EMERGENCY PROCEDURES

Environmental Health & Safety Office
(703) 993-8448  |  ehs.gmu.edu

University Police
(703) 993-2810 or 911

EVACUATE
If you discover smoke or a fire, do the following:
• Activate the fire alarm using a manual pull station.
• Notify others and evacuate the building.
• Do not use elevators during a fire or evacuation.
• Assemble at the designated assembly area and await further instruction from emergency response personnel.

Note: It is a violation of State Law to ignore a sounding fire alarm.

SHELTER-IN-PLACE
During severe weather, a hazardous materials spill, or an on-campus violence emergency, do the following:
• Warn others in the area about the emergency.
• Move to an interior room without windows, close the door, and lock the door if appropriate.
• Do not exit the area until the emergency has passed or you are instructed to do so by emergency response personnel.

SEVERE WEATHER AND TORNADOS
• Monitor television, radio, or weather radio for information about approaching storms.
• If severe weather is expected to impact your area, seek shelter in a hardened structure and follow shelter-in-place procedures (above).
• Stay away from large objects that may fall during a storm, e.g. book cases and shelves.
• If you are unable to find shelter, lie down flat and cover your head with your hands.

MEDICAL EMERGENCY
• Contact University Police, provide information about the injury and the location of the victim(s).
• Provide first aid or medical assistance if trained and necessary.
• Remain with the victim until emergency response personnel arrive.
• If a victim is unconscious and not breathing, start CPR, locate an AED, turn it on, and follow the instructions provided by the unit.

ON-CAMPUS VIOLENCE
• If a person enters a building with a weapon, immediately evacuate the building.
• If a person is seen with a weapon outdoors, immediately seek shelter in the nearest building.
• Contact University Police and provide as much information as possible about the situation.
• Warn other people in the area, provide assistance as needed, and remain calm.
• Locate a secure area or building and follow shelter-in-place procedures (above).
• Follow instructions provided by emergency response personnel.

POWER OUTAGE OR UTILITY FAILURE
• Contact Facilities Management at (703) 993-2525 to report a power outage.
• Remain calm, turn off sensitive equipment, exit the area, and provide assistance to others if necessary.
• Buildings without power, water, heating, ventilation, or air conditioning should not be occupied until utilities are restored.

HAZARDOUS MATERIALS RELEASE
• Report all hazardous material spills and releases to University Police.
• Evacuate the area or building if safety permits.
• Assemble at the designated assembly area and remain upwind of the chemical spill.
• If a chemical spill occurs outdoors, shelter-in-place and listen for instructions from emergency personnel.
• Notify University Police if you are exposed to a chemical.

SUSPICIOUS PERSON OR PACKAGE
• Do not physically confront a suspicious person or handle a suspicious package.
• Contact University Police and provide as much information as possible about the situation.
• Notify your supervisor or professor.
• Leave the area or await further instruction from University Police.

REGIONAL EMERGENCY
• Check local news media for updates regarding evacuation, evacuation routes, and emergency shelters.
• Monitor www.gmu.edu for closing or operational modifications.
• Make an emergency plan and keep an emergency supply kit at home, at work, and in your car.
• Visit ReadyVirginia.org for an emergency plan template and tips on building an emergency supply kit.