

Howard University

EMERGENCY MANAGEMENT PLAN



Howard University
2400 6th Street NW.
Washington D.C. 20059

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LETTER OF PROMULGATION

Record of Revisions

Date	Page(s)	Website	E-Copy (Pdf)
09/01/12	7, 11, 12, 13, 16, 17, 18, 22, 25, 26, 34, 46, 49, 50, 67 -76, 85, 99.	Yes	Yes
08/15/13	Multiple revisions and additions were made to update the EM-PLAN	Yes	Yes
10/01/13	100 – 106, Annex 18 added.	No	No

COMMENT: The HU Emergency Management Plan undergoes continuous, ongoing changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in this plan. The plan is formally reviewed on an annual basis, but incremental changes, modifications and adjustments can be made as conditions change. By posting these changes on the university’s website, the most up-to-date version of this plan is instantly available to the university community.

A public version of this plan can be found on the Howard University Department of Public Safety website at: www.howard.edu/publicsafety, Click on “HU Emergency Management”.

The full version, including applicable annexes, contact information and more detailed information is only available to authorized personnel via request to the Chief of Police/Executive Director for Safety & Security.

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INTRODUCTION

HOWARD UNIVERSITY BACKGROUND: Howard University is located in Washington D.C. the capital of the United States of America, which is a unique city sitting on 68 square miles of land and is home to over 572,000 residents. Washington D.C. is the home of the federal government, over 45,000 firms, 12 colleges and universities, 4 military installations and the United States military headquarters housed in the Pentagon. It is the home of the President of the United States and a focal point for international relations and commerce, in addition to hosting over 20 million visitors and tourists every year. The District is bordered by Virginia and Maryland creating a metropolitan area of almost 5 million people, which makes it the 4th largest metropolitan area in the nation.

Howard University's charter was enacted by Congress and approved by President Andrew Johnson on March 2, 1867 for "the purpose of educating youth in the liberal arts and sciences." Howard University opened its doors with 4 students, in a single frame building, and has grown to more than 10,000 students today, with 12 schools and colleges, a hospital, several out-patient clinics, 2 satellite health centers, a radio station, a television station and Ph.D.'s awarded in 26 fields. The University sits on over 240 acres of land encompassing over 100 facilities on 4 campuses.

Since September 11, 2001, the entire nation is more conscious of safety and security concerns, and there is general recognition of a need to develop emergency readiness plans to protect life and property. In the past few years there have also been several critical incidents on university campuses across the nation, most notably the tragic shooting of over thirty students and faculty members at Virginia Tech. Howard University similarly must be prepared to meet any emergency or critical incident it may experience. An emergency may range from a local incident limited to the campus or to one that extends beyond the campus periphery which may affect the University because of its location within the city.

Howard University's Emergency Management Plan is designed to be compatible with the **District of Columbia Response Plan [DRP]**, and follows the Incident Command System, as required by the Code of Federal Regulations. The DRP, in turn, interfaces with the **Federal Response Plan**. Howard University's Emergency Management Plan can be activated and used to respond to a variety of incidents, including but not limited to: a severe weather condition, a natural disaster or terrorist activity. The plan's modular structure allows flexibility for handling on-campus incidents such as a flood or fire, or adjusting for a city-wide disaster.

II. PURPOSE. The Howard University - Emergency Management Plan (HU-EMP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Through the use of annexes, the HU-EMP addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from these types of incidents. These include emergency instructions and references in a concise format for the individuals designated to manage University resources.

III. SCOPE. This plan outlines the preparation, response and recovery of university personnel and resources for emergency situations. The HU-EMP is consistent with established practices relating to coordination of emergency response actions.

This plan incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies. Howard University will cooperate with federal, and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

IV. MISSION. Howard University personnel will respond to every emergency situation in a safe, effective and timely manner. The appropriate personnel and equipment will be deployed to accomplish the following priorities in every incident:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety and Basic Services
- Priority 3: Protection of University Assets
- Priority 4: Maintenance of University Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of General Campus Operations

V. ASSUMPTIONS. The Howard University Emergency Management Plan (HU-EMP) is predicated on a realistic approach to the problems likely to be encountered during any major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

A. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.

B. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.

C. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.

D. Disasters may be university-wide, or city-wide. Therefore it is necessary for the University to prepare for and carry out disaster response and short-term recovery operations in conjunction with local resources.

VI. LEVELS OF OPERATION. There are four levels of operation(s):

• **LEVEL 1 – NORMAL DAY TO DAY OPERATIONS.**

• **LEVEL 2** – A Level 2 emergency is a short-term internal incident that can, in most cases, be resolved by the responding operational unit (i.e., Police, Residence Life, Facilities) using internal departmental standard operating procedures (SOPs). The emergency is not likely to adversely affect life, health, property or the functional capacity of the University. The Policy Group is usually not involved and notification is limited to those directly involved in the crisis. However, the Director of the University Office of Communications will be notified about the emergency as soon as reasonable. Activation of the University's EOC is not necessary. Examples of a Level 2 emergency include: an academic laboratory chemical spill, a computer-related hoax or virus, a localized water-pipe break, an electrical failure that affects a classroom building, or a short-term power outage.

• **LEVEL 3** – A Level 3 emergency may adversely affect some University operations and/or threaten life, health or property within a small or isolated area. It is usually a minor event that has a predictable duration and little impact on the campus community beyond those using the building/space in which it occurred. Internal departmental SOPs will be utilized to address a Level Three emergency; activation of the University's EOC is usually not necessary. The Policy Group will be notified and kept apprised of the emergency. Examples include: a fire that impacts normal operations; an incident causing serious injuries or dam damage; water main breaks; weather-related incidents; bomb threats; a bio-terrorism incident, or a computer/network failure that impacts major segments of the university.

- **LEVEL 4** – A Level 4 emergency has an unpredictable duration and will likely disrupt the overall operation of the University. Many issues can become quite complex because of varied institutional and support responses that must be coordinated. Activation of the University’s Emergency Operations Center is necessary. Major policy considerations and decisions will usually be required by the Senior Administration. Examples of a Level 4 emergency include a national tragedy or incident, a building takeover or occupation, active shooter incidents, student deaths that occur outside of the community but emotionally impact members of the University community, student death on campus, a campus disturbance or a riot, severe weather events, natural or man-made catastrophic events.

The Senior Administration of the University must respond quickly and effectively to a Level 4 emergency. The President or his/her designee will determine when an emergency reaches this response level. If it is determined to be a Level 4 Emergency, the President or their designee will activate the Emergency Management Plan and the Policy Group will be assembled and the Emergency Operations Center will be activated. The Policy Group will meet in location selected by the President or his/her designee.

The Emergency Management Team will meet at the EOC (to be determined) or a designated backup site. The Emergency Management Team is responsible for preparing a report for all Level 4 Emergencies. This report will consist of the facts gathered, assessment of the emergency, and any actions already taken. The report should be reviewed by the Policy Group and delivered to the president as soon as possible. The delivery may take place in the form of a written or verbal communication at the request of the President.

VII. Emergency Management Plan Components. The University’s Emergency Management Plan consists of the following major components:

- The Policy Group
- The Emergency Management Team
- Emergency Support Functions (ESF)
- Critical Operations Plans
- Building/College/Department/Division Emergency Plans
- Response Annexes (Natural Disaster/Terrorism/Severe Weather etc.)

A. The Policy Group. The Policy Group encompasses the Cabinet and any other subject matter expert deemed appropriate by the University President. The Policy Group will be activated by the President of the University or his designated representative upon the occurrence of any incident which threatens the health and safety, or the operational functionality of the HU community. The Policy Group will receive, and evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The Policy Group is also responsible for the review and approval of the Howard University Emergency Management Plan.

The Policy Group consists of but is not limited to:

- The President of Howard University
- Provost and Chief Academic Officer, or designee
- Executive Vice President and Chief Human Resources Officer or designee
- Senior Vice President & Secretary, or designee
- Senior Vice President, Chief Financial Officer - Treasurer, or designee
- Vice President and General Counsel, or designee
- Vice President for Development and Alumni Relations, or designee
- Vice President for Student Affairs
- Subject Matter Expert/s [SMEs], pertinent to the incident, if deemed appropriate

B. The Emergency Management Team (EMT). The Emergency Management Team is activated, based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event. This team is accountable to the President of the University, and keeps the Policy Group updated on the status of every emergency situation from its inception to conclusion.

