GW | Faculty Senate

Faculty Senate Committee on Appointment, Salary, and Promotion Policy
(Including Fringe Benefits)
Annual Report (2023-2024)

The ASPP committee was quite busy this year. We met twice during the fall semester and three times in the spring semester. We worked on the following issues, on some of which we had reported in our interim report in December 2023:

The committee charge from FSEC was:

1. *Follow up with the provost's office on implementation of the policy recommendations in the joint report on* **classroom recordings***;*

2. *Continue subcommittee work on* **diversity, equity, and inclusion***, working closely with the Provost as the DEI action plan is developed and launched; and*

3. *Discuss* **cost-of-living adjustments** *to salary due to inflation.*

The following issues are suggested as action items for the next year's ASPP committee:

1. Digital assets and access policy for faculty- the groups should work with IT personnel for implementation.

2. Faculty salary equity- work with the administration to reconstitute the committee to obtain better results and adjustments.

3. COLA- continue examining the possibility of cost-of-living adjustments for faculty and staff.

4. Tenure/tenure-track numbers- continue pressing the administration to increase the tenure slots and come into compliance with university standards.

Classroom recordings

We had extensive discussions on this topic last year and memos were sent to the administration asking for guidance to faculty on it. Last year, we had extensive conversations on course recordings and authored a statement on course recordings that was submitted to the senate as a part of our annual report. Here is a summary:

- **Significant positives** noted in the faculty survey included access for students with long-term or temporary disabilities. Many students with disabilities have accommodations that include access to course recordings.
- **Significant concerns** noted in the faculty survey included the potential for unauthorized circulation or editing of recordings, reduced class attendance because of the availability of recordings and unauthorized use of recording for promotion and tenure or disciplinary decisions.
- While the administration **owns** the physical course recordings and has access to them, how this access is used is important. Specifically, the course recordings should never be used for purposes of promotion and tenure decisions without the express permission of the faculty member involved.
- GW's location and work in politics and policy put both students and faculty at some risk of expressing opinions that might later be a source of personal or professional difficulty.

- Intellectual property rights are covered by GW's copyright policy, available at the <u>GW Office of Ethics, Compliance, and Risk.</u>
- Policy regarding administration access to recordings by **part-time faculty** is governed by the Collective Bargaining Agreement (CBA) which states that faculty must be notified if the administration reviews course recordings for evaluation purposes. We believe that a similar policy ought to apply to **full time faculty**.

Cost of living adjustments to salary

We discussed the fact that the issue of salary increase for cost of living (COL) involves sorting out a method but also finding the money and that GW has never had a COL adjustment. We thought the data we collect and use for salary equity might serve this purpose and agreed that this should be a priority. We also noted that an increase in health insurance costs is essentially a decrease in salary.

Retirement Plan Investment Committee (RPIC)

We invited RPIC members to our December meeting to discuss proposed changes to the retirement plan fund options. RPIC members are Jennifer Lopez, Sabrina Minor, Bruno Fernandez, Rumana Riffat with staff members Paul Martin, Janet Monaco, Meg Von Hassel; legal advisors Richard Weitzner and Greg Needles; and Jan Rezler and Marcia Peters from CAPTRUST (fiduciary advisors).

Jennifer Lopez described the work of the RPIC on plans to streamline and improve retirement plan options. This is, in part, a response to requests for a better variety of retirement options discussed in ASPP last spring. RPIC includes representatives of the administration, staff members, legal advisors and fiduciary advisors and they are responsible for supervising the investment plans to enable participants to diversify their portfolios and achieve their goals depending upon their investment risk tolerance. Fiduciary roles apply to the RPIC work in that they must act solely in the interest of the plan participants and beneficiaries, be prudent and avoid significant risk of loss. The RPIC committee works to select and monitor investment options to cover a range of asset classes that would enable participants the opportunity to diversify their portfolios to achieve their investment risk and return objectives. The plans under RPIC purview are GWU retirement plan for faculty and staff (401a) and GWU supplemental retirement plan (403b). There are $2.8 billion worth of investments under the committee purview.

