

Marymount University is committed to the safety of its students, employees, and guests. This brochure 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 brochure 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.

Questions about emergency procedures should be directed to the Campus Safety Office, at **(703) 284-1601**, or [csafety@marymount.edu](mailto:csafety@marymount.edu)

## GENERAL INFORMATION

### Notification of Emergencies

In an emergency, members of the Marymount community will be notified through some or all of the following:

- MU Alerts (Users must opt-in. See further information and sign-up instructions below.)
- Marymount University's website, [www.marymount.edu](http://www.marymount.edu)
- All Cable TV's and Digital Signage
- Marymount's Facebook and Twitter pages
- Marymount's weather and emergency information phone line, **(703) 526-6888 (ext. 6888 on campus)**
- mass emails (In order to receive campuswide email announcements, students must have a Marymount email account. Students are responsible for activating and regularly checking their University email accounts.)
- announcements on the external public address system
- announcements through the phone system (in faculty and staff offices)
- neon orange flyers posted across campus
- local television and radio stations

### MU Alerts Sign-up

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>

### Reporting an Emergency

If you become aware of an emergency situation on campus, dial **(703) 284-1600 (ext. 1600 from a Main Campus or Ballston Center phone)** to reach Campus Safety personnel, who can summon medical, fire, or police response.

**In a life-threatening situation, dial 911.** Contact Campus Safety after dialing 911 so that emergency responders can be quickly directed to the site.

- When you call, give your name, telephone number, and location, and the nature and location of the emergency.
- Don't hang up until the Campus Safety officer or 911 operator ends the conversation.
- If the phone lines are dead, take the message to Campus Safety in person or use a cell phone if available.
- If you are in a hazardous situation, do not endanger yourself further. Avoid unstable structures; smoke; electrical hazards; fire; and radiation, chemical, or biological exposure. Do not risk your well-being to save personal or University property.

### Reporting Unsafe Conditions

Marymount is committed to maintaining a safe campus environment. To this end, everyone in the campus community is urged to report conditions that may pose a serious risk of injury or property damage. Do not assume that someone else will report the situation. Call Campus Safety at **(703) 284-1600 (ext. 1600 on campus)**.

### Acting in an Emergency

- The Office of Campus Safety will take the lead in all campus emergency situations. Please listen carefully to information provided by Campus Safety personnel and follow their instructions.
- Remain calm and use common sense.
- Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities, or when the building conditions appear hazardous (e.g. the odor of natural gas).
- Use the telephone for emergency purposes ONLY.
- Do not enter elevators during an emergency. If stuck in an elevator, do not attempt to force open stalled elevator doors; use the emergency phone, which will automatically contact Campus Safety.
- Keep a flashlight handy if you are in an area that does not have emergency lighting or natural lighting.
- Know the location of all marked exits from your office, classrooms, living area, etc.

## PERSONAL PREPAREDNESS

While Marymount is prepared to meet the basic needs of the campus community during an emergency situation, it is still a good idea to be personally prepared. You may wish to assemble a personal emergency kit. Some items that the American Red Cross recommends include

- 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
- a whistle
- a pen or pencil and paper
- several bottles of water
- some food that will stay fresh for a long time, such as granola bars

## INFORMATION FOR PERSONS WITH DISABILITIES

All students and employees with permanent or temporary disabilities that could affect their safety in an emergency requiring evacuation, lockdown, or shelter-in-place must notify the appropriate office upon arrival at Marymount. Students should inform the Office of Student Access Services at **(703) 284-1538 (ext. 1538 on campus)**; employees should notify HR Services at **(703) 284-1680 (ext. 1680 on campus)**. Each of these offices will work with individuals to determine the most effective and efficient emergency plan for them. Campus Safety will maintain a log of these individuals. Those who have a temporary disability, such as a broken leg, should also alert the appropriate office when the disability ends.

*Additional information about emergency preparedness at Marymount can be found at [www.marymount.edu/safety](http://www.marymount.edu/safety).*

*For information on situations affecting Arlington County as a whole, MU students and employees can sign up for the Arlington Alert system. Visit <https://www.arlingtonalert.com>*



MARYMOUNT  
UNIVERSITY  
2807 North Glebe Road  
Arlington, VA 22207-4299



MARYMOUNT UNIVERSITY  
EMERGENCY PROCEDURES OVERVIEW

## SPECIFIC SITUATIONS

### Fire

#### Be Prepared!

- Know where fire alarm pull stations are and how to activate them.
- Know your evacuation routes and keep them clear at all times. Never use the elevator to evacuate.
- Know where the closest fire extinguishers are and review the instructions for their use.

