

# EMERGENCY PROCEDURES

Office of Emergency Management

safety.gwu.edu | oem@gwu.edu | @GWsafety | @GWResilient, @GWPolice



## FIRE

- If you sense smoke or fire call 911
- Leave the building immediately using the closest emergency exit, do not use elevators
- Move away from the front of the building and only re-enter when instructed by officials
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call 911



## SHELTER-IN-PLACE

- Seek shelter indoors in a low part of the building, in an interior room without windows
- Avoid falling hazards like heavy bookcases
- Take cover under a sturdy object or against an interior wall
- Do not leave your safe space until an all clear is issued or until instructed by officials



## SEVERE WEATHER

- Monitor Campus Advisories and local media and news
- Shelter-in-place if told to seek shelter
- Weather Terms:
  - **Watch:** Conditions are favorable for or severe weather is expected
  - **Warning:** Severe weather is occurring or imminent



## ASSISTING PEOPLE WITH ACCESS AND FUNCTIONAL NEEDS

- **Blind or Visually Impaired:**
  - Clearly announce the emergency
  - Offer your arm for guidance
  - Lead the person and alert them of obstacles
- **Deaf or Hard of Hearing:**
  - Turn lights on and off to gain the person's attention
  - Indicate directions with gestures or in writing
- **Physical Disabilities:**
  - Guide the person to the nearest exit stairwell or safe area of refuge, do not use elevators
  - Call GW Emergency Services (202-994-6111) or 911 to report your location
  - Stay with the person only if it can be done without unreasonable personal risk
  - If in imminent danger and the person requests assistance before emergency personnel can arrive, find volunteers to evacuate the person per their instructions

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## MEDICAL EMERGENCY

- Call GW Emergency Services (202-994-6111) or 911 immediately
- Provide the location, nature of injury or illness, current condition of the patient, and other requested information
- Remain on the phone until directed to hang up
- Stay with the patient and do not move them unless they are in immediate danger



## HAZARDOUS MATERIAL RELEASE

- Secure area and do not attempt to clean the material unless properly trained in managing biological releases or chemical spills
- Evacuate the area and report the hazardous spill to GW Emergency Services (202-994-6111)
- If the release or spill has the potential to impact a larger area, notify first responders of that potential and follow their directions



## SUSPICIOUS PERSON, PACKAGE, OR MAIL

- Do not open the suspicious item(s); do not confront a suspicious person or let them into a locked building
- Call GW Emergency Services (202-994-6111) or 911 and provide a detailed description of the item(s) or person
- Leave the area and close doors behind you



## BOMB THREAT

- Obtain or note as much information as possible from the caller including: the device and its location, and noticeable characteristics of the caller
- Have a nearby person call GW Emergency Services (202-994-6111) and relay information to them



## ARMED INTRUDER/ACTIVE SHOOTER

- Call 911 as soon as it is safe to do so
- **RUN:** If there is an accessible escape route: leave your belongings behind and evacuate as quickly as possible; keep your hands visible and follow law enforcement instructions; evacuate whether or not others agree to follow
- **HIDE:** If you cannot evacuate: hide out of the shooter's view; lock and barricade doors with heavy furniture; silence your phone and wait for law enforcement
- **FIGHT:** As a last resort, attempt to disrupt and/or incapacitate the shooter: devise a plan; throw objects and improvise weapons; act aggressively; commit to your actions