

## CREATING AND USING EMERGENCY PREPAREDNESS GUIDES

Version	Date	Comments
1	February, 2012	Initial <i>Creating and Using Emergency Preparedness Guides</i>
2	February, 2015	Routine review

### 1.0 Introduction

*Emergency Preparedness Guides* provide information and guidance on how to prepare and respond to potential emergencies that may occur on campus, in the D.C. metropolitan region, or at home. Each Guide addresses a unique emergency situation; some Guides require additional information to be provided by the user. Completed Guides should be reviewed with students, faculty, and staff within your work area on a routine basis. These Guides serve as independent “modules” that when compiled in the *Safety Manual*, create an emergency preparedness manual. This document provides information on how to complete, compile, use, and maintain *Emergency Preparedness Guides*.

### 2.0 Purpose

*Emergency Preparedness Guides* are intended for the layperson to use as educational and reference material. They are not intended as a substitute for your unit’s emergency plans and procedures that are used when emergencies affect university operations or your unit’s primary business functions. Separate continuity plans are used by your unit to maintain business operations during an emergency.

### 3.0 Scope

This program is designed to be used by the various communities, audiences, and populations that work on, study at, or visit George Mason University. This program attempts to provide a reasonable amount of information and guidance in a concise format to assist students, faculty, staff, and visitors during an emergency. Each emergency is unique however the general guidance provided in the *Emergency Preparedness Guides* is based on best practices and standard emergency response protocols.

### 4.0 Overview of Emergency Preparedness Organization

George Mason University has a formal emergency management administrative structure that is used to prepare for and manage emergencies. The following groups and committees may be activated during an emergency to support the university community. The persons identified within the Guides that you complete will not participate in these organizations, however, it is important that persons responsible for helping to manage emergencies have a general understanding of the university’s emergency response structure.

**The Executive Council:** The President is responsible for appointing members to the *Executive Council* and providing guidance to the university in times of crisis. The President maintains situational awareness and participates in establishing recovery priorities when necessary. The *Executive Council* will convene at the request of the President or his designee to participate in or review recovery efforts, establish recovery policies, and provide guidance on current policies.

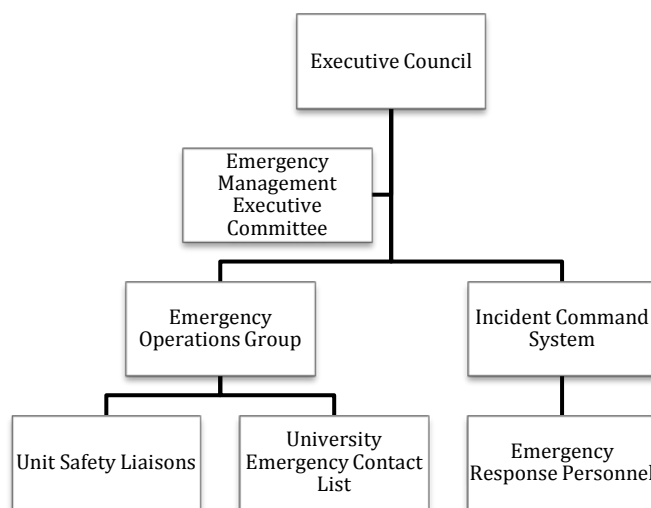
**The Emergency Management Executive Committee:** The *Emergency Management Executive Committee* (EMEC) at George Mason University is responsible for policy and oversight related to emergency management activities. The activities of the EMEC focus on long-term strategies designed to help the university prepare for emergency situations and coordinate unit-level participation in emergency preparedness and response activities.

**The Emergency Operations Group:** The *Emergency Operations Group* (EOG) is comprised of university units that oversee the resources and/or operations necessary in helping the university prepare for and respond to an emergency. Members of the EOG are appointed by EMEC and their unit supervisor. The EOG may be convened at the request of University Police, the Environmental Health and Safety Office (EHS), or the Executive Council. The EOG provides support to university functions, emergency response efforts, University Police, and on scene personnel during an emergency. Individuals appointed to the EOG may also serve as a Unit Safety Liaison.

**University Police:** University Police provide on scene command and control of emergency situations. They provide assistance to those affected by an emergency and may request assistance and support from the EOG.

