

EMERGENCY OPERATIONS PLAN

THE GEORGE WASHINGTON UNIVERSITY



Division of Safety & Security

Police Department | Health & Emergency Management Services

Statement of Emergency Preparedness

To the GW Community:

Emergencies and disruptive incidents may affect university operations at any time. The University Emergency Operations Plan (EOP) is a critical part of the Division of Safety and Security's continuing effort to assist the GW community in planning for, responding to and recovering from incidents that may affect the academic and administrative functions of the university.

The EOP outlines an all-hazard planning approach to respond to emergencies caused by natural hazards, accidents, and intentional acts of destruction or violence. Divisions, departments and offices should familiarize themselves with information in this plan and other safety and security resources available from the Division of Safety and Security.

Individual preparedness is also a fundamental step in the overall preparedness of the university, and students, faculty, and staffs are encouraged to develop individual emergency preparedness plans. The Emergency Response Handbook is a resource that provides information and tips on developing an individual emergency preparedness plan, and how to respond in an emergency situation.

Protecting the safety and security of our university community is a responsibility we can fulfill by working together and more information on safety and security emergency preparedness resources can be found at safety.gwu.edu.

Executive Vice President and Chief Financial Officer

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Introduction

Purpose

The George Washington University Emergency Operations Plan (EOP) describes an all-hazard planning process for how the university will respond to emergencies, and describes, response methodology, responsibilities and operations. The primary objectives of the EOP is to detail preparedness and response activities that:

- Contribute to the protection of life, property and the environment
- Contribute to the safety of students, faculty, staff and visitors
- Minimize disruption of university academic and administrative operations
- Effectively manage the response operations to an emergency affecting GW
- Effectively work with internal resources and external partners during emergency operations
- Restore the university to normal operations

Scope

The Division of Safety and Security developed the Emergency Operations Plan (EOP) in collaboration with members of the university and it applies to all GW academic and administrative departments and offices at the Foggy Bottom, Mount Vernon and Virginia Science and Technology campuses, education centers and other GW managed properties. The EOP addresses the coordination and management of emergency preparedness, response, recovery, and mitigation activities and emergency support functions carried out by identified divisions, departments, offices, and Incident Management Teams.

The Division of Safety and Security (The Division) is responsible for maintaining and updating the EOP to reflect evolving trends and the potential threat environment of the university. The Division will develop education, training and exercise programs for Incident Management Teams and staff responsible for carrying out Emergency Support Functions (ESF). This will include emergency preparedness and response programs for People with Access and Functional Needs (PAFN).

Campuses, Education Centers and Other Locations

GW operates campuses, education centers and a variety of academic and research programs and locations throughout Washington, D.C. and surrounding jurisdictions.

Foggy Bottom Campus, Washington, D.C.

The Foggy Bottom campus is located in downtown Washington, D.C. The campus includes academic and administrative buildings, libraries, residence halls, athletic facilities, The George Washington Museum and Textile Museum, and the George Washington University Hospital.

Mount Vernon Campus, Washington, D.C.

The Mount Vernon Campus is located in the Foxhall neighborhood in northwest Washington, D.C. The campus includes residence halls, academic and administrative buildings, a library and athletic facilities. Shuttle bus service runs between the Foggy Bottom Campus and the Mount Vernon Campus.

Virginia Science and Technology Campus, Ashburn, VA

The Virginia Science and Technology Campus is located in Ashburn, Virginia. This campus includes academic and administrative buildings. Shuttle bus service runs between the Foggy Bottom Campus and the Virginia Science and Technology Campus.

Education Centers and Other Locations

Alexandria Graduate Education Center, Alexandria, VA

Located a few blocks from the King Street Metro Station, this center includes a community counseling center, art studio, classrooms and an art gallery.

Arlington Graduate Education Center, Arlington, VA

Located near the Ballston Metro Station, this site includes classrooms, computer labs, lounges and a homework lab.

Biostatistics Center, Rockville, MD

Located near the White Flint Metro Station, this research center conducts research on biostatistics, epidemiology, clinical trials, case-control studies and database management.

Concept of Operations

Overview

University emergency management operations are guided by the National Incident Management System (NIMS), as established by the Federal Emergency Management Agency (FEMA). NIMS provides a nationwide template enabling federal, state, local and private sector non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to and recover from incidents regardless of cause, size or complexity. When incidents increase in magnitude, additional resources and coordination may be required to support emergency response and recovery efforts and NIMS provides an operational and administrative process to coordinate efforts internally and with external partners.

