



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