

EMERGENCY EVACUATION AND SHELTER IN PLACE GUIDE



THE LAW CENTER EMERGENCY EVACUATION AND SHELTER IN PLACE GUIDE

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Evacuation and Shelter in Place Guide

This document is a training guide for the Emergency Management team at the Georgetown Law Center dealing with Evacuation and Shelter in Place.

It consists of the following sections:

- Emergency Preparedness
- Floor Marshal Responsibilities
- Building Marshal Responsibilities
- McDonough Assembly Points
- Hotung, Fitness, Gewirz Assembly Points
- Williams Library Assembly Points
- 500 First Assembly Points
- Emergency Guide Info

Any questions with regards to this guide should be directed to the co-chairs of the Emergency Management Team:

- George Petasis, gp398@georgetown.edu , 202-697-2500
- Fredinal Rogers, fpr2@georgetown.edu, 202-369-8977

Emergency Preparedness

All Emergency Preparedness Information can be found in Box at the following :

<https://georgetown.box.com/s/ipnpnao87sd1fyp2cy6sgdk55u5a8w3w>

EVACUATION:

Fire/Smoke/Earthquake

- Notification will typically be via the fire alarm and Emergency personnel.
- Assist in alerting others in the vicinity, but do not jeopardize your safety or that of others.
- If applicable, assist disabled to evacuation areas. **DO NOT use Elevators.**
- Leave the building immediately through nearest EXIT and Stairways -- unless it's an earthquake where you need to shelter in place (under a desk if possible) until the earthquake is over and then evacuate.
- Proceed to an Assembly Area that's at least 300 feet away – see classroom signs
- DO NOT re-enter the buildings under any circumstance until all clear is given by public safety.

SHELTER IN PLACE

Environmental Hazards/Tornado

- Notification via HOYAlert, Email Broadcast, Campus Alert and Emergency personnel.
- Assist in alerting others in the vicinity, but do not jeopardize your safety or that of others.
- Close all doors and windows to the outside if possible.
- In case of a Tornado, move to Safety Areas: basements, interior rooms & halls away from glass, stairwells enclosed.
- Remain alert for further instructions and updates.

Floor Marshal Responsibilities

Floor Marshals are volunteers and are tasked to:

- Conduct a sweep of their pre-assigned floor during fire alarms – see in Box for assignments:
<https://georgetown.app.box.com/file/215435518810?s=og8h71h16oylbgw8yt843lc5z05btgxg>
- Assist DPS Officers with building evacuations and identifying persons with special needs/mobility impairments during a building evacuation.
- In some cases, Floor Marshals may be requested to monitor building entrances depending on the nature of the emergency.

In the event of a fire alarm:

- Conduct a sweep of the pre-assigned area -- if safe to do so.
- Close office doors while evacuating -- if safe to do so.
- Monitor your radio and request shelter in place to DPS or Building marshals as needed.
- Check in with building marshal
- Call in as needed
- Proceed to the pre-arranged Assembly point for your building, report your floor status to the building marshal and wait for further instructions.

In the event of a medical emergency:

- Dial 911 and report the location and nature of the emergency and report your location- dial 9325 as well if calling from office phones.
- Instruct someone to meet the responding officers/EMS technicians.
- Assist emergency responders as needed.

In the event of a severe weather emergency:

- Upon notification of severe weather, conduct a sweep of the pre-assigned area if safe to do so and alert all building occupants.
- Proceed to the severe weather gathering location and wait for the "all-clear."
- Same steps as above.

If a Floor Marshal becomes aware of a fire:

- Call 911 and report the incident immediately.
- Activate the building fire alarm system (Pull station.)
- Conduct a sweep of the pre-assigned area if safe to do so.
- Close office doors while evacuating if safe to do so.

- Proceed to the pre-arranged evacuation point, report floor status to your building marshal and wait for further instructions.