There are two primary components of NIMS: the Incident Command System (ICS) and Emergency Support Functions (ESF). Consistent with NIMS, university emergency management operations incorporate the basic structure of the ICS, while making necessary adjustments and incorporating emergency support functions to meet the unique needs of the university. ICS is the model for command, control and coordination of a response, and it provides a means to coordinate the efforts of the university and external partners as they work toward the common goal of mitigating the effects of an incident and returning the university to normal operations. Emergency Support Functions assign responsibility and organize resource capabilities to coordinate internal emergency response and recovery operations.

Roles and Responsibilities

The university has identified divisions, departments, offices, and staff positions that have a role in emergency management operations. Those with primary strategic and operational roles and responsibilities are listed below. University divisions, departments, offices and staff positions not listed in this plan may be requested to provide support as required.

1. **Office of the President:** The Office of the President is responsible for the direct administrative support of the president of the university. The Office supports the President's goals of creating an exceptional student experience, educating and cultivating citizen leaders, providing a world class and safe campus environment, and a commitment to comprehensive global research.
2. **Office of the Provost:** The Office of the Provost and Executive Vice President for Academic Affairs is responsible for the operations of the 10 colleges and schools. The deans of the colleges and schools report directly to the provost. The provost's office also oversees programs and offices associated with student life and learning. Other areas under the Office of the Provost include Academic Affairs and Planning; Budget and Finance; Diversity, Equity and Community Engagement; Enrollment Management and Retention; Faculty Affairs; International Strategy; Libraries and Academic Innovations; and Student Affairs..
3. **Office of the Executive Vice President and Treasurer:** The Office of the Executive Vice President and Treasurer has primary responsibility for the management of GW's financial, physical and information technology resources and oversees strategic, operating and capital planning and budgeting. This office includes the areas of Finance, Human Resources, Safety & Security, Information Technology, Operations, Sustainability and Compliance.

4. **Division of Safety & Security:** The Division of Safety & Security manages university safety and security operations for students, faculty, staff and visitors. This includes emergency preparedness, response and recovery efforts, law enforcement and occupational and environmental health. Health and Emergency Management Services and the George Washington University Police Department report to the Senior Associate Vice President for Safety & Security.

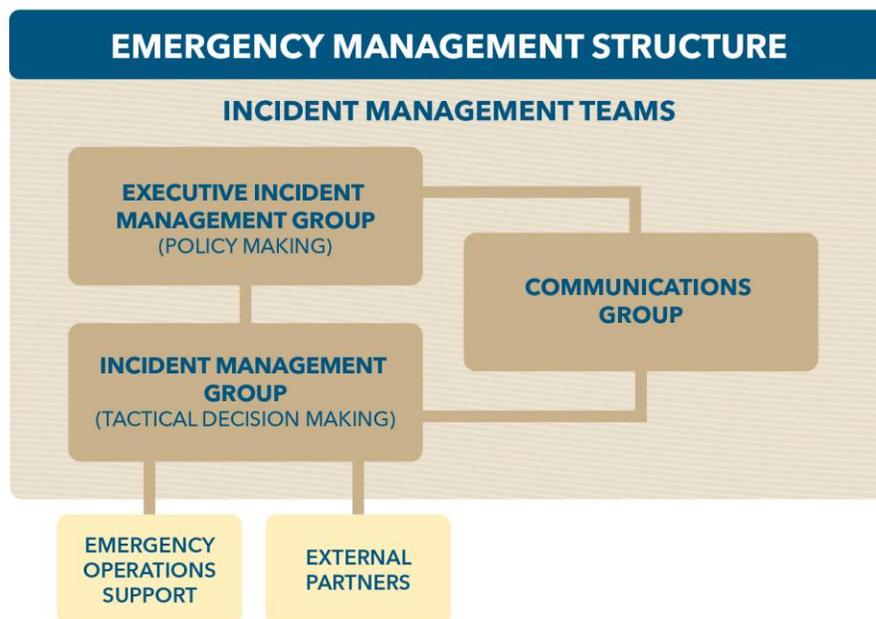
Health & Emergency Management Safety (HEMS): HEMS is comprised of two units whose primary goal is to ensure the safety of the university students, faculty and staff. The Environmental Health & Safety unit is responsible for insuring the safe use of chemical and other substances on campus, fire and hazardous incident mitigation, environmental health and safety; and regular inspections of all campus buildings to ensure compliance with local life safety and fire codes. The Emergency Management Services unit is responsible for assisting and coordinating the university's overall incident management and preparation. This includes developing, maintaining and facilitating implementation of the university's emergency operations plan; developing and conducting exercises to test plans; managing the emergency operations center and facilitating incident communication within the university community.

