



UNIVERSITY OF THE  
POTOMAC

**EMERGENCY ACTION  
&  
CRISIS MANAGEMENT PLAN**

Revised 2024

## Table of Contents

INSTRUCTIONS.....	3
EMERGENCY AND NON-EMERGENCY NUMBERS .....	4
DESIGNATED PERSONNEL.....	5
DUTIES OF EMERGENCY RESPONSE TEAM MEMBERS .....	5
EVACUATION PLAN .....	6
EMERGENCY EVACUATION PROCEDURES .....	7
CONTACT PERSONNEL .....	8
RESPONSIBILITIES.....	9
SAFETY WARDEN .....	9
DEPUTY SAFETY WARDEN .....	10
ASSISTANT SAFETY WARDEN.....	10
PROCEDURES .....	11
EMERGENCY EVACUATION .....	11
PROCEDURES FOR INDIVIDUALS WITH DISABILITY .....	12
SPECIAL NEEDS FORM.....	15
OCCUPANT RESPONSIBILITIES.....	16
EVACUATION REPORT.....	17
EVACUATION ROUTES.....	18
PERSONNEL EMERGENCY CONTACT INFORMATION .....	20
BUILDING EMERGENCY CONTACT(S): .....	20
SPECIFIC EMERGENCY REPORTING & PROCEDURE.....	21
MEDICAL EMERGENCY REPORTING & PROCEDURE .....	22
FIRE EMERGENCY REPORTING & PROCEDURE .....	23
FIRE DRILLS.....	24
BOMB THREAT REPORTING & PROCEDURE .....	25
BOMB THREAT CHECKLIST.....	26
TELEPHONE BOMB THREAT CHECKLIST .....	26
SEVERE WEATHER REPORTING & PROCEDURE.....	27
SEVERE WEATHER AND NATURAL DISASTERS .....	27
CANCELLATION OF CLASSES:.....	29
INCLEMENT WEATHER AND EMERGENCY NOTIFICATION PLAN .....	29
EMERGENCY CLOSING.....	30

# INSTRUCTIONS

This Emergency Action & Crisis Management Plan is written to establish policies, procedures, and guidelines for University of the Potomac's faculty, staff, and students that will provide a reasonable degree of safety from a fire or emergency in the building. It is imperative that ALL PERSONNEL become familiar with the Emergency Action & Crisis Management Plan and BE CAPABLE OF REACTING IN AN EMERGENCY SITUATION. If you are the first person to encounter an emergency, call 911; or, if you are preoccupied with providing medical assistance to a victim, yell for a staff member to call 911.

The plan includes University of the Potomac faculty, staff, students, and visitors located at the following addresses:

University of the Potomac  
1401 H Street, NW, Suite# 100  
Washington, DC 20005

And

University of the Potomac  
7799 Leesburg Pike, Suite 200  
Falls Church, VA 22043

# EMERGENCY AND NON-EMERGENCY NUMBERS

## **Emergency Numbers:**

Fire, Paramedics, Police, Emergency Operator (All life-threatening Emergencies) -  
**911**

**When calling please provide the following information:**

Size and type of Emergency Your  
name  
Emergency location (Address, Floor, Room#, etc.)  
Any additional information requested by the Operator

## **Non-Emergency Numbers:**

DC Campus Building Engineer .....	202.751.2409
VA Campus Building Engineer.....	703-790-0064
Datawatch Security .....	301.654.3282
Fire & Emergency Medical Services .....	202.673.3331
D.C. Fire Department (2 <sup>nd</sup> District).....	202.282.0070
D.C. Department of Public Works .....	202.673.6833
PEPCO .....	202.833.7500
Washington Gas .....	800.752.7520
Verizon.....	800.275.2355
D.C. Water & Sewer Authority .....	202.787.2000
Police Non-Emergency Calls .....	311

# DESIGNATED PERSONNEL

## **SAFETY WARDEN:**

Mark Jiidee, Executive Director, IT/Facilities, **DC**- Phone: 202.274.1789  
Omega Barrow, PDSO - **VA** Phone 202.521.1298

## **DEPUTY SAFETY WARDEN:**

Anand Kutty, IT Administrator, **DC** Phone: 202-274-2309  
Seble Tekle, Human Resources - **DC** Phone 202.274.2334

## **AREA/FLOOR MONITORS:**

### **DC Campus**

1<sup>st</sup> Floor Campus and Offices:  
2<sup>nd</sup> Floor Executive Suite:

Phone: 202.274.2300  
Phone: 202.274.2300

### **Falls Church Campus**

Entire Facility:

Phone: 202.521.1290

## **DUTIES OF EMERGENCY RESPONSE TEAM MEMBERS**

1. Be familiar with all emergency and evacuation procedures.
2. Make sure contact has been made with appropriate outside emergency services.
3. Maintain a list of personnel and students with other-than-normal physical conditions, such as a hearing ailment, confinement to a wheelchair, etc., on their floor. Also note temporary disabilities, i.e., crutches.
4. Plan for special evacuation of personnel indicated in Number 3.
5. Check for occupancy in their area during the emergency.
6. Control an orderly evacuation flow. Emergency Coordinators/Deputy Emergency Coordinators/ Assistant Emergency Officers are the last to leave their assigned floors.
7. Assure evacuation of all personnel in designated.
8. No one will return to the area until it has been declared safe by responsible authorities.

# EVACUATION PLAN

## WHY HAVE AN EMERGENCY EVACUATION PLAN?

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include smoke and/or fire, gas leaks, and bomb threats. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency. Additional information regarding issues such as severe weather, bomb threats, etc., can be found in the Personnel Policy Manual.

## Evacuation Drill Policy

1. Evacuation drills shall be conducted 2 times per year at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be obstructed, (having various means of exit made temporarily unavailable) in order to familiarize occupants with secondary routes of evacuation, or unobstructed.
2. Evacuation drills will be scheduled by the Emergency Coordinator and/or the Building Management.
3. Evacuation drills shall involve **all** occupants. Everyone shall leave the building when the fire alarm sounds. Exceptions are strongly discouraged. It may be advisable to notify anyone needing special assistance prior to having planned evacuation drills.
4. In the conduct of drills, emphasis shall be placed on orderly evacuation under proper discipline rather than on speed. The Emergency Coordinator and Deputy Emergency Coordinator are expected to perform their assigned duties as if in an actual emergency.
5. Provisions should be made for timing and evaluating the orderliness of each drill. The Emergency Coordinator will provide the Evacuation Drill Report forms.

# EMERGENCY EVACUATION PROCEDURES

## IF THE NEED FOR AN EVACUATION IS DISCOVERED:

1. Activate the manual fire alarm **pull station** if possible.
2. If you are not in immediate danger, notify the Emergency Operator (**911**) and provide:
  - **Your Name**
  - **Size and Type of Emergency**
  - **Location (Address, Floor #, Room #)**
  - **Any Additional Information Requested by the Operator**
3. If you are not in immediate danger, also notify the Emergency Coordinator or a Deputy.
4. If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to fight the fire. Do not place yourself or others in unnecessary danger.

\*If you are TRAPPED in the building and cannot find an escape route: Call the Emergency Operator (**911**) and give your exact location.

# CONTACT PERSONNEL

## WASHINGTON, DC CAMPUS

<b>Name</b>	<b>Office Number</b>	<b>Title</b>
Mark Jiidee	202-274-1789	<b>Safety Warden</b>
Anand Kutty	202-274-2309	<b>Assistant Safety Warden – Lower lobby, Suite 100 (male searcher)</b>
Lachelle Matthews	202-274-2306	<b>Deputy Safety Warden – Lower lobby, Suite 100 (female searcher)</b>
Seble Tekle	202-274-2334	<b>Deputy Safety Warden – Upper Lobby, Suite 200</b>
Camilla Meros	202-521-1292	<b>Deputy Safety Warden – Upper Lobby, Suite 200 (female searcher)</b>
Sergei Andronikov	202-274-2320	<b>Deputy Safety Warden – Upper Lobby, Suite 200 (male searcher)</b>
Henry Asante	202-751-2409	<b>Building Engineer</b>

## FALLS CHURCH, VA CAMPUS

<b>Name</b>	<b>Office Number</b>	<b>Title</b>
Omega Barrow	202-274-2313	<b>Safety Warden</b>
Bashar Fadhil	202-521-1308	<b>Assistant Safety Warden – male searcher</b>
Sonja Williams	202-274-2308	<b>Deputy Safety Warden – female searcher</b>
Maina Mijiddorj	202-521-1296	<b>Deputy Safety Warden</b>
James Greco	202-429-3737	<b>Property Manager</b>
Shenity Landa	202-429-3737	<b>Assistant Property Manager</b>



