

Emergency Preparedness and Response Plan



UNIVERSITY OF
THE DISTRICT
OF COLUMBIA



Stanley Jackson, acting President or his designee

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Adrian M. Fenty, Mayor
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University of the District of Columbia Emergency Preparedness and Response Plan

I. Basic Plan and Command Provisions

1.0 General Provisions

This document and corollary documents comprise the ***University of the District of Columbia Emergency Preparedness and Response Plan*** and provide an emergency management framework for institutional preparation for and response to major on-campus emergencies that may threaten the health and safety of the University community or disrupt its programs and operations. The Plan is an evolving document, designed for continuous update as circumstances and conditions change.

In order for this Plan to remain viable, it must be:

- Reviewed at least once per year
- Involve the entire University community in crisis management
- Clearly define roles and responsibilities during a crisis

1.1. Activation of Emergency Preparedness and Response Plan

The Emergency Preparedness and Response Plan will be activated by appropriate University officials when the following conditions are eminent:

- civil disturbances;
- terrorism and acts of war;
- bomb threats;
- fires or explosions;
- hostage takeovers;
- communicable and airborne diseases;
- animal viruses;
- serious assaults, shootings or murders;
- hazardous materials releases;
- water supply failures or shortages;
- extended power outages or downed power lines;
- extreme weather conditions: floods, blizzards, earthquakes, severe thunderstorms;
- communications invasions; and/or
- other dangerous or mass casualty events.

Additionally, the Emergency Preparedness and Response Plan may also be activated during a community or regional crisis that may impact University personnel or business operations including but not limited to:

- Utility outage in nearby areas,
- A serious toxic spill on a major roadway,
- Transportation shutdowns, or
- A fire in a local area

2.0 Goals of the Emergency Preparedness and Response Plan

The goals of the University's Emergency Preparedness and Response Plan are to:

- Protect life and property;
- Secure critical infrastructure, facilities, and assets;
- Restore order;
- Resume institutional programs and activities;
- Minimize damage and injury potential within the University community;
- Provide support and assistance to the University and surrounding community.

3.0 Stages in the Emergency Preparedness and Response Plan

The plan is an evolving set of policies, protocols, and procedures that focus on three primary stages in emergency and crisis management:

- Mitigation and Prevention
- Intervention and Response
- Recovery and Follow-Up

3.1 Mitigation and Prevention

Mitigation and Prevention involves the following actions:

- Identify possible crises and recognize that any crisis can occur
- Develop a disaster response plan for each type of possible crisis
- Develop critical collaborations with external emergency response organizations
- Develop important working agreements with neighborhood and community organizations potentially effected by an institutional or community crisis
- Secure comprehensive mapping of University facilities, on- and off-site
- Identify safety zones within the institution
- Establish the location of one or several Emergency Command Centers
- Provide for and train an Emergency Management Team
- Secure volunteer commitments to support Emergency Management Team
- Develop a multifaceted communications campaign
- Acquire needed equipment, materials, and supplies
- Affix clearly visible signage indicating evacuation routes and emergency shelter facilities
- Practice for the occurrence of each type of possible crisis
- Be alert to strange behaviors and potential situations
- Report unusual or potential situations to responsible personnel

Take special precautions to provide for special populations:

- Physically Challenged
- Mentally Impaired
- Language Differentials
- Specifically Targeted Populations

3.2 Intervention and Response

Intervention and response involves the following actions:

- Mobilize quickly and deploy action plans
- Deploy assistance of collaborating emergency response agencies and neighborhood and community organizations
- Demonstrate concern for all members of the University community
- Protect the rights and liberties of institutional community members
- Collect information on victims, the injured, and the deceased
- Provide information as available and appropriate

3.3 Recovery and Follow-Up

- Assess damage and develop mitigation strategies
- Return to normal operations as quickly as possible and when it is determined safe
- Provide follow-up counseling and assistance
- Engage activities that allow effected individuals and groups to contribute
- Continue to provide information as available and appropriate

4.0 Administrative Chain of Authority

In the event of an emergency, the chain of authority for administrative decision-making is as follows:

- President
- Vice President for Public Safety and Emergency Management
- Executive Vice President
- Vice President for Academic Affairs
- Associate Vice President for Academic Affairs
- Vice President for Student Affairs
- Deputy Chief Campus Police
- Director of Campus Services
- Executive Assistant to Provost
- University Counsel
- Special Assistant to the President

4.1 Administrative Decisions Related to Emergencies

Administrative decisions relating to emergencies, such as the decision to cancel classes, to send employees and students home, or to close the university – are made by the top-ranking available person in the administrative chain of authority, based on input from appropriate administrators, University response personnel, and/or directives from the Office of the Mayor of the District of Columbia or appropriate federal authorities.

5.0 University Emergency Command Center

The University's Emergency Preparedness and Response Plan will be administered out of an Emergency Command Center (ECC). The President or his designee will serve as Commander of the ECC. An Emergency Management Team (EMT),

authorized and led by the President or his designee, mobilizes and engages response activities through the ECC.

5.1 Functions of the ECC

The functions of the ECC are to:

- Gather emergency intelligence from all buildings and satellite locations managed by Vice Presidents, Deans, Directors, and other managers.
- Deploy emergency resources and information as required.

5.2 ECC Emergency Equipment and Supplies

The following equipment and supplies will be stored at each ECC site:

- An ECC Directory of critical contacts and resources, special databases
- Maps, building drawings, and blueprints
- Separate telephone and fax land and/or mobile lines, distinct from the University's campus-wide telephone system
- Two-way communications radios for the entire EMT
- Cellular or digital telephones and battery chargers
- Battery-powered laptop computers with both University and alternative Internet access options;
- Wireless Internet access and wireless access cards
- Campus-wide building and facilities maps
- Two sets of flashlights for the entire EMT
- Double supply of flashlight batteries
- Emergency generator
- Protective clothing for entire EMT, including latex gloves
- Face masks, gas masks for the entire EMT
- Identification badges, armbands, and labeled vests for entire EMT
- Rope ladders
- Commercial first aid kits
- Candles and emergency torches
- Matches
- Bullhorns for entire EMT
- Basic tool kits
- Paper and writing instruments
- Bottled water
- Assorted freeze-dried food
- Emergency roster cards
- Backpacks for entire EMT
- Bullets and weapons

Supplementary materials are also stored in a secure mobile trailer/container, secured in the warehouse which can be transported to any appropriate location if emergency conditions affect the functionality of the designated ECC site.

5.3 Set-Up, Organization, and Security for ECC

The VP PS&EM is responsible for setting up, organizing, and securing the ECC. The VP PS&EM ensures that appropriate data, contact information, equipment, and supplies are maintained and secured at each site.

5.4 Identification of ECC Site

The designated ECC site is the Office of the Director of Campus Services, Building 38 – Room C01-I.

In the event this ECC site is unavailable, unsafe, or otherwise not feasible, the President or his designee will notify members of the EMT of a suitable alternate site for the ECC.

5.5 Establishment of Supplementary Field Command Posts

In some emergencies, as in the case of mass casualty events or multiple facilities destruction, field command posts may be set up to stage resources or manage operations in areas of the campus. This determination will be made by the President or his designee, upon consultation with the EMT.

5.6 Emergency Off-Campus Command Centers (EOCCC)

University EOCCCs exist throughout the city. EOCCCs gather emergency impact data from their areas and account for their personnel, transmit reports to the Van Ness ECC (via land lines, cell phone, and/or radio), and disseminate emergency instructions to constituents. EOCCCs also oversee preparedness planning and training in their areas. EOCCCs also help communicate the location of site- or community-identified Emergency Assembly Points used during emergency evacuations in their areas.

Location of University EOCCCs can be found in **Appendix A**.

5.7 Preparedness of EOCCC

All EOCCCs will coordinate effective emergency preparedness planning with on-site partners and will:

- Prepare a written OCCC Emergency Plan that addresses preparedness, response, and business recovery - and communicate it to their respective units and program participants.
- Identify a primary and alternate OCCC site for emergency response in conjunction with overall building plan.
- Establish communications strategies and secure resources to support OCCC functions: Refer to section 5.2 for list of equipment and supplies.
- Designate key personnel for primary emergency roles:
- An EOCCC *Emergency Coordinator* to coordinate activation of the EOCCC Emergency Plan
- A volunteer *Response Team* to assist with building evacuations
- An *Information Coordinator* to interface with the main campus ECC
- A *Business Recovery Team* to manage local program resumption
- Arrange appropriate preparedness training for their personnel
- Participate in main campus ECC Workshops and Emergency Management Exercises.

5.8 Activation of ECC and Mobile Resources

Upon activation of the University Emergency Preparedness and Response Plan and convening of the EMT by the President or his designee, the VP PS&EM will, if necessary, direct a police officer to retrieve the mobile container containing emergency equipment and supplies from its designated location in the warehouse and deliver the container and its contents to the ECC.

5.9 Notification to EMT Members of Selected Site

The EMT will be notified by the President or his designee through the EMT Communications Team as to the site for assembly via telephonic communication, e-mail notification, and/or face-to-face interaction.

5.10 Training of EMT Personnel

In the initial stages of development of the Emergency Preparedness and Response Plan and on installation of new members of the EMT, the VP PS&EM will, on behalf of the President, conduct training two (2) days each month for six months (6) in the policies, procedures, and protocols of the Emergency Preparedness and Response Plan and ECC for EMT members.

Once during the spring semester and once during the fall semester, the VP PS&EM, on behalf of the President, will provide for deployment and practice drills for EMT members.

6.0 General Responsibilities of the President or his designee

The President or his designee serves as Commander of the EMT; as such, the President or his designee:

- Notifies and/or authorizes notification of EMT members
- Takes direct charge of crisis and directs the EMT in the exercise of their duties and responsibilities;
- Authorizes all actions and makes available all necessary resources to mitigate, resolve, and/or recover from the crisis;
- Authorizes conditions for shutting down parts of, or whole operations, and determines the duration of the shut down;
- Is visible, available, and supportive during and immediately following the crisis, including walking the campus periodically, for reassurance;
- Communicates with and provides reporting to the University's Board of Trustees;
- Communicates with, provides, and receives reporting from the Mayor's Command Center;
- Exercises leadership in communications with, and authorizations for, the media; includes serving as lead spokesperson or appointing an individual to serve as such, on behalf of the University;
- Dispels rumors by providing the facts;
- Provides updated information to all University constituents; and
- Contacts the families of injured or deceased individuals.

Note: The President or his designee may, from time to time, delegate some of the above responsibilities to other person(s).

6.1 Procedures for the President or his designee to Activate and Deactivate the Emergency Preparedness and Response Plan and EMT

- On alert of an emergency or crisis, the President or his designee will consult with the University Board of Trustees, the Executive Office of the Mayor, the VP PS&EM, and other appropriate parties to determine whether or not to activate the Emergency Preparedness and Response Plan and whether to convene all or part of the EMT.
- When emergency conditions abate, the President or his designee, in consultation with the Executive Office of the Mayor, external Emergency Response Agencies, the Board of Trustees, the VP PS&EM, the Executive Vice President, and members of the EMT, will determine the appropriate time to de-activate the Emergency Preparedness and Response Plan and return to normalcy.

6.2 Incapacitation or Unavailability of the President or his designee

In the event that the President or his designee is incapacitated or unavailable to assume and/or carry out the functions of Commander of the ECC, the following individuals will assume those functions in priority order:

- Vice President for Public Safety and Emergency Management
- Executive Vice President
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Director of Campus Services
- Deputy Chief of Police
- University Counsel

7.0 Authorization and Convening of the EMT

A Presidentially - appointed EMT will be authorized and convened by the President or his designee.

7.1 Composition of the EMT

The initial EMT is comprised of the following:

- President
- Executive Vice President
- Vice Presidents
- Associate Vice President
- Special Assistant to the President
- General Counsel
- Deans
- Selected Directors and Program Managers
- Director of Environmental, Health and Safety
- Director of Telecommunications
- Director of Computer Center
- Deputy Chief of Police
- Communications Coordinator
- Director of Campus Services

- Director of Human Resources
- Director of Cable Television
- Staff, Office of Identification Cards
- Chief Procurement Officer
- Registrar
- Budget Director
- Director, Health Unit
- University Web Manager

At the discretion of the President or his designee other senior managers may be alerted and included, depending on the nature of the emergency.

7.2 Roster and Key Information for EMT Members

The names, on- and off-campus addresses, on- and off-campus land and cellular telephone numbers, on- and off-campus e-mail addresses, on- and –off-campus fax numbers, and any other modes of communications for each member of the EMT will be posted in a highly visible location within each EMT members' office and area and maintained by all members of the team, by the staff of their respective units, and will be posted in other central locations throughout the University as deemed appropriate including Campus Police Communications.

7.3 Call to Action of the EMT

All members of the EMT will be considered emergency personnel and are expected to report to the designated Emergency Command Center at the call of the President or his designee.

