

# EMERGENCY PREPAREDNESS INFORMATION – SYLLABUS INSERT

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Building/Room #: \_\_\_\_\_

**READY GW**

MAKE A PLAN. BUILD A KIT. STAY INFORMED.

CampusAdvisories.gwu.edu

## EMERGENCY NUMBERS

Foggy Bottom ..... 202-994-6111  
Mount Vernon ..... 202-242-6111  
VSTC (Loudoun County)..... 911  
Other Locations..... 911

## NON-EMERGENCY NUMBERS

Foggy Bottom ..... 202-994-6110  
Mount Vernon ..... 202-242-6110  
GW Information Line..... 202-994-5050  
VSTC Information Line..... 571-553-8333

## Fire

- Pull fire alarm
- Leave the building immediately using the closest emergency exit, closing doors behind you
- Call GW Emergency Services (202-994-6111) or 911 when safe to do so
- Move away from the front of the building
- Re-enter the building only when instructed by officials
  - Do not assume an alarm is false
  - USE STAIRS, do not use elevators
  - If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call GW Emergency Services (202-994-6111) or 911 to report your location
  - If trained, use a fire extinguisher if fire is small and contained, and room is not fill with smoke

Two emergency exits are located: \_\_\_\_\_

Primary meeting area (near): \_\_\_\_\_

Secondary meeting area (far): \_\_\_\_\_

## Severe Weather

Thunderstorms are most common type of severe weather in Washington, DC metropolitan area. However, winter storms, extreme hot/cold temperatures, flooding, tornadoes and hurricanes can occur. Check **CampusAdvisories.gwu.edu** for up-to-date weather advisories and information.

**Shelter-in-place** for severe weather events:

- Seek shelter indoors in a low part of building
- Move to a windowless interior room away from hazardous materials
- Take cover under a sturdy object or against an interior wall
- Monitor **Campus Advisories** and local media
- Wait for *all clear* before leaving your safe space

## Violence/Active Shooter

If an active shooter is in your vicinity, call GW Emergency Services (202-994-6111) or 911 when it is safe to do so and provide information, including the location and number of shooter(s), description of shooter(s), weapons used and number of potential victims.

**Run:** If there is an accessible escape path, attempt to evacuate the premises

- Have an escape route and plan in mind; leave your belongings behind; follow instructions of police officers

**Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you

- Hide in an area out of the shooter's view; find protection; lock the doors; block entry to your hiding place; silence your phone; spread out: do not huddle together; wait for law enforcement

**Fight:** A last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:

- Devise a plan; acting as aggressively as possible against him/her; yelling; throwing items and improvising weapons; commit to your actions

## Emergency Communications

**CampusAdvisories.gwu.edu:** GW's primary website for incident-related information (including class cancellations).

**GW Alert:** Notification system that sends emergency alerts to email addresses and mobile devices. Students, faculty and staff are requested to maintain current contact information and campus location information by logging into alert.gwu.edu. In emergency situations, alerts may also appear at the top of university webpages.

**Rave Guardian:** Download this app to your iOS or Android smartphone. This mobile safety app allows users to quickly communicate with GW Emergency Service (when on campus) or 911 (when off campus); user can set safety times; users can send crime tips to GWPD; check recent GW Alerts. More information visit safety.gwu.edu

**CAPITALERT.gov** is a clearinghouse for emergency alerts in the National Capital Region including the District of Columbia's AlertDC (hsema.dc.gov)