In the interest of maintaining a safe environment for all visitors and guests to American University, it is important for your program staff and participants to know the procedures to follow in the unlikely event of a campus emergency. Careful, proactive planning is a critical component of a successful summer event.

Although not required, we highly encourage Conference Coordinators to develop an Emergency Preparedness Plan (EPP) specific to your program’s needs. This guide will provide Conference Coordinators with helpful resources and information that will aid in the development of the EPP.

American University has a 24/7 Public Safety Department who will work, in collaboration with the Washington DC Metropolitan Police Department and Housing & Dining Programs staff, to respond to all campus emergencies. All will work closely with Conference Coordinators and/or designated Emergency Contacts in the event of an emergency.

1. **Staffing:** American University requires that you have at least one on-site “Emergency Contact” who can implement emergency procedures as deemed necessary. Your Emergency Contact should be accessible via cell phone on a 24/7 basis during the programs stay on campus. Your Emergency Contact should be trained to handle a variety of emergencies, such as medical emergencies, or should carry a copy of your emergency plans at all times.

   In the event of an emergency, your Emergency Contact will serve as American University’s primary contact. This contact should be prepared to communicate your program’s needs to university staff as well as relay important information from the university to conference guests and staff.

   We also recommend you designate a second on-site staff member to serve as back-up in the event your primary on-site Emergency Contact becomes ill, injured or otherwise unable to perform the responsibilities expected during an emergency.

   Staff of youth events should plan to remain with conference guests who require medical attention. Conference staff should also have a plan to communicate with parents.

2. **Emergency Meeting Place:** At the time of arrival, the Emergency Contact should identify a common meeting space on campus where participants will gather in the event of an emergency. The Emergency Contact should make this location known to all guests and be prepared to account for all participants and staff. Often during an emergency, emergency response officials will request information about participants (i.e. who is unaccounted for, etc.) University Staff will collaborate with the emergency contact and emergency response officials to respond to conference needs. It is important to inform your appointed university Conference Manager of your designated meeting place.

3. **Rosters:** Your on-site Emergency Contact should carry a current roster of all participants/staff at all times. This step is essential in accounting for participants/staff. If multiple staff members will be charged with accounting for participants/staff, each should carry a set of updated rosters.
For youth programs specifically, your rosters should include names, housing assignments, ages, special needs, and parent/guardian information. American University recommends having an accessible way for minors to contact parents or guardians regarding their safety.

4. **Participants/staff with Disabilities:** During a campus emergency, participants/staff with disabilities may require specific accommodations/needs. Your on-site Emergency Contact should be aware of the names and room assignments of participants/staff who have disabilities requiring specific needs.

5. **Specific Needs:** In the event of an emergency, it will be important for your on-site Emergency Contact to be aware of any special needs of participants/staff/ Special needs may include, but are not limited to, special dietary needs, prescription medications, and comfort/care items.

6. **Transportation:** Your program must have the ability to provide transportation to medical facilities off campus. American University staff cannot transport guests for any purpose, including medical attention. The DC Fire Department, however, will provide emergency medical treatment and transport to local hospitals. A list of local health care facilities is included at the end of this document. Please note, American University’s Student Health Center is reserved for enrolled students only.

7. **Relocation and Evacuation:** If the severity of the emergency prevents conference groups from returning to normal operations, you may be asked to evacuate campus. If an evacuation order is given, your program may be asked to evacuate within 24-48 hours of receiving notification. In an extremely rare situation, the emergency may require immediate campus evacuation.

   During an evacuation, participants/staff must bring their personal belongings with them; otherwise belongings may be forfeited. American University is not responsible for conference evacuation costs. These costs would be considered the responsibility of program.

   If, following an emergency, there is a way for campus programs to resume, relocation within the campus may be required.

8. **Emergency Notification:** On-site Emergency Contacts and all participants/staff visiting American University are encouraged to sign up for the DC Alert program. In the event of a major emergency, notification may be sent out via text message or e-mail to individuals signed up to receive them. For more information, visit: [https://textalert.ema.dc.gov/index.php?CCheck=1](https://textalert.ema.dc.gov/index.php?CCheck=1)

   For AU specific area information, select “Tenleytown” & “American University Park”

9. **Emergency Siren Alert System:** American University has siren system in place to notify the campus community and guests about the on-going Army Corps of Engineers project on campus. In the event the siren should sound, guests will be notified about the appropriate actions. Shelter in place until instructed otherwise.

10. **Cost Coverage:** It is the responsibility of your program to cover all costs for participants/staff during health emergencies including, but not limited to, medical transports. Please note that in the event of a health emergency, the university’s resources will be directed toward AU students, faculty and staff.
Important Phone Numbers & Resources:

Emergency Public Safety, Fire & Medical: From a University Land-Line Phone  x3636

From a Cell Phone  202-885-3636

From a Cell Phone  911

Public Safety Non-Emergency: From a University Land-Line Phone  x2527

From a Cell Phone  202-885-2527

American University Emergency Info Hotline From a University Land-Line Phone  x1100

From a Cell Phone  202-885-1100

Sibley Hospital:  202-537-4080

Children’s Hospital:  202-884-3000

American University Emergency Website:  www.american.edu/emergency