Upon evidence of a catastrophic incident in advance of the opening of the University and absent any notice to the contrary, EMT members will:

- Contact the University Campus Police, the President or his designee or the EMT Communications Task Force to determine the necessity for assembling and to identify the location of the ECC
- Report to the ECC as soon as safety and critical commitments permit if required.

7.4 Responsibilities of the EMT

The EMT will be responsible for providing lead assistance to the President or his designee in the implementation of institutional emergency preparedness and response activities. These activities include:

- Logistical support (e.g. facilitation of staging areas, evacuation process, mass case facilities, emergency medical assistance and referral, internal and external communications, etc.);
- Review, analysis, advise and counsel concerning on hand and intelligence information received from University and community constituents concerning possible and evident emergencies;
- Maintenance of institutional and community maps, statistical and profile data, student and personnel rosters, emergency instructions, and other relevant materials;

- Identification of resources (e.g. personnel, supplies, materials, and equipment) needed for prevention, mitigation, intervention and response, and recovery activities, including the availability of financial resources, vendors and suppliers, and deployment protocols;
- Coordination with external emergency resources (e.g. the Mayor's Command Center, the D.C. Office of Emergency Preparedness, D.C. Metropolitan Police Department, D.C. Fire Department, and community emergency response support organizations); and
- Periodic update and revision of the University Emergency Preparedness and Response Plan.

8.0 Strategy and Deployment Activities

Based on information received from appropriate University officials, the President or his designee will convene and lead the EMT in the development of strategies and deployment activities at the ECC.

8.1 Procedures for the EMT

- Determine the scope and impact of the incident
- Prioritize emergency actions
- Communicate critical information and instructions
- Deploy and coordinate resources and equipment
- Monitor and re-evaluate conditions
- Coordinate with government agencies

9.0 Functional Committees of the EMT

The members of the EMT will consider all of the pertinent information concerning the specific situation faced by the University and then will divide into designated Committees charged with specific tasks and responsibilities, as follows:

- Command and Control
- Communications
- Safety, Security, Evacuation, and Emergency Shelter
- Disclosure, Liability, Civil Liberties, and Privacy

The Role of the EMT Command and Control Committee is set forth above, in Section I, 5.0 of this Manual.

9.1 Role of the EMT Communications Committee

The EMT Communications Committee will be comprised of lead administrators in:

- Office of Advancement
- Office of Communications
- Office of University Web Manager
- Office of Alumni Affairs
- Office of Telecommunications
- Computer Center Operations
- Cable Television Operations
- Office of the Registrar
- Office of Human Resources

In the event of an emergency, the EMT Communications Committee will assume primary responsibility for communicating between the ECC and:

- Field forces at a specific incident site;
- Off-campus mass care facilities (i.e., shelters, feeding facilities, hospitals, ambulance dispatch services, etc.);
- Newspaper organizations and radio and television stations;
- EMA/JOCC- Joint Operations Command Center; and
- Consortium of Universities

9.2 Responsibilities of the Chairman of the EMT Communications Committee

The Chairman of the EMT Communications Committee is responsible for:

- Reporting to the ECC upon notification by the President
- Activating the EMT Committee
- Notifying EMT Communications Committee members to report to the ECC
- Implementing emergency communication procedures.
- Assessing and making provisions for continuous and extended Communications Committee operations.
- Acquiring needed equipment and inventorying and storing that equipment in an accessible, safe and secure location.

9.3 Responsibilities of EMT Communications Committee Team Members

The EMT Communications Committee is responsible for:

- Reporting to the ECC upon notification.
- Staffing the communications function.
- Retrieving, operating, and distributing communications equipment as appropriate.
- Assisting in notification of EMT members.
- Publish toll free numbers for established "University Hotlines" via the Web and/or media.
- Work with the Office of Communications, Human Resources, and the Registrar to acquire postal addresses for all possible internal and external constituencies.
- Following established protocols under the Emergency Management Plan.
- Screening and logging information and routing incoming calls to leaders of appropriate committees.
- Ensuring the protection and maintenance of equipment prior to returning to normal operations or to storage.

9.4 Use of Communications Devices

The EMT Communications Committee (as well as other committees of the EMT) will make use of a variety of communications devices for internal and external communications, including:

- Land telephone lines
- Cellular and digital telephone service

- Facsimile service
- Television and radio stations
- Computer communications
- E-mail
- Local area network
- Internet resources
- University Web page
- UDC Blackboard
- Hand delivered mail and delivery services

As such, the University will take every precaution to insure that its existing communications services are stable and provide for back-up or alternative services as the need may arise.

9.5 Protocols for Handling Communications

In handling its internal and external communications responsibilities, the EMT Communications Committee will be guided by the following:

9.5.1 When an Emergency Event Is Forecast – Pre-impact (more than one day's notice)

The following actions will be taken:

- The President or his designee, the VP PS&EM, and members of the EMT will determine the status of plans and the timing of actions.
- Establish and maintain contact with the media. Provide preparedness information and any instructions, as cleared by the President or his designee.
- Arrange for accelerated printing of any appropriate communications materials (i.e., evacuation instructions/maps, self-protection leaflets, etc.), if needed to supplement/restock print material.
- Ensure distribution of printed material to broadcast media, to campus organizations and individuals, and/or newspaper groups.
- Monitor media coverage.

Message Content

The following is the suggested general content for **pre-impact messages** depending on time available and specific emergency:

- identification of the hazard
- estimated area and time of impact
- human and property protection measures
- evacuation instructions (i.e., departure time, routes, mass care facility locations, etc.), if feasible to evacuate
- other do's and don'ts if evacuation is unfeasible (i.e., proceed to emergency shelters, stay indoors, close all doors and windows, etc.)
- telephone numbers for specific kinds of inquiry

9.5.2 When Limited Warning is Available

The following are actions will be taken:

- the President or his designee, the VP PS&EM, the EMT to determine what protective action will be taken (i.e., evacuation or emergency shelter)
- complete stand-by emergency communications instructions with the particulars of the event (i.e., pre-set communications protocols developed by the EMT Communications Committee)
- Coordinate with the President or his designee to insure the warning systems (i.e., alarms, route signage, Floor Captains and Zone Monitors, and volunteer "Buddies" have been activated and ensure public information is being disseminated
- Contact media to repeat and update initial warning and provide emergency contact names and telephone numbers
- monitor media coverage

Message Content

- identify the hazard, risk to people and property
- identify the area at risk and the predicted time of impact
- provide action instructions
- reference any useful information at hand
- delineate what the University is doing or will do
- identify how the University will be in touch with the University community and/or the general public during the emergency

9.5.3 Communications Following the Impact

The following actions will be taken:

- Establish and maintain contact with the media. Provide information and any instructions, as cleared by the President or his designee.
- Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct any rumors.
- Arrange for printing of camera-ready information materials, if needed.
- Compile a chronology of events.

Message Content

- ensure the distribution of printed material to broadcast media within the University community.
- describe the current situation
- describe University actions
- provide survival instructions for those affected or still potentially affected
- describe how and where to obtain assistance for those affected
- provide health hazards information
- identify restricted areas
- provide telephone numbers for inquiries regarding the injured or the deceased
- provide telephone numbers for inquiries regarding survivors
- describe how and how often the University will be in touch with the University community and the public during the emergency

- provide instructions for evacuees or emergency shelter wards to return to normalcy.

10.0 Roles and Responsibilities of the Office of Telecommunications

The Office of Telecommunications will:

- Work with the University's wireless telephone service providers to secure agreements for emergency service in the event of land line disruption (i.e., free cellular phones and service over the period of land line disruption, etc.);
- Provide accurate cellular/digital telephone directories to the EMT Communications Committee, with both University and individual-owned wireless numbers of, at minimum, critical University personnel;
- Ensure that all crisis meeting places (ECC centers) have cable television access and television monitoring devices; and
- Work to secure toll free numbers that can be diverted to telephone banks for establishment of "University Hotlines."

11.0 Roles and Responsibilities of the University Computer Center

The University Computer Center will take every precaution to strengthen the integrity of its network operations. Specifically, the Computer Center will:

- Ensure that the University's ISP has diverse routing;
- Identify a network disaster hosting site completely independent from all of the University's campus sites, with multiple ISPs and will rent at least one rack there;
- Ensure the network disaster hosting site will host the University's primary or secondary external DNS;
- Ensure that strategic systems are equipped with dial up networking access; and
- Assist in securing alternate email addresses (i.e., home or personal) for faculty, staff, and students.

12.0 Role of the EMT Safety, Security, Evacuation, and Emergency Shelter Committee (SSEESC)

The EMT SSEESC will be comprised of lead administrators in:

- Department of Public Safety and Emergency Management
- Office of Campus Services
- University Health Services Unit
- Office of Human Resources
- University Deans (with exception of law school)

The role of the EMT SSEESC will be to provide direction and services in the planning and implementation of safety, security, evacuation, and emergency shelter policies and protocols that maximize life, health, and safety outcomes, and provide for the protection of University assets in the event of emergencies.

12.1 Role of the Chairman of the EMT SSEESC

The Chairman of the EMT SSEESC manages the SSEESC and supervises the personnel and resources assigned to it. Specifically, the Chairman:

- Activates the SSEESC.
- Notifies committee members to report to the ECC.
- Assesses and makes provisions for continuous, extended committee operations.
- Acquires the necessary equipment for carrying out the committee functions.

12.2 Responsibilities SSEEC Team

In general, team members provide staff support to the SSEESC functions. Specifically, the SSEESC Team:

- Reports to the ECC and implements all appropriate protocols in accordance with the nature of the emergency as detail in the Emergency Preparedness and Response Plan.
- Provide assistance and support to internal building Floor Captains, Floor Monitors, volunteer “Buddies” and external emergency response agencies.
- Ensure the protection and maintenance of equipment prior to returning to normal operations or to storage.
- Phasing down operations, as appropriate.

12.3 Protocols for SSEEC

Team Members will be guided in their function by general provisions detailed in Section I General Overview and Command Provisions and specifically in Section I - 8 – *Strategy and Deployment Activities*, 15 – *Nature and Categorization of Emergencies*, 16 – *Facility Priorities for Emergency Response*, 17 - *Generic Response Protocol*. Emergency specific protocols detailed in:

Section II – Emergency Evacuation Procedures

Section III – Emergency Shelter Procedures

Section IV – Fire/Smoke/Burning Smell

Section V – Bomb Threat

Section VI – Explosion

Section VII – Biological or Environmental Assault or Leak

Section VIII – Special Threats

In addition, the University Campus Police will follow all additional authorized procedures and protocols governing security operations for the University as may be required in responding to emergency crises.

13.0 Specific Role and Responsibilities of University Health Services Unit (UHSU)

The UHSU will be to implement procedures to assure adequate responses during a variety of urgent and emergency situations on the University's Van Ness Campus. In the event of an emergency, all UHSU personnel will be considered emergency personnel and will report for duty as soon as it is possible.

Note: The primary responsibility for emergency medical care rests with the public and private medical care establishments in the local area. As such, UHSU policies and procedures rely heavily upon close coordination between the UHSU and District, federal, and private medical care resources.

13.1 Role of the Director of the UHSU

Serve as Mass Care Coordinator and, in the event of an emergency, will:

- Direct the full resources of the UHSU toward providing medical assistance and care for members of the University community and others on and around the University community requiring such assistance;
- Prepare a list that identifies the buildings and supplemental personnel (i.e., allied health faculty, allied health students, faculty of the Department of Psychology and Counseling, etc.) that have been selected for mass care and the number of people that can be served in each;
- Prepare, maintain, and post a list of agencies that are responsible for providing resources (i.e., cots, blankets, beds, food, water, medical and sanitation supplies, communication gear, backup power sources, etc.) required to set up and sustain operations in each University mass care facility;
- Make provisions to ensure that the following items are available in sufficient quantities for use in mass care facilities. These items should be pre-positioned or delivered at the time of need:
 - first aid/medical supplies;
 - water and sanitary supplies;
 - food supplies; and
 - clothing, bedding, and general supplies.
- Arrange appropriate relationships with government-controlled emergency assistance agencies and organizations;
- Identify the specific agencies and organizations, the specific kind of assistance they can provide, and the appropriate contact information;
- Maintain files on and posts this information in appropriate, accessible locations.
- Prepare necessary agreements to guarantee access to those non-government-owned facilities that have been designated for mass care use during emergencies;
- Make necessary arrangements for mass care personnel to be trained;
- Assist the EMT Communications Committee in disseminating information throughout the University community about the availability of mass care in an emergency; and
- Develop a mass care organization and flow chart that will be posted in conspicuous places in the Health Care Unit and maintained in the Office of the President or his designee, the VP PS&EM, the Office of Campus Services, the Office of the Vice President for Student Affairs, and with the EMT Command Center.

13.2 Responsibilities of UHSU and Other Mass Care Personnel

In the event of an emergency, all UHSU personnel, as well as other personnel identified by the Director of UHSU, will be considered emergency personnel and will report for duty as soon as it is possible.

