

**Office of the  
Executive Vice  
President for  
Academic Affairs**

***Local Emergency  
Contingency Plan***

Updated: 18 April 2003

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## **PART ONE: PREPARATIONS FOR INCIDENTS**

*Following these guidelines will hasten reaction time to incidents and aide in making well-informed decisions in a potential crisis.*

1. Read this contingency plan thoroughly to familiarize yourself with procedures before an incident occurs.
2. Know the campus and the building so that you may make well-informed decisions in the event of an emergency.
3. Post the UPD emergency telephone number (4-6111) somewhere where you are able to see it.
4. Stay abreast of national and local issues that may possibly impact the campus.
5. Note the nearest stairwell and windows facing the street.
6. Frequently check that all means of communication (telephones, fax machines, televisions, radios, etc.) are working.
7. The Executive Secretary is to ensure that there is some form of mobile communication (mobile phones, battery-powered radios, etc.) to stay abreast of changes in situations.
8. Know where the local fire alarms are located as well as where the First Aid kit is located and its contents.
9. Organize and perform evacuation drills.
10. Our rendezvous points are tentatively Abraham's Great Hall area of the Marvin Center that is just inside the MC doors when you enter from I Street and 2020 K Street. *NOTE- we are awaiting confirmation from both locations that that they are aware that they are our rendezvous point and accept that responsibility.*
11. Ensure that your Emergency Contact information is kept up to date with the Executive Secretary.
12. Inform someone of medical, mental, and/or physical conditions (hard-of-hearing, heart condition, claustrophobia, etc.) so that should a situation arise, someone is aware of how to help you.

## **PART TWO: ALERTS TO INCIDENTS**

*You may be informed of an emergency or the need to evacuate the premises in a number of different ways, including:*

- The fire alarm. Always respond to the fire alarm by commencing an evacuation quickly and safely.

- Any member of the UPD.
- The mobile public address system or other loudspeakers.
- The telephone or Internet.
- Local authorities (police or fire department personnel).
- Someone with no implied authority may inform you of an evacuation and the reason for it.
- Donald R. Lehman has ultimate authority on whether or not to evacuate.

### **PART THREE: RESPONSES TO INCIDENTS**

*The following detailed procedures should be followed in specific situations.*

#### **EVACUATION**

**Only evacuate if you are certain that you can move to a position of greater safety.**

1. Alert all staff to the incident.
2. Communicate the location of the rendezvous point.
3. Give full attention to your surroundings to help ensure your safe evacuation and the safe evacuation of others.
4. Consider the needs of everyone. Be aware of other's physical challenges, language barriers, etc. as well as any needs of any visitors not familiar with the campus.
5. Take a limited number of possessions with you, such as coats and purses. Try to carry your GWorld Card and keys.
6. Take along the Personnel Roster and/or Emergency Contact Sheets to account for everyone once out of the building. If you are not able to locate a person once outside, notify UPD or Local Police immediately. It is not your responsibility to search for and/or rescue the person.
7. Use the stairs, not the elevators. If power is lost, all stairwell doors will unlock.
8. Should you be trapped in an elevator, remain calm. Use the installed speaker or press the alarm button.
9. Proceed to the rendezvous point and check in with Nkena or Keely.
10. After check-in, the person in charge should direct people to an indoor location until the situation clarifies.

## **FIRE OR SMOKE**

1. Call UPD (4-6111) immediately.
2. Cover nose and mouth with cloth to avoid smoke inhalation.
3. Pull the local fire alarm.
4. Stay low to the ground to avoid smoke.
5. Feel escape route doors with the back of your hand for heat before opening them.
  - a. If the door is hot, take an alternate route.
  - b. If an alternate route is not possible, place signs in any available window and call 911 to report your location.
6. If you are able to escape, follow the evacuation procedures described above.

