

WVSOM

EMERGENCY RESPONSE MANUAL

INCLUDES:

EMERGENCY PLAN

&

PROCEDURES GUIDE



NOTICE

**THIS MANUAL IS DESIGNED TO OFFER
GUIDELINES IN THE
MANAGEMENT OF CAMPUS EMERGENCIES**

Version VI – 2021-2023

EMERGENCY PLAN PROCEDURES GUIDE

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PREFACE and OBJECTIVES

This Emergency Response Manual has been designed to provide a plan for WVSOM administrators, faculty and staff to manage campus emergencies. While the manual does not cover every conceivable situation, it supplies basic guidelines to cope with campus and community emergencies with the expectation of making the campus safe and secure for all students, staff, faculty and visitors.

The procedures herein are expected to be followed by all administrators and employees whose responsibilities and authority cover the operational situations found in this manual. Campus emergency operations will be conducted within this framework. Any exception to these emergency management procedures will be conducted by, or with the approval of those school administrators directing and coordinating the emergency operations.

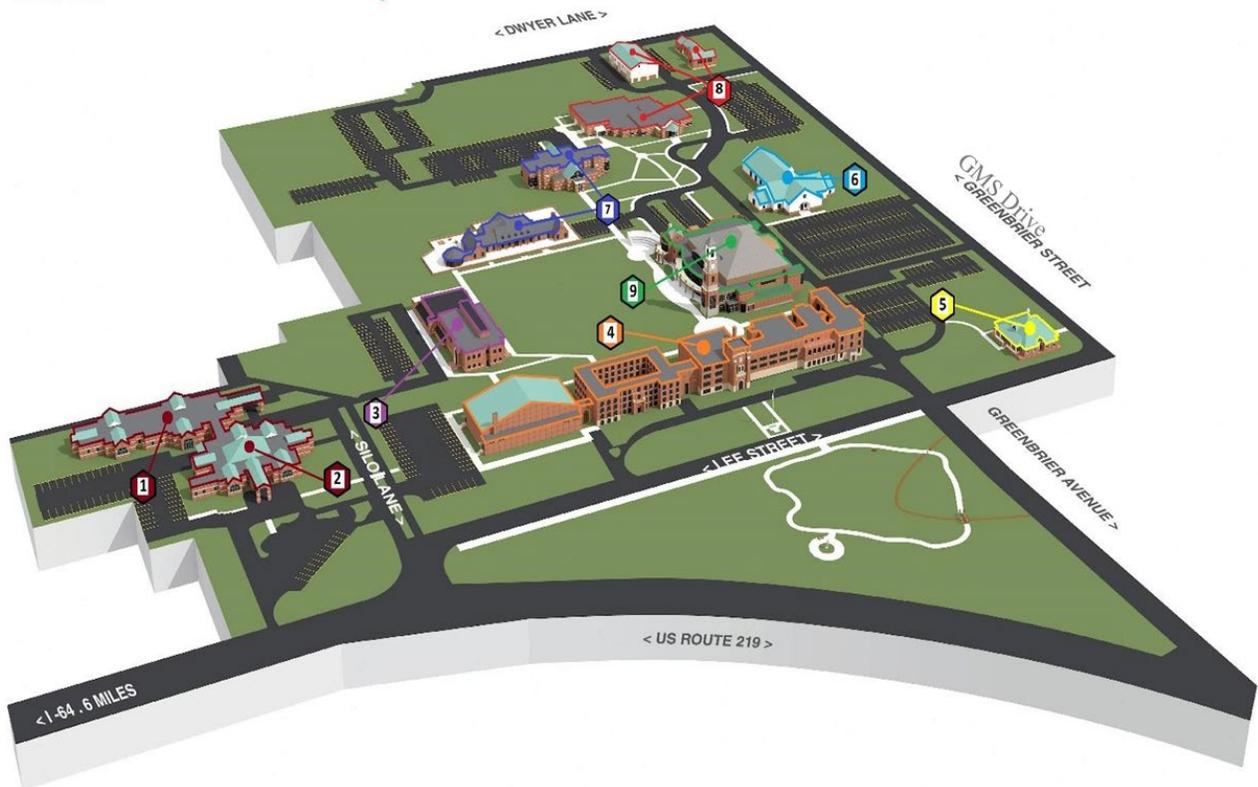
Student response to campus Emergency Incidents is addressed in the *Security Information and Emergency Procedures for Students of WVSOM*. This guide is distributed in the student information packet supplied at student orientation for the freshman year. The guide is also available from the Student Program Advisor in the office of the Associate Dean for Student Affairs.

