Howard University
Department of Public Safety

EMERGENCY RESPONSE HANDBOOK

SAFETY AND SECURITY
EMERGENCY MANAGEMENT
ENVIRONMENTAL SAFETY
Safety of the Howard University Community must be the common goal of all to ensure that our campus is safe. Students, faculty, alumni and staff must work together to promote a safe campus across the University spectrum. We all must work together in understanding the various roles we have in ensuring safety during emergency situations. HU will go to great lengths to take safety measures and provide the appropriate resources to ensure the safety for all of our students, faculty, staff, alumni and guests. We must remain aware that there will be some situations that are spontaneous and preparations remain critical to respond to these unplanned events. This document is designed to provide critical information to prepare everyone for their role in an announced and unplanned event.

The Howard University Department of Public Safety (DPS) and the Office of Safety and Security, consists of the HU Public Safety Division; the Howard University Hospital; the Office of Emergency Management; and the Office of Environmental Health and Safety. The HU DPS is responsible for providing a safe learning environment by providing visible police presence; responding to crime and incidents around campus; investigating incidents on campus; ensuring safety compliance practices are adhered to; and, protecting the HU community. Our role is to work with and engage the community in ensuring safety throughout campus. In my role as the Chief of Police and Executive Director for Safety and Security, I am tasked with responding to the ever-changing challenges and threats to the University.

A disruptive natural or human-caused incident would have a significant impact on Howard University’s people, programs, and facilities. In recent years, the evaluation of readiness and response, as well as evaluation of scientific information and news, of other disasters throughout the U.S. and the world, has provided heightened awareness of the threats and possible consequences of disruptive incidents. They also highlight a clear picture of our vulnerabilities during these incidents. Howard University is committed to the welfare of its community (students, faculty, staff, and visitors) and to preserving the continuity of the institution. To fulfill its mission and commitments in the event of a disaster we should strive to become disaster resilient. Disaster resilience is achieved through awareness, training, and action.

This handbook serve’s as a guide to help in our emergency preparedness efforts. Here, we provide instructions and address how to prepare and respond to some of the various emergency situations that can be anticipated on campus. We can all make Howard University a safer campus by ensuring that students, faculty and staff make themselves aware of the contents of this guide and by placing it somewhere visible and easily accessible.

Brian K. Jordan
Chief of Police/Executive Director for Safety and Security
Emergency Procedures at Howard University

Emergencies, disasters, accidents, injuries, and crime can occur without warning at any time. Panic or failure to act are major obstacles to safe and effective response in any emergency situation. The best way to remain safe is to plan in advance, prepare for emergency response, and always practice. These are the most effective ways of ensuring that individuals can respond calmly and effectively in an emergency.

Write down the following emergency information in a place where you can access it easily as a first step in preparing for an emergency.

- Building Address
- Office / Work Space Room Number
- Building Manager (name and phone number)
- Evacuation Assembly Area for your building or department

This Emergency Procedure’s Guide was developed to assist in minimizing the negative impact of emergencies. Read the guide before an emergency occurs, become acquainted with its contents, and refer back to it as needed. Familiarity with HU emergency procedures will assist you in being better prepared to protect yourself and others around you.
In an emergency situation take the following steps:

- **Assess** the situation
- **Act** promptly, if necessary, to ensure your safety
- **Notify** appropriate emergency personnel

The information in the Emergency Procedures guide is written for use by all Howard University facilities including those distant from the main campus. All telephone numbers listed in the flipchart, with the exception of 9-1-1, are telephone numbers for resources located throughout Howard’s campus. Programs at other locations may wish to list local emergency telephone numbers specific to their area.
Bomb Threat

A bomb threat is any communication that threatens or warns of intention to detonate explosive, incendiary, or hazardous-material devices intended to cause property damage, injuries, or death. If you receive a threat via phone, e-mail, mail, or voicemail, take these immediate actions:

- If the threat is via phone, remain on the phone and stay calm.
- Use the checklist below to record as much information about the threat as possible.
- Call 911 or have someone nearby call 911. Then call HU-DPS at 202 806-1100
- Follow general preparedness guidelines.
- Ensure that staff and faculty members who regularly receive phone calls are familiar with the attached bomb threat checklist.

**During**

1. Remain calm and stay on the phone for as long as possible.
2. Assume that the threat is real and take the caller seriously.
3. Ask questions using the bomb checklist above as a guide.
4. Write down all of the information you notice about the call and the caller.
5. Avoid using cell phones, two-way radios, and other wireless communication devices to avoid triggering any possible device.
6. Alert a coworker to call the HU-DPS at 202 806-1100 on a landline, or you can call yourself if the caller hangs up.
7. Avoid using the phone that received the bomb threat so that law enforcement has a chance to trace the call.
8. If the bomb threat is a letter, voicemail, or e-mail, call the HUDPS immediately.

