



Emergency Preparedness Plan

EFFECTIVE 08/26/2024

Table of Contents

Table of Contents.....	1
Emergency Planning Policy.....	3
Reason for Policy.....	3
Entities Affected by This Policy.....	3
Emergency Levels.....	3
Introduction.....	3
Institute Response.....	4
Emergency Planning.....	4
New Lines Emergency Management Committee.....	4
Designated Institute Essential Services Units.....	5
New Lines Incident Command System.....	6
Applying the ICS.....	7
Emergency Preparedness.....	8
Business Continuity.....	8
Emergency Communications.....	9
General Information.....	9
Institute Closing Guidelines.....	9
Student Emergency Contact Information.....	10
Institute-wide Emergency.....	11
On-going Communications during an Institute Emergency.....	11
Personal Emergency Contact Information.....	11
Types of Emergencies.....	11
Weather Emergency.....	12
Fire/Hazardous Materials.....	12
Medical Emergencies.....	13
Mental Health Emergencies.....	13
Alcohol Emergencies.....	13
Pandemic.....	13
<i>Establishment of a Pandemic Coordinator/Institute Team.....</i>	13
<i>Essential Staffing.....</i>	13
<i>Institute Closure in the Event of a Pandemic.....</i>	14

<i>Closing the Institute</i>	14
<i>Re-Opening the Institute</i>	14
<i>Contacting the Local health Department</i>	16
<i>Health Insurance</i>	17
<i>Walk-in Clinics and Hospitals near the Institute</i>	17
<i>Communication During the Pandemic</i>	18
Utility Failure.....	19
Unusual Behavior	19
Suspicious Packages.....	19
Bomb Threats.....	20
Active Shooter	20
Chemical Spill or Radiation Release	21
Earthquake.....	21
Emergency Assessment Checklist	22
Emergency Preparedness Trainings.....	22
Exercises.....	23
Corrective Action Process	24
Recovery Process.....	25
Introduction.....	25
Support Services and Resources	26
Appendix A: Evacuation Routes	27
Appendix B: Emergency Phone Numbers.....	28

Emergency Planning Policy

New Lines Institute for Strategy and Policy organizes, coordinates, and directs available resources toward an effective response to, and recovery from emergencies. The effectiveness of this effort is dependent on the development of a comprehensive central plan. This policy includes a chain of command establishing the authority and responsibilities of institute officials and staff members and requires that institute's individual units designate emergency coordinators with the authority to make modifications in emergency procedures and to commit resources for emergency preparedness and recovery, as necessary.

Reason for Policy

The safety of the New Lines community, students, faculty, staff and visitors is the goal of the Emergency Preparedness Plan. This plan should be used as a tool to understand how the institute will respond in the event of an emergency and what you can do to protect yourself and others from potential harm.

Entities Affected by This Policy

All members of the institute community.

Emergency Levels

An emergency at New Lines is designated as a level 1, level 2, or level 3 situation:

- Level 1:** A localized or contained incident that is quickly resolved with internal resources or limited help.
- Level 2:** A major emergency that impacts portions of the institute, and that may affect mission-critical functions or life safety.
- Level 3:** An emergency that involves the entire institute and surrounding community.

The response actions of emergency personnel are guided by New Lines' desire to protect the following, in priority order:

- Top Priority:** People
- Secondary Priority:** Intellectual property
- Tertiary Priority:** Facilities, equipment, and other property.

Introduction

Emergencies can occur at any time, without warning. Careful planning, with an emphasis on safety, can help members of the New Lines community handle crises and emergencies with appropriate responses, and may save lives. Every member of the New Lines community shares responsibility for emergency preparedness. Institute/Administrative Unit leaders are responsible for ensuring that their departments have emergency plans in place and that all employees are familiar with and have practiced their emergency plans.

Institute/Unit leaders are also responsible for assigning emergency planning and response duties to

appropriate staff members and ensuring that these employees know what the expectations and responsibilities are for these roles.

The New Lines Emergency Preparedness Plan establishes an emergency leadership structure, defines responsibilities and roles, and is written in accordance with The Emergency Preparedness Planning Policy of our institution. This plan has been developed to ensure institute preparedness in response, business continuity, and recovery for the entire institution.

The primary goals of the New Lines Emergency Preparedness Plan are:

- To protect lives, intellectual property, and facilities.
- To prevent or minimize the impact of emergencies and to maximize the effectiveness of the institute community in responding to inevitable occurrences.
- To provide for the continuity of institute operations in pursuit of the New Lines Mission Statement.

Institute Response

As the first responsible institute official on the scene, the New Lines incident commander (or designee) is empowered to take all reasonable measures deemed necessary to preserve health & safety including:

- Deploy appropriate resources to the scene
- Call in other agencies as needed
- Apply immediate remedies as necessary
- Communicate with stakeholders on the scene or potentially at risk
- Notify the Office of the President and/or the Facility and Property Management Head
- Notify key institute officials including senior executives as appropriate

Emergency Planning

Emergency planning at the institute is a coordinated effort among many different units within the institute. The primary department responsible for the implementation of this plan is the Facilities Management unit at New Lines. This office will provide central coordination of emergency planning/management activities for the institute.

Prior to an emergency this office oversees the process for creating and maintaining the institutional emergency preparedness plan and ensures that appropriate emergency and incident training is provided to senior leadership. When necessary, the plan is reviewed, and changes recommended regarding new or revised emergency management policies and procedures. During an emergency, this office provides staff and coordination support to the Incident Commander and the Emergency Operations Center as needed.

New Lines Emergency Management Committee

The purpose of the New Lines Emergency Management Committee is to:

- Provide coordination for the promotion of activities, services and resources that reduce or eliminate risk to people and property from incidents or events and their effect,
- Adequately lead the institute in its preparedness efforts by providing guidance and support to the institute emergency planning and training efforts
- Conduct after-incident debriefings for the purpose of reviewing what went well, and identifying gaps that must be addressed to assure adequate institute preparedness.

The members of the Emergency Management Committee represent key essential units that may provide a service during an emergency. These groups are critical in running segments of the institute during normal operation. This committee will meet to review the reliability of these functions during emergencies, and their ability to continue providing services to ensure business continuity and recovery to key areas on institute as soon as possible. This committee may suggest to the institute that sub-committees be formed to develop strategies for emergency planning, such as H1N1, Emergency Mass Notification, and may appoint designees and resources for essential units to meet the needs of the institute for preparedness and emergencies.