- All health services delivery personnel will wait for specific instructions from the Director of UHSU as to the specific actions, tasks, and assistance to be provided, and will follow those instructions.

- All health services delivery personnel will be provided training and will engage in practice drills under the direction of the Director of UHSU in advance of any institutional emergency.
- The Director of UHSU will make every effort to assist designated emergency health services personnel in acquiring and maintaining current CPR and first aid certifications.
- The Director will also insure that personnel are made available to handle the counseling needs of individuals who may need help in coping with the psychological affects of emergency situations, including any long-term therapy that may be required.

The role of the UHSU will be to provide medical assistance and care for members of the University community and others on and around the University community requiring such assistance.

To ensure the UHSU can fulfill this role, the UHSU will:

- Select suitable mass care sites prior to emergency situation;
- Identify supplemental personnel capable of providing care at mass care sites;
- Identify, secure and/or arrange for necessary supplies to be at or brought to the mass care sites when needed;
- Develop appropriate relationships and agreements with government agencies and organizations to provide assistance during an emergency; and
- Communicate the location(s) of selected mass care sites to University community and provide University officials with a mass care flow chart.

13.3 Health Services Roles and Responsibilities of Other EMT Committees

13.3.1 Health Services Role of EMT Communications Committee

The EMT Communications Committee will provide direct support to the UHSU by:

- Receiving communications concerning emergency health services needs and relaying that information to the Director, University Health Services for deployment of needed personnel; and
- Providing information and instructions, in advance of and during an emergency, to the University community on accessing emergency health services.

13.3.2 Health Services Role of EMT Communications Committee

Informational material will address the following:

- Developing and distributing health information to University community members
- Biochemical hazards detection
- Disaster shelter information
- Disease prevention
- Immunizations
- Prevention

14.0 Role of the EMT Disclosure, Liability, and Privacy Committee

The EMT Disclosure, Liability, Civil Liberties, and Privacy Committee (DLCLP) will be comprised of lead administrators in:

- Office of University Counsel
- Dean, David A. Clarke School of Law
- Office of the Registrar
- Office of Personnel
- Office of Environmental Protection (OSHA)

The role of the EMT DLCLP Committee is to review and assess any and all issues related to information disclosure, institutional liability, and protection of civil liberties and privacy that arise in emergency situations affecting the University.

14.1 Protocols for Matters Related to Disclosure, Liability, Civil Liberties, and Privacy

Protocols for Disclosure, Liability, Civil Liberties, and Privacy are detailed in Section VIII, and in all other Sections of this Emergency Preparedness and Response Plan generally by emergency situation.

14.2 Role of the Chairman of the EMT DLCLP Committee

The Chairman of the EMT DLCLP Committee manages the Committee and supervises the personnel and resources assigned to it. Specifically, the Chairman will:

- Activate the Committee and alert all other members to report to the ECC.
- Directs the implementation of disclosure, liability, civil liberties, and privacy protocols and procedures.
- Ensures that the committee has the capability to sustain operations, with provision for off-hour advice and counsel, as may be needed.

14.3 Responsibilities of DLCLP Committee Team Members

In general, team members provide primary advice and counsel to the Committee Chairman in preparation for the provision of advice and counsel to the President or his designee and other University officials on matters related to disclosure, liability, civil liberties, and privacy in connection with emergency situations. Specifically, Team members will:

- When notified, report to the ECC, staff the Committee functions and coordinate activities associated with the various functions, as appropriate.
- Follow established protocols under the University's Emergency Preparedness and Response Plan.
- Team members work to assess, interpret, and resolve disposition of issues related to disclosure, liability, civil liberties, and privacy.
- Phasing down operations, as appropriate.

15.0 Nature and Categorization of Emergencies

At UDC, emergency incidents are classified according to their severity and potential impact, so that the level of emergency response operations is appropriate to actual conditions. An emergency event at UDC may be designated as a Level 1, Level 2, or Level 3 situation.

15.1 Level 1 Emergency

Definition: A *minor incident* that is quickly resolved and has little or no impact on personnel or normal operations outside the locally affected area.

Examples: Odor complaint, localized chemical spill, plumbing failure or water leak, non-injurious incident localized within one to a small group of individuals.

15.2 Level 2 Emergency

Definition: A *major emergency* that disrupts sizable portions of the campus community and may affect mission critical functions or life and safety and may require assistance from external organizations.

Examples: Building fire, major chemical spill, receipt of a suspicious package, extensive power or utility outage, severe flooding, localized explosion. ALSO: an existing or imminent external emergency that may affect UDC personnel or operations.

15.3 Level 3 Emergency

Definition: A *major crisis or disaster* involving the entire campus and surrounding community.

Example: Life threatening or mass impact potential, biological or environmental contamination, terrorist attack, mass murder, riot, single or multiple facilities bombing, public transportation shutdown, hostage takeover, facilities seizure, mass illness, on-campus airplane or HAZMAT vehicle crash. ALSO, any crisis or emergency calling for District and/or federal government action determined by the Mayor and/or the President or his designee of the United States to be of equal magnitude.

16.0 Facility Priorities for Emergency Response

The University EMT will respond to emergencies in the following priorities:

Priority #1: Buildings or facilities used by students, employees, and dependent populations. These include occupied classrooms and offices, childcare centers, occupied auditoriums, arenas and special event venues.

Priority #2: Buildings or facilities critical to health and safety. These include facilities housing health care operations, food supplies, and sites containing potential hazards.

Priority #3: Facilities that sustain the emergency response. These include facilities housing energy systems and utilities, communications services, computer installations.

Priority #4: Non-Hazardous Laboratory and Research buildings

Priority #5: Other Facilities

17.0 Generic Response Protocol

Notification to Campus Police of Emergency Situation – First Responder

In an emergency situation:

- Contact Campus Police at (202) 274-5050 if an emergency situation exists or could potentially exist.
- Campus Police notifies the VP PS&EM.
- VP PS&EM will make an immediate determination as to the nature and categorization of the emergency based on the provisions set forth in Section 14.0 of this Manual.
- VP PS&EM authorizes Campus Police to notify external agencies as appropriate (e.g. D.C. Fire Department, the Metropolitan Police Department, University's Spill Response Contractor, the National Response Center, and the Federal Bureau of Investigation).
- VP PS&EM notifies President or his designee.
- President or his designee makes a determination, based on the provision set forth in Section 15.0 above, as to the appropriate actions to initiate and the need to activate the Emergency Preparedness and Response Plan.

17.1 Engage Appropriate Response to Level 1 Emergency

Level 1 emergencies *do not* require activation of the University Emergency Plan. A level 1 emergency may require the notification of one or combination of any of the following to correct the emergency: the Campus Police, the Office of Environmental Health and Safety and/or the Director of Campus Services.

The VP PS&EM will relay instructions subsequently issued by any and/or all of the above organizations to the President or his designee and ensure instructions are carried out.

Depending upon the need for notice to institutional or external constituencies, the VP PS&EM will notify the Office of Communications for this purpose.

17.2 Level 2 Emergency Response

Should it be determined that a level 2 emergency exists as defined above or where there is an external community emergency impacting the University, the President or his designee will:

- Activate the University's Emergency Preparedness and Response Plan.
- Notify the EMT or a subset of the EMT to immediately assemble in the designated Emergency Command Center.

- Dispatch the team to the emergency location for the purpose of intelligence gathering.
- Authorize the team members to engage appropriate actions and deploy appropriate resources required by the situation.
- Coordinate with Mayor's Command Center and D.C. Office of Emergency Management.

VP PS&EM will:

- Review initial situation assessment provided by Campus Police.
- Authorize Campus Police to notify appropriate local and federal authorities as to the existence of an emergency if deemed necessary.
- Notify the President or his designee.
- Relay instructions subsequently issued by any and/or all of the above organizations to the President or his designee and ensure instructions are carried out
- Advise the President or his designee about needed administrative decisions regarding the short- and long-range response to the emergency.
- Develop public statements to be issued by the President or his designee as needed regarding the emergency and the University's response.
- Receive situation updates and provide reporting to the President or his designee.
- Advise the President or his designee as to a time-frame for return to normal operations.

17.3 Level 3 Emergency Response

The Emergency Preparedness and Response Plan is automatically activated and all EMT members report to campus. Normal University operations are suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination with external jurisdictions. All Emergency Command Centers are engaged in the University's emergency response. Field Command Posts may be set up to support the distribution of resources, personnel, or information. Extensive reliance on external emergency support organizations will be required.

The EMT will be dispatched by the President or his designee to carry out their respective duties in line with the responsibilities set forth in Chapter I, Sections 7, 8, 9, 10, and 11, and Chapters II, III, IV, V, VI, VII, and VIII of this manual.

The President or his designee coordinates with the Mayor's Command Center and D.C. Office of Emergency Management on Level 3 Emergencies or where there is an external community emergency impacting the University.

II. Emergency Evacuation Procedures

1.0 Whenever (in the case of an emergency) the University's emergency fire alarms are activated or upon other notice by University officials, occupants must:

- Evacuate the building using the nearest stairway.

Note: Do not use elevators.

- Take personal belongings (e.g. keys, purses, wallets, etc.).
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by emergency personnel.
- Go to the Evacuation Assembly Point designated on this building's emergency evacuation sign.
- Assist persons with disabilities.
- Do not leave the Evacuation Assembly Point until your status is reported to your supervisor or instructor.
- Enter the building only after emergency response personnel give the "all clear".

ASSEMBLY POINTS

The General Assembly point for all buildings is the Auditorium-Building 46, with the exception of building 52 and building 46.

- **Building 52**, weather permitting: assemble on the top (roof level) parking deck of the Days Inn
- **Building 52**, inclement weather: report to the Auditorium, Building 46
- **Building 46**, weather permitting: assemble on tennis courts
- **Building 46**, inclement weather: report to the Gymnasium, Building 47

Emergency Evacuation Route Signage will be clearly posted in all University buildings so that occupants can become familiar with the evacuation routes in their areas.

2.0 Roles and Responsibilities of Deans and Chairpersons

All Deans and Chairpersons will automatically assume the role of Floor Captains for the buildings in which their respective offices are housed.

2.1 Responsibilities of Floor Captains

- Direct and assist all building occupants to the appropriate exit stairwells.
- Confirm that all occupants have evacuated the building.
- Maintain an accounting of all disabled individuals evacuated from the building, as well as those scheduled for occupancy, but not evacuated or otherwise located.
- Notify emergency response personnel of presence and location of all disabled individuals awaiting evacuation assistance on stair landings in their building.
- Report to an authorized emergency responder (i.e., fire department official, federal or District police officer, federal or District medical or rescue personnel, etc.) that their area is clear.
- Participate in periodic training, drills, and practice sessions for these duties.
- Wear University issued highly visible vests during all emergency evacuations and drills.

- Maintain and post a roster in a secure, but visible location containing the names of the disabled members of the University community including their class schedules and/or office locations, specific information concerning each individuals mobility and health needs and cell phone number (if provided) and any other additional information, including the times and locations the disabled persons are present in their respective facilities
- Identify and maintain a list of faculty, staff, and student volunteers who will serve in the role of “Buddy” for individuals with disabilities during hours of occupancy.

Note: “Buddies” may need to be recruited on an ad hoc basis, during non peak institutional hours of operations.

Addition Responsibilities of Deans:

- Designate one or more other individuals to serve as Floor Captains and Zone Monitors for this purpose.
- Submit a roster containing the names, telephone numbers, assigned office numbers, e-mail addresses, and other locational information of all Floor Captains and Zone Monitors to the President. The roster will be posted in the following offices:
- All Office of the Deans
- Office of the President
- Office of the Vice President for Public Safety and Emergency Management
- Office of Campus Services
- Office of the Vice President for Academic Affairs
- Other areas deemed appropriate by the President
- Maintain a supply of vests in the event that issued vests are not accessible by all Floor Captains and Floor Monitors for that building.

2.2 Responsibilities of Zone Monitors

- Assist in and confirm the total evacuation of assigned area.
- Wear University issued highly visible vests during all emergency evacuations and drills.
- Assist all individuals with disabilities in proceeding to the nearest safe stairway during an emergency evacuation situation.
- Assist “Buddies” in transferring those individuals with disabilities inhibiting them from evacuating the building into evacuation chairs.
- Participate in periodic training, drills, and practice sessions for these duties.

3.0 Roles and Responsibilities of Disabled Members of the University Community

All disabled members of the University community will, in advance of an emergency, identify themselves to the University Office of Services for Students with Disabilities (OSSD) and will provide each semester, their class schedules and/or office locations, as well as specific information concerning their mobility and health needs. If disabled members of the University community carry cellular telephones, they will also provide the phone numbers for those devices to the OSSD.

4.0 Roles and Responsibilities of the OSSD

The OSSD will be responsible for creating and disseminating a roster containing the names of the disabled members of the University community and include their class schedules and/or office locations, as well as specific information concerning each individuals mobility and health needs and cell phone number (if provided) to the Vice President of Public Safety and Emergency Management and to all Floor Captains at the beginning of each semester.

