

# **Emergency Procedures Guide/ Safety Manual**



**Adapted for the Campus of**

**West Virginia State University**

via

**West Virginia Division of Homeland Security**

Emergency Management materials and

**The WVSU Emergency Response Guide, Fifteenth Edition**

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# Emergency Procedures Guide/ Safety Manual

## A Guide to Emergency Planning and Disaster Preparedness

**This safety manual is designed for faculty and staff of West Virginia State University (WVSU) to utilize for guidance in the case of emergency situations. It complements The WVSU Emergency Response Guide, fourteenth edition. *These are guidelines and some adaptation may be required depending on actual situation presented.***

**In case of emergency, dial  
WVSU Public Safety at (304) 766-3181 or (304) 766-3353; or 911**

West Virginia State University has been long noted for its Emergency Response Planning efforts. The WVSU Emergency Response Guide has been distributed to students, faculty, and staff yearly for over the past two decades.

*This safety manual is an edited and applied version of **the Emergency Planning and Procedures Guide for Schools** offered for use by the West Virginia Division of Homeland Security and Emergency Management. A complete revision of *Emergency/Disaster Preparedness: a Planning Guide for Schools*, published in November 1999, was offered for schools as a model to adapt to specific needs. It is a condensed version with the major WVSU Emergency Response Plan and WVSU Emergency Response Guide coordinated with Kanawha County Emergency Services over the years. By condensing the larger plans to coordinate with Homeland Security documents, the plans correlate with those of state emergency agencies too.*

## Emergency Planning

West Virginia and its local communities create response plans for all types of emergencies. The WVSU Public Safety Department representing West Virginia State University is an integral part of a coordinated response plan working with the local and state planning efforts.

Emergency response planning information has been distributed to students, faculty and staff at WVSU during orientation for many years and is also available in the Public Safety Office and on the internet. Some information is provided in a condensed version in the faculty, staff, and student handbooks.

As mentioned, there are practice Shelter-in-Place drills held every year to remind about the sounds of the emergency siren and the act of sheltering as the preferred method of first response to many emergencies. The WVSU Emergency Response Guide is distributed to inform of sheltering in place.

To ensure effective and timely execution of emergency plans, public safety and facilities staff are trained in emergency response procedures during practices. Drills and exercises are essential parts of emergency planning providing real tests of staff, faculty, and student awareness. Exercises are more effective if they vary throughout the year. Plans, procedures and training are updated periodically based on the results of these drills. Of course, fire drills are also conducted.

## Communications

In an emergency, external communication is crucial to a successful response and to community relations. This issue is addressed in the sections on media procedures and emergency phone numbers.

Internal communication among buildings is even more critical. Linking people through multiple means of communication is the key to a quick and accurate response. Currently every major building on the WVSU campus has an Emergency Response Box in the Shelter-in-Place Room and Building Coordinators who receive training. Also, public safety and appropriate facilities personnel have cell phones.

**These procedures are meant to be a guide in the performance of duties related to emergencies. Realistic situations may necessitate use of good judgment with available information.**



# LOCK DOWN PROCEDURE

A crisis on campus may require West Virginia State University to implement an emergency lock down of either all or a specific area of the campus. Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure to protect themselves from possible danger. This action might be necessary when evacuation is not practical. The following procedures have been developed to initiate a campus lockdown.

- **Types of Events that may cause lockdowns**

The types of events that may cause a lockdown include but not limited to:

- Active Shooter / Mass Shooting
- Hostage Situation
- Riot, Large Uprising, Crowd Control
- Other emergency where evacuation may pose greater risk than sheltering in place.

- **How will you be notified**

One or more of the following methods may be used to alert the campus community of a lockdown. The use of any one method will depend on the circumstance presented.