**After**

1. Notify the HU-DPS at 202 806-1100.
2. Follow instructions from emergency personnel.
**Bomb Threat Call Procedures**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. **Remain calm.** Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. **Listen carefully.** Be polite and show interest.
3. **Try to keep the caller talking.** Learn more information.
4. **If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. **If your phone has a display, copy the number and/or letters on the window display.**
6. **Complete the Bomb Threat Checklist (reverse side) immediately.** Write down as much detail as you can remember. Try to get exact words.
7. **Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- **Call**
- **Handle note as minimally as possible.**

If a bomb threat is received by email:

- **Call**
- **Do not delete the message.**

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery

**DO NOT:**

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

---

**Bomb Threat Checklist**

**Date:** ____________  **Time:** ____________

**Time Caller Hung Up:**

**Phone Number Where Call Received:**

**Ask Caller:**

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?  Yes   No
- Why?
- What is your name?

**Exact Words of Threat:**

**Information About Caller:**

- Where is the caller located? (Background and level of noise)
- Estimated age
- Is voice familiar?  If so, who does it sound like?
- Other points

<table>
<thead>
<tr>
<th>Caller’s Voice</th>
<th>Background Sounds</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accent</td>
<td>Animal noises</td>
<td></td>
</tr>
<tr>
<td>Angry</td>
<td>House noises</td>
<td></td>
</tr>
<tr>
<td>Calm</td>
<td>Kitchen noises</td>
<td></td>
</tr>
<tr>
<td>Coughing voice</td>
<td>Office noises</td>
<td></td>
</tr>
<tr>
<td>Crying</td>
<td>Conversation</td>
<td></td>
</tr>
<tr>
<td>Deep</td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Deep breathing</td>
<td>Motor</td>
<td></td>
</tr>
<tr>
<td>Disguised</td>
<td>Clear</td>
<td></td>
</tr>
<tr>
<td>Distinct</td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td>Exhale</td>
<td>Office machinery</td>
<td></td>
</tr>
<tr>
<td>Laughter</td>
<td>Factory machinery</td>
<td></td>
</tr>
<tr>
<td>Leg</td>
<td>Local</td>
<td></td>
</tr>
<tr>
<td>Loud</td>
<td>Long distance</td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neutral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rapid</td>
<td>Incoherent</td>
<td></td>
</tr>
<tr>
<td>Rapid</td>
<td>Message read</td>
<td></td>
</tr>
<tr>
<td>Rapid</td>
<td>Taped</td>
<td></td>
</tr>
<tr>
<td>Slow</td>
<td>National</td>
<td></td>
</tr>
<tr>
<td>Shouted</td>
<td>Profane</td>
<td></td>
</tr>
<tr>
<td>Soft</td>
<td>Well-spoken</td>
<td></td>
</tr>
<tr>
<td>Stutter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WHO TO CONTACT:**

- 911 for emergency services
- Facility manager
- Campus Police
- Security
- Office of the President

**WHEN TO CONTACT:**

- Immediately upon termination of the call
- From a different phone
- FPS immediately with information and await instructions

---

**HOW TO CONTACT:**

- Police
- Office of the President or Division of Public Safety
- Security
- Office of the President
Earthquake

An earthquake is a seismic event in which the earth shakes violently, and may cause permanent ground displacement, landslides, or liquefaction. Howard University is located within a region of low earthquake activity, yet we still must all prepare for both major and minor earthquakes. Cascading emergencies such as falling debris or fire may also occur as a result of earthquakes.

In the event of an earthquake, take the following actions:
• **Drop**, take **cover** under sturdy furniture, and **hold** on to it.
• Stay away from windows and objects that could fall.
• Evacuate to the building assembly point when shaking stops.

**Before**
• Follow general preparedness guidelines.
• Conduct a “nonstructural” assessment of your space.
• Identify your evacuation route and check to see if any furniture or other debris could fall and block your path.
• Move large or bulky material (e.g., boxes, heavy binders, fragile or glass items) to lower shelves to prevent falling items from injuring anyone, or retrofit your shelves with cords, doors, shelving lips, or putty to prevent items from falling.
• Secure heavy furniture to the wall (contact Physical Facilities Management or your facility manager for assistance) to prevent injury or blocked evacuation paths.
• Identify safe places to drop, cover, and hold in rooms or buildings where you regularly spend time.
During

Inside
1. Drop, cover and hold on: Take cover under sturdy furniture. Cover your head and neck with your hands. Hold on to the furniture and be prepared to move with it.
2. If you cannot take cover under furniture, drop into the fetal position; put your head down and cross your arms over your neck and head. Stay in this position until the shaking stops.
3. Stay away from windows and unsecured objects.
4. Stay inside until shaking stops, and then evacuate the building.
5. Take keys, wallets, purses, and emergency supplies with you, as you will not be allowed to reenter the building.
6. Expect fire alarm and sprinkler systems to activate.