The Chief of Police/Executive Director for Safety & Security has been designated by the President of the university to head the EMT, and has a responsibility for the overall management of all emergency incidents impacting the university.

Emergency Management Team

TITLE	FUNCTION	DESIGNEE
EXECUTIVE ADMINISTRATOR INCIDENT COMMAND GROUP	Responsible for keeping the Policy Group updated.	Chief of Police/Executive Director for Safety & Security*
EMT TEAM LEADER INCIDENT COMMAND GROUP	Responsible for overall incident management	Chief of Police/Executive Director for Safety & Security*
INFORMATION OFFICER / PIO INCIDENT COMMAND GROUP	Responsible for information releases to the HU community and media agencies.	Director of the Office of University Communications
SAFETY OFFICER INCIDENT COMMAND GROUP	Responsible for all safety & environmental measures.	Director, Environmental Health & Safety Office
PHYSICAL FACILITIES MAINTENANCE OPERATIONS SECTION	Manages all PFM operations	Executive Director, PFM
CAMPUS POLICE OPERATIONS SECTION	Responsible for coordinating security and law enforcement efforts.	Deputy Chief, Campus Police, or Designee
AUXILIARY SERVICES OPERATIONS SECTION	Responsible for Dining Services	Director of Auxiliary Services
TRANSPORTATION SERVICES OPERATIONS SECTION	Responsible for Transportation Services	Director of Transportation Services
RESIDENCE LIFE OPERATIONS SECTION	Responsible for providing services for all Res-Life customers	Director of Residence Life
STUDENT AFFAIRS OPERATIONS SECTION	Responsible for addressing student concerns and well being	Vice President for Students Affairs
STUDENT HEALTH OPERATIONS SECTION	Responsible for fulfilling all medical requirements	Director of Student Health
HU HOSPITAL OPERATIONS SECTION	Responsible for collaborating hospital resources.	Director of HUH Protective Services
ENTERPRISE TECHNOLOGY SERVICES LOGISTICS SECTION	Responsible for supporting the technology infrastructure	Director, Enterprise Technology Services
RISK ASSESSMENT ADMINISTRATION SECTION	Responsible for Risk Management Claims and documents	Director, Risk, Estate & Asset Management
STRATEGIC SOURCING LOGISTICS SECTION	Responsible for providing financial resources in support of the incident(s)	Director, Strategic Sourcing & Asset Management
OFFICE OF HUMAN RESOURCES PLANNING SECTION	Responsible for providing all services provided by Human Resources.	Chief Human Resources Officer
UNIVERSITY COUNSELING SERVICES PLANNING SECTION	Responsible for providing all essential services provided by University Counseling	Director, University Counseling Services
OFFICE OF THE PROVOST PLANNING SECTION	Acts as a liaison between all Deans and the EMT.	Office of the Provost Designee
FACILITY COORDINATOR OPERATIONS SECTION	Coordinates all local facility activities at specific buildings	Building Coordinator [May be called upon to serve on EMT]
INCIDENT/EVENT CONSULTANT PLANNING SECTION	Responsible for providing event specific expertise to the EMT	To Be Determined by Incident/Event Commander

* Alternate Incident Commanders

C. Emergency Support Functions (ESF). The emergency management of incidents that occur within the District of Columbia including Howard University is governed by the District of Columbia Homeland Security and Emergency Management Agency (DCHSEMA), and the District Response Plan. This plan uses a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. As such, the resources of local response agencies, including those of Howard University will be used in the stabilization and recovery effort. Annex #1 lists those University Departments that have been designated as ESF lead agencies within the university structure. By virtue of this designation, HU lead divisions/departments will be expected to contribute those resources necessary within their respected emergency support function to carry out their assigned tasks.