George Washington University Police Department: George Washington University Police Department officers are commissioned by the Metropolitan Police Department and officers provide campus law enforcement, campus safety, crime prevention and emergency response services. The department oversees the Emergency Medical Response Group (EMeRG), a student-based volunteer organization licensed to provide basic life support on the Foggy Bottom and Mount Vernon campuses.

5. **Incident Management Teams:** Incident Management Teams are responsible for providing strategic direction and conducting operational activities during emergency response and recovery efforts. The Executive Incident Management Group, the Incident Management Group, and the Communications Group comprise the GW incident management teams and each group's role and responsibilities are described later in the next section of the plan.
6. **Emergency Support Functions (ESFs):** Consistent with the NIMS, university ESFs are organized along twelve functional areas to coordinate and provide resources in response to an incident. Each ESF identifies primary and support divisions, departments and offices that are responsible for operational and resource support. ESFs are activated as needed.
7. **Designated and Essential Employees:** University Human Resources will provide guidance to divisions, departments and offices to assist in identifying and informing employees prior to an emergency that their job responsibilities include fulfilling a specific critical function within their area of responsibility during a university closure or emergency and will provide support during response and recovery operations as needed. This also may apply to contracted service providers.
8. **Division of External Relations:** The Division of External Relations will be responsible for developing and implementing crisis communication strategies, including but not limited to developing messages and vehicles for delivering information to the GW community and the media.

Emergency Management Structure

The university's Incident Management Teams (IMT) are responsible for overseeing the university's strategic and operational activities during emergency response and recovery efforts. Incident Management Teams include the Executive Incident Management Group (EIMG), Incident Management Group (IMG) and Communications Group (COMM). Each member of an IMT represents his or her division, department or office and may task his or her respective unit, emergency support functions and designated employees to assist in emergency response and recovery efforts. Incident Management Teams may request assistance from external partners, service providers and suppliers for additional support.



1. Executive Incident Management Group

The Executive Incident Management Group (EIMG) is the strategic-level Incident Management Team responsible for policy and decision making that helps protect life, property and the environment while limiting vulnerability and damage to the university during an incident. EIMG members respond to concerns of the President's Office and the Board of Trustees. The University President leads the EIMG and members include:

- University President
- Executive Vice President and Provost
- Deputy Executive Vice President and Provost
- Executive Vice President and Treasurer
- Deputy Executive Vice President and Treasurer
- Senior Vice President and General Counsel
- Vice President for External Relations
- Vice President for Health Affairs and Dean of the School of Medicine and Health Sciences
- Chief of Staff, Office of the President
- Senior Associate Vice President for Safety & Security

NOTE: Other divisions, departments, or staff members may be added to the EIMG to provide a specific level of expertise during an emergency or crisis incident.

2. Incident Management Group

The Incident Management Group (IMG) is the operational-level Incident Management Team responsible for tactical decision making, coordinating and implementing the university's response within its members' respective divisions, departments or offices. The group collects and disseminates information regarding the incident, provides advice to the EIMG and ensures the continuity of each member's areas of responsibility. Members of the IMG optimize the overall university response, undertaking unified and coordinated actions. Members of the IMG include:

- Health & Emergency Management Safety
- Finance Division
- Office of General Counsel
- Health Affairs
- University Human Resources
- Division of Information Technology
- Division of Operations
- George Washington University Police Department
- Office of the Provost
- Enrollment and Student Experience

3. Communications Group

The Communications Group (COMM) is responsible for working with media outlets with the objective of gathering, sorting and disseminating relevant information to the EIMG and IMG to assist in their decision making process. The Communications Group will provide university spokespeople, arrange timely press conferences and develop unified statements, messages and/or press releases to communicate to the GW community and the public at large. Reference *Emergency Support Function L: Public Information and External Affairs* for additional information.

The Communications Group assists with the dissemination of information through the Division of External Relations. COMM utilizes a variety of tools and partners; including but not limited to the university's homepage (www.gwu.edu), GW Campus Advisories (CampusAdvisories.gwu.edu), GW Alert, GW Information Line (202-994-5050), Virginia Science and Technology Campus Information Line (571-553-8333), School of Medicine and Health Sciences Information Line (202-994-2196), social media and Student Support & Family Engagement.

