to students pre-departure		
Assess risk in areas		

EMERGENCY STAGE

Study Abroad Office	Faculty Directors	Students
Determine course of action in conjunction with FDs and UMBC officials	Determine course of action in conjunction with SAO and consulate (evacuation, quarantine)	Gather at assembly point
Maintain support and contact with FDs	Implement the EAP	Contact FD/SAO if unable to get to assembly point
Inform and update campus officials	Inform and update campus officials	
Keep a log of actions taken	Keep a log of actions taken	

AMENDED STEP-BY-STEP FOR SHORT TERM PROGRAMS

A. Pre-departure Preparedness: Study Abroad Office Duties

1. Send list of accepted students to Faculty Director (FD)
2. Collect the following from students:
 - a. Health and Insurance information (students must have insurance that includes emergency evacuation)
 - b. Emergency contact information (parents/guardians/spouses)
 - c. Passport/visa information
3. Conduct orientation at UM that includes the following:
 - a. Physical and Emotional Health and Safety information (also addressed in handbooks and online)
 - b. Specific information on Pandemic flu
4. Train FDs on emergency protocol
5. Collect itinerary and program contact information (including cell phone numbers for FDs)
6. Assess risks to area

B. Pre-departure Preparedness: Faculty Director Duties

1. Determine assembly points (“home base”)
2. Assess risks to area

C. Pre-departure Preparedness: Student Duties

1. Register with Embassy

D. On-site Preparedness

1. FD conducts on-site orientation that includes the following:
 - a. Review of specific emergency plan
 - b. Identification of assembly points
 - c. Discussion of protocol for students when off-program (i.e., students should share their travel plans with FD)
 - d. Reminder that students should call parents/FD in case of emergency
2. Throughout program:
 - a. SAO assesses risk and determines program continuity
 - b. FD
 - 1) Is on call 24 hours a day (or designate)
 - 2) Collects and updates student travel information
 - 3) Informs SAO of changes in itinerary and excursions

E. In Event of an Emergency

1. SAO calls on-campus Crisis Manager
2. SAO contacts Dept. of State in DC
3. Decision about action made jointly between SAO and FD (to evacuate, quarantine, etc.)
4. SAO informs UMBC campus official and emergency contacts (PR, Provost, and VP Student Affairs)
5. SAO and FD keep a daily log of decisions/actions

AMENDED LOCATION OF SHORT TERM PROGRAM INFORMATION AND MATERIALS FOR EMERGENCY ACTION PLAN

STUDENT INFORMATION/MATERIALS

Study Abroad Office	On-site with Faculty Director
<ul style="list-style-type: none"> ✓ Roster of all students ✓ Emergency contact information for all students ✓ List of passport numbers, expiration dates ✓ Names of students with special medical needs ✓ Contacts where each student is housed and for each excursion ✓ Emergency contact sheet and itineraries for all programs in one document ✓ Backup of student database 	<ul style="list-style-type: none"> ✓ Roster of all students ✓ Emergency contact information for all students ✓ List of passport numbers, expiration dates ✓ Names of students with special medical needs ✓ Contacts where each student is housed and for each excursion ✓ Emergency contact sheet and itineraries for all programs in one document

FACULTY DIRECTOR INFORMATION/MATERIALS

Study Abroad Office	On-site with Faculty Director
<ul style="list-style-type: none"> ✓ Cell phone number for FD ✓ List of essential items to include in an emergency evacuation pack 	<ul style="list-style-type: none"> ✓ Cell phone for FD ✓ List of essential items to include in an emergency evacuation pack ✓ Complete information on assembly points ✓ Medical Kit

EVACUATION INFORMATION

Study Abroad Office	On-site for Faculty Director
<ul style="list-style-type: none"> ✓ Emergency telephone numbers for State Department Contacts 	<ul style="list-style-type: none"> ✓ Local emergency telephone numbers

AFTER HOURS: INFORMATION TO BE KEPT AT HOME

Study Abroad Office Staff	On-site for Faculty Directors
<ul style="list-style-type: none"> ✓ Emergency contact information, itinerary, RD contact information for all programs in one document 	<ul style="list-style-type: none"> ✓ SAO emergency contact information ✓ Cell phone (or other phone)



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Appendix M Staffing Policies and Procedures

- A. Applicable Staff Policies (Also see MOU for nonexempt employees)
 - 1. Policy on Administrative Leave (BOR VII-7.20)
 - 2. Policy on Annual Leave (BOR VII-7.00 and VII-7.01)
 - 3. Policy on Contingent Employment for Non-exempt and Exempt Staff Employees (BOR VII-1.40);
 - 4. Policy on Emergency Conditions (VI-12.00)
 - 5. Policy on Family and Medical Leave (BOR VII-7.50)
 - 6. Policy on Leave of Absence Without Pay (VII-7.12)
 - 7. Policy on Personal Leave (BOR VII-7.10)

- B. Applicable Collective Bargaining Agreements
 - 1. Non-exempt Bargaining Unit Memorandum of Understanding

- C. Definition of Essential Staff
 - 1. The term “Essential Employee” is defined by the Board of Regents in policy VI-12.00 “Policy on Emergency Conditions.” It stipulates that an essential employee is one who is “an employee of a facility who has 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” (emphasis added). The policy further states, “examples of such employees are police, stationary engineers or other heating plant and maintenance personnel, snow removal employees, food service staff, hospital staff, etc.” Employees may be Designated as essential on a situational basis, e.g., in the event of a snow emergency only, or in the event of a public health crisis.
 - a. Departments have the authority and responsibility for Designating staff members who are “Essential” under policy VI-12.00 “Policy on Emergency Conditions.” This evaluation is made on the basis of the essential duties of the job; essential employees are to be notified in writing of this Designation.
 - b. Departments should review their positions to ensure that the appropriate staff are Designated as essential in order to ensure that critical services will be delivered in the event of a flu pandemic. Each phase of the flu emergency plan should be considered when evaluating job descriptions.
 - c. Departments should consider that there may be essential services that can be delivered from an off-campus location. In this case, the department has

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identified that the employee's duties (or part thereof) must continue to be performed, but may be performed through an alternative method such as working from home (or "teleworking").

D. Flu Phases

Pre-Level 1: Prior to efficient human-to-human transmission.

Level 1: First cases of efficient human-to-human transmission internationally – campus open, business as usual, but each unit will work on preparations for moving to Level 2 and be prepared to move to Level 2 immediately.

What this means for staff:

All existing staff leave policies and procedures remain in full force and effect.

Level 2: First verified case in North America AND one or more other triggering events, such as local public health recommendations, rising student and employee absenteeism, and other factors identified in the introductory section of the Pandemic Flu Plan – Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing; begin liberal leave for non-essential employees, healthy essential employees report

What this means for staff:

- a. Essential regular and Contingent II employees, (except as directed by the responsible supervisor or departmental representative), shall report to work and shall be compensated according to the policy.
 - (1) Departments have the authority and responsibility for designating staff members who are "Essential" under policy VI-12.00 "Policy on Emergency Conditions." This determination is made on the basis of the essential duties of the job; essential employees are notified in writing of this Designation.
 - (2) Departments should review their positions to ensure that the appropriate staff are Designated as essential in order to ensure that critical services will be delivered in the event of a flu pandemic.
 - (3) Essential employees are subject to discipline for not reporting to work, subject to a review of the circumstances by the Assistant Vice President of Human Resources or Designee^a.
- b. Non-essential regular and Contingent II employees may take annual, personal, or compensatory leave to the extent earned, or sick leave

^a Leave under the FMLA, or other existing policies may qualify as an excused absence for Essential employees, depending upon the circumstances of the absence; in most cases, medical documentation will be required. [See Policies on FMLA, Sick Leave, Personal Leave, Leave of Absence Without Pay.]

consistent with the provisions of VII-7.45 “Policy on Sick Leave” and the UMBC Policy- Sick Leave for Exempt and Nonexempt Employees.

(1) Advanced and/or extended sick leave may be available to regular employees under the provisions of VII-7.45 “Policy on Sick Leave” and the UMBC Policy- Sick Leave for Exempt and Nonexempt Employees.

(2) Non-essential regular and Contingent II employees with no available paid leave shall be granted unpaid authorized leave.

- c. Contingent I staff are required to report to work, except as directed by the responsible supervisor or departmental representative. Contingent I employees, as temporary hourly workers, are ineligible to receive paid or unpaid leave consistent with the provisions of VII-1.40 “Policy on Contingent Employment for Nonexempt and Exempt Employees.”

Level 3: Within 1-5 days of declaring Level 2 and depending on national and local conditions – All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close

What this means for staff:

- a. Essential regular and Contingent II employees, (except as directed by the responsible supervisor or departmental representative), shall report to work and shall be compensated according to the policy.
- (1) Departments have the authority and responsibility for designating staff members who are “Essential” under policy VI-12.00 “Policy on Emergency Conditions: Cancellation of Classes and Release of Employees.” This determination is made on the basis of the essential duties of the job; essential employees are notified in writing of this designation.
- (2) Departments should review their positions to ensure that the appropriate staff are designated as essential in order to ensure that critical services will be delivered in the event of a flu pandemic.
- (3) Essential employees may be disciplined for not reporting to work, subject to a review of the specific events by the Assistant Vice President of Human Resources or Designee (see also footnote 1).
- b. Non-essential regular and Contingent II shall receive paid administrative leave, pursuant to VI-12.00 “Policy on Emergency Conditions.”
- c. Contingent I staff may be required to report to work, as directed by the responsible supervisor or departmental representative. Contingent I employees, as temporary hourly workers, are ineligible to receive paid or unpaid leave consistent with the provisions of VII-1.40 “Policy on Contingent Employment for Nonexempt and Exempt Employees.”

Level 4: As soon as expedient following Level 3 – Campus closed; declared emergency condition; evacuation of campus; all facilities closed except skeleton services for infirmary, temporary housing for students with extreme hardships, and essential research; access to campus sealed off; closure sustained.

What this means for staff:

- a. Essential regular and Contingent II employees, (except as directed by the responsible supervisor or departmental representative), shall report to work and shall be compensated according to the policy.
 - (1) Departments have the authority and responsibility for designating staff members who are “Essential” under policy VI-12.00 “Policy on Emergency Conditions.” This determination is made on the basis of the essential duties of the job; essential employees are notified in writing of this designation.
 - (2) Departments should review their positions to ensure that the appropriate staff are designated as essential in order to ensure that critical services will be delivered in the event of a flu pandemic.
 - (3) Essential employees may be disciplined for not reporting to work, subject to a review of the specific events by the Assistant Vice President of Human Resources or Designee (see also footnote 1).
- b. Non-essential regular and Contingent II shall receive paid administrative leave, pursuant to VI-12.00 “Policy on Emergency Conditions.”
- c. Contingent I staff may be required to report to work, as directed by the responsible supervisor or departmental representative. Contingent I employees, as temporary hourly workers, are ineligible to receive paid or unpaid leave consistent with the provisions of VII-1.40 “Policy on Contingent Employment.”

E. Other Definitions:

1. Contingent II (Contractual) Staff Employee (“CII”): A non-regular employee who is hired on a written agreement that is for at least six months, but not more than 12 consecutive months. Additionally, a Contingent II employee must be on a 50%-time or greater appointment, and may not be hired to do work that is of a seasonal or intermittent nature. Contingent II staff employees are salaried, and they are guaranteed a minimum level of paid leave benefits provided for in the policy.
2. Contingent I (Hourly) Staff Employee (“CI”): A non-regular employee who is hired on a written agreement. Contingent I employees are paid on an hourly or salaried basis. Contingent I employees are ineligible to receive leave or benefits.

3. Declared Emergency Condition (“DEC”): Pursuant to Board of Regents Policy VI-12.00 “Policy on Emergency Conditions,” emergency conditions are defined as “those conditions which are determined by each campus CEO or Designee to be serious enough to warrant the cancellation of classes or the release of employees. Such conditions may arise because of inclement weather, fire, power failure, civil disorders, or other unusual circumstances which may endanger students and/or employees.” The policy requires paid administrative leave for regular and contingent 2 employees for the period of the declared emergency condition.
4. Exempt: Non-faculty managerial, administrative, and professional staff positions at the University are categorized as exempt. The Fair Labor Standards Act (FLSA) exempts this category of employee from earning overtime. Exempt employees are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job, typically a minimum of 80 hours in a bi-weekly pay period.
5. Liberal Leave: Pursuant to Board of Regents Policy VI-12.00 “Policy on Emergency Conditions,” the President (or Designee) may declare a policy of Liberal Leave in which case non-essential employees who choose not to report to work, or to report late, or to leave early because of conditions not yet declared a hazardous emergency may be excused. Such excused absences will be charged to the appropriate paid or unpaid leave.
6. Non-exempt: Maintenance, office, service, and technical/para-professional positions at the University are categorized as non-exempt. The FLSA requires that non-exempt employees earn overtime for hours worked that exceed 40 in a standard workweek; at the University, that is interpreted to be 40 hours in a pay status during the standard workweek.
7. Regular Employee: An employee paid by authorized (“line”) funds, with an ongoing appointment of six months or greater. This category of employee was formerly referred to as “permanent.” Regular employees are retirement-eligible, as well as eligible for various other benefits defined by their employment category status.

F. Additional Questions Pertaining to Staffing:

1. Who gets defined as essential staff? See “Essential Staff” definition in Section C.1 above.
2. How will “Essential” employees be identified by the institution? See “Essential Staff” definition in Section C.1 above.
3. How should departments manage a call-in process for exempt and/or non-exempt staff that are designated as essential employees and may need to participate in the delivery of department- or division-level services during the period of Temporary Campus Closure (TCC)? Departments should thoroughly evaluate their operations to determine the essential services that will continue to be delivered in the event of

a TCC, and which of their employees will be responsible for delivering these services as essential employees, both primary and back-up.

As part of this analysis, departments should determine the best methodology for notifying essential employees of their daily work obligations under a TCC:

- a. Option #1 (recommended): Identify one telephone number in the department which will be updated each morning for essential employees. Essential employees would be required to call the number at an appointed time each day to ascertain whether or not they are required to report to the campus that day, and to receive any special instructions. Each employee calling in would be required to leave voicemail on the number so that the supervisor is able to confirm that the message was received (the call will be date/time stamped by the voicemail system). With this option, the burden is on the employee to call regarding work status.
 - b. Option #2: Departments could identify a point person who is responsible for calling essential employees each day regarding their daily status and work assignments. This is a less efficient way to do this, as employees may not always be available to receive the phone call. Departments should consider the potential for a breakdown in communication with this methodology, and consider the consequences at such a critical time. Nevertheless, this may be a more viable option for very small departments.
4. How will services be delivered if/when significant absenteeism occurs?
Departments need to ensure that they have sufficiently evaluated who should be designated as essential as defined in the master flu plan, and staff are to be notified in writing accordingly. Departments also have the ability to request staff to voluntarily accept reassignment on a temporary basis to fill service needs.
 5. Do departments have the ability to reassign staff to essential functions?
Departments have the ability to request staff to voluntarily accept reassignment on a temporary basis to fill service needs.
 6. Is there a possibility of incentive pay? There currently is an incentive pay model which covers a Declared Emergency Condition (DEC), as follows:
 - a. Non-exempt regular and contingent 2 employees who are Designated as essential, and who are required to report to work in a DEC shall receive pay for the actual hours worked, plus additional pay or compensatory time for the portion of their regularly-scheduled shift that was covered by the DEC (reference Policies VII-7.20, and VI-12.00). This has the effect of paying an employee “double-time” for the period of time worked in the DEC. (So for example, an essential non-exempt employee who works eight hours during the DEC would receive 16 hours of compensation.)
 - (1) Under some circumstances, working the Declared Emergency Condition may put a non-exempt employee into an overtime status. In this event, the time worked would be at the time-and-half the

regular rate. The employee would also earn additional pay or compensatory time (at the straight rate) for the portion of their shift that was covered by the DEC. This has the effect of compensating the non-exempt employee at 2½ times for the period of time worked in the DEC. (So for example, an essential non-exempt employee who works 10 hours in the DEC after having worked 40 hours in the work week, would receive 25 hours).

- b. Exempt employees are required to work as necessary to complete their jobs and are paid a regular salary and not an hourly wage. Under the applicable policy (VII-6.10), exempt employees may receive a limited amount of compensatory leave under exceptional circumstances, as determined by the President or Designee (the Assistant Vice President of Human Resources).
 - c. Under exceptional circumstances, there is nothing to preclude the institution from establishing an “emergency” incentive pay structure for staff employees. This may be subject to bargaining with the unions for bargaining unit employees, and would have to be applied consistently across the campus.
7. How will departments address absenteeism of their own staff? Departments are encouraged to develop plans specific to their departmental missions to ensure that essential services are delivered. Departmental plans should address staffing requirements at each potential level outlined in the master flu plan.
8. When/how should training of ancillary/reassigned staff occur? As part of departmental flu planning, departments should plan to request volunteers for re-assignment, as necessary, to address service needs at each level of the master flu plan. This planning effort should include training for staff that are re-assigned within departments.
9. What will the outcome be if the campus is open, and people refuse to come to work? The existing policies and Memorandums of Understanding with the nonexempt bargaining units provide the framework for addressing this matter.
- a. Essential regular and Contingent II employees are required to report to work, except as directed by the responsible supervisor or departmental representative, and are subject to discipline for not reporting (except as provided in footnote on page 76).
 - b. If the Cabinet designates a Liberal Leave status for employees, non-essential regular and Contingent II staff will be permitted to take excused paid leave to the extent available, or excused unpaid leave, without the requirement of a prior approval or prior notification.
 - c. Contingent I’s are expected to report to work, except as directed by the responsible supervisor or departmental representative.
10. What if staff refuse to come to work and exhaust all of their leave?

If the campus is on a Liberal Leave status,

- a. Essential regular and Contingent II employees, (except as directed by the responsible supervisor or departmental representative), are required to report to work and are subject to discipline for not reporting (except as provided in footnote on page 76).
 - b. Non-essential regular and Contingent II staff who exhaust available paid leave have the following options:
 - (1) Up to one week of annual leave may be advanced;
 - (2) Advanced or extended sick leave is available pursuant to the provisions of Policy VII-7.45 “Policy on Sick Leave” and the UMBC Policy- Sick Leave for Exempt and Nonexempt Employees.
 - c. Once paid leave has been exhausted, the staff member will be placed in an excused unpaid leave status.
11. What will happen when employees are sick and exhaust all of their leave? The answer provided in Question #10, above, applies in its entirety.
 12. How does the situation differ for non-exempt and exempt staff/bargaining unit and non-bargaining unit staff? Non-bargaining unit members will be treated in accordance with Board of Regents and UMBC policies and procedures. Bargaining unit members will follow existing policies and procedures as well, except to the extent that policies have been superseded by the applicable Memorandum of Understanding.
 13. What will be the situation for staff if classes are taught online and faculty are expected to teach from home? It depends on the status of the campus. If the campus is placed on a Liberal Leave status, non-essential regular and contingent 2 employees may take excused paid or unpaid leave. Essential employees are required to report to work (except as provided in footnote on page 76).
 14. What if public schools in the area close and staff must be absent to care for children? If no DEC or Liberal Leave declarations have been made, non-essential regular and Contingent II staff employees may utilize leave pursuant to existing leave policies.
 15. What issues will there be if people become infected while on the job/because of their job responsibilities? The Worker’s Compensation Commission has not issued guidance on this issue, but the University has requested information on the matter and will provide a response once information becomes available.
 16. What protections/supplies can be offered for working staff (safety equipment, onsite accommodations, etc.)? The University will provide all personal protective clothing and equipment for employees working in certain jobs as required by applicable laws and regulations pursuant to the “Personal Protective Clothing and

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Equipment” provisions of the June 22, 2005 Nonexempt Memorandum of Understanding (see Article 23, Section 5).

17. How will paychecks be distributed in the event of a TCC?
In a Level 3 TCC, the University will be closed and accordingly, the on-campus distribution of paychecks will be suspended. Paycheck distribution via direct deposit will continue and will be the only mechanism available for the distribution of employee pay. A draft memo has been developed that advises employees that paychecks will not be available for pick-up if the campus closes (i.e., Level 3 TCC). The memo strongly encourages employees to enroll in direct deposit immediately as it takes 4-6 weeks to process the initial enrollment. This memo is included in Appendix O.

Task Responsibilities – Departments

- Define essential employees (if applicable) within each department, and within each level defined in the master flu plan. Employees are to be notified in writing of this Designation.
- Establish call-in procedures for essential employees. It is recommended that essential employees call in by a certain time each day to determine if they are required to report on a Level 2, 3, or 4 day.
- Consider how services will be delivered if above-average or even total absenteeism occurs. Consider the reassignment of staff within the department to meet temporary service needs. (Note: according to the planning assumptions contained in the Federal government’s website PandemicFlu.gov, “in a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak”). Also, “certain public health measures (closing schools, quarantining household contacts of infected individuals, ‘snow days’) are likely to increase the rate of absenteeism.”
- Establish cross-training for staff who volunteer to be temporarily re-assigned to meet temporary service needs that may arise from staffing shortages.
- Develop communications mechanisms within the department so that employees may be reached in the event a DEC is declared. Supervisors should have home telephone numbers, cell phone numbers, and e-mail addresses for their employees and be able to reach their staff to discuss essential status, work assignments, etc. In the event the University’s status changes, employees should be encouraged to check the University’s website, and to listen to local media outlets.
- Encourage all employees to sign up for direct deposit.

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Task Responsibilities – Human Resources

- Develop summary information about applicable leave policies. Link to Department of Human Resources (DHR) website, and distribute to Deans, Directors and Department Heads.
- Provide information to employees on communicable diseases pursuant to Memorandum of Understandings (Non-exempt and Exempt Article 18, Section 6). Link to DHR website.
- Re-visit existing workplace flexibility options (as appropriate), to provide advice and guidance to departments (i.e., teleworking, staggered hours of operation, etc.). Link to DHR website.
- Share appropriate information with unions.

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Appendix N

Memorandum of Understanding (MOU) with the Fraternal Order of Police *(To be ratified in September)*

ARTICLE 14. EMERGENCY CONDITIONS.

Section 1. Essential Employees Defined.

All members of the bargaining unit covered by this MOU are deemed essential employees.

Section 2. Essential Employees who Report to Work when the University is Closed.

As essential employees, bargaining unit members are required to work during an emergency condition as declared by the University unless they are on approved leaves. As essential employees, officers who report to work shall be paid time-and-one-half for all hours worked and in addition shall receive administrative leave for all hours worked that the campus is closed during their shift. Any officers who are required to report for duty on a day when they are not scheduled for work on days on which the University is closed due to an emergency condition will also be compensated for time worked at time-and-one-half, and receive, in addition, administrative leave at the same rate as hours worked. Administrative leave can either be paid or used at another time, provided that it is used within six (6) months from the date on which such leave accrues, or it will be paid out. Such administrative leave is paid or accrued at time-and- one-half.

When an essential employee fails to report to work after he/she has been scheduled to work, he/she will be required to take personal leave or other appropriate accrued leave. Employees who are on approved leaves shall not be paid administrative leave for that day.



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Appendix O

Memorandum on Direct Deposit Requirements for Staff

NOTE: This memorandum will also be translated into Spanish and be available in departments with large concentrations of Spanish-speaking employees.

DRAFT

September 1, 2006

MEMORANDUM

TO: University of Maryland, Baltimore County Employees Not Presently Utilizing Direct Deposit

FROM: Human Resources

RE: **Important Information Pertaining to the Distribution of Pay in the Event of a Campus Closure Due to Pandemic Flu**

As you may be aware, during the past several months UMBC has been actively working on its Pandemic Flu Preparedness Planning efforts. One critical service identified is the distribution of the University's bi-weekly payroll. **Please be advised that in the event the campus has to be closed in response to a Pandemic Flu outbreak, it will be necessary that the on-campus distribution of paychecks be suspended. However, distribution of paychecks by direct deposit will continue uninterrupted.**

Therefore, it is our strong recommendation that you consider enrolling in the Payroll Direct Deposit program at this time. It takes approximately 4-6 weeks to process your sign-up through your bank and the State, so this is a good time to initiate the process. A copy of the State of Maryland Direct Deposit Authorization form is attached for your ease of use. This form is also available on the State of Maryland Central Payroll Bureau website at: <http://compnet.comp.state.md.us/cpb/ginfo/forms.asp> (then select CPB 0059 Direct Deposit Authorization Form).

If the campus closes due to a Pandemic flu outbreak you will be unable to get your paycheck for an indeterminate period of time. Enrolling in direct deposit will ensure your paycheck funds are available on payday.

Should you have any questions pertaining to direct deposit, please contact Payroll Services on (410) 455-8002.

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DOA:CGT

Attachment

cc: Vice Presidents, Deans, Directors, and Department Chairpersons
Payroll Creators and Approvers
Department of Human Resources and Payroll Services staff

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Appendix P Emergency Evacuation Plan Transportation Services Management Plan

July 19, 2006

The **Emergency Evacuation Plan**, developed by UMBC Transportation Services, has been created to efficiently evacuate the UMBC Campus. The Emergency Evacuation Plan relies heavily on campus bus, local MTA bus and rail service, and the Baltimore International Airport and Penn Station to evacuate students, faculty, staff, visitors, and guests of the UMBC Campus.

In the event of an evacuation of the UMBC Campus, you are advised to tune to a local television or radio station for the most up-to-date information on the evacuation level and procedures to be followed. The campus emergency communication system consists of the A.M Radio Station, P.A/Siren system for both the main and south campus, and the weather/data system link with the Federal Emergency Management system. The UMBC Transit web page, www.umbc.edu/transit will contain current updates. UMBC Campus Police shall also be posting announcements and coordinating transportation with UMBC Transit.

The three levels of evacuation are as follows:

LEVEL 1 – VOLUNTARY EVACUATION

Should a voluntary evacuation of UMBC be requested, UMBC Transit will provide the highest level of scheduled bus service possible from the main stop, Common Circle, the Administration stop, Hilltop Circle and Hilltop Avenue, Hilltop and Walker, Hilltop and Center, and Hilltop and Poplar. The regular full Transit schedule will be in operation. Available additional drivers will be put on alert to be prepared to report to work. A dedicated Satellite parking bus shall operate until the lot is empty, at which time the vehicle will be assigned to other tasks. Non-essential UMBC commuters, to include MTA riders, will be encouraged to depart immediately.

LEVEL 2 – MANDATORY PARTIAL EVACUATION

The Level 2 Plan will be implemented only in an extreme emergency situation.

In the event of a declared mandatory emergency evacuation, the following procedures will occur:

Every available UMBC Transit bus will be dispatched – a dedicated bus shall be assigned to each route designation, and the run shall continue until all riders are evacuated. A dedicated vehicle shall be assigned to provide service to Penn Station, and the Express Line shall be extended to include the BWI Terminal and the Lite Rail Station at BWI. Service to local hotels at BWI shall also be made available.

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Regular bus stops will be served where possible.

Once leaving the UMBC campus, buses will transport passengers outbound using only main transit and highway arteries.

Buses will **discharge** passengers along the main routing and will continue until the last passenger is discharged.

Buses will immediately return to the UMBC campus once all passengers are discharged.

No service stops will be made on the inbound return trip.

Consideration for bus access to Dulles International Airport will be considered at this time. Runs to the BWI Terminal, Penn Station, and Lite Rail shall continue as necessary.

LEVEL 3 – MANDATORY FULL EVACUATION
PERIMETER SERVICE

In the event of a declared mandatory emergency evacuation that prohibits buses from accessing Hilltop Circle, the following plan shall be in effect.

Passengers are to proceed to one of four perimeter locations established as bus passenger loading areas. Proceed to the area that best suits your direction of travel:

WEST: Hilltop and Wilkens to Spring Grove, Frederick Road, and Route 40

NORTH: Walker and Wilkens to Catonsville HS, Baltimore, and Penn Station

EAST: Poplar and Shelbourne to South Campus, Park n' Ride, BWI, and Hotels

SOUTH: UMBC Boulevard and Research Park Drive to BWI, MARC/Amtrack, Hotels, and DULLES

From these Level 3 primary locations, buses will operate **non-stop** to remote locations where all passengers will be discharged. **No passengers will be discharged in route.**

Once empty at the remote locations, all buses will return to the UMBC campus to continue the evacuation from Level 3 primary locations. Passengers will be taken as near as possible to their Destinations. This service will continue until all people are disbursed.

Your patience and cooperation during these evacuations are appreciated.

Please note that plans are subject to change.

For information call UMBC Transit at 410-455-2454

Additional Phone Lines available at:

410-455-3988	Administrative Manager
410-455-3836	Operations Manager
410-245-0092	Driver Supervisor

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(insert upcoming phone exchange numbers here when available)

Website Access:
www.umbc.edu/myumbc
www.umbc.edu/transit

CAMPUS POLICE: 410-455-5555

UMBC Transit Emergency Evacuation Plan Stop Locations

LEVEL ONE AND TWO

access available to campus roadways

see attached map (to come)

1. Hilltop Circle and Commons Drive, at the Main Bus Stop
2. Commons Circle, Lower Level Entrance of Commons Building
3. Administration and Hilltop Circle, at the Administration Bus Stop
4. Hilltop Circle and Hilltop Avenue, at the Inner Circle Intersection Corner
5. Hilltop Circle and Walker, at the Inner Circle Intersection Corner
6. Hilltop Circle and Center Avenue, at the Inner Circle Intersection Corner
7. Hilltop Circle and Poplar Avenue, at the MTA Bus Stop Outgoing

LEVEL THREE

no access to Hilltop Circle

access only possible on Wilkens Avenue, UMBC Boulevard, and Poplar Avenue

see attached map (to come)

Proceed to the Area that best suits your direction of travel:

WEST OF CAMPUS:

Depart: Hilltop Avenue and Wilkens Avenue (at the Circle Intersection)
Destination: Spring Grove, Frederick and Ingleside, Route 40 and Rolling Road,
Security Square Mall, the Social Security Administration

NORTH OF CAMPUS:

Depart: Walker Avenue and Wilkens (County Police and Court House)
Destination: Catonsville High School, Route 40, Baltimore City, Penn Station

EAST OF CAMPUS:

Depart: Poplar Avenue and Linden (at the TRC Building)
Destination: South Campus, 195 Park n' Ride, BWI, BWI Hotels

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SOUTH OF CAMPUS:

Depart: UMBC Research Park Drive (at UMBC Boulevard Intersection)
Destination: BWI, BWI Hotels, MARC/Amtrack, Arundel Mills, Dulles

UMBC EMERGENCY EVACUATION PLAN RESOURCES

These are local vendors that can be used as additional resource providers for evacuation:

MTA BUS

#35 Serving White Marsh Mall to UMBC
Departs: UMBC Loop at Commons and Hilltop Circle

#77 Serving Patapsco Light Rail Station to Old Court Metro Subway Station via
Security Square Mall and Catonsville

Contact Info Line at 410-539-5000

Penn Station

Departing North/South from Baltimore City

Contact Info Line at 410-291-4165

Amtrack/Marc

Departing North/South from Linthicum Station near BWI

Contact Info Line at 1-800-872-7245

Local Cab Company

Contact Info Line at 410-788-8000

BWI/Baltimore Washington International Airport

Departing to Worldwide Locations

Contact Info Line at 1-877-855-7773

Dulles International Airport

Contact Info Line at 703-572-2700 or www.metwashairports.com/dulles

Transportation: 1-800-BLUEVAN provides site to site van transportation

Taxi: 703-661-6655 the rate is \$55.00 +

Not for Public

UMBC TRANSIT STAFF PHONE DIRECTORY

<u>Title</u>	<u>Employee Name</u>	<u>Status</u>	<u>Office Number</u>	<u>Mobile Number</u>	<u>Home Number</u>
Executive Director	Joe Regier	FT	Ext. 53970	[REDACTED]	[REDACTED]
Operations Manager	John Flister	FT	Ext. 53836	[REDACTED]	[REDACTED]
Administrative Manager	Andrea Wynter	FT	Ext. 53988	[REDACTED]	[REDACTED]
Dispatch and Quality Assurance Specialist	Patricia Wilson	FT	Ext. 52454	[REDACTED]	[REDACTED]
Driver Supervisor	Vincent Spence	FT	Ext. 52454	[REDACTED]	[REDACTED]
Driver Supervisor	Machell Denton	FT	Ext. 52454	[REDACTED]	[REDACTED]
Senior Driver	Don Baker	FT	Ext. 52454	[REDACTED]	[REDACTED]
Motor Operator Two	Jim Burt	PT	Ext. 52454	[REDACTED]	[REDACTED]
Student Van Driver	Casey Cahoon	PT	Ext. 52454	[REDACTED]	[REDACTED]
Motor Operator Two	Larry Carter	PT	Ext. 52454	[REDACTED]	[REDACTED]
Senior Driver	Machell Denton	FT	Ext. 52454	[REDACTED]	[REDACTED]
Senior Driver	Tony Gange	FT	Ext. 52454	[REDACTED]	[REDACTED]
Motor Operator 2	Rosiguel Jean	PT	Ext. 52454	[REDACTED]	[REDACTED]
Motor Operator 2	Russell Ladd	PT	Ext. 52454	[REDACTED]	[REDACTED]
Senior Driver	Bill Lovelace	PT	Ext. 52454	[REDACTED]	[REDACTED]
Motor Operator Two	Cynthia Maynard	PT	Ext. 52454	[REDACTED]	[REDACTED]
Student CDL Driver	Abhijeet Naiknavare	PT	Ext. 52454	[REDACTED]	[REDACTED]
Motor Operator Two	Manaoranjan Pani	FT	Ext. 52454	[REDACTED]	44-1624
Motor Operator Two	Sudhansu Pani	FT	Ext. 52454	[REDACTED]	[REDACTED]
<u>Title</u>	<u>Employee Name</u>	<u>Status</u>	<u>Office Number</u>	<u>Cell Number</u>	<u>Home Number</u>

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Motor Operator Two	Avon Owens	FT	Ext. 52454		
Senior Driver	David Ratajczak	PT	Ext. 52454		
Motor Operator 2	Deray Tyson	PT	Ext. 52454		
Student CDL Driver	Megan Willy	PT	Ext. 52454		

Unit Cell Phone Numbers:

- #4
- #5
- #6
- #7
- #8
- #9
- #11

Driver Supervisor:

Insert Phone Exchange Employees as Possible

Find Info on Gloves, Masks, Driver Vaccines, ETC – EVAC KIT/EMERG/AID

FLEET INFO

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Appendix Q Checklist for Temporary Closure of Laboratories

This checklist provides basic instructions to safely close a laboratory facility for up to several weeks.