## **STRUCTURAL DAMAGE (SHAKING BUILDING)**

1. During shaking:
  - a. Stay inside.
  - b. If possible, move to an interior hallway or stairway.
  - c. Stay away from windows, bookcases, and other tall furniture
  - d. Seek a location in a doorframe, corner, or under a sturdy desk or table.
2. After shaking stops, evacuate the building as described above.

## **MEDICAL EMERGENCY**

1. Stay calm to reassure the victim and to keep yourself effective.
2. Assess the situation. Make sure the victim and the location are safe to handle.
3. Call UPD (4-6111) for an ambulance. Give a specific location and a phone number where you can be reached.
4. Have someone meet the ambulance to inform the paramedics of the location of the injured person.
5. Check for an airway blockage, breathing, and pulse.
6. Ask the victim for any helpful information (e.g. diabetes) and/or check for emergency medical tags. Inform paramedics of this information when they arrive.
7. Only perform emergency procedures if you are qualified to do so.
8. In the case of bleeding, apply direct pressure to stop the blood flow and/or elevate the affected area to stop bleeding.
9. If you suspect a spinal or neck injury, do not move the victim unless absolutely necessary.

10. Do not give food or liquid to any unconscious or semiconscious victim as these may cause suffocation.

## **HAZARDOUS MAIL**

1. If you identify a suspicious package, put it down and evacuate the immediate area.
2. Use a telephone in another area to call UPD (4-6111). ***Do not use a mobile phone as the wireless frequency could serve as a detonator.***
3. Indicators that a package or letter may be suspicious are as follows:
  - a. Addressee's name or title may be inaccurate.
  - b. Postmark of name of sender is unusual, unknown, or no further address is given.
  - c. Handwriting is distorted or package is prepared with cut and paste lettering.
  - d. Common words may be misspelled.
  - e. Cancellation or postmark may show a different location than the return address.
  - f. Excessive or inadequate postage is applied.
  - g. The package is lopsided, unusually thick, or seems heavy for its size.
  - h. Contents are stiff, springy, protruding, or powdery.
  - i. There is an unusual smell, particularly almond. Do not put package close to your face, a strong odor will be evident.
  - j. Restricted endorsements may be indicated such as "Fragile- Handle With Care", "Rush- Do Not Delay", "Personal", or "Private".
  - k. Pressure or resistance may be noted when removing contents from an envelope or package. ***If so, cease removing the contents immediately.***
4. If you are suspicious of mail and are unable to verify the contents with the addressee or sender:
  - a. Do not open it.
  - b. Isolate the mail and evacuate the immediate area.
  - c. Do not put it in water or a confined space such as desk drawer.
  - d. If you have any reason to believe a letter or package is suspicious, report it. Do not worry about possible embarrassment if the item turns out to be innocent.
5. Limit the number of persons who handle the package.
6. If material contained in the package is released, individuals exposed to the discharge should be moved from the immediate area to an adjacent space, if possible, trying not to contaminate others.
7. Unless the package is definitely identified as non-threatening, all persons exposed to the material should move away from the immediate area to an adjacent space, as not to contaminate others.

## **TRESPASSER**

1. Stay calm and try to understand exactly what the trespasser wants.

2. If the trespasser appears to be threatening, violent, or irrational, contact UPD immediately. You may have to lead the trespasser to believe that you are following their requests and talk to UPD like you would to whomever they want you to talk.
3. If you are unable to call UPD, contact the Executive Secretary's desk where there are covert emergency procedures in place.
4. Never put yourself in danger. Remember, your personal safety is a priority.

## **PART FOUR: RECOVERY FROM INCIDENTS**

1. It is ultimately the Executive Vice President for Academic Affairs' decision as to whether this office staff can leave campus. In the event that he is unable to be contacted, it is the responsibility of the Special Assistant to the Executive Vice President for Academic Affairs.
2. GW is developing a partnership with the Metropolitan DC community and other area universities to arrange emergency transportation, lodging, and food, primarily for displaced students.
3. By the close of business on the day of an incident, all staff should leave a message on the Executive Secretary's voicemail (202-994-6510) indicating their safety, location, and any change in contact information.
4. Staff should consult the University Information Number (202-994-5050) and the GW Website (www.gwu.edu) "Campus Advisory" link regarding the University's status. Local radio stations (e.g., WTOP, 1500 AM) may also broadcast relevant information.
5. Any post-incident problems with the building should be reported to Facilities Management (202-994-6700) and all relevant staff should be notified of the hazards.

