



EMERGENCY PROTOCOL CHEAT SHEET
for
Director's Office

DFS Safety Manager/Emergency Response Coordinator

Patricia Grier – 202-727-8189 (office), 202-384-4630 (cell)
Environmental Health and Safety (EHS)

PSPD Security Desk

Telephone 202-727-4340, 202-727-4920

Department of General Services

Savitra Wright – 202-727-0707

Building Address

401 E St., SW, Washington, DC 20024

Emergency: 9-911

Safety Floor Team

Floor Warden/Assembly Monitor - Herbert Thomas – 202-727-8267
Asst Floor Warden - Patricia Grier – 202-727-8189

Nearest Medical Facility

NAME/ADDRESS/PHONE
George Washington University Hospital 2121 I St NW, Washington, DC 20052 202-299-6260 2.9 miles (approximately 9 minutes)
Howard University Hospital 2041 Georgia Avenue NW Washington, D.C. 20060 202-865-6100 2.6 miles (approximately 7 minutes)

EMERGENCY PROCEDURES	
In the event of an emergency, employees should be aware of and identify the following: <ul style="list-style-type: none">• Nature of Emergency (fire, spill, medical, etc.)• Location• Any injuries	Types of Emergencies <ul style="list-style-type: none">• Fire<ul style="list-style-type: none">○ Pull fire alarm○ Notify supervisor, EHS, PSPD○ Use extinguisher, if fire is small and you're trained○ Evacuate the area• Spill<ul style="list-style-type: none">○ Notify supervisor, EHS○ Use spill kit, if spill is small and you're trained○ Evacuate, if necessary• Medical<ul style="list-style-type: none">○ Notify supervisor, EHS, 9-911○ Provide aid, if trained and able○ Stay with the person

In Case of Emergency Evacuation

In the event of an emergency that would warrant a building evacuation, personnel notification will be made via the building paging and fire alarm system. Upon notification of building evacuation, all personnel (regardless of their location) should proceed to the nearest exit. Remember to use the steps and NOT the elevators to evacuate. Please proceed to your assembly area outside the building, where you will be accounted for by your assembly monitor or floor warden. When you are at the assembly area, stay there and listen for instructions from authorized personnel. Do NOT leave the area, or reenter the facility until you are given the all clear to reenter.

OUTDOOR ASSEMBLY AREAS

CFL Organization	Assembly Area
Department of Forensic Science	Northwest corner of 4 th Street and School Street



Shelter In Place

The term *Shelter in Place* means to seek immediate shelter at a designated location (or area of refuge) within the building and remain there during an emergency where evacuation would actually increase the risk of injury to employees or others in the facility. The action taken in response to a given event will be based on guidance and direction received from federal and/or DC emergency response officials.

SHELTER-IN-PLACE REFUGE AREAS

LEVEL	AREA(S)
1	Multi-purpose (Audio-Visual) Room 1005
2	Open areas 2045 and 2080
3	Open areas 3042 and 3080, and Conference Room 3008
4	Open areas 4045 and 4081
5	Open areas 5045 and 5081
6	Open area 6044 and Conference Room 6008

SIGNAGE IN BUILDING FOR SHELTER-IN-PLACE

Room Number
 1005 2045
 Shelter-in-Place
 1005 2045 3008 3042 3080 4045 4081 5045 5081 6008 6044
 Area of Refuge
 1005 2045 3008 3042 3080 4045 4081 5045 5081 6008 6044



LOCATION OF FIRE EXTINGUISHERS, FIRST AID KITS AND AED'S

Fire Extinguishers are located throughout the building on every floor at each end, both laboratory and office side of the building. Automated External Defibrillators are located next to each fire extinguisher. First Aid kits are located in the Shelter-in-Place locations and the laboratories.