# RESPONSIBILITIES

## SAFETY WARDEN

1. Serve as a liaison with emergency responders (e.g., fire department, Police Department, ambulance).
2. Meet responders upon their arrival and convey specific information about hazards in the building, access, and locations of persons with special needs, etc.
3. Maintain communication with the Deputy Safety Warden regarding the status of the emergency.
4. Upon receiving clearance from the emergency responders, notify the Deputy Safety Warden and building occupants that the building is safe for re-entry.
5. Keep the Evacuation Plan, Contact Persons and Numbers, and Floor Diagrams up to date.
6. Conduct and/or assist in Fire Drills.
7. Assign an area to assemble after evacuation.
8. Assist in training and/or scheduling of training the building occupants in emergency procedures.
9. Inform classroom instructors of their responsibility to provide pertinent information both at the beginning of a module and at the time of the evacuation to ensure that students evacuate the building in a safe manner.

### **DEPUTY SAFETY WARDEN**

1. Routinely inspect for possible fire hazards on your floor and report to the Safety Warden.
2. Know the locations of and how to use all fire protection equipment on your floor.
3. Ensure that occupants (including new employees) are familiar with evacuation procedures.
4. Be aware of building occupants with special needs who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair).
5. As an integral part of the building's emergency communication network, the Deputy Emergency Coordinator is to ensure that occupants on their floor are aware of an emergency and the need to evacuate.
6. Call 911 and/or pull the fire alarm whenever a situation could pose an immediate danger to people, property, or processes in the building.
7. Assist in the evacuation process as indicated in the Emergency Evacuation Procedure.

### **ASSISTANT SAFETY WARDEN**

1. Assume the duties in the absence of or assist the Deputy Emergency Coordinator in the duties listed on the previous page.

# PROCEDURES

## **EMERGENCY EVACUATION**

1. Upon hearing the fire alarm or announcement, begin evacuation procedures.
2. Keep yourself and others calm.
3. Alert all occupants on your floor. Check remote areas such as restrooms and storerooms and close doors if possible, on your way out. Maintain orderly evacuation of occupants.
4. Ensure that all personnel with special needs are alerted and that someone is assisting with their evacuation.
5. If the emergency is located on your floor and you are not in immediate danger:
  - a. You may attempt to determine which smoke detector or pull station was activated.
6. If you are trained in the proper use of portable fire extinguishers, you may attempt to fight or contain a fire. Do not place yourself or others in unnecessary danger.
7. Evacuate the building and report pertinent information to the Emergency Coordinator (e.g., evacuation status, location of persons with special needs, type and location of emergency).
8. Proceed to your assigned entrance until further notice from the Emergency Coordinator. Do not allow personnel to re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for personnel to re-enter.

# PROCEDURES FOR INDIVIDUALS WITH DISABILITY

## EVACUATION PROCEDURES FOR INDIVIDUALS WITH A DISABILITY

Persons with a disability or medical condition may not be able to evacuate without special assistance. Employees should inform their Emergency Coordinator of any special needs that may be necessary during an emergency using the Emergency Evacuation Special Needs Notification (See Attachment A). The Emergency Coordinator will communicate the special needs with the Deputy Emergency Coordinator and other emergency personnel as appropriate.

The Emergency Coordinator should ensure that individuals with disabilities are provided with assistance during an emergency. Never attempt to use an elevator unless instructed to do so by emergency personnel.

Individuals with a disability should inform colleagues of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e., hearing the alarm, guidance during the alarm, etc.).

When there has been notification of an emergency, the Emergency Coordinator will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

### Evacuation Options during an Emergency

The following evacuation options will help to ensure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation**

Move away from the area of imminent danger to a safe distance (i.e. opposite end of the corridor, outside).

- **Vertical (Stairway) Evacuation**

Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices such as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

- **Stay in Place**

Unless danger is imminent, remain in a room with an exterior window, a telephone, and a closing door if possible. Dial **911** (if this hasn't been done). The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object.

- **Area of Refuge**

If a person with a disability cannot get far away from the danger using the Horizontal Evacuation, then that person should seek an area of refuge away from danger. Such an area should have the following if possible: 1) telephone communication, 2) a sprinkler system, 3) fire-rated doors, walls, or ceilings if available. Specific areas of refuge for our building would be the copy room on the ground floor and the upper-level conference room for the 1<sup>st</sup> floor.

