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INTRODUCTION

On behalf of the President of the University of the District of Columbia (UDC), the Department of Public Safety and Emergency Management Services makes this *Emergency Action Guide* available to the UDC community as a means to facilitate a quick, safe and efficient response to an actual emergency that may occur in facilities and properties owned and/or controlled by the UDC.

UDC community members should recognize that District agencies have established sound plans for responding to a major emergency in the District of Columbia. This *Emergency Action Guide* and corresponding action plan is not intended to replace existing plans; rather, the primary objective of this guide is to provide an outline of key information, functions and responsibilities that serve to augment the already sound and functional emergency response plan and efforts of unified District agencies and departments.

This quick reference guide provides information that will undoubtedly assist our community as a whole. However, information contained herein is not inclusive, nor exhaustive of all duties and responsibilities that the UDC community (collectively) may be expected to perform in the event of an actual emergency, whether occurring on campus or off campus.

The occurrence of a major emergency, crisis or disaster within the District will require us to partner with other response organizations and authorities on various levels. *The District Response Plan* provides the framework for how the District of Columbia will respond to an emergency, in which case, UDC (collectively) will perform in an Emergency Support Function, and in conjunction with other agencies, respectively. *The District Response Plan* (located at the front of this booklet) remains the resource to reference in these instances.

It is incumbent upon members of the University’s Emergency Management Team and University Emergency Support Personnel to know and understand the University’s Emergency Preparedness and Response Plan in an effort to be proficient in the event of an actual emergency.
Quick Reference to Commonly used ACRONYMS

DCDOT   District of Columbia Department of Transportation
DCEMA   District of Columbia Emergency Management Agency
DCFD/EMS District of Columbia Fire Department and Emergency Medical Services
DHS     Department of Human Services
DOH     Department of Health
DPW     Department of Public Works
ECC     Emergency Command Center
EMT     Emergency Management Team
EOC     Emergency Operations Center
ESF     Emergency Support Function
FEMA    Federal Emergency Management Agency
LRD     Learning Resources Division
MPD     Metropolitan Police Department
OCP     Office of Contracting and Procurement
OPM     Office of Property Management
OEP     Occupant Emergency Plan
PEPCO   Potomac Electric Power Company
WASA    Water and Sewer Authority
EMERGENCY COMMAND CENTER

The University’s Emergency Preparedness and Response Plan is administered from of an Emergency Command Center (ECC). The President is Commander of the ECC. The ECC gathers intelligence from all buildings and satellite locations of the University and then deploys emergency resources and information as needed, or as required.

The location of the University’s Emergency Command Center is predicated on the nature of the emergency, the resulting safety and security of the site, and the availability of communications capabilities within the site. Sites for the location of the ECC are listed below in priority order:

Office of the President, Building 39, Room 301-A
The Board Room, Building 39, Room 301-F
Office of the Director of Campus Services, Building 38, Room C-104

During an emergency, the ECC site will be a restricted-access area. Individuals reporting to the ECC must present an official University, D.C. Government, federal government, or authorized support agency identification.

The *telephone number for the ECC is (202) 274-5100 or (202) 274-5306.* This number is provided so that the Emergency Management Team (EMT) and Emergency Support Personnel can (a) verify that the President has declared a *Level 1*, Level 2 or Level 3 emergency, requiring activation of the University’s Emergency Preparedness and Response Plan; (b) report the status of an emergency event; and (c) request resources in support of an event.

In the event of an actual emergency or suspicious activity, University personnel should immediately call University Police at (202) 274-5050.

*ECC telephone number is subject to change dependent upon the circumstances (refer to paragraph 2).*

* The emergency action plan is not activated at level 1 (one); see page 5 for level classifications.
CATEGORIZATION OF EMERGENCIES

Emergency incidents are classified according to their severity and potential impact. An emergency event may be designated as a Level 1, Level 2, or Level 3 situation.

Level 1 Emergency

A minor incident that is quickly resolved with internal resources or limited help. The Emergency Plan is not activated. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area. A Level 1 incident does not require activation of the University Emergency Plan. Impacted personnel or departments coordinate directly with the Vice President for Public Safety and Emergency Management to resolve Level 1 conditions. Little or no emergency support is required of external emergency support agencies. Under these conditions, the District of Columbia Response Plan is also not activated.