5.0 Roles and Responsibilities of "Buddies"

"Buddies" will assist visually impaired, hearing impaired, and individuals with either temporary or permanent mobility impairments to safely evacuate a building in an emergency situation.

5.1 Visually Impaired/Blind

The "Buddy" will:

- Advise the visually impaired/blind person of the nature of the emergency;
- Offer an arm for guidance;
- Assist the person to evacuate the building and proceed to the designated Evacuation Assembly Point; and
- Inquire if the person needs any further assistance when the Assembly Point is reached.

5.2 Hearing Impaired/Deaf

The "Buddy" will:

- Ensure that the hearing impaired/deaf person has acknowledged the flashing emergency strobe light through initiating evacuation of the building.
- If evacuation is not initiated, the "Buddy" will get the attention of the hearing impaired/deaf person and through various methods (e.g. speaking clearly so the individual can read or writing a message) convey the need to evacuate the area.

5.3 Persons with Crutches, Canes or Walkers

The "Buddy" will:

- Aid the individual down the stairs; or
- Aid the individual to sit in the emergency evacuation chair; and
- Evacuate the building.

5.4 Persons with Mobility Impairment

Most mobility impaired persons will be able to exit safely without assistance if they are on the ground floor. However, "Buddies" will insure that such persons have safely exited the facility and are properly reported to the first responder or responsible University official.

5.4.1 For floors above the ground level, the circumstances will vary. "Buddies" are always to consult the person as to preferences regarding:

- Ways of being removed from a wheel chair, which may be necessary for quick evacuation from the facility;
- The number of people necessary for assistance;
- The kind of assistance required;
- Whether to move or extend extremities when lifting;
- The need for a seat cushion or pad;
- After-care, if removed from a wheelchair (i.e., if a stretcher, chair, or paramedic required)

5.5 The "Buddy" should check the evacuation route(s) for obstruction before assisting the person to the exit.

Where management of the disabled individual's mobility and medical needs requires more specialized support, the assigned "Buddy" will insure that the disabled individual is positioned in a safe area near the emergency exit, and should wait with the individual for assistance to be provided by appropriate emergency response personnel.

5.6 Each "Buddy" will verify to an authorized emergency responder (i.e., fire department official, federal or District police officer, federal or District medical or rescue personnel, etc.) that the disabled individual assigned has vacated the facility or, in the case of those requiring specialized assistance, that the individual is in need of evacuation assistance.

5.7 Buddies will participate in periodic training, drills and practice sessions for emergency evacuation of the disabled.

III. Emergency Shelter Procedures When Evacuation Is Not an Option

1.0 Shelter in Place

Shelter in place procedures will be implemented when evacuation of University buildings/facilities is not an option. This may arise when:

- There is a campus- or community-wide disaster of such magnitude that evacuation is unsafe;
- Bombing or other assaults by air;
- Nuclear attack;
- A severe tornado, hurricane, snowfall or other weather disturbance;
- Sniper or assassin attacks;
- Riot or civil disturbance;
- High casualty potential contagious disease; or
- Airborne biological/environmental contaminants present;
- Building/facility structural destruction, damage, or blockage;
- Invasion of enemy ground offense;
- Hostage takeover;
- Mass casualty events; or
- Road, traffic, and/or transportation shutdown.

1.1 Emergency Shelter Provisions

The following actions will be implemented prior to an emergency shelter event:

- The University will identify safe emergency shelter(s) as holding space(s) for members of the University community when a crisis is imminent and evacuation is not an option.
- Signs will be posted at each shelter identifying the location as an "Emergency Shelter". Signs will also be posted at various locations around campus providing direction to the shelters.
- Maps giving direction to each emergency shelter location will be posted within the Office of the President, Office of the VP PS&EM, Office of the Vice President for Academic Affairs, Office of Campus Services, Campus Police, Office of Communications, Office of the University Counsel, and the offices of the deans and/or chairpersons.

The following supplies, materials, and equipment will be stocked in each emergency shelter facility:

- separate telephone and fax land and/or mobile lines, distinct from the University's campus-wide telephone system;
- two-way communications radios for the entire EMT;
- cellular or digital telephones and battery chargers;
- battery-powered laptop computers with both University and alternative Internet access options;
- battery powered or wind up radios and televisions;
- wireless Internet access and wireless access cards;
- campus-wide building and facilities maps;
- two sets of flashlights for the entire EMT;
- battery operated lanterns or automatic power failure lighting systems;
- supply of flashlight batteries;
- emergency generator;
- protective clothing;
- face masks, gas masks;
- identification badges, armbands, and labeled vests for entire EMT;
- portable toilets;
- toilet paper and personal care items;
- heavy gauge rope;
- commercial first aide kits;
- candles and emergency torches;
- matches;
- bullhorns for entire EMT;
- basic tool kits;
- paper and writing instruments;
- bottled water;
- solar cookers;
- portable sinks;
- disinfectants and cleaners;
- water storage barrels;
- assorted freeze-dried or ready-to-eat food;
- emergency roster cards; and
- backpacks for entire EMT.

- 1.2** In addition, the University Health Services Unit will provide for medical services, including psychological and counseling services, to be provided in the emergency shelter(s).

2.0 Quarantine Provisions

Certain emergency situations, such as presence or threat of a contagious communicable disease, or threat or interjection of biological or environmental contaminants, may require the quarantine of individuals, materials, or substances.

On notice or discovery of such an occurrence, the following actions will be implemented:

- Campus Police will immediately work to contain and secure the affected space and document any and all exposed individuals, materials, and/or substances;
- University EMT SSEES Task Force Members will consult with and advise the appropriate District and federal authorities as to the presence or possible presence of such contaminants or threats;
- University officials will provide an accounting of exposed individuals, materials, and/or substances to the proper District and federal authorities; and
- University officials will then concede to the authority of District and federal authorities who will intervene and manage the situation.

3.0 Evacuation and Emergency Shelter Not Options

In the event that a major catastrophe occurs and it is impossible to evacuate buildings or facilities or to navigate to an emergency shelter, the President or his designee will direct all Building Floor Captains to direct occupants to:

- Go to the nearest enclosed space away from windows (i.e., interior offices, stairwells, hallways, lower levels of buildings);
Note: In case of air attack, kneel down on all fours and tuck one's head, resting on the forearms remain calm;
- Wait for the all clear signal; and
- Evacuate, according to established protocols, when feasible.

IV. Fire/Smoke/Burning Smell

1.0 In the event that fire, smoke or a burning smell is detected:

- Do not use elevators.
- Activate the nearest fire alarm pull station and call Campus Police at (202) 274-5050.
- Evacuate the building using the nearest stairway.
- Close the door if you are the last person to leave a room or area.
- Persons requiring assistance in evacuating should report to the nearest stairwell landing.
- Advise emergency response personnel of individuals remaining in the building.
- Go to the Evacuation Assembly Point designated on this building's emergency evacuation sign.
- Do not leave the Evacuation Assembly Point until your status is reported supervisor or instructor.
- Enter the building only after emergency response personnel the "all clear".

2.0 Responsibilities of Deans and Chairs or their designees and "Buddies"

Deans and Chairs or their designees and "Buddies" will:

- Assume pre-determined roles as Building Floor Captains, Zone Monitors and "Buddies" for the disabled.

3.0 Responsibilities of Campus Services

Campus Services will:

- Secure utilities, as necessary;
- Shut down/close air vents, as appropriate;
- Provide heating, ventilation, and/or air conditioning support, as necessary;
- Observe, evaluate, and report building evacuation to the EMT
- Reset University alarms;
- Coordinate the cleanup of damaged areas;
- Assess structural damage;
- Provide assistance in securing the facility (i.e., lock shop, carpenters, etc.)
- Identify and provide alternative space for institutional activities, if damage is severe;
- Post signage at the emergency site to inform faculty, staff, and/or students; and
- Provide equipment and/or systems access for the EMT to establish an information hotline.

4.0 Responsibilities of Director of Environmental, Health and Safety

Director of Environmental, Health and Safety will:

- Immediately provide HAZMAT information to emergency responders; and
- Provide any required OSHA reports.

V. Bomb

1.0 A bomb or other threat is considered to be:

- A verbal or written declaration by an individual or notification by a third party;
- Observation of a suspicious device accompanied by wiring, in an unusual location or on the person of an individual;
- A suspicious, unattended vehicle, otherwise unaccounted for; or
- Suspicious behavior observed of an individual or individuals.
- A suspicious letter or package otherwise unaccounted for.

A suspicious letter or package will have combinations of the following characteristics:

- letter(s) or parcel(s) with combinations of:
- specialized mailings: foreign, priority, special delivery
- postmark different from return address
- excessive postage
- no return address or return address may be fictitious
- cut and paste lettering
- incorrect titles

- o titles without names
- o oily stains, crystallization, or discoloration
- o rigid envelope
- o restrictive markings, such as “confidential” or “personal”
- o excessive securing material such as masking tape, string, electrical tape, string, etc.
- o lopsided or uneven envelope
- o no return address
- o poorly written or typed envelopes
- o consistently misspelled words or names
- o protruding wires, screws, or other metal parts

All handlers or receivers of suspicious letters or packages will immediately notify the University Campus Police at 202-274-5050 and must:

- Leave the letters and packages in tact and undisturbed;
- Refrain from pushing, squeezing, shaking, prodding, or dropping the letter or package;
- Isolate the mailing but do not place it in a confined space such as a desk drawer; and
- Minimize handling of the letter(s) or package(s).

2.0 Actions to be implemented when a bomb threat is received or a bomb is detected or suspected:

- Individual receiving the communication or an individual detecting or suspecting a bomb must immediately alert University Police Communications at 202-274-5050;
- The individual receiving the communication will work with the Campus Police to identify the source of the communication;
- The Campus Police will immediately alert the Vice President of Public Safety and Emergency Management and Metropolitan Police Department (911), and any other agencies appropriate; and
- The Campus Police will immediately dispatch officers to the purported site.

2.1 Responsibilities of Campus Police

Campus Police officers will:

- assess the situation;
- secure the building or facility;
- work with Building Floor Captains to ensure evacuation;
- establish a safe perimeter for evacuated occupants;
- exercise crowd control measures; and
- summon medical assistance, as appropriate.

2.2 Responsibilities of the President or his designee

- Upon receiving intelligence from the Campus Police and in consultation with the VP PS&EM will determine the need to activate the University’s Emergency Preparedness and Response Plan and to call into action the EMT or some subset of the EMT.
- Alert the EMT Communications Task Force.

2.3 Responsibilities of the EMT Communications Task Force

- Provide assistance to the President or his designee's staff in the back-up alert of EMT members and appropriate Building Floor Captains, where required.

3.0 Activation of the Emergency Management Plan

The Emergency Management Plan is activated with the convening of the EMT and the following actions are initialized:

- The EMT Commander will receive and review situation assessments and updates from EMT members, as they become available;
- The EMT Commander will authorize relocation or cancellation of classes, if necessary;
- The EMT Commander will also authorize relocation or closing of staff offices, if necessary;
- The Chairman of the EMT Communications Task Force will provide assistance to the President or his designee in the President or his designee's role as spokesperson for the incident;
- The EMT Commander will immediately issue a statement acknowledging that the University is aware of the incident and is investigating and that more information will be released to the University community, the news media, and the public, as it becomes available;
- The EMT Communications Task Force will also provide information to news media, as appropriate, and serve as the principal information hub;
- The EMT Communications Task Force will disseminate administrative decisions made by the EMT Commander regarding the emergency; and
- The EMT Communications Task Force will establish a telephone information hotline and provide updated information, as needed.

4.0 Procedures for Imminent Threat

An imminent threat is considered to be any instance:

- Where a device is actually located;
- Where a limited time (i.e., less than three hours) time warning is declared by the caller or individual receiving the threat communication; or
- Where a suspicious package, vehicle, or individual appearing to possess an explosive device is present and the time-frame for detonation cannot be determined.

Upon communication of an imminent threat, the following actions will be initiated:

- Campus Police alert the appropriate District and federal authorities;
- the President or his designee will activate the Emergency Preparedness and Response Plan and call to action the EMT;
- The EMT Communications Task Force will immediately notify all Floor Captains;
- Floor Captain will trigger the University fire alarm system; and
- The Emergency Evacuation Plan is also activated.

4.1 Responsibilities of Campus Police

The Campus Police will:

- Direct responders to the site and remove traffic barriers, if necessary;
- Alert facilities Public Safety and Emergency Management personnel; and
- Answer and refer incoming calls to the EMT Command Center.

4.2 Responsibilities of the D.C. Fire and Metropolitan Police Departments and Federal Bureau of Tobacco and Firearms

The D.C. Fire and Metropolitan Police Departments and Federal Bureau of Tobacco and Firearms will:

- Respond to the possibility of a bomb;
- Remove and/or detonate the suspected explosive device;
- Provide medical assistance;
- Provide rescuer service, as required, particularly for the disabled;
- Clear the building/facility for re-re-entry;
- Provide an official incident report to the EMT Communications Task Force;
- Conduct an investigation of the circumstances and possible suspects.