The RPIC committee benchmarked investment options from 2022 (and before) finding that the number of options at GW were more than double that of other higher education institutions (84 vs. 32); GW has had 84 fund options for a long time with a few minor changes since 2009. They presented information on active funds for specific universities with the same partners, TIAA, Fidelity and Vanguard, along with whether they also include a self-directed brokerage account (SDBA), which allows more engaged investors additional account options. The RPIC is proposing 31 options as well as the addition of a SDBA option. The approach to design of fund lineup is to streamline the fund menu with a tiered approach for different types of plan participants (from the disengaged to highly engaged) and includes actively managed and passive funds making sure that the plan participants have access to the lowest cost share class available to the plans. Earle Allen from CAPTRUST described the funds that are currently offered versus the proposed funds. He noted that Fidelity and TIAA do not offer the other company's funds. Proposed options include 26 TIAA funds (down from 33) and 21 Fidelity funds (down from 51) with substantial overlap between the two sets of offerings. The streamlined menu is intended to offer the "best in class" for each asset class, to include both actively and passively managed funds and to harmonize the menus on both

platforms (Fidelity and TIAA) with the lowest cost share. In harmonizing, proposed options include allocation (mixed stocks and bonds) options, passive (index funds) options and active options. The latter group was where the most overlap was found, and recommended for reduction. The final recommendation includes 26 funds through TIAA and 21 from Fidelity. Each of these include several shared options from Vanguard funds which both platforms carry, so the total number of recommended funds is 31 plus the SDBA. The recommended fund options cover the wide variety of fund options with the addition of an SDBA; this option is generally used by a very small proportion of investors.

Members of ASPP committee suggested that a total stock market index fund option be included. Jennifer Lopez noted that almost any investment can be obtained through the brokerage account (SDBA), except those prohibited by law, in a 403B plan. The way a SDBA will work is that the participant would need to first open a brokerage account within the plan and then will be responsible for all investment decisions and costs when using SDBA. In the SDBA, the RPIC does not have fiduciary responsibility and they may include minimum investments, higher costs and require that participants be actively involved. When information on this option is sent out, it will be clear that the SDBA may include additional fees and minimums; Jennifer Lopez noted that less than 1% of plan participants go out of the plan offerings to get into self-directed funds. We were informed that there will be fee savings to participants (not the university) with this streamlining, reducing fees on both platforms to 0.26% expense ratio from 0.28% (TIAA) and 0.38% for Fidelity.

Phil Wirtz asked about the benchmarking algorithm and how this streamlining will impact the 457b and 457f plans and retiree plans. Jennifer Lopez responded that CAPTRUST produces, on a periodic basis, scorecards looking at 2-, 5- and 10-year performance, consistency with the funds, management changes and statistics on the firm. Regarding the other plans (457 and retiree plans), they are qualified and protected plans and will have the same options. There is no date set for the transition and a 6-month planned information rollout prior to making the actual change. There is a robust communication campaign planned.

Arming of the GW Police
There have been significant concerns about the arming of GW Police which was decided by the GW Board of Trustees without any meaningful consultation with the faculty. The two issues are the lack of available data on arming the police and the lack of shared governance in making the decision. GW Police Chief Tate had suggested at a senate meeting that faculty should make use of the active shooter training, which is available upon request. ASPP members agreed that it should not be up to each dean or department to request training and that there should be much broader implementation.

Active Shooter Training
We invited a presentation from the emergency preparedness office who described the active shooter training. They provided three handouts, circulated previously to the committee members, and attached herewith (Appendix 2).