- Emergency Text Messaging: West Virginia State University can send emergency alerts to cell phone and SMS devices. If you have not signed up for this service please do so through the WVSU Public Safety links provided on the home page at [www.wvstateu.edu](http://www.wvstateu.edu)
- E-Mail: West Virginia State University may send emergency alerts via e-mail.
- Public Safety Announcements: WVSU may utilize local media to deliver emergency messages. This may come from either news broadcasts or radio announcements.
- Word-of-Mouth: If the situation safely permits, Public Safety or other staff and faculty may provide word-of-mouth notification to individuals present that a lock down of the campus or specific area is occurring.

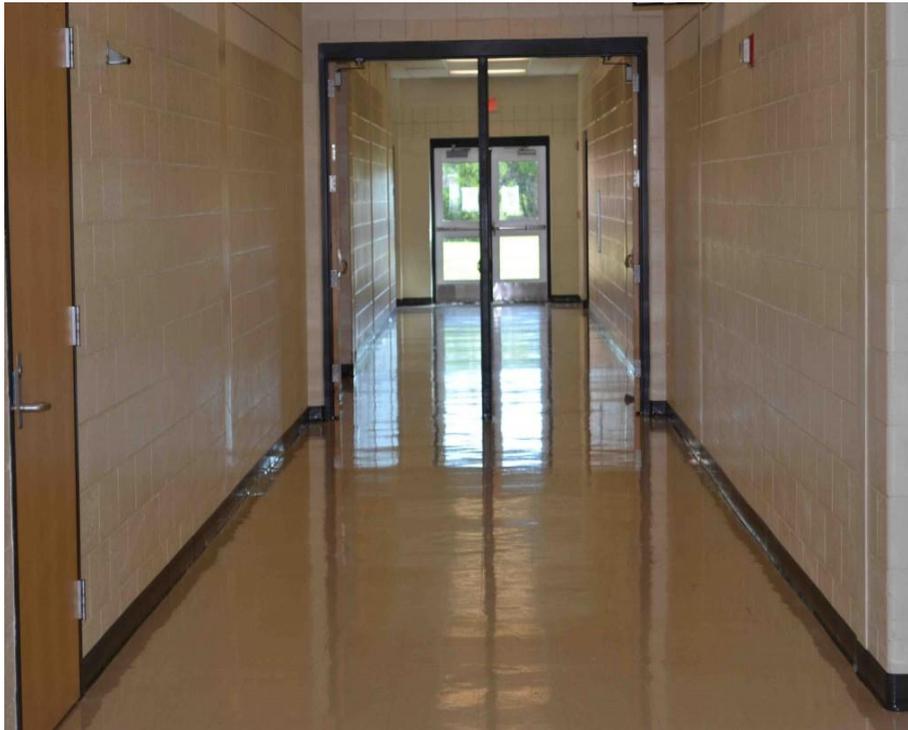
- **What to do**

When an announcement is made to initiate an emergency lockdown, the following steps should be followed.

- Leave the area or the campus if it is possible to do so safely. When running, use a zigzag pattern instead of funning in a straight line.
- If unable to leave, proceed to an area that can be secured.
- Call 911, if able to do so safely. Do not assume others have or will call. If you are near an emergency call box, open it, or activate it and follow the instructions for use. Do not pull the fire alarm.
- Lock all doors into the area. If it is not possible to lock the doors place furniture in front of them to form a barricade. Some doors open out into the hallway. If this is the case, use whatever means necessary to try to restrict entry into the room including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Move to a point in the room that is most distant from a door entering the room from the outside or hallway. Do not huddle together but spread out in the room.
- Close the blinds and drapes for concealment.
- Turn off all lights, put cell phone or messaging devices on vibrate. If communication is needed use text messaging only.

- If an assailant enters the room and you are not able to flee, consider throwing items at the person to distract from forward progress.
- Remember every emergency is different and you should always use your best instincts to survive.
- Remain under lockdown until advised by WVSU Public Safety, senior administration, or Law Enforcement personnel that the crisis has been resolved.
- After the lockdown has been lifted, faculty and staff should attempt to restore an air of normality, and provide comfort to those in the locked down area(s).
- After the emergency, use text messaging only to notify your family and friends about your situation. Please try to keep the cell phone lines open for emergency personnel.

