



Annual Security Report

2018 — VOLUME 4

If you see something, say something!

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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 the school 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 school's standalone security (electronic and physical). Both the DMGS and Cushman Wakefield Property Management are reliant on Washington DC Metro Police for emergency response.

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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 and discloses 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 issuing 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.

Emergency Management and Contacts

The DMGS follows the building emergency procedures given by the building management, Cushman Wakefield. 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, Cushman Wakefield 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, DC 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 | 20007
Ward: 2
Phone: **(202) 673-3201**

TRANSPORTATION

Nearest Metro Station: Foggy Bottom-GWU
Nearest Bus Stops: L1 L2 L4

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 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.

Specific Situation Emergency Procedures

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.

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

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.

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, or earthquake**) affects DMGS working/business hours, students and staff will be notified either via **school email** or through the **Call-Em-All** mobile application; this application sends a mass text to everyone who has registered their mobile phone number.

When severe weather conditions develop in the DC metropolitan area, DMGS complies with the announced closings of the Office of Personnel Management (OPM). Announcements are usually made the evening prior to the weather event. However, some announcements may be made at 5:00 am the day of the weather event.

DMGS reserves the right to independently choose to close the school for either work, classes, or both should the Operations Team conclude that a closure would be in the best interest of DMGS regardless of whether OPM remains open. All decisions for closures will be made by the President after recommendation/consultation with the Operations team. If OPM closes, however, the school automatically closes.

Some DMGS employees and students commute from considerable distances outside of DC. In certain situations, the inclement weather may be different/more severe than it is in DC. It is possible that DMGS could remain open if there is inclement weather in other parts of the DMV region. If any employee feels that attempting to come to work or school would put their safety at risk, then they are permitted to tele-

work with the permission of their supervisor. Students should coordinate directly with their professor in regards to make-up work. Employees must inform their supervisor of their intent to not come to the office.

For weather or other events that develop during the work day, the building may initiate a shelter-in-place protocol. When announcements are made by the building management staff to proceed to designated shelter-in-place locations, designated floor wardens will direct all personnel to the shelter-in-place locations to await further instructions. Building management will close all doors and windows. DMGS personnel and guests should not use elevators during a shelter-in-place event. Exterior doors will be closed and a sign will be placed on the main entry informing all that a shelter-in-place procedure is in progress. DMGS personnel can listen to all local emergency management officials by staying tuned to local media and emergency messages.

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.

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.**

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.

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.

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 DC 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.

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 **five threat levels** identified by the Department of Homeland Security (DHS):

1. **SEVERE (RED): SEVERE RISK**
2. **HIGH (ORANGE): HIGH RISK**
3. **ELEVATED (YELLOW): SIGNIFICANT RISK**
4. **GUARDED (BLUE): GENERAL RISK**
5. **LOW (GREEN): LOW RISK**

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

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. Immediately notify the police ([911](#)) and the 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.
7. Avoid unnecessary inquiry that could tie up communication systems.
8. Use good judgment and keep calm.

WORKPLACE VIOLENCE

The best procedure in case of workplace violence is:

1. Immediately notify the police ([911](#)) and the Property Management Office, [\(202\) 808-3070](#).
2. Alert the workforce and direct them to an alternate assembly area.
3. Secure the area where the incident occurred for investigation once the threat has been contained/eliminated.

CRIMINAL OFFENSES

All criminal offenses committed within the confines of the facility will be deferred for legal action by DC Metropolitan 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 DC Metropolitan Police. Carrying of

firearms by private citizens, unless exclusively authorized, is illegal. DMGS follows all city regulations and ordinance in this regard. Any violation will be promptly reported. 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 DMGS 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. 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. 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 the DC Metropolitan Police. Unrestricted reporting should be directed to the Staff Counselor. The Staff Counselor can suggest counseling and care options.

Options for sexual assault response include the DC Rape Crisis Center, dcrcc.org, [\(202\)-333-RAPE \(7273\)](#).

CRIME STATISTICS FOR CAMPUS AREA – CLERY REPORT

See attached form provided by the Metropolitan Police of Washington, DC.

DANIEL MORGAN
GRADUATE SCHOOL OF NATIONAL SECURITY

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