Olivia SaoBento gave a presentation on active shooter preparedness and shared some facts about active shooters based on data from the United States Secret Service and FBI. She emphasized that there is no one-size-fits-all approach to responding to these incidents, but general preparedness and awareness are key. She advises knowing emergency exits, being mentally prepared, and following the **"run, hide, fight"** strategy if necessary. Olivia provided specific guidance for each action: evacuating

or finding a secure space (**run**), making your location unoccupied (**hide**), and using any means necessary to incapacitate or disrupt the assailant (**fight**). Finally, she reminded listeners to cooperate with law enforcement when they arrive on the scene.

Olivia SaoBento discussed various resources and assistance centers provided by the university. She mentioned the GW Alert system, which can send notifications through email, text, digital signage, and phones across campus. She also introduced the Guardian app as a replacement for the PAL app and highlighted additional resources like active shooter training and emergency procedures.

Chris Faircloth discussed the priority of an academic center due to ongoing concerns with space and public access. They are working on a formal mechanism for requests and emergency planning processes and confirmed that all administrative and academic buildings will be included. When asked about the Guardian app's emergency buttons, specifically when to call GWPD or 911, we were advised that for campus emergencies, we should call GW emergency services through 6111, but for active fire or shooter incidents, calling 911 directly is appropriate. It was noted that both options ultimately connect with each other and share information. We emphasized the importance of regularly reviewing emergency plans, suggested sending reminders to faculty, and proposed reinforcing lockdown procedures at the beginning of each academic year.

Tenured/tenure-track numbers

The provost presented the annual Core Indicators report at the Senate in March 2024 and it showed that the numbers of regular active status tenured and tenure-track faculty constitute 71.5% of all faculty. This goes against the university policy which asks for the number of tenure/tenure-track faculty to be at 75% or above of the total. In fact, the numbers have been declining as seen in the chart below.
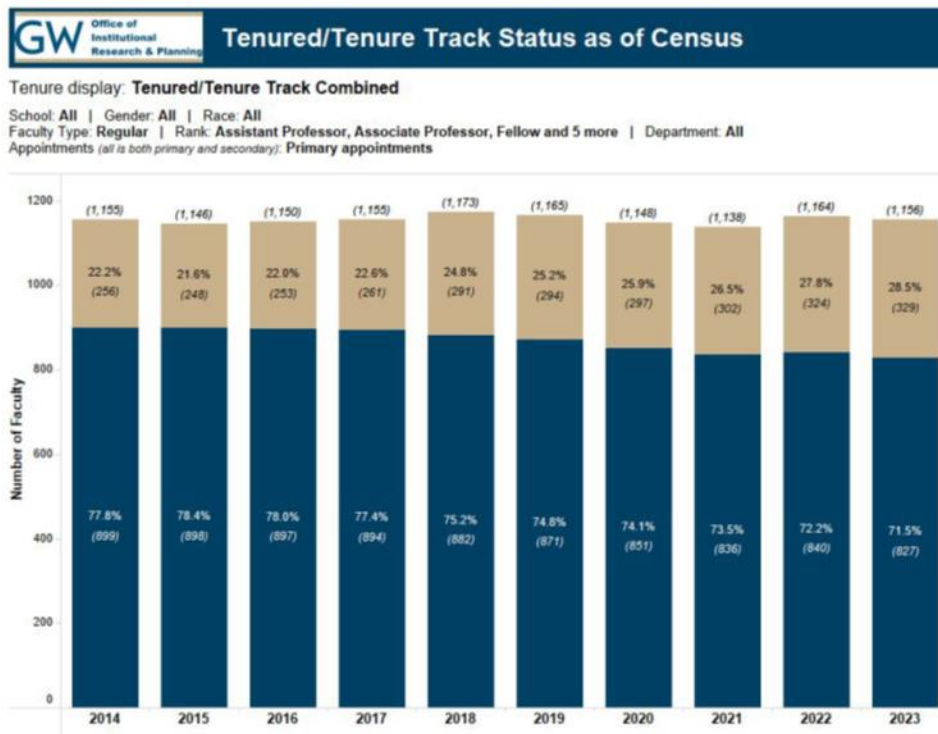
The provost said, at the senate meeting, that the shortage will be filled up by new appointments and that the decline is due to the pandemic related loss of faculty positions. The provost was asked at the senate meeting whether we ought to give up reaching the 75% threshold but he assured the senate that the goal will be reached and asked us to not give up. (see The Hatchet article on this matter: https://gwhatchet.com/2024/03/25/gw-fails-to-meet-tenure-requirement-for-fifth-consecutive-year-as-faculty-probe-officials-for-transparency/). The following is reproduced from the minutes of Faculty Senate:

> *Professor Gupta referenced the decline in Regular Active Status faculty as a percentage of all faculty. This has been declining since 2018 and is currently below the Senate-endorsed commitment to a 75% level. He asked whether there is a plan to achieve this level of full-time staffing. The Provost responded that this decline is a function of the hiring freeze implemented during the pandemic and then a period of cautious rebuilding post-pandemic as enrollments rebounded. During that time, instead of committing to tenure lines, the Board limited authorized searches, and teaching needs led to higher contract hire numbers. GW will be in a position to recover in this area as it continues to emerge from the effects of the pandemic. Some adjustment is inevitable as contract lines roll off and tenure track lines are authorized. Professor Gupta asked whether the Board is willing to offer sufficient tenure lines to realize the 75% requirement. The Provost responded that the Board approves tenure searches with an eye on the consolidated margin at the end of the next fiscal year. This is not a firmly knowable number, but the administration works to predict enrollments, net tuition revenue, and other elements to ensure that the schools can afford to pay the faculty members they hire. The consolidated margins have not been what the Board asked the leadership to produce, and this has slowed faculty and staff hiring as the university works to identify the most efficient uses of its current revenue.*

Faculty salary equity
Vice-Provost Riffat presented data on the recent salary equity analysis and showed the number of outliers in each school and the adjustments made in September 2023:
        Sept. 2023 – SMHS (HS Only), SON and SPH
*   SMHS – 3 outliers, 1 adjustment
*   SON – 7 outliers; 3 adjustments
*   SPH – 14 outliers; 5 adjustments
        Sept. 2023– CCAS, ESIA, LAW, GWSB, GSEHD, SEAS (CPS excluded)
*   CCAS – 27 outliers (*10 Phys., 7 Soc., 10 Hum.); 4 adjustments
*   ESIA – 10 outliers; 5 adjustments
*   LAW – 7 outliers; 3 adjustments
*   GWSB – 7 outliers; 7 adjustments
*   GSEHD – 4 outliers; 5 adjustments
*   SEAS – 5 outliers; 4 adjustments
We noted the large numbers of outliers in CCAS and asked why only 4 adjustments were warranted. Apparently, a few people were skewing the data for CCAS. The provost has said over the past 2-3 years that the salary equity model needed to be adjusted and the Salary Equity Committee needed to be reconstituted but this continues to not being done. This committee (ASPP) has urged the provost to reconstitute the salary equity committee and revamp the procedures.

Health care costs
The Benefits Advisory Committee (BAC) continued its work this year and was persuaded to have only modest increases in the health care premium for 2024. However, that might be changing for 2025 and we may have larger increases in health care premiums. Actual full-year 2023 medical plan costs were approximately 5% ($2.6 million) higher than budgeted cost; Key cost drivers are individual large, non-catastrophic claims (over $50,000 but less than the stop-loss deductible of $400,000); and the uptick in claims activity was most pronounced in the latter part of 2023, after underwriting and final rate-setting for 2024 were completed. We noted, from our participation in

BAC that
- GW completes underwriting and rate-setting relatively early due to BAC schedule
- UHC plan performance evaluation suggests continued likely upward pressure on medical claims in 2024
- Specialty and biological drugs indicate significant potential upward cost pressure in 2024
- Medical/Rx cost trend has moved upward since the start of COVID
- Based on a reforecast of 2024 plan costs using data through December 2023, the GW medical plan is projected to produce a loss for 2024
- Full excess plan cost will be absorbed by GW (participant premium cost sharing rates are fixed before the beginning of the year)
- Projected 2025 costs will reflect both the resetting of 2024

