**Suggested Emergency Preparedness Language for Syllabi**

It is recommended that faculty review basic emergency response procedures for building evacuation, shelter in place, and campus violence with students at the beginning of each semester. Basic information on these actions is available on the following page. For more information on university emergency response procedures, please visit [ready.gmu.edu](http://ready.gmu.edu/).

Faculty are also encouraged to add the following emergency preparedness language to their course syllabi:

**Emergency Preparedness**

George Mason University is committed to maintaining a safe learning environment for our community. To be prepared for campus emergencies, you should be familiar with the university’s established emergency procedures available at [ready.gmu.edu](http://ready.gmu.edu/). In the event of an emergency on campus, you may receive instructions from Mason Alert, university officials, or University Police on how to respond to the situation. It is your responsibility to know your closest evacuation route and shelter area. If calling for emergency help, know your building name and room number.

Building Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary and Alternate Emergency Exits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated Assembly Area (building evacuation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shelter Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additionally, all members of the Mason community should register one or more cell phone numbers or smart phones to receive emergency notifications from Mason Alert. All student and employee email addresses are automatically enrolled in Mason Alert. To access your account, visit [alert.gmu.edu](http://alert.gmu.edu/).

**Emergency:** 911

**University Police:** (703) 993-2810

**Environmental Health and Safety Office:** (703) 993-8448

**Suggested Classroom Discussion of Emergency Response Procedures**

While on campus you may be confronted with an emergency situation. Preparedness may help save time and lives. There are two basic protective actions that apply to most emergencies: evacuate or shelter in place. If you have questions, please contact EHS at (703) 993-8448 or visit [ready.gmu.edu](http://ready.gmu.edu/).

**Emergency Notification:**

* You may see or hear the fire alarm.
* You may be notified by a classmate, faculty member, or university employee.
* You may receive an email or text message from Mason Alert (alert.gmu.edu), the university’s emergency notification system.
* Police, fire, or emergency medical service personnel may issue instructions.

**Building Evacuation:** If you need to evacuate a building:

* Leave the building via the nearest exit but do not use elevators;
* Use an alternate exit if the nearest one is blocked;
* Move to the Designated Assembly Area if it is safe to do so; and
* Let others know you are safe and check your group for missing persons.
* For more information please visit: <http://ehs.gmu.edu/wp-content/uploads/2015/03/Emergency_Evacuation_Guide.pdf>

**Shelter in Place:** If you need to seek shelter due to severe weather or other campus emergency:

* Move immediately to a safe interior space, away from doors and windows;
* Warn others as you move to your shelter location;
* Monitor a TV, radio, or your cell phone for updates;
* Stay in your shelter location until you are instructed it is safe to leave.
* For more information please visit: <http://ehs.gmu.edu/wp-content/uploads/2015/10/TornadoSevereWeather_Guide.pdf>

**On Campus Violence and Response:** If you become aware of violence:

* Immediately leave the area if safety permits, warn others, and call 911.
* If you cannot leave: lock yourself in a room, turn off all lights, silence your phone, and hide until emergency response personnel arrive and provide instructions.
* If you are attacked, defend yourself using whatever means available.
* Remember: *run* if you can, *hide* if you can’t escape, and *fight* if you must
* For more information please visit: <http://ehs.gmu.edu/wp-content/uploads/2015/03/WorkplaceandOnCampusViolenceGuide.pdf>