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Contingency Plan for Mechanical and Aerospace Engineering (MAE)

GENERAL: THE FOLLOWING PLAN PROVIDES INFORMATION AND GUIDANCE TO ASSIST INDIVIDUALS AND ORGANIZATIONAL UNITS PREPARE FOR, RESPOND TO, AND RECOVER FROM EMERGENCY INCIDENTS. EMERGENCY PREPAREDNESS IS THE RESPONSIBILITY OF EVERY INDIVIDUAL WITH EXPANDED RESPONSIBILITIES FOR INDIVIDUALS WITH MANAGEMENT AND LEADERSHIP RESPONSIBILITIES. THIS PLAN PRIMARILY FOCUSES ON INCIDENTS IMPACTING LIMITED PORTIONS OF THE GWU CAMPUS (E.G. PHYSICAL DAMAGE TO ONE BUILDING, A LOCALIZED CIVIL DISTURBANCE, ETC.) ALTHOUGH THE RESPONSE GUIDANCE IN THIS PLAN CAN BE APPLICABLE TO ANY INCIDENT, REGARDLESS OF THE MAGNITUDE, FOR LARGE SCALE EVENTS, INDIVIDUALS SHOULD CONSULT THE GWU WEB PAGE CAMPUS ADVISORY, CREDIBLE NEWS SOURCES, AND THE GUIDANCE OF CIVIL AUTHORITIES WHEN CONSIDERING WHAT TO DO AND THEIR NEED TO PHYSICALLY BE AT A GWU CAMPUS. **THE SAFETY OF GWU STUDENTS, STAFF, FACULTY AND ADMINISTRATION ARE THE PRIMARY CONCERN OF ALL AND SHOULD GUIDE THE ACTIONS OF EVERY INDIVIDUAL.**

PART ONE: PREPARATIONS FOR INCIDENTS

Following these guidelines will improve reaction time and facilitate well-informed decisions in an incident.

1. Read this contingency plan thoroughly to understand procedures and expectations before an incident occurs. Ensure that the people who work under and with you are equally aware of the incident response procedures.
2. Remember that this or any plan does not cover every possible situation and that common sense and a calm and reasoned response to an emergency situation are your best guide for personal action.
3. Familiarize yourself with the building and local areas of the campus so that you may make well-informed decisions in the event of an incident.
4. There are several steps that you can take to enhance your personal readiness.
 - Post the UPD emergency telephone number (994-6111) where you can see it.
 - Personnel should keep a flashlight in their office space (flashlights that can be energized using a hand crank and do not rely on batteries are widely available at retail stores).
 - All personnel should keep some minimal amounts of non perishable food and water in case it is necessary to “shelter in place” for a prolonged period of time.

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- All personnel should maintain in their office or on their person a three day supply of essential medical prescriptions.
 - All personnel should maintain current personal/family emergency and communication plans. Personal/family plan guidelines and templates can be accessed at <http://www.ready.gov> – link to ready America.
 - All personnel should wear or keep a pair of comfortable walking shoes in their office. In the case of a wide area evacuation, walking out of Washington, DC may be the only option available.
 - All personnel should stay aware of national and local issues that may possibly impact the campus. Consult the Campus Advisory Page of the GWU Web Site for current information.
5. Be aware of the location and path of the emergency evacuation routes from your office, lab and classroom spaces.
 6. The Department Chair of the Mechanical and Aerospace Engineering (MAE) Department (currently Professor Michael Plesniak 4-9803, plesniak@gwu.edu) or his/her designated alternate (currently Yin-Lin Shen 4-5995 yshen@gwu.edu) will ensure that there is some form of external communication (cellular phone, battery-powered radios, etc.) to stay abreast of changes in situations.
 7. Know where the fire alarms (pull stations), the GW Police emergency alarms (not for fire), fire extinguishers, and the first aid kits are located.
 - 7th floor elevator lobby; MAE hallway on right near 739; MAE hallway on left near 722. Police emergency alarm 1st floor lobby of Academic Center.
 - Christine’s file cabinet-lower drawer.
 8. In case of an incident when the fire alarm does not sound and/or you are not directed to evacuate our spaces, your immediate response should be shelter-in-place until you receive credible information that you should evacuate. Shelter in place instructions are provided in Part Three of this plan.
 9. When it is necessary to evacuate our spaces, the GWU policy is for evacuated personnel to rendezvous at an inside location away from the immediate area of our building. The post-evacuation rendezvous points for all personnel (students, faculty, staff) are Marvin Center-main entrance - **principal post-evacuation rendezvous point** or Gelman Library lobby– **alternate post-evacuation rendezvous point**.
 11. Upon arrival at the post-evacuation rendezvous point, Department personnel should check in with the Office Administrator. Professors/Instructors holding classes in our spaces are to account for their students and report the results the Office Administrator. The current Office Administrator is:
 - Zephra A. Coles: – Primary, Christine Walker – Alternate.

