

Annual Security Report

2019

Volume Five



Daniel Morgan Graduate School of National Security
Suite 7, 1620 L ST NW, Washington, DC – 20036
(202) 759-4988

Daniel Morgan Graduate School of National Security Overview

The Daniel Morgan Graduate School of National Security (DMGS) is a graduate school in Washington, DC providing degrees and certificates for those serving or who wish to serve in the national security community, including those in government agencies, private contractors, and scholars.

We are an IRS recognized 501(c) 3 non-profit organization and are licensed by the Education Licensure Commission of the District of Columbia. The DMGS is located in the heart of our nation's capital, Washington, DC, just blocks from the White House. We are near the Farragut North and the Farragut West Metro stations, making it convenient and easy to access. DMGS does not provide or operate any housing facilities for its students. The school operates in a layered security environment, operating within the confines of the facility contracted security as well as the schools standalone security (electronic and physical). Both the DMGS and Divco West Property Management are reliant on Washington DC Metro Police for Emergency Response:

Daniel Morgan Graduate School of National Security
1620 L ST. N.W., 7th Floor Suite
Washington, DC – 20036
Phone: (202) 759-4988

**IF YOU SEE
SOMETHING, SAY
SOMETHING!**

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the “Clery Act,” requires institutions to provide current and prospective students, their families, and current and prospective faculty and staff with information about campus safety. The Clery Act requires colleges and universities to publish annually a Security and Fire Safety Report by October 1 of each year that contains three years of campus crime and fire safety statistics and certain campus security policy statements. Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have "significant responsibility for student and campus activities." The institution must provide “timely warning” notices of certain crimes that pose a “serious or continuing” “threat to students and employees. The institution is responsible for issue an emergency notifications, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The security staff must disclose in a public crime log “any crime that occurred on campus, in or on non-campus buildings or property or on public property within the campus or immediately adjacent to and accessible from the campus, or within the patrol jurisdiction of the campus police or the campus security department and that are reported to the campus police or security department”. Staff must maintain a public fire log, a record of any fire that occurred in an on-campus student housing facility. Compliance with the Clery Act does not violate the Family Educational Rights and Privacy Act (FERPA). Any student, staff or faculty member who reports a crime or is involved in any aspect of compliance under the Clery Act is protected from retaliation.

Accreditation

The Daniel Morgan Graduate School of National Security was granted accreditation by the Middle States Commission on Higher Education (MSCHE) on June 27, 2019. Currently, DMGS is licensed by the District of Columbia Education Licensure Commission.

Emergency Procedures

The DMGS follows the building emergency procedures given by the building management Divco West services. The school itself does have its own internal security procedures and points of contact for emergencies in addition to the management services. For most issues, Divco West procedures are used as reference. Our current system of notification for closures and emergencies is through email.

All students and staff are strongly encouraged to report crimes and policy violations to DMGS security. Redress of all complaints will be handled appropriately and professionally.

Reporting:

Criminal Offenses and Emergencies.
Dial **(911)** in case of emergency.

Police jurisdiction:

Second District Station

3320 Idaho Avenue, NW
Washington, DC 20016

Phone: (202) 715-7300

Fax: (202) 715-7382

General Police Information:

300 Indiana Avenue, NW, Room 5059,
Washington D.C. – 20001

Phone: (202) 727-9099

Fax: (202) 727-4106

Fire Jurisdiction:

Type: Engine House 16

Battalion: 6

Address: 1018 13th Street NW | 20005

Ward: 2

Phone: (202) 673-3216

Or:

Type: Engine House 1

Battalion: 6

Address: 2110 L Street NW Until | 20007

Ward: 2

Phone: (202) 673-3201

Nearest Metro Station: Foggy Bottom-GWU

Nearest Bus Stop: L1 L2 L4

EMERGENCY PROCEDURES

General Information

I. Report all emergencies to the appropriate local authorities first, by calling **911** for fire, police and/or ambulance, then to the Property Management Office by calling **(202) 808-3070**. When calling this number, please provide the following information: suite number, floor, tenant name, person calling, phone number and the nature of the emergency.

Below are some prudent procedures that should be followed in almost every type of emergency:

A. Remain calm. Panic can cause more damage and injury in many cases than the emergency itself.

B. Contact the appropriate party immediately and relate all pertinent information, such as the exact location of the emergency, name and nature of emergency, etc.

