

EMERGENCY RESPONSE HANDBOOK

MARYMOUNT UNIVERSITY



SCAN ME



MARYMOUNT
UNIVERSITY

OUR MISSION

The Office of Campus Safety and Emergency Management at Marymount University promotes and contributes to the physical health and psychological well-being of the community through the prevention of campus crime, preparation and response to emergencies, and the establishment of a safe environment. Campus Safety Officers provide 24 hour general assistance, information and response to the community where needed.

Marymount University is committed to the safety of its students, employees, and guests. This handbook contains basic information about emergency preparedness and response at Marymount. In an emergency, taking personal responsibility is key; all Marymount students and employees should be familiar with the policies and procedures described in this handbook in order to help ensure their own safety and that of others. The University has emergency plans in place and maintains close contact with the Arlington County and District of Columbia offices of emergency management.

Marymount's dining services provider also has emergency procedures in place, to ensure ongoing provisions for resident students and others on campus.



Fire

If fire or smoke is detected:

- **Pull** the fire alarm
- **Evacuate** the building using the nearest emergency exit. **DO NOT** try to use elevators
- **Notify** others as you leave the building by shouting “fire”
- If possible, close doors and windows as you leave
- If you are unable to evacuate, call 911 and give your location
- Exit the building a head to the designated rally point away from the building
- Do not re-enter the building until instructed to do so by a designated safety official



Earthquake

- Drop to the ground, take cover under a sturdy object, and hold on until shaking stops
- If a sturdy object is not available, move to an inside corner of the room, crouch down, and cover face and head with arms
- Stay inside and wait for the all clear before leaving your safe space
- Do not use elevators



Severe Weather

Shelter-in-place for severe thunderstorms and tornadoes:

- **Seek** shelter indoors in a low part of the building
- **Move** to a windowless interior room away from hazardous materials
- **Take cover** under a sturdy object or against an interior wall
- Monitor Campus Advisories and local media
- Wait for the all clear before leaving your safe space



Medical Emergency

- Call Campus Safety at (703) 284-1600 or 911 immediately
- Provide the location, nature of injury or illness, current condition of the victim, and other requested information
- Remain on the phone until directed to hang up
- Stay with the victim
- Do not move the victim unless he/she is in immediate danger



Active Shooter

What to do When an Active Shooter is in Your Vicinity:

Run! Hide! Fight!

1. Run!

- If you can get out of the building safely, do so quickly and quietly
- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible as you exit

2. Hide!

- If you cannot get out of the building, hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors
- Stay quiet
- Silence your electronic devices
- Turn off all lights, close all window coverings

3. Fight!

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter



Power Outage

- In the event of a power outage, limited emergency power is supplied to campus buildings to provide for safe evacuation (but not for continued occupancy)
- Power outages should be reported to the Physical Plant by calling **(703) 284-1529 (ext. 1529 on campus)** or Campus Safety at **(703) 284-1600 (ext. 1600 on campus)**
- Use a flashlight, NOT candles
- Evacuate laboratories immediately, since most fume hoods will not operate when building power is cut off
- If Campus Safety personnel determine that relocation to a safer area is necessary, they will go from floor to floor to notify students, faculty, and staff in academic buildings. Campus & Residential Services staff will notify students in the residence halls.

Assisting People With Access and Functional Needs



Toxic Odor and Spills

Blind or Visually Impaired:

- Clearly announce the emergency
- Offer your arm for guidance
- Lead the person and alert them of obstacles

Deaf or Hard of Hearing:

- Turn lights on and off to gain the person's attention
- Indicate directions with gestures or a written note

Mobility-Impaired:

- Guide the person to the nearest exit stairwell or safe area of refuge
- Do not use elevators
- Call Campus Safety at **(703) 284-1600** or **911** to report your location
- Stay with the person if it can be done without unreasonable personal risk
- If in imminent danger and the person requests assistance before emergency personnel can arrive, find volunteers to evacuate the person per his/her instructions

- In the event of a biological, chemical, or radioactive spill, or if an odor of gas or a noxious substance is detected in your area, leave the area immediately and call Campus Safety at **(703) 284-1600 (ext. 1600 on campus)**.
- If possible, secure the area to prevent others from entering.
- If the hazard is thought to place all building occupants at risk (*e.g. the odor of natural gas*), pull the fire alarm to evacuate the building.
- In campus science laboratories, follow the posted instructions.
- Do not re-enter the building/area until it is determined safe by emergency responders.

Action/Alert Terms

SHELTER-IN-PLACE: Take immediate shelter indoors and isolate yourself away from the threat. No one should exit the "Shelter in Place" area until the "All Clear" has been sounded.

EVACUATE: Leave an area or building that is or is about to be affected and move to a safe area

LOCKDOWN: a temporary sheltering technique, which may last anywhere from a few minutes to several hours. When alerted, occupants are to remain inside a lockable room. Lock all doors.



Important Phone Numbers

Main Guardhouse (24/7).....	(703) 284-1600
Ballston Center.....	(703) 284-5900
Campus Safety Main Office	(703) 284-1601
Student Counseling Services (SCS).....	(703) 526-6861
Student Health Center.....	(703) 284-1610
Title IX Office.....	(703) 526-6940

MU Alerts



MU Alerts is a text-messaging and email system that enables Marymount University to notify its students and employees quickly in the event of an emergency, including weather-related delays, cancellations, and closings. Members of the MU community can sign up to receive alerts at this website:

<http://www.e2campus.net/my/marymount/signup.htm>



Build a Kit

You may wish to assemble a personal emergency kit. Some items that the American Red Cross recommends includes:

- a small first aid kit and extra prescription medications
- emergency contact and medical information
- sanitation and hygiene supplies
- a battery-operated flashlight
- a battery-operated radio
- extra batteries
- whistle
- pen or pencil and paper
- several bottles of water
- non-perishable food