### **Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important to ensure a safe evacuation.

- **Mobility Impaired (Wheelchair)**

Persons using wheelchairs should stay in place or move to an area of refuge when they are notified of an emergency. If a building evacuation is required, the Emergency Coordinator and/or Deputy Emergency Coordinator should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with the disability. If not dangerous for the Fire Warden, he/she can attempt to assist the impaired individual in a vertical or horizontal evacuation. If the person with a disability is alone, the person should dial 911 and tell the emergency operator their location and that they need assistance. Never attempt to use an elevator unless instructed to do so by emergency personnel.

- **Mobility Impaired (Non-wheelchair)**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor) the person with the disability may choose to stay in the building, using the other options, until emergency personnel arrive. Never attempt to use an elevator unless instructed to do so by emergency personnel.

- **Visually Impaired**

Most buildings are equipped with fire horns/strobes that sound the alarm and/or flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant emergency coordinator should offer help to the individual with visual impairment and guide him/her through the evacuation route. Never attempt to use an elevator unless instructed to do so by emergency personnel.

# SPECIAL NEEDS FORM

## Emergency Evacuation Special Needs Notification

State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law). (2) receive and review that information; and (3) have the information corrected at no charge. Contact: Seblewengel Teklehaimanot at [seble.tekle@potomac.edu](mailto:seble.tekle@potomac.edu) or 202.274.2300.

This form is for employees of University of the Potomac to provide information about special assistance that may be needed in case of an emergency evacuation while at work. The information provided will be kept confidential and will not be placed in any personnel files. The Emergency Coordinator will retain the completed forms and may communicate special needs to the appropriate Assistant Emergency Coordinator, safety/emergency personnel, or other individuals who may be entitled to the information necessary to fulfill their responsibilities under our Emergency Evacuation Plan.

Please be aware that **self-identification is voluntary**, and employees are not required to provide this information.

---

Employee Name: \_\_\_\_\_

Work Location: \_\_\_\_\_ Floor

Please describe the type of assistance you think will be needed in case of an emergency evacuation:

---

---

---

---

# OCCUPANT RESPONSIBILITIES

1. You are responsible for your own safety! **Stay calm** - avoid panic and confusion.
2. Know the locations and operation of **fire extinguishers**.
3. Know how to report an emergency (**911**).
4. When the fire alarm sounds, make sure **other personnel** in your immediate area are aware of the alarm.
5. Inform visitors of pertinent information about evacuation procedures.
6. **Close** but DO NOT LOCK doors as you leave. Items requiring security may be placed in a locking file cabinet or desk drawer on the way out.
7. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building. NOTE: Do not use the elevators during a fire-related emergency!
8. Go to your assigned **area of assembly** outside the building and wait there. Do not leave the area unless you are told to do so.
9. **AREA OF ASSEMBLY-DC: FRANKLIN PARK ON 14<sup>TH</sup> AND I ST NW WASHINGTON DC**  
**AREA OF ASSEMBLY-VA: IN THE PARKING LOT NEXT TO THE NORTH TOWER**
10. **Persons needing special assistance** not able to exit directly from the building are to stay in place or proceed to an area of refuge. Inform evacuating occupants to notify the Emergency Coordinator of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.
11. **Do not re-enter** the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter!



# EVACUATION REPORT



UNIVERSITY OF THE POTOMAC University of the Potomac  
Evacuation Drill Report

Time Evacuation Started: \_\_\_\_\_ Ended: \_\_\_\_\_ Total Time: \_\_\_\_\_

Type of Drill:      **Obstructed**                       **Unobstructed**

Number of Participants (approximately): \_\_\_\_\_

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| ♦ Did occupants immediately begin to evacuate the building when the alarm sounded? | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Did building staff check restrooms and confined areas?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Was building staff aware of the handicapped person(s) and provide assistance?    | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Were doors closed to contain smoke/fire?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Did everyone evacuate the building?  | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Did everyone remain outside the building and wait for further instructions?      | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Is the building staff knowledgeable in their assigned duties?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| ♦ Was the drill conducted in an orderly manner?                                    | <input type="checkbox"/> | <input type="checkbox"/> |

Drill Rating:      **Excellent**       **Good**       **Poor**

Comments:

Observed/Rated By: \_\_\_\_\_

Building

Proctor/Person in

Charge: \_\_\_\_\_

Date of Drill: \_\_\_\_\_

# EVACUATION ROUTES

Evacuation route maps have been posted in each work area. Site personnel should know at least two evacuation routes. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location
- Assembly points

## EXIT ROUTE IN CASE OF FIRE#1-DC

DO NOT USE THE ELEVATOR. Use the Main Entrance doors towards **14<sup>th</sup> ST, NW** to exit the building.