D. Critical Operations Plans. Each University Department identified as part of the EMT is determined to have critical operating responsibilities on a University-wide basis during emergency situations, and should maintain a Critical Operations Plan for executing their mission(s). Responsibilities include either direct management or operating as a part of the EMT to address specific situations.

E. Building/College/Department/Division Emergency Plans. These are building/college/department/division specific plans developed to reduce the risk of life or property loss through preparation for foreseeable events at a specific level. The Dean/Director/Administrator of their respective unit is responsible for the development of such local plans.

VIII. EMERGENCY MANAGEMENT PROTOCOL. The operational aspect of the University's Emergency Management Plan is based upon the management of the incident taking place within a framework established by the National Incident Management System (NIMS), using the Incident Command System (ICS) (See Annex #2). NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. NIMS is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. The use of NIMS at Howard University facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. Some of the kinds of incidents and events that would be managed through NIMS are listed below:

- Fires, HAZMAT, pandemic incidences, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue operations.
- Significant transportation accidents.
- B-NICE (Biological, Nuclear, Incendiary, Chemical, Explosive).
- Major planned events, e.g., celebrations, parades, concerts.

Today's Emergency Operations Plans (EOP's) for colleges and universities must be aligned with the emergency planning practices at the national, state and local levels. National planning efforts are now informed by Presidential Policy Directive (PPD) – which describes the nations approach to preparedness. PPD-8 defines preparedness around the following five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Prevention - The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention actions are those taken to prevent a threatened or actual incident from occurring.

Protection - The capabilities to secure an institution of higher learning against acts of terrorism and man-made or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Mitigation - The capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. It can also means reducing the likelihood that threats and hazards will happen.

Response - The capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery - The capabilities necessary to assist an institution or organization affected by an event or emergency in restoring the learning environment

Emergency Management Team Meetings & Exercises.

The Howard University EMT will convene on a quarterly basis in order to update the team on its past activities and prepare for future events. Notifications of the quarterly meetings will be made by the Director of Public Safety or his designee.

The Howard University EMT will participate in regular exercises (i.e. tabletop, functional, full scale) on an annual basis in order to maintain a high level of proficiency in executing the operational aspects of the emergency management plan.

IX. EMERGENCY MANAGEMENT PLAN ACTIVATION.

The primary responsibility for monitoring emergency threats and events resides with the Howard University Department of Public Safety (HU-DPS). The HU-DPS operates on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of sources. In any type of emergency, the HU-DPS Shift Commander or designee should follow standard operating procedures. If the emergency warrants, the Shift Commander or designee shall notify the Deputy Chief of the Patrol Services Bureau, and the Chief of Police as soon as possible with as much information as available regarding the emergency incident(s).

Based on information obtained from appropriate first responder entities, the Chief of Police will notify the University President or his designated representative before activating the Emergency Management Plan. Full activation of the Emergency Management Plan is delegated to the University President or his designee upon the receipt of information of an emergency event or threat of an emergency. (See Chart #1)

In case of a declared local, state or federal emergency, a decision will be made by the President of the University or his designee on a plan of action and whether to fully activate the Howard University Emergency Management Plan.

