EMERGENCY MANAGEMENT PLAN
# Emergency Management Plan

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Strayer University Emergency Management Policy

The purpose of Strayer University’s Emergency Management Plan is to safeguard the welfare of its students, faculty, staff, and visitors, and take steps to 1) prevent and mitigate; 2) prepare for; 3) respond to; and 4) recover from emergencies in order to protect the University’s essential functions during and after an emergency.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus or other Strayer University facilities, the University will, without delay, and taking into account the safety of the community:

- Confirm the existence of a significant emergency or dangerous situation
- Determine the appropriate campuses or University facilities to receive an emergency notification
- Determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the Emergency Management Team or a member thereof, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

After the initial notification, the University will provide adequate follow-up information to students, faculty and staff as determined appropriate by the University’s Emergency Management Team.

The Emergency Management Plan addresses the following categories of emergencies: medical, weather, explosion, evacuation, fire, power outage, workplace violence, suspicious persons and packages, etc. This policy and the Emergency Management Plan apply at all University locations and campuses, including University owned property and University leased space.

It is University policy that each vice president, dean, director, department chair, and supervisor is responsible for the health and safety performance in their respective units and that all employees will follow the emergency notification procedures described in the Plan.
Definitions:

**Emergency**: An event, expected or unexpected, that places life, property, or the environment in danger.

**Emergency Management Team**: The University has designated an Emergency Management Team that will serve as the responsible authority for Strayer University emergency response activities:

- Senior Vice President, Corporate Communications
- Vice President and General Counsel
- Vice President, Human Capital Management
- Chief Technology Officer and Chief Information Officer
- Vice President, Real Estate
- Senior Vice Provost, Faculty
- Senior Vice Provost, Students

**Test**: Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

**Emergency Notification Procedures**

In the event of an emergency or dangerous situation on a Strayer University campus, any employee who is aware of the emergency should call 9-1-1 and alert the members of the Emergency Management Team by calling 877-616-7878. The team member who receives the call will determine, in consultation with other members of the Emergency Management Team as appropriate, whether a notification should be sent to one or more campuses or corporate offices. If it is determined that an emergency notification should be sent, a member of the Emergency Management Team will send the notification via text message to the identified campus community through Strayer University’s third party notification service provider. The content of the notification will be determined by members of the Emergency Management Team, and certain messages will be pre-formulated to expedite the notification process.

The University will provide known email addresses for students and employees to the third party provider for purposes of facilitating the sign up for emergency notifications. Visit [www.getrave.com/login/strayer](http://www.getrave.com/login/strayer) for more information.

After notification of an emergency or dangerous situation, the Emergency Management Team will monitor events and circumstances and determine appropriate follow-up information that should be disseminated to the affected campuses, such as all-clear notices and updates about continuing steps taken to respond to the emergency, including...
class cancellations. If the emergency notification is due to the occurrence of a Clery Act Crime, the University will issue a timely warning notice to students in addition to the emergency notification.

**Emergency Notification and Evacuation Testing**

The University will annually publicize its emergency response and evacuation procedures in conjunction with annual tests of the emergency notification and evacuation plans.

The emergency notification system will be tested at least annually. Each calendar year, the Emergency Management Team will test the third party notification system, evaluate the outcome, determine if any revisions to existing procedures are necessary, and advise the Vice President and General Counsel of the date, time, and result of the annual test. In addition, each campus will test evacuation procedures at each campus and corporate office at least annually. Each location will designate a safety representative to coordinate evacuation tests and assist with evacuation in the event of an actual emergency. Tests may be announced or unannounced and will be documented by the Campus Director or facilities manager. Documentation will include a description of the test, the date and time, and whether it was announced or unannounced. Documentation should be sent to legal@strayer.edu with the subject line: Test of Evacuation Procedures.
MEDICAL EMERGENCIES

In the event of a serious illness or injury, immediately dial 9-1-1.

DO NOT MOVE THE VICTIM UNTIL EMS ARRIVES

Public Access Automatic External Defibrillators (AED) are located at each campus in the Learning Resource Center (LRC). In campuses where the LRC is not centrally located, the AED will be placed in another highly trafficked area. Please ask your Campus Dean or Director where to find the AED that will serve you. Corporate offices are also equipped with AEDs.