4. Emergency/Incident Operations Support

Incident Management Teams will first rely on university capabilities and resources for response and recovery efforts by using emergency support functions and designated employees. Service providers and suppliers may be used to augment response capabilities and resources.

a. Emergency Support Functions

Emergency response and recovery operations are organized under Emergency Support Functions (ESF). The Division of Safety and Security will activate appropriate ESFs to support response and recovery efforts. Primary and support divisions, departments, and offices assigned to ESFs are listed below. For additional information, refer to the *Emergency Support Annex maintained by Health and Emergency Management Services*.

Emergency Support Function	Primary Division, Department or Office
ESF A: Shelter-in-Place and Evacuation	Division of Safety and Security (HEMS)
ESF B: Emergency Notification	Division of Safety and Security (HEMS)
ESF C: Infrastructure, Utilities and Damage Assessment	Division of Operations
ESF D: Fire and Hazardous Material Response	Division of Safety and Security (HEMS)
ESF E: University Emergency Operations Center and Coordination	Division of Safety and Security (HEMS)
ESF F: Mass Care and Human Services	Enrollment and Student Experience, and Division of Operations
ESF G: Resource Management and Procurement	Finance Division
ESF H: Health and Medical Services	Enrollment and Student Experience
ESF I: Information Technology and Telecommunications	Division of Information Technology
ESF J: Law Enforcement and Security	Division of Safety and Security (GWPD)
ESF K: Continuity of Operations and Recovery	Division of Safety and Security (HEMS)
ESF L: Public Information and External Affairs	Division of External Relations

Primary Divisions, Departments or Offices:

The primary unit identified for an emergency support function serves as the coordinator of that function and will:

- Oversee the emergency support function and those providing emergency operations support
- Notify appropriate GW staff and external partners as needed
- Establish and maintain communication to and from Incident Management Teams
- Organize response actions, utilizing Incident Management Teams
- Coordinate tasks and manage assignments
- Staff the University Emergency Operations Center (EOC), including additional shift employees, if necessary
- Determine the need for and obtain additional resources
- Communicate resource needs to others
- Collect and disseminate incident information
- Coordinate efforts with District, local, state, federal and external partners as appropriate
- In coordination with Division of Safety and Security (HEMS), update Emergency Support Function Annex as necessary
- Track all damage, time, resources used, expenses and actions taken during an emergency or crisis situation
- During an emergency or crisis provide regular status updates to the Health & Emergency Management Services

Support Divisions, Departments or Offices:

Identified units that support the primary unit will:

- Provide support to primary unit and Incident Management Teams
- Begin and maintain an activities log of incident related information and actions
- Track all damage, time, resources used, expenses and actions taken
- Gather information from those providing emergency operations support
- Provide status updates, incident information and resource requests to the primary unit

Note: Support units are listed in the ESF Annex maintained by HEMS

b. Designated and Essential Employees

Incident Management Team members will notify designated employees that their assistance is needed to support response and recovery operations. Designated employees will fulfill specific critical functions as needed.

c. Service Providers and Suppliers

Service providers and suppliers used in incident response and recovery operations should be pre-identified, pre-approved and pre-contracted. Some incidents may require resources that GW has not pre-identified or pre-contracted. Resource procurement will be made in accordance with GW procurement policies and procedures unless the Executive Vice President and CFO approves an exception. The Finance Division provides assistance in the procurement and management of needed resources. For additional information, see *Emergency Support Function G: Resource Management and Procurement*.

5. External Partners

During incident response efforts, GW will respond using available university resources first. If the incident exceeds the capabilities of the university, additional support and coordination may be requested from local, state, federal and other external resources such as the Consortium of Universities. Strategic partners include, but are not limited to, Metropolitan Police Department (MPD), D.C. Department of Health (DOH), D.C. Fire and Emergency Medical Service (FEMS) and D.C. Homeland Security and Emergency Management Agency (HSEMA). These partners are specific to GW operations within the District of Columbia; other GW locations will have comparable relationships with local and state emergency management partners.

GW may use mutual aid agreements to obtain additional assistance and/or resources when the incident has overwhelmed the capabilities of the university. Many relationships and agreements exist with other partner universities, GWU Hospital and the Consortium of Universities of the Washington Metropolitan Area (Consortium). The Consortium allows member institutions to request and provide support and resources to each other as needed.

Campuses, Education Centers and Other Locations

GW's Foggy Bottom Campus, Mount Vernon Campus, Virginia Science and Technology Campus, education centers and other locations are not autonomous operating entities and are integrated into GW's administration and divisions. The roles and responsibilities of Incident Management Teams, identified divisions, departments, offices and individuals remain the same regardless of location. Each location participates in incident response and recovery consistent with the roles and responsibilities outlined in the EOP and emergency support functions.