Digital Assets and Access Policy for Faculty
We considered was a draft **Digital Assets and Access Policy for Faculty** (Appendix 1) and asked Vice Provost Riffat to consider this policy for implementation at GW without a need for a faculty senate resolution. The proposed policy deals with faculty access to digital assets after retirement or death, including access to email and Google Drive, maintaining legacy websites, and improving access for adjunct faculty. As it turns out, GWIT is willing to implement the requested changes. We invited Brian Ensor (AVP, Cybersecurity, Infrastructure and Research Services, GWIT) and William Koffernberger (Manager, Cybersecurity Risk and Assurance, GWIT) to our March meeting to discuss the details. The following documents are relevant to this discussion:
- https://compliance.gwu.edu/identity-and-access-management-policy
- https://compliance.gwu.edu/university-access-accounts-and-electronic-information-policy
- https://gwu.app.box.com/s/fqpdm37a0zgcjkhifymu4y0lnb8h4psy

Brian Ensor was invited to talk about his view on the digital assets management policies within GW University's IT infrastructure and detailed access policies for faculty members transitioning to emeritus status. Validation of problem statements regarding identity management standards was discussed by Brian Ensor and Bill Kofferberger who discussed how these requested changes fall under "legitimate purposes" and "continuity of operations" as defined under the above-mentioned IT policies. There are two aspects: 1. Continuation of access to GW data when there is permanent separation from GW as at retirement, and 2. retaining of access when there is temporary separation from GW. Under the policy of continuity of operations, a departing faculty could request continuity of access to data. This process needs to be defined so the approval process can be determined and published and the next steps will be to draft the standards that can be approved and published. We proposed the next chair and co-chair of ASPP and the FSEC liaison to be the group that would work with the provost and take it to the next steps. Phil Wirtz was also included in this group. At this moment, this group includes Phil Wirtz, Susan LeLacheur, and Linda Briggs.

The policy (identity and access management policy referred above) addresses issues regarding adjunct faculty, and faculty who leave GW. When a staff member leaves, they lose access immediately. Faculty leaving GW have some period of continued access. When an individual has a changed role, they also may lose access. The adjunct faculty come under this policy and IT would like a faculty group to advise them about the grant of access to particular individuals. We proposed a group of four ASPP members to work with IT. These are: Phil Wirtz, Susan LeLacheur, Linda Briggs and Heather Bamford. Bill Koffenberger (billkoff@gwu.edu) is available for any follow-up assistance on drafting standards related to continuing access for original account holder and/or

alternative access for continuity of academic / research activities due to various GW separation scenarios.

Consolidation of email addresses: We also talked about the email prefixes that are email.gwu.edu, gwmail.gwu.edu and gwu.edu. The way these operate causes difficulties with listserves and access to GW resources. The way google works, it was decided some years ago that the email for faculty and staff should be separate from the student access. The email coming into the system goes to the primary role of the individual which might swing between being a student and a staff. This is problem that needs to be solved. The solution is to simplify our google environment; this is not easy and will take a bit of time. Brian Ensor said they will have to approach AVP Geneva Henry and Provost Chris Bracey to try to resolve these issues. We offered help from the ASPP committee to work with Brian Ensor.

