



## SHELTER-IN-PLACE

### Violence/Active Shooter\*:

- Call GWPD or 911 when it is safe to do so
- If evacuation is not possible, hide in a concealed and out of view space
- Lock and barricade the door
- Turn off the lights
- Stay quiet and silence your cell phone
- Wait for law enforcement
- If aggressor enters the room, yell, throw items and commit to your actions

### Severe Weather–Shelter Indoors:

- Move to a windowless, interior room:
  - In a low part of the building
  - Away from hazardous materials
- Take cover under a sturdy object or against an interior wall
- Wait for the *all clear*

\*Adapted from DHS Active Shooter Guidelines, DHS.gov



## EVACUATE

### Fire:

- Pull the fire alarm
- Leave the building
- Close doors behind you
- Call GWPD or 911
- Assemble in a designated area
- Re-enter the building only when instructed by officials

### Suspicious Packages:

- Do not open the item(s)
- Leave the area and close doors behind you
- Call GWPD and provide a detailed description of the item(s) and location



- **USE STAIRS, do not use elevators**
- **If unable to exit the building, go to the nearest exit stairwell or safe area of refuge. Call GWPD or 911 to report your location.**



## PHONE NUMBERS

GW Information Line .....202-994-5050  
 VSTC Information Line .....571-553-8333

### Emergency:

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

### Non-Emergency:

Foggy Bottom (GWPD).....202-994-6110  
 Mount Vernon (GWPD).....202-242-6110

Emergency Maintenance.....202-994-6706  
 Emergency Management.....202-994-4936  
 Health and Safety .....202-994-4347  
 Information Technology.....202-994-4948  
 Medical Services.....202-994-6827  
 Mental Health Services.....202-994-5300  
 University Operator .....202-994-1000



## EMERGENCY PREPAREDNESS

### READY GW



Office of Safety & Security



## MAKE A PLAN

### Get Away/Evacuate:

- Know alternate exit routes
- Identify assembly areas (near & far)

### Shelter-in-Place:

- Identify a safe location to shelter
- Know how to protect and isolate yourself from the threat

### Communication:

- Consider a variety of ways to keep in contact with family, friends, roommates and co-workers

### People with Access and Functional Needs:

- Include family, friends, roommates and co-workers in your plan by helping them understand your needs during an emergency



## BUILD A KIT

### Have at least three days of supplies to sustain yourself. Recommended items\*:

- Water (one gallon per person per day)
- Non-perishable food
- Flashlight & extra batteries
- First aid kit
- Radio & extra batteries
- Medications & items for unique needs
- Cash & some change
- Clothes & comfortable shoes
- Important documents
- Filter mask or cotton t-shirt
- Moist towelettes, garbage bags & plastic ties
- Plastic sheeting & duct tape
- Whistle
- Mobile device charger

\*Adapted from Ready.gov



## STAY INFORMED

### CampusAdvisories.gwu.edu

The university's primary website for communicating emergency preparedness and incident-related information to the GW community.

### GW Alert

The university's notification system that sends emergency alerts to e-mail addresses, mobile devices, GW IP desk phones, social media and university webpages. Update your contact information and campus location at [banweb.gwu.edu](http://banweb.gwu.edu).

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Local Radio ..... 103.5FM or WTOP.com

Capitol Grounds Coffee proudly supports emergency preparedness at GW



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### TIPS:

- Always carry your GWorld ID card
- Keep GW Alert contact information up-to-date
- Know your location and exits, and the placement of first aid kits, AEDs and fire extinguishers
- Program GWPD and personal I.C.E. (in case of emergency) numbers into your mobile device
- Report unusual/suspicious activities or items



### WEATHER TERMS:

**WATCH:** Conditions are favorable or expected

**WARNING:** Conditions are occurring or imminent