

EMERGENCY MANAGEMENT PLAN

Emergency Management Plan

TABLE OF CONTENTS

Strayer University Emergency Management Policy.....	4
Definitions.....	5
Medical Emergencies.....	9
Pandemic/Highly Contagious and Dangerous Disease.....	11
Weather Emergencies	13
Evacuation.....	15
Fire Safety.....	18
Explosions.....	20
Physical Threats or Assault and Workplace/Campus Violence.....	21
Workplace and Campus Violence.....	21
Suspicious Person	21
Active Shooter	22
Person with a Weapon	24
Shelter in Place	26
Bomb Threat	27
Suspicious Package Procedure.....	28
Protests and Demonstrations Policy.....	29
Campus Security – Timely Warning Policy	31

Appendix A: Checklists for Corporate Emergency Management Team 32

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 Corporate 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 Corporate Emergency Management Team.

The Plan applies to a broad range of emergencies, including but not limited to medical emergencies, weather emergencies, explosions, fire, workplace/campus violence, active shooter, suspicious persons and packages, and other events impacting the health and safety of students, faculty, staff, or the physical condition of Strayer University's facilities. This policy and the Plan apply at all University locations and campuses, including University-owned property and University-leased space. Each campus and facility should communicate with local emergency responders (fire, police, medical) requesting their cooperation to inform the University about reported situations that may warrant an emergency response or timely warning.

It is University policy that each vice president, campus leader, 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. Certain emergencies require an emergency notification or timely warning to the campus community and other emergencies.

Significant emergency or dangerous situation: An emergency involving an immediate threat to the health or safety of students or employees occurring at a campus or facility. For purposes of this Plan, an “immediate threat” encompasses an imminent or impending threat, such as a fire that is currently raging in a building. Such an emergency requires an emergency notification or timely warning to the campus community. Significant emergency and dangerous situations include, but are not limited to:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Active shooter
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

Clery Act Crimes: For purposes of this Plan and the Timely Warning policy, Clery Act crimes are defined as:

- Criminal Homicide (murder and nonnegligent manslaughter)
- Negligent Manslaughter
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate Crime
- Dating Violence
- Domestic Violence
- Stalking
- Arrests for liquor law violations, drug law violations, and illegal weapons possession

FERPA: The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, colleges and universities must have written permission from a student in order to release any information from a student’s education record. However, FERPA allows schools to disclose student records without consent under certain circumstances, including during a health or safety emergency. FERPA does not prohibit disclosure of:

- Personally identifiable information about students from education records when there is an actual, impending, or imminent emergency and disclosure will protect the health or safety of students or others.
- A school official’s personal observations, such as overhearing a student making threatening remarks to other students, because such observations are not part of the student’s educational record.
- Security camera footage to law enforcement officers for a law enforcement purpose.
- Information in response to requests from the United States Department of Homeland Security, and U.S. Immigration and Customs Enforcement, in accordance with the Student and Exchange Visitor Information Systems (“SEVIS”).
- Personally identifiable information to authorized employees.

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

- Chief Information Officer
- Chief Operating Officer
- Dean of Students, Office of Student Affairs
- General Counsel
-
- Officer
- University Provost & Chief Academic Officer
-
- Vice President, Human Resources
- Vice President, Public Relations Vice President, Real Estate or his/her designee

A listing of current members of the Corporate Emergency Management Team is located at: <https://icampus.strayer.edu/publications/campus-safety>

Emergency Operations Team: Each campus will have an Emergency Operations Team responsible for addressing emergencies at campuses. The Emergency Operations Team will provide leadership and guidance to campus employees, faculty, and students for safety, security, emergency, and incident management. The Emergency Operations Team consists of:

- Admission Manager
- Campus Dean
- Campus Director
- Full-time Faculty Member
- Regional Facilities Manager

The Emergency Operations Team will consult with the Corporate Emergency Management Team and implement its directives.

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 or facility, any employee who is aware of the emergency should call 9-1-1 and alert the members of the Corporate Emergency Management Team by calling 877-616-7878. The team member who receives the call will determine, in consultation with other members of the Corporate Emergency Management Team as appropriate, whether a notification should be sent to one or more campuses or facilities. If it is determined that an emergency notification should be sent, a member of the Corporate Emergency Management Team will send the notification to the identified campus community or facility through Strayer University's third party notification service provider and iCampus. The content of the notification will be determined by members of the Corporate 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 for more information.

