

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 the fire alarm
- ☐ Leave the building immediately using the 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 the building only when instructed by emergency 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 GWPD (202-994-6111) or 911 to report your location
 - If trained, use a fire extinguisher if the fire is small and contained and the room is not fill with smoke

Two emergency exits are located: _____

Primary meeting area (near): _____

Secondary meeting area (far): _____

Severe Weather

Thunderstorms are the most common type of severe weather in the 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 the 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 the *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 is the university's primary website used for communicating emergency preparedness and incident-related information (including class cancellations) to the GW community.

GW Alert is a 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 the GWeb Information System (banweb.gwu.edu). In emergency situations, alerts may also appear at the top of university webpages.

Media Outlets, such as 103.5FM or WTOP, may be contact with emergency information, such as weather-related delays and closing.