## **PART FIVE: PERSONNEL ROSTER**

The following personnel have offices on the eight floor of Rice Hall:

### **Department: Executive Vice President for Academic Affairs**

Sara Bonthuis 4-5698  
Nkena Epps 4-6510  
Donald R. Lehman 4-6510  
Barbara Marshall 4-6511  
Keely Walston 4-7297

### **Department: Institutional Research**

Peggye Cohen 4-6503  
T.A. Coons 4-4197

Joe Knop 4-6506  
John Priesel 4-6506

***Department: President***

Kitty Boney 4-6500  
Ruby Calkins 4-3030  
William Carnago 4-8610  
Betsy Francisco 4-6501  
Helene Interlandi 4-6504  
Buddy Karelis 4-7759  
Gerry Kauvar 4-0818  
Oliver Smith 4-0942  
Catlan Standlee 4-6502  
Stephen Joel Trachtenberg 4-6500

***The following also work regularly on this floor, in the event of an emergency it should be confirmed that they are out of the building:***

Valerie Evans  
Yvonne Jones  
Sally Koblinsky  
Any temporary staff member

## **PART SIX: REFERENCE INFORMATION**

### **LOCATION OF EMERGENCY EXITS AND EQUIPMENT**

#### **ELEVATORS**

*Are in the...*

- Lobby

#### **STAIRWELLS**

*Are in the...*

- Lobby, across from the elevators
- Institutional Research Hall, across from Peggye Cohen's office

#### **The Fire Alarm**

Is located in the

- Institutional Research Hall, across from Peggye Cohen's office

#### **Fire Extinguishers**

*Are in the...*

- In the kitchen above the fax machine
- In the hallway across from Kitty Boney's office

#### **WINDOWS FACING THE STREET AND BALCONIES**

*Are in...*

- The Board Room
- The President's Office

- Helene Interlandi's office
- The Presidential Library

**FIRST AID KITS**

*Are located in...*

- The Executive Vice President for Academic Affairs Supply Closet
- Kitty Boney's office

## **Annex A**

### **DEPARTMENT OF PSYCHOLOGY:LOCAL CONTINGENCY PLAN**

#### Incident Planning: General Policies

##### *During an incident:*

1. If at all possible, Professors should take responsibility for the safe evacuation of on-going classes or laboratory activities (see evacuation guidelines below).
2. If at all possible, Professors should identify the needs of physically-challenged students and attempt to meet these needs.
3. As soon as possible following an incident, affected Faculty should contact the Office Manager (4-8242) or Chair (4-3050, (home) 703-444-7913). The Office Manager or Chair will contact the Dean's office (4-6130) to inform them of the incident. In the event the Faculty member cannot contact the Office Manager or Chair, they should contact the Dean's office directly.
4. As soon as possible, the Chair and Office Manager should arrange to inform Professors in on-going classes and all personnel in the building of the reported incident. A message detailing the circumstances of the incident should be sent to the Department list serv to inform those who are not present in the building of the incident.
5. All contacts from the media should be referred to the Vice-President for Communications (4-8810).
6. All contacts from the families of students should be referred to the Dean of Students (4-6710) and contacts from families of staff should be referred to the Vice-President for Communications (4-8810). All contacts should be informed that this is standard University policy during emergencies and does not represent any information regarding their family member.

##### *Following an incident:*

1. By the close of business on the day of an incident, Faculty should, if at all possible, leave a message on the Office Manager's voice mail (4-8242) indicating their safety, location, and any change in

contact information. In the event this number is unavailable messages should be left on the Chair's voice mail (4-3050, (home 703-444-7913).