Subcommittee on DEI
The DEI subcommittee met in March after many months of waiting for action from the administration and on behalf of the subcommittee, Shaista Khilji recently sent a message to Provost Bracey about the response of the administration:

> *We are writing this email to share our concerns about the lack of progress and limited official updates on how GW is handling the recommendations of DPRT reports. In a rapidly shifting environment, time is of great essence. More than two years have passed since this initiative was launched. The DPRT faculty submitted its report approximately one year ago, and external reviewers submitted theirs in Fall 2023. As we come close to ending another academic year, we are not clear on what is delaying GW from rolling out a diversity plan and implementing DPRT recommendations.*
>
> *In our year-end update to the Faculty Senate in May 2021, this subcommittee recommended that the administration develop a concrete DEI strategy and goals, provide resources to demonstrate institutional support, and demonstrate a commitment to long-term cultural change. Unfortunately, three years later, the needle has not moved. Hence, yet again, we encourage GW to move beyond verbal assurances to deal with diversity and equity issues on campus with a sense of urgency and concrete actions.*
>
> *This is particularly important as GW engages in its strategic planning efforts. We would like to refer to R7 of GW's DEI Resolution (21/7), which resolved:*
> *"When the university restarts its strategic planning process, diversity, equity, and inclusion shall be treated not just as a set of values but as one of the central pillars (alongside undergraduate education, graduate education, research, and faculty) by which the university's progress toward its plan will be assessed."*

In response, VP for DEI Caroline Laguerre-Brown wrote:

> *I will deliver the final DPRT report and recommended action plan to the Provost on April 5th. We have been working with an external consultant to finalize the report in the midst of a very challenging academic year. Our plan is to meet with the DPRT when the report has been transmitted. The final report includes all the sub-committee reports (including the full report of the faculty). My office will be in contact shortly to get meetings on the calendar.*

We note that this message from the VP says nothing about the contents of the DPRT report and what actions are being planned. The next steps will be to wait for the report at the faculty senate, possibly in two weeks.

Land acknowledgement: Students for Indigenous and Native American Rights at GWU have been petitioning for a land acknowledgment at commencement. The DEI subcommittee agreed to

support the statements offered by students.

Respectfully Submitted
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Murli M. Gupta and Susan LeLacheur, Co-chairs, ASPP Committee
April 26, 2024

2023-2024 Committee Roster

- <u>Murli Gupta</u>, Chair (CCAS)*
- <u>Susan LeLacheur</u>, Co-chair (SMHS)
- Linda Briggs (SON), Faculty Senate Executive Committee Liaison*
- Heather Bamford (CCAS)*
- Marie Borum (SMHS)
- Christopher Bracey (Provost)**
- Jennifer Brinkerhoff (ESIA)
- Joseph Cordes (CCAS)*
- Tarek El-Ghazawhi (SEAS)*
- Wendy Ellis (GWSPH)
- Rohini Ganjoo (SMHS/SEAS)
- Mindy Galvan (admissions and Recruiting) **
- Mohammad Ghaedi (CCAS/ESIA)
- Valentina Harizanov (CCAS)
- Carol Hayes (CCAS)
- Shaista Khilji (GSEHD)
- F. Scott Kieff (LAW)*
- Sabrina Minor (Vice President and Chief People Officer)**
- Samar Nasser (SMHS)
- Arlene Pericak (SON)
- Pradeep Rau (GWSB)
- Rumana Riffat (Vice Provost for Faculty Affairs)**
- Anita Singh (Law)
- Abe Tekleselassie (GSEHD)*
- Amita Vyas (GWSPH)*
- Doreen Walters- Edwards (SEAS)
- Phil Wirtz (GWSB)*
- Heather Young (GWSPH)
- Mona Zaghloul (SEAS)

*Senate member
**Non-voting member

Digital Assets and Access Policy for Faculty

Spring 2024

Summary

The purpose of this document is to initiate discussion in the Faculty Senate with the ultimate aim of developing clear policy with regard to faculty access to digital tools (such as email) and who has the rights to faculty-created digital assets in the event of retirement or untimely death.

