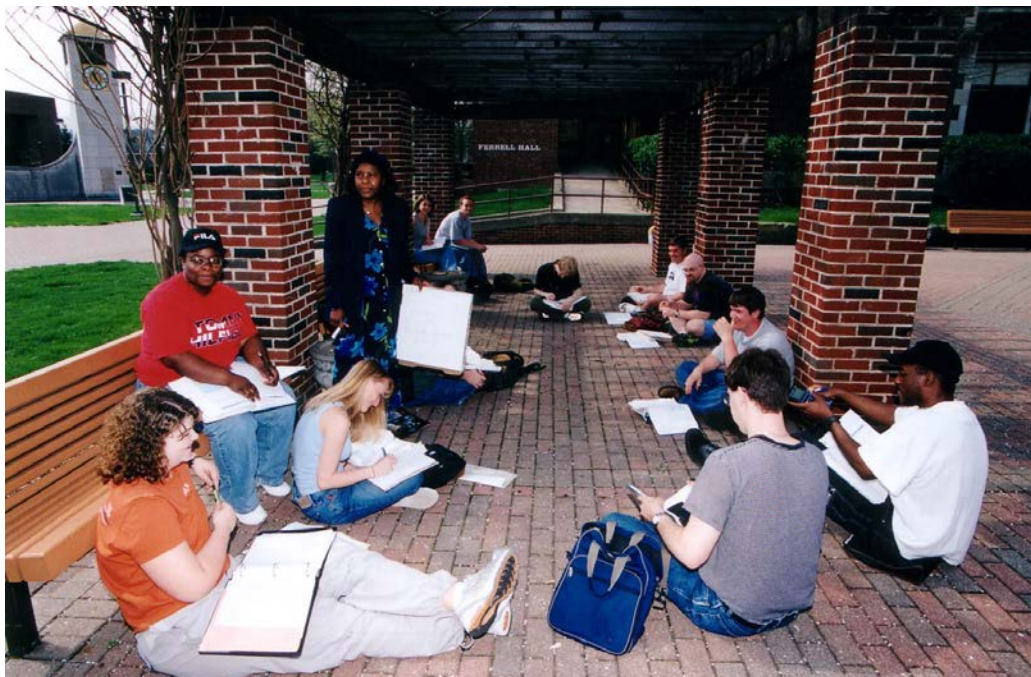


Emergency Response Guide Shelter-In-Place Procedures

16th Edition - Updated May 2026

West Virginia State University



When the **Emergency Siren** sounds and it is not on the regularly scheduled testing day at noon, please go immediately to **an inside shelter-in-place area** to receive further instructions. *This class is meeting outside of Ferrell Hall, so they would walk to the P.A. Williams Auditorium on the second floor of Ferrell Hall to shelter and receive information and instructions.*

This guide serves **West Virginia State University**, and any groups leasing space or having activities on campus during a shelter.

Institute, West Virginia

STATEMENT

It is hoped that a major emergency will never occur in our community of Institute, West Virginia. Nevertheless, it is essential for our faculty, staff and students to be prepared in the event that an unexpected situation would occur. By reading this booklet, you help make West Virginia State University a safer place.

We are always better prepared with knowledge. Know the proper responses to the sound of the emergency siren. Confidently proceed to an assembly area if need be, and we will all be more safe awaiting what will hopefully be an ALL CLEAR MESSAGE. The message may be to return to our daily activities because we have just participated in a PRACTICE DRILL.



Sheltering may be needed during weather, environmental, chemical, criminal or national emergencies.

INTRODUCTION

This booklet is a condensed version of the comprehensive **WVSU Emergency Response Plan** for West Virginia State University (WVSU) which in turn meshes with the plan components of the Kanawha Putnam Emergency Preparedness Council (KPECE). The WVSU Emergency Response Plan will be activated in the event of natural or manmade emergency situations which could impact the WVSU campus. In almost all instances of potential emergency impact to the campus, Sheltering-in-Place in the designated assembly areas is the initial most safe and proper Protective Action, whether the final Proactive Action decision is to remain in Shelter-in-Place status or go to Prepare to Evacuate and/or to evacuate status.

