



August 1, 2007

Dear Fellow Members of the GW Community:

Protecting the welfare of every member of the GW community is our highest priority. Doing so entails a commitment to emergency preparedness. This Incident Manual is a critical part of our continuing effort to guide the GW community in planning for, responding to, and recovering from, critical events that may occur on or near our campuses.

These events can take many forms, including severe weather, utility failures, transportation accidents, hazardous material spills, infectious disease outbreaks and violent or disruptive human actions. Preparing for them requires a comprehensive program of all-hazards planning. While it is impossible to guarantee that such events will never occur, careful all-hazards planning will better enable GW to mitigate their destructive effects and respond to disruptions appropriately, effectively and expeditiously. Well thought out and implemented local plans can significantly enhance the safety of our students, faculty and staff as well as our ability to sustain operations during disruptive events.

I hope all of you will take the time to familiarize yourself with the procedures in this manual. Protecting the welfare of our university community is a responsibility we can only fulfill by working together. I am committed to joining with you in our efforts to meet that shared responsibility.

Sincerely,

A handwritten signature in black ink that reads "Steven Knapp".

Steven Knapp  
President

Enclosure