

**GEORGETOWN UNIVERSITY
EMERGENCY MANAGEMENT PLAN**

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Georgetown University Emergency Management Plan

INTRODUCTION

Georgetown University, like any other large organization, is potentially subject to natural and man-made incidents that could threaten its community, core academic mission, and physical environment. Although there is no reason to believe that Georgetown University is subject to any specific threat or danger, it has developed this plan as a proactive means of emergency preparedness. The reality of events in the world today, and Georgetown's location in Washington, DC, mean that more than ever it must take safety and security seriously and proactively address and plan for incidents as part of its overall efforts to advance the University's mission.

The Georgetown Emergency Management Plan establishes the framework to ensure that the University is prepared to deal with critical incidents that would require extraordinary protection of life, property and/or continuity of operations. The plan provides an integrated approach to respond to and recover from the impacts of a crisis on Georgetown's campuses in coordination with federal and local law enforcement agencies and authorities in the District of Columbia.

Georgetown's Emergency Management Plan is a comprehensive emergency management system that ensures coordination and cooperation among multiple departments, organizations, and jurisdictions. It addresses the responsibilities of University departments throughout various phases of emergency management and recovery. The plan outlines how individual departments will respond to, recover from, and mitigate the impact of a disaster.

The Plan provides response scenarios to predictable emergencies such as severe weather conditions, utility outages, hazardous material spills, and physical damage and destruction and allows the flexibility for officials to respond to unforeseen catastrophic events that may occur as a result of random incidents such as terrorism, regional crises and unique national threats. Georgetown's plan coordinates the efforts of representatives from all units of the University to ensure that critical functions are performed.

The Plan also provides for a seamless transition from a temporary emergency response to a more long term recovery effort, in as much as all the University officials involved in emergency preparedness will continue their involvement in any long term recovery plan. Similarly with emergency response the long term response will be directed to maintain the mission of the University, instruction, research and all supporting operational and administrative functions.

Purpose and Scope

This plan describes the organization, staff, and coordination necessary to ensure the continued operations of Georgetown University in the Washington, DC metro area and its various sites abroad under any emergency condition. The plan recognizes the University's responsibilities and prescribes actions to be taken by respective departments to respond to an emergency, mitigate damage, and recover operations as soon as possible.

The plan establishes responsibilities for University leaders and each department in the university; sets forth lines of authority and organizational relationships; identifies, in general terms, personnel, equipment, facilities, resources and supplies; identifies required mitigation steps; and focuses on measures integral to the protection of the community. It establishes the concepts and policies for the integration of resources under which all elements of the university will operate during emergencies.

This plan covers students, faculty and staff at Georgetown University's campuses and facilities in the Washington, DC metro area or its affiliate programs abroad. Georgetown's individual campuses have protocols specific to those entities but all utilize the resources set forth in this overall plan as needed. The plan prioritizes the safety of those who live, work and study at Georgetown University and provides communications methods to inform internal and external stakeholders of security issues and emergency responses. In the event of any campus emergency, the safety and security of Georgetown's students, faculty and staff are the highest priority.

The Emergency Management Plan provides a framework for the University to manage unique campus emergencies. In the event of an incident with long-term implications, the University's focus would transition from immediate response and recovery to the continuity of operations in order to fulfill its academic mission with minimal disruption. These two functions complement one another and rely upon many of the same resources but are distinct in their planning.

This plan, as part of the University's overall safety and security efforts, is regularly reviewed through the ongoing work of senior leaders and members of the Emergency Response Team to ensure that it best responds to changing campus needs and external factors.

I. EMERGENCY RESPONSE PRIORITIES

Emergency Response Priorities

In any emergency situation, Georgetown University's emergency response will be guided by the following priorities:

1. **PEOPLE.**
The highest priority is the safety and well-being of those who live, work and study within the Georgetown University community.
2. **RESIDENTIAL AND OCCUPIED FACILITIES.**
Residence halls, town houses, apartments that house students, faculty and members of the Jesuit community; occupied classrooms, offices, labs and research facilities; auditoriums, arenas and special event venues; and childcare centers.
3. **FACILITIES THAT SUSTAIN EMERGENCY RESPONSE.**
Energy systems and utilities, communication systems, computer installations, and transportation systems.
4. **UNOCCUPIED FACILITIES.**
Unoccupied offices, facilities and buildings should be protected by any means that do not require the members of the Georgetown community to assume undue risks to their own safety.

