



Emergency Response Plan

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Washington Adventist University

EMERGENCY RESPONSE PLAN

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I. PLAN BASICS

A. Background

It is the goal of Washington Adventist University to provide the safest environment possible by complying with all federal, state, and county safety and health regulations, as well as various University guidelines and protocols, including provisions contained within:

- US Occupational Safety and Health Administration , 29 CFR Part 1910 General Industrial Standards, subpart E App, Exit route, Emergency Action Plan and Fire Prevention Plans.
- Maryland; Title 09 Department of Labor, licensing and Regulation, Subtitle 12 Division of Labor and Industry, Chapter 31 Maryland Occupational Safety and Health Regulation.
- Maryland Emergency Preparedness Program Strategic Plan, of September 2013
- Montgomery County Hazard Mitigation Plan, of July 2013
- National Fire Protection Association, Life Safety Code 101
- National Fire Protection Association, 1600, Standards on Disaster/Emergency Management and Business Continuity Programs

This *Emergency Response Plan* provides an organizational and procedural framework for managing emergencies, with emphasis on preparedness and response. It provides guidance for preparing for and responding to emergencies.

B. Definitions and Concept of Emergency Operations

Definitions of Emergency-Related Terms

Emergency: An emergency is any incident, potential or actual, which affects an individual or group of individuals, an entire building or buildings, and which will disrupt the overall operations of the campus. In the event of an emergency, outside emergency services might be required, as well as campus support services. Major potential considerations and decisions will usually be required from WAU's administration during an emergency.

Incident Command: Incident command is a system used by public emergency response personnel for coordinating response activities using a clear chain of command. The primary emergency will dictate the selection of the Incident Commander. For example, in the case of a fire, the senior fire company officer will assume the role of Incident Commander, and other agencies and personnel (including police) will assume subordinate roles in a tiered-command system. However, in the case of an institutional violence incident, the senior police officer will assume the role of Incident Commander, even if fire company personnel are present.

Incident Command Center: The Incident Command Center will be the Administrative Conference Room on the third floor of Wilkinson Hall, and will serve as the centralized management center for emergency response activities by the University. This area will have access to equipment and supplies needed to support University emergency response activities at a management level. The alternate site shall be the Campus Security office.

Incident Command Team: The Incident Command Team is a predetermined set of University personnel with the authority to manage the University emergency response activities. This group will receive the training necessary to support University emergency response activities at a management level.

Public Emergency Response Personnel: Public emergency response personnel are employees of government agencies who respond to an emergency following a 911 call. When attempting to dial for a public emergency response from an on campus telephone, you must dial 9-911 in order to reach the emergency personnel. In most cases, the responding agencies will be the Montgomery County Fire and Rescue Service, City of

Takoma Park, and/or Montgomery County law enforcement, Montgomery County Hazardous Material Response Team, and Maryland State Police. Once personnel from one or more of these agencies arrive, an Incident Commander will assume control of all emergency response activities under a tiered-incident command system.

Team leaders: Team leaders within or near a building where an emergency occurs, have the leadership role in carrying out the responsibilities outlined in this plan. Team leaders are defined as academic and administrative department heads, vice presidents, and deans.

Concept of Emergency Operations

Response to minor incidents should be handled at the department level whenever possible. If an incident appears to be localized without the potential of becoming an emergency, department and office personnel in the area of the incident have the responsibility of handling the situation. However, if the incident escalates or has the potential to escalate, then emergency protocols must be followed.

When a University employee encounters an emergency that must be handled with outside assistance, then the Emergency-Specific Protocols listed in this plan should be used. The Emergency-Specific Protocols will prompt notification of the appropriate University and/or public emergency response personnel.

Depending on the nature, severity, magnitude, and duration of the emergency, the Incident Command Center may be activated for central control of all activities necessary to support emergency operations. The Incident Command Center will be managed by predetermined authorized personnel. (Section D)

C. University Employee Guidelines

1. Team Leader Guidelines

The Emergency-Specific Protocols are for use by all University employees, although the team leaders have the leadership role in carrying out the activities listed in the Emergency-Specific Protocols. Therefore, the Emergency-Specific Protocols provided in this plan serve as the primary guidelines for team leaders.

2. Faculty/Staff Guidelines

WAU faculty have a unique role in emergency situations in that they may be the first to recognize a social emergency (such as physical confrontation, weapons possession, etc.). They are to do the following:

- Maintain order
- Notify Campus Security or a team leader of the nature of the emergency. If unable, or if a team leader is not available, initiate the procedures listed in the Emergency-Specific Protocols
- Provide clear instructions for students and visitors
- Assist in evacuation or lockdown of the building when necessary. Assist any disabled individuals out of the building
- When the building is evacuated, report the location of any disabled individuals unable to exit the building if no one was available to help them
- Follow instructions from the Incident Commander regarding assembly, relocation to another area, safety precautions, University closing, etc.
- Report any missing students or visitors
- Do not leave the scene or permit students or visitors to leave until final instructions have been provided by the Incident Commander at the scene

3. Campus Security Guidelines

Although not comprehensive, the following are representative of actions to be taken or to be considered by Campus Security officers, depending on the emergency:

- Call 911 if necessary. Provide details regarding the nature of the emergency and type of assistance needed
- Call campus Facility Services if necessary
- Notify University administration (via chain of command as appropriate) of the emergency
- Assist the team leaders with evacuation
- Provide rescue and first-aid activities as appropriate
- Provide traffic control, access control, perimeter, and internal security patrols as necessary
- Take immediate and appropriate action to protect students, personnel, and property
- Direct emergency response personnel to the area of the emergency, and apprise them of actions taken so far
- Implement any instructions given by the public emergency response personnel in charge after their evaluation of the situation
- After the emergency, review and update, if necessary, emergency response procedures and training

4. Campus Facility Services Guidelines

Campus Facility Services personnel work under the direction of the Facility Services Director. Although not comprehensive, the following are actions to be taken or considered by Facility Services personnel, depending on the emergency:

- Provide assistance to team leaders as needed
- Assist with evacuating disabled personnel
- Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, equipment protection, or provide security assistance as directed
- Turn off natural gas, electricity, or other utilities as dictated by the emergency
- Notify the utility service when an outage occurs, such as electricity, natural gas, communications, etc.
- Activate stand-by emergency power generator(s) if needed
- Secure equipment from damage, such as elevators, motors, pumps, etc.
- Provide for the proper containment and/or cleanup of hazardous materials
- Provide the necessary information to the public emergency response personnel regarding present conditions in the building, utility shut down, floor plan layout, hazardous materials storage, etc.
- Provide vehicles, equipment, and operators for movement of personnel and supplies
- Assign vehicles to emergency response personnel when requested for emergency use
- Assess damage and begin cleanup and restoration

5. University Administration Guidelines

University Administration consists of the president and vice presidents, and other designees who may act on behalf of them in their absence. Although not comprehensive, the following are representative of actions to be taken or considered by Administration, depending on the emergency:

- Direct the University emergency response activities. Activate and operate out of the Incident Command Center when necessary

- Determine other appropriate courses of action as dictated by the circumstances to protect students, personnel, and property, such as building evacuation, campus-wide evacuation, etc.
- Prior to the arrival of public emergency response personnel, keep the 911 dispatcher apprised of the emergency services needed, such as fire, medical, hazardous material response, security, traffic control, etc.
- After the arrival of public emergency response personnel, coordinate the University's emergency response activities with the Incident Commander
- Provide guidance to affected students and personnel regarding the duration of the emergency, hours of campus operation, and other actions to be taken
- Establish communications to allow affected students and personnel to notify relatives/friends of their whereabouts and status
- Establish liaison with the news media for dissemination of information, and prepare news releases for approval and release through the Special Assistant to the President for Communications and Quality Improvement
- For severe weather alerts, notify the entire campus by campus-wide telephone broadcasts, campus-wide e-mail, website, Information Line (ext. 4567), and mass text messaging system
- For medical emergencies and/or fatalities, contact victims' families and arrange counseling for affected personnel through the Vice President of Student Life and Retention with the University Vice President for Ministry
- After the emergency, review and update the University's emergency response procedures and training

D. Incident Command Team

The Incident Command Team will be activated upon declaration by University Administration that there is a state of emergency. The Incident Command Team will report directly to the Incident Commander. During a state of emergency, the University will act according to direction from an appropriate government unit or agency.

I. Composition of the Incident Command Team

- President (Leader)
- Provost
- Special Assistant to the President for Communications and Quality Improvement
- Vice President for Financial Administration
- Vice President for Student Life and Retention
- Vice President for Marketing and Enrollment
- Vice President for Advancement and Alumni Relations
- Vice President for Ministry
- Associate Vice President of Information Technology Services
- Director of Safety and Security
- Director of Facility Services
- Director of Human Resources
- Director of Health Services
- Other individuals as determined by the group

2. Functions of the Incident Command Team

- Coordinate emergency response with University administration and notification of other Incident Command Team members
- Identify need for external support and liaison with government and external organizations
- Gather, confirm, and evaluate incident information
- Define and implement tactics and actions to resolve priority situations
- Identify resources necessary

- Reassign/deploy individuals in support of critical needs
- Issue public information reports and instructions to the University community
- Account for students, faculty, staff, and visitors through checkpoints
- Journalize all crisis events and photograph as necessary
- Provide safe areas for all people
- Provide transportation as needed
- Limit access to designated personnel

3. Necessary Equipment

The Vice President for Financial Administration is responsible to ensure that these items and services are readily available during a State of Emergency.

- Access to a dedicated phone line that is not part of the University system
- Radio access via scanning radio for Public Service (Police, Fire, EMS)
- Contact list for students, faculty, staff, and visitors if available
- Computer network connection
- Ability to post changes to website
- Master phone directory including emergency numbers of external support
- Designated fax machine
- Laptop computer
- Television with cable access
- Building plans
- Hazardous material list
- First aid kits
- Identification vests
- Crank-operated (preferred) flashlights (spare batteries for non-crank flashlights)
- Incident report forms
- Digital camera
- Current class rosters and master room assignments (to include resident halls)
- NOAA weather radio with warning signal
- Office supplies
- Insurance information and inventory
- Crank-operated (preferred) radios (spare batteries for non-crank radios)
- Water
- Ready-to-eat, non-perishable nutritious snacks

4. Emergency Response Roles for Departments

Each department head is responsible to read and understand this plan. In the event of an emergency, each department head is responsible to make sure all department employees understand the plan in place. Specific University-wide departmental responsibilities are listed below. The department head for each department is responsible for the items listed.

Provost

- Work with the academic deans and chairs to establish the academic schedule during a state of emergency
- Provide adjunct faculty contact information to the Incident Command Team

Facility Services

- Mitigate facilities/grounds damage and restore functionality
- Assist Campus Security with establishing and maintaining safety perimeter
- Liaison with fire and medical personnel
- Provide essential services for the maintenance and restoration of critical functions

- Provide damage control and carry out emergency repairs

Campus Security

- Liaison with police and assist with crowd control, evacuation, and site security
- Lockdown vital areas such as ITS and building systems

Vice President for Student Life and Retention

- Coordinate student notification and response
- Liaison with parents
- Supervise emergency activities of resident assistants, residence hall deans
- Establish and coordinate an emergency counseling center with the University counselor and Vice President for Ministry

Vice President for Ministry

- Coordinate pastoral counseling assistance with Sligo SDA Church and other area churches as appropriate
- Assist Vice President for Student Life and Retention

Transportation

- If possible, provide emergency transportation for students, faculty, staff or visitors as directed by the Incident Command Team

Food Service

- Coordinate food service for the University community and emergency personnel as needed or requested

Information Technology Services

- Provide for evacuation of necessary computerized data and establish alternate site for operation of University's computer system as provided for in the University's plan for business continuity
- Coordinate temporary phone lines, fax, and computer hookups
- Establish off-campus number for recorded messages