After notification of an emergency or dangerous situation, the Corporate Emergency Management Team will monitor events and circumstances and determine appropriate follow-up information that should be disseminated to the affected campuses and facilities, such as all-clear notices and updates about continuing steps taken to respond to the emergency, including class cancellations and facility closures. 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.

Timely Warning Notifications: In addition to emergency notifications, similar notices (both in content and process) will also be issued, in a timely manner that will aid in the prevention of any Clery Act crimes that are reported to campus leaders or local police agencies if the Corporate Emergency Management Team determines that the incident represents a threat to students and employees.

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 Corporate 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 General Counsel of the date, time, and result of the annual test. In addition, test evacuation procedures at each campus and facility will be conducted 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 the Admission Manager, or Regional 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, UNLESS THE VICTIM IS IN IMMEDIATE DANGER.

Public Access Automatic External Defibrillators (AED) are located at each campus and facility in the public areas. An AED is a medical device used to deliver a shock to a victim who is in cardiac arrest. Please ask your Campus Director, Admission Manager, or Campus Dean or Facilities Manager where to find the AED that will serve you. Strayer facilities are also equipped with AEDs that are located in central locations.

Campus Directors, Admission Managers, Campus Deans, and staff employees in various departments, are trained in the use of AEDs.

When using AEDs:

- Obey all instructions given by the AED, including when to “clear” the area around the patient.

In the event that an individual suffers a seizure:

WHAT TO DO:

- Remain calm and reassure other students and coworkers that the situation is under control.
- Keep objects away from the individual’s mouth.
- Turn the individual’s head or body to the side to prevent the tongue from slipping to the back of the throat and interfering with breathing.
- Cushion the head with an available sweater, sweatshirt, coat, etc.
- **Call 9-1-1.**
- Call campus security or your supervisor.
- Let the seizure run its course.
- Look for medical I.D.
- Ask the individual to identify his or herself and their location.
- Give the individual privacy if incontinence occurs after a seizure.
- Allow the individual who has experienced a seizure to rest and check their condition frequently. The individual will usually be disoriented and extremely tired.

WHAT NOT TO DO:

- Attempt to stop the seizure.
- Restrain the individual or interfere with the individual's movements.
- Attempt to revive an individual who may turn pale, have irregular breathing, or stop breathing.
- Give the individual food or drink, unless the seizure activity has ceased.
- Disclose to other students that the affected student has a seizure disorder (when applicable).

PANDEMIC/HIGHLY CONTAGIOUS AND DANGEROUS DISEASE

Faculty, staff, or students who believe that an individual with a highly contagious and dangerous disease is present on campus or at a facility must report it to the Campus Director, Admission Manager, Campus Dean, campus security, and Human Resources immediately.

- Campus leadership or Human Resources will first contact local health authorities and emergency responders for further guidance. Campus leadership or Human Resources should then contact Strayer's Corporate Emergency Management Team, which will then determine whether an emergency notification or timely warning is appropriate.
- Campus leadership or Human Resources must isolate the individual immediately to reduce the risk of transmission to the greater community.
- The campus or facility will be evacuated consistent with this Plan. Evacuation routes are posted at each campus and facility.
- After evacuation, campus leadership or Human Resources, in consultation with public health authorities, shall secure the building to prevent re-entry by anyone except approved emergency responders. Minimal utilities will be supplied to buildings.
- All routine, normal daily housekeeping and maintenance activities will cease until such a time when the re-opening of campus buildings and facilities has been announced. Emergency responders will need to access the campus or facility to clean and disinfect.
- After evacuation, the University will remind affected faculty, staff, and students to self-monitor for symptoms in accordance with applicable guidelines issued by the Centers for Disease Control and Prevention, and to practice their own social distancing.