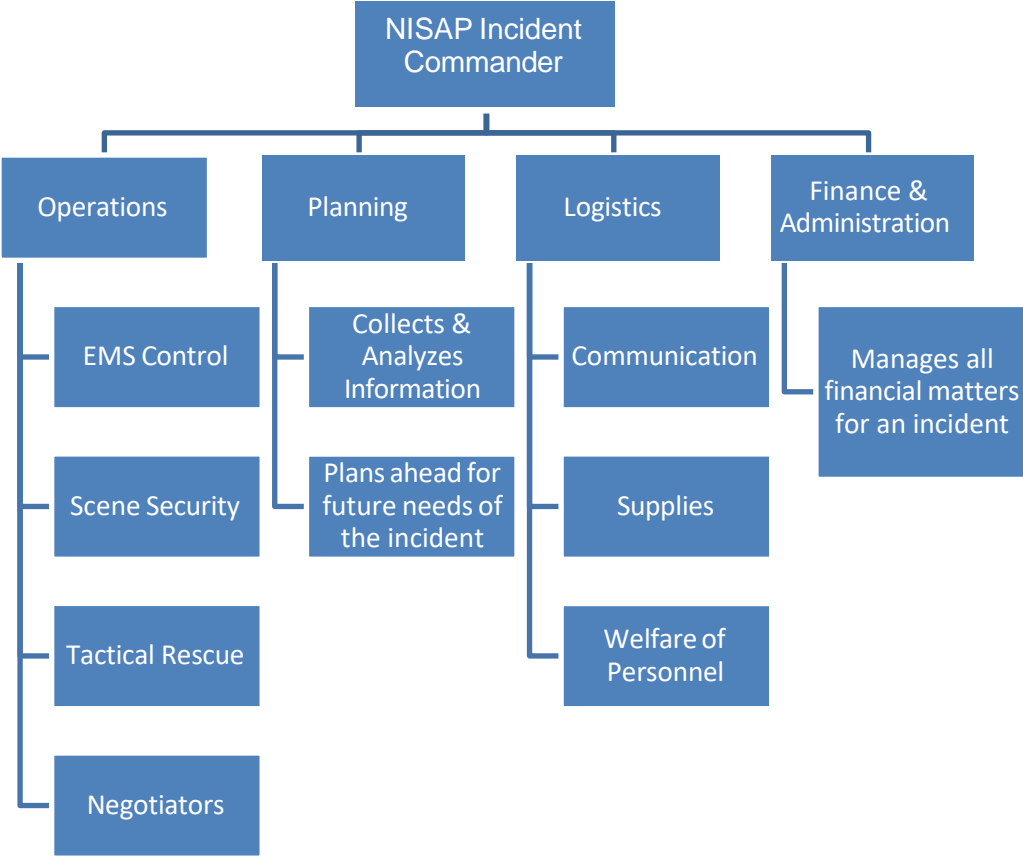
Designated Institute Essential Services Units

There are 6 institute units that may be required to provide essential services and aid to the institute during an emergency.

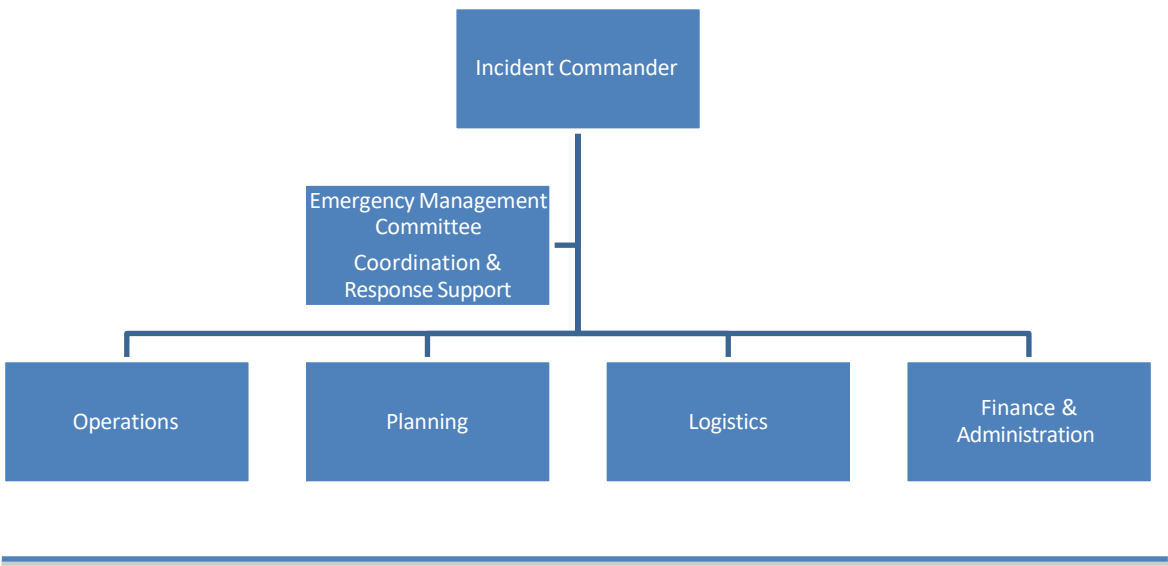
- Office of the President
- School Operations
- Institute Operations
- Facility and Property Management
- Human Resources
- Information Technology

These essential services include general emergency coordination and response like the following: serving as on-site decision makers during an emergency, providing resources and updates to the institute community, maintaining lines of communication as long as possible, securing or maintaining institute resources during times of crises, seeking outside resources or aid, allocating necessary resources in the event of an emergency.

New Lines Incident Command System



Applying the ICS



Institute Assignments

- | | |
|--|--|
| <ul style="list-style-type: none">• Student & Staff Accountability• Diagrams, Floor Plans & Maps• Personal & Medical Records• Hospital Liaison• Intelligence Gathering• Information manager | <ul style="list-style-type: none">• Counseling Services• Internet/Telecom. Management & Tech. Support• Legal Counsel• Student Affairs Representative• Library Representative |
|--|--|

Emergency Preparedness

Having a well-organized Emergency Preparedness Team will positively impact New Lines' ability to successfully respond promptly and properly when an emergency occurs. This team's main purpose is to lead the institute through the incident, focusing on the key tasks within the unit that must be accomplished. Individuals that should be part of this team are key institute leaders, the emergency coordinator, and administrative directors with functional expertise in areas such as IT, Human Resources, & Property Management. Activities for this group may be:

- **Business continuity:** disseminating emergency instructions, assisting evacuations and security, and dealing with immediate issues raised by response units.
- **Recovery:** preparing documentation on the effects of the emergency, coordinating facility and program restoration according to priorities identified by the Incident Commander.