Outside
1. Move to an open area away from trees, buildings, walls, and utility poles and lines. Avoid entering buildings.
2. If you are in a moving vehicle, pull to the side of the road quickly while avoiding overhead hazards such as trees, buildings, overpasses, and utility poles.

After
1. If in a building, evacuate using only stairs and fire escapes. Gather at the department or administrative unit assembly location and perform a head count to ensure all staff members are accounted for.
2. Stay alert for trapped or injured persons; assist if possible but do not move injured persons.
3. Turn portable radios to WHUR or WTOP for local updates and follow instructions from first responders.
4. Do not enter building until declared safe by emergency authorities.
5. Notify first responders of injured or trapped individuals.
In the event of explosion in a building, take the following actions:

- Take cover behind or under sturdy furniture; shield your eyes and head.
- Evacuate to the building assembly area; do not use elevators.
- Call 911

**Before**
- Secure heavy, large objects to avoid flying debris.
- Identify areas that would be safe in case of an unexpected explosion.
- Ensure chemicals and other potentially dangerous substances are properly secured.
- Follow general preparedness guidelines.

**During**
1. Immediately take cover under sturdy furniture, covering neck and head with your hands and close your eyes.
2. Once you feel it is reasonably safe, evacuate using the stairs to the building assembly location.
3. Call 911 and the Howard University Department of Public Safety at (202) 806-1100.

**After**
1. Evacuate the building using only fire escapes and stairs.
2. Gather at the building assembly location and follow your emergency plan, taking a head count to ensure all staff members are accounted for.
3. Do not enter any building until it has been declared safe by emergency officials.
In the event of a fire, take the following actions:

- Activate fire alarm if necessary.
- Evacuate to the building assembly location. (Do not use elevators.)
- Call 911.

**Before**

- Identify primary and secondary exits.
- Locate the nearest fire alarm manual pull station as appropriate.
- Identify and practice alternative evacuation routes.
- Contact Environmental Health and Safety (202) 806-1033 for more information about fire safety.
- Follow general preparedness guidelines.

**During**

1. **R** RESCUE anyone in danger, if safe to do so.
2. **A** ACTIVATE the pull station and call 911 with your specific location and identity.
3. **C** CONTAIN the fire by closing doors and windows on your way out.
4. **E** EXTINGUISH small, controllable fires (if you are safe, have been trained, and are comfortable doing so).
5. **E** EVACUATE building using only fire escapes and stairs. Gather at the building assembly location and perform a headcount to ensure all staff members are accounted for.

**After**

1. Inform emergency personnel of any trapped or injured individuals.
2. Enter the building only after it is declared safe by emergency personnel.
Special Issues

*Trapped in a Room*
1. Close as many doors as possible between you and the fire.
2. Wet and place cloth material around or under the door to prevent smoke from entering the room.
3. Be prepared to signal to someone outside.

*Caught in Smoke*
1. Drop to hands and knees and crawl toward exit. Stay low, as smoke will rise to ceiling level.

*Forced to Advance through Fire*
1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.

*Using a Fire Extinguisher*
Trained individuals may choose to use a fire extinguisher to extinguish very small, contained fires. This should be done only if it can be done safely. If you have any doubt, evacuate.
- **P** Pull safety pin from handle.
- **A** Aim at base of fire.
- **S** Squeeze the trigger handle.
- **S** Sweep from side to side at base of fire

Employees are encouraged to learn how to use a fire extinguisher although employees are not required to do so. Environmental Health and Safety, provides training – call (202) 806-1033.
In the event of severe weather, take the following actions:
• Sign up for HU Alert on Bison Web to receive updates via text message.
• When outdoors, avoid hazardous areas such as debris piles or flooded areas.
• Check the HU web page for campus information.

Before
Announcements about campus delays or closures will be made on the Howard University homepage and on the HU-DPS Public Safety web site.
• Sign up for the HU-Alert! Emergency notification system.
• Be aware of developing weather risks by monitoring the National Weather Service or local news media.
• Follow general preparedness guidelines.

During
Snow and ice:
• Walk only on cleared or sanded paths.
• Avoid sagging or downed power lines.
• Avoid areas with tall trees to safeguard against falling limbs.
• Exercise extreme caution while driving.