2. Faculty should consult the University information number (202-994-5050) and the University WEB site regarding the University's status. Local Radio Stations (WTOP, 1500AM) will also carry relevant information.
3. Any post-incident problems with the building should be reported to the Office Manager (4-8242) who will contact Facilities Management regarding the problems.

*Prior to an incident*

1. Professors should make regular back-ups of all materials stored on local hard drives. Back-up disks must be stored at a remote location (e.g., home) to maximize opportunities for restoration of data in the event of an incident.
2. The Office Manager and Chair should have a list of home phone numbers and E-mails in the event Professors must be contacted at home.
3. Procedures have been arranged by Dr. Lawrence Rothblat for the appropriate care and, if necessary, transport of laboratory animals during an emergency under the University guidelines. Dr. Rothblat will be responsible for ensuring that all animals in the facility are cared for in the event of an emergency. If Dr. Rothblat is for any reason unable to provide this care directly, he will designate one of his Research Assistants as the responsible party. As additional backup, personnel from the Animal Research Facility in Ross Hall will be notified and assist if necessary. If Building GG is closed for any reason, personnel must be allowed access to care for animals unless to do so constitutes a serious health or safety hazard. At a minimum the designated personnel require access at least every 24 hours.

## Guidelines For Special Situations

### *Evacuation Guidelines*

When evacuating a building or classroom:

1. Only evacuate if you can move to a position of greater safety
2. Count the number of persons with whom you are evacuating (e.g., class members) and verify that all are present following the evacuation.
3. Hang up all visible phones prior to evacuation. (uncradled phones can overload the communication system)
4. Only remove necessary items. Carry your GWORLD card for easy identification.
5. Report the conditions motivating the evacuation to the UPD at 4-6111 as soon as possible.
6. Following the evacuation, allow substantial clearance from the evacuated building and locate upwind (or at a right angle to the wind) to avoid debris and other materials

### *Additional Guidelines for:*

#### *Fire:*

1. Pull the local fire alarm, and call the UPD at 4-6111 as soon as possible. If the UPD line is not available, call 911.
2. Cover the nose and mouth with cloth to avoid smoke inhalation
3. Stay low to the ground to avoid smoke
4. Feel closed doors for heat before opening them. Use the back of your hand. If the door is hot, take an alternate escape route if possible. If an alternate route is not possible, open the door slowly to see if escape is possible. If escape is not possible, place signs in any available window and call 911 to indicate your location.

#### *Medical Emergency:*

1. Call UPD at 4-6111 for an ambulance. If the line is not available, call 911. Give a specific location and a phone number where you can be reached. If possible, have

someone meet the ambulance to inform the paramedics of the location of the injured person.

2. In the case of bleeding, apply direct pressure to stop bleeding. If appropriate, elevate the affected area to stop bleeding.
3. In the case of neck or spinal injuries, do not move the victim unless absolutely necessary.
4. Check for a pulse and breathing. If indicated and you are qualified begin appropriate procedures (e.g., CPR). If you are not qualified, ask others for assistance.
5. Check victim for emergency medical ID tags or medications. Inform paramedics of this information when they arrive.
6. Do not give food or liquids to an un-conscious or semi-conscious victim as these may suffocate the victim.

### *Radiological/Biological Contaminants*

1. Shield or isolate yourself from the contaminated object
2. Wash hands or other affected areas with soap and water.
3. Do not handle the contaminated object.
4. Call UPD at 4-6111. If the line is not available, call 911.

### *Suspicious Packages*

1. If you identify a suspicious package, put it down and evacuate from the area.
2. Use a telephone in another area to call the UPD at 4-6111.
3. DO NOT use a mobile phone as the wireless frequency could serve as a detonator.
4. Indicators of suspicious packages include: unusual postmark or name of sender; distorted address handwriting or cut-and-paste labeling; postmark differs from the return address; excessive postage; unusual shape or protruding components; and unusual odors.