Campus Directors and Deans and Corporate Directors and above are trained in the use of AEDs.

When using AEDs
- Follow all instructions on the machines.
- Obey all instructions including when to “clear” the area around the patient.
WEATHER EMERGENCIES

When severe weather occurs, Strayer will determine whether the affected campus will be closed. Announcements are currently communicated to students through Strayer’s main website (http://www.strayer.edu) and on students’ ‘home’ campus page in iCampus (https://icampus.strayer.edu). Announcements are currently communicated to staff and faculty through Strayer’s faculty and staff weather hotline (1-800-225-1008). Strayer also encourages students, staff, and faculty to sign up for notifications through local emergency alert systems.

Follow the following recommendations if severe thunderstorms, threatening weather or tornadoes occur while on Campus:

- If weather conditions appear threatening, listen for an ALERT WARNING through commercial radio, weather radio or local television statements or look for a text message.
- If you are outside, move indoors as soon as possible.
- Move to an interior hallway or basement if time allows or take shelter under a desk or heavy table and cover your head.
- Avoid upper floors, large glassed areas and windows.
- Stay out of parking areas.
- Stay away from electrical service panels and appliances, including computers.
- Use telephones for emergencies only.
- Stay calm and alert.

After a severe storm:

- Stay away from downed power lines. Do not handle live electrical equipment in wet areas. Leave an area immediately if you smell gas or vapors from chemicals.
- Help injured persons if you can do so without putting yourself at risk. Provide first aid if you are trained. Report injuries by calling 9-1-1. Do not move seriously injured persons unless they are in immediate danger.
- Report Campus damage using the Strayer University Incident Report found at https://sunow.strayer.edu/sites/Legal/GenDoc/default.aspx. Use extreme caution when entering buildings. Watch out for gas leaks, electrical system damage, and sewer and water line damage. Stay out of damaged buildings and return to your building only when authorities say it is safe.
EVACUATION

In some circumstances, evacuation from the building may be necessary. Evacuation routes are posted at each campus and corporate office. Know the nearest exit from your location and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

EVACUATION OF DISABLED PERSONS
Many campus buildings have designated locations for disabled persons to wait for emergency rescue assistance. Please consult with your Campus Director to determine such location.

Persons with Mobility Limitations:
Student should contact: Karen Andrews, Director of Disability Services, (703)561-2057, Karen.Andrews@strayer.edu
Employees and Faculty should contact: Sandra Barreda, Director of Employee Relations, (703)561-1616, Sandra.barreda@strayer.edu

If immediate evacuation is necessary, be aware of the following considerations:
- Wheelchairs have movable parts; some are not designed to withstand stress or lifting and may be dangerous to you or the occupant.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous.
- Wheelchairs should not be used to descend stairwells if at all avoidable.
- Non-ambulatory persons may have respiratory conditions. Remove them from smoke or fumes immediately and determine their needs and preferences. Those with electrical respirators should get priority assistance.
Always consult with the person in the wheelchair regarding how best to assist them.

Visually Impaired Persons:
Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a “sighted guide.” Offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

Hearing Impaired Persons:
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two suggested methods of warning:
- Write a note describing the emergency and nearest evacuation route. (“FIRE! GO OUT REAR DOOR TO THE RIGHT AND DOWN, NOW!”)
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.
FIRE SAFETY

Prepare in advance: Know the locations of alternative exits from your area. If your work station is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door - in heavy smoke, exit doors may not be visible.

Fire drills are conducted at all locations annually per the direction of the building landlord and/or Campus Director.

Fire on your floor:
- If your building has a fire alarm system, activate it as you exit.
- Move quickly to an open area away from buildings, trees, power lines and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
- **Call 9-1-1 and report the location of the fire.**
- ONLY use a fire extinguisher on small (wastebasket size) fires if it is safe to do so.