X. EMERGENCY OPERATIONS CENTER

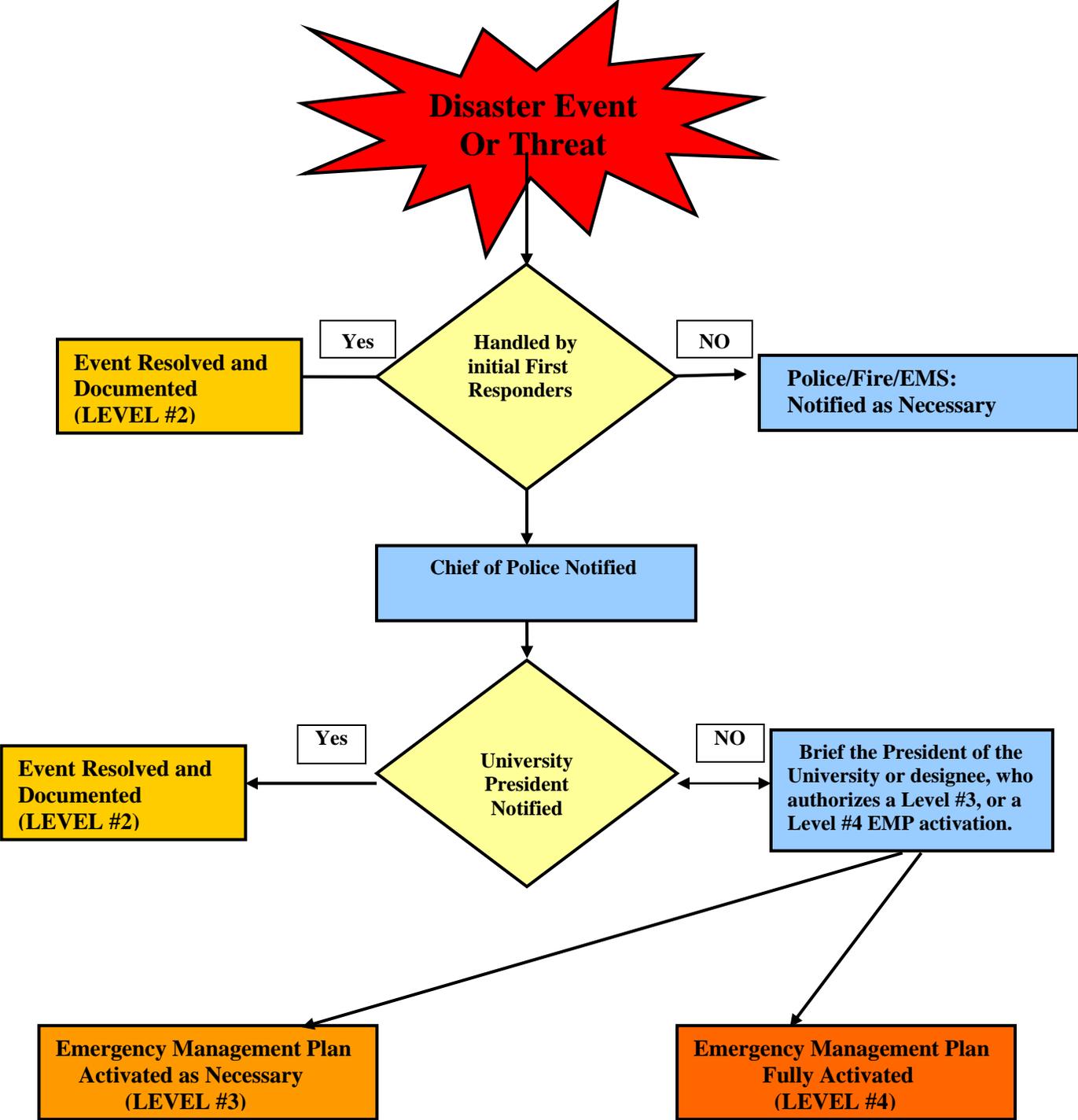
Upon activation of the emergency management plan, appropriate members of the Emergency Management Team (EMT) will be notified and will report to the designated Emergency Operations Center (EOC) as soon as possible. The EMT Team Leader shall review the circumstances of the emergency with the EMT and determine the appropriate response and follow-up actions. In those cases where it becomes necessary to warn the university community of an impending threat or emergency situation, the EMT Team Leader can request authorization to activate the University's mass notification alert system (Alert HU).

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location for the Emergency Management Team to assemble and manage the emergency event. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

The primary EOC will be located on a site to be determined on the main campus of the university. The type of emergency incident may cause the EMT Team Leader or designee in consultation with the President or his designee to identify another location on the main campus as the primary EOC.

If these primary EOC's are unsuitable or unusable, a backup EOC at a satellite location will be activated and utilized to manage the incident to its conclusion.

Chart #1 – Plan Activation / Notification



XI. ROLES AND RESPONSIBILITIES.

HU PRESIDENT & CABINET: This group is known as the Policy Group, and may also include Subject Matter Experts as deemed appropriate by the President.