During the annual plan review process, each individual should review their critical functions, and the employees assigned supporting roles. New Lines will need to verify those staff identified as performing roles in critical functions that must continue even in the event that the Institute suspends operations (e.g. inclement weather). These staff must be reported as essential personnel and supervisors must notify these employees of the expectations and responsibilities during an emergency event.

The first step in building preparedness is to assemble appropriate human and physical resources to do the job. Emergency preparedness involves a series of actions, each of which contributes to a unit's ability to respond promptly and properly when an emergency occurs. Many of the actions that need to be taken must conform to the specific needs of the unit. Your unique unit emergency plan needs to consider a variety of factors including:

- the number of faculty, staff and students involved.
- their physical distribution and location.
- the nature of the unit's teaching, research and extension activities;
- the unit's critical functions and processes.
- personnel required to perform mission critical functions even when the Institute suspends operations.
- available routes for evacuation; and
- Site-specific circumstances.
- Activities to be accomplished in advance include:
 - Appointment of emergency coordinators and unit contacts
 - Creation of an Emergency Plan
 - Creation of a unit emergency hotline
 - Development of evacuation plans (including the evacuation of persons with disabilities) and safe shutdown and start up procedures for unit specific teaching and research.

Business Continuity

Business continuity is the second phase of an emergency incident, and often begins while the initial emergency response actions are still being completed. During business continuity, the New Lines Emergency Preparedness Team assesses facility damages, program disruptions and other issues that may be disrupted due to the emergency. As the assessment emerges, senior leaders, with advice provided by the Incident Commander, members of the Emergency Management Committee may make decisions about the continuance of mission critical functions that may impact institute operations.

Emergency Communications

General Information

Emergency procedures are in place to allow New Lines to quickly notify authorities and the institute population when an emergency is underway and then provide instructions on how to respond. These communications will be carried out using e-mail, SMS (text messaging), and institute-wide announcements and postings to the website and LMS as appropriate.

Once an emergency has progressed past the initial response period, communications will be developed based on information provided by on-scene responders to the Incident Commander and/or senior leadership. These groups have the responsibility of deciding when and what should be communicated to the institute community, surrounding communities, and the media. Institute Communications has responsibility for communicating outward to these groups.

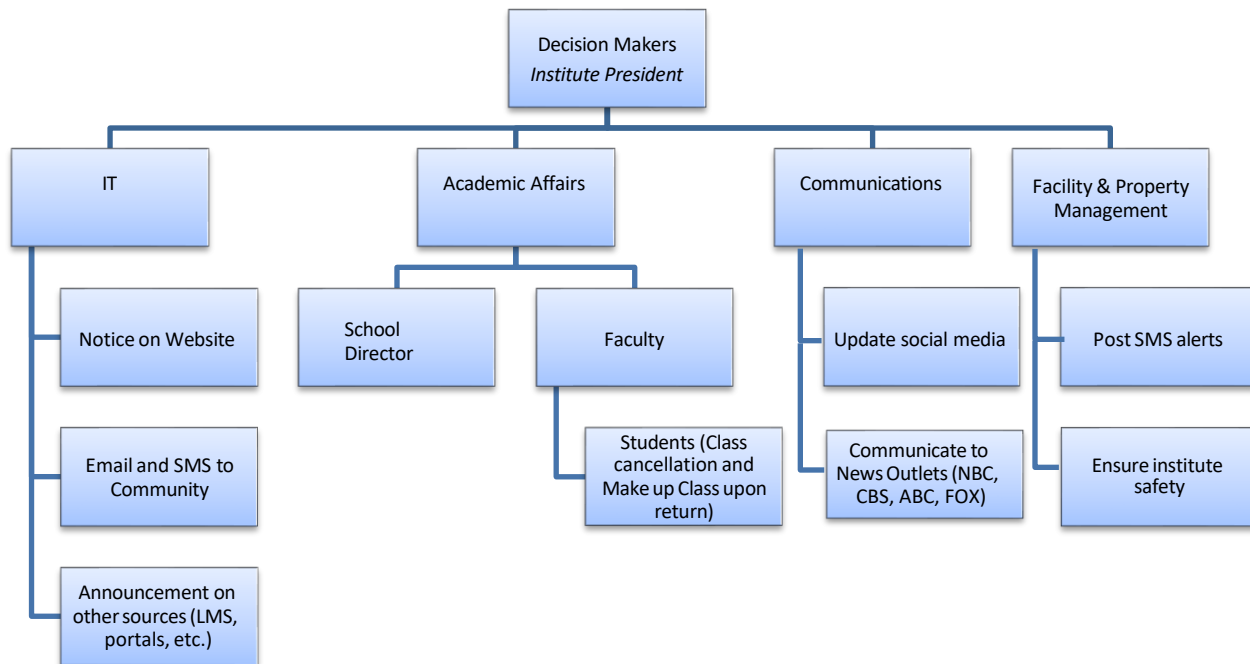
Online Course Delivery in Emergency Situations

In the event of an emergency, classes may be taught online for the duration of the emergency as determined by the Program Chair or designated school official. Such emergencies include, but are not limited to, inclement weather, state of emergency declared by the DC Government, shutdown of the building housing New Lines Institute, and health emergencies, such as a Covid 19 outbreak. In such a situation, students will be alerted by NLI staff as advanced as possible. Unless determined by the Program Chair otherwise, students who miss an online class will be marked absent.

SMS Alert System: An SMS Alert System is used to enable our entire learning community to receive emergency alerts via an SMS Text Message to mobile devices. To enroll in the SMS Alert System text "JOIN The Institute" to 30890.

Institute Closing Guidelines

In rare occasions, circumstances may force the closing of the Institute. All foresight will be used to prepare for an institute closure whenever possible. The President (or designee) will decide as early as possible to mitigate potential impact on the New Lines Community. The President (or designee) will keep senior leadership apprised of all information on impending situation including closing status of nearby institutions and governmental bodies. When a decision has been made, the President's designee will notify the senior leadership of the closure. These individuals will take steps to provide updates on the closure to the entire institute community as follows:



When the institute is set to re-open, all notifications will be removed or edited to reflect that the institute will resume normal operations.

Upon reopening of the institute, the Program Chairs will work with faculty, in concert with the School Director, on scheduling make-up courses.

