

# Emergency Operations Plan



February 2015

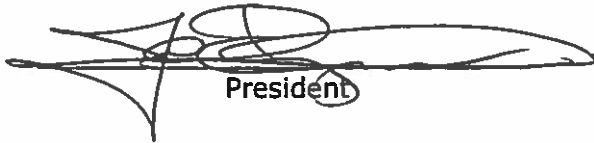
## Letter of Promulgation

In the event of a natural or technological disaster, or intentional/terrorist act affecting the University of the District of Columbia, we must be prepared to implement plans and procedures to protect lives and property.

The purpose of this plan is to provide direction and guidance to the University of the District of Columbia and supporting agencies. It constitutes a directive for this institution to prepare for and execute assigned emergency takes to ensure maximum survival of the population and property in the event of a disaster or other overwhelming event.

2-27-15

Date



President





## Definitions

**After Action Report:** – Reports that summarize and analyze performance in both exercises and actual events.

**Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place.

**Emergency Operations Plan (EOP):** The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Response:** Activities that address the short-term, direct effects of an incident.

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## I. Introduction

### A. Purpose

This document and corollary documents comprise the University of the District of Columbia's **Emergency Operations Plan (EOP)** 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 primary objective of the EOP is 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.

The plan is an evolving set of policies, protocols, and procedures that focus on four primary stages in emergency and crisis management: preparedness, mitigation, response, and recovery.

**Preparedness** - Preparing to handle an emergency. Includes plans or preparations made to save lives and to help response and rescue operations. Preparedness activities take place before an emergency occurs

**Mitigation** - Preventing future emergencies or minimizing their effects. Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.

**Response** - Responding safely to an emergency. Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting EOP plan into action. Response activities take place during an emergency.

**Recovery** - Recovering from an emergency. Includes actions taken to return to a normal or an even safer situation following an emergency. Recovery activities take place after an emergency.

### B. Scope

The EOP applies to all divisions, colleges, departments, and offices at University of the District of Columbia campuses. The plan is an evolving set of policies, protocols, and procedures that focus on four primary stages in emergency and crisis management: preparedness, mitigation and prevention, intervention and response, and recovery and follow-up.

The EOP will apply to a broad range of emergency incidents that threaten the safety and security of students, faculty, staff or visitors to include but not limited to:

- active shooter, serious assaults, or murders;
- civil disturbances;
- terrorism and acts of war;
- bomb threats;
- fires or explosions;
- hostage takeovers;
- communicable and airborne diseases;
- animal viruses;
- 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

### **C. Campuses & Other Locations**

**Van Ness Campus** – Located at 4200 Connecticut Ave, NW, Washington, DC. This campus includes academic buildings, classrooms, libraries and athletic facilities.

**UDC-CC Center** – Located at 801 North Capitol St. NE, Washington, DC. This campus includes a nine-story, 88,000-square-foot space with classrooms, computer and science labs, a Student Success Center, a one-stop student services center, bookstore, college faculty and administrative offices, and fitness center.

**Bertie Backus** – Located at 5171 South Dakota Ave. NE, Washington, DC. This campus is home to UDC-CC's practical nursing, nursing assistant, and home health aide programs and the architectural engineering, fashion merchandising and construction management degree programs.

**PR Harris EC** – Located at 4600 Livingston Rd, SE, Washington, DC. This campus is home to numerous workforce development programs.

**Shadd** - Located at 5601 East Capitol St. SE, Washington, DC. This campus is home to numerous workforce development programs.

**United Medical Center** - Located at 1310 Southern Ave. SE, Washington, DC. This campus is home to numerous workforce development programs.

**Reagan National Airport, Hangar #2** – Located at Reagan National Airport, this hangar is home to the aviation maintenance technology certification and degree programs.



## II. Concept of Operations

### A. Overview

UDC has a tiered emergency response structure that encourages local management of incidents and coordinated communication involving senior leadership. UDC's response is guided by the National Incident Management System (NIMS), as established by the Federal Emergency Management Agency (FEMA). Mandated by Homeland Security Presidential Directive 5 (HSPD-5), NIMS provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Emergency incidents at UDC will be 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. The Director of Public Safety/Chief of Police will determine the incident level.