Department of Human Resources

- Provide full-time faculty and staff roster and emergency contact information
- Coordinate third-party mental trauma relief services with the University counselor via the University Employee Assistance Provider as appropriate

Special Assistant to the President for Communications & Quality Improvement

- Update the University website as directed by the Incident Command Team
- Maintain contact with the University community and the media
- Coordinate the flow of information to the media
- Establish media assembly area in cooperation with the Incident Command team
- Provide clear, continuous, and timely communication to students, faculty, staff and the public as required
- Provide voicemail notification
- Handle emergency closing notifications and coordinate special notifications as directed by the Incident Command Team
- Follow crisis communications guidelines

Health Services

- Maintain services for sick and injured students, staff, and faculty
- Establish progress as directed by Centers for Disease Control (CDC) or other health agencies in response to a threat to public health

- Assist in the triage and / or the transport of ill or injured students/faculty/staff to the Washington Adventist Hospital, and other area hospitals which have full decontamination capabilities

E. Training

The University's Safety and Security Department will be responsible to insure that students, faculty, and staff are trained in how to appropriately respond to emergency events in accordance with the Emergency Response Plan.

All persons attending and employed by Washington Adventist University shall be trained in appropriate emergency response protocols for their area of responsibility.

Student training will consist of written plan reviews to be distributed by the Student Government office and available online. Sessions will be held on a scheduled basis on the University campus for students to have direct contact with Safety and Security staff who will provide instruction.

Faculty and staff training will also be available in written plan reviews, online outline reviews, semester faculty meeting training sessions, and other scheduled sessions on the University campus.

An emergency plan overview information pamphlet will be made available throughout the school year.

II. EMERGENCY-SPECIFIC PROTOCOLS

A. Fire/Explosion

- Activate the fire alarm for immediate evacuation of the building
- Call 911 for public emergency response services
- Call Security at ext. 4019 or call the cell phone number, 301-300-0342 to report the emergency and tell the officer that 911 has been called
- DO NOT attempt to extinguish a fire unless trained to do so. If trained, operate the extinguisher using **P A S S**: **P**ull, **A**im, **S**queeze, **S**weep
- Assist in assembling evacuees to a large grassy area or parking lot UPWIND from the hazard and unlikely to be used for emergency response activities **OR**
- Shelter in place in the event the fire or explosion is outside of the building you currently occupy
- Assist mobility-impaired persons to evacuate the building (Section N) or relocate to a safe refuge area, usually a fire-protected stairwell
- Provide pertinent information to the public and University emergency response personnel at the scene (i.e., location of the fire, known persons in the building, injured persons, etc.)
- Wait for further instructions from the Incident Commander at the scene before releasing any evacuees from the assembly area
- DO NOT reenter the building under any circumstances until given clearance by the Incident Commander
- Contact Facility Services personnel to secure the building and begin repairs as soon as possible
- IF YOU BECOME TRAPPED:
 - If a window is available, place an article of clothing outside the window as a marker for rescue crews. Stay near the floor and shout at regular intervals.
 - If there is no window, stay near the floor and shout at regular intervals.

B. Medical Emergency/Fatality

- Call 911 for public emergency response services
- Call Campus Security at ext. 4019 or call the cell phone number, 301-300-0342 to report the emergency and tell the officer that 911 has been called

- Render CPR and/or first aid if needed and only if trained to do so
- DO NOT attempt to move the victim
- Remain calm and provide comfort and assurance to the victim
- Clear the room of all unnecessary people
- Stay with the victim until medical personnel arrive and assume care for the victim
- Provide pertinent information to medical personnel regarding the nature of the injury/illness and care given before leaving the scene
- IN CASE OF A FATALITY: Leave the immediate area but DO NOT leave the body unattended. If the deceased is in one room, exit the room, close the door, and remain outside the door to ensure that no one enters the room until public emergency response personnel arrive

C. Electrical Power Outage

- Call Campus Security at ext. 4019 or call the cell phone number, 301-300-0342 to report the emergency and Security will notify Facility Services personnel
- DO NOT touch or attempt to move fallen power lines
- Unless there is another related problem such as a fire, remain in your designated work area until directed to do differently by Campus Security, Facility Services, or University administration at the scene
- Inform Campus Security and/or Facility Services of any individuals trapped in an elevator, known equipment damage, or other significant events
- Follow instructions from Campus Security or Facility Services personnel handling the outage

D. Natural Gas Leak

- Activate the fire alarm for immediate evacuation of the building
(Do not be concerned that fire alarm activation may cause electrical arcing (sparking) at the main fire alarm panel, though most panels are located in mechanical rooms where other electrical devices are arcing on a continuous basis.)
- Notify Campus Security at ext. 4019 or call the cell phone number, 301-300-0342 to report the emergency. Security will call campus maintenance and 911 for public emergency response services if necessary
- Campus Security or Facility Services will notify neighboring buildings of the gas leak
- Evacuate mobility-impaired persons following the protocols in this plan for Assistance to the Disabled (Section N)
- Close all hallway doors if time permits
- Assemble in parking lot upwind of the building and until further instructed by the Incident Commander
- Provide the necessary information to the emergency response or University officials at the scene (i.e., location of the leak, known persons in the building, etc.)
- DO NOT reenter the building under any circumstances until given clearance by the Incident Commander

E. Hazardous Material Release - Incidental

Incidental Release: A small isolated spill, such as cleaning solvent, which does not present a potential to cause injury/illness or require evacuation other than from the immediate release area. In case of an incidental release, follow the procedures below. If in doubt about the severity of the incident, follow procedures for an emergency hazardous material release.

- Notify Campus Security at ext. 4019 or call the cell phone number, 301-300-0342. They will notify Facility Services
- Evacuate people in the immediate area of the spill. Isolate the spill by closing doors if possible.

- DO NOT leave the spill unattended. If the spill is in a laboratory, leave the room and close the door, but remain outside the door to ensure that no one enters the room until the area is safe.
- Campus Security or Facility Services will alert appropriate personnel, including the appropriate public emergency response service if necessary, for proper clean up, containment, and disposal of the chemical.