12. Ensure that your Emergency Contact information is kept up to date with the MAE Department Office Administrator (Zephra Coles). The Office administrator is responsible for keeping the Emergency Contact Information for all personnel with office space within our spaces. See the Emergency Contact Form included in Part Five of this plan.
13. Inform your supervisor and co-workers of medical, linguistic, and/or physical conditions (e.g. hard-of-hearing, heart condition, claustrophobia, limited mobility, etc.) as well as best methods to assist you should it be necessary to evacuate our spaces. This way, should a situation arise, someone is aware of how to help you.

PART TWO: ALERTS TO INCIDENTS

You may be informed of an incident and/or the need to evacuate our spaces or shelter in place in a number of different ways, including:

- The fire alarm. Always respond to the fire alarm by commencing an evacuation quickly and safely.
- Any member of the University Police Department.
- The GWU mobile public address system.
- The telephone or internet.
- Local authorities (police or fire department personnel).
- Someone with no implied authority may inform you of an evacuation and the reason for it.
- In those instances, when the need to evacuate may be in question or when we must decide whether to end our shelter-in-place procedure and evacuate, the MAE Department Chair, alternate the MAE Department Office Administrator, will provide direction whether or not or when to evacuate.
- The situation may become obvious to you.

PART THREE: RESPONSES TO INCIDENTS

The following detailed procedures should be followed during an actual, suspected or training/drill incident. In any incident, your immediate response should be to shelter in place, unless the building has sustained structural damage, you receive direction to do otherwise, or the need to evacuate is obvious to you. In addition, it is important to advise visitors of the evacuation and shelter-in-place policies during an incident.

EVACUATION

Only evacuate if you are certain that you can move to a position of greater safety.

1. Alert all students, faculty, staff and visitors to the incident.

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2. Supervisors should confirm the location of the post-evacuation rendezvous point with their people both as a routine matter, and during an evacuation by word of mouth.
3. Consider the needs of everyone. Be aware of other's physical challenges, language barriers, etc. as well as the needs of any visitors not familiar with the building and campus. Provide the necessary assistance to facilitate the safe evacuation of everyone.
4. Carry your GWorld Card and keys. Take only a limited number of possessions with you, such as coats and purses and prescription drugs. Do not delay your evacuation in order to go back to your office – this is a common sense supported decision.
5. The Office Administrator takes along the Emergency Contact Sheets to account for everyone once out of the building. If the Office Administrator is not able to locate a person once at the post-evacuation rendezvous point, and it is not known with certainty that the individual was away from our spaces at the time of the evacuation, the Office Administrator should report it to UPD immediately. It is not your responsibility to search for and/or rescue any person.
6. Use the stairs, not the elevators. Follow the posted evacuation routes.
7. Should you be trapped in an elevator, remain calm. Use the installed speaker or press the alarm button located in the right panel.
8. Proceed to the post-evacuation rendezvous point and check in with your Office Administrator.
9. After check-in at the post-evacuation rendezvous point, the person in charge (MAE Department Chair, alternate MAE Department Office Administrator) should:
 - Direct people to a place to wait until the situation clarifies or release people, and
 - Call UPD (994-6111) and report whether all are accounted for or not.

SHELTER IN PLACE

Should it be necessary to shelter in place, all personnel in our spaces should proceed to the MAE/CS Conference Room (Phillips 736) to receive instructions. The MAE Department Office Administrator will prepare a list of all personnel sheltering in place. As credible information is received and circumstances permit, personnel will be allowed to return to their office spaces while the incident is resolved. The MAE Department Chair will make every attempt to monitor the situation and will make the decision to release personnel to depart our spaces as circumstances permit.