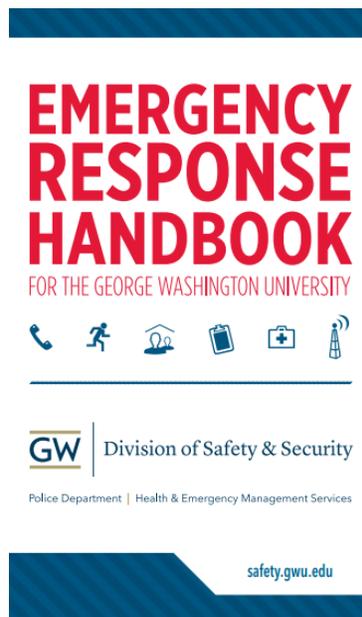
Emergency operations at the various campuses, education centers and other GW locations will be managed at each location within their respective capabilities and resources. Response and recovery efforts for each location will be carried out in accordance with that location's specified operations and protocols. Capabilities, resources and the need for additional assistance will vary depending on the location. If an incident exceeds the capabilities of a particular campus, education center or GW location, other university divisions, and the incident management teams will assist in providing additional resources as requested.

Mitigation and Preparedness

Mitigation and preparedness actions are taken in advance of an emergency to prepare for and minimize the potential impacts caused by incidents at campuses, education centers or other GW locations. Mitigation efforts include enforcing building codes, planning for land use, training and education of the university population on the need for mitigation and implementing infrastructure enhancement measures to reduce a hazard's impact.

Preparedness activities consist of pre-emergency actions that will improve the effectiveness of emergency response. Preparedness activities have the potential to save lives, reduce property damage and enhance individual and community control over the subsequent emergency response. These actions are taken to protect lives, property and the environment of GW students, faculty, staff and visitors. Preparedness actions include the development, participation and facilitation of training and exercises with Incident Management Teams and various GW divisions, departments and offices. GW will coordinate mitigation and preparedness efforts with the local jurisdictions and external partners as necessary.

The Division of Safety & Security (Health & Emergency Management Safety and GW Police Department), in addition to other university offices, administers a variety of programs designed to help educate the GW community on emergency preparedness. Personal preparedness information is distributed to students, faculty and staff at a variety of events, preparedness fairs and orientations. Additional information is available on the Division of Safety & Security website (safety.gwu.edu), Campus Advisories (campusadvisories.gwu.edu) and the Emergency Response Handbook (safety.gwu.edu/emergency-response-handbook)

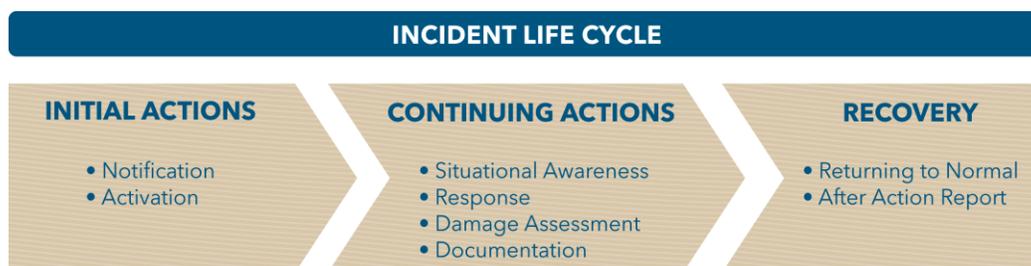


Preparedness is important at all levels of the university. Each division, department and office should take the following preparedness actions:

- Regularly review emergency preparedness information with staff and faculty
- Implement an emergency plan that includes evacuation, shelter-in-place, continuity of operations and emergency communications considerations
- Train staff and faculty on emergency plans
- Identify employees that have job responsibilities that include fulfilling a specific critical function within their area of responsibility during a university closure or emergency and inform them of this responsibility on an annual basis
- Routinely backup critical data and important documents
- Procure and maintain necessary emergency supplies and items
- Maintain a list of pre-identified, pre-approved and pre-contracted service providers and suppliers
- Coordinate with other divisions, departments and offices as needed
- Routinely test and exercise planning efforts

Incident Life Cycle

During an emergency affecting GW, the university will respond consistent with the Incident Life Cycle. This cycle includes three phases that provide guidelines for emergency operations: Initial Actions, Continuing Actions, and Recovery Operations. Actions included in each Incident Life Cycle phase may not necessarily be completed in sequential order and may sometimes be undertaken concurrently.