Questions of interest

As part of their work for the university, faculty create digital content, for example, course materials and research output that are used by various stakeholders including students, other researchers and the broader community. At the same time, email and shared google-docs have now replaced paper as the primary means of recording interactions and storing critical information. The questions that we seek to address include:

- Because it is in the interests of the university to preserve access to important digital assets (for example, course websites, research publications) to stakeholders past the date of faculty retirement or untimely passing, how should the university support legacy websites?.
- Similarly, just as surviving family members would ordinarily receive the physical objects in a faculty's office, how should digital assets be transferred?
- What are our obligations to non-full time faculty? At the moment, adjunct faculty who are away for a semester lose access to their accounts. This seems arbitrary and punitive since they need to access their email while temporarily away.

Proposal

- Create a procedure whereby faculty can designate survivorship to both physical and digital assets. This should include at a minimum: access to email, Box, and google-drive (or their future replacements).
- Maintain legacy personal websites for a significant period after retirement or passing, including maintaining website URLs (via redirecting) so that external entities that link to GW faculty-created webpages have valid links.
- Treat adjunct faculty better by letting them have access to their email and google-drive even while temporarily away.

GW Campus Emergency Information

GW Emergency Services: 202-994-6111

For situation-specific instructions, please refer to GW's Emergency Procedures guide.

GW Alert

GW Alert is an emergency notification system that sends alerts to the GW community. GW requests students, faculty, and staff maintain current contact information by logging into alert.gwu.edu. Alerts are sent via email, text, social media, and other means, including the Guardian app. The Guardian app is a safety app that allows you to communicate quickly with GW Emergency Services, 911, and other resources. Learn more at safety.gwu.edu.

Protective Actions

GW prescribes four protective actions that can be issued by university officials depending on the type of emergency. All GW community members are expected to follow directions according to the specified protective action. The protective actions are Shelter, Evacuate, Secure, and Lockdown. Learn more at safety.gwu.edu/gw-standard-emergency-statuses.

Shelter
- Protection from a specific hazard
- The hazard could be a tornado, earthquake, hazardous material spill, or other environmental emergency
- Specific safety guidance will be shared on a case-by-case basis

Action

Follow the safety guidance for the hazard

Evacuate
- Need to move people from one location to another
- Students and staff should be prepared to follow specific instructions given by first responders and university officials

Action

Evacuate to a designated location

Leave belongings behind

Follow additional instructions from first responders

Secure
- Threat or hazard outside of the building or around campus
- Increased security, secured building perimeter, increased situational awareness, and restricted access to entry doors

Action

Go inside and stay inside

Activities inside may continue

Lockdown
- Threat or hazard with the potential to impact individuals inside buildings
- Room-based protocol that requires locking the interior doors, turning off the lights, and staying out of sight of any corridor window

Action

Locks, lights, out of sight

Consider Run, Hide, Fight

Classroom Emergency Lockdown Buttons

All classrooms have been equipped with classroom emergency lockdown buttons. If the button is pushed, GWorld Card access to the room will be disabled, and GW Dispatch will be alerted. The door must be manually closed if it is not closed when the button is pushed. Anyone in the classroom will be able to exit, but no one will be able to get in.

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

EMERGENCY PROCEDURES

Office of Emergency Management
safety.gwu.edu | oem@gwu.edu | ⓘ @GWsafety | ✕ @GWAlert

More Information

FIRE

- If you sense smoke or fire call 911
- Leave the building immediately using the closest emergency exit, do not use elevators
- Move away from the front of the building and only re-enter when instructed by first responders
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call 911

SEVERE WEATHER

- Monitor Campus Advisories and local media and news
- Follow shelter instructions
- Weather Terms:
  - **Watch**: Conditions are favorable for or severe weather is expected
  - **Warning**: Severe weather is occurring or imminent

MEDICAL EMERGENCY

- Call GW Emergency Services (202-994-6111) or 911 immediately
- Provide the location, nature of injury or illness, current condition of the patient, and other requested information
- Remain on the phone until directed to hang up
- Stay with the patient and do not move them unless they are in immediate danger

HAZARDOUS MATERIAL RELEASE

- Restrict access and do not attempt to clean the material
- Evacuate the area and report the hazardous spill to GW Emergency Services (202-994-6111)
- If the release or spill has the potential to impact a larger area, notify first responders of that potential and follow their directions