FIRE EXTINGUISHER INSTRUCTIONS
- P **PULL** safety pin from handle.
- A **AIM** (nozzle, cone, horn) at base of fire.
- S **SQUEEZE** the trigger handle
- S **Sweep** from side to side (watch for re-flash)
- For larger fires, **GET OUT**; close doors as you leave to confine fire as much as possible.
- If clothing catches fire, **STOP**...**DROP**...**ROLL**
- Follow directions of emergency personnel, if present.

When a fire alarm is activated on your floor:
- Proceed to the nearest exit.
- Feel door, top and bottom, for heat (using the back of your hand). Do not open the door if it is hot. If the door is not hot, open slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present.
- Exit the building in a calm manner using the stairs – NEVER use elevators. Close the stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.
- After you have left the building, go to your department’s designated assembly area and remain there. If there is no designate assembly area, maintain a safe distance from the building to allow ample room for emergency personnel and equipment to access the building.
- Do not return to the area until instructed to do so by emergency personnel.
If trapped in a room:
- Retreat. Close as many doors as possible between you and the fire.
- Seal cracks around the door to prevent smoke from entering.
- **Call 9-1-1 to report your location.**
- Be prepared to signal from the window but **DO NOT BREAK THE GLASS** unless absolutely necessary as outside smoke may be drawn in.
- Open the window a few inches for fresh air and hang a brightly colored item out the window to alert the Fire Department to your location. If you have a flashlight, use it to signal at night.

If caught in smoke:
Drop to your hands and knees and crawl or crouch low with head 30 to 36” above the floor, watching the base of the wall as you go. Hold your breath as much as possible; breathe shallowly through your nose using your blouse or shirt as a filter.

If forced to advance through flames:
Hold your breath. Move quickly, covering head and hair. Keep head down and close eyes as often as possible.
EXPLOSIONS

An explosion is caused by a rapid expansion of gas from chemical reactions of incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire heat or smoke, falling glass or debris, or building damage.

If an Explosion occurs:

- **Dial 9-1-1.**
- Get out of the building as quickly and calmly as possible.
- If your building has a fire alarm system, activate it as you exit.
- If you are outside, stay outside. Move quickly to an open area away from buildings, trees, power lines and roadways.
- If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews. Use handrails in stairwells; stay to the right.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
- **DO NOT USE ELEVATORS**
- Wait for and follow instructions from emergency personnel.
POWER OUTAGE

- In the event of a power outage, notify Office Manager, Campus Director and/or Human Resources when possible.
- Wait a few minutes for emergency power to come on to provide emergency lighting.
PHYSICAL THREATS or ASSAULT and WORKPLACE VIOLENCE

If you are a witness to violent acts or behavior, immediately move away from the incident and then dial 9-1-1 to notify the police.

Workplace Violence:
Violent incidents such as an act of terrorism, an active shooter(s), assaults, or other forms of workplace violence can occur on or proximate to the University with little or no warning.

If one or more of the following situations or activities is present in your workplace, then there is a potential higher risk of violence:

- Working alone at night and during early morning hours.
- Exchange of money.
- Availability of valued items such as money and jewelry.
- Availability of prescription drugs.
- Working with employees or students known or suspected to have a history of violence.
- Employees or former employees with a history of assaults or who exhibit belligerent, intimidating or threatening behavior.
- Employees who have been the object of belligerent, intimidating or threatening behavior from family members or significant others.

If workplace violence occurs:
- Report the incident to the police by dialing 9-1-1 as soon as you can if they haven’t already been contacted.
- Secure the area where the disturbance occurred. The area may be considered to be a crime scene so leave everything untouched until the police arrive.
- Call for medical assistance if necessary. **Call 9-1-1.**
- If business must continue, shift personnel as needed to cover essential work functions.
- Be supportive. The victim(s), witnesses and other employees may need access to critical incident debriefing or counseling. Contact Human Resources or Student Affairs for guidance and assistance as needed.

Suspicious Person:
If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it to your manager, Campus Dean or Director, Human Resources or Student Affairs.
- Do not physically confront the person.
• Do not let anyone into a locked building or office.
• Do not block the person’s access to an exit.
• **Call 9-1-1.** Provide as much information as possible about the person and his or her direction of travel.
• Call 877-616-7878 to alert the Emergency Management Team.
• Fill out a Strayer University Incident Report.