Level	Definition	Examples	Response
<b>Level 1</b>	A <b>minor incident</b> that is quickly resolved and has little or no impact on personnel or normal operations outside the locally affected area.	Odor complaint, localized chemical spill, plumbing failure or water leak, non-injurious incident localized within one to a small group of individuals.	Activation of the EOP <b>not</b> required  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 Risk Manager and/or the Director of Campus Services.
<b>Level 2</b>	A <b>major emergency</b> 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.	Building fire, major chemical spill, receipt of a suspicious package, extensive power or utility outage, severe flooding, localized explosion.	A level 2 emergency <b>may</b> require activation of the EOP.
<b>Level 3</b>	A <b>major crisis or disaster</b> involving the entire campus and surrounding community.	Life threatening or mass impact potential, biological or environmental contamination, terrorist attack, mass murder, riot, bombing, or mass illness.	The EOP is <b>automatically activated</b> and all EMT members should report to the EOC.  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.

The University's Emergency Operations Plan will be administered out of an Emergency Operations Center (EOC). The designated EOC site is UDC Police Communications, Building 39-C04. During each phase of the incident, specific actions will be taken to reduce and/or eliminate the threat, hazard or emergency. The Director of Public Safety/Chief of Police will determine the phase and initiate the appropriate level of alert for response agencies. In the event this EOC site is unavailable, unsafe, or otherwise not feasible, the Director of Public Safety/Chief of Police will notify members of the EMT of a suitable alternate site for the EOC.

## **B. Emergency Management Organization**

### **The Leadership Group**

Chaired by the UDC President or his designee, the Leadership Group has responsibility for all policy matters including policy decisions regarding the emergency. The Leadership Group is responsible for strategic decisions relating to emergencies, such as the decision to cancel classes, to send employees and students home, or to close the university 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. The Leadership Group may consist of but is not limited to:

- President
- Provost and Vice President for Academic Affairs
- CEO of the University of the District of Columbia Community College
- Vice President for the Office of Real Estate, Facilities Management, and Public Safety
- Vice President of Human Resources
- Vice President of Student Affairs
- Vice President of Institutional Advancement
- Chief Financial Officer
- Vice President of Government Relations
- University General Counsel
- Assistant Provost

### **The Emergency Management Team (EMT)**

The Director of Public Safety/Chief of Police is the designated chair of the EMT, and is responsible for the overall management of the emergency event. The Emergency Management Team will be activated based on the type of incident. Once activated, the EMT will manage the operational aspects of the University's response to the emergency incident utilizing the Incident Command System (ICS) as the model for organization and communication flow to manage emergencies. Responsibilities of the EMT include:

- Coordinating the response and early recovery activities
- Gathering emergency intelligence from all buildings and satellite locations managed by Vice Presidents, Deans,

Directors, and other managers and deploy emergency resources and information as required.

- Supervising the activities of the various sections in the EOC.
- Interpreting operational policy.
- Providing status updates to the Policy Group through each phase of the incident
- Ensuring all activities are coordinated with the Leadership Group direction
- Keeping the Leadership Group informed about the emergency situation

The EMT is comprised of the following:

- Director of Public Safety/Chief of Police
- Facilities Director
- Risk Manager
- Communications Coordinator
- Information Technology
- Others as needed

All members of the EMT will be considered emergency personnel and are expected to report to the designated Emergency Operations Center at the call of the Director of Public Safety/Chief of Police. 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 EOC
- Report to the EOC as soon as safety and critical commitments permit if required.

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.

