**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
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