Student Emergency Contact Information

When enrolling at New Lines Institute for Strategy and Policy, students will be required to provide at least one emergency contact. The admissions office and registrar are responsible for ensuring that students provide emergency contact information at the time of registration. The Institute will routinely ask students to update emergency contact information as well. Student Emergency Contacts should be used only when the student provides verbal consent, or if a student is incapacitated and unable to provide consent. When contacting a student or staff member's emergency contact, only the following information is permitted to be released:

Hello, this is [insert caller] from New Lines Institute for Strategy and Policy. [Student] has listed you as an emergency contact. There has been an incident and [student] is being transported to [insert hospital or location].

If an individual asks for more information, please note that we are unable to disclose any additional information, but that we expect the individual to be ok. If we do not know how serious the condition is or whether a full recovery is possible, just state that we cannot disclose any additional information due to privacy policies.

Institute-wide Emergency

In the event of an emergency that poses an immediate threat to the institute population, emergency mass notification systems will be activated. Redundant high- and low-tech solutions have been developed for these situations. The New Lines community has been advised what to do when people receive an SMS (text message) or voice message, an email or other institute announcement. Promptly follow the directions given in the message, go to a safe location, and monitor the institute website.

Facility and Property Management is responsible for keeping timely updates about emergencies on the operating status and emergency web sites.

Institute wide alerts will go out via the emergency alert system.

On-going Communications during an Institute Emergency

It is expected that during an emergency Instituter and Administrative Unit leaders are responsible for ensuring that life-safety emergencies are reported by:

- Calling 911 from any institute phone or cell phone
- Accounting for the safety of faculty, staff, and students.
- Contacting appropriate New Lines emergency response units for safety or repairs assistance (e.g., Business & Property Management).
- Delivering critical Institute information and instructions to their constituents.
- If the Emergency Management Committee is used:
 - Facility and Property management should forward emergency impact reports to their respective unit heads
 - Disseminate any emergency instructions from the Emergency Management Committee or Facility and Property Management

Personal Emergency Contact Information

To ensure that the New Lines community is notified in the event of an emergency, mail, voice, and text messaging systems have been put into place. The institute has an “opt-in” system for collecting data for use in emergency notifications. In addition, information is collected for notification of others if a person is involved in an emergency. A form has been created and should be completed by everyone who would like to be notified in the event of an emergency. This information is confidential and will be used only in the event of an emergency where notification is required.

Types of Emergencies

The safety of the New Lines community, students, faculty staff and visitors are the goals of the Emergency Preparedness Plan. This plan should be used as a tool to understand how the institute will respond in the event of an emergency and what you can do to protect yourself and others from potential harm.

The New Lines Emergency Management Committee will conduct a threat assessment when an emergency or the threat of an emergency arises. Potential emergencies include, but are not limited to:

- Weather (Flood, blizzard, tornado, earthquake)
- Fire/Hazardous Materials
- Medical

- Pandemic
- Utility Failure
- Unusual Behavior
- Suspicious Packages
- Bomb Threats
- Active Shooter
- Chemical Spill
- Radiation

Weather Emergency

In the event of an adverse weather condition such as a blizzard or ice storm, the New Lines community is advised to check the institute website at www.newlinesinstitute.org for status of institute operations. Condition updates such as delayed institute openings, road closings, and institute closings will be available on this site and through subsequent e-mails and local media as necessary.

Fire/Hazardous Materials

A fire or hazardous material emergency occurs when:

- A fire alarm is actively sounding
- An uncontrolled fire or imminent fire hazard is present in the building
- Smoke or odor of burning is detected in the building
- There is abnormal heating of anything in the building
- There is an uncontrolled release of combustible or toxic gas, or a flammable liquid spill.

Institute policy for these circumstances is total evacuation until the issue is resolved.

Surviving a building fire:

1. **Activate the fire alarm** in the building if it is not already sounding.
2. **Leave the building** by the nearest exit. Always use stairways whenever possible. **AVOID BEING TRAPPED IN AN ELEVATOR DURING A FIRE.**
3. **Notify emergency responders** from a safe place away from the building.
4. **Crawl if there is smoke.** Cleaner air is near the floor. Get as low as you can and get out.
5. **Feel doors before opening.**
 - a. Feel the metal knob on the door before opening. If it is hot, **DO NOT OPEN**. If it is cool, open the door slightly; if heat or heavy smoke are present close the door and wait for help to arrive.
6. **If you get trapped keep doors closed.**
Place cloth or wet material if available around and under the door to prevent smoke from entering. Be prepared to signal your presence from a window if possible. Call 911 if there is a phone in the room.
7. **If you are on fire... Stop, Drop and Roll**
8. **Obstacles.** It is strictly prohibited to store items that block corridors or doorways. Storage of items that block corridors or doorways are strictly prohibited.

9. **If you are disabled...** Learn about fire safety and be aware of your own capabilities and limitations. Plan ahead for fire emergencies.

Medical Emergencies

Call 911. The institute address is as follows:

1660 L Street Suite 450 NW
Washington, DC 20036

Remain on the telephone with the emergency operator until rescue personnel arrive.

Mental Health Emergencies

If someone appears to be a danger to themselves or others, call 911. For less urgent matters contact the New Lines School Director.

Alcohol Emergencies

Whenever someone consumes too much alcohol their behavior could become unpredictable. The degree of danger depends on the individual's size, what and how much the person drank and over how much time. Call 911 if the person appears to be a danger to themselves or others.

Pandemic

In the event of a pandemic, the Emergency Management Committee will follow recommendations made by the Centers for Disease Control (CDC) and disseminate information through e-mail and the emergency alert system if necessary. The institute leadership will monitor any developments and make appropriate changes to the operating status for the safety and health of the entire learning community.

Pandemics are naturally unpredictable, but measures exist at the institute to ensure that the institution is able and ready to address the needs of the community where feasible. This includes ensuring instructional continuity where appropriate, as well as maintaining the health and safety of the learning community. The institute weighs and seeks to ensure that the instructional continuity and institute health and safety are aligned; where they diverge, health and safety become the priority. While it is not possible to predict what type of impact a pandemic may have on the wider institute community, levels of emergency, elsewhere defined in this plan, could include Level 1 (localized and contained situations), Level 2 (major impacts to the institute that could have an impact on operations), and/or Level 3 (an impact on the entire institute and the surrounding community).