Social Distancing:

If you feel ill and believe that you have been exposed to a contagious and dangerous disease, you should not be on campus or at work. Students, faculty and staff should follow protocol for requesting an excused absence or sick leave, and should phone a health care provider. If exposed to a contagious and dangerous disease, students, faculty and staff are encouraged to implement the following social distancing measures:

- DO NOT kiss, hug, shake hands or come in close contact with others, particularly in large gatherings.

- Wash your hands frequently with soap and water, or with hand sanitizer, especially if you suspect that you may have been exposed to a highly contagious and dangerous disease.
- Check your temperature periodically throughout the day for several days after possible exposure to a contagious and dangerous disease. Should your temperature rise, see a physician immediately.

The Campus Director or Admission Manager may implement additional social distancing measures, such as cancelling classes and other scheduled activities.

Campus Re-opening:

The Campus Director or Admission Manager will only reopen the campus upon consultation with the Corporate Emergency Management Team and public health officials.

Preparations:

Students and faculty should prepare to have access to the following items at home if campuses are closed or classes are suspended:

- Books
- Laptop and portable technology device
- Syllabi for classes
- Email access and online learning options

Faculty and staff should also have contact information for their supervisor and colleagues with whom they will need to communicate, including email and mobile phone.

Strayer will issue emergency notifications or warnings through StrayerALERT, e-mail announcements, the posting of information on iCampus, or other appropriate means.

WEATHER EMERGENCIES

When severe weather occurs, Strayer will determine whether the affected campus or facility will be closed. All Strayer facilities are equipped with weather alarm radios. 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, faculty, and students through Strayer alerts.

If **severe thunderstorms, threatening weather** or **tornadoes** occur while on campus or at a facility, students, faculty and staff should note the following safety measures:

- 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.
- Go to a pre-designated shelter area such as a basement, storm cellar, of the building level.
- If there is no basement, go to the center of an interior room on the lowest level (interior stairwell, interior hallway) away from corners, windows, doors, and outside walls.
- Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.
- In a high-rise building, go to a small interior room or hallway on the lowest floor possible.
- Always try to protect yourself from head injuries.
- Do not open 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.
- Remember staff and students who may need special assistance and help them if it is safe to do so.
- Call 9-1-1 and EMERGENCYStrayer at 1.877.616.7878 to report emergencies to the Corporate Emergency Management Team.

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 declare it is safe to do so.

EVACUATION

In case of a fire, smoke, or fire alarm, you should evacuate the building immediately. In some circumstances other than fire or fire alarm, evacuation of the building may be necessary and you should evacuate the building when asked to do so by a supervisor, emergency responder, or property manager.

WHAT TO DO:

- **Know Your Evacuation Route:** 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.
- **Follow Your Route:** **USE STAIRS - DO NOT USE ELEVATORS.** Stairwells provide protected areas of refuge and provide a safe exit from the building.
- **Proceed to the Evacuation Assembly Area:** Upon exiting the building, proceed to the pre-determined assembly area identified for the building.
- **Do Not Re-Enter the Building:** Do not attempt to re-enter the building or parking garage until public safety officials have cleared the building and given you permission to enter.
- **Account for Yourself:** Once you arrive at the evacuation assembly area, notify your supervisor or campus leader that you are present. If you are having difficulty evacuating the building or know of others who are, notify a supervisor, or campus leader, or emergency responder immediately.
- **Account for Evacuees:** Supervisors and campus leaders should assist staff and students during an evacuation and account for them after the evacuation at the assembly area. Supervisors and campus leadership should be familiar with staff and classroom assignments and any special circumstances that may impact evacuation.
- **Report Evacuation Status:** During and after the evacuation, supervisors and campus leaders are required to report to the Corporate Emergency Management Team on the status of staff and students and any issues with individuals evacuating. If an employee or student cannot be accounted for, the campus leader shall notify public safety officials immediately.

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 or Admission Manager, or Facilities Manager to determine such location. The Campus Director, Admission Manager and Facilities Manager should, in consultation with Disability Services and Employee Relations, maintain a list of all self-identified disabled individuals who would require assistance in an evacuation.

WHAT TO DO:

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. Persons 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.