*If done properly, hallways can be cleared in less than a minute.*



## **FIRE**

In the event of a fire, smoke from a fire, or detection of a gas odor:

- **Pull fire alarm** and notify building occupants by pulling the alarm.
- **Call 911 and ext. 3181.**
- **Evacuate** students and staff to the designated areas.
  - These areas should be a safe distance away from emergency personnel.
  - Be aware of the arrival of emergency responders.
- Follow primary **fire drill route** whenever possible. Follow alternate route if primary route is blocked or dangerous.
  - Faculty should **take class list or grade book** with them if feasible.
  - Faculty should **take attendance after evacuation, if feasible.**
  - Faculty should **report missing students to building administrator immediately.**
- If trapped by fire, go to **Shelter-in-Place Procedures**

### **Building administrator:**

- Building administrator notifies fire department (call **911**), **then ext. 3181**, and Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate official, building administrator may move students to primary relocation center at an alternate building if weather is inclement or building is damaged.
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building administrator or police officer notifies staff and students of termination of emergency.

*Fire drills should be held at varied times during the day.*

*Practice both primary and alternate routes. Try not to have students gather in the same place each drill.*

*Extra staffing is necessary for students with special medical or physical needs. Public Safety has a carrier device for a person with mobility impairment.*

# HAZARDOUS MATERIALS

## If an incident occurs in a campus building:

- Notify building administrator/office if there isn't a life threatening situation.
- Call ext. **3181 if there is an obvious spill that needs clean-up assistance.** Call 911 if there appears to be a life safety concern. If the **type** and/or **location of hazardous material** are known, report that information to **911 and ext. 3181.**
- **Evacuate** to an upwind location, taking class roster if deemed necessary. Faculty take attendance after evacuation.
- **Faculty seal off area of leak/spill. Close doors.**
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- **Shut off heating, cooling and ventilation systems in contaminated** area to reduce the spread of contamination.
- **Reference Material Safety Data Sheets if easily available.**
- Resume normal operations when public safety and facilities officials approve.

## If an incident occurs near school property:

- Fire or law enforcement will notify school officials.
- Follow "WVSU Emergency Response Guide." Siren for shelter-in-place may be sounded by local emergency authorities at Metro if there seems to be need for communication or action. If sheltering, follow emergency response procedures and go to designated shelters in a public building, or stay put if in faculty/staff housing.
- **Consider closing outside air intake**, evacuating students to a safe area, or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, faculty take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Resume normal operations when fire officials approve.

*Be conscious of students, faculty, or staff with special medical and/or physical needs.*

# **SEVERE WEATHER SEVERE THUNDERSTORM/FLOODING/TORNADO**

**If a Tornado/severe thunderstorm WARNING has been issued in an area near the campus:**

- **Metro will activate county sirens if major storm is imminent and starting to impact. Shelter-in-place procedures in the "Emergency Response Guide" will be followed.**
- Notification will come by e-mail, web page, or a siren. Assemble in shelter-in-place areas. Information will be given at that time. (All these are contingent upon ample warning of a natural event).
- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s) who did not first hear the sirens, i.e. newly arriving commuters.
- Close windows.
- Emergency Response Boxes will have radios.
- (There are very few tornado-like storms in this area).

*Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.*



# MEDICAL EMERGENCY

## Life-threatening injury, illness, or death:

- Notify office staff, building administrator, faculty, or student to make emergency call to ext. 3181 or 3353. If unable to reach Public Safety or Work Control immediately, call **911**. **Work as a team**.
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. If you are faculty or staff attempt to disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
  - Applying pressure on wound, or elevating wound may help stop or slow bleeding.
  - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

## Non-life-threatening injury or illness:

- For all non-life-threatening illnesses and injuries, call the University Health Center.