All requests for procedural changes, suggestions or recommendations will be submitted in writing to the Safety Compliance Officer and reviewed by the Safety/Security Committee. All changes recommended by the Safety/Security Committee will be submitted in writing to the Vice President for Finance for evaluation and possible adoption by the WVSOM Board of Governors.

**WVSOM Campus Assembly Point
Locations Map**

Legend

Admissions Center	5
Main Building	4
James R. Stookey Library/OCS Lab	4
Fredric W. Smith Science Building	3
Greenbrier Military School Museum	7
Roland P. Sharp Alumni Conference Center/O' Café	7
Center for Technology and Rural Medicine	7
Clinical Evaluation Center	8
Maintenance/Shipping/Receiving	8
Lewisburg Detachment for West Virginia State Police	8
Founders' Activity Center	6
Greenbrier Avenue Park	12
Robert C. Byrd Clinic	1,2
Student Center	9



WVSOM
400 North Lee Street
Lewisburg, WV 24901
1.800.35.OSTEO
www.wvsom.edu

Assembly Point Person List

Assembly Point – 1, Building – RCBC/1, Captain/Co-Captain

Mary Page Nemcik, Tabitha Fox

Assembly Point – 2, Building – RCBC/2, Captain/Co-Captain

Ashley Burns, Kristen Shaffer

Assembly Point – 3, Building – Science Bldg, Captain/Co-Captain

Shea Hatcher, Kevin McCraw

Assembly Point – 4, Building – Main – A,B,C, Captain/Co-Captain

Marietta Harvey, Lance Ridpath, Leah Stone

Assembly Point – 4, Building – Library/OCS Lab, Captain/Co-Captain

Mary Essig, Heather Bladen

Assembly Point – 5, Building – Admissions Ctr., Captain/Co-Captain

Danny Seams, Dawn Thomas

Assembly Point – 6, Building – Activity Ctr., Captain/Co-Captain

Belinda Evans, Joel Hayes

Assembly Point – 7, Building – Alumni Ctr., Captain/Co-Captain

Donette Mazia, Shannon Warren

Assembly Point – 7, Building – Tech Ctr., Captain/Co-Captain

Roy Russ, Rebekah McDowell

Assembly Point – 8, Building – CEC., Captain/Co-Captain

Resa Musser, Teddy Hamrick

Assembly Point – 8, Building – Maintenance, Captain/Co-Captain

Ernie Piercy, Jill Trent

Assembly Point – 9, Building – Student Ctr., Captain/Co-Captain

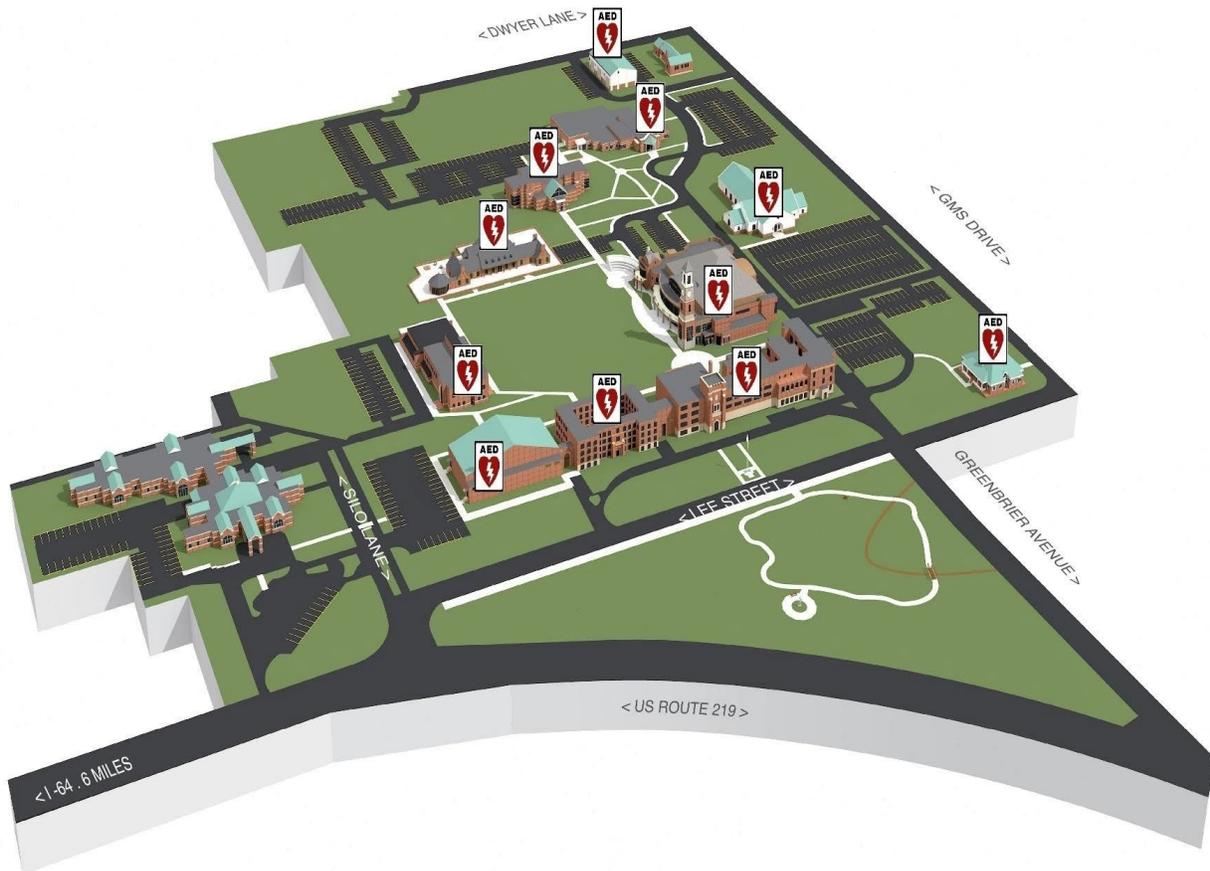
Cindi Knight, Richard Aleshire-Ramsey

AED Location Map

WVSOM Campus

Legend

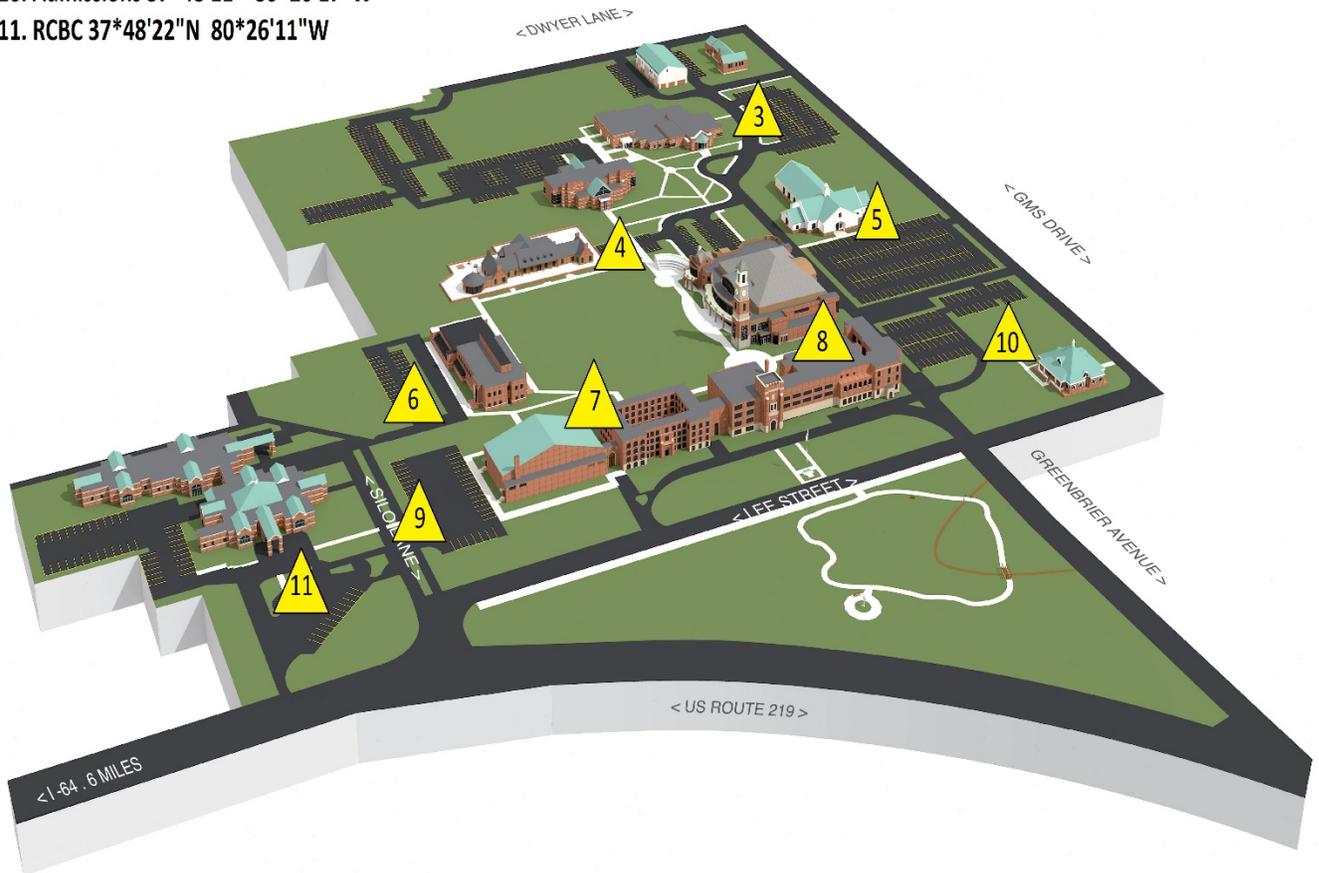
- Admissions Center - Foyer**
- Main Building - B213, 3rd Fl Landing (East Stairwell) Quad**
- James R. Stookey Library/OCS Lab - Corridor**
- Fredric W. Smith Science Building - J100**
- Roland P. Sharp Alumni Conference Center - L110**