Emergency Response Levels

An incident or series of critical incidents which requires the University to disengage resources from normal operations to provide extraordinary protection of life, property and/or operations shall constitute a campus emergency. The Emergency Management Plan adopts FIVE response levels to classify the estimated impact of an event on the operations of Georgetown University. The Vice President for University Safety directs actions to prepare for and increase readiness levels and respond to incidents that may occur.

Level 1: Isolated Incident

An isolated incident is a single-issue incident that may involve individuals who may precipitate public inquiry by their behavior or illegal activity. These incidents do not disrupt routine operations (i.e. student/staff injury, suicide or misconduct; automobile accident).

Level 2: Developing Incident

Developing incidents have the potential to develop beyond an isolated incident, such as, an approaching weather pattern, regional security situation or pending event as well as situations that generate a limited individual impact on employees, students or normal business operations. These incidents are monitored and have the potential to either diminish or escalate as the situation continues (i.e. tornado warning, blizzard predictions, sniper incidents in metro area).

Level 3: Immediate Incident

Immediate events are those that require multi-level management decision-making but take place in a relatively contained area and do not severely disrupt routine operations. Situations may involve serious physical injury or death of an employee, student or visitor to campus, criminal assault and/or events that have the potential to generate more harm to life, limb or property (i.e. suspicious persons or packages; violent protest).

Level 4: Campus Emergency

A campus emergency is an event or series of events that seriously disrupts routine business in order to provide extraordinary protection of life, property, and/or continuity of operations (i.e. hostage situation; mass casualty/injury; explosion; aircraft crash).

Level 5: Regional or National Emergency

A regional emergency is an event or series of events that threatens or disrupts the local community, which impairs the university's ability to access regional resources normally made available by governmental support agencies. (e.g., terrorist warning; biological, chemical, or radiological attack). Georgetown University coordinates with the United States Department of Homeland Security (DHS) in its recognition of domestic terrorism threat levels and plans campus security accordingly. Most DHS threat levels of orange or red (high and severe) would likely equal a Level 5 emergency.

The Vice President for University Safety coordinates the appropriate emergency response dependent on the level and nature of a specific incident. Level 1-3 incidents may or may not utilize all of the university's emergency resources and could even be managed by other university officials as appropriate. Level 4-5 incidents necessitate the activation of all emergency protocols.

II. EMERGENCY MANAGEMENT ROLES

The Vice President for University Safety is the primary individual responsible for coordinating the University's response to a campus emergency. This individual is responsible for emergency planning efforts and will lead and manage emergency responses as directed by the President or his designee. The Vice President for University Safety is also the primary liaison between Georgetown University and federal and local emergency management agencies. In this capacity, the Vice President for University Safety oversees the creation and implementation of the University's Emergency Management Plan.

Law Enforcement

The Department of Public Safety (DPS) serves as the first responder to any emergency situation as they are typically the first unit notified of an incident. DPS then initiates response protocols as the situation warrants, including coordination with the D.C. Metropolitan Police Department and Fire Departments and university officials.

Emergency Support Teams and Emergency Response Team

The Emergency Management Plan employs a functional approach to managing any University crisis, grouping types of direct assistance needed into 12 Emergency Support Teams (ESTs). Each EST corresponds with a university department based upon areas of responsibility, authority, resources and capability. The 12 Emergency Support Teams are: Academic Affairs, Information Services, Facilities and Utilities, Finance, Information and Planning, Community Care, Hazardous Materials, Auxiliary Services, Law Enforcement, Public Affairs, Transportation, and International Affairs. Representatives from each EST are available 24/7 to respond to an emergency situation.

Each EST has a set of responsibilities specific to its area of authority. This includes several "48-hour file" documents which they are responsible for regularly updating and uploading on to the GU Share system, so that they are easily accessible in the first 48 hours after an emergency occurs.

The University's Emergency Response Team (ERT) consists of representatives from each EST and all University offices and campuses. This group is charged with planning and preparing the University to respond in the event of a major incident on or off campus that substantially impacts daily campus operations.

Senior Administrator on Call

The Senior Administrator on Call (SAOC) responsibility rotates among senior University managers on a weekly basis. These individuals are on call 24/7 to provide operational support in the event of a campus emergency. Any calls received by DPS that require a response outside of law enforcement are related to the SAOC. The SAOC is responsible for ensuring that additional notifications and response take place as warranted.

Emergency Operations Center

The Emergency Operations Center (EOC) is the central operations center used during any Level 4 or 5 emergencies. Both on and off campus locations have been designated for this use in the event of an emergency. The EOC is fully equipped with communications gear, administrative supplies, and other items. The EOC develops and then provides all appropriate information to the Executive Committee for final decisions on managing an emergency incident. The SAOC, in consultation with the Vice President for University Safety, is responsible for activating the EOC should an incident require the support of multiple University entities. ERT members staff the EOC to manage a campus emergency.