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

Level 2 Emergency

A major emergency that disrupts sizable portions of the campus community and may affect mission critical functions or life and safety. Level 2 emergencies may require assistance from external organizations. These events may escalate quickly, and have serious consequences for mission-critical functions, and/or life safety. The President receives intelligence from official operational departments. The Emergency Plan is activated and a subset of the EMT, the Safety, Security, Evacuation, and Emergency Shelter Team will determine the magnitude of the emergency. The Emergency Command Center may be opened. The University will have greater reliance on external emergency support agencies. The District of Columbia Response Plan may be activated, depending upon the severity of the emergency and its impact.

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

Level 3 Emergency

A major crisis or disaster involving the entire campus and surrounding community. 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 Emergency Preparedness and Response Plan is automatically activated and all EMT members report to campus by order of the President or his/her designee. All Emergency Command Centers are engaged in the University’s emergency response. Field Command Posts may be set up support the distribution of resources, personnel, or information. Extensive reliance on external emergency support organizations will be required. The District of Columbia Response Plan will be activated.

Examples: Life threatening, 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. May include any crisis or emergency calling for District and/or federal government action determined by the Mayor and/or the President of the United States to be of equal magnitude.
DEPLOYMENT OF EMERGENCY ACTIONS

Whenever a Level 1 Emergency occurs, no action is required by the Emergency Management Team. University Police is to be notified immediately by anyone encountering a Level 1 Emergency. Generally, University Police and other appropriate UDC personnel will handle resolution of all Level 1 Emergencies.

In the event of a Level 2 or Level 3 Emergency, the President, as Commander of the ECC has sole authority to activate the University's Emergency Preparedness and Response Plan.

On incapacitation or unavailability of the President, the responsibilities and functions of the ECC Commander will be assumed by the following individuals in priority order:

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

Generally, whenever a Level 2 or Level 3 Emergency occurs, a portion (of the whole) Emergency Management Team is called to action and the University's Emergency Preparedness and Response Plan is activated.

In the case of a Level 2 or Level 3 Emergency, the Emergency Preparedness and Response Plan calls for: EVACUATION (parts of the campus or the entire campus). When evacuation is not a reasonable option (under certain conditions), emergency shelter (in lieu of evacuation) will result (refer to page 8).
EVACUATION

*All UDC Personnel (Occupants)*
(Assembly Points, Facilities Egress)

1. **Building Manager Representatives** are called to duty by the President or his/her designee via a University-wide alarm system or other notification (e.g.: University Police).

2. **ALL BUILDING OCCUPANTS MUST EXIT THE FACILITIES.** Building occupants leave by way of accessible stairwells. **NO ELEVATORS ARE TO BE USED.**

**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

3. **Volunteer “Buddies” report for duty** by building stairwells to assist with evacuation for the physically challenged, mobility impaired, and otherwise disabled individuals.

4. **Building Safety Officers and University Police** work together to identify and direct occupants to a safe meeting place.

5. **Evacuees wait for further instructions** from Building Safety Officers and University Police.

6. Vehicle evacuation is directed by University Police.

“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.”
EMERGENCY SHELTER IN LIEU OF EVACUATION

There may be cases where evacuation is not an option. Circumstances may arise where-by there is a campus-wide or community-wide disaster of such magnitude that evacuation is rendered unsafe; or, when an event occurs that directly involves or impacts specific buildings, there-by rendering the building unsafe, and the occupants at risk; for example:

- Bombing or other assaults by air
- Nuclear attack
- Severe tornado, hurricane, snowfall or other weather disturbance
- Sniper or assassin attacks
- Riot or civil disturbance
- High casualty potential contagious disease
- Airborne biological/environmental contaminants present
- Building/facility destruction, structural damage or blockage
- Invasion of enemy ground offense
- Hostage takeover
- Mass casualty events
- Road, traffic and/or transportation shutdown

Emergency shelters will be pre-established, identified, and supplied by the Office of Facilities Management. Building Safety Officers and volunteer “Buddies” will engage evacuation procedures and direct occupants to designated shelter areas.

In the event that quarantine is mandated, University Police, the University Health Services unit, and the D.C. Department of Health will arrange and manage the quarantined area.

In the event that groups of campus community members or selected members are unable to evacuate, University officials will assist with identifying campus “Community Hosts” as alternate housing.
ANTHRAX: as a form of terrorism
Quick Facts, Precautions and Emergency Response

Anthrax is a normal occurring microorganism usually found on farmlands. Infection of this type is typically cutaneous (e.g.: deposited under the skin and is easily treatable with antibiotics). However, Anthrax produced and/or manipulated in a laboratory environment can be a very dangerous, high mortality instrument.