#### If Fire or Smoke Is Detected

- Activate the building alarm system.
- Evacuate the building, moving at least 100 feet from it. Follow posted building evacuation routes if possible.
- Notify others as you leave the building by shouting “fire” and knocking on doors.
- If possible, close doors and windows as you leave to prevent the fire from spreading.
- If there is smoke in the area, get down on the floor and crawl out of the building.
- Feel all doors before opening them. If a door is not hot, open it slowly. If a door is hot, DO NOT open it. Move to a second exit, or if one is not available, stay in place and try to open a window for fresh air.
- If you are unable to evacuate, **call 911** and give your location. Try to help identify your location from the outside of the building (e.g. hang a sheet, blanket, or colorful piece of clothing out the window).
- Once you are outdoors, if you know the specific location or cause of the fire, or are aware of someone still inside the building, provide that information to Campus Safety or emergency-response personnel.

### Medical Emergencies

- Call **(703) 284-1600** to report a serious illness or injury. If the situation is potentially life-threatening, **dial 911**.
- Provide the level of first aid for which you are trained and equipped. Generally, do not try to move an injured person; this should be done ONLY when the person’s position puts him or her in additional danger.
- When possible, have someone meet the ambulance or Campus Safety officer at a clearly visible location to quickly direct them to the injured or ill individual.
- If sudden cardiac arrest is suspected, use one of the automated external defibrillators (AED) located around campus and identified by AED signs (locations available online). **Dial 911** immediately and bring an AED to the incident site. No previous experience is necessary to operate the device; it will talk you through its safe application and will not shock someone with a normal heartbeat.

### 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 Campus Safety at **(703) 284-1600**.
- Use a flashlight, NEVER use 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. Residential Services staff will notify students in the residence halls.

### Severe Weather

- In the event of severe weather or other unusual conditions, Marymount University may delay or cancel classes, or close altogether. Information about delays, cancellations, and closings is made available through MU Alerts and other media as soon as possible once a decision is made. Consult Marymount’s Weather and Emergency Information Line, **(703) 526-6888**, the University’s website ([www.marymount.edu](http://www.marymount.edu)), and local radio and television stations for information.
- Power outages may occur during severe weather. To reduce the potential for injury and/or damage, please refer to the instructions under “Power Outage.”

### If a Tornado/Hurricane Warning Is Issued

- Immediately move to the lowest interior floors of your building, and into a windowless area (hallway, bathroom). As you leave your room/office, close windows and lock the door behind you.
- Stay away from windows, doors, and outside walls.
- Do not evacuate the building unless a fire begins or the building structure is unsafe.
- If you are outside in your vehicle and see a tornado approaching, do not remain in your car. If there is a sturdy building nearby, go to the lowest level of that structure for protection. If you are out in the open, lay in as low an area as possible, away from cars.

### Bomb Threats

- Take all calls seriously and report them to Campus Safety at **(703) 284-1600** immediately.
- Try to obtain as much information from the caller as possible: location of the bomb; detonation time; reason for the threat; information about the caller (age, affiliation with any organization, etc.)
- Notify your supervisor or the person responsible for the building.
- Do not try to locate the bomb and never touch suspicious objects or packages.
- Do not use portable radios or pull the fire alarm in a facility where a bomb may be located.

### Toxic Odors And Spills

- 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**.
- 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.

### Robbery/Assault

- Cooperate, giving the person exactly what he/she is asking for, nothing more.
- Try to notice distinguishing traits: clothing, race, height, weight, age, eye color, facial hair, or other identifying features such as scars, moles, etc.
- Pay attention to the type of weapon used, if applicable.
- Listen carefully to the person’s voice for distinguishing characteristics.
- Record what direction the person goes after the confrontation. If a vehicle is used, record the license plate number, as well as the make and model.
- Call Campus Safety at **(703) 284-1600** immediately following the incident. Campus Safety personnel will come to your assistance and notify the police.

### Evacuation

Whenever a building alarm sounds, you *must* evacuate to a distance of at least 100 feet from the building. Await instructions from Campus Safety officers or other emergency personnel.

### Active Shooter

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

#### 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.

#### 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.

#### Fight!

- Only 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.

### Shelter-in-Place

In the event of a chemical or biological attack, the order to “shelter-in-place” may be given.

#### To shelter-in-place

- Move to an interior room or hallway with no windows.
- On your way to the sheltered space, close windows and doors to the best of your ability.
- Designated personnel will be responsible for turning off air-handling systems to reduce the flow of air into the buildings from outside.
- Specific instructions will be provided by Campus Safety officers and, in the residence halls, by Residential Services staff. Remain indoors until you are advised that it is safe to leave. Shelter-in-place would likely be needed for no more than a few hours.