

Renewed Letter of Implementation

January 2, 2008

To the GW Community:

Since the first version of this letter in 2002, the need to engage the issues in the Incident Manual and to produce local plans that protect the GW community and ensure sustainability have only increased.

Comprehensive response to incidents that may affect any aspect of our operations requires the broadest possible preparation. This Incident Manual is intended to inform, empower, and direct a series of actions and decisions at every level of the university. The manual continues to be a living document as reflected in the numerous additions and improvements since it was first established.

Every member of the GW community shares in collective responsibility to protect one another and ensure the University's sustainability. With this in mind, we must each be prepared to make useful and informed local and personal decisions. Responsibility and responsiveness are only possible and effective if guidance, information, and support are clear, understood, and as fully implemented as possible. As such, the following steps must continue across all levels of the university:

- completion and implementation of local plans and their inclusion in this manual,
- discharge of responsibilities assigned or implied during an incident,
- procurement of necessary local emergency supplies,
- routine back-up and remote storage of critical data, and
- development of redundant systems and innovative alternative methods of conducting day-to-day operations.

Any requirements of this manual that cannot be met should immediately be reported to the Assistant Vice President for Public Safety and Emergency Management by email (opsem@gwu.edu) or by using the "Feedback" link at the bottom of any Incident Manual page. The report should also be copied to the appropriate Vice President and include:

- the specific provision that cannot be met,
- the reason for non-compliance,
- a recommended interim solution or alternative,
- an implementation plan for the interim or alternative solution, and

- either the date by which compliance is possible or, if that date cannot be immediately assessed, the date by which an estimated compliance date will be provided.

Anyone assigned a responsibility by the manual that cannot be fulfilled should immediately inform his or her supervisor. The supervisor, if unable to reassign the responsibility locally, should report the situation as noted above.

Anyone who recognizes a potential improvement to this manual is encouraged to recommend its incorporation to the Assistant Vice President for Public Safety and Emergency by email (opsem@gwu.edu).

Working together, we can continue to make The George Washington University a safe and prepared community.



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