C. **DO NOT** add to the situation by exaggeration or by relating irrelevant or unsubstantial statements.

D. **DO NOT** become a spectator. Head away from, not toward, the problem area. Avoid getting in the way of emergency personnel.

E. Follow the directions of those in charge.

F. If an evacuation takes place, remember to use the appropriate areas designated for this purpose, remain calm and be courteous to others.

II. We strongly recommend that each tenant establish an internal procedure for handling emergency situations. Appropriate representatives should be appointed and given the responsibility of coordinating emergency procedures in cooperation with the management office. All employees should understand what your emergency coordinator's role is during emergency situations. The management office should have the name and telephone numbers (both during and after-hours) of the emergency coordinator.

The emergency coordinator should be familiar with the location of all emergency exits, equipment and telephone numbers of all emergency services. The emergency coordinator for the Building is the General Manager. The backup emergency coordinator is the Property Assistant. The emergency control center is the Property Management Office which initiates all evacuation, facility shut-down procedures, and layouts needed to effect emergency action plans. The Property Management Office should be aware of any special or unique situations within the tenant's area such as:

- Handicapped personnel
- Personnel with a history of health problems, such as heart problems, diabetes etc.

- Special equipment or materials which would be helpful or harmful in emergency situations.
- Unusual working hours.

III. Below are procedures we suggest for action to take during emergency situations, and which will help ensure the emergency's safe and quick resolution. Each tenant should thoroughly understand the guidelines set forth 24 in this section. While the final decision on what action to take rests with the individual, we urge that at all times you follow the directions of emergency personnel.

IN THE EVENT OF A POWER FAILURE

1. Open draperies and raise blinds to let in outside light.
2. Use a portable flashlight
3. If you are instructed to evacuate:
 - a. Lock all areas.
 - b. **DO NOT** congregate in lobby areas.
 - c. Go to a designated area and remain with your group.
 - d. Return to the building when instructed by the proper authority.
4. If you are in an elevator during a power failure, **DO NOT PANIC**. Your elevator will cease operation, but **WILL NOT FALL**. Do **NOT** force open the doors – You may reach the security monitoring company by using the phone inside each elevator cab.

IN THE EVENT OF MEDICAL EMERGENCIES

1. Notify rescue squad - **Dial 911**
2. Notify the Property Management Office. Dial **(202) 808-3070**
3. Dispatch someone to meet the ambulance at the building entrance. If needed, have someone hold an elevator.
4. Keep the victim **WARM**. Use blankets if available. Clothing such as coats or jackets can also be used.
5. Apply pressure to any severe bleeding until emergency personnel arrive to take over treatment.

6. If there is a possible back or neck injury, **DO NOT MOVE THE PERSON UNLESS ABSOLUTELY NECESSARY.**

7. Notice the alertness of patient, and remain calm. Comfort the victim with a calming tone of voice. Assure the victim that he or she will be all right and that others are in control of the situation.

8. Determine, if possible:

a. Victim's name, address and age

b. Nature of illness or injury

c. Allergies and any medications currently being taken

d. Local doctor and date last treated

IN THE EVENT OF AN ELEVATOR MALFUNCTION

1. Press the button on the phone. This will automatically call the security monitoring company. These telephones are monitored 24 hours a day.

2. Give the person who answers the phone the address of the building and the floor you are on if you know.

IN THE EVENT OF A FLOOD

1. Contact the management office at: **202-808-3070**

2. Give the person who answers the phone the address of the building and the floor you are on.

3. **DO NOT TOUCH ANY EQUIPMENT WITH CONNECTED ELECTRICAL WIRING IF IT IS WET OR YOU ARE STANDING IN WATER.** If the area is safe, disconnect all electrical powered equipment. Remove items from the floor that could be damaged and any other equipment in the area, if possible.

INCLEMENT WEATHER

The DMGS follows the **Office of Personnel Management's (OPM)** daily schedule. If a closure or delay is issued, then DMGS will follow OPM's instructions.

In the event that inclement weather (**SNOW, TORNADO, HURRICANE, and EARTHQUAKE**) affects DMGS working/business hour's students and staff will be notified

either via school email or through the **CALL-EM'-ALL MOBILE APPLICATION**; this application is a **MASS TEXT** sent to everyone has registered their mobile phone number.

To join **CALL-EM'-ALL**, text “**Join**” to **(888)-608-4622**, followed by a second text with your **FIRST AND LAST NAME**. You will receive a confirmation text.

