

WVU TECH
Quick Reference
EMERGENCY RESPONSE FLIP CHART
Revised December 2017

Cut Here

To report any police, fire, or medical emergency, **call 911**

- Stay on the line with the dispatcher.
- Provide the location of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.

***University Police- Main Number: (304) 929-COPS**

***Beckley Police Department: (304) 256-1720**

***University Police- Direct Cell: (304) 382-7165**

*** Beckley Fire Department: (304) 256-1780**

Emergency Phone Numbers

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In case of a fire alarm situation in any WVU Tech building, **MOBILITY IMPAIRED PERSONS** are to exit the building via the nearest exit; however, if the mobility-impaired persons are on a floor that has no direct exit to the outside, they should go to the **Emergency Assistance Area (EAA)** (normally the elevator lobby; see Building Emergency Plan for your specific building) and await evacuation by trained rescue personnel (Beckley Fire Department).

Evacuation of Mobility-Impaired Persons

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Tornado Watch means tornadoes are possible. Remain alert for approaching storms, and be prepared to seek shelter.

Tornado Warning means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to a place of safety (defined in this Building's Emergency Plan) immediately!

- Move to a pre-designated shelter, such as a basement. Assist those with special needs in getting to the shelter area **(See Evacuating Mobility-Impaired Persons)**.
- **Do not** activate the fire alarm, as this will cause people to go outside.
- Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.
- If there is no basement, go to an interior room on the lowest level (closets, interior hallways, or restrooms). Do not open windows.
- In a high-rise building, go to a small, interior room or hallway with no windows on the lowest floor possible.
- Do not call 911 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. 911 lines need to be kept open and available for emergency calls.

Tornado

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If there are computers, electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area and call the WVU Tech Police at 304.929.2677

If there is no danger, call Facilities Management at 304.929.0325 and advise Facilities personnel of the problem, including:

- Location of the leak/flooding
- Severity
- Whether any valuables, art collections, or books are involved or threatened.

If you know the source of the water and are confident in your ability to stop it (i.e., unclog the drain, turn off water, etc.) do so cautiously.

Be prepared to assist, as directed, in protecting University and personal property that is in jeopardy. Take only those steps that are needed to avoid or reduce immediate water damage: cover large objects with plastic sheeting; carefully move small or light objects out of the emergency area.

Flooding and Water Damage

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If you receive or discover a suspicious package or device:

Do not use a cell phone or 2-way radio within the area of the suspicious package.

Do not use the building fire alarm system.

DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT! COVER the object with anything (paper, trash can, etc.) and do not move this cover. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering. WARN others away. WASH hands with soap and water if you have touched the object.

IMMEDIATELY CALL 911.

Calmly state:

- Your name
- Nature of emergency
- Building and exact location of suspicious package
- Description of the object
- Your phone number

List all people who were in the room/immediate area when this suspicious letter or package was first observed and give the list to the WVU Tech Police.

Suspicious Package

Cut Here

If you detect natural gas, fumes or vapors:

- Call 911 to report the situation.
- Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs (See **Evacuating Mobility-Impaired Persons**).
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

If a building or area evacuation is ordered by the emergency responders:

- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders (See **Evacuating Mobility-Impaired Persons**).
- Report to your department's designated Assembly Area to be accounted for.
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Gas leak—Fumes—Vapors

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If criminal activity is observed:

Do not get involved in trying to prevent the crime unless it involves self-defense.
If the suspect is armed, see **Violence/Active Shooter**.

Observe as much information as possible about the criminal: height, weight, sex, age, clothing, vehicles involved, whether the individual is armed.

Call 911 and calmly state:

- Your name
- Type of crime
- Exact location of crime
- Your phone number
- Answer any questions from the officer; **do not hang up until told to do so.**
- Stay where you are, if you are safe, until authorities arrive.

Crime in Progress

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If it appears an individual may cause harm to themselves or to others, **call 911 immediately** from a campus or cell phone.

After calling 911, if the individual has threatened others or appears to be armed, go to **Violence/Active Shooter/Crime in Progress**.

Suicide Threat/Psychological Emergency

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Civil disturbances include riots, demonstrations, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:

- Call 911 from any phone.
- If the event is in its initial stage and has not reached a critical point, call WVU Tech Police 304.929.2677.
- Provide the address, location, and all possible details to the officer.
- Do not provoke or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.

Civil Disturbance

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If you discover a fire:

- Manually activate the building's fire alarm system.
- In the case of a small fire, you may, if you have had the training, extinguish it with the nearest fire extinguisher (You must use the proper type of fire extinguisher.) **If you have any doubts as to whether you will be able to control the fire, do not attempt to do so.**
- Immediately evacuate the building, closing doors and windows behind you.
- DO NOT USE THE ELEVATORS.
- Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders (See **Evacuating Mobility-Impaired Persons**).
- Report to your department's designated gathering point to be accounted for.
- Call 911 from any phone on or off campus.

Once the fire alarm is activated:

- Walk quickly to the nearest exit. Do not use the elevators.
- If you are able, help those who need special assistance (See **Evacuating Mobility-Impaired Persons**).
- Notify fire personnel if you believe someone may still be in the building.
- Gather away from the building and emergency responders at a pre-designated location.
- DO NOT re-enter the building until the fire department has cleared the scene.

If caught in smoke:

- Do not breathe the smoke!
- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose, and use a shirt or towel to breathe through, if possible.

If trapped in a building:

- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using any available phone.

Fire/Smoke

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If possible, call WVU Tech Police Department at 304.929.2677. Remain calm and answer the officer's questions. If safe to do so, give a good description of the violent individual: height, weight, sex, race, approximate age, clothing, name if known, location or direction of travel.

An individual must use his/her own discretion during a violent/active shooter event whether to run to safety or shelter in place; however, best practices for an active shooter situation are listed below:

IF SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE

- Stay inside the classroom/office.
- Close and lock the inside door to the room; barricade the door with furniture.
- Close the blinds, turn off the lights, remain quiet and move behind available cover.
- Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If you have an outside window and see red and green cards in the room, put the appropriate color (**green for okay** and **red for in danger**) in the window to alert responders to an active threat in your area.

IF SUSPECT IS IN CLOSE PROXIMITY

- Lie motionless and pretend to be unconscious.
- Do not attempt to apprehend or interfere with the suspect except for self-protection.
- An individual must use his/her own discretion about when he/she must engage a shooter for survival.

REMEMBER A.D.D.:

Avoid (person or area of disturbance)

Deny (entry of threat to your area—close/lock/barricade door)

Defend (if you must...prepare yourself to defend against an attack)

Violence/ Active Shooter

Cut Here

(The disruption or loss of electricity, telephone, potable water, natural gas, steam, sanitary disposal, elevator failure, or other building utility.)

During normal work hours notify Facilities Management at 304.929.0325. After hours, notify the WVU Tech Police Department at 304.929.2677.

Advise WVU Tech Police Department at 304.929.2677 of known critical areas at this time. (Critical areas may be elevators, research experiments, animal quarters, temperature-sensitive chemicals, or any area where a prolonged power failure could adversely affect health or property.)

Wait for instructions from WVU Tech Police, your supervisor or building administrator.

Be prepared to evacuate if circumstances necessitate (See **Evacuating Mobility-Impaired Persons**).

Building Supervisor, Chemical Hygiene Officer, and/or Principal Investigator shall remain on site to advise emergency personnel.

Power or Utility Outage

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Chemical Spill—Small (less than 1 liter and not extremely hazardous)

Initiate procedures defined in the laboratory's Chemical Hygiene Plan.

Chemical Spill—Small (larger than 1 liter or extremely hazardous)

1. Quickly try to determine what was spilled; however, do not come into contact with the substance or inhale fumes.
 2. **If anyone experiences eye irritation, burning lungs, or other symptoms of chemical exposure, proceed directly to step 6.**
 3. Sound the building fire alarm to notify others to evacuate the building.
 4. Phone 911.
 5. Follow the directions of the building evacuation plan (this should be posted on the wall near this flip chart).
 6. **If someone has been splashed with the chemical, immediately flush the contaminated area with water. Assume the person needs medical assistance unless told otherwise by someone knowledgeable about the chemical.**
 7. Contact the Chemical Hygiene Officer (CHO) of the department.
- Call Environmental Health and Safety at 304.293.3792 (Ask them to notify the CHO if you do not know that name).

Biological Spill—Small

Employ departmental containment/spill procedures in the event of a release that does not pose a serious threat to people or to the environment. The department will immediately notify Biological Safety 304.293.7157 of the type and quantity of biohazard released.

Biological Spill—Large

If release cannot be abated with on-site containment procedures;

Evacuate the immediate area.

Call Biological Safety 304.293.7157 and the WVU Tech Police Department 304.929.2677

Calmly state:

Your name

Nature of the emergency

Building and exact location of the release

Quantity and type of biohazard released.

Your phone number

Follow the instructions of the Biological Safety Officer and the WVU Tech Police Department.

Radiation Spill—Small

Employ departmental containment/spill procedures in the event of a release that does not pose a serious threat to people or to the environment. The department will immediately notify Radiation Safety 304.293.3413 of the type and quantity released.

Radiation Spill—Large

If release cannot be abated with on-site containment procedures;

Evacuate the immediate area.

Call Radiation Safety 304.293.3413 and the WVU Tech Police Department 304.929.2677.

Calmly state:

Your name

Nature of the emergency

Building and exact location of the release

Quantity and type of biohazard released.

Your phone number

Follow the instructions of the Radiation Safety Officer and the WVU Tech Police Department.

Chemical/Biological/Radiation Spill

Cut Here

Try to keep the caller on the phone. Be Calm, Be Courteous, Listen and Do Not Interrupt

Call Received: _____ **Call Ended:** _____

Date

Time

Date

Time

Person Receiving Call _____

Name

Phone Number

Department: _____

Write Down Exact Wording of the Threat:

Listen while the caller talks and try to ask the following questions:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why was the bomb placed?

What is your name?

What is your address?

Where are you calling from?

What is your phone number?

Are you calling from a pay phone?

Gender of Caller: _____

Impression of Race of Caller: _____

Impression of Age of Caller: _____

Caller's Voice/Threat Language Background Noises/Location (Circle ALL that apply):

Calm, Excited, Angry, Slow, Rapid, Street, Noise, Voices, Music, House, Noise,
Soft, Loud, Normal, Distinct, Slurred, Laughter, Crying, Motor, Office, Factory
Nasal, Stutter, Lisp, Deep, Breathing, Dishes, Animal, Noise, Static, Phone Booth, Cell phone
Deep, Ragged, Cracking, Voice, Clearing Throat, Long Distance, Taped Clear
Disguised, Foul Language, Well Spoken
Irrational, Incoherent Accent

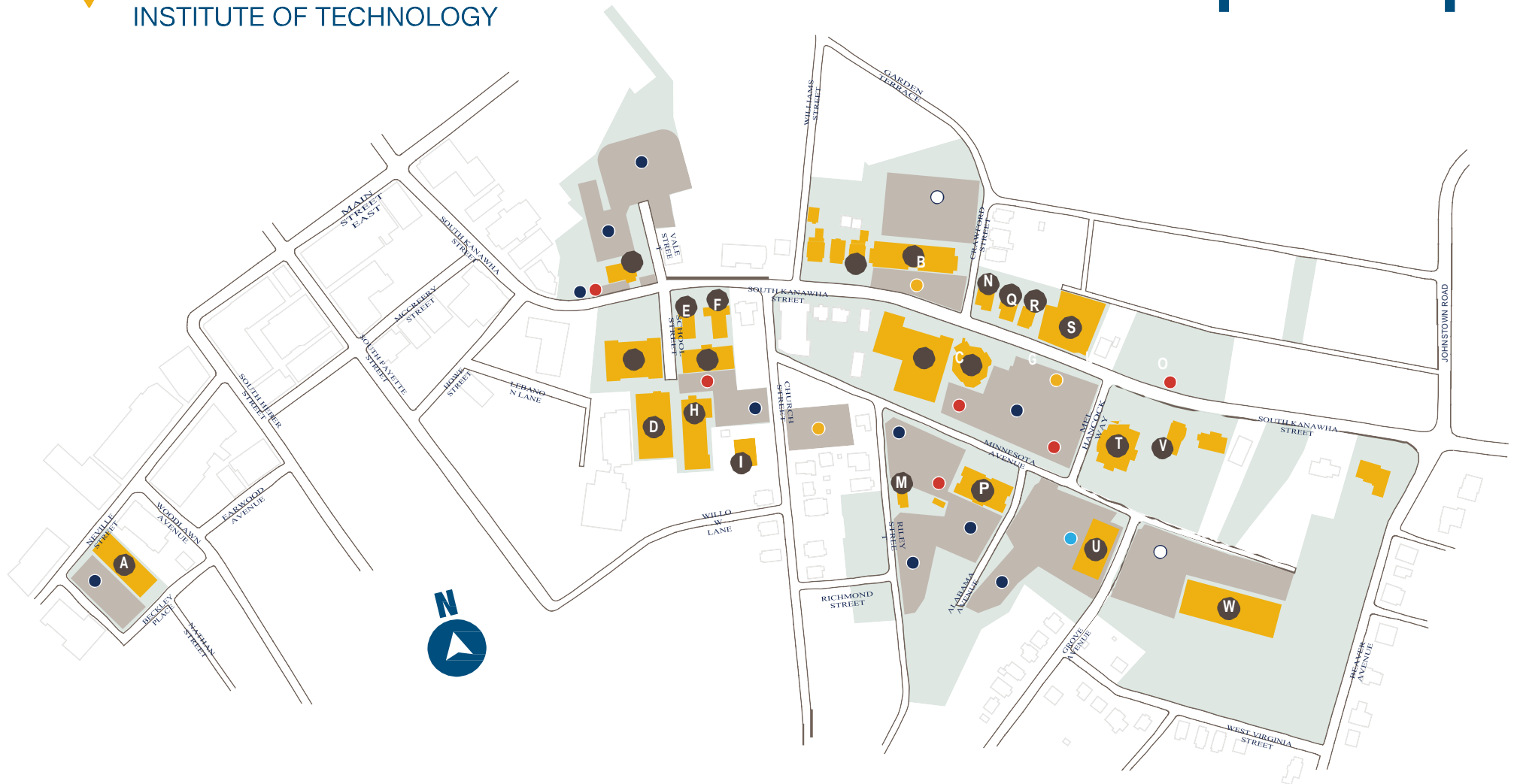
Did the caller seem to be reading the message? _____

Was the voice familiar? _____

If so, whom did it sound like? _____

**Call the WVU Tech Police at 304.929.2677 and give them the above information.
Notify your supervisor, professor, resident assistant, or nearest University authority.**

**Bomb Threat
(Campus Map/Location Specific Information)**



WVU Tech Campus Map Legend

	WVU Tech Campus Property		Faculty/Staff Only Parking
	WVU Tech Building		Permit Parking
	WVU Tech Parking Lots		Residential Student Parking
			Hourly Parking
			Visitor Parking

A - Admin & Extension Service
 B - University Police
 C - Carter Hall
 D - Van Meter Gym
 E - Admissions / Visitor Center
 F - President's Office
 G - Golden Bear Athletic Center
 H - Classroom Building
 I - Athletic Annex
 J - Student Life
 K - Hogan Hall
 L - Robert C. Byrd Learning Resource Center

M - Crime Scene House
 N - Erickson Alumni Center
 O - Physical Sciences Building
 P - Innovation Building
 Q - Rahall Congressional Archives
 R - Facilities
 S - Benedum Center
 T - Life Sciences Building
 U - Engineering Laboratory
 V - TechAdventures
 W - University Hall

The designated safe area(s) in this building for sheltering in place/tornado/weather threat include:

In the event that you hear the fire alarm or must evacuate for some other reason, all occupants of this room should go to the following location if it is safe to do so:

The Emergency Assistance Area (EAA) for this building is:

(Mobility-impaired persons may await evacuation at that location by trained rescue personnel of the Morgantown Fire Department.)

Specific hazards/controls for this location include:

In an emergency, call 911 from any phone.

Do not use your cell phone in the building during a bomb threat.

You are in Room Number _____ in _____
(name of building)