Establishment of a Pandemic Coordinator/Institute Team

When a pandemic is declared at the local, state, or federal levels, a Pandemic Coordinator is established with the President and School Director. The Director will then decide whether a larger committee is to be formed. Typically, a larger team is formed when the pandemic begins to represent a public threat to the region around the institute, at which time the Director will develop a team of staff representatives to have a diverse group of individuals across departments.

Essential Staffing

As is defined elsewhere in this plan, essential staff may be required to report to the institute on an as-needed basis to ensure that the building is secure and operational, even if students, staff, and faculty are not present. Given the nature of a pandemic, the building may need to be unoccupied for periods of time.

Essential staff will ensure that periodic visits occur to ensure that the building is properly maintained and no on-site emergencies occur.

Institute Closure in the Event of a Pandemic

Decisions to close the institute are made in consultation with all institute leadership, with final decisions on closures occurring from the Office of the President. The following outlines some parameters for consideration when closing or re-opening institute following a pandemic.

Closing the Institute

As is defined elsewhere in this plan, closing the institute is an important decision that is made when dangerous conditions exist. The institute leadership consults across the organization to ensure that closures are done in a means that benefits personal and communal safety. Additionally, an institute closure because of a pandemic will be made in consultation with local, state, and federal health officials. The ultimate goal is to ensure the safety and health of the entire institute community.

Where possible the intent is to ensure instructional continuity. Given the ability for the institute to instruction via web-based means, this generally means that the institute will shift to virtual instruction where permissible by state and accrediting authorities.

When an institute closure is initiated the [INSTITUTE CLOSURE GUIDELINES](#) (elsewhere in this document) are initiated. The website will also be regularly updated with new information as it arises.

If an institute closure occurs, only essential personnel will be permitted on site. In emergency situations, other individuals may be given temporary access to the building (for example, for a brief period to retrieve a personal item or work resource). The access is temporary and individuals must enter and leave following proper social distancing guidelines and procedures.

The institute does NOT currently have on-site residence. Since on-site housing is not provided, it is deemed that returning home for students, staff, and faculty would be advisable over remaining on site during the pandemic if the institute were to close.

Re-Opening the Institute

Decisions to re-open the institute will be made in consultation with state, local, and federal guidelines. The District of Columbia puts out guidelines for organizations in times of emergency, specifically through DC Health. At all points during the process, New Lines will adhere to and consult DC Health. Some considerations that will be used in deciding when and whether to reopen include: the availability of healthcare services and their capacity to accommodate an increased demand if re-opening were to lead to potential public health concerns, the conditions of the pandemic in the immediate area surrounding the institute and the region.

Additionally, the institute will assess potential risks to maintain instructional continuity. This ranges from low, medium, and high risk based upon the need for person-to-person contact.

- Minimal Risk: This would include instruction or events where individuals are in a virtual-only format. No in-person events, classes, meetings, or other functions would take place.

- Lower Risk: Small group classes, meetings, or events take place where ample social distancing can be always assured (of well more than 6 feet or 3 meters). Where possible, additional individuals could attend via a mixture of in-person or virtual options, with preferencing being to virtual options wherever possible.
- Medium Risk: Small groups could meet for classes, events, meetings, or other functions where ample social distancing (6 feet or 3 meters) is fully assured at all times. Limited physical contact
- Higher Risk: This would include in-person classes with classes at full capacity, in-person events with no restrictions on the number of attendees. Such circumstances would likely mean that little, if any, social distancing is possible.

Wherever possible, the lower end of the spectrum above will be used during an active pandemic, especially if an Emergency Level 1, Level 2 or Level 3 is initiated. While complete social distancing (i.e., strict enforcement of minimal risk) may not always be possible, every attempt should be made to reduce attendance/activities at the institute. For vulnerable individuals, for example the elderly, persons with comorbidities, or other underlying health conditions should maintain contact at the minimal risk level. Accommodations may be able to be made for students, faculty, or staff who may be at an increased risk (for example, telework, virtual learning, etc.) Other classroom accommodations may need to be made to improve social distancing (i.e., moving to larger classroom, reducing the number of desks or tables to improve social distancing, etc.).

All community members are expected to self-screen based upon symptoms outlined by the local department of health. Additionally, prior to returning to the institute, all students will complete a screening form designed by the Pandemic Coordinator. Given the changing nature of pandemics, the form will be specific to the symptoms of the current pandemic.

While the institute will make every attempt to minimize the potential for spread of the pandemic, all individuals returning to the institute assume some risk. This includes a mixture of institutional measures and personal protective measures. Everyone must do their part to assist.

Anyone who comes in contact with or contracts the virus (or symptoms like those described related to the virus) should self isolate for a period of no less than 14 days, or longer if advisable by health officials. More liberal leave will be granted for staff/faculty, and accommodations can be made for students who contract the virus per agreements with their course instructor. Everyone should also report to the institute (via oie@newlinesinstitute.org), if they are comfortable doing so, to protect the wider community. While every attempt will be made to maintain privacy, for contact tracing purposes, the name of individuals may be shared with local authorities or those that may have come in contact with the individual. The goal is not to scapegoat or harm any individual, but to maintain the safety and health of our entire learning community. If individuals are found to have contracted the virus, the Pandemic Coordinator will work with DC Health on contact tracing. The goal is to establish partnership with DC Health to assist in expanding the institute resources, and to keep DC Health abreast of cases in our area.

Other individuals may be at an increased risk for exposure, especially those who travel regularly or who have travelled recently. This is especially true for international students who may have recently travelled to/from abroad, or who may have family members who have done so as well. International students are required to report to the School Director if they leave the country or have family or friends who are coming from abroad.

Additional resources will be regularly provided via email including tips on avoiding the virus and information on what to do if the virus is contracted. New student orientations or other similar gatherings will also include information until the pandemic is deemed to be of a lesser risk.

The institute will also continue to maintain regular and increased cleaning of the facility including locating hand sanitizer stations throughout the building, cleaning touchpoints regularly like doorknobs or railings. The goal is to meet or exceed the minimum criteria defined by local, state, and federal health officials. Additionally, where possible, touchpoints may be removed to ease the potential for spreading the virus (for example, doors may be propped open or removed where allowable by fire code or other regulations. Individuals should also not share any utensils, books, or materials, etc. that have not been disinfected.

No meetings or events requiring food or drink should occur until the pandemic is deemed to have been resolved, or the risk is significantly reduced.

Wherever possible, any in-person classes, events, or other meetings will be staggered to reduce the number of individuals coming to the institute.

If an outbreak occurs, the institute may initiate shutdown procedures for the institute, returning to an institute-wide closure. The institute will communicate to students via email, website, and blast emails regarding any need for a closure as a result of an outbreak.