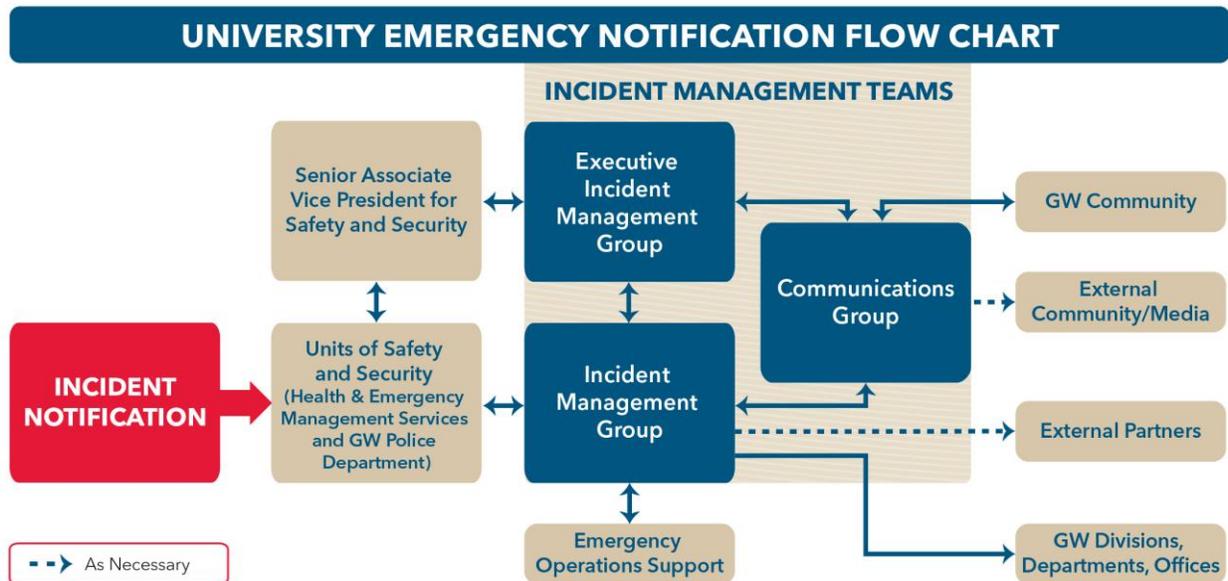
Initial Actions

Notification

The units of Safety & Security (Health & Emergency Management Services and GW Police Department) will likely be the first to receive notification of an incident. Some incidents can be resolved with normal response capabilities while others may require additional resources or coordination. Incidents escalate to emergencies when life, property or environment of the GW community is threatened.

If emergency response efforts require more than the normal response capabilities of the university, the units of Safety & Security will notify the Senior Associate Vice President for Safety & Security and members of the Incident Management Group (IMG). The Senior Associate Vice President for Safety & Security will notify members of the Executive Incident Management Group (EIMG) as needed. The IMG and EIMG will work with the Communications Group to develop a unified message to be released to the GW community and as needed, the media and external community.

Additional information regarding GW's communications systems is included in *Emergency Support Function B: Emergency Notification*.



Activation

Any member of the Executive Incident Management Group (EIMG) can activate the EIMG. The EIMG will determine the need for activation of the Incident Management Group (IMG), Communications Group (COMM) and the University Emergency Operations Center (EOC).

When Incident Management Teams are activated, Health and Emergency Management Safety (HEMS) will coordinate activation of members of the Incident Management Teams, and how the teams will convene. Options include convening in a university Emergency Operations Center located on the Foggy Bottom Campus or through virtual communications (e.g., conference calls, e-mail, videoconference, etc.). Refer to *Emergency Support Function E: University Emergency Operations Center and Coordination* for additional information.

HEMS will work with the Senior Associate Vice President for Safety & Security to assess the need for activating ESFs and inform the IMG of any ESF activations. IMG members will provide their respective divisions, departments and offices with information regarding the emergency and their role in response and recovery.

Continuing Actions

Situational Awareness

Situational awareness is the ability to identify, evaluate and monitor activities and information throughout the incident. Those providing emergency operations support will provide information to members of the IMG through their respective division, department and office representatives, and the IMG will communicate pertinent information to the EIMG and COMM. Decisions regarding further actions will depend on available situational awareness information.

Response

Response operations may differ depending on the nature of the incident and actions taken will be based upon the situation. The EIMG provides strategic policy decisions and the IMG conducts operational response actions in coordination with policy direction from the EIMG. The COMM communicates the response actions with members of the GW community, media, and the external community.

