Divine Mercy University is committed to the safety of its students, employees, and guests. DMU has emergency plans in place and maintains close contact with the Vornado/Charles E. Smith Company, and Arlington County and District of Columbia offices of emergency management.

In an emergency, taking personal responsibility is key; all DMU students and employees should be familiar with the emergency preparedness policies and procedures in order to help ensure their own safety and that of others.

**General Information**

**EMERGENCY COORDINATORS**

Each floor will have two people designated as the primary and secondary emergency coordinators. Both DMU and the Vornado Company will maintain a list of emergency coordinators. The coordinators shall be responsible for certain actions that are detailed in this document.

If emergency notices need to be communicated, the faculty, staff and students will be alerted through all or some of these means:

- e-mail
- website
- DMU recorded phone message

**Emergency Coordinators:**

Jeff Elliott (Suite 102) ext. 121 jelliott@divinemercy.edu
Philip Barrows (Suite 509) ext. 137 pbarrows@divinemercy.edu
Colin Burke (Suite 511) ext. 132 cburke@divinemercy.edu
Thomas Brooks (Suite 509) ext. 128 tbrooks@divinemercy.edu

**TRAINING AND PREPAREDNESS**

It is critical for the safety of the DMU community that all personnel on campus have an understanding of emergency procedures. This shall be accomplished through:

- An information session during Orientation
- Emergency drills throughout the year. This exercise involves emergency services as needed. A formal evaluation will be conducted with all personnel involved.
- Distribution of this Safety and Emergency Procedures Manual to students, faculty, and staff. Copies will also be available in the classrooms and meeting rooms.
EMERGENCY KITS

Each floor has an emergency preparedness kit, which should include, but is not limited to, the following items.

- flashlight(s) with extra batteries
- battery-operated radio, with extra batteries
- first-aid kit
- several blankets
- Safety and Emergency Procedures Manual & Emergency Call List
- bagged food and water

The emergency kits are located in Conference Room (suite 509), Office Supplies Closet (suite 511), and Classroom 1 (suite 100).

HELP FOR THOSE WITH DISABILITIES

Members of the DMU community who have disabilities that could affect their safety in an emergency requiring evacuation, lockdown, or shelter in place must notify the emergency coordinators upon arrival at DMU (See above list for contact information). Those who have a temporary disability (e.g. a broken leg) should also provide these offices with information about when the disability begins and ends. The emergency coordinators will work with individuals to determine the most effective and efficient emergency plan for them. Each semester, they will provide a log of individuals who might need assistance in an emergency (along with their regular schedules) to the Vornado Company.

SAFETY AFTER HOURS

- All doors except those to the student lounge will be locked after 5 PM.
- If someone doesn’t have their key, and it is after 5:00 pm, please can call extension 119 to reach the library assistant.
- To be escorted to your car after hours, by safety personnel, call Vornado at 703-769-1250.

ARLINGTON EMERGENCY ALERTS

You may wish to consider registering for Arlington Alert, Arlington County’s emergency notification system that sends important alerts and updates via text message and e-mail. To sign up, visit www.arlingtonalert.com.
General Instructions for Situations Requiring Evacuation, Lockdown, or Shelter in Place

**EVACUATION (e.g. in case of fire)**

Upon the sound of the fire alarm or a voice command of a faculty or staff member, all students, faculty and staff should leave the building by the nearest exit. Everyone is to then proceed to courtyard at **1901 South Bell Street**. Once at the designated meeting place all employees need to report to the emergency coordinators, in order to ensure that everyone evacuated safely.

If 1901 South Bell Street has also been evacuated, all students, faculty, and staff should proceed to Our Lady of Lourdes Catholic Church at 830 23rd Street South.

Students, faculty and staff are to remain in the designated area and will be advised if they need to relocate. **It is very important** that everyone proceed directly to, and remain at, the designated meeting space so that rescue teams will not unnecessarily endanger themselves looking for someone unaccounted for. Any faculty, staff or student remaining in the building will incur a fine imposed by the Fire Marshall of Arlington County.

If building evacuation is necessary for overnight or into the next business day, information will be posted on the DMU website and sent via campus e-mail.

---

**LOCKDOWN (e.g. in case of shooting)**

In the event of an emergency involving an imminent threat of harm, it may become necessary to “lockdown” one or more buildings to protect occupants and minimize the overall exposure to danger. A lockdown is a temporary sheltering technique that may last anywhere from a few minutes to several hours. When alerted that the campus or specific buildings are in lockdown,
occupants of any building within the subject area are to remain inside, away from windows, and lock room doors and windows.

Do not shelter in a hallway; go to an office, classroom, or residence hall room that can be locked. Turn off room lights, stay away from windows and doors, and remain quiet. No one should enter or exit the lockdown area until the “all clear” has been sounded.

If you are outdoors when a lockdown is announced, take shelter in the nearest campus building. If specific buildings or areas of the campus are known to be unsafe at a given time, instructions to evacuate/avoid those buildings or areas will be given by DMU Emergency Coordinators or a public safety official.

**SHELTER IN PLACE (e.g. in case of natural disaster)**

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

To shelter-in-place:

- On the first floor, move to Classroom 1. On the fifth floor, move to either reception area (suite 511) or conference room (suite 508/509).
- On your way to the sheltered space, close windows and doors to the best of your ability.
- Emergency kits are located in the shelter-in-place areas listed above. They contain basic first aid supplies, a flashlight, a AM/FM radio, a walkie-talkie, instructions on communication and sheltering in place, and other necessary items. Each box is sealed; it is a violation of DMU policy to break the seal on an emergency supply kit, if no emergency has occurred.
- 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.
Instructions for Specific Scenarios

FIRE

In general:
● Know where the 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.
● Upon the sound of the fire alarm or a voice command of a faculty or staff member, all students, faculty and staff should leave the building in accordance with the plan already in place for fire drills. Once outside and at the designated meeting place, students, faculty and staff will be advised on where they need to relocate, if necessary.
● 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 do something 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 the DMU Emergency Coordinators or other emergency-response personnel.

