

**EVACUATION AND SHELTER IN PLACE
FOR 640 MASSACHUSETTS AVE NW**

GEORGETOWN UNIVERSITY SCHOOL OF CONTINUING STUDIES (SCS)

WHEN TO EVACUATE

1. When instructed to do so by an SCS Floor Marshal/Building Marshal, Admiral Security Officer, or Fire/EMS Personnel
2. Anytime the strobe light is activated
3. If you smell smoke or know an actual fire is burning

WHAT TO DO IF YOU MUST EVACUATE

1. **Exit by Stairs: (1) main staircase, (2) internal stairwells**
 - a. Exit by both main staircase and internal stairwells
 - b. If unsafe to use main staircase, use only the internal stairwells. These are marked by “Exit” signs
 - c. Walk *UP* (from level C1 or C2) and *DOWN* (from level 2) to the 1st floor and out of the building
 - d. Do not use elevators
 - e. After you are outside the building, move away at least 500 feet from the building exit to an assembly area listed below
2. **Remain Calm**
 - a. Listen carefully to instructions of SCS Floor Marshal/Building Marshal and emergency personnel
 - b. Close your classroom/office door as you leave
 - c. Do not try to gather materials on the way out, leave quickly
 - d. Keep talking to a minimum
 - e. No smoking
 - f. Alert emergency personnel of any disabled persons who need assistance
 - g. Remember to use crosswalks to cross the street

Outdoor Assembly Areas
7 th St. and K/Massachusetts Ave., NW
6 th St. and Massachusetts Ave., NW

WHEN TO SHELTER IN PLACE

Certain circumstances may prevent safe evacuation from the building. In the following scenarios, please move to a “shelter in place” site within the building.

1. When instructed not to evacuate by SCS Floor Marshal/Building Marshal, Admiral Security Officer or Fire/EMS personnel
2. When a tornado warning is sounded
3. During a hostile intruder situation
4. During a hostage/barricade situation

Shelter In Place Sites
LEVEL 1 - Auditorium
LEVEL C1 - C103 A and B
LEVEL C2 - C204

HOW YOU WILL BE NOTIFIED

- Advised by an SCS Floor Marshal/Building Marshal, Admiral Security Officer, or Fire/EMS Personnel
- If time permits, e-mail and /or phone notifications may be made.
- If an emergency situation is imminent, HOYAlert notifications will be made by Georgetown University’s Department of Public Safety (DPS).
- The above measures may be supported by the sounding of fire alarms in buildings for quick evacuation.