The following organizational chart demonstrates how these components cooperate during an emergency.

**Figure 1. Emergency Operations Organizational Structure**



*Emergency Preparedness Guides* should be followed whenever an emergency occurs. Do not delay your response during an emergency by waiting for confirmation or direction from emergency response personnel. Act immediately. When University Police or emergency response personnel arrive, relay information about the emergency and follow their instructions.

## **5.0 Roles and Responsibilities**

Completion, use, and maintenance of *Emergency Preparedness Guides* are collaborative efforts between appointed Unit Safety Liaisons and EHS.

### **5.1 Unit Safety Liaisons**

Unit Safety Liaisons (USL) are appointed by the Vice President, Director, or Academic Head. The Unit Safety Liaison must be a faculty or staff member with authority to direct personnel within the unit and to commit resources as necessary to manage an emergency situation and resolve safety issues. Unit Safety Liaisons have the following responsibilities related to the creation and use of *Emergency Preparedness Guides*; additional Unit Safety Liaisons responsibilities are listed in the *Unit Safety Liaison Guide*:

- Attend Emergency Preparedness Training (see section 11.1)
- Serve as a central point of contact between EHS and your unit for the dissemination and gathering of information. Examples include fire safety inspections, emergency plans, and work orders pertaining to environmental health and safety.
- Work with EHS to complete and maintain your office's *Emergency Preparedness Guides*.
- Periodically review *Emergency Preparedness Guides* with faculty, staff, and students to ensure familiarity with the content and location of emergency plans and emergency procedures.

### **5.2 Environmental Health and Safety Office**

EHS is responsible for the following:

- Assist Unit Safety Liaisons with completing and exercising *Emergency Preparedness Guides*.
- Provide *Safety Manuals* to collect and organize completed *Emergency Preparedness Guides* and other safety information pertinent to a specific unit or office.
- Notify Unit Safety Liaisons of updates to, or new, *Emergency Preparedness Guides*.

## **6.0 Completing Emergency Preparedness Guides**

*Emergency Preparedness Guides* are available on the EHS web site ([ehs.gmu.edu](http://ehs.gmu.edu)). Guides are periodically revised; new Guides are posted on the website as they become available. EHS will notify Unit Safety Liaisons of revisions to existing Guides and when new Guides are available.

Not all *Emergency Preparedness Guides* require input from the USL. Many Guides serve as reference documents and can be used in a variety of environments by multiple audiences without modification. Only four Guides require input from the USL; these Guides should be completed

first and compiled in the *Safety Manual*. One-on-one assistance from EHS is available to complete these guides.

All units should have only one *Unit Safety Liaison Guide*; all other Guides may be duplicated or modified as necessary according to the location in which the Guide will be used. For example, a unit that has personnel/activities in Innovation Hall and Bull Run Hall would create one *Unit Safety Liaison Guide* common to both locations and two individual manuals (the binder); one for each location or work area as deemed appropriate by the Unit Safety Liaison.

Location	Innovation Hall	Bull Run Hall
<b>Unit Specific Guide Requires USL Input</b>	<b>Unit Safety Liaison Guide (One for both buildings)</b>	
<b>Site Specific Guides that Require USL Input</b>	Emergency Evacuation Guide	Emergency Evacuation Guide
	Tornado and Severe Weather Guide	Tornado and Severe Weather Guide
	Unit Fire Safety Plan	Unit Fire Safety Plan
<b>Guides for Reference</b>	Bomb Threat Guide	Bomb Threat Guide
	Communicable Disease Guide	Communicable Disease Guide
	Medical Emergency Guide	Medical Emergency Guide
	Missing Person Guide	Missing Person Guide
	Oil and Chemical Spill Guide	Oil and Chemical Spill Guide
	Power Outage and Utility Failure Guide	Power Outage and Utility Failure Guide
	Suspicious Package Guide	Suspicious Package Guide
	Workplace and On Campus Violence Guide	Workplace and On Campus Violence Guide
	Earthquake Guide	Earthquake Guide
	Regional Emergency Guide	Regional Emergency Guide

## 6.1 Guides that Require User Input

The following Guides require minimal USL input, such as contact information, work area locations, and any possible hazards that are specific to your work spaces.