- **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%.

- **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 (e.g.: contaminated articles) can cause inhalation anthrax. Immediate attention is required.

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

Response to Anthrax Incidents
Notice and Evacuation

- Anyone suspecting the presence of Anthrax in a building, facility, or other space should contact University Police immediately at 274-5050.

- No one is to enter the building, facility, or space to inspect the suspected space except official D.C. Emergency Management, Department of Health and Hazardous Materials experts. Appropriate protective clothing is required.

- University 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.

- University Police will immediately notify the Vice President for Emergency Management and the University Power Plant.

- Power Plant personnel will immediately shut down the ventilation system of the building involved.

- University Police will immediately shut down all elevators in the building in question.

- University Police (with assistance from Building Safety Officers) 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.
• The University Police will determine evacuation to a “safe place”. No one is to leave the immediate campus unless authorized by the President 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.
  
  o In addition, all such individuals will immediately isolate area and treatment as prescribed by District of Columbia emergency response experts.

  o It is also advisable that all individuals from the affected area remove their clothing prior to isolation 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 Emergency Management experts.

• A check (by roster) of all building occupants, including individuals evacuated to the holding area, will be taken by Building Manager Representatives and University 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 share 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 isolation 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 can provide a finding with regard to the suspect substance.

  Should a positive finding be made by expert emergency responders, the building (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 response 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.
EMERGENCY SUPPORT FUNCTIONS
FROM DISTRICT AGENCIES AND DEPARTMENTS
(Regional, Federal, Non-Governmental, Voluntary, etc.)

In the case of a Level 1 Emergency, University Police will establish any and all required assistance from District of Columbia emergency responders.

In the case of a Level 2 or Level 3 Emergency, the President or his designee will establish initial contact with District officials through the Mayor’s Emergency Command Center or the D.C. Emergency Management Agency’s (EMA’s) Emergency Operations Center (EOC). The Mayor’s Command Center and the D.C. Emergency Management Agency’s EOC will work to deploy District and federal resources to assist the University.

Members of the Emergency Management Team will assume their respective roles and duties, including interactions with District agencies charged with providing Emergency Support Functions (ESFs). Communication with these agencies will be achieved through contacts with the Agency Duty Officers assigned to the EMA’s EOC.

The following identifies the Emergency Support Functions of the D.C. EMA Emergency Operations Center, along with the District agency with lead responsibility for the function, and the corresponding University’s EMT committee assigned to interact with the designated District agency duty officers.

D.C. EMERGENCY MANAGEMENT AGENCY (EMA)
(Emergency Operations Center, Emergency Support Functions (ESF), Responsible Agency, and University Emergency Management Team (EMT) Committee Liaison)

ESF: # 1 Transportation----DCDOT----EMT Safety, Security, Evacuation, Emergency Shelter

ESF: # 2 Communication----DCEMA----EMT Communications

ESF: # 3 Public Works/Engineering----DPW & WASA----EMT Safety, Security, Evacuation, Emergency Shelter

ESF: # 4 Fire Fighting----DCFD/EMS----EMT Safety, Security, Evacuation, Emergency Shelter

ESF: # 5 Information and Planning----DC EMA----EMT Command and Control

ESF: # 6 Mass Care----DC EMA & DHS----EMT Safety, Security, Evacuation, Emergency Shelter

ESF: # 7 Resource Support----DC EMA & OCP----EMT Communications

ESF: # 8 Health and Human Services----DOH----EMT Safety, Security, Evacuation, Emergency Shelter

ESF: # 9 Urban Search and Rescue----DCFD/EMS – EMT Safety, Security, Evacuation, Emergency Shelter


ESF: # 11 Food----DC EMA & DHS----EMT Safety, Security, Evacuation, Emergency Shelter

ESF: # 12 Energy/Utilities----OPM----EMT Safety, Security, Evacuation, Emergency Shelter

ESF: # 13 Law Enforcement----MPD----EMT Safety, Security, Evacuation, Emergency Shelter and EMT Disclosure, Liability, Civil Liberties, and Privacy
INTERNAL
EMERGENCY MANAGEMENT TEAM PHONE LIST