IN THE EVENT OF A TORNADO

A tornado warning is an alert by the National Weather Service confirming a tornado sighting. The weather service will announce the approximate time of its detection and direction of movement. (Winds will be 75 MPH or greater)

If a tornado warning has been announced, please follow the procedures outlined below:

1. Move away from the perimeter of the building and exterior glass.
2. If you have an office which is located on an exterior wall, leave the office and close the door.
3. Go to the elevator lobby or adjacent corridor on your floor.
4. Sit down or kneel, and protect yourself by putting your head as close to your lap as possible.
5. If you are in transit in the building, take protection in a stairwell.
6. If you are caught in an office which is located on a perimeter wall, seek protection under a desk.

7. DO NOT GO OUTSIDE THE BUILDING.

IN THE EVENT OF A HURRICANE

If a hurricane warning has been announced, please follow the procedures outlined below:

1. Tenants should be prepared at a moment's notice from the Property Management Office to close their businesses and seek safety.
2. Tenants with glass doors directly exposed to the weather should take responsibility for properly securing the doors with some type of sturdy material.
3. Upon initial work from the Property Management Office to close the building, all Floor Wardens should be responsible for contacting those employees in their suites and giving them instructions to evacuate.

IN THE EVENT OF AN EARTHQUAKE

Some common sense procedures to follow in the event of an earthquake are:

1. Keep calm.
2. A major cause of serious damage or injury caused during an earthquake results from flying objects. Get under a sturdy structure such as a desk or table and cover your head. Remain there until it appears safe to leave. Do not stand in doorways.
3. It is very likely that an earthquake will be the cause of a fire or other emergency. If this occurs, follow the same procedure you would in similar circumstances.
4. Because of the scope of an earthquake, many of the normal emergency services we rely on might be interrupted.
5. Follow instructions of emergency personnel.

IN THE EVENT OF AN ACTIVE SHOOTER

If there is an active shooter in the facility, it is imperative that students and staff to evacuate to a secure location immediately. If you are unable to flee from danger, barricade yourself in a room or locate the best possible place away from the shooter. If you are unable to flee or hide, defend yourself physically and/or attempt to disable the shooter.

If the shooter has been subdued, restrain the shooter and contact the D.C. Metropolitan Police Department immediately at: **(202) 727-4106**

RUN, HIDE, AND FIGHT

DMGS abides by the **RUN, HIDE, and FIGHT STRATEGY**:

1. **RUN:** Evacuate if possible.
 - If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person.
 - If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
 - Leave your belongings behind.
 - Keep your hands visible to law enforcement. Take others with you, but do not stay behind because others will not go.
 - Call 911 when it is safe to do so.
 - Do not assume that someone else has reported the incident.
 - The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

2. **HIDE:** Hide silently in as safe a place as possible.

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights
- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you receive an "all clear" signal from Blackboard Connect.

3. **FIGHT:** Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

IMMEDIATELY AFTER AN INCIDENT

Wait for Local Law Enforcement officers to assist you out of the building, if inside.

When law enforcement arrives, students and employees must display empty hands with open palms.

ACTIVE SHOOTER TRAINING EVENT AT THE DMGS

The DMGS is obliged to report that on May 19th, 2018 **Serve DC** assisted in training students and employees how to act in the event of an **ACTIVE SHOOTER**. Serve DC is dedicated to promoting service as an innovative and sustainable solution to pressing social challenges. The duration of the class was ninety minutes.

Upon completion of the class, participants learned how to:

- Describe actions to prepare and respond to active shooter incidents;
- Identify how to manage the consequences of an active shooter incident;
- Recognize potential workplace violence indicators;
- Create a workplace emergency plan;
- Learn how to safely evacuate or shelter in place during an emergency; and
- Perform Hands-Only CPR and operate an AED.

IN THE EVENT OF A NATIONAL EMERGENCY (CIVIL DEFENSE)

The DMGS operates within the District of Columbia and is therefore, at risk in the event of a conventional, chemical, biological, radiological, or nuclear attack.

CBRN – CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR

CHEMICAL – A **CHEMICAL ATTACK** is the spreading of toxic chemicals with the intent to do harm. A wide variety of chemicals could be made, stolen, or otherwise acquired for use in an attack.

BIOLOGICAL – A **BIOLOGICAL ATTACK** is the intentional release of a pathogen (disease causing agent) or bio toxin (poisonous substance produced by a living organism) against humans, plants, or animals.

