**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

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**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.

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**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 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

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**THE GEORGE WASHINGTON UNIVERSITY**

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**EMERGENCY PREPAREDNESS**

**READY GW**

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The Office of Safety & Security

Emergency Management | Health & Safety | Police Department
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.

Like us:
levator/GeorgeWashingtonUniversity
Follow us:
levator@GWtweets

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

WEATHER TERMS:
WATCH: Conditions are favorable or expected
WARNING: Conditions are occurring or imminent