President................................................................................................................. 274-5100
Executive Vice President.......................................................................................... 274-5560
Vice President for Public Safety
and Emergency Management Services.................................................................. 274-5148
Vice President for Academic Affairs......................................................................... 274-5072
Vice President for Student Affairs............................................................................ 274-5208
Vice President for Management................................................................................ 274-5131
Director of Campus Services .................................................................................... 274-5313
Deputy Chief of Police.............................................................................................. 274-5148
University Counsel.................................................................................................... 274-5400

Note: 202 Area Code Required Outside of the District
EXTERNAL
EMERGENCY SUPPORT PERSONNEL PHONE LIST

FEMA.....................................................................................................................(800) 480-2520


DC EMA Emergency Operations Center is (202) 727-6161........................................http://dcema.dc.gov

(For the Hearing impaired)..............................................................................(202) 727-3323

Department of Health.........................................................................................(888) 793-4357

(Access Help Line)............................................................................................(202) 561-7000

American Red Cross (National Capital Chapter)............................................(202) 728-6401

Potomac Electric Power Company (PEPCO) - Life-threatening emergencies.......(202) 872-3432

Poison Control Center.......................................................................................(800) 222-1222

Washington Gas (Natural Gas Emergency Number)......................................(703) 750-1400

DC Water and Sewer Authority (Water and Sewer Emergency Number)........(202) 612-3400

DC Health Department.....................................................................................(202) 442-5999

DC Animal Shelter (24 Hours).........................................................................(202) 576-6664
INTERNAL
CRITICAL UNIVERSITY RESPONSE UNITS
(Emergency Contact Numbers)

University Police................................................................. 274-5050
Facilities Management.........................................................274-5313
University Power Plant.........................................................274-5162
University Health Services Unit..........................................274-5030
University Physical Plant.....................................................274-5162
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 and Building 46.

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

**03/20/2003**

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Phone</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bldg 38</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joseph Libertelli</td>
<td>2nd Floor Law School Area</td>
<td>274-7400</td>
<td></td>
</tr>
<tr>
<td>Earl Cabbell</td>
<td>3rd Floor and Financial Areas</td>
<td>274-5351</td>
<td></td>
</tr>
<tr>
<td>Bobbie Austin</td>
<td>A Level and B Levels</td>
<td>274-5210</td>
<td></td>
</tr>
<tr>
<td>Hattie Rogers</td>
<td>Human Resources</td>
<td>274-5020</td>
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</tr>
<tr>
<td>C Girard Johnson</td>
<td>All Other Areas</td>
<td>274-5313</td>
<td>C02</td>
</tr>
<tr>
<td><strong>Bldg 39</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earl Cabbell</td>
<td>3rd Floor and A Level Financial Areas</td>
<td>274-5351</td>
<td></td>
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<tr>
<td>Robert T. Robinson</td>
<td>All Other Areas</td>
<td>274-5148</td>
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</tr>
<tr>
<td>Deborah Gibbs</td>
<td>2nd Floor</td>
<td>274-7400</td>
<td></td>
</tr>
<tr>
<td>Bobbie Austin</td>
<td>1st Floor</td>
<td>274-5210</td>
<td></td>
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<tr>
<td>Phillip Morton</td>
<td>A Level</td>
<td>274-5050</td>
<td></td>
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<tr>
<td>Brian Baker</td>
<td>B Level</td>
<td>274-7400</td>
<td></td>
</tr>
<tr>
<td>Connie Tordy</td>
<td>Child Development Center</td>
<td>274-5213</td>
<td></td>
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<tr>
<td><strong>Bldg 32</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarence Akins</td>
<td>C Level</td>
<td>274-5435</td>
<td>C-05</td>
</tr>
<tr>
<td></td>
<td>B Level</td>
<td></td>
<td></td>
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<tr>
<td>Robert Norris</td>
<td>A Level</td>
<td>274-7461</td>
<td>A-05</td>
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<tr>
<td>Gebretensae Tzadu</td>
<td>1st Floor</td>
<td>274-5850</td>
<td>102</td>
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<tr>
<td>Robert Emerson</td>
<td>2nd Floor</td>
<td>274-5043</td>
<td>204</td>
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<tr>
<td><strong>Bldg 42</strong></td>
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<tr>
<td>Clarence Akins</td>
<td>C Level</td>
<td>274-5435</td>
<td>C-05</td>
</tr>
<tr>
<td>Charles Biehlanger</td>
<td>B Level</td>
<td>274-5037</td>
<td>B-12</td>
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<tr>
<td>Clarence Pearson</td>
<td>A Level</td>
<td>274-5238</td>
<td>205</td>
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<tr>
<td>Samuel Lakeou</td>
<td>1st Floor</td>
<td>274-5834</td>
<td>109F</td>
</tr>
<tr>
<td>Ben Latigo</td>
<td>2nd Floor</td>
<td>274-5027</td>
<td>212P</td>
</tr>
<tr>
<td><strong>Bldg 41</strong></td>
<td></td>
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<tr>
<td>Rachel Petty</td>
<td>All Other Floors</td>
<td>274-5194</td>
<td>405-01</td>
</tr>
<tr>
<td>Charles N. Smith</td>
<td>3rd Floor Computer Center</td>
<td>274-5500</td>
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<tr>
<td>Alert Casciero</td>
<td>Learning Resource Areas</td>
<td>274-7364</td>
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### Building Manager Representatives