RADIOLOGICAL – A radiological attack is the spreading of radioactive material with the intent to do harm. Radioactive materials are used every day in laboratories, medical centers, food irradiation plants, and for industrial uses. If stolen or otherwise acquired, many of these materials could be used in a **RADIOLOGICAL DISPERSAL DEVICE (RDD)** or commonly known as a **‘DIRTY BOMB.’**

NUCLEAR – A **NUCLEAR EXPLOSION** is caused by an uncontrolled chain reaction that splits atomic nuclei (fission) to produce an intense wave of heat, light, air pressure, and radiation, followed by the production and release of radioactive particles.

SHELTER-IN-PLACE PROCEDURES

- Sheltering in place will be used in cases of violent weather, or when either accidental or intentional releases of hazardous materials may affect the outside environment.
- This procedure is usually a short duration of 15 minutes up to several hours.
- The floor plans should indicate safe relocations areas
- Notifications will be announced by all means available (phones, emails, Call-Em’-All)
- Ensure that family planning includes emergency situations that may delay your trip home.
- Items that may be retrieved by the team are flashlights, portable radios to include NOAA radios, batteries and basic administrative supplies. These items should be stored in a secured area but easily accessible by all team members.

Emergency supplies such as a bottles of drinking water, medical supplies, meal ready to eat condiments (MRE), non-perishable snacks, and personal flashlights.

BUILDING PROCEDURES:

- An announcement will be made by the Property Management Staff to proceed into shelter-in-place and to provide floor wardens to all floors.
- Have all employees proceed to their shelter-in-place areas and await further instruction.
- Building Management will close all doors and windows.
- Building engineers will shut down the HVAC system, exhaust and roof ventilators in order to create a neutral pressure and help prevent outdoor air entering the facility.
- **DO NOT** use elevators during shelter-in-place.
- Building engineers will shut down elevators as soon as possible.
- Exterior ground floor door will be closed and signs will be placed on entry of Shelter-in-Place Emergency.
- Listen to local emergency management officials by staying tuned to local media and emergency messages.

TERROR ALERT LEVELS

There are 5 **THREAT LEVELS** identified by the Department of Homeland Security (DHS):

SEVERE (RED): SEVERE RISK

HIGH (ORANGE): HIGH RISK

ELEVATED (YELLOW): SIGNIFICANT RISK

GUARDED (BLUE): GENERAL RISK

LOW (GREEN): LOW RISK

1. Each tenant is responsible for developing a plan specific to their business to establish procedures for response, communication, organizational roles and responsibilities, etc.
2. Follow the guidelines in this section for emergency procedures that may relate to a terror incident (evacuation, shelter in place, bomb threat, etc.).
3. Monitor the Homeland Security website for alerts and information: www.dhs.gov.

IN THE EVENT OF A BOMB THREAT

If your office receives a bomb threat, you can follow certain procedures that will help the police to determine the appropriate course of action.

Complete the following checklist if a bomb threat occurs. Try to complete it during your actual conversation with the caller. The checklist will prompt you with questions to ask. Remember, every detail is important and the more information you can obtain from a caller, the greater the assistance the police can provide. After receiving a threatening phone call, notify the Police Department by dialing **911** and give the operator the street address, floor and suite number.

Next, notify the Property Management. Office at **(202) 808-3070**

Property Management staff will evacuate the building and meet with the police department to determine a course of action.

CHECKLIST FOR BOMB THREAT BY TELEPHONE

- 1. Please be calm and courteous. Listen. Do not interrupt.
- 2. Signal another employee to get on the same line (another phone) quietly and take notes.
- 3. Circle items (below) that apply as you listen:

Identify: Male Female Adult Juvenile

Voice: Loud, Soft, Normal?

Intoxicated Other _____

4. Ask:

Location of bomb? (Exact) Inside/Outside of Building? Which Floor?

Time set to detonate? _____

What kind of bomb? What does it look like?

Why?

A legitimate caller usually wants to avoid injuries or deaths. Request as much information as possible by expressing a desire to save lives. Notify the Police at 911 AND the Property Management Office at (202) 808-3070.