Heavy rains and flooding:
1. While outside, avoid walking, biking, driving or traveling through moving water.
2. If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood.
3. Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move. Be aware of streams, drainage channels, canyons and other areas known to flood suddenly. Flash floods can occur in these areas with or without typical warnings such as rain clouds or heavy rain.
**High winds:**

1. Remain inside away from windows and doors when possible.
2. Avoid areas with tall trees to safeguard against falling limbs.
3. Stay clear of sagging or downed power lines.

**After**

1. Notify HU-DPS at (202) 806-1100 for hazards, which pose an immediate threat.
2. Notify Campus Emergency Operations at (202) 806-1000 of any damage or other hazards, from 7:30 a.m. to 4:30 p.m. Monday through Friday.
Hazardous Materials Incident

In the event of a hazardous materials release, take the following actions:
- Ensure materials are secured properly
- Stay away from spills of potentially hazardous material.
- Notify responders. Emergency: 911 Environmental Health and Safety: (202) 806-1011
  HU-DPS: (202) 806-1100

**Before**

⇒ Using a safety data sheet or other reliable data source, become familiar with and regularly review the hazards of the materials you work with. Review should include associated health and safety risks, the use of personal protection equipment, and cleanup and disposal procedures.
⇒ If in doubt about any characteristic of the material, contact Environmental Health and Safety with your questions or concerns at (202) 806-1033.
⇒ Follow general preparedness guidelines.

**During**

1. **Notify first responders** - In an emergency, call 911.
   ⇒ Call Environmental Health and Safety at (202) 806-1033 (Monday–Friday, 8:00 a.m.–5:00 p.m.) and call the HU-DPS at (202) 806-1100 (evenings, weekends, and holidays)

2. **Secure the area**
   ⇒ Leave the contaminated area.
   ⇒ Avoid inhaling gases, vapors, and/or smoke.
   ⇒ Do not walk through or touch contaminated surfaces.
   ⇒ Notify others who may be impacted.
   ⇒ If safe to do so, cordon off the area.
3. **First aid**
   ⇒ Assist others only if it is safe to do so.
   ⇒ Wear personal protective equipment appropriate for the hazard.
   ⇒ Avoid touching contaminated skin and/or clothing.
   ⇒ Remove contaminated clothing and contain it in a plastic bag.
   ⇒ Rinse contaminated skin or eyes in a safety shower or use eyewash for at least fifteen minutes.

4. **Nonhazardous Materials Release**
   ⇒ Instruct bystanders to stay out of the spill area.
   ⇒ Put on appropriate personal protective equipment.
   ⇒ If trained to do so, contain and clean up the spill.
   ⇒ Dispose of waste material appropriately.
   ⇒ Call Environmental Health and Safety at (202) 806-1033 with questions or for cleanup assistance.

**After**
1. Review safety protocols to identify gaps and necessary training to prevent or mitigate future incidents.

**Special Issues**

**Shelter-in-Place**
If there is a hazardous materials incident, it may be appropriate to shelter-in-place. Shelter-in-place means, that you should temporarily separate the indoor atmosphere, of a room or structure, from an external hazardous atmosphere.
1. Close windows and doors.
2. Seal gaps under doorways and around windows with wet towels, duct tape, and plastic sheeting or other impervious materials.
3. Turn off local ventilation systems (if possible). Do not turn off fume hoods or hazardous-material ventilation systems unless instructed to do so.
4. Do not eat or drink anything that may have been contaminated.
5. Wait to hear “all clear” from emergency responders before exiting the space.
Medical Emergencies

In the event of medical emergencies, take the following actions:

- Call 911.
- Help others as you are able.
- Report incidents to your supervisor and/or the HU Office of Risk Management

DON’T GUESS. IF UNCERTAIN, CALL 911 FOR ASSISTANCE.

Before
1. Identify the location of the nearest automated external defibrillator (AED) and first-aid kit in your work areas.
2. Students should contact the University Student Health Center at (202) 806-9705 for first aid and cardiopulmonary resuscitation (CPR) training.
3. Staff and faculty members may sign up for CPR, AED, and first-aid training on the website.
4. Follow general preparedness guidelines.

During
1. Check surroundings for your own safety. Do not rush into situations where you may become a victim.
2. Call 911.
3. Provide care according to training and personal comfort.
4. Check for responsiveness of the injured person.
5. Check for a medical alert bracelet or tag that may identify a specific condition.
6. Always use appropriate personal protective equipment (gloves, mask) when dealing with bodily fluids.
**After**

**Body Fluid Exposure**
Report all exposure to bodily fluids to Environmental Health and Safety immediately at (202) 806-1033 for cleanup assistance.

