

# Are You Prepared?

What you need to know in the event of an emergency.



UNIVERSITY OF  
THE DISTRICT  
OF COLUMBIA



***“Being Prepared is a Community Effort”***

***A Publication of the Department of Public Safety & Emergency Management***

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## IMPORTANT TELEPHONE NUMBERS

University Police . . . . .	202-274-5050
Local Emergencies . . . . .	911
Local Non-Emergencies . . . . .	311
Office of Environmental Health and Safety . . . . .	202-274-7180
Campus Services . . . . .	202-274-5865
Disability Resource Center . . . . .	202-274-6152
Mayor's Citywide Call Center . . . . .	311
University Information Line . . . . .	202-274-5000

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## **MEDICAL EMERGENCIES**

### **In the event of a medical emergency:**

1. Call 911 or University Police at 202-274-5050 for assistance.
2. Provide information such as the name of the injured person, nature/severity of the injury and location.
3. Do not attempt to move a person who may have neck or spinal injuries.
4. For non-emergencies, contact Student Health Services at 202-274-5030.

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## HAZARDOUS SUBSTANCE RELEASE

Only trained and authorized personnel are permitted to respond to hazardous materials incidents such as biological, chemical and radioactive material.

### In case of a hazardous spill or leak:

- Remain calm.
- Evacuate the area immediately if there is possible danger to occupants.
- Activate the fire alarm if there is a need to evacuate the building.
- Call University Police at 202-274-5050 and provide the following:
  - a. Name
  - b. Location
  - c. Type of chemical or name of chemical
  - d. Approximate amount of spilled or released material
  - e. Extent of injuries, if applicable
- Do not attempt to re-enter the building until given the “**all clear**” notification by University Police or fire department.

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## SHELTER-IN-PLACE

**What does Shelter-in-Place Mean?** Shelter-in-Place is a designated safe haven when evacuation is not an option. Refuge is sought in a small, interior room with few or no windows.

**When is it necessary to Shelter-In-Place?** Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by university authorities through UDC Alert.

### Shelter-In-Place Procedures:

1. Stop classes and/or business operations in the building.
2. If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, where they are, and not drive or walk outdoors.
3. Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
4. If necessary, turn off heating and cooling system.
5. Get your disaster supplies kit and make sure the radio is working.
6. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary.
7. It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
8. Bring everyone into the room(s). Shut and lock the door(s).
9. Stay away from windows and doors.
10. Remain calm and await further instruction.

**Do not attempt to exit the building until the “all clear” has been given by emergency personnel.**

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## WEATHER EMERGENCIES

The Department of Public Safety and Emergency Management will be issued a warning by the National Weather Service if severe weather has been sighted. In the event that severe weather is rapidly approaching the University of the District of Columbia:

1. Seek shelter in the nearest structurally-secured building.
2. If possible, seek shelter away from windows, on the ground or basement level.
3. Stay away from large objects such as bookcases, cabinets or shelves that may fall.
4. Do not use elevators.
5. Remain in a safe area until the severe weather has passed.

For predicted weather emergencies, the University community can utilize the following for additional information and actions:

- **Radio Stations**
  - 103.5 FM (WTOP)
  - 630 AM (WMAL)
- **Television Stations**
  - WRC NBC 4
  - WTTG Fox 5
  - WJLA ABC 7
  - WUSA CBS 9
  - WDCA/TV20
- **UNIVERSITY**
  - [www.udc.edu](http://www.udc.edu)
  - Information Line 202-274-5000

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## UDC ALERT

The University of the District of Columbia will utilize UDC Alert\* during a major crisis or emergency.

This system will deliver important emergency alerts, notifications and updates on a range of devices including:

- e-mail accounts
- cell phones
- pagers
- wireless PDA's



### Registration Instructions:

- Log onto [alert.dc.gov](http://alert.dc.gov)
- Click on the "Text Alert" button under Receive Emergency Alerts
- Type your name
- Enter your e-mail address
- Select device(s), if relevant (you must choose a service provider in the box to the left and put in a phone number or e-mail address to the right)
- Create a password (it will ask you to enter it twice to confirm)
- Select University of the DC which is located under College/Universities (near the bottom of the page)
- Click register (on the bottom of the page)
- Response to Questions: to receive only UDC Alerts just click "NO" to all options
- Click finish registration
- You will receive a confirmation e-mail.