Only uniformed law enforcement and fire personnel have the authority to compel personnel to remain at shelter in place. However, common sense dictates that personnel should remain at shelter in place until it is completely safe to leave the shelter in place location.

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Additional information on sheltering in place may be accessed from the GWU Incident Planning, Response and Recovery Manual available at:

http://www.gwu.edu/~response/expectations/sheltering_in_place.cfm

FIRE OR SMOKE

1. Call UPD (994-6111) immediately.
2. Cover nose and mouth with cloth to avoid smoke inhalation.
3. Pull the nearest local fire alarm. The locations of fire alarms are: 7th floor elevator lobby; MAE hallway on right near 739; MAE hallway on left near 722.
4. Stay low to the ground while proceeding to the nearest stairwell in order to avoid smoke.
5. Feel escape route doors with the back of your hand for heat before opening them.
 - a. If the door is hot, take an alternate route.
 - b. If an alternate route is not possible call 911 to report your location.

STRUCTURAL DAMAGE (SHAKING BUILDING)

1. During shaking:
 - a. Stay inside.
 - b. If possible, move to an interior hallway or stairway.
 - c. Stay away from windows, bookcases, and other tall furniture
 - d. Seek a location in a doorframe, corner, or under a sturdy desk or table.
2. After the building shaking stops, if you believe the building to be damaged, evacuate according to the directions listed above.

MEDICAL EMERGENCY

1. Stay clam to reassure the victim and to keep yourself effective.
2. Assess the situation and environment. Make sure the victim and the location are safe to handle.
3. Call UPD (994-6111) for an ambulance. Give a specific location, your name, and a phone number where you can be reached.
4. Have someone meet the ambulance to inform the paramedics of the location of the injured person.

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5. Only perform emergency procedures if you are qualified to do so.
6. If the condition of the victim requires, check for an airway blockage, breathing, and pulse.
7. Ask the victim for any helpful information (e.g. diabetes, allergy, or other chronic condition) and/or check for emergency medical tags. Inform paramedics of this information when they arrive.
8. In the case of bleeding, apply direct pressure to stop the blood flow and/or elevate the affected area to stop bleeding.
9. Do not move the victim unless absolutely necessary.
10. Do not give food or liquid to any unconscious or semiconscious victim as these may cause suffocation.

SUSPICIOUS PACKAGE OR MAIL

1. If you identify a suspicious package, put it down and evacuate the immediate area.
2. Report the circumstances immediately to the MAE Department Office Administrator. The Department Office Administrator will in turn notify all personnel as appropriate.
3. Use a telephone in another area to call UPD (994-6111). Do not use a mobile phone as the wireless frequency could serve as a detonator.
4. If you are suspicious of mail and are unable to verify the contents with the addressee or sender:
 - a. Do not open it.
 - b. Isolate the mail and evacuate the immediate area.
 - c. Do not put it in water or a confined space such as desk drawer.
 - d. If you have any reason to believe a letter or package is suspicious, report it. Do not worry about possible embarrassment if the item turns out to be innocent.
5. If material contained in the package is released, individuals exposed to the discharge should be moved from the immediate area to an adjacent space, if possible, trying not to contaminate others.
6. Unless the package is definitely identified as non-threatening, all persons exposed to the material should move away from the immediate area to an adjacent space, as not to contaminate others.
7. Indicators that a package or letter may be suspicious are as follows:

- a. Addressee's name or title may be inaccurate or incomplete.
 - b. Postmark of name of sender is unusual, unknown, or no further address is given.
 - c. Handwriting is distorted or package is prepared with cut and paste lettering.
 - d. Common words may be misspelled.
 - e. Cancellation or postmark may show a different location than the return address.
 - f. Excessive or inadequate postage is applied.
 - g. The package is lopsided, unusually thick, or seems heavy for its size.
 - h. Contents are stiff, springy, protruding, or powdery.
 - i. There is an unusual smell, particularly almond. Do not put package close to your face, a strong odor will be evident.
 - j. Restricted endorsements may be indicated such as "Fragile-Handle With Care", "Rush-Do Not Delay", "Personal", or "Private".
 - k. Pressure or resistance may be noted when removing contents from an envelope or package. If so, cease removing the contents immediately and follow instructions above for handling a suspicious package.
8. The GWU Communication Directory (page vi) contains additional information concerning the identification of, and handling of suspicious packages/mail.