Incident Management Team members may require their division, department or office, emergency support functions and designated employees to assist in emergency response operations. Those involved in emergency operations support will provide incident-related information to the IMG and provide support throughout response and recovery operations. The EIMG and IMG will determine the need for, and initiation of recovery efforts. The COMM will continue to communicate to the GW community and the public as needed.

Damage Assessment

Following the onset of an incident, the Division of Operations and its supporting units are responsible for carrying out damage assessments in accordance with the roles and responsibilities outlined in *Emergency Support Function C: Infrastructure, Utilities and Damage Assessment*. Damage assessments will be used to quickly determine and report the location, severity and nature of damage to GW assets. Incident Management Teams will use damage assessment and utility disruption information to coordinate response and recovery efforts.

Documenting Damage, Time, Resources Used, Expenses and Actions Taken

Record keeping in real time is vital for effective emergency response and recovery efforts. During emergency response and recovery, each division, department and office involved in the response is responsible for keeping detailed records of all damage, employee time, payroll information, resources used, expenditures, procurement activities, contracts, actions taken and other relevant information. Documentation should begin as soon as response efforts start and continue until recovery operations are complete. Incident Management Teams may request collected information at any time during response and recovery operations.

Records and reporting for financial tracking and reimbursement purposes will follow GW established protocols and procedures unless the Executive Vice President and Chief Financial Officer approves an exception. The Finance Division is responsible for providing financial services and managing the documentation and tracking of expenses related to university emergency response and recovery efforts.

For additional information, see *Emergency Support Function G: Resource Management and Procurement*.

Recovery Operations

Returning to Normal

Following an incident, it is the goal of the university to return to normal as quickly as possible. Recovery operations consist of both short-term and long-term activities. Short-term recovery includes damage assessment and the return of essential functions, such as utilities, emergency services and essential academic and business functions to minimum operating standards. Long-term recovery activities include repairs and reconstruction that may last for months or years. If long-term recovery efforts are needed, plans will be developed to address specific needs and university priorities. Refer to *Emergency Support Function K: Continuity of Operations and Recovery* for additional information.

During recovery, the university will rely on university capabilities and resources to restore normal operations first. Service providers and suppliers used in recovery operations should be pre-identified, pre-approved and pre-contracted. Some recovery operations may require resources that GW has not pre-identified or pre-contracted. Resource procurement will be made in accordance with current GW procurement policies and procedures unless the Executive Vice President and Chief Financial Officer approves an exception. The Finance Division provides assistance in the procurement and management of needed resources. For additional information regarding service providers and suppliers, see *Emergency Support Function G: Resource Management and Procurement*.

After Action Report

Following an incident, the Division of Safety & Security may write an After Action Report to identify operational successes, areas for improvement and other key issues affecting the management of the incident. Development of this report will include feedback from divisions, departments and offices that were involved in response and recovery efforts. This report will be used to improve plans and procedures for future response operations. After Action Reports are maintained within the Division of Safety and Security.

Planning Assumptions

GW developed this EOP to prepare for emergency response efforts with the following assumptions:

- GW will maintain a current and well-communicated EOP to manage emergency operations.
- An incident may occur at any time of the day or night, weekend or holiday and with little or no warning.
- The succession of events in an incident is not predictable. Published operational plans may require modifications in order to meet the requirements of the emergency.
- GW is exposed to a variety of natural and human-caused hazards that have the potential to disrupt the community and cause damage.
- Incident Management Teams will be able to oversee and manage university emergency response and recovery efforts.
- Incidents affecting the university may also impact the surrounding community. It is necessary for the university to prepare for and carry out emergency response and recovery operations in conjunction with external partners.
- GW divisions, departments and offices are responsible for their designated emergency support functions as outlined in this plan.

Hazards

GW is vulnerable to both natural and human-caused hazards. The university has taken into consideration these risks in the development of this all-hazards based plan. Listed below are some of the most likely hazards and events:

- Hazardous Material Incident
- Cyber Incidents
- Earthquakes
- Fire
- Disruptive Demonstrations and Protests
- Medical Emergencies
- Public Health Emergencies
- Severe Weather (e.g., thunderstorms, hurricanes, winter storms, flooding, extreme heat, tornados)
- Special Events and National Security Special Events (e.g., Presidential Inaugurations, Head of State visits) that impact GW
- Suspicious/Unusual Packages
- Critical Infrastructure Failures
- Violence/Active Shooter

Plan Development and Maintenance

Health & Emergency Management Services is responsible for the development and maintenance of this EOP. The EOP will be reviewed bi-annually and updated as needed. Each division, department and office mentioned in the plan is responsible for informing Health & Emergency Management Services when specific office or department information requires an update. Revisions may be made based on operational and regulatory changes, best practices and corrective actions identified through exercises, emergency activations, and assessment processes.