*\* Please note that although this is a free service, you may accrue a cost from your service provider. Please review your service plan for details on receiving text messages.*

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## FIRE AND FIRE ALARMS

1. In the event of a fire, explosions, or smoke, activate the fire alarm system, if the alarm is not already sounding.
2. Call 911 and give the exact location of the fire, including the building address.
3. Do not attempt to extinguish the fire unless you can control the fire and have been trained in the use of fire extinguishers.
4. Evacuate the building using the nearest stairway. **Emergency Evacuation Route Signage** is posted in all University buildings near stairway exits and at elevator landings.
5. Do not use elevators unless directed by emergency personnel.
6. Check for people needing assistance and report to emergency personnel.
7. Follow the instructions of your designated floor monitors.
8. Go to your building's Evacuation Assembly Point (as designated on emergency evacuation sign):
  - Building 32** . . . . . Building 46 E
  - Building 38** . . . . . Building 46 E
  - Building 39** . . . . . Building 46 E
  - Building 41** . . . . . Building 46 E
  - Building 42** . . . . . Building 46 E
  - Building 43** . . . . . Building 46 E
  - Building 44** . . . . . Building 46 E
  - Building 46 E & W** . . . . . Tennis Court  
(Inclement Weather: Building 47)
  - Building 47** . . . . . Building 46 E
  - Building 52** . . . . . Day's Inn Parking Lot  
(Inclement Weather: Building 47)
  - Stables Building** . . . . . Navy Memorial Plaza
9. Do not leave the Evacuation Assembly Point until your status is reported to your supervisor or instructor.
10. Enter the building only after the **"all clear"** is given by emergency personnel.

## EVACUATION OF PERSONS WITH DISABILITIES

Persons who need assistance during an evacuation, even temporarily (due to broken leg, illness, medications, etc.) should plan in advance. It is important to be aware of your own capabilities and limitations and as such, you should notify your supervisor or department head of your needs before a situation occurs.

1. Proceed to the stairwell landing (safe area) or remain in your room.
2. Ask someone leaving the building to notify emergency responders of your location. If a phone is available, call 911 or University Police at 202-274-5050 and notify them of your location.
3. Await the arrival of emergency-response personnel (e.g. fire department) to aid in evacuating the building.

### Rescue is the fire department's top priority.

To aid in the evacuation of Persons with Disabilities, EvacuTrac\* Chairs are available. This chair is designed to transport the disabled user, with the assistance of a helper, down the flight of stairs to safety.

### Emergency Evacuation Chairs & Location:

BUILDING	LOCATION
32	2nd Floor near elevator
38	3rd Floor near elevator
39	3rd Floor near elevator
41 (Main)	5th Floor near elevator
	4th Floor near Stair 4 elevator
	2nd Floor near Stair 3 elevator
41 (Learning Resource Center)	2nd Floor near elevator
	1st Floor near Periodicals
42	2nd Floor near elevator
44	3rd Floor near Center elevator @ Electrical Closet 3M03
46 East (Auditorium)	Level B near elevator
47 (Physical Activities)	1st Floor near elevator
52	3rd Floor Elevator Foyer
	5th Floor diagonal to the double elevators
Stables Building	3rd Floor Stair 1 landing
	6th Floor Stair 2 landing

### More Information:

Office of Counseling and Career Development 202-274-6000.

*\*It is recommended that use of the EvacuTrac should be limited to persons properly trained in its use.*

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## **BOMB THREAT**

All threats should be taken seriously. They can be received by telephone, e-mail, or letter.

**If you receive a telephone bomb threat, follow these procedures:**

- 1) Remain calm.
- 2) Keep the caller talking to obtain as much information as possible to complete the Bomb Threat Checklist (see next page), such as
  - a) Location
  - b) Time of explosion
  - c) Reason for bomb
  - d) Caller's number (if phone is equipped with caller ID)
- 3) Immediately contact University Police at 202-274-5050.
- 4) Notify supervisor or person in charge of the threat.
- 5) Take no further action until advised to do so by University Police or emergency personnel.

**If you see a suspicious object or potential bomb on campus:**

- 1) Stay calm.
- 2) Exit the area or building immediately.
- 3) Contact police at 911 and then University Police at 202-274-5050, after exiting the area.
- 4) Don't use two-way radios, cell phones, or operate lights (on/off).

# BOMB THREAT CHECKLIST

Date of Conversation \_\_\_\_\_

Telephone Number Called \_\_\_\_\_

Location of Telephone Called \_\_\_\_\_

Record Number Displayed on Caller ID \_\_\_\_\_

Precise Time of Call \_\_\_\_\_ Call Received By \_\_\_\_\_

Did Caller Ask for a Specific Person:  Yes  No

If Yes, for whom did the caller ask? \_\_\_\_\_

Note the Following Promptly:

Caller is:  Male  Female Approximate Age: \_\_\_\_\_

Voice:  High Pitched  Deep  Low Pitched

Calm  Excited  Normal

Strong, Solid  Stammering  Disguised

Recorded  Influenced by Drugs/Alcohol

Language:  Dialect/Accent  American English, No Accent

Other Language  Speech Difficulties

Background Noises:  Voices  Music  Traffic

Machines  Train  Aircraft

Children  Other: \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## SUSPICIOUS PACKAGES AND LETTERS

### If you discover or receive a suspicious package:

1. Remain calm. Do not panic.
2. Do not move or handle a suspicious package.
3. Do not smell or taste any substance from the package.
4. Notify others in your immediate area and evacuate. Close and lock the door behind you.
5. Call University Police immediately at 202-274-5050.
6. Wash hands and exposed skin vigorously with soap and water for at least 20 seconds.
7. Remove contaminated clothing as soon as possible and place in a sealable container.
8. Take no further action until given directions by the police department.