Floor Marshals should keep the yellow vests handy – if you don't have one, please pick one up from Fredinal Rogers or Jose Burgos at McD102.

There should be a radio assigned to each floor. Please use it on **frequency 3**.

It is your responsibility to work with the other floor marshals on your floor and sort out areas of responsibilities that cover the whole floor as well as coordinate at the time of the event as needed.

Quarterly meetings will be conducted so that all floor marshals become familiar with one another. This also provides an opportunity for changing/reassigning persons and keeping contact lists up to date. It is also a good opportunity to discuss building safety issues as they come up.

Building Marshal Responsibilities

Building Marshals are volunteers and are tasked to:

- Be responsible for the evacuation of a specific building– see in Box for assignments:
<https://georgetown.app.box.com/file/215435518810?s=og8h71h16oylbw8yt843lc5z05btgxg>
- Receive reports from all the floor marshals of their building on the status of the evacuation process.
- Report to the DPS Shift Commander and/or DPS Director the evacuation status of the building.
- Report injured or trapped persons to First Responders and DPS.

In the event of a fire alarm:

Immediately proceed to the Assembly area of your building.
Communicate your readiness with DPS.
Execute Building Marshal tasks.

In the event of a medical emergency:

Dial x9325 and report the location and nature of the emergency – dial 911 if nobody answers the DPS hotline.
Instruct someone to meet the responding officers/EMS technicians.
Assist emergency responders as needed.

In the event of a severe weather emergency:

Proceed to the severe weather gathering location and wait for the “all-clear.”

If a Building Marshal becomes aware of a fire:

Dial x9325 and report the location and nature of the emergency – dial 911 if nobody answers the DPS hotline.
Activate the building fire alarm system (Pull station.)
Execute tasks

Building Marshals should keep the yellow vests handy – if you don’t have one, please pick one up from DPS – Fredinal Rogers at 202-369-8977 or Jose Burgos at (202)-603-3350.

There’s a radio assigned to each floor of each building. Please set it to **frequency 3** in order not to interfere with DPS or Facilities

It is your responsibility to work with the backup Building Marshal of your building and let them know when you won't be around so that they can take over.

Quarterly meetings will be conducted so that all Building Marshals become familiar with one another and with all the Floor Marshals. This also provides an opportunity for changing/re-assigning persons and keeping contact lists up to date. It is also a good opportunity to discuss building safety issues as they come up.

McDonough Assembly Points



Assembly Points need to be at a minimum of 300 feet from the evacuated building.

Hotung, Fitness, Gewirz Assembly



Assembly Points need to be at a minimum of 300 feet from the evacuated building.

Williams Assembly Points



Assembly Points need to be at a minimum of 300 feet from the evacuated building.

500 First Assembly Points



Assembly Points need to be at a minimum of 300 feet from the evacuated building.

Evacuation for People with Limited Mobility

In the event of an evacuation, people with limited mobility that prevents them from exiting the building with others should:

- Proceed to the nearest stairwell and wait there to be evacuated by a member of the DC Fire & EMS Department.
- If possible, ask another person to accompany you to the stairwell. Ask him or her to immediately inform a DPS officer and/or other emergency responder of your exact location (floors, stairwell number, etc.) once he or she has evacuated.
- If a Building or Floor Marshal (identified by a fluorescent vest) is present, inform him or her of your need for assistance so he or she may give your location to a DPS officer and/or other emergency responder.
- Once in the stairwell, use a cell phone to call DPS at (202)662-9325 and provide the following information: -- Exact location (floor, stairwell number, etc.) -- Name -- Cell phone number -- Any information needed to assist in evacuation.
- If there is no imminent danger, you may choose to remain in the building until emergency personnel arrive. If the danger is imminent and you need assistance, notify emergency personnel immediately.

Please remember you can always contact 911 in the event of any emergency.