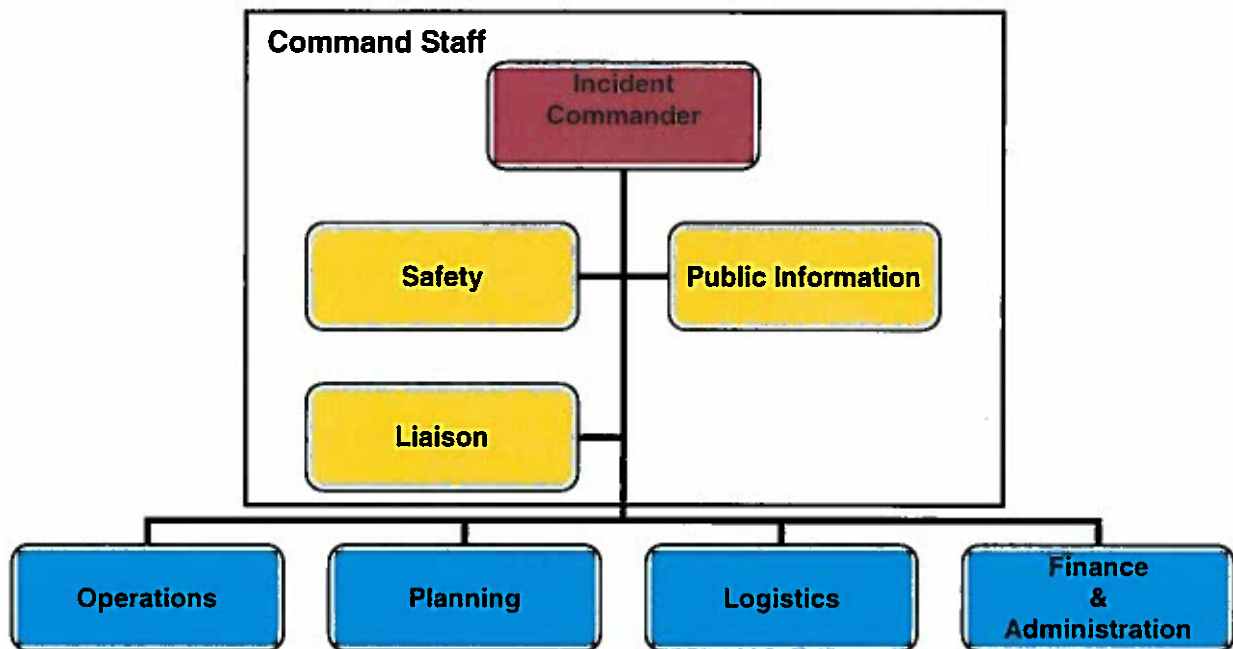
**Priority #2:** Buildings or facilities critical to health and safety. These include facilities housing health care operations, food supplies, and sites containing potential hazards.

**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

## Incident Command Structure:



**The Incident Commander** - will ensure the Operations, Planning, Logistics, and Finance/Administration Sections will deploy the required personnel and equipment to carry out the plan.

**The Command Staff** is comprised of the incident commander, safety, public information and liaison officers. The command staff is responsible for public affairs, health and safety, and liaison activities within the incident command structure. The IC remains responsible for these activities or may assign individuals to carry out these responsibilities and report directly to the IC.

**Safety Officer** - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

**Public Information Team** - A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Liaison Officer** - A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have assistants.

**Operations Section** - The group responsible for all tactical operations at the incident and reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. This team comprises the "doers". Members of Operations include:

- Campus Police
- Facilities
- Risk Management
- Office of Information Technology
- Others as needed

**Planning Section** - Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

**Logistics Section** - The group responsible for providing facilities, services, and materials for the incident. Members of Logistics include:

- Facilities
- Human Resources
- Athletics
- Parking and Transportation
- Office of Information Technology
- Student Health
- Student Housing
- Registrar
- Others as needed

**Finance/Administration Section** - The Section responsible for all incident costs and financial considerations. Includes:

- Finance
- Human Resources
- Procurement unit
- Others as needed

### **III. Initial Notification Process in Event**

All emergency incidents will be reported to campus police. The Campus Police is available 24 hours/day and 7 days/week. This procedure allows faculty, staff and students to have a single contact point to report an Emergency.