### 6.1.1 Unit Safety Liaison Guide

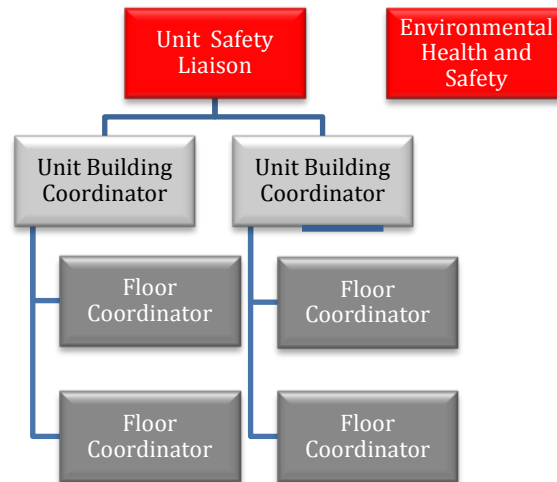
The *Unit Safety Liaison Guide* is designed to identify unit faculty and staff that should be contacted in an emergency and defines the roles that each contact should assume during an emergency. *Emergency Preparedness Guides* are intended to be used by your office's community, located in an accessible and conspicuous location, and reviewed regularly to ensure that emergency response procedures are known during an emergency.

This Guide is the foundation upon which all other *Emergency Preparedness Guides* are based. An emergency situation that originates within or impacts a unit will require the involvement and notification of key personnel to respond, or modify unit activities and programs to safely and effectively manage the emergency. Key personnel for each unit are identified when a unit completes this Guide. The *Unit Safety Liaison* framework is designed to be scalable.

*Emergency Preparedness Guides* are not a substitute for unit or department emergency plans required to support the unit’s mission (i.e., continuity of operations, emergency care for resident students, or recovery and maintenance of critical operations). The designated Emergency Operations Group member or appropriate unit supervisor will coordinate or maintain unit specific procedures and plans separately from these publically available Emergency Preparedness Guides that are maintained by the Unit Safety Liaison.

All units are required to appoint a Unit Safety Liaison to oversee the development and implementation of this and all associated Emergency Preparedness Guides and safety programs. Unit Safety Liaisons are appointed by Vice Presidents, Deans, Directors, Academic Heads, and Department Heads. The Unit Safety Liaison must be a faculty or staff person with authority to direct personnel within the unit and to commit resources as necessary to manage an emergency situation and resolve safety issues. Only the appointment of a Unit Safety Liaison is required but appointing Unit Building Coordinator(s) and Unit Floor Coordinator(s) is encouraged.

Depending upon the complexities and hazards in the work area, Unit Safety Liaison roles may vary. Unit Safety Liaisons may appoint Unit Building Coordinators and Unit Floor Coordinators as they deem appropriate to assist in fulfilling the Unit Safety Liaison role. This is helpful for units that have offices on more than one floor, or in multiple buildings, or on multiple campuses.



Completed *Unit Safety Liaison Guides* may be sent to EHS via email to [safety@gmu.edu](mailto:safety@gmu.edu) for review. EHS may periodically convene a meeting of Unit Safety Liaisons or distribute information via email to provide updates and additional information, collect feedback, and address any concerns from Unit Safety Liaisons.

### 6.1.2 Emergency Evacuation Guide

The *Emergency Evacuation Guide* provides instructions and information regarding when a building evacuation is necessary, how to evacuate safely, and actions that should be taken during an evacuation to ensure personal safety and the safety of others. This Guide requires users to identify Designated Assembly Areas and areas for mobility impaired individuals to await emergency assistance.

### 6.1.3 Tornado and Severe Weather Guide

This Guide is designed to help readers prepare for a tornado or severe weather event. It provides information on weather terminology, how to receive information about severe weather events, appropriate response actions, and how to select and use an appropriate shelter area during a tornado.

### 6.1.4 Unit Fire Safety Plan

This Plan provides information to prepare university departments, employees, and students to respond to fires that may occur in campus buildings and work areas. This Plan should be used in conjunction with the *Emergency Evacuation Guide*. Some information required in this Guide must be provided by EHS.