There is considerable logic to Sheltering-in-Place where instructions from qualified personnel can be given; where Emergency Broadcast System (EBS) messages can be received; and if the emergency involves hazardous substance emissions, doors and windows can be closed and the outside air intake system can be shut down. The WVSU Emergency Response Plan addresses evacuation of persons on campus to a safer location when the particular emergency situation calls for it.

Emergency drills (practices) will be held throughout the year to familiarize faculty, staff, and students of West Virginia State University with relevant WVSU Emergency response plan procedures. The drills test personnel, procedures, equipment, help to refine procedures and help improve the ability of the University to safely and effectively cope with a wide variety of emergencies which could impact the campus.

Campus occupants need to know that in the vast majority of possible emergencies that may impact the campus an “Evacuation” Protective Action would **not** be the safest initial response. That is why “Shelter-In-Place” Protective Action drills are held regularly, so that the proper responses become a habit.

Every member of the campus family should read this Emergency Response Guide and thoroughly understand it in order to be ready to know what to do in an emergency situation. During a real emergency situation, there will be little time to revise procedures. Prompt actions are required and the obvious keys to safety in time of emergency.

Summary of Response Plan Procedures

INTRODUCTION:

The following procedures are to be used in the event of applicable natural or manmade emergencies. These procedures will allow for the dissemination of information to those persons on the campus, provide for their shelter, and if necessary, allow for their orderly evacuation. Remember that a mass, undirected exodus of persons from the campus could result in personal injury and would result in traffic congestion that would make such an unofficial evacuation ineffective.

FIRST-ALERT

PROACTIVE ACTION

1. The early warning alert indicates the possibility of an impact to the campus due to an emergency situation. The alert will be indicated by a **continuous three-minute high tone signal** from local sirens. It is extremely important to remember that the siren(s) only signal the possibility of an emergency that may impact the campus. Upon hearing the early warning alert siren, the Shelter-in-place Action stage outlined is activated.

EMERGENCY SIREN:

Illustration of Sound Pattern of Emergency Siren

SHELTER-IN-PLACE Siren Sounds for 3-5 minutes continuously



THE ONLY TIME THERE IS NOT A SHELTER IS THE **FOURTH WEDNESDAY OF THE MONTH AT NOON WHEN THERE IS A TEST OF THE SIREN** TO SEE IF IT IS FUNCTIONING PROPERLY.

2. If the early warning alert is sounded during sleeping hours, Physical Facilities Public Safety, or Residence Life personnel will awaken persons in the residence halls
3. Alternative notification devices include a telephone ring-down system and the Wide Area Reporting Network (WARN) system. Please opt in by going to the WARN emergency notification page on the WVSU website.

SECOND-SHELTER-IN-PLACE ACTION

PROTECTIVE ACTION

1. Upon hearing the early warning or “All Hazards” alert siren, all persons on campus, whether in buildings or outside, will go to designated assembly areas in main campus buildings (see page 11). If you are in a building, take key personal items such as medications and clothing with you. Designated University staff members will act as Shelter Leaders and will issue further instructions. If no trained shelter leader is present, then a responsible individual will open the emergency box that has the code to the lock written on the box. Inside the box will be communications equipment. There will be a nearby box with items including and tape and plastic to seal windows and doorways that go directly to the outside.
2. If the emergency could involve hazardous substance emissions, the air circulating systems are to be shut down individually as offices and classrooms and rooms are left. Where centralized controls are present, HVAC personnel will shut them off.... and the doors and windows should be closed to protect against outside air. Additional staff have been trained to shut down the air-handling units, if necessary. Also turn off individual room units if applicable. A checklist of procedures has been placed in emergency response boxes. Among the tasks listed are the obtaining of an accurate head count and ensuring that windows and doors have been closed. Building coordinators will be asked if each floor has been cleared of persons and secured.
3. Persons will be directed to remain in the Shelter-in-Place Protective Action stage in the designated assembly areas until the emergency situation is resolved and the All Clear Signal given, or Prepare to Evacuate and/or Evacuation Protective Action stage(s) are implemented. In the later case, supervisory University personnel will assist emergency response personnel in implementing the initial Evacuation Protective Action procedures as necessary.
4. Persons with disabilities are to shelter in an assembly area. If they are unable to get there, they should wait for assistance **inside** by the nearest stairwell. Although some wheelchairs have been color coded, individuals will be asked about mode of transportation at the time of sheltering. In the event of a drill, persons would not be moved. In the event of an emergency, there are carriers that Public Safety Officers have to assist with transport.
5. Protective efforts by key University officials are merged at the earliest possible opportunity with those of the Kanawha Putnam County Emergency Services under the unified command of the Incident Commander provided with METRO