4.3 Responsibilities of Campus Services

The Campus Services will:

- Immediately provide HAZMAT information to responders;
- Secure utilities, as necessary;
- Provide access keys to District and federal responder personnel, as appropriate;
- Shut down/close air vents, as appropriate;
- Provide heating, ventilation, and/or air conditioning support, as necessary;
- Observe, evaluate, and report building evacuation to the Emergency Response Task Force;
- Reset University alarms;
- Coordinate the cleanup of any damaged areas;
- Provide any required OSHA reports;
- Assess structural damage;
- Provide assistance in securing the facility (i.e., lock shop, carpenters, etc.)
- Identify and provide alternative space for institutional activities, if damage is severe;
- Post signage at the emergency site to inform faculty, staff, and/or students; and
- Provide equipment and/or systems access for the EMT Task Force to establish an information hotline.

4.4 Responsibilities of Building Occupants

Building occupants will:

- Evacuate the building following the emergency evacuation procedures and route(s); and
- On evacuation of the building, move to the exterior safe area designated by the Campus Police.

5.0 Procedures for Non-Imminent Threat

A non-imminent threat is considered to be:

- Where no device is readily apparent;
- where the time frame for warning is declared to be at least three hours prior to purported detonation;
- Where a suspicious package, vehicle, or individual appearing to possess an explosive device is immediately proven not to contain such a device.

Upon communication of an imminent threat, the following actions will be initiated:

- Campus Police will dispatch officers to search the suspected site.
- If a device is found and its explosive potential cannot be eliminated, Campus Police will treat the situation as an imminent threat.
- If a device is found and its explosive potential is eliminated, Campus Police will reassess the threat, in consultation with the President or his designee and the VP PS&EM and announce a resolution.

6.0 Procedures for Handling Telephone Threats

Anyone in the University community receiving a telephone threat will adhere to the following procedures:

- Pay attention to and make note of the mood, tone, and personality of the caller making the threat.
- Be courteous, pleasant, and calm.
- Attempt to get the caller to repeat the words and provide more detail.
- Write down exactly what the caller is saying.
- Pay attention to the caller's voice and to any background noises (i.e. aircraft, train, automobile, children, classroom noise, etc.)
- Use this list of questions to direct the conversation and write down the responses:
 - What will happen?
 - When will it happen?
 - Where will it happen?
 - How or in what way will it happen?
 - What are the reasons? Why are you threatening us?
 - What are your demands? What can we do to resolve this?
 - Who is behind the threat?
 - Where are you calling from?

See **Appendix B** for University of the District of Columbia Emergency Preparedness and Response Plan "Record of Telephone Threat".

VI. *Explosion*

On occurrence of an explosion on the University campus, the President or his designee will immediately activate the Emergency Preparedness and Response Plan and the University community will immediately engage evacuation and/or emergency shelter procedures.

1.0 Injuries and Casualties of Explosion

The EMT Safety, Security, Evacuation, and Emergency Shelter Committee will immediately engage the Emergency Medical, Evacuation, and Shelter procedures detailed in this Manual, with a primary focus on managing and mitigating injuries and casualties resulting from explosions impacting the campus. Additionally, assist in:

- Verification of the Status of University Community Members
- Notification of Next of Kin

VII. *Biological or Environmental Assault or Leak*

1.0 A biological or environmental assault or leak is considered to occur when any of the following are evident:

- A verbal or written declaration by an individual or Notification by a third party of a declaration by another individual of an act or intention to commit an act of biological or environmental assault;
- Presence of a suspicious package, otherwise unaccounted for:
 - letter(s) or parcel(s) with combinations of
 - specialized mailings: foreign, priority, special delivery
 - postmark different from return address
 - excessive postage
 - no return address or return address may be fictitious
 - cut and paste lettering
 - incorrect titles
 - titles without names
 - restrictive markings, such as "confidential" or "personal"
 - excessive securing material such as masking tape, string, electrical tape, string, etc.
 - no return address
 - poorly written or typed envelopes
 - consistently misspelled words or names
- Package or letter that contains oily stains, powdery substances, crystallization, or discoloration;
- Low lying cloudy assemblages that are not atmospheric clouds;
- Unexplained and severe breathing reactions occurring in an office or confined space;
- Unexplained skin rashes, particularly appearing on more than one person occupying the same space;
- Rash which turns into a scab and blackens in color;
- Flu-like symptoms;
- Pronounced odoriferous fumes or vapors in the air;
- Sudden and/or unexplained mass illnesses or deaths.

2.0 Actions to be taken upon the reception of suspicious letters or packages

- In all instances, wherein a verbal or written communication announcing the presence of biological and environmental contaminants, or where an individual detects or suspects the presence of a biological and environmental agent, the

individual receiving the communication or detecting or suspecting the contaminant must alert the Campus Police immediately at 202-274-5050.

- For all suspicious letters or packages received through the University Mail Services or delivered by Mail Services to an office, the handler will wear protective gloves. This includes Mail Services personnel, secretaries and staff assistants, student workers, and the addressee of the mail.

2.1 Handlers of suspicious letters or packages will:

- Immediately notify the Campus Police at 202 - 274 -5050. The presence of any substance, liquid or powder that is evident in, on, or around the letter or package must be relayed to the Campus Police at this time. Also, the following precautions must be taken:
 - Letters and packages are to remain in tact, undisturbed.
 - Do not push, squeeze, shake, prod, or drop the letter or package.
 - Isolate the mailing but do not place it in a confined space such as a desk drawer.
 - Minimal handling of the letter(s) or package(s) must be adhered to.
 - If sound is detected in the letter or package, the receiver will immediately alert University Security to that observation.

2.2 Campus Police will:

- Immediately alert the President or his designee and/or the Vice President for Public Safety and Emergency Management, who will, after immediate consultation, determine the need to activate the Emergency Preparedness and Response Plan and call to action the EMT.

2.3 The President or his designee will:

- Immediately activate the Emergency Preparedness and Response Plan

2.4 The Department of Public Safety and Emergency Response will:

- Notify the appropriate District and federal authorities and will follow established protocols set forth by those authorities.

Note: In connection with the recommendations of the Centers for Disease Control and Prevention, the following actions are recommended:

- Casual contacts and family members of individuals exposed to anthrax are not at risk from this exposure.
- All persons concerned with direct or indirect anthrax exposure should be screened, prophylaxed, and treated, immediately; and
- Telephone the D.C. Department of Health, Bureau of Epidemiology and Health Risk Assessment at 442-5842.

2.5 The individual(s) handling and/or receiving the communication will work with the Campus Police to identify the source of the communication.

- 2.6** The Campus Police will immediately alert the District of Columbia Fire Department and Metropolitan Police Department (911), the Federal Bureau of Investigation, and other District and federal health authorities, as appropriate. The Campus Police will also notify the Office of the President or his designee, and the Vice President for Public Safety and Emergency Management.

In addition, the Campus Police will immediately dispatch security personnel to the purported site.

Security officers will:

- Assess the situation;
- Work with Building Floor Captains to ensure evacuation and/or quarantine, if required;
- Secure the building, facility, or space;
- Establish a safe perimeter for evacuated occupants, where needed;
- Exercise crowd control measures; and
- Summon medical assistance, as appropriate.

- 2.7** Upon receiving intelligence from the Campus Police, the President or his designee, in consultation with the Vice President for Public Safety and Emergency Management will determine the need to activate the University's Emergency Preparedness and Response Plan and to call into action the EMT or some subset of the EMT.
- 2.8** The President or his designee will, as EMT Commander, alert the EMT Communications Task Force, which will provide assistance to the President's or his designee's staff in the back-up alert of EMT members and appropriate Building Floor Captains, where required.
- 2.9** The Emergency Preparedness and Response Plan is then activated. The Quarantine plan may be activated.
- 2.10** The EMT Commander will receive and review situation assessments and updates from EMT members, as they become available.
- 2.11** In addition, the EMT Commander will authorize relocation or cancellation of classes, if necessary.
- 2.12** The EMT Commander will also authorize relocation or closing of staff offices, if necessary.
- 2.13** The Chairman of the EMT Communications Task Force will provide assistance to the President or his designee in the President or his designee's role as spokesperson for the incident.
- 2.14** The President or his designee will immediately issue a statement acknowledging that the University is aware of the incident and is investigating. The statement will offer that more information will be released to the University community, the news media, and the public, as it becomes available.
- 2.15** The EMT Communications Task Force will also provide information to news media, as appropriate, and serve as the principal information hub.

- 2.16 The EMT Communications Task Force will disseminate administrative decisions made by the President or his designee regarding the emergency.
- 2.17 In addition, the EMT Communications Task Force will establish a telephone information hotline and provide updated information, as needed.

VIII Specific Biological and/or Environmental Threats

1.0 Anthrax –Quick Facts, Precautions and Emergency Response

There are three ways to that Anthrax manifests itself in humans:

- **Cutaneous Anthrax** occurs when a bacterial organism from infected animal tissues becomes deposited under the skin.

In such cases, the mortality rate without antibiotic is 10-20%. With antibiotic, mortality rate falls to less than 1%.

Symptoms:

- A small elevated lesion appears and transforms into a skin ulcer, which will turn black.
- Swelling or edema may be present around the lesion.
- The lymph gland near the lesion may also swell.
- If the lesion occurs on the neck or on or near the eye, complications may ensue.
- **Inhalation Anthrax** occurs when the bacterial organism is inhaled into the lungs. Anthrax spores delivered by aerosol, air vents, winds, and even physical movement from room to room (i.e., contaminated articles) can cause inhalation anthrax.

Immediate attention is required. The disease begins after an incubation period varying from 1-6 days, dependent upon the dose inhaled. Onset is gradual and nonspecific.

Symptoms:

- Fever
- Malaise
- Fatigue
- Non-productive cough (sometimes)
- Mild chest discomfort (sometimes)
- May be a short period of improvement.
- A progressive infection follows.

Initial symptoms are followed in 2-3 days by the abrupt development of severe respiratory distress:

- Dyspnea (unnatural, uncomfortable breathing)
- Diaphoresis (heavy perspiration or sweating)
- Stridor (very rough air passage through the lungs)
- Cyanosis (bluish cast to the skin from loss of oxygen)
- Pleural effusions (hemorrhagic)

- Edema of the chest wall (fluid build up)
- Meningitis (hemorrhagic)

A chest x-ray should reveal a dramatically widening mediastinum (thoracic system).

Shock and death usually follow within 24-36 hours of respiratory distress onset.

If not diagnosed in time for treatment, the mortality rate is 90-100%.

- **Ingested Anthrax** occurs when an individual eats Anthrax-contaminated substances, such as infected meat.

Immediate attention is required.

After an incubation period of 2–5 days, a severe sore throat, oral, or tonsillar ulcer will be present.

Symptoms:

- Fever
- Toxicity
- Swelling of the neck

The digestive system is quickly attacked.

- Nausea
- Vomiting
- Fever
- Severe abdominal pain
- Organs may begin to disintegrate and discharge orally.

Mortality may be as high as 50%.

Some individuals may also contract **meningitis**, with spinal fluid becoming hemorrhagic.

1.1 Precautions

See section on suspicious packages.

1.2 Response

Notice and Evacuation

- Contact Campus Police immediately at 202-274-5050 if the presence of Anthrax is suspected in a building, facility, or other space.
- Under NO CIRCUMSTANCES WILL ANYONE, other than official D.C. Emergency Public Safety and Emergency Management, Department of Health, and Hazardous Materials experts, dressed in appropriate protective clothing, enter the building, facility, or space to inspect the suspected substance.
- Campus Police will immediately notify the D.C. Emergency Management Agency and the Hazardous Materials unit of the D.C. Fire and Emergency Medical Services Department.

- Campus Police will also immediately notify the Vice President for Public Safety and Emergency Management and the University Power Plant, which will immediately shut off the ventilation system of the building involved.
- All elevators in the building in question will be immediately shut down.
- Campus Police, with assistance from Building Floor Captains will conduct an immediate, but orderly evacuation of the building, facility, or space.
- Under no circumstances will elevators be used to evacuate the building.
- Evacuees from the affected building (only) will use the stairwells located in the affected building.
- All individuals present in the immediate building, facility, or space where Anthrax is suspected will be ushered into a holding area for isolation, testing, and administration of treatment and preventive measures, as appropriate.
- Evacuation will be to a "safe place" determined to be so by University Security. No one is to leave the immediate campus, unless authorized by the President or his designee or the Vice President for Public Safety and Emergency Management.
- All individuals ushered into the holding area will immediately wash their hands, face, and any other unclothed areas of the body with soap and water.
- In addition, all such individuals will immediately undergo prophylaxis and treatment as prescribed by District of Columbia emergency response experts.
- It is also advisable that all individuals from the affected area remove their clothing prior to prophylaxis and discard such clothing in an incinerator.
- Additional testing of other individuals and administering of treatment and preventive measures will be predicated on a positive finding by official D.C. Department of Health, Hazardous Materials, or Public Safety and Emergency Management experts.
- A roster of all building occupants, including individuals evacuated to the holding area and will be taken by Building Floor Captains and Campus Police.
- Upon evacuation of buildings suspected of containing Anthrax, the stairwells will be immediately closed to all persons except emergency response personnel.