Persons with Service Animals

“Service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

When assisting with the evacuation of an individual with a service animal:

- Always ask the person how you can help before beginning any assistance. Even though it may be important to evacuate quickly, respect their independence to the extent possible. Ask if he or she has limitations or problems that may affect his or her safety.
- A service animal is not a pet. Do not touch or give the animal food or treats without the permission of the owner.
- When a dog is wearing its harness, it is on duty. In the event you are asked to take the dog while assisting the individual, hold the leash and not the harness.
- Plan to evacuate the animal with its owner. **Do not separate them.**

FIRE SAFETY

You should prepare in advance of a fire emergency and know the locations of alternative exits in your area. If you are an employee whose 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 the Campus Director or Admission Manager.

WHAT TO DO:

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 location 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 designated assembly area and remain there. If there is no designated 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.

PHYSICAL THREATS OR ASSAULT AND WORKPLACE/CAMPUS VIOLENCE

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

Workplace and Campus Violence:

Violent incidents, such as an act of terrorism, an active shooter(s), assaults, or other forms of 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, then there is a potential higher risk of violence:

- Working or studying alone at night and during early morning hours.
- The public exchange of money.
- The availability of valued items such as money and jewelry.
- Current or former students and employees who exhibit belligerent, intimidating or threatening behavior.
- Students or employees who have been the object of belligerent, intimidating or threatening behavior from family members or significant others.

If workplace or campus violence occurs:

- **Report the incident to the police by dialing 9-1-1 and request medical assistance, if necessary, 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.
- If operations must continue, shift personnel as needed to cover essential work functions.
- Be supportive. The victim(s), witnesses and other employees or students may need access to critical incident debriefing or counseling. Contact Human Resources or the Office of 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 Campus Director, Admission Manager, Campus Dean, Human Resources or the Office of Student Affairs.

- Do not physically confront the person.
- Do not let the person 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 Corporate Emergency Management Team.
- Fill out a Strayer University Incident Report.

Active Shooter:

An active shooter is considered to be a suspect or assailant who is actively engaged in killing or attempting to kill people in a confined and populated area. 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, and can be targeted at 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.

Run:

- If it is safe to evacuate the area and you have located a nearby escape route, attempt to immediately evacuate to a safe location.
- Leave your belongings behind to quickly evacuate.
- Call 9-1-1 when it is safe to do so.

Hide:

- If you cannot safely flee, hide in a classroom or office. If safe to do so, allow others to seek refuge with you.
- Lock and barricade doors. If there is no lock, barricade the 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.
- Close blinds.
- Turn off lights.
- Turn off computer monitors, radios.
- Silence cell phones.
- Remain silent.
- Place signs, if safe to do so, in exterior windows to identify your location and whether any persons in the room are injured.
- If you do not have time to lock or barricade the door and the shooter enters your room and leaves, lock or barricade the door behind the shooter.

- Be aware that the shooter may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area. Ignore any fire alarm activation. The location will not be evacuated using this method.
- 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.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.
- Prepare a roll call list of the individuals in the room and identify any individuals missing. Take this list with you if you are directed to leave the room.
- Remain in the room until a public safety official or a Strayer University leader gives you directions to leave.

Fight:

- If the shooter confronts you and you cannot flee, your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- Use aggressive force and any objects in your location, such as fire extinguishers or chairs, to incapacitate the shooter.

Seek Help, CALL 9-1-1:

- When it is safe to do so, call 9-1-1.
- When calling 9-1-1, 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 address 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 his or her name?
- What exactly did you hear? Explosions, gunshots, etc.

Report to the Corporate Emergency Management Team:

- Call 877-616-7878 and provide information regarding the incident:
 - Who?
 - What?
 - When?
 - Where?

Law Enforcement Response:

- Remain inside the secure area until law enforcement arrives.
- The shooter 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.

Person with a Weapon:

When an individual arrives at a facility or campus location threatening to harm others with a weapon, these threats should always be taken seriously. You should call 9-1-1 and report the threat to the Corporate Emergency Management Team at 877-616-7878 when it is safe to do so.