Building: _____

Suite #: _____

Person Receiving Call: _____

Time: _____

Date: _____

Time Completed: _____

RIOT AND PUBLIC DISTURBANCE

The best procedure in case of riot or public disturbance is:

1. **DO NOT** become a spectator. Leave or avoid the area of disturbance to prevent injury or possible arrest.
2. Notify the Police and the Property Management Office immediately
 - Police Department – **911**
 - Property Management Office – **(202) 808-3070**
3. Lock all doors and close all drapes, avoid window areas.
4. **DO NOT** argue or enter into a debate with a participant.
5. If one or more of the participants enters your suite, keep calm, be courteous, and do not provoke an incident. Call the proper public authority to have the individual(s) removed. If possible, place the call from a private area so as not to further upset or anger the participant.
6. Cooperate fully with the Property Management Office if it must limit certain services or restrict access to the building during a disturbance. The tenants' cooperation is needed under these circumstances.
7. Avoid unnecessary inquiry that will tie-up communication systems.
8. Use good judgment and keep calm.

WORKPLACE VIOLENCE

The best procedure in case of workplace violence is:

1. Notify the Police and the Property Management Office immediately.
2. Alert the workforce and direct them to an alternate assembly area.
Police Department – **911**
Property Management Office – **(202) 808-3070**
3. Secure the area where the incident occurred for investigation once the threat has been contained/eliminated.

FIRE EVACUATION PLAN

There are six important groups of instructions for your safety as follows:

- A. What To Do If You Observe a Fire in Progress
- B. What Happens When Emergency Alarm Is Sounded
- C. Life Safety System Features
- D. Floor Warden Responsibilities
- E. Fire Prevention
- F. Survival Guidelines

WHAT TO DO IF YOU OBSERVE A FIRE IN PROGRESS

1. Alert those in the immediate area (room) where the fire is located to vacate that location.
2. If the fire is in a room with a door(s), close the door(s) to contain the fire, but do NOT lock the door(s).
3. Activate the building alarm by pulling the nearest Pull Station.
4. Report the fire to your emergency coordinator and they will call **911**.
5. If the emergency coordinator is not available, please call **911** and then notify the Property Management Office of the floor, location and type and size of fire by calling **(202) 808-3070**
6. Secure your personal valuables; take your wallet or handbag and bring your keys with you.
7. Go directly to the nearest stairwell, walk to the lobby level, then exit the building and assemble at the meeting point designated by your emergency coordinator.
8. Remain outside the building until you have received an announcement from a member of the fire department that it is safe to enter the building and return to your suite.

REMEMBER VITAL EMERGENCY EVACUATION TIPS:

- H. Keep Calm.
- I. Close Doors.
- J. Walk to Exit.
- K. Use stairs, not elevators.
- L. Stay to the right in stairs going down.
- M. Do not go back.

SAFETY TIPS

- If there is smoke, keep low to the floor where the air will be cleaner and cooler.
- Feel the door. If it is warm, do not open it.
- Close doors to contain the fire.

WHAT HAPPENS WHEN AN EMERGENCY ALARM IS SOUNDED?

1. The life safety system will transmit a whooping tone, and strobe lights will be activated in the entire building.
2. The alarm is received simultaneously at the monitoring station. The fire department will be summoned immediately.
3. All elevators will go directly to the 1st floor upon activation of a smoke detector. Do not use the elevators, take the stairs.
4. A member of the engineering staff will be sent to investigate the cause of the alarm.
5. In the event of a false alarm, a member of the Property Management staff will make an announcement on the sidewalk.

LIFE SAFETY SYSTEM FEATURES

For your safety and well-being, your building is equipped with the following safety features:

Pull Stations - You will find a red pull station located by each stairwell entrance. When the pull station is activated, you will hear an audible alarm. Should you hear this alarm, evacuate the building.

Fire Extinguishers - Each floor is equipped with "ABC" fire extinguishers.

Stairwells - Your evacuation route will lead you to a fire-rated stairwell. There are two (2) fire-rated stairwells with access from each floor for protection while you evacuate the building. Take a few minutes to learn the location of the stairwell nearest to your normal working location. You should familiarize yourself with the location of the other stairwells and also how to reach them from your normal working station.

Smoke contamination may be a factor during evacuation if multiple stairwell doors remain open. If your path to the exits is blocked by smoke or other obstruction, you may need to leave one stairwell and cross over to the other.

Sprinkler System - The sprinklers will automatically open and spray when the temperature rises above a safe limit. This will also initiate other emergency alarm devices.

Smoke Detectors - A network of smoke detectors provides an early warning system for the entire building.