### 6.2 Guides for Reference

The remaining *Emergency Preparedness Guides* provide additional instructions and information on how to prepare for and respond to a variety of emergencies that may occur on campus or at home. Remaining guides include:

Bomb Threat Guide

Communicable Disease Guide

Earthquake Guide

Medical Emergency Guide

Missing Person Guide

Oil and Chemical Spill Guide

Power Outage and Utility Failure Guide

Regional Emergency Guide

Suspicious Package Guide

Workplace and On Campus Violence Guide

### 7.0 Compiling Completed Guides

EHS provides a *Safety Manual* to organize completed Guides and will provide training and assistance to complete Guides upon request. To request a *Safety Manual*, contact EHS at (703) 993-8448 or [safety@gmu.edu](mailto:safety@gmu.edu). Binders will contain pre-printed tabs for each *Emergency Preparedness Guide* as well as additional place holders for EHS programs such as the *University Safety Plan*, *University Fire Safety Plan*, and additional health and safety Guides. For reference, while there are two versions of the *Safety Manual* cover, the contents are the same:



Environmental Health & Safety Office  
Guide to Creating and Using Emergency Preparedness Guides  
02/2015

All completed Guides should be printed and filed in the *Safety Manual* and saved in electronic format for future editing or reprinting. Units may elect to have one or more binders at each location to ensure access and availability during an emergency.

## 8.0 Use of Emergency Preparedness Guides

EHS recommends that Guides be used by Unit Safety Liaisons in the following manner:

- Complete a set of *Emergency Preparedness Guides* for all unit work areas and provide each with a *Safety Manual*. Work areas should be organized logically by geographic location, building, or function.
- Review completed Guides with staff during routine unit functions or meetings. EHS recommends reviewing one Guide at a time to ensure sufficient coverage of each topic.
- Inform newly hired or moved employees of the location, content, and use of Guides.
- Periodically inspect *Safety Manuals* and enclosed Guides to ensure that they are available and accurate.
- Conduct an exercise of the procedures outlined in each Guide. EHS can facilitate emergency exercises upon request.

## 9.0 Availability

Completed Guides should be placed in conspicuous and easily accessible location for quick reference. All Guides should be placed in the *Safety Manual* to ensure consistency throughout the university and allow for easy identification by all university faculty, staff, and students familiar with this program.

## 10.0 Periodic Review

EHS recommends that all Guides be reviewed at least annually by the Unit Safety Liaison or Unit Building Coordinator to ensure that they are available, accurate, and the most updated version. EHS will facilitate meetings, Guide reviews, and exercises upon request.

## 11.0 Training

Once an individual is identified to EHS as a unit emergency contact (i.e., Unit Safety Liaison, Building Coordinator, or Floor Coordinator) on the *Unit Safety Liaison Guide*, they are eligible to take advantage of the following training opportunities:

First Aid	Fire Extinguisher
Cardiopulmonary Resuscitation (CPR)	Emergency Preparedness
Automated External Defibrillator (AED)	

Training is provided free of charge to encourage participation in emergency preparedness programs and provide individuals with knowledge and skills that may be necessary in an

emergency. To register, you can visit [ehs.gmu.edu](http://ehs.gmu.edu) and select the “Training” tab, email your request to [safety@gmu.edu](mailto:safety@gmu.edu), or contact EHS by phone at (703) 993-8448.

### **11.1 Emergency Preparedness Guides**

EHS offers routine training opportunities on the contents of the Emergency Preparedness Guides. Training is provided quarterly or one-on-one upon request. One-on-one assistance in the *Unit Safety Liaison*'s office is available to help with completing the four user-fillable guides noted above. To register for or request training, please visit the EHS Web site ([ehs.gmu.edu](http://ehs.gmu.edu)) or contact EHS ([safety@gmu.edu](mailto:safety@gmu.edu); 3-8448) to set up unit-specific training. Training is required for Unit Safety Liaisons.

### **12.0 Emergency Exercises**

EHS will facilitate an emergency exercises upon request. EHS encourage units to participate in the Statewide Tornado Drill, held each spring, and the Great shakeout, the national earthquake drill held each fall. These opportunities can be used to test and review the relevant emergency Guides. If additional exercises are needed to test unit specific plans developed in response to potential emergencies, EHS will review unit plans and facilitate a tabletop or functional exercise upon request.