#### **Generic Response for Notification to Campus Police of Emergency Situation**

- Contact Campus Police at (202) 274-5050 if an emergency situation exists or could potentially exist.
- Campus Police notifies the Director of Public Safety/Chief of Police.

- The Director of Public Safety/Chief of Police will make an immediate determination as to the nature and categorization of the emergency based on the provisions set forth in this manual.
- The Director of Public Safety/Chief of Police 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).
- The Director of Public Safety/Chief of Police determines the incident level.

#### **IV. Recovery**

Following the appropriate responses and interventions for Level 2 or Level 3 emergencies, the entire campus environment may remain unsafe. Once the campus has been secured, restoration efforts can proceed. The EMT is responsible for recommending to the President a plan returning the campus to normal operations.

#### **V. After Action Report**

The Director of Public Safety/Chief of Police will submit an After Action Report to the President after meeting with those departments and areas directly related to the event. The After-Action Report that will:

- identify areas in the current emergency management plan that are in need of improvement
- make recommendations to improve it
- capture key lessons learned

## **APPENDIX**

## Appendix A: Emergency Evacuation Procedures

When the University's emergency fire alarms are activated or upon other notice by University officials, occupants must:

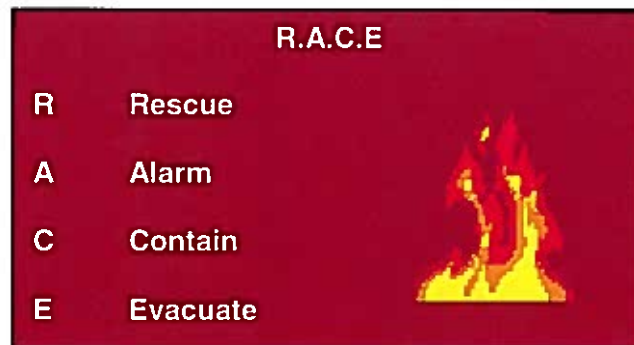
- Evacuate the building using the nearest stairway.  
**Note: Do not use elevators.**
- Take personal belongings (e.g. keys, purses, wallets, etc.).
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by emergency personnel.
- Go to the Evacuation Assembly Point designated on the 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

Evacuation Assembly Points for each building are identified on below.

Building	Assembly Point
<b>Building 32</b>	Building 46 E
<b>Building 38</b>	Building 46 E
<b>Building 39</b>	Building 46 E
<b>Building 41</b>	Building 46 E
<b>Building 42</b>	Building 46 E
<b>Building 43</b>	Building 46 E
<b>Building 44</b>	Building 46 E
<b>Building 46 E &amp; W</b>	Tennis Court (Inclement Weather: Building 47)
<b>Building 47</b>	Building 46 E
<b>Building 52</b>	Day's Inn Parking Lot (Inclement Weather: Building 47)
<b>801 N. Capitol</b>	911 N. Capitol Street (Open, grassy plaza north to the right of the front doors of 801 N. Capitol St )
<b>Bertie Backus</b>	Far corner of the parking lot near the basketball courts
<b>PR Harris</b>	Playground Area
<b>Shadd</b>	Grass area on corner of East Capitol and 56th Street
<b>United Medical Center (UMC)</b>	Employee Parking Lot

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





## Appendix B: Shelter-in-Place Procedures

Shelter in place procedures will be implemented when evacuation of University buildings/facilities is not an option. No one will be permitted entry to or exit from the building. This may arise when:

- There is a campus- or community-wide disaster of such magnitude that evacuation is unsafe;
- Active shooter or threatening intruder
- A severe tornado, hurricane, snowfall or other weather disturbance;
- Biological or chemical hazard

### Shelter-in-Place (Active Shooter or Threatening Intruder)

If an active shooter is **outside** your building:

1. Proceed to a room that can be locked, shut off lights and lock all windows and stay out of sight.
2. One person in the room should call 911 or University Police at 202-274-5050.
3. Do not leave until given instructions to do so by University Police

If an active shooter is **in the same building** as you:

1. If the room that you are in can be locked, follow the same procedures listed above.
2. If the room cannot be locked, determine if there is a nearby location that can be reached safely and then secured or, if you can, safely exit the building.

