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<th>Priority</th>
<th>Function / Reason for Priority</th>
<th>Recovery Goals</th>
<th>Recovery Steps / Alternate Methods</th>
<th>Suggested Contacts</th>
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<tr>
<td>1</td>
<td>Main Office</td>
<td>Chair, Office Supervisor &amp; Sr. Secretary: Work with faculty, staff and students to ensure that the main office is accessible and that phone and e-mail communication is restored. Any two of these individuals can cover most functions of the three. Deputy Chair is also available.</td>
<td>Ensure Regular Data Back-up of all functions. Both the chair &amp; deputy chair have VPN's for access to key functions at home. Short-term: If Corcoran 107 isn't available, staff can work from computer labs on campus, at Gelman Library, or from home. Status updates via e-mail/list servs. Long-term: Work with GW Administration to find alternate space, such as the Mt. Vernon campus.</td>
<td>Classroom Scheduling: (1st) CCAS Dean's Office, 4-6130; (2nd) Academic Scheduling, 4-4915; Mt. Vernon: MVC Instructional Services, 2-6700</td>
<td>Purchasing done via p-card or EAS, and not necessary to be at Corcoran Hall. Vendors typically include Staples, Quill &amp; Office Max—all available online. Fewer supplies needed if classes are not being held. Documentation typically e-mailed or faxed, and can provide alternate fax number.</td>
</tr>
<tr>
<td>2</td>
<td>Stockroom and Storerooms</td>
<td>Chair, Lab Mgr. &amp; Foreman: Work with administration, facilities, the Office of Environmental Health and Safety, faculty, and staff to ensure that the stockroom is accessible and that lab supplies are available. Office staff can assist if lab mgr. or foreman is unavailable.</td>
<td>Short-term: Wait for area to be restored. Contact the Office of Environmental Health and Safety about removal of hazardous waste. Long-term: Work with GW Administration to find alternate space, such as Ross Hall or the Mt. Vernon campus. Drop ship materials and supplies directly to alternative sites from suppliers.</td>
<td>OEHS, 4-3265 CCAS Dean's Office: 4-6130</td>
<td>Purchasing done via p-card or EAS, and not necessary to be at Corcoran Hall. Vendors typically include Fisher Scientific and VWR—both available online. Fewer supplies needed if classes are not being held. Documentation typically e-mailed or faxed, and can provide alternate fax number.</td>
</tr>
<tr>
<td>3</td>
<td>Instructional Labs</td>
<td>Chair, responsible faculty, Lab Coordinator, and stockroom staff: Determine status of instructional lab space. Office staff: Keep faculty and students informed of current situation.</td>
<td>HAZMAT: OEHS &amp; Chair to assess and lead remediation; verify safety of area. Short-term: Wait for area to be restored. Communication between instructor and students via e-mail/list servs, Blackboard, etc. Revise curricular requirements as needed. Long-term: Work with GW Administration to find alternate space, such as Ross Hall or the Mt. Vernon campus. Seasonal: Fewer labs occur during summer sessions.</td>
<td>OEHS, 4-3265. Classroom Scheduling: (1st) CCAS Dean's Office, 4-6130; (2nd) Academic Scheduling, 4-4915; Mt. Vernon: MVC Instructional Services, 2-6700</td>
<td>Purchasing done via p-card or EAS, and not necessary to be at Corcoran Hall. Vendors typically include Fisher Scientific and VWR—both available online. Rental of alternate facilities—EAS or p-card.</td>
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Initial Emergency Contact: UPD, 4-6111