Executive Committee

The Executive Committee assists the President and Vice President for University Safety in developing the strategy, tactics and overall plan for managing a level 4 or 5 campus emergency. These individuals provide general oversight of all emergency response and recovery operations. As decision makers, this group receives information from the Emergency Response Team and determines appropriate courses of action to ensure that emergency management decisions are inclusive of all University operations and lead to quick restoration of the University's mission. The Executive Committee makes decisions on issues referred from the ERT that could have campus wide impact; issues that impact University operations in the immediate future; and decisions that will modify the ongoing recovery effort. The Committee will be advised and have input on requests for external resources. The Committee will also initiate decisions in response to information it is receiving from other sources. These individuals remain in contact with, and provide guidance when necessary to the Emergency Support Teams that correspond to their respective areas of responsibilities

Individual members of the Executive Committee may provide specific guidance on continuity of business operations or any form of disruption of normal campus operations. In addition, they may meet with various internal and external constituencies during an emergency to provide information and support to members of the campus community.

In addition to the University President, Members of the Executive Committee include: Executive Vice President and Dean, Georgetown Law Center; Senior Vice President and Chief Financial Officer; Executive Vice President and Dean, Georgetown Medical Center; Vice President for Mission and Ministry; Senior Vice President & Chief Administrative Officer; University Counsel; Chief Investment Officer; Vice President for Advancement; Chief of Staff; Executive Vice President and Provost; Vice President for Public Affairs and Strategic Planning; Vice President for Institutional Diversity & Equity, and University Secretary.

III. NOTIFICATION PROCEDURES

Internal Notification System

Emergency situations can and will occur at any time. Individual members of the Georgetown University community have a responsibility to notify university officials of emergency situations as they are observed. The Department of Public Safety (DPS) is the first responder to all incidents as this unit is typically the first informed of any emergency situation.

When an incident occurs, officers are dispatched to the scene and the Vice President for University Safety and SAOC are notified. DPS officers provide direction and assistance in the mitigation of the incident, including coordination with local law enforcement, fire or emergency personnel. The Vice President for University Safety notifies senior university leaders and coordinates with other relevant external authorities. The SAOC notifies members of the University's Emergency Response Team, relevant emergency support teams, and activates the Emergency Operations Center (EOC) in response to the magnitude of the incident. A combination of phone trees, email, and other technologies allow for 24/7 notification.

For incidents involving members of the Georgetown University community abroad, the Office of International Programs notifies the Vice President for University Safety and Provost and coordinates response with relevant emergency support teams as appropriate.

If and when the ERT is notified that the EOC has been activated, each ERT member is responsible to make subsequent notification to their respective EST regarding the ongoing incident. This procedure will save response time when additional support is needed as the incident unfolds.

Once the EOC has been activated, the Vice President for University Safety will make immediate notifications to the President's Office, the Provost, and the Senior Vice President & Chief Administrative Officer. They will be advised that the EOC has been activated and given all available information regarding the ongoing incident.

Death/Serious Injury Notifications

The President, Executive Committee Members, and the Vice President of Student Affairs will be notified of the death or serious injury to students, faculty or staff on or off campus.

In the event of a serious injury or death of a student, faculty, or staff member, notification to immediate family is typically carried out by responding medical or law enforcement agencies. It may be appropriate for the Vice President of Student Affairs, Dean of the Medical School or Dean of the Law Center, as applicable, to make the initial notification or follow-up to immediate family.

Public Information Dissemination

In an emergency, information will be disseminated to the university community and external publics in a timely and accurate manner as it becomes available. In many instances this information may come from external emergency responders (e.g., District of Columbia Fire Department, District of Columbia Metropolitan Police Department, National Park Service Police) in lieu of or in addition to the University itself. The means of dissemination and specific details will vary on a case-by-case basis depending on the nature of the incident.

The Office of Communications is responsible for all means of internal and external communications related to an emergency incident. This includes drafting and disseminating messages, in coordination with emergency responding agencies, senior university leaders, the ERT and relevant offices.

The primary forms of information distribution are: Internet from the university's main web page www.georgetown.edu, university-wide broadcast email and voicemail, a recorded message on the university's inclement weather/emergency information line (202) 687-7669, message posted to campus cable television channel 3, and external news media. In the event of computer network inoperability, information may be obtained at www.georgetownupdate.com.