If an active shooter enters **your office or classroom**:

#### **RUN – HIDE – FIGHT**

- |              |     |   |
|--------------|-----|---|
| <b>RUN</b>   | --> | If you can safely leave the building, RUN.  |
| <b>HIDE</b>  | --> | If you cannot safely leave, find a safe place to HIDE.                            |
| <b>FIGHT</b> | --> | If you cannot RUN away safely or cannot HIDE, be prepared to FIGHT for your life. |

### Shelter-in-Place (weather)

- Remain inside the building
- Stay aware from windows and large objects that may fall during a storm, e.g. book cases and shelves.
- Monitor television, radio, or weather radio for information about approaching storms.

### Shelter-in-Place (biological or chemical hazard)

- Move to rooms with no windows that can open or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors if you cannot move
- Only come out when you are told that it is safe by University Police

## Appendix C: Emergency Notifications

UDC has a number of communication systems (tools) that it can utilize to notify students, faculty, staff, and visitors in the event of a significant emergency or dangerous situation on campus that involves an immediate threat to the health or safety of the campus community.

- UDC website ([www.udc.edu](http://www.udc.edu))
- University email
- LiveSafe
- UDCAlert
- Facebook
- Twitter

### LiveSafe

#### Get the LiveSafe app:

1) Download "LiveSafe" from the

#### App Store for iPhone/iPad users):

<https://itunes.apple.com/us/app/livesafe/id653666211?mt=8>

Or

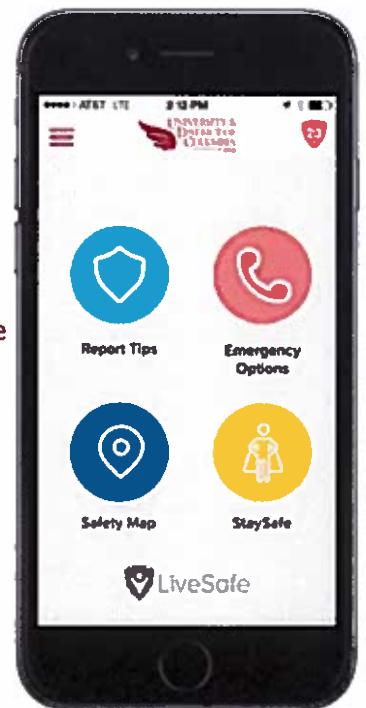
#### Google Play for Android Users

<https://play.google.com/store/apps/details?id=com.livesafe.activities&hl=en>

- 2) Tap "OK" to enable location services when prompted
- 3) Tap "Sign up", then "Sign up with Email" or "Sign up with Facebook"
- 4) Fill in your name and contact information, and create a password
- 5) Tap "Yes" if prompted to connect with UDC, or "Change" to correct the option.

#### LiveSafe allows you to:

- Use text, picture, video, and audio to send information directly to UDC Police in real-time (either anonymously or with your identification) about safety incidents or concerns. You can even live chat with safety officials.
- Quickly access important phone numbers, emergency information, and a safety map.
- Receive important campus safety notifications and alerts.
- Use location tracking with safety officials in an emergency.
- Use a "virtual escort" feature with your friends and family to get from place to place safely.



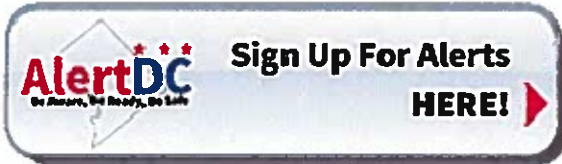
## UDCAAlert



**UDCAAlert** allows the University of the District of Columbia to contact you during an emergency by sending text messages to your registered email or cell phone.

All members of the University Community are encouraged to sign-up immediately for this free public service!

To sign up for Alert DC visit:



**UDCAAlert** is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. Registrants of the system will also receive notifications regarding major incidents, traffic concerns or serious weather affecting the DC Metropolitan Area.