WHAT TO DO:

- If possible and without placing yourself or others in harm's way, try to defuse the person's anger so that they can cool down and talk calmly and rationally.
- Maintain composure. Trying to help someone calm down cannot be achieved if you become emotional.
- Try to signal for help from a coworker who can contact a Strayer leader, the security officer, the police or other public safety officials.
- Listen attentively. Hostile individuals who feel like they have someone's attention are sometimes less likely to act out physically.
- Assume an open stance, placing the majority of your weight on your back foot. This looks non-confrontational and will give you more freedom to react should you be attacked.
- Know what to do with your hands. It is better to show your palms to the attacker rather than crossing your arms or making a fist.
- Maintain eye contact to help calm the person and keep their attention.
- Be courteous and patient until help arrives.
- If the person is threatening with a weapon, follow their instructions and stall for time.
- Never try to intercept the weapon or act aggressively against the individual. This will escalate the situation and cause potential injury to those directly involved, as well as bystanders.

SHELTER IN PLACE

Under certain circumstances, leaving a building or area may expose you to additional danger and it may be safer to shelter in place. **Evacuation is generally preferable during an emergency and shelter in place should only be used when an evacuation is not safe.** A shelter in place notification may come from several sources, including the Campus Director, Admission Manager, StrayerALERT, or local law enforcement. If police or fire department personnel are on the scene, follow their directions.

WHAT TO DO:

The recommended steps that should be taken when sheltering in place will vary depending upon the nature of the emergency.

Shelter in place (hazardous incident): In the event of a critical incident where hazardous (including chemical, biological or radiological) materials have been released into the atmosphere, either accidentally or intentionally, a decision to shelter in place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Locate a room to shelter inside. An interior room with no windows is preferable.
- Shut and lock all windows and blinds and close exterior doors.
- Turn off air conditioners, heaters, and fans, if possible.
- Close vents to the ventilation system, if possible.

Shelter in place (severe weather): A severe weather event such as a hurricane, tornado or flooding during operating hours may necessitate that you shelter in place until the threat of bad weather has passed. For additional recommendations, please reference the Weather Emergencies section of the Plan above.

BOMB THREAT

Bomb threats are usually received by telephone, but may also be received 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**. Bomb threats must always be assumed to be real and considered a threat to the University and its operations. If you receive a threat of any kind, **immediately call 9-1-1**. If possible, ask a coworker to do this while you continue speaking with the caller. You should also report the threat immediately to the Corporate Emergency Management Team.

If you receive a bomb threat by phone:

- Permit the caller to say as much as possible without interruption.
- Then, ask as many questions as possible:
 - 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, Accent.
 - Location of Caller, Background noises.
 - Caller's attitude, Speech impediments or traits.

If you receive a bomb threat by phone and you see a package or foreign object, **DO NOT TOUCH IT**. Immediately call 9-1-1 to report any unusual object or items.

If you receive a bomb threat in writing:

- **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

Suspicious packages could contain explosives or hazardous biological or chemical materials. A suspicious letter or package may have 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

If you receive or observe a suspicious letter or package that is unexpected or unknown:

- **From a safe location, notify the police department immediately by calling 9-1-1.**
- DO NOT move or open the package
- DO NOT cover, insulate or place the package in a cabinet or drawer
- DO NOT interfere with the package.
- Direct people away from the package.
- Be prepared to provide the location of the letter/package and what you observed.
- Stay on the phone until released by the dispatcher.
- If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes.

PROTESTS AND DEMONSTRATIONS POLICY

While the University respects the freedoms and rights of every individual to engage in lawful expressive activity, the University will undertake measures to ensure that such activities do not threaten the safety of students, faculty, staff, and visitors, or disrupt the operations of the University. Students and employees must comply with University policies at all times, including the Code of Student Conduct and Code of Business Conduct.

Protests and demonstrations are permitted at campuses, unless the protest or demonstration:

- Results in physically blocking or obstructing entrances to, exit from, or passage through any campus, including, but not limited to, the blockage of pedestrian or vehicular traffic on or off the campus.
- Results in violation of a building's occupancy limits and/or other applicable laws, regulations, or University policies and procedures.
- Results in disruption of the University's operations, including, but not limited to, interference with instruction and administrative operations.
- Employs force, violence, or constitutes an immediate threat of force or violence against persons or property.
- Is scheduled to take place during the hours when a campus or facility is closed.