Depending on the nature of the incident, the Office of Communications will determine the necessity to hold news briefings, escort reporters on campus, and/or establish an information center for members of the news media. The nature and location of the incident will determine the location to be used. In the event that a press center is established, these venues will also be centralized information distribution points for the dissemination of any public materials.

In the event of power outages and the inoperability of the University computer network, "Information Kiosks" will also be established at the following locations throughout campus: Red Square, Healy Gate information booth, Leavey Center information booth, and in front of the Med-Dent building.

In addition to University telephone operators, a 24/7 telephone call center may be established using a 1-800 phone line to accommodate and provide human responses to incoming inquiries via telephone.

IV. EXTERNAL RESOURCES

Georgetown University leverages its location in Washington, DC by partnering with local and federal law enforcement authorities and other local entities to provide resources and assistance in the event of a critical emergency situation. These entities are regularly involved in planning and training efforts with University officials and have repeatedly demonstrated their effectiveness in responding to critical incidents.

Organizations providing external resources to Georgetown University include:

District of Columbia Emergency Management Agency (DCEMA)

DCEMA supports the city's response to all types of emergencies and disasters. Georgetown University works with DCEMA as part of its emergency planning and efforts and this agency would help to coordinate city resources to campus in the event of an emergency.

District of Columbia Fire and Emergency Services Department (DCFire/EMS)

Local fire and rescue officials in the District of Columbia respond to incidents of smoke, fire and hazardous materials on Georgetown University's campus and in the surrounding neighborhoods. This agency works in concert with Georgetown's Departments of Public Safety and Environmental Safety to educate members of the university community on fire and hazardous material safety and respond to emergency calls.

District of Columbia Health Department

This agency coordinates health services for residents of the District of Columbia. Medical professionals at Georgetown are in regular contact with local public health officials to monitor potential situations and plan appropriately to respond to this kind of emergency.

District of Columbia Metropolitan Police Department (MPD)

Local police in the District of Columbia respond to incidents on Georgetown University's campus and in the surrounding neighborhoods. As the agency with criminal jurisdiction over these areas, MPD works in concert with Georgetown's Department of Public Safety police to patrol campus and surrounding neighborhoods, prevent crime, and respond to emergency calls.

Georgetown University Hospital

Located adjacent to Georgetown University's Main and Medical Center Campuses in Washington, DC, Georgetown University Hospital provides preventative and emergency medical care to residents of the Washington, DC metro area in close proximity to where many students, faculty and staff live and/or work. Medical professionals are on call to provide emergency health care to members of the campus community as warranted.

George Washington University

Georgetown University and George Washington University have a mutual aid agreement in place to provide reciprocal academic and administrative resources and support services to one another in the event of a campus emergency at either school.

United States Department of Health and Human Services (HHS)

This federal agency governs health issues on behalf of the U.S. government. Through its Centers for Disease Control and other entities, medical professionals at Georgetown access up-to-date information on health issues in order to plan effectively to meet the needs of the University community in a health-related emergency.

United States Department of Homeland Security (DHS)

This federal agency monitors national and regional security threats, responds to federal emergency situations and disasters, and provides the law enforcement capabilities of the U.S. Secret Service and others. Georgetown University maintains contact with DHS authorities for security information and terrorism threat assessments and coordinates with them regularly on high profile special events that take place on campus. DHS would help to coordinate federal resources to campus in the event of an emergency.

United States Department of State

Georgetown University maintains regular contact with this federal agency for the latest information on international security issues and travel warnings as they are relevant for students, faculty and staff working abroad. The University's international programs are reviewed annually for safety and security issues. Information is incorporated into international orientation programs as appropriate.

In addition to these agencies and institutions, Georgetown University has established contracts with external vendors in order to maintain emergency food, housing, utility and essential services for its campuses in the event of a crisis situation. Individual Emergency Support Teams maintain contracts specific to their areas of responsibility.

V. PLANNING AND TRAINING

The Vice President for University Safety oversees university-wide emergency planning and preparedness efforts and training. In this capacity, the Vice President for Safety annually reviews and updates existing plans, coordinates memoranda of understanding with external resources, serves as a liaison with local and federal agencies and authorities, and maintains emergency contact information and protocols to ensure the effectiveness of emergency response procedures.

Adequately trained personnel can ensure an improved response to any emergency. The Emergency Management Plan is regularly tested, evaluated and updated in conjunction with university leaders, members of the emergency response team and external entities. University faculty, staff and students participate in ongoing training opportunities.