FLOOR WARDEN RESPONSIBILITIES

The Floor Warden must thoroughly understand the building's emergency system and procedures, and be prepared to assume his/her responsibilities promptly, calmly, and purposefully in an emergency.

The Floor Warden has the following responsibilities:

1. Maintain a current employee roster.
2. Determine those handicapped persons requiring special efforts and assistance in an emergency; establish plans for their evacuation including assignment of helpers.
3. Advise the Property Management Office immediately upon detection of any unsafe conditions.
4. Provide location of high security areas and locations of storage of hazardous materials to the Property Management Office and any changes when they occur.
5. Disseminate emergency procedures to all co-workers in the assigned area.
6. Confirm that all co-workers understand the emergency procedure, in particular the evacuation steps and routes to the nearest and alternate stairwells. Please inform co-workers of the meeting point outside of the building where they will assemble after an evacuation.
7. During a fire emergency, provide calm, intelligent leadership to co-workers.
8. Check to see that no co-workers are in their offices, the restrooms, conference rooms, kitchens, etc.
9. Confirm that all handicapped persons, particularly those requiring assistance, have entered a fire rated stairwell and that wheelchairs are not brought into the stairwell.
10. Close all doors, if possible, to contain the fire.
11. Leave the floor last.
12. Bring a current employee roster when leaving.
13. Provide names and locations of handicapped individuals in stairwells to the Property Management staff.

14. Confirm, by taking attendance with the current employee roster, that all co-workers are present at the meeting place or are otherwise accounted for (e.g., away from the office due to illness, travel, vacation, meetings).
15. Advise the Property Management staff of any missing or unaccounted co-workers.
16. Communicate information and instructions from the Property Management staff and Public Safety Officials to co-workers.
17. Cooperate in documentation of fire circumstances and review conduct of evacuation with the Property Management Office and Public Safety Officials if appropriate after the emergency is over.

Fire Prevention

Please follow the following precautionary steps:

1. Flammable or combustible supplies should be stored in metal cans or safety containers as required by local, state, and federal codes.
2. Extension cords in lieu of permanent wiring are not recommended. Only three-prong surge protection devices are acceptable.
3. Appliances and cords should be kept in good repair.
4. Additional appliances should not be used without the authorization of the management office. The building was designed to carry a normal electrical load. Overloading can result in an electrical fire.
5. **NEVER** use water on electrical, oil or grease fires.

Criminal Offenses

All criminal offenses committed within the confines of the facility will be deferred for legal action by Washington DC, Metro Police. Disciplinary action for students in violation with policy or local law will be subject for review by Special Advisor to the President.

Weapons: Carrying, Possessing, Etc: DMGS does not allow weapons in the facility unless authorized by federal carry laws. Washington DC does not allow the possession of personal firearms within the city limits unless registered through the Washington Metro Police. Carrying of a firearms by private citizens, unless exclusively authorized, is illegal. DMA follows all city regulations and ordinance in this regard. Any violation will be promptly reported.

<http://mpdc.dc.gov/page/firearm-registration-general-requirements-study-guide>

Liquor Law Violations: Consumption of alcohol by staff or students during working hours is against DMA policy and is forbidden unless detailed otherwise for special events. DMGS is

committed to operating within the legal confines of Washington DC's Alcoholic Beverage Regulation Administration.

<http://abra.dc.gov/>.

Drug Abuse Violations: DMGS is a drug free institution and committed to a student and staff with a clean body and mind. Use and or abuse of illegal drugs or controlled substance is strictly forbidden at the DMGS. Violation of our drug free policy will result in disciplinary action as well as legal action.

<http://www.dcregs.dc.gov/Gateway/ChapterHome.aspx?ChapterNumber=22-B12>

Sexual Assault Prevention and Response

DMGS strongly enforces an environment free of sexual harassment and intimidation. All incidents in regards to sexual harassment are taken very seriously and will be addressed by competent authority. Disciplinary action for students in violation with policy or local law will be subject for review by the Executive director and office of the President. All criminal violations in regards to sexual harassment will be reported to Washington Metro Police. Unrestricted reporting should be directed to the Staff Counselor. The Staff Counselor can suggest counseling and care options.

Options for Sexual response include:

DC Rape Crisis Center

<http://dcrc.org/>

(202)-333-RAPE (7273)

Crime Statistics for Campus Area – Clery Report

See attached form provided by Metropolitan Police of Washington DC: