

# ASU Washington Center

## Resource Guide: Building Emergency Information

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### First Aid Kits

A first aid kit offering basic supplies is available in the first floor pantry and in the eighth floor catering kitchen. Basic supplies include ice packs, adhesive bandages, antibiotic ointment, aspirin, tweezers, hand sanitizer, etc.

Please advise the facility manager if any of these items have been removed so they may be replaced.

### Fire Extinguishers

Fire extinguishers are located on each floor. All ASU staff are required to take the annual Fire Prevention and Safety Course offered online by ASU's Fire Marshal. Fire extinguishers are maintained annually to ensure functionality as required by law.

### Automated External Defibrillator (AED)

AEDs are located on each floor – most often next to the elevators. All ASU staff are required to take an annual AED usage course. Note that all AEDs have audible step-by-step instructions should an occupant need to utilize it who has not been otherwise trained.

### Fire Response and Evacuation Procedures

Please visit the Resources tab available on the ASU in Washington, D.C. [website](#) for a copy of the Barrett & O'Connor Washington Center's evacuation plan. Evacuation drills will be run annually and are mandatory for all staff in the facility.

### Nearest Emergency Services

George Washington University Hospital – open 24 hours a day  
900 23<sup>rd</sup> St. NW  
Washington, DC 20037  
(202) 715-4000  
- Approximately six blocks from the Barrett & O'Connor Washington Center

### Key Building Personnel

Security desk – main lobby  
Extension: 2-0380 or (202) 446-0380

Director of Operations – Roxanne Ladd  
Office (202) 446-0381  
Cell (703) 855-9693  
Roxanne.Ladd@asu.edu

Facility and Event Manager – Paolo Rivera  
Office (202) 446-0398  
Cell (703) 508-3039