MEDICAL EMERGENCIES

● Dial 911 to report a serious illness, injury, or a potentially life-threatening situation.
● Notify the building management calling the TSC (703) 769 1250 to ensure access of emergency personnel.
● 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.
● Have someone meet the ambulance at a clearly visible location to quickly direct them to the injured or ill individual.
**POWER OUTAGE**

- In the event of a power outage, evacuation may or may not be required. Limited emergency power is supplied to the building to provide for safe evacuation, but not for continued occupancy.
- If Vornado and the DMU Emergency Coordinators determine that relocation to a safer area is necessary, they will notify students, faculty, and staff.

**NOTE:** DMU Emergency Coordinators have battery-powered radios and will keep the campus community informed during situations that result in power outage.

**SEVERE WEATHER**

*In general:*

- In the event of severe weather or other unusual conditions, DMU may delay or cancel classes, or close altogether.
- Information about delays, cancellations, and closings will be made available as soon as possible once a decision is made. Consult DMU’s Recorded Information Line, (703) 416-1411 (Option 7), the University’s Web site (www.divinemercy.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 into a windowless area (hallway, bathroom, kitchen where applicable).
- 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.

*In case of flood:*

- Evacuate to higher ground.
- If you see any possibility of a flash flood occurring, immediately move to higher ground and do not wait for instructions to move.
- Do not walk or drive through flood waters.
- Stay away from dangerous areas, e.g., contaminated flood waters, unstable structures and electrical hazards.
● Remain in a safe location until told to move by DMU Emergency Coordinators.

**In case of earthquake if indoors:**
● Drop to the ground, take cover by getting under something sturdy, hold on until the shaking stops. If nothing sturdy is available, cover your face and head with your arms and crouch in an inside corner of the building.
● Stay away from glass, windows, outside doors and walls, and anything that could fall.
● Do not use a doorway unless it is a loadbearing doorway and close to you.
● Stay inside until the shaking stops and it is safe to go outside.
● Do not use elevators.
● Be aware that electricity may go out or the sprinkler systems or fire alarms may turn on.

**In case of earthquake if outdoors:**
● Stay there, but move away from buildings, streetlights, and utility wires.
● Once in the open, stay there until the shaking stops. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects, not the earth movement.

**BOMB THREAT**
● Take all calls seriously and report them to an DMU Emergency Coordinator immediately. They will then call 911.
● 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 cell phones, 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 notify an DMU Emergency Coordinator.
● 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.
● Do not re-enter the building/area until it is determined safe by emergency responders.
ACTIVE SHOOTER

If you can exit the building:

- Exit the building immediately if you may do so safely. When exiting the building, do not have anything in your hands. This includes cell phone, wallets or any other item that may be confused with being a weapon.
- Notify anyone you may encounter to exit the building immediately.

If you cannot exit the building:

- Go to the nearest room or office and close and lock or barricade the door.
- Cover the door windows and turn out the lights.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- If possible, call 911.
- Wait for law enforcement personnel to assist you out of the building.

If you can call 911, try to provide the following information:

- caller's name
- location of the incident (as specific as possible)
- number of shooters (if known)
- identification or description of shooter
- number of persons who may be involved
- caller's location
- if anyone is injured

Note: Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue people because their main goal is to get to the shooter(s). People need to try to remain calm and patient during this time, so as not to interfere with police operations. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building.

Note: These types of incidents are unpredictable. The published guidelines are recommendations based on other schools' experiences.
AIRCRAFT CRASH

The DMU campus is in the direct flight path for the Reagan International Airport. In the event of an aircraft crash on or near the university, the following actions should be taken:

- Explosion and fire as well as falling debris pose a serious risk to individuals on the ground. All members of the campus community are encouraged to move away from the crash site and seek shelter in a safe location. If it is not possible to immediately move away then – to protect yourself against blast damage – drop, cover and hold.
- If you are inside, and the building is not damaged, remain inside. Stay away from windows. Faculty should try to keep their classes together as a unit.
- If an evacuation is ordered follow the instructions of DMU Emergency Coordinators. Relocation of occupants will be determined after the situation has been assessed.
- Those members of the campus community who are trained in first aid are encouraged to provide care for the injured, provided it is safe to be in the area.
- Untrained individuals should not enter the crash site. If you are aware of places where people may be trapped, inform the nearest emergency responder as fast as possible so that trained and properly equipped personnel can affect a rescue effort.
- If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the university determines:
  - the area is safe to occupy
  - all immediate fire, police and rescue activity has been completed
  - any and all investigations have been completed.
  - there is no longer a need to keep the area closed.

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.
- Notify DMU Emergency Coordinators immediately following the incident. Someone will come to your assistance and notify the police.

All faculty, staff and students are required to read and be familiar with these procedures.
EMERGENCY NUMBERS

Fire, Police, Medical Emergency: 911
Tenant Service Center (24 hour operational control and emergency center): 703 769 1250

Emergency Coordinators

Jeff Elliott (Suite 102) ext. 121 jelliott@divinemercy.edu
Philip Barrows (Suite 509) ext. 137 pbarrows@divinemercy.edu
Colin Burke (Suite 511) ext. 132 cburke@divinemercy.edu
Thomas Brooks (Suite 509) ext. 128 tbrooks@divinemercy.edu

VP for Operations

Antonio Maza (Suite 511) ext. 113 amaza@divinemercy.edu