**Work-Related Injury**

**Detailed Information**

**Unconscious Adult**
1. Call 911 or have a bystander call.
2. Attempt to wake individual.
3. Check for breathing.
4. If there are no signs of breathing, begin chest compressions or administer CPR. Send a bystander to retrieve an AED. Follow instructions from the 911 operator.
5. If the individual is breathing, maintain an open airway and monitor for changes in condition.
6. Check for bleeding or trauma.
7. Stay with the individual until emergency personnel arrive.

**Controlled External Bleeding**
1. Call 911 or have a bystander call.
2. Check for responsiveness of the injured person.
3. Have the person lie down. If the bleeding is in the arms or legs, raise the injured area above heart level.
4. Cover the wound with a sterile dressing.
5. Apply direct, firm, steady pressure until the bleeding stops; if the individual is conscious, have them apply the pressure themselves. Do not remove the bandage to check bleeding. If it bleeds through the first bandage, apply a second one over the first and continue to apply additional pressure.
6. Stay with the person until emergency personnel arrives at your location.

**Stroke**
1. Call 911 immediately if you see any signs of a stroke.
2. Warning signs:

Think FAST—
- **Face:** Ask the person to smile. Does one side of the face droop?
• Arm: Ask the person to raise both arms. Does one arm drift downward?
• Speech: Ask the person to repeat a simple sentence. Is the speech slurred? Can the person repeat the sentence correctly?
• Time: Call 911 immediately if you see any signs of a stroke. Try to determine the time when signals first appeared. Note the time of onset of the signal and report it to the 911 operator or emergency response personnel.

**Seizures (Convulsing)**

1. Call 911 or have a bystander call.
2. Move away objects that may injure the person.
3. If possible and safe, gently roll the person onto his or her side and offer support.
4. Do not restrain the person in any way.
5. Do not place anything in their mouth.
6. Stay with the person until emergency personnel arrives at your location.

**Burns**

1. Call 911 or have a bystander call.
2. Remove the source of the burn.
3. Cool the burn with cool running water at least until pain is relieved.
4. Cover loosely with sterile dressing.
5. Care for shock.
6. Seek immediate medical attention if the burns involve the eyes, hands, feet, face, groin, or buttocks or if pain or burning persist after flushing with cool water.

**Allergic Reaction**

1. Call 911 or have a bystander call.
2. Calm and reassure the person.
3. If the allergic reaction is from a bee sting, scrape the stinger off the skin with something firm (such as a fingernail or plastic credit card). Do not use tweezers—squeezing the stinger will release more venom.
   • If the person has emergency allergy medication on hand, help the person take or inject the medication. Avoid oral medication if the person is having difficulty breathing.
   • Take steps to prevent shock. Have the person lie flat, raise the person’s feet about twelve inches, and cover him or her with a coat or blanket.
   • Do not place the person in this position if a head, neck, back, or leg injury is suspected or if it causes discomfort.
Power Outage

In the event of a power outage, take the following actions:
• Evacuate using only stairs
• Do not use open flames for light
• In the laboratory, close fume hoods, secure experiments, and evacuate.

Before
• Ensure you have access to flashlights and batteries in your work areas.
• Follow general preparedness guidelines.

During
1. In the event of a power outage, remain calm and take steps to ensure your safety and the safety of those around you.
2. Tune radios to WHUR or visit www2.howard.edu for information about prolonged outages.
3. Follow instructions from emergency personnel.
4. If in doubt about the safety of an area, evacuate immediately.
5. Do not use candles or open flames as a light source.
6. In areas with poor natural lighting, evacuate immediately.
7. Do not use elevators.

After
1. Notify one of the following to report a minor, localized power outage:
2. Campus Operations: 202-806-1000, 7:30 a.m.–4:30 p.m., Monday–Friday
3. HU DPS: 202-806-1100, after hours, weekends, and holidays

Special Issues
People Trapped in Elevators
1. Attempt to keep passengers calm and tell them you are getting help.
2. Notify the HU DPS at 202-806-1100 or by using the call button in the elevator.
Laboratory procedures
1. Close the sashes on all chemical fume hoods as quickly as possible.
2. If safe to do so, secure all experiments, chemicals, and critical equipment prior to evacuating.
3. If chemical odors persist, you may open doors and exterior windows to improve ventilation.
4. Otherwise evacuate the laboratory until power is restored.
Threatening, Violent or Disruptive Behavior

**Before**
Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult the University’s Threat Assessment Team to assess the risk and plan interventions.

The University offers training on workplace violence identification, prevention, and response. The training is developed through a partnership of HU Emergency Management and Continuity, the University Counseling and Testing Center and HU-DPS.

**Assistance is available to assess the level of danger, determine appropriate intervention, and choose appropriate safety measures.** Resources to consult in addition to immediate administrator include:

**University Resources**
- [Howard University Police Department](tel:(202) 806-1100)
- [Office of the Dean of Students](tel:(202) 238-2423)
- [Counseling & Testing Center](tel:(202) 806-7733)
- [Human Resources](tel:(202) 806-1222)

**De-Escalation Techniques:**
- This website offers techniques for verbal de-escalation of potentially violent situations.

**Active Shooter Situations:**
- The [Options for Consideration](https://example.com) video demonstrates possible action to take if confronted with an active shooter scenario.
- FEMA and the Emergency Management Institute offer a [free, online training](https://example.com) about
how individuals can respond to active shooter incidents.
• Download a pocket card or poster with information about how to respond to a violent situation.

During - Immediate Threat

**** Leave the situation if possible and call 911.
**** If possible, call the Howard University Police at (202) 806-1100.

Quickly determine the most reasonable way to protect yourself. The following information is presented as options. In the moment, you will need to make a personal choice based on your assessment of the situation. Keep in mind, customers and clients are likely to follow the lead of employees and managers during an emergency situation.

Angry or hostile student, customer or coworker
• Stay calm and listen attentively.
• Maintain eye contact, while being courteous, patient, and respectful.
• If shouting, swearing, or threatening continues, signal a coworker, or supervisor, that you need help (have a prearranged code word or alarm system). Do not make any calls yourself -- have someone call HU Police or 911.

Active Shooter
• Run
  ◦ Have at least 2 evacuation routes and an evacuation plan in mind
  ◦ Leave your belongings behind
  ◦ Keep your hands visible
• Hide
  ◦ Hide in an area out of the violent person’s view
  ◦ Block entry to your hiding place and lock the doors
  ◦ Turn off the lights
  ◦ Turn off your cell phone’s ringer and vibration settings
• Fight
  ◦ As a last resort and only when your life is in imminent danger
  ◦ Attempt to incapacitate the violent person
  ◦ Act with physical aggression and throw items at the violent person
  ◦ Call 911 when it is safe to do so
The following guidelines are designed to help you determine the most reasonable way to protect your own life in the event that an Active Shooter incident occurs on campus.

**IF THE SHOOTER IS OUTSIDE THE BUILDING:**
- Turn off all lights; close and lock all windows and doors.
- If you can do so, safely get everyone on the floor and out of the line of fire.
- Move to a core area of the building if possible, keeping low while moving.
- Remain there until an authorized college or law enforcement official gives the “ALL CLEAR” instruction in person or until you receive the “ALL CLEAR” instruction on HU Alert.
- Be aware that an unknown or unfamiliar voice giving instructions may be false and designed to give false assurance.
- Place red paper signs in exterior windows to identify the location of injured persons and green paper signs to indicate the presence of people in the room with no injuries.

**IF THE SHOOTER IS INSIDE THE BUILDING:**
- If it is possible to flee the area safely and avoid danger, do so. Evacuate the building to a pre-determined location.
- Contact 911
- If you cannot flee safely, lock your door if possible and get down on the floor or under a piece of furniture, and remain silent. Stay clear of all windows.
- Get others on the floor and out of the line of fire.
- Place a red or green paper sign in the window or under the door.
- Wait for an authorized college or law enforcement official gives the “ALL CLEAR” instruction in person or until you receive the “ALL CLEAR” instruction on HU Alert.

**IF THE SHOOTER ENTERS THE ROOM YOU’RE IN:**
- Attempt to get word out to others if possible, and call 911.
- Use your judgment. If hiding or escaping is impossible, attempt to either negotiate with or overcome the intruder.
- Attempting to overcome the intruder with force is a last resort and should only be initiated in the most extreme circumstance.
- Points to remember:
There may be more than one active shooter.
- Prepare a plan of action in advance: Predetermine possible escape routes and always know where the exits are located.
- When fleeing, get as far away from the shooting scene as quickly and safely as possible. Keep your hands visible. **DO NOT CARRY ANYTHING WITH YOU!**

Police response, points of information:
- Police will quickly respond to the area where shots were last heard and attempt to immediately engage or contain the active shooter(s).
- First arriving officers will not stop to assist the injured or to evacuate personnel.
- Remain calm.
- Avoid any sudden movements or loud noises.
- Do exactly as police tell you.
- Keep your hands empty and visible at all times.
- If you know where the shooter is, quickly tell officers.
- Do not get in the way of the officers.