# Dept. Members: 77 (including PT instructors)
## Continuity of Operations Plan

### Chemistry Department

Last updated Nov. 2010

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<tr>
<th>Priority</th>
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<td>4</td>
<td>Lecture Sections</td>
<td>Very difficult to make up for lost classroom time.</td>
<td>Chair, administration and office staff: Determine status of classroom space. Office staff: Keep faculty and students informed of current situation.</td>
<td>Short-term: Wait for area to be restored. Communication between instructor and students via e-mail/list servs, Blackboard, etc. Long-term: Work with GW Administration to find alternate space at either the Foggy Bottom campus or Mt. Vernon. Use Blackboard and related tools to conduct distance classes.</td>
<td>Classroom Scheduling: (1st) CCAS Dean's Office, 4-6130; (2nd) Academic Scheduling, 4-4915; Mt. Vernon: MVC Instructional Services, 2-6700</td>
<td>If GW space unavailable, might need to rent space--EAS or p-card. Documentation typically e-mailed or faxed, and can provide alternate fax number.</td>
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<tr>
<td>5</td>
<td>Research Labs</td>
<td>Obligations to external funding sources, including the federal government. Essential component of doctoral studies for graduate students and faculty scholarship. Instruments may be used by other departments.</td>
<td>Faculty: Determine status of research laboratories. Restore research labs with faculty consultation as soon as possible. HAZMAT: OEHS &amp; Chair to assess and lead remediation; verify safety of area.</td>
<td>Short-term: Wait for area to be restored. Long-term: Find alternate work space at GW, another university, or a research institution in the DC metro area. Uniqueness of programatic instrumentation and research will challenge ability to maintain continuity other than temporary activities such as writing up work and doing literature studies, while research labs are unusable.</td>
<td>OEHS: 4-3265; CCAS Dean's Office: 4-6130; OVPR: 4-6255</td>
<td>Might have to pay for time on instruments elsewhere or rent space--EAS or p-card. Documentation typically e-mailed or faxed, and can provide alternate fax number. Closed facility means fewer lab supplies.</td>
</tr>
<tr>
<td>6</td>
<td>Computers, faculty and graduate student</td>
<td>Required for research, communication, and educational purposes.</td>
<td>Faculty &amp; grad students: Identify status of computers.</td>
<td>Short-term: Work from computer labs on campus, at Gelman Library, or from home. Long-term: Administration will provide additional computers and printers as needed. Seasonal: Fewer courses taught during summer sessions.</td>
<td>Instrument Coordinator: 4-8188; CCAS OTS: 4-8096; ISS: 4-5530</td>
<td>NA</td>
</tr>
</tbody>
</table>

*Also see flow chart.

**Assumptions:**

1) No interruption of tasks or functions performed by other departments.
2) For short-term steps, we assume there will be a timely return/availability of all personnel and/or space for operations within a window of 1-2 days maximum.
3) Potential long-term situations: fire, serious HAZMAT incident, bomb threat or other DC event which prevents access to building for greater than 1 week, the usual cycle for most educational activities in the department.
4) The Office of Environmental Health and Safety will continue to handle collection and removal of hazardous waste, as well as regular safety evaluations.
5) Availability of at least: one of the office staff, one of the stockroom personnel, and either the Chair or Deputy Chair.

**Notes:** COOP will be revised by the office supervisor and implemented by the department chair and/or deputy chair. Dept. will be notified through list serv that the revised COOP is available on the Chemistry website & via campus advisories site.

a) http://www.gwu.edu/~gwchem/alerts.cfm b) http://www.campusadvisories.gwu.edu/

INCIDENT DISCOVERED

Immediate danger to life or health such as
FIRE, EXPLOSION, MAJOR SPILL OF HAZARDOUS MATERIALS, ASSAULT, THREAT OF EXPLOSION

YES

Students or personnel are injured

YES
If possible, immediately call UPD at 202-994-6111
Provide the Following Information:
Nature, location, and extent of emergency.
Injury to personnel
Commence evacuation
Initiate Alarm

NO
Commence evacuation
Initiate Alarm
If possible, immediately call UPD at 202-994-6111
Provide the Following Information:
Nature, location, and extent of emergency.

NO

Students or personnel require medical attention

YES
Immediately call UPD at 202-994-6111
Provide the Following Information:
Nature, location, and extent of emergency.

NO
Contact departmental office and stock room personnel
Provide the Following Information:
Nature, location, and extent of emergency.

1. Proceed to rendezvous point.
2. Determine if any personnel/student are missing.
3. Inform emergency workers about personnel/student left in the building. DO NOT attempt to reenter the building to recover missing personnel/students