

Center for Civilian Biodefense Strategies

Emergency Response Plan

Purpose

This emergency response plan has been designed for activation if an event occurs that precludes normal functioning of the Center for Civilian Biodefense of The Johns Hopkins University. Unless an event occurs that endangers the Center's staff members or their families, every effort will be made to maintain the Center's essential activities.

Rationale

Because the Center's work focuses on biowarfare and bioterrorism, the staff recognizes the importance of the expertise and services the Center provides to the nation, as well as the need for continuation of essential activities to the extend possible, should such an event occur. The Center's staff also recognizes that communication between Center personnel and outsiders is extremely important.

In addition to intentionally induced catastrophic events, such as biowarfare or bioterrorism, applicable portions of the emergency response plan may be utilized, when necessary, if there is a naturally occurring emergency, such as one related to weather.

Activation

All or part of this plan may be activated during minor adverse events, such as inclement weather, or major events, such as a bioweapons attack on the United States. Authority to activate the plan rests with the Director and/or Deputy Director.

Calling Tree

Deciding to Activate the Calling Tree

A calling tree has been created to serve as a mechanism to rapidly notify staff members of important events or issues. The Center provides each staff member with a small, wallet-size calling tree card, which should **be carried at all times and replaced when updated.**

The calling tree may be used during an emergency or other non-working hours, such as weekends or evenings, holidays, or periods of inclement weather. It may also be used if e-mail services are not working for any reason.

Before activating the calling tree, place a call to the Director to discuss the need for its use. If the Director is not available, attempt to contact the Deputy Director. If neither the Director nor Deputy Director is available, the individual should decide whether to activate the calling tree.

Calling Tree Protocol for All Participants

Contact the person immediately below your name. Call each number (home, cell, and work), leaving messages if there is no answer. If the person cannot be reached for direct conversation, proceed by calling the next person downward in the branch in the same fashion. Continue down the branch until someone is reached for conversation and the relay of responsibility to continue the process of calling persons on the tree.

- If the phones are not working, the Director or Deputy Director will communicate with the Center's staff via e-mail.
- If you decide to activate the calling tree on your own (without the Director's approval), also be sure to call both persons immediately below the Director to maintain calling continuity.
- If possible during non-working hours, please carry a cell phone or pager to facilitate emergency contact procedures.

Specific Events

Bioweapons Attack

If there is a bioweapons attack, the emergency response plan will depend on the location of the attack.

If **Baltimore City** or the immediately adjacent counties are **not** directly affected, all Center functions will be maintained and staff will be asked to report to work in accordance with normal University policies and procedures. Long work hours may be required by all Center staff. If hours become excessive, the Director may choose to have support staff rotate responsibilities, using an "on-call" format.

If **Baltimore City** or the immediately adjacent counties **are** directly affected, the emergency response plan will depend on the circumstances of the attack, including the risk associated with the inciting pathogen(s) or agent(s), magnitude of the outbreak, affected hospitals or institutions, availability of daycare services, University recommendations, capacity of law enforcement, and individual family circumstances, among other factors. In many instances, the Center's office building would be closed, evacuated, otherwise not accessible, or unsafe. In this case, staff members will be asked to **work from their home**. Each member of the Project Staff possesses high-speed Internet access (DSL or cable, paid for by the Center), enabling him or her to carry out

essential functions from home. In lieu of complicated staff relocation plans, working from home should serve as an adequate means to carry out important functions of the Center. Some staff members may wish to travel short distances to a co-worker's home in order to work together. These decisions will be left to the individual.

Calamitous Events Other Than a Bioweapons Attack

If an event occurs that is highly disruptive to the normal functioning of the Center, such as fire, flood, tornado, or terrorist activity other than bioterrorism, absences will ensue in accordance with the approved University policies and procedures (e.g., liberal leave, University closure, etc.).

Conference Calls

The Center has the capability to hold a conference call **at any time** that serves up to **20 people**. The Center has contracted with a company that does **not** require a reservation for this service, which can be activated at any time by any of the faculty. Check with your supervisor to obtain the procedures for doing this.

Daycare Services

If an extended disruption of daycare services occurs for any reason during an emergency, and the Center continues to function without interruption, staff will be asked to make secondary daycare arrangements as individual circumstances permit.

Helpful resources include:

The Johns Hopkins Worklife Program at:
<http://www.jhu.edu/~hr1/worklife/worklife.htm>

Parents in a Pinch at:
<http://parentsinapinch.com>

Note that you must register in advance for this service, which can be coordinated through the Worklife Program.

Secondary (Back-up) E-mail Accounts

Each employee of the Center has a back-up e-mail account that should be used if the Johns Hopkins Webmail system fails. Your supervisor can tell you how to access this account.

Clinicians' Biodefense Network

The *Clinicians' Biodefense Network* is an essential function of the Center if there is a bioweapons attack. The Editorial Board will meet by conference call in such an event.

Other noteworthy links

A guide for national security emergencies written by the Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/pdf/areyouready/security.pdf>

A guide for disaster preparedness written by FEMA

<http://www.fema.gov/areyouready/>

A national security guide for children written by FEMA

<http://www.fema.gov/kids/nse>

A terrorism readiness guide from the Department of Homeland Security

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