### CLUES FOUND ON SUSPICIOUS PACKAGES AND LETTERS:

- No return address
- Misspelled words
- Excessive taping or string
- Oily stains, discolorations or crystallization on wrapper
- Strange odors
- Wrong title with name
- Excessive postage
- Protruding wires

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## ACTIVE SHOOTER

If an active shooter is outside your building, in the same building, or enters your office or classroom, please use the Quick Response Guide (QRG) steps listed below:

### QUICK RESPONSE GUIDE (QRG)

1. Seek refuge in an area that can be locked or barricaded.
2. Lock doors and windows, close blinds, and turn off lights.
3. Take cover away from windows and doors.
4. Remain quiet and stay out of sight.
5. Call 911 or University Police at 202-274-5050 and provide the dispatcher with the following information:
  - Your name
  - Location of the incident (be as specific as possible)
  - Number of shooters (if known)
  - Identification or description of shooter(s)
  - Number of persons who may be involved
  - Your exact location
  - Injuries to anyone, if known.
6. Put cell phones on vibrate.
7. Do not leave until told so by a police officer.

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## UTILITY FAILURES

Power outages should be reported to Campus Services and University Police. Emergency generators will provide limited power for critical areas and emergency lighting only.

1. STAY CALM
2. Call University Police at 202-274-5050
3. Give the location of the problem
4. Follow the below listed procedures

### Power Outage

1. Remain where you are and open all available blinds/shades/curtains to receive outside light.
2. If you are in an unlighted area without windows, go cautiously to an area that has emergency lights or outside light. Remember to assist others unfamiliar with the area.
3. If you are trapped in an elevator, stay calm. Use the emergency button to alert University Police.
4. If you are working in a laboratory:
  - a) Secure all experiments and unplug devices.
  - b) Return chemicals to their storage locations.
  - c) Shut off all natural gas connections, if in use.
  - d) Evacuate lab area, until power is restored.

### Water Leaks/Flooding

Try to contain the leakage in a container to minimize damage or safety hazards. If it is a significant water leak, avoid the areas where water has accumulated, and wait for help. Water makes an excellent conductor of electricity: thus electric shock is possible.

### Gas Leaks

In the event of a gas line rupture or aroma of gas in a building, remain calm and follow these steps:

1. Evacuate the building immediately! Ask others to follow you on the way out. DO NOT call anyone. DO NOT switch on/off the lights. DO NOT shut down any electrical equipment. Electrical arcing can trigger an explosion.
2. Maintain a safe distance from buildings and windows.
3. Do not enter the building until University Police or Washington Gas declares the building safe for entry.

### Steam Leak

If the steam leak is inside the building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity.

A steam leak may cause the building's fire alarm to sound. Even if you know that the problem is a steam leak, exit the building immediately.

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## SUSPICIOUS BEHAVIOR

**You may be able to prevent some dangerous situations by watching for these signs:**

- Marked change in academic performance or behavior
- Poor performance and preparation
- Excessive absences or tardiness
- Repeated request for special consideration (especially when this represents a change from previous functioning)
- Unusual or changed pattern of interaction
- Avoidance of class participation
- Domination of class discussions
- Excessive anxiety when called upon
- Disruptive behavior
- Problems with peers or family members
- Exaggerated emotional response that is obviously inappropriate to the situation

### **Unusual Behavior or Appearance**

- Depressed or lethargic mood
- Hyperactive or rapid speech
- Swollen or red eyes
- Change in personal hygiene or dress
- Dramatic weight loss or gain
- Strange or bizarre behavior indicating loss of contact with reality

### **References to Suicide, Homicide, or Death**

- Feelings of helplessness or hopelessness
- Severe psychological pain or overt references to suicide
- Isolation from friends or family
- Homicidal threats

**Alert a faculty or staff member, who will refer the situation to the Counseling or Health Center for the appropriate actions, including:**

- Talk to the person in private
- If you have initiated the contact, express your concern
- Give hope
- Avoid judging, evaluating, and criticizing
- Maintain clear and consistent boundaries and expectations
- Refer the person to Counseling Center, Health Center, or the Department of Public Safety and Emergency Management
- Follow-up with the referral
- Consult with the Counseling Center, Health Center or Public Safety for direction