- Center for Technology and Rural Medicine - YA01**
- Clinical Evaluation Center - Front Lobby**
- Maintenance/Shipping/Receiving - Bay Area**
- Founders Activity Center - Front Foyer**
- Student Center - Cafe/Dining Area, 2nd Fl Foyer-Bookstore**



WVSOM
400 North Lee Street
Laureburg, WV 26001

WVSOM Campus

1. Under Construction
2. Removed from Service
3. CEC Bldg. 37°48'10"N 80°26'11"W
4. Alumni Ctr. 37°48'13"N 80°26'11"W
5. Gym 37°48'10"N 80°26'11"W
6. Science Bldg. 37°48'17"N 80°26'11"W
7. Quad Bldg. 37°48'16"N 80°26'13"W
8. Student Ctr. 37°48'13"N 80°26'16"W
9. Library 37°48'18"N 80°26'13"W
10. Admissions 37°48'11"N 80°26'17"W
11. RCBC 37°48'22"N 80°26'11"W



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PART 1

EMERGENCY PLAN

A. Reporting Emergencies

EMERGENCY SERVICE – 911

1. If you need ... **POLICE...FIRE...AMBULANCE...**in an emergency:

- **DIAL 911** – If you are using a campus telephone line,
- **DIAL 911** – If you are using a cellular phone,
- **Campus-Wide Emergency Phones: Blue Light**
These phones automatically dial **911** when button is depressed

When you call, give your name, telephone number and location, and the nature and location of the emergency.

