The George Washington University Medical Center

9.1 Fire Emergency Instructions
for Faculty, Staff, Students, Contractors & Visitors:

Upon discovery of smoke or flames:

- Remove or notify people in life threatening danger
- Activate the fire alarm
- Use the elevator lobby RED phone to contact the security desk, or call 4-6111, and provide the following information:
  - Your name
  - Exact location of the emergency (i.e. Ross Hall, Room 510)
  - Size and type of fire (i.e. small garbage can fire)
- If you have been trained, feel capable of doing so, and with another individual use a fire extinguisher to extinguish the fire
- Evacuate the building using the nearest safe stairwell.

Upon activation of the alarm, everyone is expected to:

- Stop work
- Secure research materials
- Secure or take all personal belongings
- Close (DO NOT LOCK) all doors
- Proceed in a calm, orderly manner to the nearest stairwell exit
  
  **DO NOT ATTEMPT TO USE ELEVATORS**

- Enter the stairwell, move to the right on the stairs, proceed, down/up the stairs and exit the building at the GROUND LEVEL
- Congregate on the double walkways at the end of the courtyard, at a distance of at least 100 feet from the building, and report to your supervisor
- Return to workplace or comply with other instructions given by the proper authority
- Re-Enter the building only when directed.