

GEORGETOWN UNIVERSITY

Capitol Campus

EMERGENCY REFERENCE GUIDE

EVACUATION: FIRE/SMOKE

Notification Methods: Fire Alarm System, Emergency Personnel, and/or HOYAlert

- Leave the building immediately through nearest EXIT stairways
- If possible, assist those requiring assistance with evacuation
- Proceed to the designated Assembly Area (See Assembly Area Map)
- Follow instructions of Building Emergency Coordinator (BEC), GUPD, or emergency personnel
- DO NOT re-enter the building under any circumstance until the "ALL CLEAR" is given

SHELTER IN PLACE: ENVIRONMENTAL HAZARDS/SEVERE WEATHER

Notification Methods: Fire Alarm Notification Methods: HOYAlert

- Proceed to a suitable Shelter-In-Place location (interior room without exterior door or windows)
- 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 an earthquake, remain in place, drop to the floor, and 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"

LOCKDOWN: ACTIVE SHOOTER/ARMED INDIVIDUAL

Notification Methods: HOYAlert and/or Emergency Personnel

Proceed to a suitable weather shelter in place location (interior room without exterior door or windows)

IN Your Building: Clear Escape Path (RUN)	IN Your Building: No Clear Escape/Assailant Nearby (HIDE)	NOT in Your Building: (HIDE)
<ul style="list-style-type: none">• Evacuate the 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 campus• Get away from campus <p>If confronted by the assailant: (FIGHT)</p> <ul style="list-style-type: none">• Fight as a last resort• Act with physical aggression to incapacitate the assailant• 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 out of view behind solid object away from door, turn off lights, and close blinds• Silence your cell phone• Await HOYAlert instructions <p>If confronted by the 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	<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 out of view behind solid object away from door, turn off lights, and close blinds• Silence your cell phone• Await HOYAlert instructions <p>If confronted by the 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