Accidents and Spills

Eye contact: Promptly flush eyes with water for at least 15 minutes. Use both hands to hold the eyelids open so that the entire surface of the eye may be rinsed. Seek immediate medical attention.

Inhalation or ingestion: Seek medical attention.

Skin contact: Promptly flush the affected area with water and remove any contaminated clothing. If symptoms persist after washing for 15 minutes or longer, seek medical attention.

If medical attention is necessary, call 911 or contact Dr. Ho at 9 (301) 891-6100.

For small spills requiring assistance, contact Dr. Roberts at x4228 and Security at x4019 or call the cell phone number, 301-300-0342.

In the event of a fire call 911. If you extinguish a small fire with a portable fire extinguisher, it must be reported to the Chemical Hygiene Officer at x 4228 and Security at x4019 or call the cell phone number, 301-300-0342. Tell Security 911 was called.

F. Hazardous Material Release - Emergency

Emergency Release: An incident that involves a large quantity of one or more chemicals that have the potential of causing personnel injury/illness and/or environmental damage. This could be a biological or chemical threat, or radiological contamination.

- Activate the fire alarm for immediate evacuation of the building
- Notify Campus Security at ext. 4019 or call the cell phone number, 301-300-0342 who will call 911 for public emergency response services
- Campus Security or Facility Services personnel will notify neighboring buildings of the chemical release
- Assist mobility-impaired people to evacuate the building (Section N) using the nearest exit. If the exit is blocked by the chemical release, use an alternate exit.
- Close all hallway doors if time permits
- Assemble in the parking lot outside of the building until further instructed by the Incident Commander or move to a nearby building if appropriate
- Provide the necessary information to the Incident Commander (i.e., location of the release, any known persons in the building, etc.)
- DO NOT reenter the building under any circumstances until given clearance by the Incident Commander

G. Hurricane/Tornado/High Winds

- In the event of a hurricane or similar event where weather advisories are available, University administration will warn the team leaders. Team leaders must notify building occupants by word-of-mouth to assemble in interior portions of the building without windows or the lowest level of the building
- In the event of a tornado or other high winds where no advance notice is given, the team leaders must take the initiative to notify building occupants by cell phone or word-of-mouth to go to the lowest level of building, keeping away from windows

- Assist mobility-impaired persons to safe areas
- Close and lock all area windows and turn off all electrical devices if time permits (Shutting windows is appropriate during tornados, as well as other high wind events.)
- Do not use corded telephones, as the wires can conduct electricity. Cell phones are safe to use
- Instruct occupants to go to the lowest level of the building
- DO NOT attempt to leave the building until instructed by University administration

H. Severe Electrical Storm

- Save work, then shut down all personal computers and sensitive electronic devices
- Do not go outside. If outside when an electrical storm hits, go inside a building. Use automobiles as a shelter ONLY as a last resort.
- Stay away from windows, particularly those near trees that can be struck by lightning
- Do not use corded telephones, as the wires can conduct electricity. Cell phones are safe to use
- Stay away from water sources, as metal plumbing fixtures can conduct electricity. If in a shower, leave immediately
- After the electrical storm has subsided, notify Campus Security at ext. 4019 or call the cell phone number, 301-300-0342 of any personal injuries, facilities damage, or suspected remaining hazards

I. Bomb Threat (Telephone/E-mail/Letter/In-person)

Information to be collected

- If received by telephone, remain calm and NONCONFRONTATIONAL
- Ask the following questions and record the responses:
 - When is the bomb going to explode?
 - Where is the exact location of the bomb?
 - What kind of bomb is it?
 - Why was it placed?
 - Who is speaking?
- Notify Campus Security at ext. 4019 or call the cell phone number, 301-300-0342. They will call 911 for public emergency response services

Actions to be Taken

- Team leader and Security are to walk through the building looking for suspicious items. No one is to touch suspicious items.
- If a bomb is reported in your building, activate the fire alarm for immediate evacuation of the building (Section M)
- Evacuate mobility-impaired persons or relocate them to a safe refuge area, usually a fire-protected stairwell (Section N)
- Assist in assembling all evacuees at a large grassy area or parking lot well away from the building and unlikely to be used for emergency response activities or seek shelter in a building on campus away from the building under immediate threat
- Seek out and provide pertinent information to the public and University emergency response personnel at the scene (i.e., caller, location of the bomb, known persons in the building, etc.)
- Do not respond to the media. Refer all media inquires and questions to the Special Assistant to the President for Communications and Quality Improvement
- Await further instructions by University administration at the scene before releasing any evacuees from the assembly area
- DO NOT reenter the building under any circumstances until given clearance by the Incident Commander

J. Physical Confrontation/Riot/Civil Disturbance

Actions to be Taken

- DO NOT place yourself in the middle of a confrontation
- Call Campus Security at ext. 4019 or call the cell phone number, 301-300-0342. Security will call 911 for public emergency response services if necessary
- If serious injury occurs, follow the protocols in this plan for Medical Emergencies (Section B)
- In case of riot or civil disturbance:
 - Isolate the area and quietly arrange for evacuation or lockdown of the building if possible
 - University administration will provide further guidance, including a campus-wide evacuation, if necessary

Information to be Recorded

- When time permits, record information that may be valuable to the public emergency response services and/or University administration investigating the incident:
 - Nature of the incident
 - Location of the incident
 - Description of persons involved
 - Description of property involved
 - Any weapons involved

K. Lockdown for a Trespasser/Intruder

- Do not confront or attempt to physically remove the trespasser/intruder
- If the trespasser/intruder is unarmed and non-threatening, call Campus Security at ext. 4019 or call the cell phone number, 301-300-0342 to report the situation. Campus Security will call 911 for public emergency response services if necessary.
- If the trespasser/intruder is armed and/or threatening in ANY way, call 911 for public emergency response services. Afterward, call Campus Security at ext. 4019 or call the cell phone number, 301-300-0342 to report the emergency and that 911 have been called.
- Be prepared to provide the following information:
 - Nature of the incident
 - Suspect description and location
 - Special problems associated with the suspect
 - Description of any weapons
- Isolate the area and quietly arrange for evacuation or lockdown of the building if possible
- Assemble witnesses to provide information to the necessary public emergency response personnel and/or University administration
- Wait for final instructions from the University administration at the scene before resuming classes, work, etc.
- Do not respond to the media. Refer all media inquiries and questions to the Special Assistant to the President for Communications and Quality Improvement.

