

**State of Maryland**  
**Interagency Commission on School  
Construction**  
**Business Management System**  
**Emergency Management Shelter Compliance**  
**Process User Guide**



Interagency Commission on School Construction  
351 W. Camden Street  
Baltimore, MD 21201  
(410) 767-0617

This guide is available for download at [iac.mdschoolconstruction.org](http://iac.mdschoolconstruction.org)

# Emergency Shelter Compliance Process

## Purpose of Process

For any project involving a replacement or upgrade of the electrical system, emergency management shelter compliance requirements must be met.

## Starting the Process

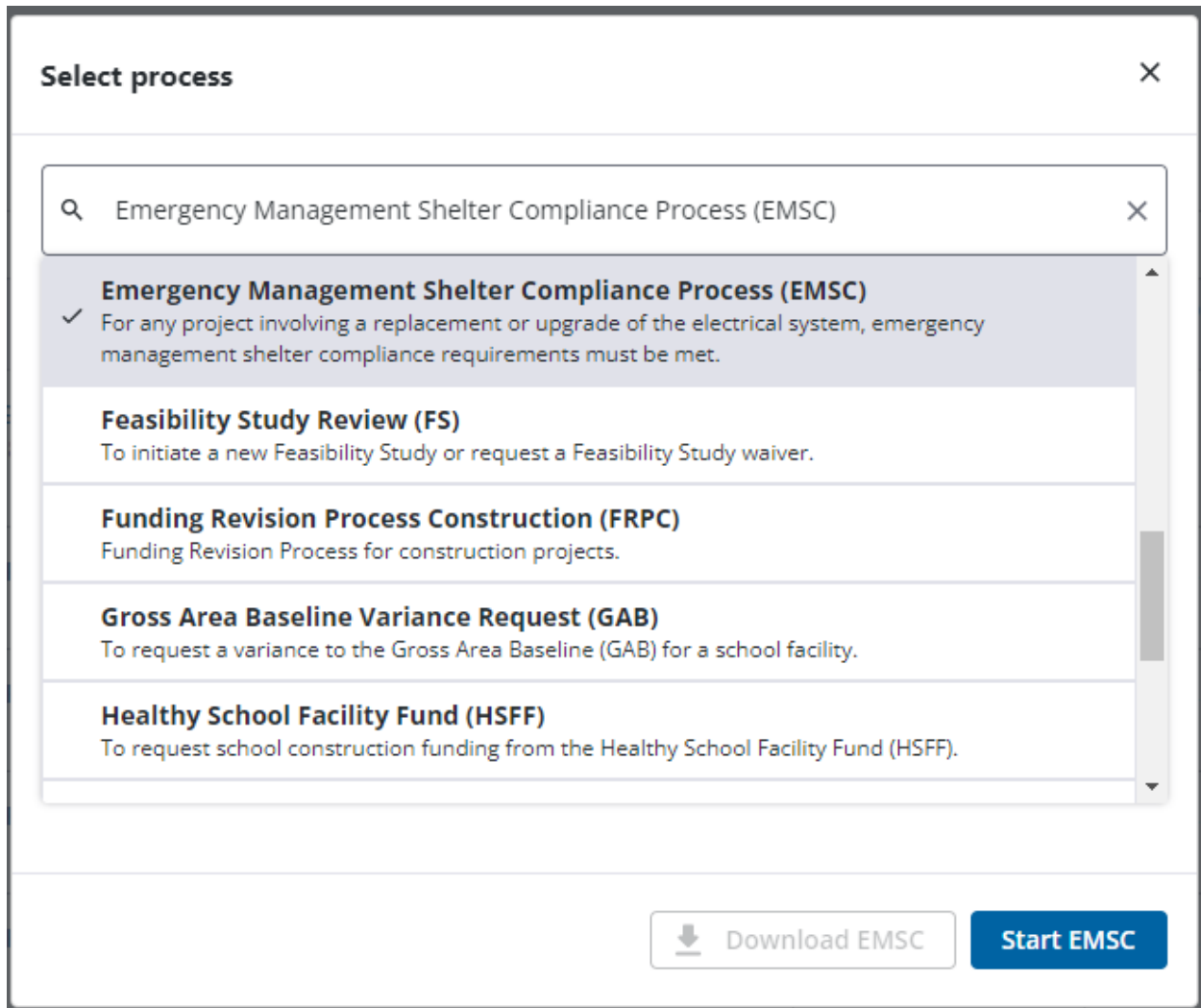
To start this process, you must choose the correct project for which you are submitting the Emergency Management Shelter Compliance Request. Once you are within that project, please use these steps to start the process.

1. In the Project Menu on the left side of the page, select the “Processes” tab.
2. In the “Project Processes” home screen, click on the “Start process” button which is situated at the top right corner of the page.

The screenshot shows the e-Builder software interface. The top navigation bar includes 'Home', 'Dashboard', 'Projects', 'Processes', 'Documents', 'Contacts', 'Cost', 'Reports', and 'Setup'. The 'Processes' tab is active. On the left, the 'Project Menu' is visible, with 'Processes' highlighted. The main content area is titled 'Project Processes' and shows a table of processes. The table has columns for Instance, State, Subject, Step, In Step Since, Date Due, Status, and Requested Comment. The first row is a 'Draft' process, and the subsequent rows are 'Open', 'Closed', and 'Closed' processes. A 'Start process' button is highlighted in the top right corner of the main content area.