**Active Shooter or Assailant:**
An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve a single shooter or multiple shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff or random victims. It might involve just one room or multiple locations. No two situations are alike. Shooting can occur anytime, anyplace, to anyone.

**What to Do:**
Try to remain calm as your actions will influence others. You need to take immediate responsibility for your personal safety and security.

**Immediate Actions:**
• Run away from the threat if you can.
• If you cannot flee, lock and barricade doors. If no lock, barricade door with furniture.
• Take adequate cover/protection behind solid objects away from the door as much as possible, i.e. concrete walls, thick desks, filing cabinets, etc.
• If the assailant enters your room and leaves, lock or barricade the door behind them.
• If safe to do so, allow others to seek refuge with you.

**Protective Actions:**
• Close blinds.
• Turn off lights.
• Turn off computer monitors, radios.
• Silence cell phones (after calling 9-1-1).
• Place signs, if safe to do so, in exterior windows to identify your location and the location of those injured.

**Unsecured Areas:**
• If you find yourself in an open area, immediately seek protection.
• Put a barrier between you and the assailant.
• Consider trying to escape, if you know the location of the assailant and there appears to be an escape route immediately available.
• If in doubt, find the safest area available and secure it the best way you can.
If the shooter confronts you and you cannot flee, you can hide; you may choose to play dead if other victims are around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

Seek Help, CALL 9-1-1:
- When calling 911, you may hear multiple rings. Stay on the line until it is answered, do not hang up.
- Be prepared to provide as much information as possible including:
  - What is happening.
  - Location, including building name and room number.
  - Number of people at location and if there are any injured.
  - Name and other information requested.
- You will be asked questions about the incident, try to note as much as possible including:
  - Specific location and direction of the assailant
  - Number of assailants
  - Gender, race and age of the assailant
  - Language or commands used
  - Physical features i.e., height, weight, facial hair, clothing color and style, glasses
  - Type of weapon, i.e., handgun, rifle, explosives
  - Description of any backpack or bag
  - Do you recognize the assailant? Do you know their name?
  - What exactly did you hear? Explosions, gunshots, etc.
- Report to the Emergency Management Team
  - Call 877-616-7878 and provide the information regarding the incident:
    - Who
    - What
    - When
    - Where

Un-Securing the Area:
- The assailant may not stop until his objections have been met or until engaged or neutralized by law enforcement.
- Always consider the risk exposure by opening the door for any reason.
- Attempts to rescue people should only be made if it can be done without further endangering yourself or the persons inside of the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

**Law Enforcement Response:**
- Remain inside the secure area until law enforcement arrives.
- The assailant may not flee when law enforcement enters the building but instead may target arriving officers.
- *Injured Persons:* Initial responding officers may not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
  - You may need to explain this to others to calm them.
  - Once the threat is neutralized, Police and Emergency Medical Services will begin treatment and evacuation.
- Evacuation: Responding officers will establish safe corridors for persons to evacuate.
  - This may be time consuming.
  - Remain in secure areas until instructed otherwise.
  - You may be instructed to keep your hands on your head.
  - You may be searched.
  - You may be escorted out of the building by law enforcement personnel, simply follow their directions.
  - After evacuation, you may be taken to a triage or holding area for medical, interviewing, counseling, etc.
  - Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.
BOMB THREAT

Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic – but all calls must be taken seriously. If you receive a threat of any kind, immediately call 9-1-1. If possible, get a coworker to do this while you continue talking with the caller.

- Permit the caller to say as much as possible without interruption. Then,
- Ask a lot of questions:
  - Where is the bomb?
  - When is the bomb going to go off?
  - What kind of bomb is it?
  - What does the bomb look like?
  - What will cause the bomb to go off?
- Take notes on everything said and on your observations about background noise, voice characteristics, caller’s emotional state, etc. Write down the caller’s exact words.

Also record the following information:
- Exact time the call is received.
- Information about the caller including:
  - Sex, Age, Accent
  - Education, Location of Caller, Background noises
  - Caller’s attitude, Speech impediments or traits.