To effectively and safely organize a demonstration at a campus, students must contact the Dean of Students, Office of Student Affairs at least 48 hours in advance of the demonstration to determine the time, place, and manner of the demonstration. Upon notifying the Dean of Students, Office of Student Affairs of a demonstration at a campus, the Dean of Students will send a communication to all affected students, faculty and staff regarding safety measures that will be implemented during the scheduled protest or demonstration.

WHAT TO DO:

If a protest or demonstration is no longer considered lawful activity and endangers public safety, you should:

- Immediately notify your Campus Director, Admission Manager, campus security or any other campus leader.
- When it is safe to do so, call 9-1-1.
- Be prepared to provide as much information as possible, including:
 - What is happening.
 - Location, including building address.
 - Number of people at location and if there are any injured persons.

- Names of individuals engaged in unlawful activity, if known, and any other information requested.

If necessary, the University will cooperate with law enforcement to restore public safety in response to any protest or demonstration that involves unlawful activity. Upon consultation with the Corporate Emergency Management Team and law enforcement, the Campus Director or Admission Manager may close a campus until the unlawful activity has ceased and the Corporate Emergency Management Team determines University operations can resume.

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.

- “Campus Security Authorities” are:
 - Individuals who have responsibility for campus security such as individuals responsible for monitoring entrance into institutional property.
 - Campus Directors, Admission Managers, 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 9-1-1. When the emergency has subsided, the victim should also report the crime as soon as possible to the Campus Director or Admission Manager of the campus location where the incident occurred.

For non-emergency 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 or Admission Manager of the campus where the incident occurred, or to campus security, 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 or Admission Manager and sent to the Chief Operating Officer and Legal Department immediately. Timely warnings will be issued as determined by a member of the Corporate 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 Dean of Students, Office of Student Affairs or the Senior Vice President, Human Resources, as appropriate, for review.

**APPENDIX A: CHECKLISTS FOR MEMBERS OF THE EMERGENCY
MANAGEMENT TEAM**

VICE PRESIDENT OF REAL ESTATE OR DESIGNEE:

Responsibilities:

- Serves as Chair of the Corporate Emergency Management Team and is overall responsible for the management of emergency response and recovery efforts.
- Assumes ultimate authority for all aspects of emergency response management, including the development and implementation of strategic and tactical response activities and post-emergency assessments.
- Coordinates the procurement of the resources, supplies, and materials required to conduct an emergency response (supplies, trailers, construction contracts).
- Directs Regional Facilities Managers to work with other members of campus Emergency Operations Teams to communicate with state and local first responders in the event of an emergency.

Procedures:

- Convene Corporate Emergency Management Team.
- Assess nature of emergency, including whether it is a significant emergency or dangerous situation.
- Develop and implement strategic and tactical responses.
- Procure all resources, supplies, and materials required to conduct emergency response.
- Conduct post-emergency assessment.
- Contact state, local, and other law enforcement as needed.

VICE PRESIDENT, PUBLIC RELATIONS

Responsibilities:

- Serves as Strayer’s representative for communication of information to internal and external stakeholders, including the media or other organizations seeking information about the incident or event.
- Ensures press releases and official statements are issued only by those University officials authorized to issue such information.
- Directs distribution of messages through the University’s various communication tools.

Procedures:

- Draft communications to internal and external stakeholders, including the media.
- Disseminate communication to internal and external stakeholders in an emergency using the University’s various communications tools.

GENERAL COUNSEL

Responsibilities:

- Ensures that the emergency response complies with all applicable federal, state, and local laws, including but not limited to, the Clery Act, OSHA, and FERPA.
- Advises the Corporate Emergency Management Team of all legal and policy risks of a proposed emergency response, including any disciplinary action taken against students and employees.

Procedures:

- Review proposed emergency response for compliance with:
 - The Clery Act
 - OSHA
 - FERPA
 - Americans with Disabilities Act
 - State and local laws on campus safety and security
- Evaluate and advise on legal and policy risks of proposed emergency response, including disciplinary action taken against students and employees.
- Advise Corporate Emergency Management Team on necessity of emergency notification and timely warning.
- Review all draft emergency notifications and timely warning prior to issuance.