**03/20/2003**

<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>Phone</th>
<th>Room #</th>
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<td><strong>Bldg 44</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>LaVerne Gooding-Jones</td>
<td>1st Floor</td>
<td>274-6167</td>
<td>103</td>
</tr>
<tr>
<td>Charles Phaneuf</td>
<td>2nd Floor</td>
<td>274-5942</td>
<td>200-23</td>
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<tr>
<td>Rachel Petty</td>
<td>All Other Floors</td>
<td>274-5194</td>
<td>Bldg 41 rm 405</td>
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<td><strong>Bldg 46</strong></td>
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<tr>
<td>Rachel Petty</td>
<td>All Floors</td>
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<td><strong>Bldg 47</strong></td>
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<tr>
<td>Michael McLeese</td>
<td>All Floors</td>
<td>274-5054</td>
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<td><strong>Bldg 43</strong></td>
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<tr>
<td>C. Girard Johnson</td>
<td>All Floors</td>
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<tr>
<td><strong>Bldg 52</strong></td>
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<tr>
<td>Carrol Daniels</td>
<td>B Level</td>
<td>274-6951</td>
<td>B-113</td>
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<tr>
<td>Dwight Jones</td>
<td>Lower Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Maitland</td>
<td>Lobby Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agboola Dedo</td>
<td>2nd Floor</td>
<td></td>
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<tr>
<td>Gordon White</td>
<td>3rd Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herbert Quigley</td>
<td>All Other Floors</td>
<td>274-7000</td>
<td>508</td>
</tr>
<tr>
<td><strong>RR National Airport-Hangar #2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Koehler</td>
<td>Hangar #2</td>
<td>274-6205</td>
<td>Hangar #2</td>
</tr>
</tbody>
</table>
APPENDIX C

EMERGENCY PREPAREDNESS

Primary and Secondary Coordinators for the Following Areas:

BUILDING 38 – Third Floor

- Maria Blassingame, Human Resources, Primary Coordinator; Hattie Rogers Human Resources, Secondary Coordinator; Mark Lassiter, Finance and Wossen Encubahre, Contracting and Procurement will be part of the support team.

BUILDING 39 – Level A

- Phil Morton, Security, Primary Coordinator; LaHugh Bankston, Registrar, Secondary Coordinator; and Janis Simmons, Finance will be part of the support team.

BUILDING 39 – Second Floor:

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker, Brian</td>
<td>x 7354</td>
<td></td>
</tr>
<tr>
<td>Bankston, LaHugh</td>
<td>x 6075</td>
<td></td>
</tr>
<tr>
<td>Blassingame, Maria</td>
<td>x 5448</td>
<td></td>
</tr>
<tr>
<td>Encubahre, Wossen</td>
<td>x 5498</td>
<td>(202) 431-2047</td>
</tr>
<tr>
<td>Lassiter, Mark</td>
<td>x 5221</td>
<td></td>
</tr>
<tr>
<td>Libertelli, Joe</td>
<td>x 7338</td>
<td></td>
</tr>
<tr>
<td>Morton, Phil</td>
<td>x 7179</td>
<td>(202) 438-2193</td>
</tr>
<tr>
<td>Richards, Ingrid</td>
<td>x 5352</td>
<td></td>
</tr>
<tr>
<td>Rogers, Hattie</td>
<td>x 5446</td>
<td></td>
</tr>
<tr>
<td>Simmons, Janis</td>
<td>x 5293</td>
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</table>
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.
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

<table>
<thead>
<tr>
<th>Main Office Number</th>
<th>(202) 274-5500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles N. Smith</td>
<td>Manager</td>
</tr>
<tr>
<td>Hakeem Fahm</td>
<td>Mgr. Technical Support</td>
</tr>
<tr>
<td>Jose Uy</td>
<td>Mgr. System Dev.</td>
</tr>
<tr>
<td></td>
<td>(202) 274-5978</td>
</tr>
</tbody>
</table>

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 on 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


   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 BLDGS. 32, 42, 44, 52 and Hangar 2**.