Emergency Guide Info

The GU Emergency Response Guidelines provide detailed instructions for the following:

Emergency Contacts & Resources

Building Evacuation

Shelter in Place

Medical Emergency/Hazmat

Power Elevator Failure

Public Safety Threat: Package/Mail

Bomb Threat

Active Shooter:

NOT in your building

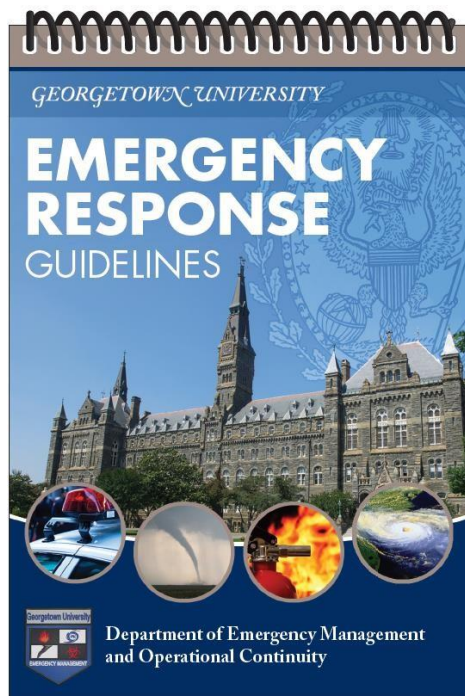
IN your building: You CANNOT see or hear shooter

IN your building: You CAN see or hear shooter

Natural Hazard

Building & Floor Marshals

(You can pick one up from any security station at each building)



[GUIDE IS ALSO ACCESSIBLE ONLINE](#)

GEORGETOWN UNIVERSITY

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

IN Your Building: Clear Exit Path (RUN)	IN Your Building: No Clear Exit or Assailant in Your Area (HIDE)	NOT in Your Building: (HIDE)
<ul style="list-style-type: none"> • Evacuate building immediately. • DO NOT activate the fire alarm. • DO NOT go to designated Assembly Area. • 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. • Get away from Campus. <p>If confronted by Assailant: (FIGHT)</p> <ul style="list-style-type: none"> • Fight as a last resort • Act with physical aggression to incapacitate the shooter • Commit to your actions. Your life depends on it. 	<ul style="list-style-type: none"> • Remain in classroom. • Lock door or block entry by creating a barricade with heavy solid objects or furniture. • Hide in space out of Assailants view behind solid object away from door & turn off lights & close blinds. • Silence your cell phone (including vibrate mode). • Await HOYAlert Instructions. <p>If confronted by Assailant: (FIGHT)</p> <ul style="list-style-type: none"> • Fight as a last resort • Act with physical aggression to incapacitate the shooter • Commit to your actions. Your life depends on it. 	<ul style="list-style-type: none"> • Remain in classroom. • Lock door or block entry by creating a barricade with heavy solid objects or furniture. • Hide in space out of Assailants view behind solid object away from door & turn off lights & close blinds. • Silence your cell phone (including vibrate mode). • Await HOYAlert Instructions. <p>If confronted by Assailant: (FIGHT)</p> <ul style="list-style-type: none"> • Fight as a last resort • Act with physical aggression to incapacitate the shooter • Commit to your actions. Your life depends on it. <p style="text-align: right;">August 2014</p>

BUILDING MARSHAL REPORT FORM

Building: _____ Date: _____ Time: _____

Estimated Evacuation Time: _____ Estimated Number of Occupants: _____

Fire alarm system functioned normally: Yes _____ No _____

Comments

Please write the name of the floor marshal as each floor marshal gives report and note any issues in the special information area below:

	Floor Marshal	Report	Floor Marshal	Report
Basement				
1 st Floor				
2 nd Floor				
3 rd Floor				
4 th Floor				
5 th Floor				
6 th Floor				
7 th Floor				
8 th Floor				
9 th Floor				
10 th Floor				
11 th Floor				
12 th Floor				

Disabled person(s) in stairwells Yes _____ (indicate location below) No _____

Special Information

Report prepared by: _____ Date: _____

Return to Georgetown Law Center Department of Public Safety

Building and Floor Marshals

Building and Floor Marshals serve as a resource to provide safety and security information to faculty, staff and students, especially during emergency situations. Marshals are responsible for making sure that emergency procedure information is posted in their buildings and that the occupants of each building are familiar with these procedures, such as proper evacuation routes and Shelter-in-Place locations.