VICE PRESIDENT, HUMAN RESOURCES

Responsibilities:

- Monitors and assesses the impact of the emergency on Strayer employees.
- Assesses the impact of proposed emergency response on Strayer employees.
- Documents requirements for emergency response.
- Provides expertise on human resource best practices and the impact of emergency response on employees.
- Authorize disciplinary action against an employee in an emergency, as appropriate.

Procedures:

- Assess the impact of the emergency on Strayer employees.
- Assess the impact of the proposed response on Strayer employees.
- Provide these assessments to Corporate Emergency Management Team.
- Document human resources requirements for emergency response.
- Provide expertise on human resources best practices.
- Advise regarding employee discipline as appropriate.

CHIEF INFORMATION OFFICER

Responsibilities:

- Ensures that Corporate Emergency Management Team is supported by available technology.
- Assess impact of emergency on all University IT systems.
- Assess impact of proposed response on University IT systems, including whether available systems can support the proposed response.
- Initiates and implements IT continuity plans and procedures.
- Initiates and implements recovery and restoration of IT compromised or damaged by emergency.
- Manages vendors and service providers needed to support IT systems.

Procedures:

- Provide Corporate Emergency Management Team all necessary support using available technology.
- Assess impact of emergency on all University IT systems.
- Assess impact of proposed response on University IT systems, including whether available systems can support the proposed response.
- Provide these assessments to Emergency Management Team.
- Initiate and implements IT continuity plans and procedures.
- Initiate and implements recovery and restoration of IT compromised or damaged by emergency.
- Manage vendors and service providers needed to support above.

UNIVERSITY PROVOST & CHIEF ACADEMIC OFFICER

Responsibilities:

- Assesses the impact of the emergency on Strayer students.
- Assesses the impact of the response on Strayer students.
- Provides expertise on course delivery methods if course delivery is impacted by emergency or emergency response.
- With the Chief Operating Officer, Vice President, Public Relations, Dean of Students, and Vice President, Academic Operations, responsible for coordinating communication among campus leadership, faculty, and staff in the event of an emergency at a campus.

Procedures:

- Assess the impact of the emergency on campus leaders.
- Assess the impact of the response on campus leaders.
- Provide expertise on course delivery methods if course delivery is impacted by emergency or emergency response.
- Provide assessment to Corporate Emergency Management Team.
- Initiates disciplinary action against academic and campus leaders in an emergency as appropriate.
- Work with Vice President, Public Relations on communication to campus Emergency Operations Team.

DEAN OF STUDENTS, OFFICE OF STUDENT AFFAIRS**Responsibilities:**

- Assesses the impact of the emergency on Strayer students.
- Assesses the impact of the response on Strayer students.
- Authorizes disciplinary action against a student in an emergency as appropriate.
- With the Vice President, Public Relations, and University Provost, responsible for coordinating communication among campus leadership, faculty, staff, and students in the event of an emergency at a campus.

Procedures:

- Assess the impact of the emergency on Strayer students.
- Assess the impact of the response on Strayer students.
- Provide assessment to Corporate Emergency Management Team.
- Initiates disciplinary action against a student in an emergency as appropriate.
- Work with the Vice President, Public Relations and the University Provost on communication to campus Emergency Operations Team.

CHIEF OPERATING OFFICER

Responsibilities:

- Authorizes and oversees emergency responses at the campus, which may include campus evacuation, lockdown, or closure, in coordination with the Vice President of Real Estate.
- In coordination with the University Provost and the Dean of Students, Office of Student Affairs, coordinates communication among campus leadership, faculty, and staff in the event of an emergency at a campus.
- Consults with the Corporate Emergency Management Team and University leadership in all emergencies.

Procedures:

- Direct campus Emergency Operations Team to implement appropriate response.
- Work with the University Provost and Dean of Students, Office of Student Affairs to coordinate communication among campus leadership, faculty, and staff in the event of an emergency at a campus.
- Consult with the Corporate Emergency Management Team and University leadership in all emergencies.

