



George Washington

WASHINGTON COLLEGE

Emergency Operations Group

**Annual Report
2011-2012**

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The following information is available in the complete Annual Report. To view the extended report, complete with appendices, please contact Penelope Farley or Miles Garrett.

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Activity from 2011 – 2012

- 1. Regular Meetings** - Over the last three years, the Emergency Operations Group (EOG) has met on a bi-weekly basis to plan several projects that have increased the preparedness of the Washington College community. The minutes from each meeting have been included in the following pages of this annual report.
- 2. Earthquake** - At 1:55 p.m. on August 23, 2011, an earthquake occurred in Virginia about 87 miles Southwest of Washington D.C. and more than 30 miles west of Richmond. It measured 5.8 on the Richter Scale, and reports indicated it was felt as far north as New York. The Washington College EOG created an After Action Report for the incident, which aided in identification of the weak areas in the college's preparedness. The After Action Report appears at page 7.
- 3. Hurricane Irene** - Hurricane Irene was predicted to enter the Chesapeake Bay as a Category 1 hurricane on Sunday, August 28 2011. By the time the storm arrived, the National Weather Service had downgraded it to a tropical storm and the storm track shifted to the east. The storm was predicted to hit Chestertown during freshman orientation. The EOG completed an After Action Report, which appears at page 9.
- 4. Power Outage** – In early October of 2011, an elbow exploded in the Delmarva Power metering cabinet causing a partial power outage for the southern and eastern parts of the Washington College campus. The partial power outage (known as single phasing) caused several motors to overheat and burn releasing smoke into the HVAC systems, most notably in the Casey Academic Center and Goldstein Hall. This after action report appears at page 12.
- 5. Emergency Response Plan** – As an integral part of emergency preparation the EOG worked over the course of the year to review, revise, and publish a Washington College Emergency Response Plan. The 68-page document covers plans of action for emergencies that range from hurricanes and earthquakes to power outages and school closings. This project is referenced at page 13.
- 6. Emergency Response Booklets** - In addition to the Emergency Response Plan, the group has designed and published small quick reference booklets that will be placed in each campus building for use during an emergency situation. Delivery is expected in advance of the 2012 – 2013 academic year.
- 7. NIMS Training** – The EOG has mandated that every member must complete the Federal Emergency Management Agency's National Incident Management System (NIMS) training. Each member has completed the NIMS 700 and 100 courses. This training provides each EOG member with a working knowledge of the language and procedures used in an emergency, which will aid coordination efforts in an emergency situation. For training details, see page 14
- 8. Building Coordinator Training** – Each campus building has been assigned at least one coordinator who is responsible for directing activity during an emergency situation. The EOG provided an initial training seminar for all of the identified building coordinators on May 31, 2012. The list of building coordinators and appointment letter, appears at page 15 and 16.

Activity Planned for 2012 – 2013

- 1. Replacement of Automated External Defibrillators (A.E.D.)** – Many buildings on Washington College’s campus are equipped with AED’s. Health Services has recently recommended that some of the devices may have surpassed their safe operating life span and therefore need to be replaced. A list of the AED’s that need replacing and the cost of this project is included at page 25.
- 2. Emergency Generator** – While the EOG has advocated for a back up generator for the entire Hodson Hall for several years, the group is now recommending that the College consider purchasing smaller (and more affordable) generators that could service several buildings. Buildings and Grounds has made a recommendation for additional generators. A proposal for this project appears at page 26 and 27.
- 3. Emergency Shelter Protocol** – A sub group planning to create and publish a formal protocol for the emergency shelters on campus that each building coordinator will be able to refer to in an emergency situation. In addition to a formal protocol, the sub group has constructed an emergency response kit that contains supplies and instructions for use in an emergency. These kits have been completed and given to each building coordinator on campus.
- 4. Emergency Operations Group Training** – As a group, Washington College’s EOG recognizes the potential for a major emergency to occur on campus. In response to this risk, the EOG has reached out to several organizations that deal exclusively with risk management and emergency training. These organizations have provided valuable guidance for furthering the EOG’s effectiveness as well as providing options for formal training services. The EOG has decided to continue conducting specific training workshops leading to a full-scale Tabletop Drill during the 2012 – 2013 academic year to increase preparedness and response efficiency.
- 5. Business Continuity Plans** - The EOG recognizes that an emergency situation could cause a disruption in the normal economic activity of the college. The effects of such an event would require the college to take action to limit the financial impact of a campus wide shut-down. The EOG plans to oversee the development of unit Business Continuity plans to speed recovery following substantial disruptions to normal college operation.

Recommendations and Requests for 2012 – 2013

- 1. Committee Improvement Plan** – Over the last three years, major strides have been made to improve the safety and overall preparedness of the Washington College community, but the EOG feels that there are major areas that need more attention. This concern was fully recognized at the April 5 Health Fair; most of the students and many staff members who visited the EOG table were not aware that the group existed. The group feels very strongly that efforts should be made to increase awareness about the committee and its mission. The group will develop an action plan for improving both the awareness of the committee on campus as well as increasing the efficiency of projects and meetings. The committee has also recommended the addition of a student member to the committee, to be appointed by the Student Government Association. EOG should implement a plan of action to complete necessary training activities and conduct table-top drills to ensure that all members of the committee are properly prepared to handle an emergency situation, while also striving to improve the committee's presence and visibility on campus.
- 2. Budget Requirements** – All of the activity that the EOG has completed during its short existence has been funded through the fiscal efficiency and surpluses of the individual members' departmental budgets. On several occasions, the needs of the college's overall safety took precedence over the needs of the individual departments. In an effort to alleviate the stress on departmental budgets and provide the EOG with more financial ability, the group has recommended that a budget of \$15,000 be provided by Washington College.