

## Georgetown Law Evacuation Plan 3-9-11

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In the event of a serious crisis on or near the Georgetown Law campus, the evacuation of a building, area or the entire campus may become necessary. The evacuation may be precautionary, such as with significant credible information of an imminent emergency, or as a result of an incident on or near the campus that poses a significant threat to the Georgetown Law community and property.

### General Evacuation Guidelines

Different emergencies require different evacuation strategies. This publication contains evacuation directions for most emergencies. When evacuation is not indicated for the emergencies in this set of guidelines or by obvious circumstances, you should stay where you are until given direction by DPS or other emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation.

### WHEN TO EVACUATE\*

1. Anytime you hear the fire alarm bells in your building
2. If you smell smoke or know an actual fire is burning
3. When instructed to do so by a DPS Officer, Floor Marshal/Building Marshal or Fire/EMS personnel

### WHEN NOT TO EVACUATE\*\*

1. When a tornado warning is sounded (find appropriate shelter within your building)
2. During a hostile intruder situation
3. During a hostage/barricade situation
4. During a power failure unless directed by DPS to evacuate.
5. When instructed to not evacuate by a DPS Officer, Floor Marshal/Building Marshal or Fire/EMS personnel

### WHAT TO DO IF YOU MUST EVACUATE

1. Listen carefully to instructions of DPS and emergency personnel
2. Remain calm
3. Close your office/dorm door as you leave
4. Do not try to gather materials on the way out, leave quickly
5. Keep talking to a minimum
6. Exit via stairwells, not elevators
7. No smoking
8. Alert emergency personnel of any disabled persons who need assistance

*\* Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to allow rescue. Try to notify rescuers of your location.*

*\*\* These situations require you to stay put initially. Emergency personnel will direct you as to when it is safe to evacuate.*

## HOW YOU WILL BE NOTIFIED

If time permits, e-mail and/or phone notifications may be made. If an emergency situation is imminent, HOYA Alert notifications will be made by DPS. This may be supported by the sounding of fire alarms in buildings for quick evacuation. You *must* leave the building immediately any time a fire alarm sounds in the building. **After you are outside the building, move away at least 300 feet from the exits** and wait for further instructions.

## Building/Area Evacuation

Certain emergencies may affect a specific building or area of campus. In this case, persons in those buildings/areas will be evacuated to a predetermined site on campus. Emergency personnel will then direct you to a primary or secondary evacuation site. The evacuation sites are listed below

BUILDING/AREA	PRIMARY SITE	SECONDARY SITE
McDonough Hall	East Side of New Jersey Ave by Starbucks	111 Massachusetts Ave East Sidewalk
Gewirtz	G Street Quad	East Side of 500 New Jersey by Starbucks
EBW Library	Tower Green	111 Massachusetts Ave East Sidewalk
Hotung Building	G Street Quad	East Side of 500 New Jersey
Sport and Fitness Center	G Street Quad	East Side 500 New Jersey

Emergency personnel will direct you to one of these sites during an evacuation. Further instructions will be given at the evacuation site.

## Campus Evacuation

An emergency that dictates the evacuation of the entire Law Center will be handled in conjunction with the emergency procedures of the District of Columbia. In the unlikely event that a campus evacuation is necessary, you will be directed by DPS and the Metropolitan Police Department to proceed to designated safe areas.