L. Weapons Possession/Hostage Situation/Shooting

- Call 911 for public emergency response services
- Notify Campus Security at ext. 4019 or call the cell phone number, 301-300-0342 to report the emergency and that 911 has been called
- Be prepared to provide the following information:
 - Nature of the incident
 - Suspect description and location
 - Special problems associated with the suspect

- Description of any weapons
 - If injuries occurred: number and names of victims, nature of injuries
- Isolate the area and quietly arrange for evacuation or lockdown of the building if possible
- Assemble witnesses to provide information to the necessary public emergency response personnel and/or University administration
- Wait for final instructions from University administration at the scene before resuming classes, work, etc.
- If there is a single active shooter in your area who is discharging a weapon be prepared to act immediately before the arrival of any law enforcement. You or a group of individuals may have to rush and attempt to disarm the shooter since it is highly unlikely that the shooter will stop discharging a weapon without active intervention on your part
- Stay calm and assume that law enforcement is on the way to you and arrest the shooter(s)
- Do not respond to the media. Refer all inquires and questions to the Special Assistant to the President for Communications and Quality Improvement.

M. Building Evacuation and Outside Assembly

Building Evacuation

- Do not use elevators in case of fire, power outage, or potential power outage
- Quickly check restrooms to ensure total evacuation, and close all hallway and office doors if time permits
- Refer to “Assistance to Disabled” checklist (Section N) for guidance if persons with disabilities are in the building
- Gather in a safe assembly area until University administration gives the “all clear” to reenter the building or to be dismissed
- Provide the necessary information to the Incident Commander (e.g., location of the fire, any known persons in the building, etc.)
- DO NOT reenter the building under any circumstances until given clearance by the Incident Commander

Outside Assembly

- Determine a safe assembly area which would be large grassy areas or parking lots UPWIND from the hazard and areas unlikely to be used for emergency response activities and vehicles
- Evacuating personnel should stay in the assembly areas until they receive further notice, as determined by University and/or emergency response officials. The notice should include:
 - If and when personnel may return to the evacuated building(s)
 - If and when personnel may leave the campus in their personal vehicles
 - If and when personnel must sign a roster, complete an incident report, etc.
- If there are any injured persons, call 911, have TRAINED personnel administer first aid, and make the victim(s) comfortable
- Do not give any information to the media, parents, or general public. Direct all inquiries and questions to the Special Assistant to the President for Communications and Quality Improvement.
- Initiate a list of evacuees if directed to do so by the Incident Commander. Faculty members will have class rosters from which they can determine which students are present in the current class that had been evacuated. Residence hall deans and resident assistants will have lists of residents from which to determine who should be present. Team leaders within the different departments will have lists of employees in their section and can determine who is present or not. These lists will provide information as to who is present and who might be missing. Include any visitor on your respective lists.

N. Assistance to the Disabled

Evacuation of Non-Ambulatory Persons

Persons with mobility and cognitive disabilities will need special care during the evacuation process. Team leaders or designated individuals in each department are responsible to help evacuate individuals with mobility and cognitive disabilities. Faculty members are responsible to assist in evacuating those with disabilities who are in their classrooms during the time of an evacuation. Persons in wheelchairs will need special attention. Do not evacuate a person in a wheelchair via the stairway unless it is absolutely necessary. Assist him or her to a safe refuge area (usually a stairwell), and then alert University or public emergency response personnel as to their location. In an emergency, team leaders are responsible for the evacuation of disabled individuals.

If circumstances dictate that a person in a wheelchair **MUST** be transported before University or public emergency response personnel arrive, attention must first be given to the person's needs:

- Consult the person in the chair regarding the best way to evacuate (manner of being moved, the number of people needed, ways to lift, etc.)
- If the person is unable to speak clearly, look for signs on the wheelchair with printed instructions
- **DO NOT** take an electric chair up/down stairs. Abandon the chair and carry the person unless a manual, collapsible wheelchair is available.
- Prior to moving a non-ambulatory person, check for braces, seat cushions, harness, seat belt, etc.
- Determine if he/she should be carried forward or backward on a flight of stairs
- After assisting the non-ambulatory person out of the building, ask if further assistance is needed, including paramedic assistance. Assign a temporary care taker for the disabled / non-ambulatory person until they have been taken in custody by paramedics or University officials.

Evacuation of Visually-Impaired Persons

In the event of an emergency, describe the nature of the emergency and offer to guide any visually-impaired person. As you walk, explain where the person is and advise of any obstacles. When you reach safety, orient the person as to where they are. Ask if any further assistance is needed. Do not leave the person alone unless absolutely necessary, such as to assist another person.

Evacuation of Hearing-Impaired Persons

Persons with hearing impairments may not hear emergency alarms and may need a written note describing the emergency and how to proceed, or turn the lights on and off to get the person's attention, then indicate what is happening and how to proceed through gesture and writing.

