**BIOLOGICAL RELEASE/ CHEMICAL SPILL**
- Secure area and do not attempt to clean unless properly trained in managing biological releases or chemical spills
- Move to a safe area
- Call Health and Safety (202–994–4347) or GWPD (202–994–6111) and provide information on location and type of release or spill
- If the release or spill has the potential to impact a larger area, activate the building’s fire alarm and evacuate individuals from the immediate work and/or laboratory area

**SUSPICIOUS/UNUSUAL PACKAGE OR MAIL**
- Do not open the item(s)
- Leave the area and close doors behind you
- Call GWPD (202–994–6111) or 911 and provide a detailed description of the item(s) and its location

**SUSPICIOUS PERSON**
- Call GWPD (202–994–6111) or 911
- Do not confront the person or let the suspicious person into a locked building or office
- Do not block the person’s access to an exit

**BOMB THREAT**
Obtain as much information as possible from the caller and report the threat immediately to GWPD (202–994–6111) or 911.

Be sure to note:
- Precise time of the call
- Caller’s exact words
- Noticeable characteristics of the caller (gender, age, calm/angry, excited/slow, accent, stutter, lisp, high/low pitched, etc.)
- Information regarding the device and possible location
- Background sounds (machine, voices, street noises, music, etc.)
- Threat language (well-spoken, taped, irrational, foul, incoherent, etc.)

Ask the person questions, such as:
- Where is the bomb located?
- When will the bomb explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
  - If so, why?
  - If not, who did?
- What is your name?
- What is your address?

**VIOLENCE/ACTIVE SHOOTER**

If an active shooter is in your vicinity:
- Call GWPD (202–994–6111) or 911 when it is safe to do so and provide information, including the location and number of shooters, description of the shooter(s), weapons used and number of potential victims
- Evacuate
  - If there is an accessible escape path, attempt to evacuate the premises:
    - Have an escape route and plan in mind
    - Evacuate regardless if others agree to follow
    - Leave your belongings behind
    - Help others escape if possible
    - Prevent others from entering an area where the active shooter may be
    - Keep your hands visible
    - Follow the instructions of any police officers
    - Do not attempt to move wounded people

- Hide Out
  - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you:
    - Hide in an area out of the shooter’s view
    - Provide protection if shots are fired in your direction
    - Lock the doors
    - Block entry to your hiding place with heavy objects or furniture pieces
    - Do not trap yourself or restrict your options for movement
    - Silence your cell phone and stay quiet
    - Wait for law enforcement

- Take Action
  - As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:
    - Acting as aggressively as possible against him/her
    - Yelling
    - Throwing items and improvising weapons
    - Committing to your actions

*Adapted from DHS Active Shooter Guidelines, DHS.gov

**CRIME**
Criminal acts towards persons or property can occur on or off campus.

Be sure to:
- Remain in or move to a safe area
- Report criminal or suspicious activity to GWPD (202–994–6111) or 911

**ACTION TERMS:**

**SHELTER-IN-PLACE:** Take immediate shelter indoors and isolate yourself away from the threat

**EVACUATE:** Leave an area or building and move to a safe area