Information you should provide to Public Safety and Police:
- Number of victims and their location and conditions.
- Location of shooter (what building, floor, or room).
- Detailed description of shooter.
- Type and number of weapon(s).
- Number of attackers, if more than one

Information you should provide to Public Safety and Police:
- Number of victims and their location and condition.
- Location of shooter (what building, floor, or room).
- Detailed description of shooter(s)
- Type and number of weapons.
- Number of attackers, if more than one

When law enforcement arrives:
- Remain calm, and follow officers’ instructions
- Immediately raise hands and spread fingers, keep hands visible at all times
  Avoid making quick movements toward officers, so don’t attempt hold on to them
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Keep in mind, law enforcement’s immediate objective is to find the threat. They will
not tend to the injured on their way into the building.

**During Non-Immediate Threat**

Assistance is available to assess the level of danger, determine appropriate intervention, and choose appropriate safety measures. Resources to consult immediate in addition to an administrator are:

- [Howard University Police Department](tel:2028061100): (202) 806-1100
- [Office of the Dean of Students](tel:2022382423): (202) 238-2423
- [Counseling & Testing Center](tel:2028067733): (202) 806-7733
- [Human Resources](tel:2028061222): (202) 806-1222

If, after consultation, it is determined that the threat is **serious** and may result in danger to a member of the university community take the following steps:

- If there is imminent danger, call the D.C. Metropolitan Police Department (911) and the Howard University Department of Public Safety (202) 806-1100.
- Advise your immediate administrator of the incident, results of the consultation, and the action plan.
- If the incident involves an employee, staff should consult the [Office of Human Resources](tel:2028061222) (202) 806-1222 and faculty should consult the [Office of the Provost](mailto:).  
- If the incident involves a student, call the [Office of the Dean of Students](tel:2022382423) (202) 238-2423.

If, after consultation, it is determined that the threat is **NOT serious** and is unlikely to result in danger to any member of the university community, take the following steps:

- Inform your immediate administrator of the incident, the results of the consultation, and action plan.
- In consultation with your immediate administrator, determine who will convey to the individual that it is not acceptable to make such threats.
- Consider prevention and mitigation measures such as trainings, interventions, or instituting changes to office protocols or assignments.

**After Action**

**Always document the incident.** Describe the sequence of statements and the context. Give details. Have threats been made in the past? Is the person known to have a weapon? Is there a history of animosity? This information will be important in evaluating the level
of risk if there is another threat. Cite consultations, plan for action, and action taken. Forward a copy to Human Resources, the Office of the Dean of Students or HU-DPS as appropriate.

**Additional Information**

**Threatening behaviors** may include statements or acts of intention and/or expressions of excessive emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or pounding on a desk are examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or office, or they may be direct statements of the intention to harm. Any threatening behavior should be considered potentially serious and reported.

**Violent behaviors** are physically aggressive acts. University community members should respond quickly to ensure their personal safety. Report violent acts immediately, once safe.

**Disruptive behaviors** are behaviors by an individual or individuals which prevent or significantly impair effective workplace or classroom activities. Disruptive behaviors may also be perceived as threatening.
Stay or Go: Evacuation

In the event of an evacuation, employees should take the following actions:

- Identify evacuation routes and secure-in-place locations.
- While evacuating, avoid using elevators.
- After evacuating, go to designated building assembly point.

**Before**

- Identify at least two evacuation routes from the building or spaces where you spend time.
- Practice evacuating using both routes.
- Identify a location where you can secure or shelter-in-place.
- Plan with members of your department who will take a head count after evacuation to ensure everyone have been safely evacuated.

**During Evacuation**

- Leave the building immediately when signaled by fire alarm, HU-Alert! message (via text message, e-mail, Smart Classroom, or digital display), or instructions from emergency personnel.
- Do not take any noncritical items while evacuating.
- Walk as calmly as possible.
- Use only stairs and fire escapes during evacuations; avoid elevators.
- Go to the designated evacuation assembly area for head count and check-in.
- Alert emergency personnel if anyone is trapped inside or needs additional assistance.

**After**

- Stay where you are until cleared to exit or reenter the building by emergency personnel or HU-Alert!
**Special Issues**

**Evacuation from a Classroom**

- **Route:** To be prepared to safely evacuate from any building or room, at the beginning of each term determine at least two evacuation routes out of each space you regularly occupy. Each building has evacuation maps posted in main hallways. You can consult this map for the nearest evacuation route. This map will also include the designated fire assembly location for the building.

- **Location:** You can also pick a specific location near the building's assembly point where you'd like to meet all your students should you ever need to evacuate. Share evacuation and assembly location information with your students on the first day of the term and consider including that information on your syllabus.

- **Practice:** We also encourage you to practice your evacuation routes by entering and exiting the building using the difference routes you identified.

**Non-Emergency Evacuation**

- If non-emergency building evacuation is recommended, gather personal belongings and secure your work area, if safe to do so, before exiting the building.