O. Multiple-Building and Campus-Wide Evacuation

If one or more buildings must be evacuated and the fire alarm system or siren has not been activated (such as a hazardous materials incident, bomb threat, or hostile intrusion), the following procedures should be used:

- University administration at the scene shall immediately:

- Call 911 and advise the dispatcher of potential assistance needed, such as law enforcement, traffic control, hazardous material response, etc.
 - Notify Campus Security and describe the event and say that you have called 911
 - Determine the buildings to be evacuated
 - Designate safe assembly areas
 - Inform the team leaders to evacuate their buildings
- Team leaders have the following responsibilities:
 - Activate the fire alarm
 - Sweep through the building, including restrooms, to be sure everyone has exited
- University administration at the scene shall:
 - Direct the compilation of a list with the full names of all who were evacuated
 - Have Campus Security and/or public law enforcement personnel in place for traffic control if a mass exodus from the campus in private vehicles will occur
 - Release personnel if safe to do so or have them advised of subsequent actions at the direction of the Incident Commander
 - Ensure that the list of evacuees is updated regularly and maintained at the Incident Command Center as a reference when inquiries are made.
 - If any evacuees need medical attention and/or must be moved to an indoor shelter, then University administration at the scene shall direct those activities using the resources available to the Incident Command Team

If a campus-wide emergency occurs such as a flood, severe storm, a fire in one or more buildings, or any act which requires campus evacuation or shelter-in-place, then a state of emergency will be declared by University administration. A declared state of emergency activates the Incident Command Team and the Incident Command Center.

P. Earthquake

An earthquake is a sudden movement of a portion of the earth's surface, usually followed by a series of vibrations.

If an earthquake occurs when you are outside, remain outside. Move away from trees, tall signs, electrical wires, poles and buildings and travel to a clear area. Remain there until the shaking stops. If you are on a sidewalk near a building, duck into the building to avoid falling debris.

If you are inside a building when an earthquake occurs, drop to the floor and duck under a desk or sturdy table to avoid falling ceiling tiles, plaster and loose objects. Stay away from glass, windows, outside doors and walls. When the shaking stops, you may leave the building. If you are in an auditorium, remain in your seat covering your head with your arms. Avoid rushing toward exits.

Q. Epidemics and Pandemics

In the event that a government or outside agency declares a pandemic, the University will follow the agency's guidelines. In the event that the government or an outside agency declares an epidemic, the University might take the following actions:

- Ask ill people to voluntarily remain at home for approximately 7-10 days, or until they are well and will no longer be able to spread the disease. If suffering students are on campus, they should report to Health Services and follow the recommendations given to them.
- Ask members of households with a person who is ill to remain at home for approximately seven days.

- Distribute information concerning social distancing measures: limit handshaking, limit personal contact, limit shared work spaces, work from home when possible, use phone meetings to avoid face-to-face meetings, encourage good personal and hand hygiene.
- Provide information of the University's epidemic plan to students, faculty and staff; keeping everyone updated of the situation, including parents.
- Dismiss students from school and school-based activities by means of a three-tiered approach:
 - 1) No dismissals
 - 2) Short-term dismissal from classes up to four weeks
 - 3) Prolonged dismissal from classes up to 12 weeks. During a prolonged dismissal, the school can stay open with staff and students attending who are able, thereby avoiding any educational implications for closing the University for a long period of time.

www.pandemicflu.gov has recommendations on planning for an epidemic.

III. SHELTER-IN-PLACE

A. Shelter-in-Place (Scenario I): No Relocation

This scenario assumes a severe regional event such as the detonation of a biological or nuclear weapon, severe storm, etc. Shelter-in-place is an emergency safety measure initiated by the Incident Command Team during any event in which it would be safer for everyone to go to the lowest level of the building.

In the event that a shelter-in-place is advised for the area, all persons in the building will be notified to shelter-in-place. Once this announcement is made, no one should leave or enter the building until the "all clear" is announced. Elevators are not to be used, and parents are urged to remain in the building and not travel to their children's schools. Most likely, area schools will not allow children to leave the school nor parents to enter.

1. When members of the Incident Command Team hear an announcement on the television or radio that requires a shelter-in-place scenario, they will notify the campus community by public address / person / bullhorn / e-mail / phone / mass text message announcement of the need to shelter-in-place at work stations.
2. You will be advised to remain in your work area until further notice.
3. Turn off heaters and air conditioners. Facility Services will turn off the main campus air handling system for each building.
4. Updated information will be provided as it becomes available.
5. Team leaders will place "DO NOT ENTER" signs as appropriate. Signs should indicate that a shelter-in-place is in effect and that doors should not be opened until the "all clear" is sounded. Team leaders will seal off doors with plastic sheeting and duct tape.
6. If it becomes necessary to shelter-in-place for a long period of time, additional instructions will come from the Incident Command Team.
7. When the "all clear" signal is given by emergency officials over the television/radio, the Incident Command Team will notify everyone that the shelter-in-place is over.
8. Team leaders will remove signs from building doors.
9. Facility Services will turn on the main campus building ventilation system and inform employees when it is safe to turn on office units.

B. Shelter-in-Place (Scenario II): Relocation to Lower Level

During a shelter-in-place, an announcement will be made and no one should leave or enter the building until the "all clear" has been announced. Elevators are not to be used, and parents are urged to remain at their location and not travel to their children's schools. Most likely, area schools will not allow children to leave the school nor parents to enter.

1. When members of the Incident Command Team hear an announcement on the television or radio that requires a shelter-in-place scenario, they will notify the campus community by public address / person / bullhorn / e-mail / phone / mass text message announcement to immediately go to the lowest level of the building. Everyone is to take essential belongings with them, including medications and identification, and turn off heating/air conditioning units. Facility Services will turn off the main central campus air handling equipment. Team leaders will do a sweep of the building to be sure everyone has moved to the lowest level of the building.
2. If you are not in your work area when this scenario is implemented, go to the lowest level of the building you are in at the time.
3. Team leaders will place "no entry" signs as appropriate, and seal off doors with plastic sheeting and duct tape. Signs should indicate that a shelter-in-place is in effect and that doors should not be opened until the "all clear" is sounded. No one should leave or enter the building.
4. Once on the lower level, employees are to keep away from windows.

5. If it becomes necessary to shelter-in-place for a long period of time, additional instructions will come from the Incident Command Team.
6. When the “all clear” is given by emergency officials over the television or radio, the Incident Command Team will announce that everyone can return to their offices, ventilate their areas and turn on heating/air conditioning units.
7. Facility Services will turn on the main campus ventilation system.