## Administrator:

- In case of traumatic medical emergency or death, after the ill or injured person's physical health has been addressed and the incident handled:
  - Notify the appropriate Vice President.
  - Activate post-crisis procedures if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention with Counseling Services.
- File incident report with Public Safety and with the Office of Fiscal Affairs.

## **FIGHT/DISTURBANCE**

### **(Role of faculty or staff)**

- Ensure the safety of students and staff first.
- Notify Public Safety at ext. 3181. **Work as a team**, especially when separating participants.
- Try to calm a crowd if no weapons are involved. Disperse onlookers and keep others from congregating in the area.
- When separated, do not allow further visual or verbal contact.
- Public Safety will document all activities witnessed by staff, faculty, or students.
- Deal with event according to the campus discipline policy.
- The Office of Student Affairs notifies parents/guardians of under-aged students involved in fight. Police may be notified as necessary, or as indicated by school policy. (See above.)
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

*For fights or disturbances that elevate to possible assault level, refer to **Assault** guidance.*

## **ASSAULT**

- Ensure the safety of students, faculty, and staff first.
- Notify Public Safety at ext. 3181 or 3353. **Work as a team.**
- Notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault, or there is a physical injury that causes substantial pain.
- Public Safety will seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow **Medical Emergency** procedures.

### **Do not leave the victim alone.**

- Document all activities witnessed by staff, faculty or students,
- Assess counseling needs and implement post-crisis procedures as needed.
- Assault has arrest potential and administration disciplinary potential.

# INTRUDER

## **Intruder — an unauthorized person who enters campus property:**

- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
- If the intruder seems harmless, politely greet the individual and identify yourself.
  - Consider asking another staff or faculty person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the Public Safety Office in Wallace Hall if during regular workweek, or at the desk of a Residence Hall at any time.
  - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
  - Call ext. 3181 or 3353 if intruder seems to be a threat.
- If intruder's purpose does not seem legitimate, ask him/her to return with an appointment to see whom they are visiting. Accompany intruder to exit.
- Dial ext. 3181 or 3353 if there appears to be a threat or if the individual(s) do not leave.
- Notify building administrator or Public Safety at ext. 3181 or 3353.

## **If intruder refuses to leave:**

- Notify building administrator and law enforcement if intruder refuses to leave. Give law enforcement full description of intruder.
- Be aware of intruder's actions (where he/she is located in a building, whether he/she is carrying a weapon or package, etc.).
- Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.

*Should the situation escalate quickly, Public Safety may decide at any time to initiate Lockdown procedures. They may choose to not let additional persons enter the building until the intruder is questioned.*

**Note:** To assist faculty and staff members who interact with a stranger at school, use the "I CAN" rule.

**Contact Public Safety and Person of Authority in Building**

**Notify ext. 3181 or 3353.**

# WEAPONS

## Staff, faculty or students who are aware of a weapon brought to campus:

- Immediately notify Public Safety at ext. 3181 or 3353.
  - Give the following information:
    - Name of person suspected of bringing the weapon, if known.
    - Location of the weapon.
    - Whether the suspect has threatened anyone.
    - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Faculty who suspect that a weapon is in the classroom: **STAY CALM.**
  - Do not call attention to the weapon.
  - Notify Public Safety or a neighboring faculty member as soon as possible.
  - Faculty should not leave the classroom.
- Call law enforcement as soon as possible at ext. 3181 or 3353 to report that a weapon is suspected.
- Ask a law enforcement officer to question the suspected student or staff member.
  - Consider the best time and place to approach the person, taking into account these factors if possible:
    - Need for assistance from law enforcement.
    - Type of weapon.
    - Safety of persons in the area.
    - State of mind of the suspected person.
    - Accessibility of the weapon.
- If the suspect threatens you with the weapon, **DO NOT** try to disarm him/her. Back away with your hands up. **STAY CALM.**
- After the incident, document all activities related to the weapon.
- Help Public Safety locate any other possible witnesses by describing or naming them.

# SHOOTING

## If a person displays a firearm or begins shooting:

- Move to or seek safe shelter.
- Notify law enforcement at ext. 3181, 3353, or 911.