Leadership. The Incident Commander, based on a multitude of variables, may instruct the University to: 1.) Remain Sheltered-In-Place; 2.) Prepare to evacuate, or 3). Evacuate.

THIRD- PREPARE TO EVACUATE ACTION

PROTECTIVE ACTION

1. Persons in the pre-designated shelters will be given instructions by supervisory University personnel and/or emergency response personnel. It is imperative that all persons in the shelter areas remain calm and listen carefully to the instructions.

2. Announcements most likely will be broadcast by radio and TV over the Emergency Broadcast System (EBS) as well as over the University radios. This Protective Action indicates Preparations for evacuation are to be made. Caution: Protective Action announced on radio or television should be secondary to information provided by appropriate Incident Commander or key University official.

FOURTH-EVACUATION ACTION

PROTECTIVE ACTION

1. Should the Incident Commander instruct the University (and any other persons on campus such as College Summit, etc.) to evacuate, the ASSEMBLY AREA COORDINATOR will relay the information to assembled persons. Information will include the evacuation route to be taken, location of safe gathering point off campus, and the evacuation sequence for each individual assembly area. (Assembled persons should only prepare to evacuate by gathering their personal property they have with them, remaining calm and orderly, and waiting any actual order to evacuate).
2. The Evacuation Protective Action will most likely be broadcast over the Emergency Broadcast System or the "all hazards" intercom as well as over the University radios. Supervisory University personnel and/or emergency response personnel will provide instructions, however.
3. Persons in the assembly area(s), upon receiving an EVACUATION ORDER, will be directed according to Kanawha Putnam Emergency Services information. The Command Center will issue information such as which routes to take, which to avoid, which direction on routes to take.

- a. Proceed to private vehicles on the campus: fill the vehicles to logical capacity: Proceed to the designated Evacuation Reception Site(s) following the traffic directions of designated emergency response personnel. Private vehicle drivers turning their vehicle radios to a local station such as 680 AM or 99.9 FM; or
- b. Proceed on foot to designated Evacuation Vehicle Pick-Up Points and calmly board the Evacuation vehicles upon their arrival. The Evacuation vehicles will then proceed to the designated Evacuation Reception Site(s). The Incident Commander may change sites as needed, so it is important to listen to instructions and follow them at the moment.

(Persons using wheelchairs will be asked whether they may be carried at the time of the event. Drivers of Vehicles should follow instructions and directions provided by law enforcement officers present along the evacuation route)

AT WEST VIRGINIA STATE UNIVERSITY

EMERGENCY SIREN:

Illustration of Sound Pattern of Emergency Siren

SHELTER-IN-PLACE Siren Sounds for 3-5 minutes continuously



The Emergency Siren (All Hazards Siren) will sound for up to 3-5 minutes. The siren will be a high level. You will probably hear a slight wavering in the loud sound as the siren head rotates toward and away from you. If required, the alarm will be repeated. Note: On hearing

This emergency siren, go to the nearest Shelter-in-Place Assembly area

TO SHELTER-IN-PLACE, GO TO THE NEAREST ASSEMBLY AREA FOR YOUR BUILDING, OR GO INTO THE ASSEMBLY AREA IN A BUILDING NEARBY IF YOU ARE WALKING ACROSS THE CAMPUS. (Assembly Areas are listed later.)

NEVER RUSH TO A CAR TO DRIVE!!! In either real or practice situations, this action would definitely increase the potential for traffic jams and accidents.

On Campus: any person within campus property lines shall immediately respond by seeking shelter at the nearest Assembly Area located in the following buildings:

WEST STATE UNIVERSITY

SHELTER IN PLACE LOCATIONS (Updated 5/26/26)

- Ferrell Hall: 2nd floor auditorium
- Bioplex: Storage shed
- Butler: Fleming hall
- Byers Bldg: Shelter in house-Turn HVAC off.:
- Campbell Conference: Fleming hall
- Canty House: Fleming hall
- Capitol Street: Basement
- Church: Shelter in church-Turn HVAC off
- Cole Complex: Rooms 112, 115, 210 and 306
- Curtis Complex and House: Cole complex 112, 210 and 306
- Davis FA: Room 103
- Dawson Hall: 1st floor lounge and 2nd floor study
- Drain-Jordan Library: 2nd floor research room
- East Hall: Fleming hall
- EDC: Basement
- Erickson: Fleming hall
- Faculty Housing: Shelter in homes-Turn HVAC off
- Ferguson ROTC: Room 111
- Ferrell House: Canterbury House
- Fleming: Caldwell court
- Hamblin Hall: Ground floor auditorium G-001
- IREB: 1st floor auditorium
- Jones Hall: Davis FA, room 103
- Keith Hall- 2nd floor game and tv room
- McNeil: Fleming hall
- Poca Valley Athletic Complex: 2nd floor conference room
- President's House: Shelter in home-Turn off HVAC
- Stinger Market: Wallace auditorium
- Sullivan Hall: West wing
- Toney House: Shelter in house- Turn of HVAC
- Transitional Housing: Shelter in homes-Turn HVAC off
- Visitors (Canterbury house) Center: 1st floor
- Walker: Fleming hall
- Wallace Hall: 1st floor auditorium rm. 122
- Wilson Union: Room 134 and 135
 - AEL- In place, turn off HVAC
 - AERS- In place, turn off HVAC
 - Malden: Unoccupied

CONCLUSION:

It is essential to be prepared in the event some emergency situation would ever occur. By reading this booklet, you help to make the WVSU campus a safer place. Know the proper responses to the sounds of the emergency siren and confidently proceed to an Assembly Area. Knowing the proper procedures, should they ever be needed, will help us all.

EMERGENCIES – CALL 911 FROM CELL OR 9-911 FROM CAMPUS

PHONE WVSU PUBLIC SAFETY – 304-766-3353 OR 3181

It has been shown that sheltering-in-place is the preferred method of dealing with environmental emergencies. When you hear the emergency siren, it may likely be a test however, it could be a way of gathering us to disseminate emergency information regarding a weather or some other type of emergency.

Note: This document is a written guide to help with protection of life and property on the campus of West Virginia State University in case of certain emergencies. By planning ahead, the opportunities for successful protective activity increase as persons work cooperatively during emergencies involving shelter-in-place. During a sheltering event, emergency providers coordinated via the Metropolitan All-Hazards Emergency Operations Plan (“The Plan”), can have opportunity to coordinate an “overall community response and recovery activities of the local government entities during and after major emergencies and disasters that may affect our communities.”

West Virginia State University works cooperatively with several emergency response agencies to include the Kanawha-Putnam Emergency Services group. Other responders and planners also cooperate with the University in efforts to maintain a safe community.

The West Virginia State University Department of Public Safety has cooperative agreements so that during an emergency, there may be coordination of response, communications, and public information with the Emergency Operations Center (EOC) and in coordination with the Emergency Management Director at the local governmental level. In Kanawha County, the EOC is located in the Ned Chilton Metro 911 Center.

WVSU

Updated – May 2026