- Any buildings, facilities, or space adjoining the building, facility, or space in which the suspected Anthrax is located will also be evacuated.
- In the case of adjoining buildings, facilities, or space which shared heating and air conditioning ventilation systems, such buildings, facilities, or space will be treated in the same way as the suspect building and all individuals occupying such space will be similarly evacuated, ushered into a holding space, and provided the prophylaxis and treatment as if they had occupied the suspect building.
- In the case of adjoining buildings, facilities, or space not sharing heating and air conditioning ventilation systems, occupants will be evacuated to a general “safe” area until emergency responders provide a finding with regard to the suspect substance.
- Should a positive finding be made by expert emergency responders, the building (i.e., including any adjoining buildings sharing heating and air conditioning ventilation systems), its contents, and evacuation pathways, including stairwells, will be sanitized by expert professionals engaged by the University for this purpose.
- In order to prevent cross-contamination, no items will be removed or relocated to any other area until such sanitization has been completed and the area is deemed Anthrax free by emergency responder experts.
- If a negative finding is determined by expert emergency responders, all evacuees will return to their assigned duty stations, classrooms, or other business and the University will resume its regular activities.

2.0 *Smallpox – Quick Facts, Precautions, and Emergency Response*

2.1 Quick Facts

Smallpox is a virus that infects vertebrates. The last human case was in 1978. The virus exists today in only 2 laboratory repositories (U.S. and Russia). Appearance of the virus outside of these laboratories would signal the use of the virus as a biological weapon.

Smallpox is generally transmitted by:

- Direct face-to-face contact
- Fomites
- Aerosol (rare)

Smallpox is highly stable and retains infectivity for long periods outside of the host. The incubation period is 12 days, with an average range of 10 –17 days)

Symptoms of Smallpox include:

- General malaise, fever, rigors (chills), headache, backache lasting 2-3 days.
- Fever disappears and skin eruptions begin to appear over 7-10 days.
- Eruptions then form crusts and then leave depressed scars when healed.

If unvaccinated, the fatality rate averages 35%. Permanent joint deformities and blindness may follow.

2.2 Precautions

Vaccination is the only preventive measure against smallpox. When available, University officials will encourage all members of the University community to acquire the smallpox vaccination.

2.3 Response

Notification of District Health Authorities

Upon suspicion of smallpox, University authorities are to immediately notify the District of Columbia Department of Health which will be considered the first responder in such instances.

2.4 Quarantine

Strict quarantine with respiratory isolation is mandatory for all persons in direct contact with possible cases, for at least 17 days and until a determination of the existence of smallpox is reached.

2.5 Immediate Inoculation of Exposed Individuals

Immediate vaccination is effective at ameliorating or preventing illness if accomplished within a few days of exposure. Individuals who cannot receive the vaccination must be administered vaccinia immune globulin (VIG), available through the Centers for Disease Control, at a dose of 0.6mL/kg 1M. All individuals treating victims of smallpox will be first vaccinated themselves.

2.6 Disinfection of Objects

Objects in contact with the infected individual, including bed linens, clothing, ambulance, etc., require disinfection by fire, steam, or **sodium hypochlorite** solution.

IX. Targeted Sub-Populations of the University Community - Special Considerations

There may be occasions where special provisions are required to safeguard the privacy and civil liberties of specific populations or sub-populations of the University community. These provisions set forth various policies and procedures for handling such privacy and civil liberties issues.

1.0 Identification of Internal Threats and Suspects

In the event an emergency involving the acts of an individual or individuals that threatens the safety and security of the University, members of the University community, or the general community, on request by the President or his designee, the University Office of the Registrar and/or the Dean, Division of Outreach and Extension will verify enrollment of the individual or individuals in University programs.

Until such time as the required official inquiry of other authorities is received and authorized by the institution, this information is for institutional purposes only and will not be disclosed to anyone other than the President or his designee and the Vice President for Public Safety and Emergency Management, internal or external to the University.

The Vice President for Public Safety and Emergency Management will conduct appropriate surveillance of such individual(s), in accordance with the authorities and provisions of University regulations and District and federal law.

Any findings that support allegations of criminal or civil conduct that result of such surveillance and/or any subsequent criminal or civil acts committed by such individual(s) will be the subject of formal investigation and resolution in accordance with University regulations and District and federal law.

2.0 Release of Non-directory Information on Students

The release of non-directory information by institutions receiving funding from the U.S. Department of Education on University students is governed by the Family Education and Right to Privacy Act (FERPA or Buckley Amendment), 20 U.S. Code §1232g. Failure to follow the Department of Education Regulations regarding the retention and release of student information can result in the loss of Departmental funding.

X. Recovery

Following the appropriate responses and interventions for Level 2 or Level 3 disasters, the University Department of Public Safety and EMT will engage the following recovery activities.

1.0 Structural Security

The EMT Safety, Security, Evacuation, and Emergency Shelter Committee will have the structural integrity of any affected University buildings or facilities validated by qualified professionals before anyone enters the facility. The following structural items will be assessed:

- All interior walls and ceilings will be inspected for stability.
- Exterior assessments for cracked windows or damaged exterior building materials will be made.
- All elevators will be inspected for safety and operability.
- All gas and sewer lines will be assessed for leaks.
- Local area utility companies will be consulted to determine the feasibility of power, gas, water, and sewer usage.

2.0 Safe Entry

The EMT Safety, Security, Evacuation, and Emergency Shelter Committee will work with appropriate District agencies (i.e., Department of Fire and Emergency Medical Assistance, Department of Consumer and Regulatory Affairs) to obtain approval to resume occupancy of the building or facility.

No individual will enter any building or facility until the proper clearances have been obtained.

3.0 Clean-Up Safety

The EMT will implement a clean-up and business resumption process in a safe and healthful manner.

All personnel will be trained in the proper selection and use of personal protective equipment including eyewear, gloves, dust masks, and respirators during cleaning and where appropriate during other operations.

- Broken glass, debris, or other materials with cutting edges will be safely gathered and disposed of.
- In the event that hazardous waste materials are present, the University Floor Captain will contact the University's hazardous waste removal vendor immediately for disposal purposes.

4.0 Air Quality Assessment

The Safety, Security, Evacuation, and Emergency Shelter Committee will work to insure that the atmosphere in the workplace environment is tested for asbestos and other chemical or toxic agents.

5.0 Ventilation

The Safety, Security, Evacuation, and Emergency Shelter Committee will have all water heaters and gas furnaces checked for operability and safety. The following actions will be taken:

- All heating, ventilation, and air conditioning equipment will be inspected prior to energizing and pressurization.
- Cold air should be blown through the HVAC system first to prevent growth of mold in the duct systems.
- All lines and cabling connected with the University's computer mainframe chiller systems will be checked for leaks.

6.0 Protection Equipment

- All fire and smoke alarms will be checked, cleaned, and tested prior to occupancy of any building or facility. In the event that any such systems are wired to other systems, their continued compatibility will be assessed. A thorough inspection of all fire-fighting systems, such as sprinkler and chemical equipment functions will be made.
- All fire extinguishers will be checked for operability, damage, and serviceability. Any damaged extinguishers will be replaced immediately.

7.0 Electrical Safety

All electrical systems, computer cables, and telecommunications equipment will be checked to insure that they are still safe and there is no danger of exposure to electricity. Wiring inspections will be conducted from the outside in to ensure all

wiring and connections are not in danger of shorting out due to water damage from rain or fire-fighting efforts, where appropriate.

8.0 Health and Sanitation Systems

The general facility sanitation systems, including food sanitation systems, will be inspected and tested to guard against potential exposure to toxic agents. The following actions will be taken:

- All unused foodstuffs will be discarded.
- Cafeteria oven hoods and other ventilation devices will be checked to ensure they are not clogged and are working efficiently.

9.0 Office, Classroom, and Student Activities Furniture and Equipment

All furniture and equipment associated with offices, classrooms, and student activities will be inspected to insure their stability. In addition, all storage units, particularly those affixed to railing systems and walls or panels will be inspected to insure their stability. The following actions will be taken:

- All drain, fill, plumbing, and hydraulic lines on processes and machines will be inspected for safety.
- All flooring surfaces will be checked for safety from slips, trips, and falls.

10.0 Emergency Planning

The Safety, Security, Evacuation, and Emergency Shelter Committee will insure that there are clear paths of egress throughout University facilities so that any new emergency evacuation needs are able to be effected.

11.0 Business Recovery

As soon as it is practicable, the President or his designee will order a return to normal business operations.

In the event that there are no significant faculty, student or instructional facilities losses, classes will resume as soon as buildings and facilities have been inspected and approved for re-entry.

11.1 Alternate Suppliers

- Alternate suppliers will be determined for equipment and items for critical operations.
- Methods to expedite the procurement process must be identified.
- Procedures must be developed to deal with financial systems being nonoperational.

*APPENDIX A

ALL UDC PERSONNEL

(EVACUATION and IN HOUSE SHELTER)

The nature of the emergency will determine if an **EVACUATION** will take place or if it is necessary for everyone to **SHELTER-IN PLACE**

THE FOLLOWING LOCATION WILL BE THE GENERAL ASSEMBLY POINT FOR ALL BUILDINGS *EXCEPT BUILDING 52

ASSEMBLY POINTS

- **The General Assembly point for all buildings is the Auditorium-Building 46, with the exception of Building 52 and Building 46**
- **Building 52, weather permitting: assemble on the top (roof level) parking deck of the Days Inn**
- **Building 52, inclement weather: report to the Auditorium, Building 46**
- **Building 46, weather permitting: assemble on tennis courts**
- **Building 46, inclement weather: report to the Gymnasium, Building 47**

“Evacuation of Physically Disabled Individuals – During an emergency in which a building must be evacuated (e.g. fire emergency); a physically disabled individual that is unable to negotiate the stairs must proceed to the stairwell (safe area). The disabled individual will remain at the stairwell door until all other individuals have passed that level. The disabled individual will then “stay ready” on the stairwell landing and await the arrival of emergency response personnel (e.g. fire department) to aid them in evacuating the building.

Note: Zone monitors will escort the physically disabled to the stairwell and assist the individual as needed. Zone monitors will immediately inform emergency response personnel of the location of the physically disabled individual. If the zone monitor is not present, all stairwells will be checked by emergency response personnel.”

APPENDIX B

Building Manager Representatives

2007

Name	Area	Phone	Room #
Building 32			
Saifollah Bigdelli	C Level	274-5435	C-05
Richard Mdakot	A Level	274-7461	A-05
Gebretensae Tzadu	1 st Floor	274-5850	102
Clarence Pearson	2 nd Floor	274-5043	204
Building 38			
Joseph Libertelli	2 nd Floor Law School Area	274-5043	204
Bobby Austin	A level and B level	274-5647	
Hattie Rogers	Human Resources	274-5446	
Building 39			
Robert T. Robinson	All Other Areas	274-5148	
Deborah Gibbs	2 nd Floor	274-7400	
Bobby Austin	1 st Floor	274-5647	
Phillip Morton	A level	274-5050	
Brian Baker	B level	274-7400	

Brenda Aragon	Child Development Center	274-5213	
Building 41			
Rachel Petty	All Other Floors	274-5194	405-01
Charles N. Smith	3 rd Floor Computer Center	274-5500	
Albert Casciero	Learning Resource Areas	274-7364	
Building 42			
Elmi Nur	C level	274-6326	C-05
Charles Belanger	B level	274-5037	B-12
Clarence Pearson	A level	274-5238	205
Samuel Lakeou	1 st Floor	274-5834	109F
Ben Latigo	2 nd Floor	274-5027	212P
Building 43			
Building 44			
LaVerne Gooding-Jones	1 st floor	274-6167	103
Derrick Perkins	2 nd floor	274-5942	
Rachel Petty	All Other Floors	274-5194	
Building 46			
Rachel Petty	All Floors	274-5194	41/405
Building 47			
Carrol Daniels	B level	274-6951	
Building 52			
Dwight Jones	Lower Level	274-6650	
David Maitland	Lobby level	274-6674	
Alford Ottley	2 nd Floor	274-6963	
Gordon White	3 rd Floor	274-7115	

Melanie Anderson	All Other Floors	274-7000	
RR National Airport-Hangar #2			
Richard Koehler	Hangar #2	274-6205	Hanger #2

APPENDIX C

Primary and Secondary Coordinators for the Following Areas:

BUILDING 38

Third Floor:

- Karen Gerald, Primary Coordinator
- Hattie Rogers, Human Resources, Secondary Coordinator

BUILDING 39

Level A:

- Phillip Morton, Public Safety, Primary Coordinator
- ---, Secondary Coordinator
- Janis Simmons, Finance, will be part of the support team

Second Floor:

- Brian Baker, David A. Clarke School of Law, Primary Coordinator
- Joe Libertelli, David A. Clarke School of Law, Secondary Coordinator
- Ingrid Richards, Finance, will be part of the support team

Name	Phone Number	Cell Number
Baker, Brian	x 7354	
Encubahre, Wossen	x 5498	(202) 431-2047
Libertelli, Joe	x 7338	
Morton, Phillip	x 6131	(202) 427-0192
Ingrid, Richards	x 5352	
Gerald, Karen	x 5448	
Rogers, Hattie	x 5446	
Simmons, Janis	x 5293	

APPENDIX D

UNIVERSITY OF THE DISTRICT OF COLUMBIA

IV. *David A. Clarke School of Law Library*

**4200 Connecticut Avenue, N.W.
Building 39, Level B
Washington, D.C. 20008
(202) 274-7310 Fax: (202) 274-7311**



Evacuation Plan for Building 39, Level B – The Law Library

Number of Rooms: 6
Number of Employees: 11
Number of Law Library Patrons: 75 maximum

The Law Library has four exits. Two emergency exits open on to the plaza along Connecticut Avenue, one emergency exit opens onto Van Ness Street after climbing one flight of steps. The other exit is the main Law Library entrance opening onto the B level corridor between buildings 39 and 38. From that corridor there are four exits directly onto Connecticut Avenue, one of them ramped for handicapped access. There are also two exits that lead up one flight of steps to the A level and out onto the University's main plaza, or down one flight of steps to the C level and the garage. There are also four elevators on the B level corridor.