Communication During the Pandemic

The institute will generally communicate with students, faculty, and staff about the pandemic via email and the institute website.

Contacting the Local health Department

DC Health provides tools and resources on the health needs of those in the immediate area surrounding Fairfax. The contact information for the department is below:

DC Health

899 North Capitol Street, NE, Washington, DC 20002

Phone: (202) 442-5955

Fax: (202) 442-4795

TTY: 711

Email: doh@dc.gov

DC Health also hosts valuable resources related to the health and well-being of those in the District of Columbia.

DC Health

Website: [doh \(dc.gov\)](http://doh.dc.gov)

Health Insurance

Health insurance is not mandatory for students enrolled at the institute. However, we do highly encourage students to have some type of medical coverage. Some student health insurance options are listed on the institute website: www.newlinesinstitute.org

Walk-in Clinics and Hospitals near New Lines Institute for Strategy and Policy

Please note, before going to any walk-in clinic or hospital, make sure the clinic is covered under your insurance to reduce costs. New Lines provides this list to you as a courtesy and does not endorse or have any special relationships with any of these healthcare providers.

Walk-in Clinics

AllCare Family Medical & Urgent Care

1710 Rhode Island Ave NW
Washington, DC 20036
(202) 787-1979
solvhealth.com

Farragut Medical and Travel Care

815 Connecticut Ave NW
Washington, DC 20006
(202) 775-8500
farragutmedical.com

Metro Immediate & Primary Care

1101 15th St NW
Washington, DC 20005
(202) 798-0100
gwdocsipc.com

Whitman-walker Health

1377 R St NW Ste 200
Washington, DC 20009
(202) 745-7000
whitman-walker.org

Hospitals

George Washington University Hospital

901 23rd St NW
Washington, DC 20037
(202) 715-4000
gwhospital.com

MedStar Washington Hospital Center

110 Irving St NW
Washington, DC 20010
(202) 877-7000
medstarhealth.org

Other Resources

Washington Women's Wellness Center

106 Irving St NW Ste 4400
Washington, DC 20010
(202) 877-9992
medstarhealth.org

Capital Women's Services

6323 Georgia Ave NW Ste 210
Washington, DC 20011
(202) 945-4940
capitalwomensservices.com

Maintaining good mental health is important during times of stress. DC Health maintains information on seeking mental health services: [dbh | Department of Behavioral Health \(dc.gov\)](http://dbh | Department of Behavioral Health (dc.gov))

Utility Failure

If there is a utility failure in your building, please contact the Facilities Department. In the event of an extended, institute wide power failure instructions will be provided through the emergency alert system. In the event of a gas leak, prepare to take instructions from the Emergency Management Committee. If the leak is inside the building, the protocol will be to exit. If the leak is external to the building on adjacent property, the protocol will be to shelter in place.

Unusual Behavior

Students with Behavior Problems

An instructor's primary responsibility is teaching. If a student is being disruptive, the instructor must let the student know that he/she is aware of the behavior. A minimum amount of intervention should be used unless the student does not respond with changes in his or her behavior. The following guidelines can be considered in this situation.

1. **Observe**- Watch to see if the behavior will stop temporarily. If it does not stop, let the student know that he/she is being watched.
2. **Engage**-Address the student directly at his or her desk to detract as little as possible from the class. Ask if he/she has a question.
3. **Intervene**-If this does not work, ask the student to step outside for a brief conference. If there is a crisis, dismiss the class. Keep the discussion focused on the student's behavior. If the student cannot stop the behavior ask him/her to leave the class and set up a meeting with him/her before the next class. At that meeting determine if the student's actions are willful or intentional.
4. **Consult**-If this does not resolve the problem consult with the academic team and if necessary, student services to determine a resolution.
5. **4**-Keep records of the interactions and your response to the problem.

Students that are Verbally Aggressive

Allow the student to vent and describe what is upsetting him or her but indicate that verbally aggressive behavior is not acceptable. If the student gets too close to you ask him/her to sit down or move back. DO NOT ask other students to help quiet the troubled student down. DO NOT respond with threats, taunts, or push the student. DO NOT ask for an explanation of the student's behavior. Avoid "why" questions.

Students who are Violent or Physically Destructive

Try to remain calm and call 911. Remain on the line with the operator until help arrives.

The Student who is in Poor Contact with Reality

A student who is not in touch with reality may have difficulty separating fact from fiction. He or she may have auditory or visual hallucinations and may behave in unusual ways. He or she may be very scared, overwhelmed, and frightened. DO respond with kindness. DO NOT argue or try to convince the student that he/she is irrational. DO NOT play along with the student's delusions. If the student becomes a danger to themselves or others, call 911.

Suspicious Packages

Characteristics of suspicious letters or packages include:

- Excessive Postage
- Oily stains, discolorations, or odor

- No return address
- Excessive weight
- Protruding wires or foil
- Ticking sound
- Excessive masking tape, string etc.
- Marked with restrictions such as “Personal” and “Confidential”
- Shows city or state in the postmark that does not match the return address

Actions to Take:

1. Do not handle the package
2. Do not clean any suspicious powder
3. Leave the area and call 911
4. Wash your hands with soap and water
5. Remove clothing that may be contaminated
6. Shower as soon as possible
7. List all people who were in the area when the package was recognized

Bomb Threats

If you receive a bomb threat by telephone:

1. Remain calm. Do not put the caller on hold or transfer the call.
2. Pay attention!
 - a. Does the caller have an accent?
 - b. Can you hear background noise?
 - c. Is the caller male or female?
 - d. Does the caller sound old or young?
3. Write down the date and time the call was received and the exact words the caller used to make the threat.
4. Inform the School Director and **do not** evacuate the building until instructed to do so by the emergency alert system.

Active Shooter

How you react to an active shooter is often dictated by circumstances. Active shooter situations are unpredictable and evolve quickly. Be aware that there could be more than one shooter. Try to remain calm.

1. **Active Shooter Outside of Building**
Proceed to a room that can be locked. Turn off the lights, computer monitors, cell phones and if possible, get on the floor and remain out of the shooter’s view. Provide protection if shots are fired in your direction. Blockade the door with heavy furniture. Turn off any source of noise and silence cell phones. Hide behind a large item such as your desk and call 911 and remain in place until you have an “all clear” signal from the authorities.
2. **Active Shooter in the Building**
If there is an accessible escape path, attempt to evacuate the premises. Leave all belongings behind and if possible, help others escape. Try to prevent others from entering an area where an active shooter may be. Keep your hands visible and follow instructions of any security authority. Do not attempt to move wounded people. If evacuation is not possible, follow the same procedure as above. If your room can’t be locked, and you can safely exit the building, do so.