BOMB THREAT

1. If you receive a bomb threat by any means (telephone, e mail, in person), remain calm and immediately call the University Police Department (4-6111) and report the content of the threat with as much detail as possible. The credibility of the threat and common sense will dictate if an immediate evacuation is necessary.
2. Contact the MAE Department Chair and Office Administrator and inform them of any instructions (evacuation, remain in place) provided by the University Police Department.
3. The GWU Communication Directory (page v and vi) contains additional information concerning important information about the details of the threat.

TRESPASSER/SUSPICIOUS PERSON IN OR IN THE VICINITY OF OUR SPACES/BUILDING

1. Stay calm and try to understand exactly what the trespasser wants.
2. If the trespasser appears to be threatening, violent, or irrational, immediately call the UPD (994-6111) and MPD (911).
3. Never put yourself in danger. Remember, your personal safety is a priority.
4. If possible and you are not placing yourself in danger, notify others in our spaces of the situation.

PART FOUR: RECOVERY FROM INCIDENTS

1. It is the MAE Department Chair's (alternate MAE Office Administrator's) decision as to whether the MAE Department's faculty and staff can leave campus during normal working hours.
2. By the close of business on the day of an incident, all faculty and staff who were not positively accounted for following the incident should leave a message on the Office Administrator's voicemail (202-994-9800) indicating their safety, location, and any change in contact information.
3. Faculty and staff should consult the University Information Number (202-994-5050) and the GW website (<http://www.gwu.edu>) "Campus Advisory" link regarding the University's status. Local radio stations (e.g., WTOP, 103.5 FM) may also broadcast relevant information.
4. Call the Office Administrator's telephone number (202-994-9800) to check for a message providing information on the status of our spaces and additional instructions concerning the resumption of MAE Department activities.
5. Any post-incident problems with the building should be reported to the MAE Department Office Administrator for relay to Facilities Management (202-994-6700) and all personnel in our spaces should be notified of any hazardous conditions.
6. The MAE Department Office Administrator and immediate supervisors are responsible for establishing policies and procedures for MAE personnel to work remotely (e.g. telecommute) should on-campus facilities become unavailable on a temporary (less than three work days) basis. The overall SEAS Continuity of Operations Plan provides the policies and procedures for relocating functions and personnel to other GWU spaces when any or all SEAS managed spaces are unavailable for an extended (greater than three work days) period.

PART FIVE: EMERGENCY CONTACT INFORMATION

The MAE Department Office Administrator is responsible for maintaining an up to date roster of all personnel (faculty, staff, and students) with assigned offices their departmental spaces. Additionally, the MAE Department Office Administrator will maintain a current file of Emergency Contact Information Forms for all personnel containing the following information:

EMERGENCY CONTACT INFORMATION

Name:

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Office Phone Number:

Home Phone Number:

Cell Phone:

Pager:

Office E-mail:

Home E-mail:

Emergency Contact Information (a family member, spouse, friend, etc.)

Name:

Relationship:

Phone Number:

Cell Phone:

Alternate Number(s):

Emergency Communications Contact (person from a different area code):
(This is a person who can relay information to your Emergency Contact.)

Name:

Phone Number:

Cell Phone:

PART SIX: PLAN RESPONSIBILITIES AND DUTIES

INDIVIDUALS WITH OFFICES WITHIN OUR SPACES

1. Know the Local Contingency Plan procedures and expectations.
2. Prepare yourself and your family for emergency situations (suggested steps are listed in Part One).

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3. Ensure that your Emergency Contact Information is kept up to date with the Office Administrator.
4. Inform your supervisor of medical, linguistic, and/or physical conditions, and how to best assist you.
5. After evacuation or shelter in place, check in with your Office Administrator at the post-evacuation rendezvous point or shelter in place point.
6. By the close of business on the day of an incident, all faculty and staff who were not positively accounted for following the incident should leave a message on the MAE Department Office Administrator's voicemail (202-994-9800) indicating their safety, location, and any change in contact information.
7. Know how to check Campus Advisories Website for University Alert Status and operational information.