## If you hear gunshots:

- If possible, determine where shooting is taking place.
- Seek safe shelter.
  - If outside, stay as low to the ground as possible, and find any kind of cover.
  - If inside, stay put.
  - If siren sounds, go into shelter-in-place assembly area for information and shelter.
- Faculty should take attendance and notify the police of missing students or staff as soon as it is safe to do so if you are sheltered together.
- Public Safety may order lockdown of a specific building if exact location of shooter is known, or shelter-in-place, if necessary. Lockdown concept indicates no new persons are to enter the building, doors are not locked.
- Assess the situation as to:
  - The shooter's location.
  - Injuries.
  - Potential for additional shooting.
- Public Safety may call **back up** and give as much detail as possible about the situation.
- Secure the campus, if appropriate.
- Help students, faculty, and staff find safe shelter.
- Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to unreasonable danger.
- Refer media to campus spokesperson per media procedures.
- Initiate post-crisis procedures.

*Work with external local law enforcement to identify their response methods and capabilities.*

*Provide them with updated building diagrams.*

# HOSTAGE

## Witness to a hostage situation:

### If the hostage-taker is unaware of your presence, DO NOT INTERVENE!

- Call 911; Notify Public Safety at ext. 3181 or 3353. Give dispatcher details of situation.
- Public Safety will block off area near hostage scene, if known.
- Police will take control of hostage scene;

Document all activities where feasible after episode.

- Turn off your cell phone; turn off classroom lights if in adjacent classrooms or hallways.

### If taken hostage:

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

## Counseling:

- **Seek counseling at the WVSU Counseling Services after the incident.**



# BOMB THREAT

**Do not use cell phones, radios or fire alarm system because of risk of activating a device.**

## Critical information:

- Public Safety is responsible for assessing bomb threats to determine credibility, so call ext. 3181 or 3353 after any phoned in or written threat.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with WVSU, not the responding agencies, unless a device is located or unless the threat is widespread.

## Procedures upon receiving a bomb threat:

By phone call

- Complete the *Checklist for Telephone Threats*.

By written note

- Preserve evidence.
- Place note in plastic bag, if available.
- Photograph words written on walls.
- Notify building administrator or designee.
- Notify law enforcement.
- Evacuation or other actions may be taken according to threat assessment.

*Caution: Overreacting may encourage additional threats.*

## Scanning process considerations:

- Scan classrooms and common areas for suspicious items. People who are familiar with the building should make scans. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property — inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. **Do not touch.**
- Once a device is located, emergency responders take responsibility for it.

## Evacuation considerations:

- If a decision is made to evacuate, notify staff and faculty via phone system, e-mail or by messenger.

- After notification is being made at ext. 3181, Public Safety staff should survey the grounds to clear exits and areas where students, faculty, and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Faculty should take class roster where possible.

***Bomb squads generally will not search a building unless a suspicious package has been located.***

## **CHEMICAL OR BIOLOGICAL THREAT via Mail, Package Delivery, or Planted in Building**

If a telephone threat references a chemical or biological device or package call 3181. If possible, complete the *Checklist for Telephone Threats*.

**This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.**

### **When sorting mail or receiving delivered packages:**

- Look for characteristics that make you suspicious of the content, such as:
  - excessive postage, excessive weight
  - misspellings of common words
  - oily stains, discolorations, odor
  - no return address or showing a city or state in the postmark that does not match the return address
  - package not anticipated or not sent by a known school vendor

### **If a letter/package is opened and contains a written threat but no suspicious substance:**

- Notify law enforcement at ext. 3181 or 3353.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Turn the letter/package over to law enforcement. Document all activities.

### **If a letter or package is opened and contains some type of suspicious substance:**

- Notify law enforcement at ext. 3181 or 3353 immediately.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened until Public Safety arrives.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Public Safety will probably notify appropriate external law enforcement agencies. There are specific agencies that deal with this.