Instance	State	Subject	Step	In Step Since	Date Due	Status	Requested Comment
EMSC	Draft	Washington/Governor/ Mickey Memorial/ Overpass/ Project (L0144556699882211). Emergency Management Shelter Compliance Process				NotAssigned	
EMSC - 1	Open	*Mickey Test Project. Emergency Management Shelter Compliance Process	CPM Review	Feb 23, 2024		Submitted	
EMSC - 2	Closed	*Mickey Test Project. Emergency Management Shelter Compliance Process	Finish	Feb 26, 2024		Approved	
EMSC - 3	Closed	*Mickey Test Project. Emergency Management Shelter Compliance Process	Finish	Feb 26, 2024		Approved	

3. Once you have clicked the “Start Process” button, you will be presented with a list of processes that you have access to start or submit.
4. Choose the process by clicking on the name.



5. You will then be presented with the initial step of the process. Please review all data fields and make sure that you include all required information and documents.

## Initial Submission Layout

Your initial step will require you to determine information that is important to the request. Please be sure to read each data field description carefully, and load all necessary information. This will include both comments and important documents.

Project: \*Washington/Governor/ Mickey Memorial/ Overpass/ Project (L014455699882211)  
 Project Number: CFS-1234  
 Process: Emergency Management Shelter Compliance Process

Details | Documents (0) | Attached Processes (0) | Attached Forms (0)

Expand All | Collapse All

For any project involving a replacement or upgrade of the electrical system, emergency management shelter compliance requirements must be met. LEAs are responsible for determining whether or not a school facility will be used as an emergency management shelter, based upon consistency with their local emergency management plan and funding considerations.

Will this facility be designated as an emergency management shelter?:

You will be asked, “Will this facility be designated as an emergency management shelter?”

Based on your response, the process will be routed to the appropriate next step. The process initiator is responsible for adding information in the next step and the process will still be in their court.

You are able to follow the process as it goes through all steps by clicking the process instance with the Processes tab within the project.

Project Processes

Start EMSC Start process

Filter by... EMSC Filters

Instan...	State	Subject	Step	In Step Since	Date Due	Status	Requested Comment
EMSC	Draft	Washington/Governor/ Mickey Memorial/ Overpass/ Project (L014455699882211), Emergency Management Shelter Compliance Process				NotAssigned	
EMSC - 1	Open	*Mickey Test Project, Emergency Management Shelter Compliance Process	CPM Review	Feb 23, 2024		Submitted	

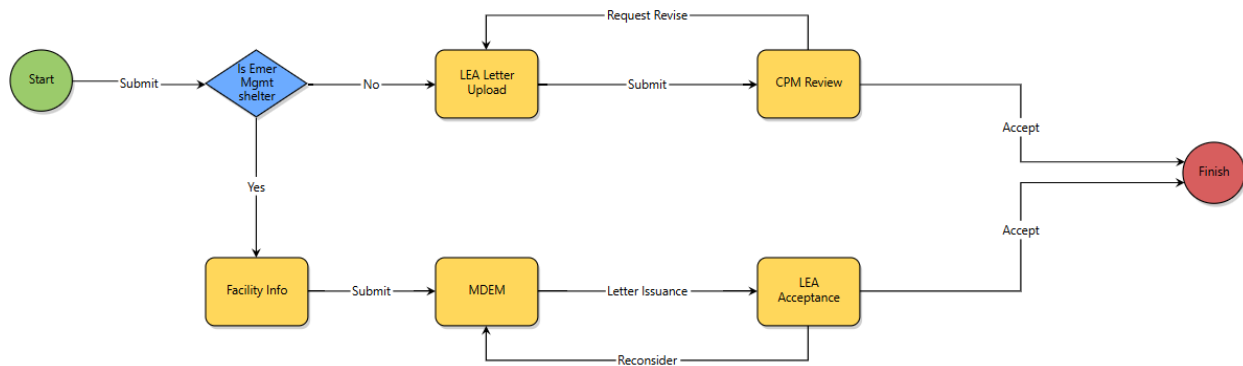
## Submitting Additional Information

The initiator will then click on the process instance and complete the request. Please see the figure above.

The initiator can then submit the request for review. To submit the request, you will have to use the “**Take Action**” dropdown option which is different from the initial request submission. This can be found in the top right corner of the screen.

You are able to follow the process as it goes through all steps by clicking the process instance with the Processes tab within the project.

## Process Workflow



## Workflow Steps

1. **Start:** Requested by the LEA Facilities Planner. The LEA Facilities Planner will complete all required fields by adding pertinent data and required documents.
2. **Decision Point:** In the start step, you will determine what type of request this is. The process will route the application accordingly. You will not need to take action on this step.

### This Facility Will Not Be Designated As an Emergency Shelter

3. **LEA Letter Upload:** The process initiator will upload documentation detailing how the facility will be used as a “Emergency Shelter”
4. **CPM Review:** The IAC Capital Projects Manager will review the request and verify the letter that has been uploaded. If the CPM has any questions for the process initiator, the process will be routed back and the initiator will be able to update the request. If the CPM does not have any questions, then the request will be accepted and the process will end.

### This Facility Will Be Designated As an Emergency Shelter

5. **Facility Info:** The process initiator will add all facility information pertaining to the request and submit the request.
6. **MDEM:** A Regional Liaison Officer from The Maryland Department of Emergency Management will review the request and provide the date of the Coordination Meeting.
7. **LEA Acceptance:** The process initiator will then have the chance to accept the decision of the MDEM RLO or request a reconsideration. If a reconsideration is requested, then the process initiator will be able to add comments as to why. If the process initiator accepts the decision, then the process will end.