In Case of Fire, pull the interior local alarm station, following the instructions on the face of the alarm box; then proceed at once to call the Fire Department, via telephone by dialing **911**. The address of this building is **1401 H Street NW, Suite# 100, Washington, DC**.

Remember this interior alarm system DOES NOT call the Municipal Fire Department.

## EXIT ROUTE IN CASE OF FIRE#2- DC

If the main entrance on 14<sup>th</sup> ST is impassable then- Proceed to the stairwell by the water fountains, if it is clear, go **up** the stairs, exit the door, turn right, and walk to the end of the hallway, and exit the doors into the lobby and exit the gold doors straight ahead.

In Case of Fire, pull the interior local alarm station, following the instructions on the face of the alarm box; then proceed at once to call the Fire Department, via telephone by dialing **911**. The address of this building is **1401 H Street Suite# 100, NW**.

Remember this interior alarm system DOES NOT CALL THE Municipal Fire Department.

## **EXIT ROUTE IN CASE OF FIRE#1-VA**

DO NOT USE THE ELEVATOR. Use side stairs to exit the front of the building.

In Case of Fire, pull the interior local alarm station, following the instructions on the face of the alarm box; then proceed at once to call the Fire Department, via telephone by dialing **911**. The address of this building is **7799 Leesburg Pike, Suite 200, Falls Church, VA**.

Remember this interior alarm system DOES NOT call the Municipal Fire Department.

## **EXIT ROUTE IN CASE OF FIRE#2-VA**

DO NOT USE THE ELEVATOR. Use the front building lobby entrance towards Leesburg Pike. If the entire front is blocked, use the back exit and fire exit staircase.

The interior local alarm system installed in this building is **NOT** connected to the Municipal Fire Department. It is for evacuation purposes only.

Remember this interior alarm system DOES NOT call the Municipal Fire Department.

In summary, the alarm is not connected to the Municipal Fire Department, and please remember this.

# PERSONNEL EMERGENCY CONTACT INFORMATION

If an emergency occurs after normally scheduled business hours, the calls will be forwarded to the personnel's mobile numbers) Contact in the order listed; if the first person on the list does not answer, call the second person, etc. **You only need to make contact with one of these individuals.):**

Mark Jiidee (DC campus)	202-274-1789
Anand Kutty (DC campus)	202-274-2309
Omega Barrow (VA campus)	202-274-2313
Bashar Fadhil (VA campus)	202-521-1308

## BUILDING EMERGENCY CONTACT(S):

### **DC Campus**

Henry Asante – 202.425.1049

Security Desk Lobby (Before 11 pm) – 202.751.2407

### **VA Campus**

Shenity Landa- 202-256-9467

# SPECIFIC EMERGENCY REPORTING & PROCEDURE

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- OTHER (specify) \_\_\_\_\_  
(e.g., terrorist attack/hostage taking)

# MEDICAL EMERGENCY REPORTING & PROCEDURE

Call medical emergency operator at **911** (check applicable):

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

1. Size, type and nature of Emergency
2. Emergency location (Address, Floor, Room#, etc.)
3. Your name and phone number
4. Any additional information requested by the Operator

**Do not move victim unless absolutely necessary.**

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

- Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
- Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid **ONLY** if trained and qualified.

# FIRE EMERGENCY REPORTING & PROCEDURE

## When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- Voice Communication
- Phone Paging

- Radio
- Other (specify)

## Fight the fire **ONLY** if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

## Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area-DC: Corner of 14th Street & I Street
- Assemble in the designated area-VA: Back parking lot, near North Tower
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

## Designated Official, Safety Warden or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

## Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

**Assistants to Physically Challenge should:**

- Assist all physically challenged employees in an emergency evacuation.

**FIRE DRILLS**

- Fire drills will be held periodically for the entire building.
- Faculty and staff will receive advance notice of the date and time for scheduled fire drills.
- Students will receive advanced notice of the date only – not time.
- Handicapped individuals and individuals needing special accommodations will be notified before the alarm is pulled to give them ample time to exit the building before the fire drill.

