



THE GEORGE
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WASHINGTON DC

Office of Public Safety and Emergency Management
Incident Planning, Response, and Recovery Manual

Preparing a Local Contingency Plan

OPSEM

The George Washington University
Office of Public Safety and Emergency Management

INTRODUCTION TO EMERGENCY PREPAREDNESS

Planning is critical to emergency preparedness



There are two types of emergency preparedness plans:

- *Continuity of operations (COOP) plans are designed to maintain critical functions and operations*
- *Contingency plans are geographically specific and protect life safety*
 - *They help protect the corporate memory of each element*
 - *They are the gateway to continuity planning*

Together these plans support one another and help departments prepare for potential disruptions. This presentation will focus on **contingency** planning

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INTRODUCTION TO EMERGENCY PREPAREDNESS

A local contingency plan provides *geographically specific* information that protects life-safety. Your plan should align with the University's priorities of people, property, and vital interests.

Local contingency plans are integrated into Annex A of the University-wide Incident Manual, available online via campusadvisories.gwu.edu.

For additional assistance preparing your local plans, please contact opsem@gwu.edu



INTRODUCTION: THE LOCAL CONTINGENCY PLAN

Questions answered by the Local Contingency Plan:

- WHO: Designates individuals and invests them with authority
- WHAT: Expectations and procedures associated with an incident
- WHEN: The tasks that need to be performed before, during, and after an incident
- WHERE: Identifies key locations for incident planning and response, including locations of emergency equipment, escape routes, and indoor post-evacuation rendezvous points
- WHY: Protects people and serves as a gateway to continuity
- HOW: Explains the way your department should prepare and respond



OVERVIEW OF CONTINGENCY PLANNING

PREPARATION AND INFORMATION GATHERING

- This stage focuses on identifying existing procedures, plans, and policies, identifying priorities for planning, and examining your capabilities and vulnerabilities.

WRITING AND TESTING THE PLAN

- Using the information collected during the first stage, a plan is prepared that addresses specific needs and priorities.
- Once the plan is complete and disseminated, it should be explained and practiced.

MAINTAINING AND AUDITING THE PLAN

- Once the plan is written, it must be reviewed and updated annually (at least) to ensure its efficacy.



SECTIONS OF THE LOCAL CONTINGENCY PLAN

At a minimum your contingency plan should include the following sections:

- *Introduction*
- *Responsibilities*
- *Communications and Resources*
- *Preparation*
- *Response*
- *Recovery*
- *Implementation*



STEPS OF LOCAL CONTINGENCY PLANNING

To successfully write and implement a local contingency plan, the following sequence of steps may be useful:

- Examine Your Location (*Introduction* section)
- Assign *Responsibilities*
- Examine *Communications* and *Resources*
- Plan your *Preparation*
- Write the *Response* Section
- Write the *Recovery* Section
- Implement the Plan

*Building your Continuity of Operations (COOP) Plan ([Annex B](#)) will identify much of what you need to prepare this plan, including establishing priorities and plans for recovery



1. EXAMINE YOUR LOCATION

Before you begin writing your contingency plan, you must first identify and examine the area your plan covers.



- Include the actual address/location and departments covered

An examination of your location will help you identify alternate routes out of your building and where the nearest emergency equipment and supplies are.



2. ASSIGN DUTIES & RESPONSIBILITIES

Prior to an incident, it is useful to assign specific roles and responsibilities, such as:

- Ensuring faculty and staff are aware of and understand the plan
- Designating those who have authority to make departmental decisions
- Identifying individual expectations during an incident
- Providing guidance to faculty and staff regarding their obligation, responsibility, and authority to students



2. ASSIGN DUTIES & RESPONSIBILITIES

Also...

- Inform your department personnel of their responsibility to protect people, property, and vital interests, even in the absence of communication with direct supervisors or decision-makers.
- Your plan needs to describe the responsibilities that faculty, students, and staff have regarding people with special needs.



3. EXAMINE *COMMUNICATIONS AND RESOURCES*

You must ensure that your plan CLEARLY identifies and describes the use of communication tools.

- Examples: voicemail (what number should be called, and who will update the outgoing message?); e-mail (sent to and from whom?); department list-serv (is the list-serv current? Who has access to send messages?)

Other communication tools:

- Encourage people to visit the GW Campus Advisories page often at: campusadvisories.gwu.edu
- Leaders can request incident specific information to be posted on this webpage by contacting opsem@gwu.edu
- List the WTOP radio station, 103.5 FM, as a method of obtaining information



4. WRITE THE *PREPARATION SECTION*

This section includes critical items and procedures that will be important during an incident:

Identify the location of existing emergency equipment and supplies:

- Fire alarms, fire extinguishers, first aid kits, water, food, flashlights, battery-powered radios, AEDs, etc. (if available)



Identify the location of alternate stairwells and routes out of the building

Note: Mention any hazardous materials or special equipment stored in or near your offices or classrooms that could become harmful (even if they are safely contained)



4. WRITE THE *PREPARATION* SECTION

Identify the location of principal and alternate indoor post-evacuation rendezvous sites. Ensure that these sites are realistic:

- Within comfortable walking distance and in opposite directions (in case one direction becomes unsafe)
- Indoors and large enough to accommodate students, faculty, and staff
- GW Property that is attended or publicly accessible

Develop and include a current list of personnel, including emergency contact information; assign someone the task of keeping it current and with bringing it to the indoor post-evacuation rendezvous point.