CAMPUS EMERGENCY OPERATIONS TEAM

Responsibilities:

- Manages location-specific incidents based on guidance contained in the campus-specific emergency management guides.
- In conjunction with the Regional Facilities Manager, notifies and communicates with local emergency responders (fire, police, medical) when emergency arises at a location.
- Reports significant emergencies immediately to the Corporate Emergency Management Team by calling 877-616-7878.
- In conjunction with the Corporate Emergency Management Team, communicates effectively to students, employees, and faculty during and after the incident.
- Documents incidents and submits incident reports.
- Meets quarterly to discuss new and ongoing issues, reviews plans and procedures and to identify new requirements.

Procedures:

- Review and be familiar with campus-specific emergency management guides to determine appropriate response to emergencies.
- In conjunction with Regional Facilities Manager, communicate with local emergency responders (fire, police, medical) when emergency arises at a location.
- Report significant emergencies immediately to the Corporate Emergency Management Team by calling 877-616-7878.
- In conjunction with Corporate Emergency Management Team, communicate with students, employees, and faculty during and after the incident.
- Consult with Corporate Emergency Management Team on appropriate response to significant emergencies.
- Document incidents and submit incident report.

CORPORATE EMERGENCY MANAGEMENT TEAM

The members of the Corporate Emergency Management Team and their responsibilities are as follows:

Vice President, Real Estate. This member serves as Chair of the Corporate Emergency Management Team and bears overall responsibility for the management of emergency response and recovery efforts. The Vice President, Real Estate assumes ultimate authority for all aspects of emergency response management, including the development and implementation of strategic and tactical response activities and post-emergency assessments. This member is responsible for coordinating the procurement of the resources, supplies, and materials required to conduct an emergency response (supplies, trailers, construction contracts).

The Vice President, Real Estate directs Regional Facilities Managers to work with other members of the campus or facility Emergency Operations Team to communicate with state and local first responders in the event of an emergency.

Vice President, Public Relations. This member serves as Strayer’s representative for communication of information to internal and external stakeholders, including the media or other organizations seeking information about the incident or event. The Vice President, Public Relations ensures that press releases and official statements are issued only by those University officials authorized to issue such information, and directs distribution of messages through the University’s various communication tools.

General Counsel. This member is responsible for ensuring that an emergency response complies with all applicable federal, state, and local laws and regulations, including but not limited to, the Clery Act, Occupational Safety and Health Act (OSHA), and FERPA. The General Counsel will advise the Corporate Emergency Management Team of all legal and policy risks of a proposed emergency response, including any disciplinary action taken against students and employees. The General Counsel will advise the Corporate Emergency Management Team on the necessity of any emergency notifications or timely warnings, and will review notifications and warnings prior to issuance.

Vice President, Human Resources. This member is responsible for assessing and monitoring the impact of the emergency and the response to the emergency on Strayer employees. The Vice President, Human Resources is responsible for authorizing disciplinary action against an employee in an emergency, as appropriate.

Chief Information Officer (CIO). This member is responsible for ensuring the Corporate Emergency Management Team is supported by available technology. The CIO will assess the impact of the emergency and the response on the University, and will ensure that the University's IT systems can support the emergency notification and response.

University Provost & Chief Academic Officer. In consultation with the Senior Vice President, Human Resources and the Chief Operating Officer, this member is responsible for assessing the impact of the emergency and the response on Strayer faculty. The University Provost & Chief Academic Officer, Dean of Students, Student Affairs, and the Chief Operating Officer are responsible for coordinating communication among campus leadership, faculty, and staff in the event of an emergency at a campus.

Dean of Students, Office of Student Affairs. This member assesses the impact of the emergency and response on students. The Dean of Students authorizes disciplinary action against a student in an emergency as appropriate. The Dean of Students, University Provost & Chief Academic Officer, and the Chief Operating Officer are responsible for coordinating communication among campus leadership, faculty, and staff in the event of an emergency at a campus.

Chief Operating Officer (COO). This member is responsible for authorizing and overseeing emergency responses at the campuses, which may include campus evacuation, lockdown, or closure. In coordination with the University Provost & Chief Academic Officer and the Dean of Students, Office of Student Affairs, the COO is responsible for coordinating communication among campus leadership, faculty, and staff in the event of an emergency at a campus. The COO will consult with the Corporate Emergency Management Team and University leadership in all emergencies.

For questions regarding the Emergency Management Plan, call the Office of General Counsel at (703) 713-1836.