Instructor / Occupant Emergency Reference Guide

Williams - Law Center

Number of Exits: ___  Doors Lock: ___  Furniture for Barricades: ___

HOYAlert is the university's emergency notification system. Receive important, emergency information via text message, voicemail, and email. Enroll in HOYAlert through this link: https://netid-mgmt.georgetown.edu/emergencycontact/

Emergency: (202) 662-9325
**Instructor / Occupant Emergency Reference Guide**

**Evacuation**  
Fire/Smoke  
Notification Methods: Fire Alarm System Activation and/or Emergency Personnel Notification

- Leave the building immediately through nearest EXIT stairways.  
  - **Occupant**: If not assigned another responsibility, assist those requiring assistance with Evacuation.  
- Proceed to the designated Assembly Area (See Assembly Area Map).  
  - **Instructor**: After learning of the alarm, shall lead class or group to Assembly Area.  
- Follow instructions of Building/Floor Marshals, GUPD, and First Responders on scene.  
  - **Instructor**: After reaching the Assembly Area, take attendance and hand to Building/Floor Marshal.  
- DO NOT re-enter the building(s) under any circumstance until the “ALL Clear” is given.

**Shelter In Place**  
Environmental Hazards/Severe Weather  
Notification Methods: HOYAlert (voicemail, email, text)  

- Proceed to the designated Shelter-In-Place location (interior room without exterior door or windows).  
  - **Instructor**: If your classroom has exterior doors or windows, move class to interior room, remain with your class & assist with maintaining order among students until relieved by Building or Floor Marshal or receive “ALL Clear”.  
- Close all doors and windows to the outside if possible.  
- Remain alert for further instructions and updates from HOYAlert.  
- Remain in Shelter-In-Place location until “ALL Clear” is given via HOYAlert.

*In case of Earthquake: Remain in place, drop to floor & take cover under a desk or table until the shaking fully stops. Wait a minute, and then evacuate the building to designated assembly area or available open space away from potential overhead hazards until given “ALL Clear”*

**Defend In Place**  
Active Shooter/Armed Individual  
Notification Methods: HOYAlert (voicemail, email, text), and/or Emergency Personnel Notification

<table>
<thead>
<tr>
<th>IN Your Building: Clear Exit Path (RUN)</th>
<th>IN Your Building: No Clear Exit or Assailant in Your Area (HIDE)</th>
<th>NOT in Your Building: (HIDE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DO NOT activate the fire alarm.</td>
<td>Lock door or block entry by creating a barricade with heavy solid objects or furniture.</td>
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</tr>
<tr>
<td>DO NOT go to designated Assembly Area.</td>
<td>Hide in space out of Assailants view behind solid object away from door &amp; turn off lights &amp; close blinds.</td>
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</tr>
<tr>
<td>Once outside the building, move quickly across any open areas and try to keep large objects such as cars and trees between you and the assailant as you depart from Campus.</td>
<td>Silence your cell phone (including vibrate mode).</td>
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</tr>
<tr>
<td>Get away from Campus.</td>
<td>Await HOYAlert Instructions.</td>
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- Fight as a last resort  
- Act with physical aggression to incapacitate the shooter  
- Commit to your actions. Your life depends on it.

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