Orientation and Ongoing Information Updates

Members of the University community are introduced to safety and security issues and emergency procedures as part of their introduction to campus life and at regular intervals during their work and life on campus.

Faculty

The Vice President of University Safety presents information annually as part of new faculty orientation. In addition, he conducts annual meetings with leaders of the Faculty Senate and Executive Faculty and visits the Law Center, Medical Center and Qatar campuses to provide safety and security updates. He is also available at any time to meet with the Council of Deans, Provost's Council and individual deans and/or departments. The Office of the Registrar includes emergency preparedness information in its faculty mailing each semester and also maintains the emergency information posted in each classroom on campus.

Staff

Basic safety and emergency response information is provided to new staff members as part of new employee orientations, required for all new University personnel. This briefing presents staff with information about fires, natural disasters, hazardous materials, and other emergencies and provides them with basic response protocols and contact information for the most likely emergencies that might occur on campus. Regular updates are provided to staff via distribution of brochures on campus, building and floor marshals and HR Partners.

Students

Safety and security information is provided to all students on an annual basis. New students and their parents obtain information during new student orientation. Sessions provide students with emergency response procedures, safety tips, and campus contact information. Resident Assistants are trained in safety and emergency procedures as part of their campus responsibilities. Students living in on-campus residence halls and apartments participate in

mandatory annual meetings with their resident assistant or hall director at the beginning of each academic year. Students living off campus receive this information as part of a required off campus student orientation session each fall. In addition, students planning to study abroad and international students studying in the United States are required to participate in an orientation session that addresses safety and security issues particular to their location of study before beginning their respective programs.

Building and Floor Marshal Program

Every academic, administrative and residential building on campus utilizes university staff and students who serve as a resource for safety and security information in these locations.

Each floor within a Georgetown University facility has at least one individual who serves as a "Floor Marshal." In residential facilities, Resident Assistants fill this role and receive special safety and emergency preparedness training before assuming their roles. In addition, each building has a designated "Building Marshal." These individuals receive annual training in building, area and campus evacuation procedures; fire protection systems within their floor or building; and elements of the campus Emergency Management Plan.

Preparedness Drills and Tests

Drills and tests are conducted regularly to better understand the University's ability to respond to a variety of potential emergency scenarios that could impact campus operations, to help evaluate the adequacy of this Plan, and to identify areas that require improvement. They also reinforce an individual's knowledge of emergency procedures.

A drill is a preplanned and announced action to exercise all or a part of the University's Emergency Management Plan. Some details of the drill may be kept confidential to increase realism, but participants know the basic fact that it is about to occur. A test is generally an unannounced event meant to leave the participants totally unaware that they are in a practical exercise.

Senior leaders, members of the Emergency Response Team, building and floor marshals, and external agencies participate in these exercises annually to gain a realistic perspective of emergency response procedures.

In addition to University-wide efforts, individual departments may conduct emergency response drills in coordination with the Vice President for University Safety and Emergency Response Team. Each year, all academic and administrative buildings conduct at least one evacuation drill. All residential buildings conduct one evacuation drill per semester. In addition, utilities and communications systems are tested regularly to ensure reliability.

Emergency Support Team Leaders

EST Number	EST Name	Leadership
1	Academic Affairs	John Pierce, Scott Campbell
2	University Information Services (UIS)	Kevin Murphy, Paul Correia, Bill Badertscher
3	Facilities & Utilities Management	Bob Robinson, Rich Payant, Xavier Rivera, Mike Morse
4	Finance	David Rubenstein, Lennie Carter
5	Emergency Planning	Peter Luger, Joe Yohe, Whit Chaiyabhat
6	Community Care	Jeanne Lord, Jim Welsh, Stephanie Lynch, Jonalyn Ware Greene, Heather Malneritch, Jacqueline Rack
7	Hazardous Materials	Phil Hagan, Susan Martin
8	Auxiliary Services	Margie Bryant, Roman Fahrman
9	Law Enforcement	Jeff Van Slyke, Doris Bey
10	Public Affairs	Julie Bataille, Allison Riepenhoff, Robert Murray
11	Transportation	Diann Nock Smith, John Womack
12	International Affairs	Kathy Bellows, Lisa Donatelli, Sylvia Mitterndorfer
GUMC		Kathy Byington, Linda Gwinn, Taylor Johnson
GULC		Therese Stratton, Wendy Perdue, Denise Sangster, Ed Piper, Mitch Bailin
Qatar		Jim Reardon-Anderson, Mike McHarg, Jonathan Cartmell
GUH		Jim Ott, John Bertolotti