Supplies for shelter-in-place locations:

- Plastic sheeting
- Duct tape
- Bottled water
- Latex gloves
- First Aid kit
- Blankets
- Ready-to-eat, non-perishable nutritious snacks
- Pens
- Paper
- Crank-operated radios
- Crank-operated flashlights
- Whistle
- Toilet supplies: large bucket, toilet paper, wet wipes, plastic bags
- Emergency tools: screwdriver, shut-off wrench, knife, hammer)

APPENDIX A

EMERGENCY CONTACT LIST

All non-campus telephone calls made from a WAU campus land line telephone must have a “9” dialed before dialing the phone number you are calling for all local 301 area codes. All other long distance calls require a “1” to be dialed prior to dialing the long distance area code.

Washington Adventist University

Public Safety Department (emergencies/non-emergencies) ext. 4019.

Public Safety Department cell phone number 301-300-0342

Facility Services ext. 4161

Campus Switchboard ext. 4000, option # 8

Montgomery County

Emergencies – Fire / Rescue / Police / Hazmat: from a campus land line phone dial 9-911

Crisis Center: (240) 777-4000

Montgomery County Emergency Management: 911 (240) 777-2300

Non-emergency Takoma Park Police: 911 (301) 891-7102

Non-emergency Maryland State Police: 911 (301) 345-3101

Non-emergency Montgomery County Police: 911 (301) 279-8000

Non-emergency Montgomery County Fire: 911 (240) 777-0744

Emergency Response Hotline: (240) 777-4200

PEPCO power outages: (877) 737-2662 Downed wires: (202) 872-3432

Verizon Telephone Repair: (301) 954-6260

Washington Gas: (800) 752-7520 Emergencies: (703) 750-1400

Directory Assistance: 411

FREE Directory Assistance: (800) FREE-411

Other Agencies

American Red Cross: (301) 588-2515

CHEMTREC – for hazardous chemical emergency response guidance: (800) 424-9300

National Response Center for reporting oil/chemical spills/nuclear/biological/chemical/

Terrorism: (800) 424-8802

Poison Center: (800) 222-1222

Statewide Drug Tips Hotline: (800) 492-8477

www.ready.gov for additional emergency information

APPENDIX B

SUMMER WEATHER TERMINOLOGY AND SAFETY PRECAUTIONS

When a summer storm threatens our area, the local weather forecasts will contain a variety of terms for watches/warnings/advisories and precipitation types. The following is a list of commonly used terms for summer forecasts.

Flash Flood Warning: a flash flood is imminent; take immediate action. Go to high ground as soon as possible.

Flash Flood Watch: a flash flood is possible in the area; stay alert, stay tuned to your radio or TV.

Hurricane Warning: issued when hurricane conditions are expected in a specified area in 24 hours or less. Hurricane conditions include winds of 74 miles an hour (64 knots) or greater, and/or dangerously high tides and waves. Actions for protection of life and property should begin immediately when the warning is issued.

Hurricane Watch: issued for an area when there is a threat of hurricane conditions within 24-36 hours.

Storm Warnings: when winds of 55-73 miles an hour (48-63 knots) are expected.

Tornadoes: can be spawned by severe thunderstorms and hurricanes, often producing severe damage and casualties. If a tornado is reported in your area, a warning will be issued.

Tornado Warning: Tornadoes have been seen in the vicinity, or detected by Doppler radar by the National Weather Service.

Tornado Watch: The National Weather Service has determined that weather conditions in your area are favorable for the formation of tornadoes.

When a Hurricane Watch is issued for your area:

- Check often for official bulletins on radio, TV, or NOAA Weather Radio
- Ensure your car has a full fuel tank
- Check mobile home tie-downs
- Secure small craft (double lines) or move them to safe mooring
- Stock canned provisions
- Check supplies of special medicines and drugs
- Check batteries for radio and flashlights. Have plenty of spare batteries
- Secure lawn furniture and loose outdoor items
- Tape, board, or shutter windows to prevent shattering
- Wedge sliding glass doors to prevent them from lifting out of their tracks

When a Hurricane Warning is issued for your area:

- Stay tuned to radio, TV, or NOAA Weather Radio for official bulletins
- Stay in your home if it is sturdy and on high ground
- Board up garage and porch doors
- Move valuables to upper floors
- Bring in pets
- Fill containers with several days' supply of drinking water

- Turn the refrigerator to its maximum cold and don't open unless necessary
- Use the telephone only for emergencies
- Stay indoors on the downwind side of the house away from windows
- Beware of the eye of the hurricane when winds die down and the sun shines for about 15-30 minutes. The winds will rapidly resume when the opposite side of the hurricane approaches. Do not get caught unprotected.
- Evacuate mobile homes. Very strong hurricanes can destroy these types of homes.
- Evacuate areas which might become submerged by storm surge or stream flooding
- Move inland and/or to high ground as soon as possible
- Plan ahead. Leave early - in daylight if possible.
- Shut off water, gas, and electricity to your home at the main shutoffs
- Take small valuables, credit cards, and important papers but travel light
- Leave food and water for pets (shelters will not take them in with you)
- Lock house securely
- Drive carefully to the nearest designated shelter using recommended evacuation routes

When a tornado warning is issued for your area:

- Seek shelter in a windowless interior room in the lowest level of the house. Go to the basement, if possible. Stay away from windows.
- If caught outside during a tornado, stay low and seek a drainage ditch or another low point on the ground. Culverts under streets and highways may offer effective shelter.
- If you are in your vehicle during a tornado, get out of the vehicle and seek shelter in drainage ditches or culverts. Do not try to outrun a tornado.

APPENDIX C

WINTER WEATHER TERMINOLOGY

When a winter storm threatens our area, the local weather forecasts will contain a variety of terms for watches/warnings/advisories and precipitation types. The following is a list of commonly used terms for winter forecasts.

Advisories/Warnings/Watches

Advisories: Issued for weather conditions that are hazardous, but not necessarily life threatening.

Blizzard Warning: Issued when snow and strong winds combine to produce low visibility, deep snow drifts, and dangerously low wind chills.

Freezing Rain/Drizzle Advisory: Issued when freezing rain/drizzle will produce hazardous, but not life-threatening, conditions for motorists and pedestrians.