- Don't hang up until the dispatcher ends the conversation.
- Notify the Campus Safety Compliance Officer

2. Notify your Administrator/Supervisor immediately.

***IMPORTANT:** Public information regarding campus emergencies will be released by the President/Designee and the Office of Communications at the President's direction. Other information will be released as determined by the "designee protocol" (see *page 24*). Personnel – for command and control; administrative review.

B. Acting in an Emergency

1. Remain calm, use common sense and provide aid. Take time to think before acting.
2. Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities or when the building becomes life-threatening, e.g., smelling natural gas.
3. Proceed to the Assembly Point for further instructions.
4. Do not use the telephone for reasons other than emergency purposes.
5. Do not enter elevators during an emergency. If stuck in an elevator, do not attempt to force open stalled elevator doors. Use the emergency phone to contact a 911 emergency dispatcher.
6. Keep a flashlight handy if you are in an area that does not have emergency lighting or natural lighting.

Know the locations of all marked exits from your working area.

C. ON/OFF-Campus Resources of Assistance During Emergency

ON-Campus Resources of Assistance

Campus Emergency Number.....	911
WVSOM Security (Office).....	Ext. 6219
WVSOM Security (Cell).....	304-647-8911
WVSOM Phone Operator.....	Ext.0
Maintenance Service.....	Ext. 6203

Skilled workers are available from Maintenance

7:00 am - 3:30 pm, and they provide the emergency maintenance services.

After 3:30 pm, contact the WVSOM security office.

OFF-Campus Resources of Assistance

Generally, WVSOM security is responsible for coordinating outside emergency assistance. These numbers are given for information and advance planning only.

Where to Find Help in Greenbrier County

Ambulance, Fire, Law Enforcement Emergencies, **Call 911**

Poison Control Center, **1-304-388-4211** or **1-800-222-1222**

Emergency Alert System Radio, **WRON-FM 103.1**

Remember to dial “9” to obtain an outside line for on-campus phones

Non-Emergency Phone Numbers:

Greenbrier County 911 Center.....304-647-7911
Greenbrier County Office of Emergency Services.....304-645-5444
American Red Cross, Greenbrier Valley Chapter. (Disaster preparedness and shelter information)304-645-1070
Salvation Army (Beckley Corps)1-304-645-253-9541

Law Enforcement:

West Virginia State Police, Lewisburg.....304-647-7600*
Greenbrier County Sheriff.....304-647-6634*
Lewisburg Police.....304-645-1626*
FBI.....1-304-253-6874
Bureau of Alcohol, Tobacco and Firearms.....1-304-347-5249
Drug Enforcement Administration.....1-304-347-5209
Domestic Violence Hotline.....1-304-428-2333
U.S. Marshal Service.....1-304-623-0486
U.S. Secret Service.....1-304-347-5188

Health:

Greenbrier County Health Department.....304-645-1539*
Rape and Domestic Violence Information Center.....1-304-292-5100
Greenbrier Valley Medical Center, (Lewisburg).....304-647-4411
W.V. Dept. of Health & Human Resources.....304-647-7476
National Response Center, (Chemical, oil spills & chemical/biological terrorism)
State Emergency Spill Notification.....1-800-424-8802

Fire & Rescue:

Greenbrier County Ambulance Service.....911
Lewisburg Fire Dept.911
Fairlea Volunteer Fire Dept.911
W.V. State Fire Marshal's Office.....1-800-233-3473

Other important numbers:

Mon Power.....1-800-255-3443
Mountaineer Gas Company.....1-800-834-2070
Weather Information.....304-547-5060
Lewisburg Public Works.....304-645-2080* / 304-645-1833*

(*) Phone not manned 24 hours. If no answer, call 304-647-7911

In emergency, call 911

D. EMERGENCY PROCEDURES – General

Campus emergencies are defined as events which have the potential to cause harm, injury or significant disruption or damage to school property, personnel, students, visitors or operations. Appropriate and timely responses to campus emergencies are essential to protect the safety of the school and its occupants. The following will help in developing a common language for use at the time of emergency.