Acronyms

AAR	After Action Report
AED	Automated External Defibrillator
COMM	Communications Group (GW)
D.C.	District of Columbia
DIT	Division of Information Technology (GW)
DOH	Department of Health (D.C.)
EIMG	Executive Incident Management Group (GW)
EMERG	Emergency Medical Response Group (GW)
EOC	Emergency Operations Center
EOP	University Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FEMS	Fire and Emergency Medical Services (D.C.)
GW	George Washington University
GW Police	George Washington University Police Department
HEMS	Health & Emergency Management Services
HSEMA	Homeland Security and Emergency Management Agency (D.C.)
ICS	Incident Command System
IMG	Incident Management Group (GW)
MOU	Memorandum of Understanding
MPD	Metropolitan Police Department (D.C.)
NIMS	National Incident Management System
NPC	Foggy Bottom Neighborhood Preparedness Consortium
OGC	Office of General Counsel (GW)
PAFN	People with Access and Functional Needs

Definitions

After Action Report – A report used for the review of incidents, events, actions and operations that occur as a result as an emergency, documenting the lessons learned from the emergency.

D.C. Homeland Security and Emergency Management Agency – HSEMA is the local emergency management agency for the District of Columbia. GW partners with HSEMA on a regular basis ranging from preparedness activities to incident response. Health & Emergency Management Safety serves as the point of contact and will coordinate efforts with HSEMA. *Additional information may be found at www.hsema.dc.gov*

Emergency – An occurrence, whether natural or human-caused, intentional or accidental, that threatens the life, property and environment of the GW community, disrupts normal university operations and warrants immediate action. A “large-scale emergency” (sometimes termed a “disaster”) is caused by an incident that requires aid beyond the local resource capability. See “Incident.”

Emergency Management – The organized analysis, planning, decision-making, assignment and coordination of resources to the mitigation of, preparedness for, response to or recovery from an emergency of any kind, whether from attack, human-caused or natural sources.

Emergency Operations Center (EOC) – The location where members of the Executive Incident Management Group, Incident Management Group and Communications Group convene and manage the incident.

Emergency Operations Plan (EOP) – A document that focuses on how an organization will respond to emergencies and planned events. The plan states the method for taking coordinated action to meet the needs of an emergency incident.

Emergency Support Function (ESF) – A systematic approach for coordinating incident response and recovery efforts across the university’s divisions, departments and offices. University units identified in this Emergency Operations Plan are organized to support critical functions.

Event – A planned function, possibly involving several university stakeholders, community members and external partners.

Federal Emergency Management Agency (FEMA) – At the federal level of government, the Federal Emergency Management Agency is involved in mitigation, preparedness, response and recovery activities. The Federal Emergency Management Agency, in conjunction with state government, provides planning assistance, training events, exercise programs and research on the latest mitigation measures. *Additional information may be found at www.fema.gov*

Incident – An occurrence that may be planned or unplanned that may affect university operations or escalate to an emergency by threatening the life, property or environment of the GW community. See “Emergency.”

Incident Commander (IC) – The leader of the emergency response field operations. Often times the IC is the first responder on the scene of an incident, typically a police officer, and the IC is transferred to an appropriate subject matter expert (SME) upon their arrival based upon the nature and scope of the incident.

Incident Command System (ICS) – A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by organizational or jurisdictional boundaries.

Incident Management Teams – The three Incident Management Teams—Executive Incident Management Group (EIMG), Incident Management Group (IMG) and Communications Group (COMM)—are responsible for overseeing the university’s strategic and tactical-level activities during emergency response and recovery efforts, and university official communications.

Mitigation – Preventive plans, policies, and procedures taken to prepare for, prevent, or mitigate the consequences of a hazardous incident to the university.

National Incident Management System (NIMS) – The national standard used for the management of emergencies. The system is applicable and adaptable to all levels of incidents and responding agencies, organizations and jurisdictions. *Additional information may be found at www.fema.gov/nims*

People with Access and Functional Needs (PAFN) – Individuals who have additional needs before, after or during an incident in functional areas such as communication, transportation, supervision, medical care and maintaining independence. The PAFN population is not limited to just those with physical disabilities, but also includes others such as those with medical needs, those with service or support animals, the non-English speaking, children or those without transportation.