3. **Active Shooter Enters Classroom**

If possible, alert the police to your location and leave the line open so a dispatcher can hear what is happening. If the shooter leaves the area, immediately proceed to a safer place. If you decide to flee do not carry anything with you and **always** keep your hands visible. Do not attempt to remove or help injured persons. Try not to touch anything near where the shooter was located.

Chemical Spill or Radiation Release

In the event of a chemical spill or radiation release:

1. Immediately dial 911 and give the location, material(s) involved and the extent of any injuries. Next, report the incident to the Facility & Property Management Department, if possible.
2. Activate the building alarm. New Lines' alarm system will automatically dispatch first responders to the site.
3. Evacuate the building and leave clear access for arriving emergency personnel.
4. Assist the disabled in exiting the building! Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
5. If requested, assist emergency crews as necessary.
6. An institute Emergency Command Post may be set up near the emergency site.
7. Keep clear of the command post unless you have official business.
8. Do not return to an evacuated building unless told to do so by an institute official.

Earthquake

1. If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized.
2. If in an automobile, stop in the safest place available, preferably away from power lines and trees.
3. Stop as quickly as safety permits but stay in the vehicle for shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary call 911.
5. Protect all money by locking registers and safes. Lock all areas that have money.
6. If an emergency exists, activate the building alarm.
7. When the building evacuation alarm is sounded walk to the nearest marked exit and ask others to do the same.
8. Assist the disabled in exiting the building! Remember that elevators are reserved for disabled person use. Do not use elevators in case of fire. Do not panic.
9. Damaged facilities should be reported to the Police Department and the Emergency Management Committee
10. Once outside move to a clear area at least 500 feet away from the affected buildings(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
11. Do not return to an evacuated building unless told to do so by an institute official.

Institute wide alerts will go out via the emergency alert system.

Emergency Assessment Checklist

The Emergency Assessment Checklist is designed to be used as a planning tool. New Lines recognizes that some critical incidents are fast paced and ever changing. Use of this checklist should primarily be used as a training tool but can work well if the Office of Emergency Planning has support in a command post during the incident.

Date/Time of Completing Checklist:

Name of Person Completing Checklist:

	Response
Consideration (If applicable)	
What is the subject matter of the emergency?	
Who identified the situation?	
When did the situation occur and when was it reported?	
Has the event resulted in death or significant loss to New Lines?	
What probable cause existed?	
Is appropriate medical attention being provided?	
What containment has been done?	
Who should be notified and communicated with about this crisis?	
Have student emergency contacts been notified about injuries/deaths?	
Should institute safety plans (i.e., secure facilities, shelter in place) be activated?	
What legal and ethical issues exist?	
Has the media been dealt with?	
What is the plan for assisting those affected by the situation?	

Emergency Preparedness Trainings

The Facility and Property Management Office strives to ensure that individuals assigned to various positions will fully understand the necessary tasks and responsibilities. Therefore, repeated and continuous training is essential to an understanding and the success of the Emergency Preparedness Plan.

Facility and Property Management and the Emergency Management Committee will coordinate training annually. All individuals assigned to fill Emergency Response Team positions will receive training on the role of the plan, functioning of the supporting teams, and their primary responsibilities. They will also receive an overview of the other emergency program roles. A variety of exercises and drills may be used to facilitate training, including the following:

Team-based workshops: Training workshops can be used to assist support teams and advance their planning or familiarity with their plans, roles and responsibilities. Materials are available that can be tailored for the various support teams or for management to use in refreshing the participants or orienting new team members.

Exercises

The Emergency Planning Team will coordinate training exercises annually. A variety of exercises and drills may be used to facilitate training, including the following:

- Tabletop exercises: Participants review and discuss how the plan would be activated and response efforts implemented. This type of exercise can be conducted with portions or all of the Office of Emergency Planning, function support teams or multiple teams. They should be present and be facilitated by an external party.
- Simulated exercise: Facilitators create an environment similar to that which may exist in a major institute emergency. Participants assume their Emergency Response Team positions and imitate their roles and responsibilities. Several scenarios of various levels and complexities may unfold over the duration of the exercise. Full-scale exercises provide the opportunity to refine the plan and improve the functionality of response teams. An example of a simulated exercise would include routine fire drills and alarm monitoring. New Lines holds random tests of the fire alarm and evacuation system. If at any point, you hear the alarm sound within the building, you must exit promptly and gather at the indicated meeting area:



Corrective Action Process

Over the course of time, elements of Emergency Preparedness Plan will be tested by experience of the New Lines through exercises and through experience with emergencies and near-misses. There is also the opportunity to learn from other institutions' experiences. The formal effort to identify issues with existing plans and procedures, deliberate on changes to the plan to provide a more complete or more correct approach will be the Corrective Action Process.

The process will begin with a review of the process or concept in an After Action Report (AAR). This document will detail the point of weakness in the plan as illuminated by an exercise or an actual event at the Institute or another institution. This document may be in the form of a brief Memo to the Office of Emergency Planning or a more formal document as is developed after a major exercise or emergency activation.

In either case, the submitter of the recommendation will be able to present the case to the members of the Office of Emergency Planning and discuss various methods of addressing the weakness in the plan. If approved, the appropriate Plans will be modified and actions needed to implement the change and train team members will be taken. The formal change in the document will be included in the annual update to the emergency plans.

Recovery Process

Introduction

After an emergency, the focus should be on the recovery of the people associated with the event and the recovery of the institute's operational processes. Once the safety and security of people has been assured, and emergency conditions have abated, assemble the Emergency Recovery Team to begin the restoration process for the institute. Employees will need prompt and accurate answers to their questions about the department's operational status, safety of the premises, and access. Your best efforts to provide this information in as many ways as possible will better facilitate the recovery effort.

Thorough documentation is the most important factor in assuring that New Lines achieves the maximum cost recovery & mitigation possible.

It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. The information provided in the planning process will be the foundation for this process. All of the documentation on emergency impacts should be coordinated with the Office of Emergency Planning.