1. Campus Emergency Incident

A **Campus Emergency Incident** occurs when there is major risk to WVSOM's resources and/or personnel, students and visitors. It has caused or has the potential for causing major damage or injury. It will require off-campus emergency response and evacuation of the affected buildings. Dial 911 for reporting emergencies. **See Reporting Emergencies (p.11).**

President or Designee

Authority for declaring an emergency and evacuation is the responsibility of the **President or Designee** – See **Personnel-for command and control; and administrative review (p.24)**. This person will be in administrative control in case of a Campus Emergency Incident.

Safety Compliance Officer

Campus Emergency Incidents are managed by the **Safety Compliance Officer** and the President or Designee. Designees include the Vice President for Finance and Facilities, Director of Human Resources and Associate Dean for Student Affairs. They should be notified in the order listed – see Personnel-for command and control; and administrative review (p.24) for additional directives – the protocol for all call - downs is listed on (p.24).

The Safety Compliance Officer will assume tactical control until Emergency Personnel

(Fire or Police) are on scene and establish command of the incident. The Safety Compliance Officer will then assist the emergency personnel at the Command Post during the incident.

In the event of a Campus Emergency Incident, the initial respondent will take measures to ensure the safety of persons involved, then immediately report the emergency to the Greenbrier County 911 Center, the Safety Compliance Officer,

your Administrator/Supervisor and the President/Designee. **Assembly Point Captain/Co-Captain**

Assembly Point Personnel are responsible for specific areas of a building and works closely with the Safety Compliance Officer during building evacuations.

In the event of an emergency evacuation, the primary role of the **Assembly Point Captain/Co-Captain** is to:

1. Direct people at the evacuation Assembly Point so they don't obstruct traffic or emergency responders. (Remain at least 30 feet from the affected building).
2. Reports any known information received about the nature and location of the emergency to the Safety Compliance Officer who will relay the information to emergency personal.
3. Confers with supervisors and co-workers to identify persons who may have remained behind or unaccounted for.
4. If inclement weather or hazardous conditions, the Assembly Point Captain/Co-Captain has authority to relocate the Assembly Point to a secondary location. The Assembly Point Captain/Co-Captain will determine the new location and will communicate that information to the Safety Compliance Officer.

IMPORTANT: Immediately report to the Assembly Point Captain/Co-Captain any missing persons who you have reason to believe may be in the building or in jeopardy.

- **Campus Phones:..... dial, 911**
- **Cellular Phones:..... dial, 911**
- **Campus Wide Emergency Phones: Blue Light**

These phones automatically dial **911** when button is depressed

- **Safety Compliance Officer:.....dial, ext. 6808.**
- **President/Designee:..... dial, ext. 6200.**

If evacuation is warranted, the initial respondent should activate the **Campus Fire Alarm** and report to the designated Assembly Point. In case of fire, pull the nearest Campus Fire Alarm and evacuate the facility. If you have a cell phone, call 911 immediately following evacuation (See **Fire p.33**) and then contact the others noted above.

Response to specific emergencies is described in specific sections as listed in the Table of Contents. However, most campus incidents or emergencies involve all or part of the following: communication, evacuation, emergency lighting, assembly points and administrative review and recovery.

2. Communication

Campus Fire Alarms

WVSOM maintains a system of fire alarms in each building on campus that meets or exceeds the WV State Fire Code. These are available to every occupant and the locations are posted on maps along every evacuation route. The alarms are connected to a monitoring company which contacts the Greenbrier County 911 Center when activated.

Telephone System

The telephone system is the next communication system available to the WVSOM community. It is controlled from the switchboard and should be used in all emergencies. The Campus-Wide Emergency Phones will automatically dial 911 when the handset is lifted.