**Role of Faculty during fire drill:**

- Ensure all students vacate the building.
- Take attendance at designated meeting area to ensure all students are accounted for. (In the event of a real emergency, the names of missing people should be given to the Emergency response team captain or firemen immediately.)
- Students are to be advised that, upon leaving the building, they cannot stand in front of the building but should proceed away from the building.
- No one is permitted to re-enter the building until authorization is given.



# BOMB THREAT REPORTING & PROCEDURE

**In the event of a bomb threat, the following steps are to be taken:**

The person receiving the threat should attempt to get as much information as possible from the caller about the circumstances (place, time, etc.) and jot the information down. Pertinent information includes 1) location of the bomb; 2) time it is set to explode; 3) kind and size of explosive; 4) characteristics of caller; i.e., speech, gender, attitude. *Do Not Panic.*

**The person receiving the threat is to then notify one of the following:**

**Engineer and proper authorities (police, bomb squad). After a thorough inspection, it will be determined when people can safely re-enter the building.**

Mark Jiidee (DC campus)	202-274-1789
Anand Kutty (DC campus)	202-274-2309
Omega Barrow (VA campus)	202-274-2313
Bashar Fadhil (VA campus)	202-521-1308

# BOMB THREAT CHECKLIST

## TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_

### VOICE CHARACTERISTICS

<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	<input type="checkbox"/> Other
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other		

### ACCENT

Local  Not Local  
 Foreign  Region  
 Race

### MANNER

Calm  Angry  
 Rational  Irrational  
 Coherent  Incoherent  
 Deliberate  Emotional  
 Righteous  Laughing

### BACKGROUND NOISES

Factory  Trains  
 Machines  Animals  
 Music  Quiet  
 Office  Voices  
 Machines  Airplanes  
 Street  Party  
 Traffic  Atmosphere

## BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

# SEVERE WEATHER REPORTING & PROCEDURE

## SEVERE WEATHER AND NATURAL DISASTERS

### **Tornado:**

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### **Earthquake:**

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### **Flood:**

#### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

### **Hurricane:**

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

***Once a hurricane watch has been issued:***

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

***Once a hurricane warning has been issued:***

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

***During a hurricane:***

- Remain indoors and consider the following:
- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.

**Blizzard:**

*If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

### **CANCELLATION OF CLASSES:**

In the event conditions warrant, University of the Potomac will make the decisions for all weather-related school closings. Listen for a school closing, delayed opening, or early dismissal announcement on one of the stations/channels listed below. Notifications of canceled classes will be announced by 12:00 PM at the latest. As well as placing the closing on the stations below, an e-mail will be sent to student and staff University of the Potomac e-mail addresses announcing the closing. Text blasts will be sent to staff, and the campus phone system will have an added message announcing the closing. Additionally, the Potomac website will display an alert at the top.

### **INCLEMENT WEATHER AND EMERGENCY NOTIFICATION PLAN**

In the event of inclement weather or an emergency, University of the Potomac will make the decision to cancel classes or close the facility. All students, faculty, and staff will have access to information regarding these situations on the major media outlets listed below. The information provided will include the status of classes and use of the University of the Potomac facilities for both Washington, DC, and Falls Church, VA.

For all Saturday and weekday morning classes - school closing, delayed opening, or early dismissal, information will be provided by 7:00 AM.

For all evening weekday classes - school closing, delayed opening, or early dismissal, information will be provided by Noon.

In the event of a school-wide facility closing, including staff and faculty, the WJLA station will display "University of the Potomac is closed." Otherwise, it will designate the cancellation, delay-opening, or early dismissal of classes, by using "Classes" in the wording.

A campus-wide e-mail will also be sent to all students, faculty, and staff indicating the closing of our campuses.

# EMERGENCY CLOSING

Emergency Closing Reporting to New Stations

Station Channel	Also Serving	Phone Number	ID #
<b>WRCTV NBC 4</b>	----	202-885-4775 1-800-NBC- WASH Ext.4775	5043
<b>WTTG FOX 5</b>	----	202-244-6552	10013
<b>WJLA ABC 7</b>	News Channel 8	703-236-9222	05267
<b>WUSA CBS 9</b>	----	202-895-5700	WX SNOW
<b>WTOP 107.7FM</b>	WTOP News.com	202-895-5060	