- Persons who need assistance during non-emergency evacuation can call HU-DPS at (202) 806-1100 for assistance. During regular working hours, the building manager, department emergency response coordinator, or office manager should be notified of persons who need assistance so they can advise emergency personnel on their location.
Stay or Go: Shelter-in-Place and Secure-in-Place

In rare instances immediate evacuation may not be the safest option. Examples could include security incidents in which individuals would be safest remaining in place or situations in which hazardous materials were released into the environment.

- To **secure-in-place**, move to an interior room and lock or barricade the door.
- To **shelter-in-place**, close windows and doors and seal gaps under and around them with duct tape, plastic, or towels.
- To **seek shelter**, go inside the nearest building and move to an interior room.

**Secure-In-Place (e.g. security incident)**
- If outside, seek shelter in the nearest unlocked building.
- Once inside, locate an interior room and lock the door.
- If the door cannot be locked, barricade the doors.
- Turn off lights, close blinds and windows and silence phones to minimize light and noise.
- Move away from doors and windows.
- Stay secured in place until given all clear by HU-Alert! or emergency personnel.

**Shelter-In-Place (e.g. hazardous material in the environment)**
- Close windows and doors.
- Seal gaps under doorways and around windows with wet towels, duct tape and plastic sheeting or other impervious materials.
- Turn off local ventilation systems (if possible). DO NOT turn off fume hoods or hazardous material ventilation systems unless instructed to do so.
- Do not eat or drink anything that may have been contaminated.
- Stay sheltered in place until given all clear by HU-Alert! or emergency personnel.
Seek Shelter (e.g. if outside)

• If outside and advised to seek shelter, find the nearest unlocked building and enter it.
• Find an interior room without exterior doors or windows and close the interior doors.
• Stay in shelter until advised by HU-Alert! or emergency personnel.
• Alert emergency personnel if anyone needs additional assistance or is trapped outside.
Family Emergency Preparedness Checklist

**Food / Water**
- Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, foods that are compact and foods that are lightweight.
- One gallon of water per person per day, for drinking and sanitation
- Store water tightly in clean plastic containers such as drink bottles
- Keep at least a three-day supply of water per person
- Ready-to-eat canned meats, fruits and vegetables
- Canned juices, milk, soup (If powdered, store extra water)
- Family staples — sugar, salt, pepper
- High energy foods — peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins, medications
- Foods for infants, elderly persons or persons with special diets
- Comfort items foods — cookies, hard candy, sweetened condensed, instant coffee, tea bags.

**First Aid Kit**
- Assemble a first aid kit for your home and one for each car you have. A first aid kit should include:
  - Sterile adhesive bandages in assorted sizes
  - 2-inch sterile gauze pads (4-6)
  - 4-inch sterile gauze pads (4-6)
  - Hypoallergenic adhesive tape
  - Triangular bandages (3)
  - 2-inch sterile roller bandages (3 rolls)
  - 3-inch sterile roller bandages (3 rolls)
  - Scissors, tweezers, needle and thread
  - Moistened towelettes (wet wipes)
  - Antiseptic
  - Thermometer
  - Tongue blades
  - Tube of petroleum jelly or other lubricant
  - Assorted sizes of safety pins
  - Cleansing agent/soap
  - Latex gloves (2 pair)

**Tools and Supplies**
- Paper cups, plates and utensils
- Battery-operated radio and extra batteries
- Flashlight and extra batteries
- Cash or travelers checks
- Non-electric can opener, utility knife
- Fire extinguisher: small canister, ABC type
- Pliers
- Full tank of gas
- Compass
- Matches in a waterproof container
- Aluminum foil, tape
- Plastic storage containers
- Signal Flare, whistle
- Paper, pencil, and pen
- Shut-off wrench, to turn off household gas and water
- Plastic sheathing

**Sanitation**
- Toilet paper, towlettes
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation use)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach
- Clothing and bedding

**Clothing**
- Sturdy shoes / work boots
- Hats and gloves
- Rain Gear
- Thermal underwear
- Blankets or sleeping bags
- Sunglasses / goggles

**Special Needs (Elderly, baby, etc.)**
- Medications, denture needs, extra eyeglasses and contacts
- Diapers, bottles, formula, wipes, rash ointment, powdered milk

*Important Family Documents*

Keep these records in a waterproof, portable container: Will, insurance policies, contacts, check, deeds and family, passports, social security cards, identification records, land account statements, credit and account statements and company, inventory of valuable household goods, important telephone numbers, family medical records, clothing labels, receipts for clothes, important papers, all birth and death certificates. Keep a small version of the supply kit in the trunk of your car. Keep three copies of identity cards or a small wallet. Change your signed name supply every six months or if you change. Update you personal supply every six months. Be thankful for the and family over at least once a year.