

# **Emergency Management**





## Policy Statement

The purpose of this policy is to formalize American University's emergency management and continuity of operations planning process and provide guidelines for the developing, maintaining and exercising its Plan. This policy provides for:

- x The response to emergency scenarios and disasters
- x Creation of an operational framework to allow efficient coordination with internal and external responders
- x Facilitate transfer of response efforts to recovery activities described in the Business Continuity Plan

## Scope of the Plan

This Plan is a university-level plan that guides the response of appropriate American University (AU) personnel and resources during an emergency or crisis event. It is the official Emergency Management Plan for AU and supersedes previous plans. Nothing in this Plan shall be construed as limiting the use of good judgment and common sense in matters not foreseen or covered by components of the Plan or its appendices.

The Plan and organizational structure shall be subordinate to Federal or District plans during a disaster declared by those authorities.

## Assumptions

## Training and Awareness

Emergency management and continuity training will focus on preparing the emergency response team and the recovery teams to execute the Plan and to recover critical processes within the stated objective.

## Emergency Response Team\*

Assistant Vice President for Compliance, Safety, and Enterprise Risk Management

Assistant Vice President of University Police and Emergency Management

\* Others added based on specific incident needs.

The Emergency Response Team (ERT) fulfills many operational (l)-3.5d-2.4 (r3.9 ( a)-1.4 (dd8(t)5 (e ti)-3.5 (











## EFD

Current contracts with food service providers require the capacity for food preparation and service for several days. Contractors are required to provide staff for food service in any conditions, but facility impairment may limit or prevent food service. External food service delivery strategies include mobile kitchens, catering services, and bulk food delivery. Emergency food services are coordinated through the ERT using available resources.

## EFA

Emergency first aid will be provided by AUPD and Student health staff with appropriate training and certifications. Additional assets or assistance may be requested by AUPD to outside agencies for assistance.

## Annex B: Campus-Wide Shelter-In-Place Procedures

In certain emergency situations, the campus community may be advised to shelter-in-place to avoid or minimize exposure to outside risks. Risks could include chemical or radioactive releases and some weather-related emergencies.

Once shelter-in-place instructions have been communicated, students, faculty and staff should either stay in the building they are in when they get the message or if outside, go to the nearest building and await further instructions. While it may be advisable to shelter-in-place in certain situations, no one can be forced to do so.

The ERT will communicate the appropriate message to facilities management staff about shutting down heating, ventilating, and air conditioning systems in affected buildings. Typically, emergencies that require sheltering-in, will not last more than three to five hours. However, individuals should keep an extra supply of prescription medicine, water and small amounts of non-perishable food or other essentials on hand in the event the emergency goes beyond 12 hours.

If the President is informed by the DC Homeland Security and Emergency Management Agency or other civil authority that the campus community is advised to stay for an extended period of time (longer than 12 hours) mass care procedures will be

# Annex C: Evacuation

East Campus Constitution *** Hall	East Campus Parking Lot	Mary Graydon Center
East Campus Federal *** Hall	East Campus Parking Lot	Mary Graydon Center
East Campus – Meyers Building	East Campus Parking Lot	Mary Graydon Center
East Quadrangle Building	Main Quad	Mary Graydon Center
Frequency Apartments	40 <sup>th</sup> & Brandywine St. NW Grassy area	WCL-Warren Building
Financial Aid Office	McKinley Grassy Area	Be.56 620.04 16m 11.04 -21 -0 -0 0

Special Rule for Residence Hall Residents:

## Annex E: Plan Terminology

Business Continuity — A comprehensive managed effort to prioritize key business processes, identify significant threats to normal operation, and plan mitigation



## Fire-Related Incident Terminology

Person-in-charge --- The assigned individual is the leader of the entire team. He or she is to ensure that everything is running smoothly and will likely be the one to meet the fire department to inform them of the fire. This person should be responsible for making sure that the ERT is up to date and that all ERT members are adequately trained.

Notifier --- This person is responsible for calling the fire department if the fire alarm sounds. Typically, this will be an AU Police Department Dispatcher.

Sprinkler control valve operator --- This person is responsible for making sure that the sprinkler control valves are open at the onset of a fire, if it is safe to do so. He or she could check that the valves are open on their way down the stairwell and on the way out of the building.

Fire pump operator --- This person is responsible for making sure that the fire pump is on and running at the onset of a fire if it is safe to do so.



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