

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

NON-EMERGENCY NUMBERS

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

Fire

- Pull fire alarm
- Leave building immediately using closest emergency exit, closing doors behind you
- Call GWPD (202-994-6111) or 911 when safe to do so
- Assemble in a designated area
- Re-enter building only when instructed by emergency officials
 - Do not assume an alarm is false
 - USE STAIRS, do not use elevators
 - If unable to exit building, go to nearest exit stairwell or safe area of refuge and call GWPD (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 GWPD (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.

Evacuate: 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 Out: 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; provide protection; lock the doors; block entry to your hiding place; silence your phone; wait for law enforcement

Take Action: As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:

- Acting as aggressively as possible against him/her; yelling; throwing items and improvising weapons; and 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 GWeb Information System (banweb.gwu.edu). In emergency situations, alerts may also appear at the top of university webpages.

GW PAL (Personal Alarm Locator): Download this app to your iOS or Android smartphone. This mobile safety app allows users to quickly communicate with GWPD (when on campus) or 911 (when off campus); users can send crime tips to GWPD; app also has a flashlight feature and dial list for local taxi companies. More information go to safety.gwu.edu