PROFESSORS/INSTRUCTORS CONDUCTING CLASSES IN OUR SPACES

1. Review this MAE Department Contingency Plan procedures and expectations with all students in their class at the first class meeting of the semester and as often as necessary during the semester.
2. Direct your students to evacuate or shelter in place according to the procedures set forth in this contingency plan.
3. Account for your students at the post-evacuation rendezvous point or shelter in place point and report the results to the MAE Department Office Administrator.

STUDENTS

Follow the instructions of your Professor/Instructor to evacuate or shelter in place.

SUPERVISORS

1. Ensure that the people who work for you are aware of the contents this contingency plan.
2. Ensure that individuals with medical, linguistic, and/or physical conditions are accounted for and accommodated in plans for evacuations and shelter in place.
3. During an evacuation, confirm the location of the post-evacuation rendezvous point with your people.

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4. During an evacuation or shelter in place, bring a copy of your personnel roster, and in coordination with the Department Chair and Office Administrator, account for your personnel at the post-evacuation rendezvous point or shelter in place point.

MAE DEPARTMENT OFFICE ADMINISTRATOR

1. Ensure that the personnel roster and Emergency Contact Information for our spaces are kept up to date.
2. Bring copies of Emergency Contact Information and rosters during an evacuation or shelter in place to account for personnel at the post-evacuation rendezvous point or shelter in place point and call University Police Department (994-6111) to report unaccounted for personnel.
3. Check the MAE Department Office Administrator's voice mail to determine if any personnel have checked in via telephone.
4. Place/update a voice mail message on the MAE Department Office Administrator's phone number providing the status of our spaces and information concerning recovery/resumption of MAE Department operations.
5. Coordinate evacuation drills with the Department Chair and lead a post drill critique of the drill.

DEPARTMENT CHAIR MAE DEPARTMENT

1. Provide overall leadership for the MAE Department during emergency response and recovery operations.
2. During emergency response and recovery operations, attempt to receive and transmit relevant information necessary to protect personnel and property and recover and resume MAE Department functions.
3. Coordinate MAE Department specific requirements and priorities with overall SEAS requirements and priorities.

PART SEVEN: PLAN SUMMARY

Seven Things You Must Know About Our Local Contingency Plan

1. Emergency contact number for the University Police Department is 994-6111, if this is not working, use 911. State the problem and provide UPD with specific details, including your location, name, and a phone number where you can be reached.

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2. The location of the fire alarms (pull stations), the University Police Department emergency alarms (not for fire), fire extinguishers, and the first aid kits.
 - FIRE ALARMS--7th floor elevator lobby; MAE hallway on right near 739; MAE hallway on left near 722.
 - Police emergency alarm 1st floor lobby of Academic Center.
 - First aid kit in Christine's file cabinet-lower drawer.
3. In case of an incident on campus, if the outdoor environment becomes hazardous you should shelter in place, unless the building has sustained structural damage, or you receive direction to do otherwise.
4. We will only evacuate to move to a location of greater safety. You may be alerted of the need to evacuate by fire alarm, University Police Department, the public address system, telephone or internet, local authorities, or by word of mouth.
5. When evacuating, take your GWorld Card and keys, and use the stairs. If there is smoke or fire cover your nose and mouth, staying low to the floor, and check door handles for heat before opening. Be aware of the needs of others, especially those with physical limitations, and assist to the extent possible.
6. Our principal post-evacuation rendezvous point is Marvin Center (main entrance) and the alternate post-evacuation rendezvous point is Gelman Library lobby. Our shelter in place assembly point is the MAE/CS Conference Room. Once there, check in with the MAE Department Office Administrator.
7. In case of a medical emergency, contact UPD, then send someone to meet the ambulance. Avoid moving the victim unless absolutely necessary, and only perform emergency medical procedures if you are qualified to do so.

For more detailed information, please refer to the complete local plan, available from the MAE Department Office Administrator, or online at the Campus Advisories webpage (www.gwu.edu/~gwalert/) under Annex A of the University Incident Response Manual.