During an incident, Building and floor Marshals will be identified by distinctive fluorescent vests. Please report to your Floor Marshal once you have safely exited the building. Marshals may maintain radio communication with staff from the Department of Public Safety (DPS) and members of the Incident Command System (ICS) in order to convey information about an incident to the occupants of their buildings.

For more information on the Marshal Program, visit:

<http://emergencymanagement.georgetown.edu>

Evacuation Guidelines

Building Evacuation

A building Evacuation goes into effect in case of a fire or other emergency that requires all occupants to immediately leave the building to ensure their safety.

How to prepare for a building evacuation: Familiarize yourself with emergency stairwells, exit routes and the assembly area for your primary location, as well as for all buildings that you frequent. Flip to the "Building and Floor Marshals" tab for more information.

Signals: A building evacuation will be signaled by the building fire alarm, including strobe lights and audible alerts and/or by other means of notification (e.g., HOYAlert or other notification by Georgetown University response agencies).

Action: When you receive the notification, leave the building and proceed to the assembly area in the building's evacuation plan.

- If you have any questions regarding your designated assembly area, please contact your Building and Floor Marshals or the co-chairs of the Emergency Management Team.

How to know when it's safe to return to the building: Building and Floor Marshals and Department of Public Safety (DPS) officers will provide additional information at each assembly area. You may only reenter a building when authorized by them.

- If a fire or other incident makes a building unsafe to enter for a significant period of time, building occupants may be temporarily relocated.

Evacuation for People with Disabilities

In the event of an evacuation, people with physical disabilities that prevent them from exiting the building with others should:

- Proceed to the nearest stairwell and wait there to be evacuated by a member of the DC Fire & EMS Department.
- If possible, ask another person to accompany you to the stairwell. Ask him or her to immediately inform a DPS officer and/or other emergency responder of your exact location (floors, stairwell number, etc.) once he or she has evacuated.
- If a Building or Floor Marshals (identified by a fluorescent vest) is present, inform him or her of your need for assistance so he or she may give your location to a DPS officer and/or other emergency responder.
- Once in the stairwell, use a cell phone to call DPS at (202)662-9325 and provide the following information:
 - Exact location (floor, stairwell number, etc.)
 - Name
 - Cell phone number
 - Any information needed to assist in evacuation
- If help does not arrive within 5-10 minutes, call DPS again. Be persistent!

Shelter-in-Place Guidelines

Shelter-in-Place goes into effect during emergency situations where it is important to minimize exposure to outdoor hazards. These situations may include extreme weather or dangerous air quality due to the accidental or intentional release of hazardous materials.

Signals: Shelter-in-Place will be signaled by activating the Campus Alert System, a loud steam whistle that can be heard in all outdoor areas on campus. The system will sound in a series of intermittent blasts. In addition, you may receive messages via HOYAlert.

Action: If you hear the Campus Alert system, you should enter the nearest building and move to an interior room away from exterior windows.

- Once inside, close all doors and windows and wait for further instructions.

Information about the situation: Building and Floor Marshals, identifiable by fluorescent vests, will provide assistance and emergency information. The university will also disseminate information, as soon as it is available, via HOYAlert and other methods. The most up-to-date information for the DC metropolitan area will be available through local television and radio.

Notification about when it's safe to resume normal activities:

Information from HOYAlert, Building and Floor Marshals, Georgetown University Police Department (GUPD) officers, and broadcast e-mail and voice mail will assist in notification of when Sheltering-in-Place ends.