1. Upon receipt of information on any disaster or crisis which threatens the health and safety of Howard University community, the President shall activate the Policy Group and/or Emergency Management Team (EMT) as appropriate for evaluating the nature of the threat.
2. Provide direction on the appropriate course of action.
3. Communicate appropriate information to EMT and the University community, as applicable.
4. In the absence of the President, his/her designee shall assume the general oversight responsibilities under this plan.

CHIEF OF POLICE/DIRECTOR OF PUBLIC SAFETY: [In communication with the President and the Policy Group of the University for all major incidents].

1. Responsibility includes overall management of the emergency response.
2. Activate the EMT during an incident or when the threat of one exists.
3. Establish Incident objectives and strategy to resolve the emergency.
4. Establish immediate priorities, set up the Emergency Operations Center.
5. Approve and authorize the implementation of an incident Action Plan.
6. Coordinate activity for all key personnel.
7. Keep the Policy Group informed of incident status. Seek concurrence for release of information to the media.
8. Issue supplementary declarations and orders as the situation requires.
9. Request City assistance if needed.
10. Order demobilization of incident when appropriate.
11. As appropriate, may delegate command to a Deputy Chief of Police, Executive Director of PFM, or Vice President for Student Affairs for incidents specific to their area of expertise.

DEPUTY CHIEF OF POLICE – PATROL SERVICES:

1. Insure isolation of the scene & secure the scene / premises / property; establish control zones, entry control and Staging Area, as needed.
2. Maintain a current list of City support agencies, DCHSEMA; Metropolitan Police; DC Fire/Ambulance, etc. Contact as situation requires. Complete List with Telephone Numbers [**Annex #20**].
3. Assist in establishing and coordinating interagency contacts.
4. Provide safeguards necessary for protection of personnel and property.
5. Responsible for campus buildings evacuation, if needed, according to building evacuation plans and subsequent crowd management/control, as needed.
6. Evaluate scene safety and security for criminal activity, secondary devices, or for additional threats.
7. Monitor incident operations to identify current or potential inter-organizational problems.
8. Participate in planning meetings and provide current resource status; including limitations and capability of assisting agency resources.
9. For terrorism incidents, coordinate all intelligence and law enforcement aspects, since the incident site will be treated as a crime scene.
10. Maintain Unit Log.

PLANNING SECTION/EXECUTIVE DIRECTOR PFM:

1. Manage all aspects of Physical Facilities operations.
2. Establish the PFM Emergency Operations Work Center to assess and manage facility support and response.
3. Resolve any PFM problems reported to the EMT.
4. Request resources as needed – Advise Liaison of requirements.
5. Maintain close communications with Incident Commander.
6. Supervise the action plan for operations. Keep safety in mind.
7. Approve release of PFM resources from assigned status.
8. Make or approve any PFM changes to the Incident Action Plan, as necessary.
9. Have a debriefing session with EMT and Liaison prior to departure. Provide appropriate instructions and information for the back-up person.
10. Maintain a PFM Unit Log.

LOGISTICS SECTION / DIRECTOR, STRATEGIC SOURCING & ASSET MANAGEMENT:

1. Manage all incident requests for resources as needed.
2. Respond to requests of additional personnel, equipment and supplies.
3. Supervise: requests for additional resources, storage and dissemination of supplies and equipment.
4. Maintain inventory.
5. Provide logistical input to EMT in preparing Incident Action Plan.
6. Keep support units informed on communications, medical materials, and transporting capability.
7. For multi-facility incident, set up Facility Unit/s.
8. Determine need to establish a Commissary to distribute supplies. Implement if necessary.
9. Identify anticipated and known service and support requirements. Service reusable equipment, as needed.
10. Oversee demobilization of Logistics Section.

SAFETY/DIRECTOR, ENVIRONMENTAL HEALTH & SAFETY, HOWARD UNIVERSITY:

To serve as Incident Safety Officer in all emergencies.