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

**Building 42:**
Second Floor: Primary – Dr. Ben O. Latigo, Office of the Dean  42-212-P  45027  
Back-up – Dr. Alvin J. Darby, Office of the Dean  42-212-T  45082  

First Floor: Primary – Dr. Samuel Lakeou  42-109-F  45834  
Back up – Richard Mbakop  32-101-B  45586  

A Level: Primary – Robert Norris  32-AO5  47461  
Back up – Jorge Montiague  32-AO5  45684  

B Level: Primary – Jorge Montiague  32-AO5  45684  
Back up – Robert Norris  32-AO5  45461  

C Level: Primary - Elmi Nur  42-C10-D  46326  
Back up – Saifollah Bigdeli  42-C10-D  46328  

**Building 32:**
Second Floor: Primary – Clarence Pearson  32-204  45057  
Back up – Robert Emerson  32-204  45054  

First Floor: Primary – Gebretensae Tzadu  32-101-B  45850  
Back up – Hung Ha  32-101-B  47460  

A Level: Primary – Bob Norris  32-AO5  45461  
Back up – Jorge Montiague  32-AO5  45684  

B Level: Primary - Jorge Montiague  32-AO5  45684  
Back up – Robert Norris  32-AO5  45461  

C Level: Primary – Saifollah Bigdeli  42-C10-D  46328  
Back up – Elmi Nur  42-C10-D  46326  

**Building 44:**
Second Floor: Primary – Gloria Green-Ridley  44-104-A  45908  
Back up – Charles Phaneuf  44-200-23  45942  

First Floor: Primary – Connie Webster  44-102  45899  
Back up – Laverne Gooding-Jones  44-103  46167  

**Building 52:**
Lower Level: Primary – Carol Daniels  52-LL-B21  46951  
Back up – Kent Davison  52-LL-B111  46950
PRELIMINARY EVACUATION PLAN

BUILDINGS 32, 42, 44, & 52

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 – East should exit stairs near the computer lab elevator down to A level and out to Denard Plaza.
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.
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.

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 Building 47
Shelter In place
Evacuation

Essential Personal

Main Office         (202) 274-5024
Michael McLeese  Athletic Director/ Building Manager (202) 274-5024
Thunder Lane      Day Pool Manger/OEP Monitor   (202) 274-5066
Robert Patterson Evening Pool Manager/OEP Monitor (202) 274-5066
Robert “Butch” Cherry Facilities Manger/OEP Monitor (202) 274-5095
Jeanetta Lambkin Athletic Trainer/OEP Monitor   (202) 274-6269
Dr. Beth Eubanks  Body Wise/ OEP Monitor       (202) 274-6616

During an emergency
   o Stay calm and follow the advice of building manger and OEP monitors

During an emergency you will receive instructions about weather 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 office
      b. Level B- Matt Room

Sheltering Room
   4. Seal any windows and or events with sheets of plastic and duct tape
   5. Seal the doors with duct tape.
   6. 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

- Remain with in your work space unless directed to do otherwise.
- Establish an accountability plan for the personnel within your office.
- If you are taking prescription or other medication, keep a supply on you at all times.
- Maintain a small cache of non-perishable food items and bottled water at your workstation.
- Each office should have portable radio, flashlights and a supply of fresh batteries.
- Discuss with your manager any special needs that may require consideration.
- Review OEP plan and know your OEP monitors.
- Water conservation must be practiced the duration of this condition.
- Contact anyone you know from your section who is off premises; advise them of this condition and seek secure shelter.
- 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)
   Mr. David Maitland Lobby Level (L)
   Mr. Agboola Dedo  2nd Floor
   Mr. Gordon White   3rd Floor
   Dr. Tarsaim Goyal  4th Floor
   Dr. Hany Makhlouf  5th Floor

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. Herbert Quigley, 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.