# CHECKLIST FOR TELEPHONE THREATS

If you receive a telephoned threat (bomb/chemical/other):

- Remain calm.
- Do not hang up. Keep the caller on the line as long as possible and listen carefully.

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat \_\_\_\_\_

If voice is familiar, who did it sound like? \_\_\_\_\_

**Call origin:**       Local                       Long distance                       Internal                       Cell Phone

**Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.**

- |                                     |   |                                   |                                  |                                    |
|-------------------------------------|---|-----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Calm       | <input type="checkbox"/> Excited        | <input type="checkbox"/> Loud     | <input type="checkbox"/> Soft    | <input type="checkbox"/> Deep      |
| <input type="checkbox"/> Nasal      | <input type="checkbox"/> Raspy          | <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred | <input type="checkbox"/> Normal    |
| <input type="checkbox"/> Crying     | <input type="checkbox"/> Laughter       | <input type="checkbox"/> Slow     | <input type="checkbox"/> Rapid   | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Accent     | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Drunken | <input type="checkbox"/> Familiar  |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Deep Breathing |                                   |                                  |                                    |

**Background sounds: Check all that apply**

- |                                   |                                      |   |                                    |                                |
|-----------------------------------|--------------------------------------|---|------------------------------------|--------------------------------|
| <input type="checkbox"/> Voices   | <input type="checkbox"/> Airplanes   | <input type="checkbox"/> Street Noises    | <input type="checkbox"/> Trains    | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Bells    | <input type="checkbox"/> Clear       | <input type="checkbox"/> Static           | <input type="checkbox"/> Animals   | <input type="checkbox"/> Party |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Horns       | <input type="checkbox"/> House noises     | <input type="checkbox"/> PA System | <input type="checkbox"/> Music |
| <input type="checkbox"/> Motor    | <input type="checkbox"/> Phone booth | <input type="checkbox"/> Factory Machines | <input type="checkbox"/> Other:    |                                |

**Threat language: Check all that apply**

- |  |                               |                                |                                     |                                     |
|--|-------------------------------|--------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken<br>(Educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Message read from script  |                               |                                |                                     |                                     |

Did caller indicate knowledge of the building? Give specifics: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

**LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.**

# DEMONSTRATION

If demonstrators are near but not on school property:

- Notify Public Safety at ext. 3181 or 3353.
- Monitor situation until Public Safety arrives. Notify law enforcement at 911 if necessary.



# SUICIDE

## Suicide Threat

- Consider any students, faculty or staff reference to suicide as serious.
- Do not leave the individual alone.
- Notify Public Safety at ext. 3353, a school counselor, social worker, and psychologist or building administrator immediately.
- Stay with the individual until suicide intervention staff arrives.
- Do not allow the individual to leave the campus until counselor arrives, if possible.
- Public Safety may arrange medical transport to hospital.

## Suicide Attempt on Campus

- **Call 911** if the person needs medical attention, has a weapon, needs to be restrained or parent/guardian cannot be reached.
- Try to calm the suicidal person.
- Call ext. 3181 or 3353 for Public Safety.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the suicidal person from persons staring, if possible.
- Initiate first aid if dire situation.
- Encourage individual to stay until checked by medical personnel.
- Report incident to the Office of Student Affairs or supervisor where applicable.
- Work with campus public information officer if a suicide was successful or the individual hospitalized.

# SHELTER-IN-PLACE PROCEDURES

(AN ENTIRE MANUAL EXISTS ON THIS—[Emergency Response Guide](#))

**Sheltering in place provides refuge for students, staff and the public inside the building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants. Every public building on campus has an identified shelter with communications equipment.**

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route, danger on campus of specific nature).

Shelter areas may change depending on the emergency.