1. Participate in planning meetings, on or off campus.
2. Identify hazardous situations associated with the incident.
3. Ensure that Basic Safety Inspections are conducted on a regular basis in all university facilities as required by District of Columbia Code
4. Review the Incident Action Plan for Safety implications.
5. Exercise emergency authority to stop and prevent unsafe acts.
6. Investigate accidents that have occurred within the incident area.
7. Assign assistants, as needed.
8. Review and approve first-aid plan.
9. Maintain Unit Log.

MEDICAL/SAFETY OFFICER/HOWARD UNIVERSITY HOSPITAL:

All key personnel from the University must be familiar with the Howard Hospital Emergency Response Plan detailing the hospital resources, capacity and capability for handling medical emergencies to insure proper coordination in case of an incident requiring mass care.

1. Determine level of emergency medical activities prior to activation of Medical Unit.
2. Acquire and manage medical support personnel.
3. Assign Student and Employee Health Services as necessary.
4. Establish procedures for handling serious injuries of responder personnel.
5. Respond to requests for:
 - a. Medical aid.
 - b. Medical transportation.
 - c. Medical supplies.
6. Insure a back-up power supply system for key areas of hospital.
7. Assist Administration/Finance Section with processing paperwork related to injuries or deaths due to incident.

ON SCENE COMMAND & ENTRY CONTROL POINT/DEPUTY CHIEF OF POLICE -PSB:

Designate the staging area close enough to the incident so resources can respond/report immediately to the disaster site.

1. Establish and operate a site entry control point to control access and account for personnel.
2. Staging Area Manager is responsible for overall management of incident site. First-arriving officer in staging is designated as the Staging Area Manager until relieved or reassigned.
3. Update EMT regarding the incident.
4. Assure that all responders are logged in as to their assignment and task. This facilitates tracking of resources.

INFORMATION OFFICER/MEDIA CONTACT/DIRECTOR OFFICE OF UNIVERSITY COMMUNICATIONS:

1. Serve as or designate the single point of contact for media and external communications.
2. Will designate a media briefing area for dissemination of information to the media.
3. Determine if there are any limits on information release.
4. Determine and implement effective utilization of HU radio and television stations, and Web updating.

5. Determine the utility of activating a 1-800 call in line with pre-recorded message, with [hourly] up-dates for easy access to information and rumor control.
6. Develop material for use in media briefings.
7. Obtain Incident Commander and/or Policy Group concurrence and approval on media releases.
8. Arrange for tours and briefings as required.
9. Obtain media information that may be useful to incident planning.

ADMINISTRATION & DOCUMENTATION/DEPUTY CHIEF OF POLICE – SUPPORT SERVICES

BUREAU:

1. Continuously gather pertinent information from briefings with EMT, especially the Logistics Section to maintain current and complete records.
2. Develop an operating plan [fill supply and support needs].
3. Coordinate with Support Units, such as HR, HUH, as necessary for compensation-for-injury and completion of appropriate paper work required by worker's compensation.
4. Determine the need to establish, and implement, if necessary:
 - a. Documentation of Incident files,
 - b. Track personnel time, overtime logs, record keeping.
5. Prepare draft memorandums of understanding, as necessary.
6. Assign/arrange a site recorder, if needed.
7. Store files/records for post-incident reports. Assure security of files.

FINANCE & BUDGET/ CHIEF FINANCIAL OFFICER - TREASURER:

1. Coordinate all financial aspects of an incident.
2. Provide financial and cost analysis information as requested.
3. Maintain close contact with financial liaisons of involved Howard Units [PFM, Campus Police, Strategic Sourcing, Student Affairs, etc.]
4. Cost reporting and recording, creating cost summaries.
5. Make cost-saving recommendations. Assure accountability of donations.

RISK ASSESSMENT / DIRECTOR, RISK, ESTATE & ASSET MGMT:

1. Verify insurance for University claims/losses.
2. Provide oversight of the claims activities in regards to University liability and property damage claims/incidents.
3. Provide guidance on the type of information required by insurer(s) to process claims, including claim format.
4. Provide oversight for submission of claims information/data to the insurers, involving general liability and property losses.
5. Manage claims submission, prosecution, and payment

STUDENT AFFAIRS/VICE PRESIDENT FOR STUDENT AFFAIRS:

1. Ensure evacuation plans are in place and students are informed of emergencies in teaching, housing and research facilities.
2. Verify that Building Managers of classrooms and residence halls have Building Evacuation Plan posted and in place with at least one documented drill per semester during peak occupation period.
3. Each building manager has an alternate/substitute trained in emergency evacuation process.
4. Evacuation Plans and Procedures checklist is in Annex #9B.
5. Students are informed of what to do:
 - If they receive a bomb-threat [Annex #15];
 - Characteristics of suspicious letter or package [Annex #14];
 - In case they are taken hostage [Annex #13].
 - Safety tips for severe weather conditions [Annex #7A].
6. A coordinated process is in place to quickly establish 1-800 numbers for student/parent communication.
7. Plan for accountability of students.
8. An approved process is in place to inform parents/guardians in case of student casualty.
9. The University Counseling Service will maintain a plan to counsel traumatized students if needed.

DINING SERVICES/ DIRECTOR, AUXILIARY OF SERVICES:

Must assure there is a plan to:

1. Maintain access to an inventory of food and water for initial 72 hours of disaster.
2. Determine method of feeding to best fit each facility or situation. Such as providing food services to students/HU community in case Blackburn Center or other cafeterias are affected.
3. Deliver meals to various dormitories if shelter-in-place is in effect and students cannot leave the premises. Obtain necessary equipment and supplies and establish cooking facilities.
4. Insure that plans are in place for delivery of food supplies, if roads are blocked. Order sufficient food and potable water from Supply Unit.
5. Provide a plan to the Incident Commander regarding emergency food service, including storage/procurement of dry goods a source for [Meals Ready to Eat] MREs and feeding capacity and duration.
6. Maintain food service areas, ensuring proper health and safety measures are being followed, to prevent food related incidents.
7. Supervise caterers, cooks, and Food Unit personnel as appropriate.

ENTERPRISE TECHNOLOGY SERVICES [ETS]:

1. Maintain a plan to keep the technology infrastructure operational during times of emergency.
2. Maintain a backup disaster recovery plan for the technology infrastructure in the event of a major disruption of technology services.
3. Plan to manage main switchboard requirements during an emergency.
4. Plan to insure University communication requirements during an emergency.
5. Insure that 800- lines are in place for students to call parents during an emergency.

BUILDING MANAGERS/COORDINATORS:

1. Coordinate and exercise plans and assure students, faculty, and staff are informed of emergencies in academic, residential, and research facilities.
2. Ensure that the Building Managers of all academic and teaching facilities, and Residence Halls have Building Evacuation Plans posted with at least one documented fire drill per semester during peak occupation period.
3. Assign and train primary and alternate Floor Marshals for each story of the building in evacuation procedures and pro-active safety postures.
4. Basic Safety Inspections are conducted on a monthly basis to check that safety equipment such as fire extinguishers are in place and to recognize potential safety hazards to pro-actively prevent accident.

5. Evacuation Plans and Procedures Checklist are outlined in Annex #9, 9A.

XIII. Emergency Management Plan Demobilization Procedure.

After a disaster where University operations have been shut down, or curtailed, the entire campus environment may be dangerous. The first recovery step is to secure the campus and then to secure all University facilities. Only after the environment has been rendered safe can restoration efforts begin followed by an orderly return to normal University operations. Timely information will be provided to the Office of University Communications for dissemination throughout the entire recovery process.

The EMT Team Leader will coordinate with all applicable internal and external stakeholders to ensure that recovery operations are progressing. The EMT Team Leader will keep the University President, and the Policy Group advised on all recovery operations. The University President will render a decision at the appropriate time de-escalating the Emergency Management Plan from full activation to a level that is more consistent with real-time circumstances and the progress of recovery operations.

All activations of the Emergency Management Plan will be fully documented in an After-Action Report which shall be submitted by the Chief of Police/Executive Director for Safety and Security to the University President for approval within fifteen (15) days. An After-Action De-Briefing meeting shall be held within thirty (30) days of the incident with the members of the EMT. The purpose of this meeting is to examine the actions the university took during the incident, look at lessons learned, and work to improve emergency procedures for the future.