Be aware that:

- The Institute will need ongoing status reports from the Incident Commander during the emergency to understand which programs can be fully operational. You will need to identify special facilities, equipment, and personnel issues or resources that will speed business resumption.
- The Institute may need detailed data from the Incident Commander to estimate temporary space reallocation needs and strategies.
- Most insurance and FEMA assistance claims require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Workers' Compensation claims may arise if there are injuries in the unit.
- Take note that you should plan to photograph or videotape facility or equipment damage to provide a visual supplement to the written impact data.
- It is very important that the Emergency Response Team record the emergency's physical effects

before cleaning the areas or making repairs.

Specific Recovery Procedures

1. Assess the emergency's impact on the physical plant and operations. Gather the following information:
 - a. Extent of physical damage to buildings and equipment; Photographs or videotapes should be taken of the facility and equipment damage before any repairs are made or areas are cleaned.
 - b. Personnel issues
 - c. Your need for facilities, equipment, personnel, or other resources that will speed the business resumption. This may include detailed data for the unit to estimate temporary space needs and strategies.
2. Report to President on the status with ongoing reports. Refer to the Operational Status Report form in the Recovery Forms section of this guide. This form is designed for use at the College/Administrative Unit level. Assess operational status of all areas in the unit.
3. Document the extent of damage. Most insurance or FEMA claims require extensive documentation of damaged facilities, lost equipment and resources and special expenses.
4. It is recommended that you contact the Accounting Office to see if a special account for recovery expenses will be required.
5. Notify clean up resources and agencies, such as Property Management or other outside agencies.

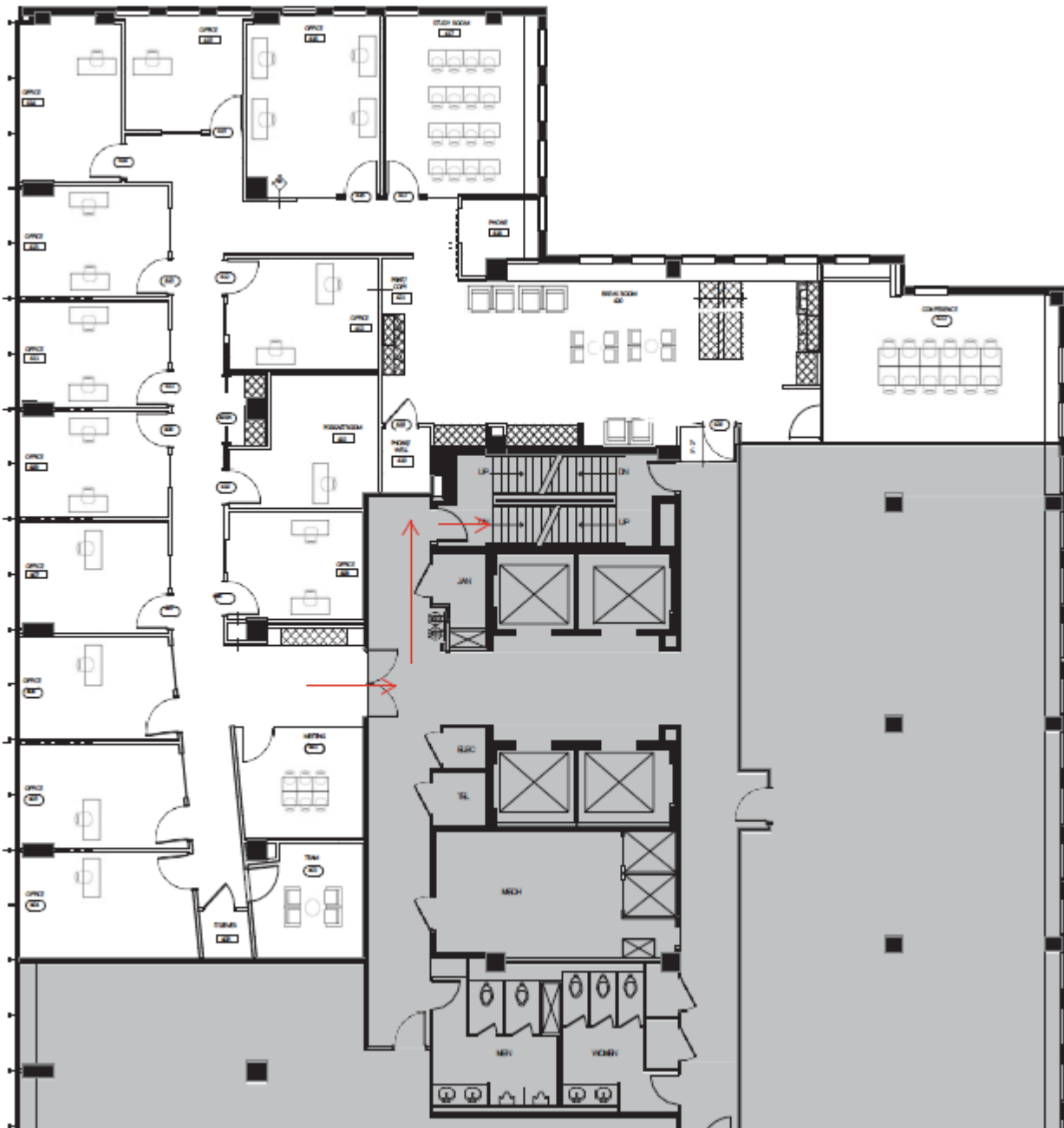
The Department should prepare unit specific recovery plans indicating plans for resuming partial and eventually full operation. Include possible alternative sites for office relocation.

Support Services and Resources

Emergencies are likely to affect students, faculty, and staff, and the individual departments may need to offer some scheduling flexibility or other help in order to achieve resumption of daily activities.

The DC community has numerous resources available for counseling and aiding individuals. You can find assistance at [dbh | Department of Behavioral Health \(dc.gov\)](https://www.dbh.dc.gov)

Appendix A: Evacuation Routes



Appendix B: Emergency Phone Numbers

- Police, Fire, Ambulance: 9-1-1: TTY 911
- Public Safety Non-Emergency: 311
- DC Emergency Information Line: 311
- Poison Control: 1-800-222-1222, TTY 711
- Roads: DC Department of Transportation: (202) 673-6813
- Weather - National Weather Service Updates: (571) 888-3500, TTY 711

Utility Services

- Power: 1-877-737-2662
- Water: (202) 787-2000
- Natural Gas: 844-WASHGAS

Contact Information



For further information about the New Lines Institute Master of Arts in Strategy and Policy, please contact admissions@newlinesinstitute.org.



Location: [1660 L St. NW, Ste. 450, Washington, DC 20036, US](#)