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
- 7th St. and K/Massachusetts Ave., NW
- 6th 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.