

## EVACUATE

If you discover smoke or a fire, do the following:

- Activate the fire alarm using a manual pull station.
- Notify others and evacuate the building.
- Do not use elevators during a fire or evacuation.
- Assemble at the designated assembly area and await further instruction from emergency response personnel.

Note: It is a violation of State Law to ignore a sounding fire alarm.

## PRIMARY ASSEMBLY AREA

## ALTERNATE ASSEMBLY AREA

## NEAREST FIRE EXTINGUISHER

## SHELTER-IN-PLACE

During severe weather, a hazardous materials spill, or an on-campus violence emergency, do the following:

- Warn others in the area about the emergency.
- Move to an interior room without windows, close the door, and lock the door if appropriate.
- Do not exit the area until the emergency has passed or you are instructed to do so by emergency response personnel.

## PRIMARY SHELTER AREA

## ALTERNATE SHELTER AREA

## MEDICAL EMERGENCY

- Contact University Police, provide information about the injury and the location of the victim(s).
- Provide first aid or medical assistance if trained and necessary.
- Remain with the victim until emergency response personnel arrive.
- If a victim is unconscious and not breathing, start CPR, locate an AED, turn it on, and follow the instructions provided by the unit.

## NEAREST FIRST AID KIT

## NEAREST AED

## ON-CAMPUS VIOLENCE

- **Run** - If safety permits, exit the area/building immediately and move as far away from the scene of violence as possible.
- **Hide** - If you can't safely exit the building or the attacker is nearby, proceed to the nearest room or a room in the nearest building and lock the door.
- **Fight** - If you are confronted by an individual with a weapon in a life-or-death situation, defend yourself by whatever means are necessary.

## CODE WORD OR PHRASE\*

\* Use this word/phrase to discreetly alert your colleagues to contact University Police for help with a violent or disruptive individual.

## SEVERE WEATHER & TORNADOS

- Monitor television, radio, or weather radio for information about approaching storms.
- If severe weather is expected to impact your area, seek shelter in a hardened structure and follow shelter-in-place procedures (above).
- Stay away from large objects that may fall during a storm, e.g. book cases and shelves.
- If you are unable to find shelter, lie down flat and cover your head with your hands.

## HAZARDOUS MATERIALS RELEASE

- Report all hazardous material spills and releases to University Police.
- Evacuate the area or building if safety permits.
- Assemble at the designated assembly area and remain upwind of the chemical spill.
- If a chemical spill occurs outdoors, shelter-in-place and listen for instructions from emergency personnel.
- Notify University Police if you are exposed to a chemical.

## REGIONAL EMERGENCY

- Check local news media for updates regarding evacuation, evacuation routes, and emergency shelters.
- Monitor [www.gmu.edu](http://www.gmu.edu) for closing or operational modifications.
- Make an emergency plan and keep an emergency supply kit at home, at work, and in your car.
- Visit [ReadyVirginia.org](http://ReadyVirginia.org) for an emergency plan template and tips on building an emergency supply kit.

## SUSPICIOUS PERSON OR PACKAGE

- Do not physically confront a suspicious person or handle a suspicious package.
- Contact University Police and provide as much information as possible about the situation.
- Notify your supervisor or professor.
- Leave the area or await further instruction from University Police.

## POWER OUTAGE OR UTILITY FAILURE

- Contact Facilities Management at (703) 993-2525 to report a power outage.
- Remain calm, turn off sensitive equipment, exit the area, and provide assistance to others if necessary.
- Buildings without power, water, heating, ventilation, or air conditioning should not be occupied until utilities are restored.

## DEPARTMENT EMERGENCY CONTACTS

PRIMARY CONTACT	PHONE ONE	PHONE TWO
ALTERNATE CONTACT	PHONE ONE	PHONE TWO