If there has been a threat, and you see a package or foreign object, DO NOT TOUCH IT, immediately call 9-1-1 to report any unusual object or items.

Bomb threats must always be assumed to be real and considered a threat to the University and its operations.
WRITTEN THREAT

If a written threat of an explosive device or other danger is received, contact the police department immediately by calling 9-1-1. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, unnecessary handling should be avoided. Every effort must be made to preserve evidence such as fingerprints, handwriting or typewriting, paper and postal marks, which are essential to tracing the threat and identifying the author.

Suspicious Package Procedure
If you receive or observe a suspicious letter or package that is unexpected or unknown having one or more of the following characteristics:

- Excessive postage;
- Misspelling of common words;
- Excessive weight;
- Rigid envelope;
- Foreign mail, airmail or special delivery;
- Handwritten or poorly typed address;
- Restrictive markings such as confidential, personal, etc.
- Excessive securing – material such as masking tape, string, etc.
- Incorrect titles;
- Oily stains or discolorations;
- Visual distractions;
- Lopsided or uneven;
- Titles but no names;
- No return address;
- Protruding wires or tinfoil

From a safe location, notify the police department immediately by calling 9-1-1.
- Move people aware from the package.
- DO NOT move or open the package.
- DO NOT investigate too closely.
- DO NOT cover, insulate or place the package in a cabinet or drawer.
EMERGENCY MANAGEMENT TEAM
For questions regarding this policy, call a member of the Emergency Management Team:

Sonya Udler, Senior Vice President, Corporate Communications, (703) 247-2517
Catherine Guttmann-McCabe, General Counsel, (703) 247-2506
Susan Shin, Vice President, Human Capital Management, (703) 247-2537
Joe Schaefer, Vice President, Chief Technology Officer and Chief Information Officer, (703) 561-1776
Dr. Andrea Backman, Senior Vice Provost, Faculty Administration, (703) 946-2316
Deborah Rochkind, Vice President, Real Estate, (571) 642-2934
Mariana Valdes-Fauli, Senior Vice Provost, Student Administration, Office: (202) 419-0486; Cell: 703-439-4573

To report an emergency call: 1-877-616-7878

Register for Alerts at: www.get rave.com/login/strayer
CAMPUS SECURITY – TIMELY WARNING POLICY

As required by federal regulations, the University will issue timely warnings of reportable Clery Act Crimes that constitute a threat to students and employees. In addition to those warnings, the University will provide guidance for students and University employees to promote both their individual safety as well as the safety of the campus.

- "Clery Act Crimes" for purposes of this policy are:
  - Criminal Homicide (murder and nonnegligent manslaughter)
  - Negligent Manslaughter
  - Forcible and nonforcible sex offenses
  - Robbery
  - Aggravated assault
  - Burglary
  - Motor vehicle theft
  - Arson
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession

- "Campus Security Authorities" are:
  - Individuals who have responsibility for campus security such as individuals responsible for monitoring entrance into institutional property
  - Campus Directors, and in the evening security personnel, if available
  - Strayer University officials who have significant responsibility for student and campus activities, including student discipline and campus judicial proceedings.

Reporting Criminal Activity or Emergency Situations

Any person in immediate danger due to crime or emergency should contact local police immediately by dialing 911. When the emergency has subsided, the victim should also report the crime as soon as possible to the Campus Director of the location where the incident occurred.

For nonemergency situations, any person who is a victim, witness or has knowledge of any criminal activity or other emergency on campus should report it immediately to the Campus Director of the campus where the incident occurred or, during the evening hours, to security personnel, if available. Persons reporting crimes will be asked to complete incident report or witness report forms, including the date, time, place, nature of the
incident, names of witnesses, if any, and any other pertinent facts. The report should be co-signed by the Campus Director and sent to the applicable Regional Director and the University’s Chief Security Officer immediately. The University’s Chief Security Officer will distribute the report to other appropriate University officials as the situation warrants. Timely warnings will be issued as determined by a member of the Emergency Management Team.

All reports will be investigated. The University does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Senior Vice-Provost, Student Affairs or the Vice President, Human Capital Management, as appropriate, for review.