



Institute for the Psychological Sciences Emergency Procedures

The Institute for the Psychological Sciences has a comprehensive Safety Plan for the purposes of taking reasonable efforts to provide a healthy, safe, and secure environment for all members of the campus community. This Safety Plan is in effect, evaluated regularly, and improved as needed.

The effective implementation of the Institute's environmental health and safety program requires a partnership between the Institute administration, entire campus community, and Charles E. Smith Property Management, the owner of the Institute's facility. The Vice President for Finance and Administration has administrative responsibility for the Institute's Safety Plan.

As instructed by the Office of Homeland Security, high levels of alert require the Institute's community to be in a state of readiness. Students and employees should go about their normal business but should report any suspicious activity on campus to the Vice President for Finance and Administration by calling 703-416-1441 or email amaza@ipsciences.edu. If you encounter a situation that warrants immediate response from emergency personnel, call 911 first.

Emergencies

Like you, the Institute uses a number of sources including law enforcement, local and federal governments, broadcast media, the Internet, and our building management to gather information. With any change in the government-communicated threat level, we will evaluate the information we have, and communicate promptly to members of the Institute's Community

In the event of an actual emergency, information and instructions are available through multiple sources, including:

Emergency Telephone Line, 703-416-1441 (Extension 1)
Email (Emails are provided to staff and students with IPS email accounts)
Orange Flier - posted throughout campus
Student Mailboxes

It is your responsibility to regularly review these sources for emergency information and instructions.

Professionals on the Institute's staff are trained to supervise the campus's response to these emergencies and communicate with all members of the community.

What to do in an Emergency

If an emergency occurs, the Institute community is advised to follow these procedures:

- Remain calm and be patient
- Seek information from reliable sources and follow the advice of local emergency officials.
- Use telephones, cellular phones, and Internet only for critical communication. Notify your IPS Emergency Contact (department heads). Department heads should inform the Vice

President for Finance and Administration. During times of emergency, communication lines can easily become clogged;

- Reduce your electrical power consumption to a minimum; if you have a cell phone, use it sparingly;
- Follow directions of Institute personnel.

Evacuation Procedures

If an emergency requires the evacuation of the campus building, the building alarm will be sounded and everyone is required to evacuate the building.

Fire

In the event of fire you should:

- a. **Sound the fire alarm.** No matter how small the fire seems to be, pull the alarm. The alarm boxes are generally located near the exit stairwell doors.
- b. Notify other nearby office occupants.
- c. Close all doors behind you, especially the door to a burning room. Quickly proceed directly to the exit. **Do not use elevators. Do not exit to the rooftop.**
- d. Go quickly and calmly to the ground floor, on the lobby level, and exit immediately.
- e. Move across the street and/or at least 200 feet away from the building.
- f. In all instances, follow the directions of fire and security personnel.
- g. Do not re-enter the building until fire personnel signal to do so. Even if the alarm should stop ringing you should not re-enter the building.

If you find your exit routes blocked by fire or smoke, follow these procedures:

- a. Close your main corridor entry door. If smoke is in the hallway, place draperies, blankets, sheets or clothing around the door to keep smoke out. Wet this material if possible.
- b. If smoke is in your office put a wet cloth over your nose and mouth.
- c. Call the fire department (**Telephone 911**) and tell the dispatcher that you are trapped.
- d. Do not break windows. (Window glass may not be safety glass: Broken glass causes a hazard for people and rescue personnel on the street level).
- e. Remain close to the floor and wait for fire fighters to arrive.

Chemical or Other airborne attack

In the event of a chemical or other airborne attack, individuals will be advised to take shelter. In general, you should seek shelter in interior rooms or hallways and close windows and doors to the best of your ability. If necessary Charles E. Smith Commercial Realty has systems in place designed to shut down HVAC equipment, most importantly all exhaust and intake fans, secure all perimeter doors, and limit entry and exit of the building. Specific instructions will be provided by campus officials. Everyone is to remain indoors until instructed that it is safe to leave. This type of shelter is expected to be needed for no more than a few hours at most.

Personal Preparedness

The Federal Government recommends preparing *personal workplace disaster supplies kits* in accord with recommendations from the American Red Cross. Such kits should include:

- Cash
- Bottled water and non-perishable food for *at least* one day.
- Small first aid kit and extra prescription medications
- Battery operated flashlight and fresh batteries
- Battery operated radio or television
- Emergency contact and medical information
- Personal identification
- Sanitation and hygiene supplies
- Whistle
- Pen, pencil and paper

Remember that your kit should be adjusted based on your own personal needs. For more information about *workplace disaster supplies kits* , please visit the Red Cross website, www.redcross.org/services/disaster/0,1082,0_3_,00.html

The Institute maintains two *disaster supplies kits* located in the office supplies storage room in Suite 511 and in classroom 1 in Suite 102. These kits contain 2 flashlights with extra batteries, one battery-powered radio, first aid supplies and a limited amount of water and non-perishable food. Please be advised that this does not replace the need for *personal workplace disaster supplies kits* and that food and water supplies are intended for the use of visitors and students.

Resources

A list of governmental and volunteer organizations and publications having more detailed instructions of what to do in the event of an actual emergency are provided as a resource for the Institute community. It is the responsibility of each member of the Institute community to be knowledgeable about these instructions.

- Department of Homeland Security <http://www.ready.gov/>
- American Red Cross (*Terrorism Preparing for the Unexpected*) <http://www.redcross.org/>
- Virginia Department of Emergency Management <http://www.vdem.state.va.us/>
- Arlington County <http://www.co.arlington.va.us/emergency/>
- District of Columbia Emergency Services <http://dc.gov/citizen/preparedness/index.shtm>