Currently, the only handicapped access in an emergency is out onto Connecticut Avenue, unless an elevator is used. Obviously, using an elevator in an emergency is an unacceptable solution. My suggestion would be to use radio contact to get volunteers to assist in the carrying handicapped individuals up or down staircases as needed.

Upon alert of an emergency via NOAA radio or internal messaging, the floor captain will activate the FRS/GMRS radio and the megaphone and bring all patrons to the Law Library Circulation Desk and wait for instructions on which way we should head and where we should congregate. Once instructions are given via the radio, a head count will be done, and an orderly evacuation will begin in the direction instructed.

Prepared by Brian L. Baker, Director of the Law Library, 04/02/03.

APPENDIX E

**University of the District of Columbia
Child Development Center
4200 Connecticut Avenue, N.W., Building #39 Level A
Washington, DC 20008**

Fire Drill and Emergency Evacuation Plan

The following plan will be implemented in the event there is a fire or other emergency. Upon hearing the signal or upon being notified:

1. Staff and children will exit the building according to the evacuation routes indicated on the floor plan.
2. Staff will escort children to the outdoor plaza area, where all staff and children will be accounted for and then all will proceed to the playground.
3. In the event that the emergency prevents staff and children from returning to the Center, everyone will go to building #52, which is located at 4340 Connecticut Avenue, N.W. Staff and children will go to the 2nd floor and wait for further instructions.

Before leaving the Center, a designated staff person will retrieve the clipboard with the telephone numbers of parents and/or guardians.

APPENDIX F

Learning Resources Division

Emergency Preparedness

Until we receive information about emergency communication modes, evacuation procedures, etc. all that has been decided is to identify who are the principal contacts in the Division who would be responsible for action or reaction.

The main contact for facilities occupied by LRD in Building 41 will be Albert J. Casciero, Room 210-D, Ext 4-6034.

For Building 41, Level 5 the primary contact is Mrs. Melba Broome, Room 502, Ext. 4-6118. She will be responsible for the training of the personnel occupying Level 5. IN case of her absence during an emergency the faculty member on duty will be the alternative responsible person.

For Building 41, Levels A, 1 and 2 the primary contact is Mr. John S. Page, Room 201-d, Ext. 4-6030. He will be responsible for the training of the personnel occupying the assigned Levels. In case of his absence during an emergency the staff person on duty in the Dean's Office, Ext. 4-6370, will be the alternative responsible person.

We have begun to develop floor plans to identify the location of every LRD employee to facilitate contacting and accounting. Also, a work schedule for each person will accompany the floor plans to indicate when someone is the expected space.

Another set of plans will identify spaces that the responsible persons listed above will review to ensure communication with LRD patrons in case of an emergency. We won't know **who** may be in the facilities at a given moment, but we will know **where** they may be and alert them.

We plan to meet with Dean Petty to coordinate activities in Building 41 as indicated during the first meeting as soon as we receive information regarding evacuation routes and procedures as well as directives for sheltering.

APPENDIX G

UDC EMERGENCY PREPAREDNESS

Office of Information Technology

Areas of Responsibility

Staff safety 15 persons
Evacuation
Shelter in place

Data Access and Connectivity for University Community

Essential Personnel

Main Office Number		(202) 274-5500
Charles N. Smith	Manager	(202) 274-5997
Hakeem Fahm	Mgr. Technical Support	(202) 437-4710
Jose Uy	Mgr. System Dev.	(202) 274-5978

Evacuation

Once the Fire Alarm system is activated, all employees in Building 41- Suite 318 will immediately exit the area. They should use the emergency exit stairway located on the south side of the building (Van Ness Street).

People located in the inner hallway offices, Rooms 314 – 317 should use the emergency exit stairway located on the Southeast side of the building.

All person should proceed to the A level exits and move away from the building.

Employees of the Office of Information Technology should report to Building 44, A Level lobby. The secondary meeting location is Building 38, B-level (cafeteria). In this area all persons' presence or whereabouts is too be ascertained.

Shelter in Place

Certain emergency situations could involve circumstances that require building occupants to remain inside the building. The types of emergencies that would mandate a shelter in place condition include, but are not limited to:

Biological or chemical related, civil disturbance, explosions or fires in close proximity to the building, natural disasters, inclement weather, criminal activity outside the building, requests or orders by federal officials. There is no single strategy for preparing a response to potential terrorist attacks involving biological, nuclear, and chemical weapons. Response actions must be taken based the attack and the circumstances involved; i.e., the type of weapon, location and distance from the attack, wind direction and other factors such as building construction, heating and air conditioning systems, design of windows and a wide range of other factors.

We have been advised that area school systems have made plans to shelter students in place in the event of a biological, chemical or radiological attack. Students will be kept inside the school facility until governmental authorities provide guidance regarding when they should be dismissed. Although parents will not be prevented from taking their children away from the school, they will be encouraged to leave them in place pending further notice. For more information, parents are encouraged to check with their schools; a list of local school system websites is provided below.

The actual action taken in response to a given event will be based on guidance and direction received from the University, District and Federal emergency response officials. This information, combined with the extent and specifics of the type of threat, will be factors in determining the level and duration of any shelter in place condition that is imposed.

Procedures

All available resources will be utilized to notify employees, e-mail, voice mail system, telephone, bulletin distribution, and/or office-to-office personal notification.

Security specialists, Law Enforcement personnel and Executive leadership will monitor the status of the threat. As new information becomes available, building occupants will be informed.

During shelter in place conditions, everyone is urged to remain as calm as possible while the threat condition is in effect.

Personnel will move to the interior of the office space, away from the exterior windows, and office doors will be closed to provide an additional barrier from the outside air. Of course, no one will be forced to stay at the office in such an event; rather, personnel will be asked to stay in their own best interests.

Building 41 3rd Floor Monitors Responsibilities

Upon notification that a shelter in place condition is being imposed, Floor Captains and Monitors (Primary and Alternate) are to maintain a visible presence within the corridors and offices.

Ensure all offices are aware of the shelter in place condition. Floor Captains will report any problems to the Security Section via provided communication equipment.

Employee Preparedness and Individual Responsibilities

- No one will be permitted entry to or exit from the building. Stay clear of the building's main entry doors and windows.
- Remain within your workspace unless directed to do otherwise.
- Establish an accountability plan for personnel within your office.
- If you are taking prescription or other medication, keep a supply with you at all times. As a precaution, it is suggested that personnel who require some form of regular medicine carry with them a supply of such medicine sufficient for 2 to 3 days.
- Maintain a small cache of non-perishable food items and bottled water at your workstation.
- Maintain a portable radio, several flashlights and a supply of fresh batteries.
- Discuss with your manager any special needs that may require consideration.
- Review building Occupant Emergency Plan (OEP) and know your OEP monitors. They will be the first line of communicating information and status reports.
- Water conservation must be practiced for the duration of this condition.
- Contact anyone you know from your section who is off the premises; advise them of the conditions and to seek a secure shelter.

- Contact any visitor you are expecting and advise them of the conditions.
- In the event that personnel may either shelter in place overnight or leave the building by foot, it would be advisable to have appropriate clothing and footwear stored at the office.

Evacuation and Shelter in Place Duties:

Accountability: Make sure all persons are accounted for, in and out of the area.
Ascertain presence or whereabouts of all persons on employee/visitor sign-in sheets.

Ms. Gail Turner
Ms. Brenda Wills

Security: Locking, Securing and the Sealing of doors and windows.

Mr. Walter Jones
Mr. Charles N. Smith

Communications: Listen for announcement on radio/weather radio/TV. Announce to employees and visitors that a shelter in place has been advised and that the sheltering plan should be implemented immediately.

Mr. Byron Tyer
Ms. Cornell Jackson

Building Management Responsibilities

- Secure all air handling equipment systems (air intakes, heating, ventilation, and/or air conditioning).
- Secure the water intake system.
- Seal off all doors leading into the building.

APPENDIX H

EMERGENCY PREPAREDNESS

**School of Engineering and Applied Sciences
Preliminary Monitor List for Buildings 32, 42, 44, 42 and Hangar 2****

We have identified the following individuals as Primary Monitors and their Back-up Counterparts:

BUILDING 42				
<i>Second Floor:</i>	Primary—	Dr. Ben O. Latigo, Office of the Dean	42-212-P	274-5027
	Back-up—	Dr. Alvin J. Darby, Office of the Dean	42-212-T	274-5082
<i>First Floor:</i>	Primary—	Dr. Samuel Lakeou	42-109-F	274-5834
	Back-up—	Richard Mbakop	32-101-B	274-5586
<i>A Level:</i>	Primary—			
	Back-up—	Jorge Montiague	32-A05	274-5684
<i>B Level:</i>	Primary—	Jorge Montiague	32-A05	274-5684
	Back-up—			
<i>C Level:</i>	Primary—	Elmi Nur	42-C10-D	274-6326
	Back-up—	Saifollah Bigdeli	42-C10-D	274-6328
BUILDING 32				
<i>Second Floor:</i>	Primary—	Clarence Pearson	32-204	274-5057
	Back-up—	Robert Emerson	32-204	274-5054
<i>First Floor:</i>	Primary—	Gebretensae Tzadu	32-101-B	274-5850
	Back-up—	Hung Ha	32-101-B	274-7460
<i>A Level:</i>	Primary—			
	Back-up—	Jorge Montiague	32-A05	274-5684
<i>B Level:</i>	Primary—	Jorge Montiague	32-A05	274-5684
	Back-up—			
<i>C Level:</i>	Primary—	Saifollah Bigdeli	42-C10-D	274-6328
	Back-up—	Elmi Nur	42-C10-D	274-6326
BUILDING 44				
<i>Second Floor:</i>	Primary—	Gloria Green-Ridley	44-104-A	274-5908
	Back-up—	Derrick Perkins	44-200-23	274-5942
<i>First Floor:</i>	Primary—	Connie Webster	44-102	274-5899
	Back-up—	Laverne Gooding-Jones	44-103	274-6167
BUILDING 52				
<i>Lower Level:</i>	Primary—	Carol Daniels	52-LL-B21	274-6951
	Back-up—	Kent Davison	52-B111	274-6950

PRELIMINARY EVACUATION PLAN

BUILDINGS 32, 42, 44, 52, and Hanger

BUILDING 42:

Second Floor – Exit the stairs nearest the east elevator by the math lab to A level out those doors and make a right to Denard Plaza

First Floor – Exit the stairs nearest the east elevators to A Level to Denard Plaza

A Level – Exit the doors nearest the east elevators to Denard Plaza

B Level – Exit the stairs nearest the east elevators down to C Level to loading docks.

C Level – Exit the double doors nearest east elevators **to loading docks.**

BUILDING 32:

Second Floor – Exit stairs nearest west elevator (between buildings 32& 42) to A Level and out the doors to Denard Plaza.

First floor – Exit the stairs nearest west elevators to A Level and out the door to Denard Plaza

A Level – Exit double doors between buildings 32 & 42 out to Denard Plaza.

B Level – Exit either the stairs nearest east elevators to C level and out the doors to loading dock or stairs nearest west elevators to C level and out the doors near the east elevators to loading dock.

C Level – Exit the double doors near the east elevator to loading docks

BUILDING 44:

Second Floor – The **East end** should exit stairs near the computer lab elevator down to A level and out to Denard Plaza. The **West end** should exit stairs closest to building 41 down to A Level and out to Denard Plaza.

