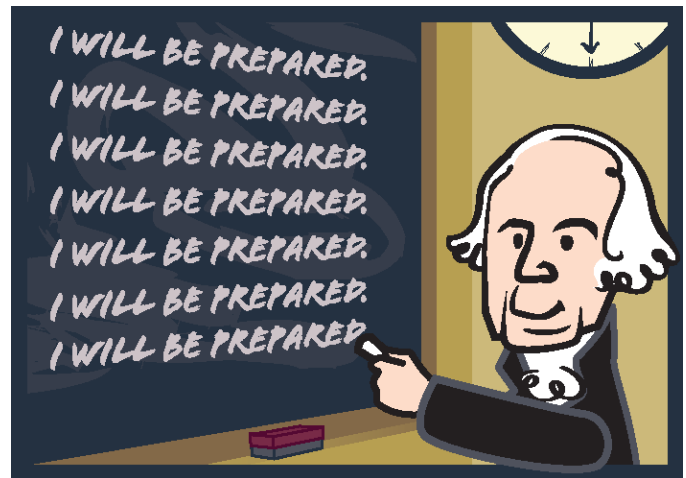


IMPORTANT INFO FOR GW FACULTY



Faculty Guidance

The George Washington University is committed to protecting the welfare of its community members and safeguarding the property and vital interests of the University. For this reason, the University has established comprehensive guidance for incident planning, response, and recovery at The George Washington University. As an instructor, you play an important role in the use and effectiveness of this guidance in your classroom.

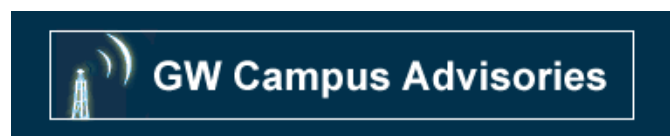
Faculty Members Should:

- Be familiar with the University Incident Manual, including the Contingency and Continuity of Operations Plans that exist for your unit or department.
- Provide your classes with general information relating to incident procedures at the start of each semester when reviewing your course syllabus (see *Classroom Emergency Preparedness and Response Information*).
- Know how to report an incident from the classroom(s) you use.
- Take charge of the students in your classroom and follow appropriate procedures for all fire/building alarms and incident alerts.
- Check that the computer in your classroom (if applicable) is turned on so that you may receive incident alerts from GW Alert.
- Ensure that students with disabilities or special needs have the information or access to assistance they may require during an incident.
- Contact OPSEM (202-994-6600 or email at opsem@gwu.edu) if you have questions about how to evacuate your class or in selecting rendezvous locations.

From the GW Campus Advisories homepage:

- Register for **Alert DC**, a free service that will send alerts to your mobile device.
- Download **GW Alert**, a desktop application that quickly and securely provides emergency notifications to the GW community.

Visit GW Campus Advisories often at
<http://CampusAdvisories.gwu.edu>



Got Plans?

Are you familiar with your department's Contingency and Continuity of Operations Plans?

Visit GW Campus Advisories or call OPSEM for more information: (202) 994-6600

How to Report an Incident or Suspicious Activity

Call the University Police Department:

Foggy Bottom

202-994-6111

Mount Vernon

202-242-6111

If the line is unavailable or you are calling from a different University location, dial **911**

Alert DC

Free notification by e-mail or text message during an emergency

- Sign up easily from the GW Campus Advisories webpage.
- Select to receive alerts specific to "The George Washington University" community.
- Encourage your students to sign up and share incident notifications immediately.

Do you know where to go when you evacuate?

Ask about your primary and secondary rendezvous locations.

For incident related information, visit **GW Campus Advisories** at:

<http://CampusAdvisories.gwu.edu>

Or call:

GW Information Line: (202) 994-5050

How to Shelter-in-Place

- **IF YOU ARE INSIDE, STAY WHERE YOU ARE.** If outside, go to the nearest campus building. Collect any shelter-in-place supplies and a telephone to be used in case of emergency.
- Shelter-in-Place in an **INTERIOR ROOM, ABOVE GROUND LEVEL**, and with the **FEWEST WINDOWS**. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (locking will form a tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems as you are able. (Facilities staff will turn off ventilation systems, if possible.)
- Make a list of all the people with you, and call the list in to UPD so that they know where you are.
- Check Campus Advisories if available, or call 4-5050. Turn on a radio or television for further instructions. If your e-mail address or mobile device is registered with Alert DC, check for alerts.
- Make yourself comfortable.

Look after each other.

You will get word when it is safe to come out.

Evacuation

An evacuation should be considered only if the building you are in is affected or when you must move to a location of greater safety. You should always evacuate if the fire alarm sounds. Faculty and staff are authorized to direct the evacuation of those in their class.

- Instruct students to take their personal belongings (purse, wallet, keys, cell phone, GWorld card, etc.).
- Take your class roster with you so that you can account for those in your class. Follow the evacuation procedures for the building. Close your door, proceed to the nearest exit (you should know two ways out), always use the stairs not the elevator.

Once you have evacuated, seek shelter quickly at your indoor rendezvous location. If police or fire department personnel are on the scene, follow their directions.

Classroom Emergency Preparedness and Response Information

To Report an Emergency or Suspicious Activity

Call the University Police Department at **202-994-6111** (Foggy Bottom) or **202-242-6111** (Mount Vernon). If the line is unavailable or you are calling from another University location, dial 911.

Shelter in Place – General Guidance

Although it is unlikely that we will ever need to shelter in place, it is helpful to know what to do just in case. No matter where you are on campus, the basic steps of shelter in place will generally remain the same:

- If you are inside, stay where you are unless the building you are in becomes unsafe or if you hear a fire alarm or are otherwise instructed to evacuate. If you are outdoors during an incident, proceed into the closest GW building or follow instructions from emergency personnel on scene.
- Shelter-in-place in an interior room, above ground level, and with the fewest windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (locking will form a tighter seal), close exterior doors, and stay away from glass doors and windows.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems as you are able. (Facilities staff will turn off ventilation systems as quickly as possible).
- Make a list of the people with you and call the list in to UPD so they know where you are sheltering.
- Visit GW Campus Advisories for incident updates <http://CampusAdvisories.gwu.edu> or call the GW Information Line 202-994-5050. If possible, turn on a radio or television and listen for further instructions. If your e-mail address or mobile device is registered with Alert DC, check for alert notifications.
- Make yourself comfortable and look after one other. You will get word as soon as it is safe to come out.

Evacuation

We will always evacuate if the fire alarm sounds or if the building we are in becomes unsafe. In the event of an evacuation, please quickly gather your personal belongings (purse, keys, cell phone, GWorld card, etc.) and proceed to the nearest exit. Do not use the elevator.

Two ways out of the building are _____ and _____.

Once we have evacuated the building, proceed to: _____.

If the first location is unavailable, we will meet at: _____.

Alert DC

Alert DC provides free notification by e-mail or text message during an emergency. Visit GW Campus Advisories for a link and instructions on how to sign up for alerts pertaining to GW. If you receive an Alert DC notification during class, please share the information immediately.

GW Alert

GW Alert provides popup notification to desktop and laptop computers during an emergency. In the event that we receive an alert to the computer in our classroom, we will follow the instructions given. You are also encouraged to download this application to your personal computer. Visit GW Campus Advisories to learn how.

Additional Information

Additional information about emergency preparedness and response at GW as well as the University's operating status can be found on GW Campus Advisories <http://CampusAdvisories.gwu.edu> or by calling the GW Information Line at 202-994-5050.