

# EMERGENCY PROCEDURES



## ACTIVE SHOOTER

- Determine the most reasonable way to protect your own life and call 9-1-1 or 703-764-5000 when it is safe to do so.
- **Run.** Evacuate if you can. (This may be your best chance of survival.) Have an escape route in mind. Leave valuables behind and keep hands visible.
- **Hide** in an area outside of the shooter's view. Block entry to your hiding place and lock doors. Turn off lights and silence electronic devices.
- **Fight** as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.



## BOMB THREAT/EXPLOSION

- Call 9-1-1 or 703-764-5000.
- Do not use cellular phones or two-way radios.
- Do NOT activate the fire alarm system to evacuate.
- Shelter in place or evacuate the building as directed.
- Do not re-enter the building until cleared by authorized personnel.
- Untrained persons should not try to rescue people who are inside a collapsed building. Wait for emergency personnel.



## FIRE

- Activate the nearest fire alarm and call 9-1-1 if possible. If there are no fire alarms, knock on doors and yell "fire" as you exit the building.
- Evacuate the building. Do not use elevators!
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Move well away from the building when evacuating and assemble at designated assembly areas.
- Do not re-enter the building until cleared by authorized personnel.



## HAZARDOUS MATERIALS

- If an emergency develops or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe location (up wind if possible).
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed to the hazard or have information about its release.



## POWER FAILURE

- Remain calm. Provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- If asked to evacuate the building by emergency personnel, exit as calmly and carefully as possible.
- Do not re-enter the building until authorized by authorities. Listen for information regarding building/college closings.
- For localized outages, contact Campus Police at 703-764-5000.



## TORNADO

- If a tornado WARNING is received, seek shelter immediately in a Severe Weather Shelter Area or go to an area that is in an interior hallway or room; at the lowest level in the building; and/or an area free of windows or glass.
- Protect your body from flying debris with furniture and/or sturdy equipment.
- Use your arms to protect your head and neck.



## SUSPICIOUS PERSON/PACKAGE

### SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 9-1-1 or 703-764-5000. Provide as much information as possible about the person and his or her direction of travel.

### SUSPICIOUS PACKAGE

- Do not touch or disturb the object.
- Do not use cellular phones or two-way radios.
- Call 9-1-1 or 703-764-5000.
- Notify your supervisor or instructor.
- Be prepared to evacuate and take personal belongings with you.