RESIDENCE HALL EVACUATION INFORMATION SHEET

IMPORTANT PHONE NUMBERS
EMERGENCY LINE: 202-994-6111
NON-EMERGENCY LINE: 202-994-6110

BE PREPARED TO DEAL WITH EMERGENCY SITUATIONS
- Read the emergency evacuation plans and procedures that are posted in each residence hall.
- Know location of all alarm pull stations on your floor.
- Know location of all fire extinguishers in your room or on your floor.
- Become familiar with exit routes and know alternate exits in the event that one is blocked.

UPON DISCOVERING A FIRE
A. Find nearest pull station and sound central alarm.
B. Shut all doors and windows in the vicinity of the fire.
C. If the fire is not as tall as you are, you can use fire extinguishers to put the fire out.
D. Exit by nearest, safe stairway. Do not use the elevators. Do not run.

UPON HEARING AN ALARM
A. Stay Calm.
B. Try to exit the room. Feel the doorknob.
C. If the doorknob is hot, or if when the door is cracked open there is heat or heavy smoke, close the door and stay in the room.
   a. If there is smoke in the room, keep low to the floor.
   b. Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation.
   c. Hang a sheet or towel from the window to announce that you are in your room. Call the GW Police at 202-994-6111. Be sure to give your building, room number, and location.
D. If the doorknob is not hot, and there is no heat or smoke when the door is cracked, immediately evacuate the building. Exit by the most direct route that is safe.
   a. Put on shoes (and if necessary a coat). Keep your cell phone with you. If smoke or other emergency is evident, get a wet towel to cover your face for protection.
   b. Close all doors as you pass through them.
   c. If, while exiting the building, you are blocked by fire or other emergency, go to the safest fire free area or stairwell. If a phone is available, call GW Police. If not, find a window and signal that you are still in the building.

AFTER EVACUATING THE BUILDING
A. Follow instructions from GW Police and other emergency responders.
B. Move away from the building to a safe location to allow responders to access the building.
C. Whenever possible, stay on the sidewalk; do not cross the street while moving away from the building unless directed to do so.
D. Do not step on or over fire hoses.

ASSISTING PEOPLE WITH ACCESS AND TEMPORARY OR LONG TERM FUNCTIONAL NEEDS

Blind or Visually Impaired:
A. Clearly announce the emergency.
B. Offer your arm for guidance.
C. Lead the person and alert them of obstacles.

Deaf or Hard of Hearing:
A. Turn lights on and off to gain the person’s attention.
B. Indicate directions with gestures or a written note.

Mobility-Impaired:
A. Guide the person to the nearest unaffected exit stairwell or safe area of refuge.
B. Do not use elevators.
C. Call GW Police at 202–994–6111 to report your location.
D. Stay with the person if it can be done without unreasonable personal risk.
E. If in imminent danger and the person requests assistance before emergency personnel can arrive, find volunteers to evacuate the person per his/her instructions.