5. WRITE THE *RESPONSE* SECTION

Address your department's response in the event of a variety of circumstances (e.g. fire, hazardous mail, etc.):

- Include or direct people to Shelter-in-Place guidance (<http://www.gwu.edu/~response/expectations/home.cfm>)
- Provide Evacuation guidance
- Specify who will have authority during an incident to dismiss or redirect students, faculty, or staff



5. WRITE THE *RESPONSE* SECTION

- Detail methods of communication both inside and outside the department (including emergency contact information for faculty/staff)
- It is critical that faculty/staff or some other designated person reports post-evacuation attendance to the University Police Department's (UPD) Non-Emergency number, 202-994-6110.
- Include important University phone numbers
Examples: UPD, Risk Management, Student Health, University Counseling Center, Facilities Management, etc. (a list is available via [GW Campus Advisories](#))



5. WRITE THE *RESPONSE* SECTION

Ensure individuals are aware of the University policy for notification and reporting:

- All contacts from the media should be referred to the Office of the Vice President for Communications (202-994-8810).
- All contacts from the families of students should be referred to the Dean of Students Office (202-994-6710)
- All contacts from the families of faculty and staff should be referred to the Office of the Vice President of Communications.

(This policy is also available in the Incident Manual: [Notification and Reporting](#))



6. WRITE THE *RECOVERY* SECTION

This section provides guidance in the immediate aftermath of an incident, and is a gateway to your continuity of operations plan:

- Provide guidance on how and when your staff should contact you to inform you of their status (for example, to a specific voicemail)
- Establish a procedure for alerting faculty, staff, and students as to when and where classes/work will reconvene (for instance, through Blackboard)
- Determine procedures for reporting damaged property (for instance, how will an unusable workspace be reported?) and securing alternate locations



7. IMPLEMENT THE PLAN

A finished plan is useless if it is not kept current or the people it is designed to protect are unaware of its existence.

A specific person or position should be made responsible for distributing and updating the plan:

- All members of the department and frequent visitors must be given a copy and made aware of its critical components
- Implement a review schedule to keep the plan current
- Think about providing a plan summary, wallet card, or “cheat sheet” for those individuals this plan protects.



REMEMBER THE STUDENTS

Ensure that your plan considers everyone, including students, who use the surrounding space and choose a primary and secondary indoor post-evacuation rendezvous point large enough to incorporate them

Your plan must provide guidance to faculty and staff regarding their obligation, responsibility, and authority to students and visitors

Your plan should contain a method of communication with students, such as how you will communicate with them during a disruption



LOCAL CONTINGENCY PLAN WALLET CARD SAMPLE

OUR LOCAL CONTINGENCY PLAN: EYP&T RICE HALL 7TH FLOOR
+Emergency contact number for UPD: 4-6111. If this is not working, dial 911.
+Check University status at campusadvisories.gwu.edu or 202-994-5050
+Location of Emergency Supplies:
•Fire Alarms: elevator lobby and outside Thoreau Page II's office (7011)
•First Aid Kit: under the microwave
•Fire Extinguisher: above the copier
+In case of a medical emergency, contact UPD, then send someone to meet the ambulance. Avoid moving the victim unless absolutely necessary, and only perform emergency medical procedures if you are qualified to do so.
+For more information, please refer to the complete local plan, available from your supervisor or online at campusadvisories.gwu.edu in Annex A of the University Incident Response Manual.

+ When to Stay Put: In a crisis, Shelter in Place (stay inside in a windowless, interior room) unless the building has received structural damage or you receive directions to do otherwise.
+ When to Move: Only evacuate to move to a location of greater safety. When evacuating, take your GWorld Card and keys, and use the stairs. If there is smoke or fire, cover your nose and mouth, staying low to the floor.
+ Our principal post-evacuation rendezvous point is the Abrams Great Hall in the Marvin Center. The Academic Center Lobby is our alternate location. Once there, check in with your supervisor or the Office Manager.
+ By COB on day of an incident leave a message on the Office voicemail 202-994-6600 indicating safety, location and contact information.



LOCAL CONTINGENCY PLANS AND GUIDELINES

- All final contingency plans are posted in [Annex A](#) of the Incident Manual
- A Contingency Planning Guide and a Planning Checklist are located on the [Got Plans?](#) webpage available via [GW Campus Advisories](#). These materials can also be found in [Annex K](#) of the Incident Manual