First Floor – should follow instruction for 2nd floor and out to Denard Plaza.

BUILDING 52:

Lower Level – should exit either stairs nearest elevator up to lobby and out to Connecticut Avenue or up the ramp at the rear of the building.

**** For Hanger 2 at Ronald Reagan Washington National Airport, monitoring, evacuation, and provision for being detained for 24+ hours is being coordinated with the airport's Operations personnel and is subject to their plan. Richard Koehler has primary responsibilities for personnel and student safety and Eric Johnson is his back up.**

V. **DETAINED SHELTER AT THE UNIVERSITY**

BUILDINGS 32 & 42 (all persons will be sheltered in building 42).

Second Floor – Suite 212(Office of the Dean) can shelter 60 people using the large conference room and all of the inner offices.

First Floor – use of Room 109 and 112 would shelter 40 people.

A Level – A06 and A07 combined could shelter 75.

B Level – B14 and 15 would hold a combined 60 people.

C Level – All of C level in both buildings 32 and 42 can be used to shelter more people.

BUILDING 44, 52 AND HANGAR 2:** Sheltering for others are handling those buildings.

First Floor – use of Room 107 would shelter 40 people.

Second Floor – Use of Classroom 204 and 207 would shelter 60 people.

- Also Lab 219 and 221 combined could shelter 80 – 100 people.

VI. **CHECKLIST OF PREPAREDNESS ITEMS TO STOCK**

First-Aid Kit and extras of some things contained in kit

Bottled water

Non-perishable food items

Can goods and packaged food that have long shelf life

Batteries

Radio (can be used w/batteries or solar powered)

Candles and matches or working lighter

Plastic & duck tape

Flashlights

Extra toilet paper, paper towels

Sets of walkie-talkie, cell phones and/or other devices for communication

Camp-type 2-burner stove and propane

Blankets and pillows

Oxygen (for Lois as well as strong Xanax or valium-mucho)

A couple of fold-away cots for injured persons + a change of sheets for each **Filtering masks**

Example:

Exit stairs with arrow ⇒ down to A Level out to Denard Plaza

ACTIONS NEEDED FOR PREPAREDNESS

There should be a sign posted near each elevator giving instructions for emergency evacuation (multiple languages) in all buildings and on each floor near the bank of elevators.

APPENDIX I

Building 47-Physical Education and Activities Center

Occupant Emergency Plan-OEP

Areas of Responsibility

- Faculty, Staff, and Student safety in Building 47
- Shelter in place
- Evacuation

Essential Personnel

Main Office		274-5024
Thunder Lane	Day Pool Manager/OEP	274-5066
Robert Patterson	Evening Pool	274-5066
Robert "Butch"	Facilities Manager /OEP	274-5095
David Smith	Athletic Trainer/ OEP	274-6269
Runelle Gilliam	Body Wise/OEP Monitor	274-6616

During an Emergency

Stay calm and follow the advice of the building manager and OEP monitors

During an emergency you will receive instructions about whether you should evacuate or stay where you are. Often the most appropriate response in an emergency is to stay where you are. The President of the University will make that decision and you will be notified immediately either through the Vice President for Public Safety and Emergency Management or your building manager. The Building Manager and the Vice President will caucus immediately preceding any announcement to evacuate or stay where you are.

Shelter in Place Procedures

Office

1. Shut and lock all windows and doors
2. Turn off all air handling equipment (heating, ventilation, and/or air conditioning)
3. Go to predetermined sheltering room
 - a. Level A-Cage Area, Old equipment room, Robert "Butch" Cherry's office
 - b. Level B-Mat Room

Sheltering Room

1. Seal any windows and or events with sheets of plastic and duct tape
2. Seal the doors with duct tape
3. Turn on a TV or radio to listen for further instruction

Evacuation Procedure

Office

1. Shut and lock all windows, and doors.
2. Turn off all air handling equipment (heating, ventilation, and /or air conditioning)
3. Proceed calmly to predetermined exit. See Below.

Level A- Back Offices:

Exit through Yuma street exit.
Alternate exit- Lobby

Level A- Gymnasium, Lobby

Exit through lobby exit.
Alternate exit- Yuma Street

Level A- Pool Area

Exit through back Yuma street exit.
Alternate exit- South Doors to Soccer Field

Level 1

Exit through lobby exit.
Alternate exit- South Doors to Soccer Field

Level B

Exit through Yuma street exit.
Alternate exit- Lobby

Report to the tennis courts and await further instruction.

Alternate reporting area- far end of soccer field.

Employee Preparedness and Individual Responsibility

- o Remain with in you work space unless directed to do otherwise.
- o Establish an accountability plan for the personnel within your office.
- o If you are taking prescription or other medication, keep a supply on you at all times.
- o Maintain a small cache of non-perishable food items and bottled water at your workstation.
- o Each office should have portable radio, flashlights and a supply of fresh batteries.
- o Discuss with you manager any special needs the may require consideration.
- o Review OEP plan and know your OEP monitors.
- o Water conservation must be practiced the duration of this condition.
- o Contact anyone you know from your section who is off premises; advise them of this condition and seek secure shelter.
- o Contact any visitor you are expecting and advice them of this condition.

APPENDIX J

Emergency Evacuation Plan for Building 52

1. Each floor is to have a floor captain to take charge of the evacuation process. The following individuals have been assigned this responsibility:

Mr. Dwight Jones	Lower Level (LL)	202-274-6650
Mr. David Maitland	Lobby Level (L)	202-274-6674
Mr. Alfred Ottley	2 nd Floor	202-274-6963
Mr. Gordon White	3 rd Floor	202-274-7126
Dr. Tarsaim Goyal	4 th Floor	202-274-7049
Dr. Hany Makhlouf	5 th Floor	202-274-7040

2. All individuals would be asked to leave the building in an orderly, but expedited, manner, and assemble in the lobby for further instructions. The final gathering point, if conditions outside of the building allow, would be the University's parking area behind the Days Inn (right across the street from building 52).
3. Physically challenged individuals would be asked to assemble in front of elevators on each floor until they are assisted to go to the lobby or the parking area indicated in #2 above.
4. Floor maps would be placed on the walls adjacent to the elevators on each floor, including the lower level (LL) and the Lobby level (L). Written instruction about the evacuation procedure would be placed near the floor maps.
5. Dr. Melanie Anderson, Dean of the School of Business and Public Administration, is to be made aware of the location of the floor captains and their phone numbers in order to facilitate the communication process during emergencies. Cell phones may have to be provided to floor captains if they don't have their own.

APPENDIX K

Location of University Emergency Off Campus Command Centers (EOCCCs):

- Hangar 10, Reagan National Airport
Arlington, Virginia
(202) 274-6405
- Southeast Educational Center at Ferebee-Hope
8th and Xenia Streets, S.E.
(202) 645-8480
- University Warehouse
12th and Taylor Streets, N.W.
- UDC/EXCEL Center
2266 25th Place, N.E.
(202) 387-6207
- UDC-DCPS 21st Century Community Learning Centers
- Shaw Junior High School
925 Rhode Island Avenue, N.W., 20009
Green Line – Shaw-Howard U Station
(202) 673-7203
- Hart Middle School
601 Mississippi Avenue, S.E., 20032
Green Line – Congress Heights Station
(202) 645-3420
- Garnet-Patterson Middle School
2001 10th Street, N.W., 20001
Green Line – Shaw-Howard U Station
(202) 673-7329
- Francis Junior High School
2425 N Street, N.W., 20037
(202) 724-4841
- R. H. Terrell Junior High School
1000 1st Street, N.W., 20001
(202) 535-2000
- Sousa Middle School
3650 Ely Place, S.E., 20019
(202) 645-3170
- MacFarland Junior High School
4400 Iowa Avenue, N.W., 20011
(202) 576-6207

- Kramer Middle School
1700 Q Street, S.E., 20020
(202) 698-1188
- Eliot Junior High School
1830 Constitution Avenue, N.E., 20002
Orange/Blue Line – Stadium/Armory
(202) 673-8666

APPENDIX L

Record of Telephone Threat

Date of Conversation _____

Telephone Number Called _____

Location of Telephone Called _____

Precise Time of Call _____ Call Received By _____

Did Caller Ask for a Specific Person: Yes No

If Yes, for whom did the caller ask? _____

Note the Following Promptly:

Caller is: Male Female Approximate Age: _____

Voice: High Pitched Deep Low Pitched

Calm Excited Normal

Strong, Solid Stammering Disguised

Influenced by Drugs/ Alcohol Recorded

Language: Dialect/Accent American English, No Accent

Other Language Speech Difficulties

Background Noises: Voices Music Traffic Machines

Train Aircraft Children

Other _____

Additional Remarks: _____

APPENDIX M

Important Community Neighbors

Embassies

- Embassy of Austria
3524 International Drive, N.W.
Washington, D.C. 20008
(202) 895-6700
- Embassy of Bangladesh
3510 International Drive, N.W.
Washington, D.C. 20008
(202) 244-0183
(202) 244-3925
- Embassy of Brunei/Darussalm
3520 International Drive, N.W.
Washington, D.C. 20008
(202) 237-1838
- Embassy of the Republic of Egypt
3522 International Drive, N.W.
Washington, D.C. 20008
(202) 895-5400
- Embassy of Ghana
3512 International Drive, N.W.
Washington, D.C. 20008
(202) 686-4520
- Embassy of Honduras
3007 Tilden Street, N.W.
Washington, D.C. 20008
(202) 966-7702
- Embassy of Israel
3514 International Drive, N.W.
Washington, D.C. 20008
(202) 364-5500
- Embassy of Jordan
3504 International Drive, N.W.
Washington, D.C. 20008
(202) 966-2664
- Embassy of Kuwait
3500 International Drive, N.W.
Washington, D.C. 20008
(202) 364-2100

2940 Tilden Street, N.W.
Washington, D.C. 20008
(202) 966-0702

- Embassy of Mauritius
4301 Connecticut Avenue, N.W.
Washington, D.C. 20008
(202) 244-1491
- Embassy of the Republic of Surinam
4301 Connecticut Avenue, N.W.
Washington, D.C. 20008
(202) 244-7488
- Embassy of the Republic of Singapore
3501 International Drive, N.W.
Washington, D.C. 20008
(202) 537-3100
- South African Visa Office
4301 Connecticut Avenue, N.W.
Washington, D.C. 20008
(202) 966-8910
- Embassy of the Kingdom of Swaziland
3400 International Drive, N.W.
Washington, D.C. 20008
(202) 362-6683
- Embassy of the State of Bahrain
3502 International Drive, N.W.
Washington, D.C. 20008
(202) 537-1144

Schools and Higher Education Institutions

- Howard University Law School
Van Ness Street, N.W.
Washington, D.C. 20008
(202) 806-8000
- The American University
4400 Massachusetts Avenue, N.W.
Washington, D.C. 20016
(202) 885-1000
- Edmund Burke School
2955 Upton Street, N.W.
Washington, D.C. 20008
(202) 362-8882

- Sidwell Friends School
3825 Wisconsin Ave, N.W.
Washington, D.C. 20016
202-537-8100
- Hearst Elementary School
3950 37th Street, N.W.
Washington, D.C. 20008
202-282-0106

Non-Profit Organizations

- FNMA
4250 Connecticut Avenue, N.W.
Washington, D.C. 20008
(202) 752-4863

For Profit Organizations

- Intelsat
3400 International Drive, N.W.
Washington, D.C. 20008
(202) 944-6800

Neighborhood Advisory Commissions

- ANC-3F
4200 Connecticut Avenue, N.W.
Washington, D.C. 20008
(202) 362-6120

Community-Based Groups

Media Organizations

- WJLA-TV Channel 7
3007 Tilden Street, N.W.
Washington, D.C. 20008
(202) 364-7715
- WUSA-TV Channel 9
4100 Wisconsin Avenue, N.W.
Washington, D.C. 20008
(202) 895-5700

- NBC4 – Washington
4001 Nebraska Avenue, N.W.
Washington, D.C. 20008
(202) 885-4200

Police Precincts and Organizations

- Metropolitan Police Department - Second District
3320 Idaho Avenue, N.W.
Washington, D.C. 20016
(202) 282-0070
- D.C. Fire Department
Connecticut Avenue and Porter Street, N.W.
Connecticut Avenue and Ellicott Street, N.W.
(202) 462-1762
- U.S. Secret Service
Washington Field Office
1050 Connecticut Avenue, N.W.
Washington, D.C. 20006
(202) 435-5100

Health Care Organizations

- D.C. Commission on Mental Health
Community Program
4301 Connecticut Avenue, N.W.
Washington, D.C. 20008
(202) 282-0330
- Sibley Memorial Hospital
5255 Loughboro Road, N.W.
Washington, D.C. 20007
(202) 537-4080
- Psychiatric Institute of Washington
4228 Wisconsin Avenue, N.W.
Washington, D.C. 20016
(202) 965-8550