Snow Advisory: Issued when one to three inches of snow is expected to accumulate within 12 to 24 hours.

Watches/Warnings: Issued for life-threatening weather conditions.

Winter Storm Watch: Issued when at least four inches of snow in 12 hours, at least six inches of snow in 24 hours, or significant ice accumulations are possible within 12 hours.

Winter Weather Advisories: Issued when a variety of winter weather precipitation will cause significant inconvenience and may be hazardous, but probably not life threatening.

Forms of Precipitation

Alberta Clipper: A name for a fast moving low pressure system that forms over or near the province of Alberta, Canada and tracks south and east across the northern tier of the U.S. This storm brings strong winds and cold air, but not much snow.

Blowing Snow: Wind-driven snow that reduces visibility and causes significant drifting. Blowing snow may be loose snow picked up by the wind from the ground.

Freezing Rain/Drizzle: Rain/drizzle with temperatures that are below freezing that strikes a surface, such as a road, bridge, sidewalk, tree, or car. The rain/drizzle freezes instantly on impact, forming a layer of ice.

Ice Storm: A label for damaging accumulations of ice resulting from a lengthy period of freezing rain. Significant ice accumulations are usually 1/4 inch or greater.

Nor'easter: An intense area of low pressure that forms along or near the East Coast and rapidly intensifies as it moves toward the north or northeast. These storms are known for producing strong northeast winds, coastal flooding, beach erosion, and heavy precipitation along the U.S. East Coast. These storm systems are also called **winter hurricanes**.

Sleet: Raindrops that freeze into ice pellets before reaching the ground. Sleet usually bounces when hitting a hard surface. Long periods of falling sleet can result in a minor accumulation and cause hazard to motorists and pedestrians.

Snow: A steady fall of snowflakes for several hours or more.

Snow Flurry: Light snow falling for a short duration and resulting in no accumulation.

Snow Shower: Snow falling at varying intensities for brief periods of time, with some light accumulation possible.

Snowstorm: A label for a heavy snowfall event. The term is used for events in which at least four inches of snow will fall during a 12-hour period, or six inches will fall during a 24-hour period. Strong winds may accompany the snowfall to produce blowing snow and low wind-chill.

Wintry Mix: An unspecified combination of snow, sleet, freezing rain, and ice.

Appendix D

Basic Incident Command System Organizational Structure

I. Command

Command is responsible for overall management of the incident or disaster. The command function may be conducted in two general ways:

1. Single command—In a single command structure, the Incident Commander is solely responsible for the overall management of an incident.
2. Unified command

Unified Command

- Because large or complex incidents usually require a response by multiple agencies and jurisdictions, a unified command structure, a hallmark of ICS, is invaluable in effectively managing and mitigating an emergency.
- In a unified command, all agencies having a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process of:
 - Determining the overall incident objectives.
 - Selecting strategies.
 - Ensuring joint planning for tactical operations is accomplished.
 - Maximizing the use of all assigned resources.
 - Developing the overall Incident Action Plan.
- The proper selection of participants to work within a unified command structure depends upon the following:
 - The location of the incident (i.e., which political subdivisions are involved).
 - The kind of incident (i.e., which functional agencies are required).
- A unified command structure could consist of a key responsible official from each jurisdiction involved in a multi-jurisdictional incident, or it could consist of several functional departments within a single political jurisdiction.
- The major distinction between single and unified commands is that in a unified command structure, the individuals designated by their jurisdictions (or by departments within a single jurisdiction) jointly determine objectives, strategy and priorities.

Command Staff Elements

Command staff elements include:

Incident Commander

- The Incident Commander's function is to assume the overall responsibility for the management of the operation.
- The Incident Commander may be selected on the basis of:
 - Greatest jurisdictional involvement.
 - Number of resources involved.
 - Existing statutory or pre-agreement authority.
 - Mutual knowledge of the individual's qualification for a specific type of incident.

Public Information Officer (PIO)

- The PIO is responsible for developing accurate and complete information regarding incident cause, size, current situation, resources committed and other matters of general interest.
- The PIO will normally be the point of contact for the media and other government agencies desiring information about the incident.
- In both single and unified command structures, only one PIO is designated, although assistants from other agencies or departments may be appointed.
- In a unified command structure, a Joint Information Center (JIC) should be established. The JIC contains representatives from all involved agencies and collects and disseminates information for the entire unified command.

Safety Officer

- The Safety Officer is responsible for assessing hazardous or unsafe situations and developing measures to ensure the safety of incident personnel.
- The Safety Officer must have the authority to stop and/or prevent unsafe acts and practices.
- In both single and unified command structures, only one Safety Officer is designated, although assistants from other agencies or departments may be appointed.

Liaison Officer

- Incidents that are multi-jurisdictional or involve multiple agencies may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is the point of contact for the assisting and cooperating agency representatives and stakeholder groups.
- Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents.
- The Liaison Officer may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

II. General Staff

Operations

- The Operations Section is responsible for the management of all incident tactical operations, i.e., those operations directed at the reduction of immediate hazards, the establishment of control over the situation, and the restoration of normal activities and conditions.
- The Operations Section Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution.
- The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Incident Commander.

Planning

- The Planning Section is responsible for the collection, evaluation and dissemination of disaster intelligence.
- The section maintains information on the current and forecast situation and on the status of assigned resources.
- The Planning Section is also responsible for the preparation of Incident Action Plans:
 - Incident Action Plans outline the objectives, strategy, organization and resources necessary to effectively mitigate an incident.
 - Incident Action Plans cover all tactical and support activities for a given operational period.

Logistics

- The Logistics Section is responsible for providing all support needs to an incident, including ordering all resources from off-site locations.
- The Logistics Section also provides facilities, transportation, supplies, equipment maintenance and fueling, feeding, communications, and medical services.

Finance and Administration

- Usually only established on large and complex incidents, the Finance and Administration Section is responsible for all financial and cost analysis aspects of an incident.

More detailed information on the ICS organizational structure is available at <http://www.fema.gov/emergency/nims/index.shtm>.

