



Trinity Emergency Response Guide

Emergencies do happen. Emergencies come in all different forms, from weather to fire or power outages to criminal activity to terrorism. While no one direction can cover all situations, this brief guide provides the most fundamental steps all Trinity students, faculty and staff should follow to prepare for and respond to emergencies. Trinity's full [Emergency Management Plan](#) is available on Trinity's website.

What Kind of Emergencies?

- Emergencies come in all different forms. Some things that have happened at Trinity or in Washington:
 - Water Main Breaks
 - Gas Leaks
 - Power Outages
 - Criminal Activities, Robberies, Shootings
 - Missing Persons
 - Fires
 - Building emergencies
 - Violent Storms, Hurricanes
 - Earthquake
 - Swine Flu, Covid-19, seasonal flu, other illness
 - September 11 Terrorism
 - Anthrax/Mail Terrorism Threats

What Should YOU Do?

- Get Trinity Alerts on your phone
 - Text **Follow Trinitydcalerts** to **866-925-2949** on your cell phone
- Put Campus Safety on speed dial 202-884-9111
- Put the Trinity Hotline on speed dial 202-884-9009
- Link your Trinity mailbox to your smartphone so you can get emergency messages and also be able to communicate with Trinity's emergency mailbox emergency@trinitydc.edu
- Watch for the alerts
- Follow the directions
- Stay calm
- Report suspicious activity
- Make a plan with your family about emergency communications
- For more information see Trinity's [Emergency Management Plan](#)

What Does Trinity Do?

- Provide pro-active security vigilance 24/7/365
- Continuous training for Campus Safety officers, other campus first responders, management team responsible for handling emergencies
- Immediate first responder to emergency calls and situations
 - Security
 - Medical
 - Buildings and Grounds
 - Weather
- Immediate campus alerts in emergencies and continuing directions and communications during emergencies
- Directions for actions in emergencies
- Call and coordinate with police/fire/rescue
- Manage the emergency scene
- Provide ongoing directions and support services during emergencies including medical and facilities support
- Debriefing and analysis after events

Frequently Asked Questions About Emergencies

- ***Who calls for police, fire or rescue?***

You should call Campus Safety directly at 202-884-9111 to notify security of the emergency. Campus Safety will call police/fire/rescue and also dispatch security officers and other personnel to the scene immediately. Do Not Call Police/Fire/Rescue Directly for this reason: precious minutes are lost when the responders arrive on campus and don't know which building to go to. Calling Campus Safety ensures a speedier and more accurate response and gets help to the scene more quickly.

- ***How do I know whether to evacuate or shelter in place?***

Every emergency situation is different. Campus Safety will give directions depending upon the emergency. Some typical directions include:

- In a fire, the most common direction is to evacuate the building. However, if corridors or stairwells are blocked by fire, then stay in your room, close the door and call or email Security with your location. Use this email to communicate emergency information: emergency@trinitydc.edu
- In an earthquake, the most common direction is to stay inside and get under a desk or piece of furniture. If you are trapped, call or email your location to emergency@trinitydc.edu
- In an active shooter situation, the most common direction is to "shelter in place" which means to stay in your room, close the door, and get away from windows. Call or email your location to emergency@trinitydc.edu

- ***When can I go home?***

Depending on the emergency, travel may be compromised and you may have to stay on campus for a period of time. Trinity has emergency supplies to care for any extended situation in which students, faculty and staff have to stay on campus. Police or other public authorities will announce when normal travel can resume.

Frequently Asked Questions About Emergencies

- ***What does “Shelter in Place” mean?***

“Shelter in Place” usually means actions such as:

- If you are in an office or classroom, stay in that location, close and lock the door if possible, get away from windows and wait for further instructions or rescue personnel to reach you; keep your phone on to see instructions but silence the ringer and keep everyone silent in the room; call Security with your location (202-884-9111) or email the location to emergency@trinitydc.edu
- If you are walking on corridors, get to the nearest room, close and lock the door and wait for instructions or rescue personnel to reach you;
- If you are outside, go to the nearest safe place and await instructions (do not go under trees in a lightening storm, try to get indoors as quickly as possible)

- ***Where do I go if the order says to Evacuate?***

Evacuate the building using the most immediate stairwell to get outside, and then move away from the building; if during the daytime at Trinity when classes are in session, please proceed to the front lawn of Main Hall for further instructions; resident students will receive separate instructions for night-time evacuation locations.

Frequently Asked Questions About Emergencies

- ***What happens if we have to stay on campus for a period of time?***

While we hope it does not happen, an emergency event in Washington, D.C., such as an act of terrorism like 9/11, could cause all roads and transportation out to be frozen for a period of time by the public authorities. While unlikely, Trinity is prepared to shelter the campus community in place during this kind of emergency. We have sufficient food and water supplies to take care of the campus overnight, and plenty of space. We also have relationships with DC Emergency Management and also area hospitals to get supplies if needed depending on the nature of the emergency.

- ***How can I be better prepared for emergencies?***

- Have an emergency bag in your room, office or car that includes a flashlight and batteries, some nonperishable food, bottled water, blanket and extra clothes. Know your prescriptions and have prescription information available if possible in case you cannot reach necessary medications.
- Make an emergency plan with your family including a communication and transportation plan; talk to your children's schools about their plans if you can't get to the school for a pick up, or if the school goes on lockdown.
- Keep your cell phone charged or have a backup power brick that you keep charged for your phone.
- You can get more information about creating your family's emergency plan at www.ready.gov

Emergency Contact Information

Campus Safety: 202-884-9111 available 24/7/365

Emergency email: emergency@trinitydc.edu

Campus Safety Chief Andrea Glascoe: GlascoeA@trinitydc.edu

Students:

Vice President for Student Affairs Karen Gerlach gerlachk@trinitydc.edu

Dean of Students Michele Bowie bowiem@trinitydc.edu

Director of Campus Housing Jaleesa Peoples: PeoplesJ@trinitydc.edu

Director of Health Services Jacqueline Newsome-Williams: newsome-williamsJ@Trinitydc.edu

Sexual Assault: contact any of the above or also

Title IX Coordinator Sarah Phelps PhelpsS@trinitydc.edu

Faculty and Staff:

Executive Director of Human Resources Tracey Prince Ross: princeTr@Trinitydc.edu

Provost Carlota Ocampo ocampoc@trinitydc.edu

Any and All Situations

President Patricia McGuire president@trinitydc.edu

Note: We also maintain a complete and current list of executive, administration and faculty personal phone numbers for communication in emergencies as well. We do not publish this list but in emergencies we also activate and use our private communication tools.