- Make sure that all laboratory staff have each other's contact information for emergencies.
- Return all chemical reagents to appropriate storage locations (e.g., flammable liquid storage cabinets, Desiccators, etc.) If containers or caps are not intact, transfer contents to compatible container, write chemical(s) identification on container and include appropriate warnings from old label, and properly dispose old container.
- Return all biological materials to appropriate storage location. Cultures in incubation chambers must be removed and terminated/stored as appropriate for the organism and its properties.
- Autoclave all biological waste and place in dumpster outside building.
- Decontaminate biological safety cabinet work surface, close sash and turn off fan.
- Return radioisotopes, select agents and controlled substances to properly-secured storage locations.
- Place all chemical materials, stock solutions or samples that will remain on benches, fume hoods, tables, etc., in intact, closed containers, and label containers with contents.
- Terminate all on-going chemical processes and reactions (distillation, reflux, etc.) and transfer chemicals to intact, closed containers. Label containers with contents and store in appropriate storage locations.
- Shut off all heat-producing equipment (ovens, hotplates, incubators, meltemps, etc.) and unplug from wall (if possible).
- Shut off all faucets and water supply cutoff valves (if so equipped) to minimize possibility of leaks/flooding.
- Shut off all compressed gas systems at the cylinder and bleed pressure from the lines.
- Disconnect power from all experimental apparatus and discharge any accumulated stored energy (compressed air, mechanical, hydraulic, electric, etc.)
- Shut off utility service valves (natural gas jets, compressed air, vacuum, nitrogen, etc.)
- If temperature-sensitive chemicals, microorganisms or radioisotopes are stored in refrigerators

or freezers, adjust thermostat to appropriate temperature and close/secure doors. Write **“Temperature-Sensitive (Chemicals, Microorganisms and/or Radioisotopes) are Stored in (locations)”** on 3" X 5" card and affix to main lab door. More than one card may be necessary.

- Check that emergency contact information is correct for the laboratory’s warning sign. If the correct emergency names/phone numbers are not printed on the sign, write **“Emergency Contacts: (names/phone numbers)”** on 3" X 5" card and affix to wall/door adjacent to current warning sign.
- Close fume hood sashes and turn off hood blowers if controlled in lab. Close and lock all windows.
- Remove any trash from the lab that will generate odors upon decomposition.
- Turn off computers and equipment that will not be needed during the period when the lab is closed.
- Walk through all portions of laboratory and conduct a final inspection. Turn off lights and close/lock doors when exiting.
- Follow *Animal Facility Closure Procedures* if you are responsible for animal colonies.

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Appendix R Emergency Planning Council

Name	Title	Address	Phone	E-Mail
Nancy Young	VP for Student Affairs (Co-Chair)	319 The Commons	5-3013	nyoung@umbc.edu
Antonio Williams	Chief of Police (Co-Chair)	117 Central Plant	5-2872	antonio@umbc.edu
Jim Donlan	Director/Physical Plant	106 Physical Plant	5-3260	donlan@umbc.edu
Kim Leisey	Assoc. VP Student Affairs	319 The Commons	5-3108	leisey@umbc.edu
Katie Boone	Director Residential Life/Housing	173 Erickson Hall	5-3768	kboone@umbc.edu
Jennifer Lepus	Director/University Health Services	060 Erickson Hall	5-3751	jlepus@umbc.edu
Mike Pound	Director/Environmental Safety & Health	105 Physical Plant	5-2918	michaelp@umbc.edu
Joe Regier	Exec Director/The Commons	336 The Commons	5-3870	regier@umbc.edu
Eleanor Lewis	Assoc Dir, Internal Comm/Inst. Advance.	909 Admin Bldg	5-2065	elewis@umbc.edu
Jill Randles	Asst Vice Provost/Undergrad Education	412 Admin Bldg	5-3715	jrandles@umbc.edu
Mike Carlin	Director/OIT Infrastructure & Support	125-C Engineering	5-2578	mikec@umbc.edu
Jay Lavelle Ingram	Dir/Univ. Counseling Services	SDSC	5-2472	jlavelle@umbc.edu

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Appendix S State and Local Officials Contact Information

State Government Officials

Maryland Department of Health and Mental Hygiene

<http://www.dhmh.state.md.us/>

Name	Title	Phone	E-mail
Michelle Gourdine, M.D.	Deputy Secretary	(410) 767-6525	
Valerie Roddy	Asst. Director to the Deputy Secretary	(410) 767-1909	
Barbara DiPietro	Special Assistant, Office of the Deputy Secretary for Public Health Services	(410) 767-6575	
Tracey DeShields	Director, Public Health Policy	(410) 767-3480	
Alexis Melin	Acting Regional Director, Central Maryland	(410) 902-4509	
Annette Anselmi	Maryland Health & Higher Educational Facilities Authority	(410) 837-6220	aanselmi@mhhefa.org

Maryland State Police

<http://www.mdsp.org/>

Name	Title	Phone	E-mail
Thomas Hutchins	Superintendent	(410) 653-4219	
William Pallozzi	Chief of Staff	(410) 653-4567	
Duane Svites	Deputy Chief, Metro Regional Office	(410) 552-0154	

Baltimore County Government Officials

Baltimore County Department of Mental Health and Hygiene

<http://www.co.ba.md.us/Agencies/health/index.html>

Name	Title	Phone	E-mail
Michelle Leverett	Health Officer	(410) 887-3740	mleverett@co.ba.md.us
Ellen Clayton		(410) 887-2724	
Pierre N. Vigilance, M.D., M.P.H.	Health Officer	(410) 887-3740	

Baltimore County Police

<http://www.co.ba.md.us/Agencies/police/index.html>

Name	Title	Phone	E-mail
Captain John Spiroff	Commander	(410) 887-0872	

DRAFT