ARMED INTRUDER OR ACTIVE SHOOTER

- Call 911 as soon as it is safe to do so
- **RUN** - If there is an accessible escape route: leave your belongings behind and evacuate as quickly as possible; keep your hands visible and follow law enforcement instructions; evacuate whether or not others agree to follow
- **HIDE** - If you cannot evacuate: hide out of the shooter's view; lock and barricade doors with heavy furniture; silence your phone and wait for first responders
- **FIGHT** - As a last resort, attempt to disrupt and/or incapacitate the shooter: devise a plan; throw objects and improvise weapons; act aggressively; commit to your actions

PROTECTIVE ACTIONS

In the event of an emergency, protective actions should be followed. They may include:

SHELTER
- Follow the safety guidance provided for the specific hazard (tornado, earthquake, hazardous material spill, or another environmental emergency)

EVACUATE
- Move to a designated location as instructed by first responders and university officials
- Leave belongings behind

SECURE
- When there is a threat or hazard outside of the building or around campus: go inside and stay inside
- Increased security and restricted access to campus buildings will be in place

LOCKDOWN
- When there is a threat or hazard with potential to impact individuals inside buildings: lock interior doors, turn off the lights, and stay out of sight of any corridor window
- Consider Run, Hide, Fight

ASSISTING PEOPLE WITH ACCESS AND FUNCTIONAL NEEDS

- **Blind or Visually Impaired:**
  - Clearly announce the emergency
  - Offer your arm for guidance
  - Lead the person and alert them of obstacles
- **Deaf or Hard of Hearing:**
  - Turn lights on and off to gain the person's attention
  - Indicate directions with gestures or in writing
- **Physical Disabilities:**
  - Guide the person to the nearest exit stairwell or safe area of refuge, do not use elevators
  - Call GW Emergency Services (202-994-6111) or 911 to report your location

SUSPICIOUS PERSON, PACKAGE, OR MAIL

- Do not open the suspicious item(s), do not confront a suspicious person or let them into a locked building
- Call GW Emergency Services (202-994-6111) or 911 and provide a detailed description of the item(s) or person
- Leave the area and close doors behind you

BOMB THREAT

- Obtain as much information as possible from the caller including location, details of the device, and noticeable characteristics of the caller
- Have a nearby person call GW Emergency Services (202-994-6111) and relay information to them

SS-2324-4

Classroom Lockdown Buttons

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Classroom lockdown buttons are used to lock classroom doors in an emergency (e.g., an active shooter situation). The buttons allow an individual to immediately lock classroom doors that have GWorld card readers. Classroom doors must be closed for the lock to operate.

The majority of GW's classrooms are equipped with lockdown buttons, which are **typically located near the front of the room adjacent to the podium.**

Activating the Lockdown Button

1. **Lift up the plastic casing**
2. **Push the red button**

Once activated, the green light above the button will turn red. Classroom doors that are closed are now locked.

Note: Occupants may leave the room at any time, but only emergency personnel can enter the room. If you leave the room, you will not be able to reenter. Have a plan or escort before leaving the room.

CLASSROOM EMERGENCY

2 PUSH

LOCKDOWN

1 LIFT HERE

What to Expect after Activation

- **When a lockdown button is activated, GWPD is immediately notified** and will begin to investigate. Classroom access is restricted to emergency personnel only.

- **GWPD officers will respond,** assess the situation and take appropriate action.

- **Consider any necessary actions** given your specific situation (e.g., silencing cell phones).

   Note: Lockdown buttons do not communicate by phone with GWPD. If you need to provide information in an emergency, call 911.

Action Item

Consider having a **discussion with your class** about the **location and use** of the lockdown button at the beginning of the semester.

More Information

For more information, contact GWPD at **gwpd@gwu.edu** or **202-994-6110**.