- Safe areas have been identified in campus buildings.
- Siren announces that students, faculty, and staff must go to shelter areas.
- Go inside building(s).
- Faculty takes class rosters where feasible.
- Close all exterior doors and windows, if appropriate. Physical Facilities staff will handle the ventilation units.
- Coordinators account for all individuals after arriving in shelter area.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave. (No one is forced to shelter.)
- Evacuation will be coordinated with county and state officials, Public Safety, and the University

## **If all evacuation routes are blocked:**

- Stay in room and close door.
- If chemical emergency, keep air as clean as possible.
  - Seal door with duct tape, masking tape or clothing.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.
- Communicate situation to emergency officials by whatever means possible.
- Utilize communications equipment in emergency boxes in shelters.
- Refer to [Emergency Response Guide](#) in Emergency boxes in every shelter for additional information



# **EVACUATION/RELOCATION**

## **(This activity is coordinated with External Emergency Services)**

### **Evacuation:**

- County Emergency Services or Public Safety initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
  - Bombs: Public Safety or building administrator notifies staff of evacuation route dictated by known or suspected location of a device. (State Police or other protection agencies help may also be enlisted.)
  - Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
  - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
- Faculty, take class rosters.
- Close classroom doors but do not lock when leaving.
- When outside the building, account for all known individuals. Immediately inform Public Safety of any missing persons.

### **Relocation:**

- County emergency providers or Public Safety should determine if it is necessary to set up a relocation center.



# **MEDIA PROCEDURES**

## **(For Extreme Emergency Situations)**

**Refer media contacts to designated spokesperson. The University in coordination with assisting agencies assumes responsibility for issuing public statements during an emergency effecting the entire campus community or external community as well.**

- The President designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Designated spokesperson: Vice President for University Relations

Contact numbers: (304) 766-3363 or (304) 542-7796

There may be alternate spokespersons assigned based on availability of the Vice President for University Relations.

### **Media checklist for Extreme Emergency Situations:**

- Public Safety or other effected department relays all factual information to the public information person.
- Public Safety may need external assistance in major events.
- Establish a media information center away from the affected area. Consider:
  - Media need timely and accurate information. However, protect the privacy of staff, faculty, and students when necessary and justified.
  - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
  - Determine the message you want to convey. Create key messages for target audiences: parents, students and the community.
  - Emphasize the safety of students, faculty, staff and the community.
  - Engage media to help distribute important public information. Explain how the emergency is being handled.
  - Respect privacy of victims and families of victims. Do not release names to media if not already public information.
- Update media regularly. If possible, "No comment" will be minimized unless the incident is of such a litigious nature that the University cannot provide a statement. Ask other agencies to assist with media.
- Keep media sessions to five minutes if possible.
- Maintain a log of all telephone inquiries for future use.

## **POST-CRISIS INTERVENTION PROCEDURES**

(Major Emergency Situations Resulting in Loss of Life, etc.)

- Assess the situation to determine the need for post-crisis interventions for staff, students and families.
- Provide post-crisis briefings for staff, students and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
  - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency.  
  
Defusing’s are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Trained individuals should conduct defusing.**
  - Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.  
  
CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student’s developmental level. **Trained professionals should only conduct CISD.**
  - Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
  - Monitor and support staff.
  - Provide ongoing opportunities for talking about fears and concerns.
  - Provide individual crisis or grief counseling, if necessary.
  - Provide follow-up referral for assessment and treatment if necessary.

*A 24-hour contact person or agency responsible for Post-crisis assessment and interventions should be identified.*

*In the event of a tragic, highly publicized event, mental health professionals from federal, state, and non-government agencies may respond to offer post-crisis aid. Effective coordination is critical.*

The WVSU Department of Public Safety discloses information according to the Jeanne Clery Act.

### **Jeanne Clery Act Compliance**

WVSU is in compliance with the Clery Act regulations. There is policy disclosure; records collection and retention; and information dissemination. The Clery Statistics (annual campus crime statistics) are displayed on the WVSU Public Safety web page accessible also via the pages; campus records from law enforcement activity are kept, i.e. a daily log is distributed; timely warnings are made of any Clery Act crime that might represent an ongoing threat to the safety of students or employees; and institutional crime statistics are submitted through a web-based data collection system.