3. Evacuation

Evacuation routes have been established and are marked on the maps in every building and area. These routes will be part of any practice emergency drills.

See Evacuation Procedures (p.32)

4. Emergency Lighting

Fully functioning emergency and exit lights are crucial to ensuring the safety and security of building occupants. NFPA 101 Life Safety Code sets the standard for the installation, inspection, and maintenance of all emergency and egress lighting. WVSOM Institutional Facilities Department is obligated to conduct monthly, as well as annual test of all emergency and exit lights.

5. Assembly Points

In a disaster or major emergency, evacuation of a specific building may be necessary. Classes, departments and offices in every building should know in advance the locations of the Assembly Points, where information and assistance from the Assembly Point Captain will be provided. A building evacuation will occur when a fire alarm sounds or upon notification by emergency personnel.

Emergency Assembly Points are located all across the campus and the locations of these areas are shown on page (5).

6. Responsibilities of Employees

Administrators, Deans, and Department Heads

Every Administrator, Dean and Department Head has the following general responsibilities prior to and during any emergency:

a. Emergency Preparedness

1. Building evacuation information shall be distributed to all employees with follow-up discussions, on the job training, or explanation, as required. Contact the Vice President for Finance and Facilities and/or the Safety Compliance Officer and WVSOM Safety/Security Committee for assistance.
2. Time shall be allotted to employees in order to enhance the institution's preparedness plans.
3. Time shall be allowed for training of employees in emergency techniques, such as fire extinguisher usage, first aid, C.P.R., and building evacuation drills. Contact the Vice President for Finance and Facilities and/or the Safety Compliance Officer and WVSOM Safety/Security Committee for assistance.
4. Follow-up on reported safety hazards to minimize accidents (i.e., initiate work orders).

b. Emergency Situations

1. Inform all employees under their direction of the emergency condition.
2. Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
3. Maintain emergency telephone communications with officials from their own area.

IMPORTANT: Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency, and to report to a designated campus area Assembly Point outside the building where a head count will be taken.

Teaching Faculty and Supervisors

Each faculty member and staff supervisor have the responsibility to:

1. Educate their students and/or employees concerning institutional emergency procedures as well as evacuation procedures for their building and/or activity.
2. Inform their students and/or staff of an emergency and to initiate and follow emergency and evacuation procedures as outlined in this guide.
3. Evaluate and survey their assigned building facility or activity in order to determine the impact that a fire could have on their facility. Report all safety hazards to their Administrator.

Classified Employees

Each classified employee has the responsibility to:

1. Have knowledge of the institutional emergency procedures as well as evacuation procedures for their building/work areas.
2. Follow the institutional emergency procedures as well as the evacuation procedures.
3. Evaluate and survey their assigned work areas in order to determine the impact that a fire could have on their area. Report all safety hazards to their supervisor.

7. After Hours Protocol

Variations of protocol for specific times of the day and week are addressed in the succeeding pages as they arise.

8. Administrative Review

Within 5 working days of a Campus Emergency Incident these plans and their effectiveness are to be reviewed by the WVSOM Safety/Security Committee (**See Personnel – command and control; and Administrative Review p.24**) and a report of this review filed with the Safety Compliance Officer.

In June of each year, these Emergency Response Plans are to be reviewed by

the WVSOM Safety/Security Committee and a report filed with the Board of Governors, the Safety Compliance Officer, the Vice President for Finance and Facilities and the President.

These plans are to be activated by the Campus Safety Coordinator on a monthly basis as a drill with selected employees to determine that the plans are available and adequately understood by the persons selected. This will be on a rotating basis so that all WVSOM personnel have had an update to the plan in each calendar year. New employees will be furnished the plan with their initial orientation package.

Reports of Campus Emergency Incidents, their review and a report of each monthly plan activation will be filed with the Board of Governors, in the Vice President for Finance and Facilities office and the President's office and will be reviewed by the Safety Compliance Officer and the Campus Safety/Security Committee on a quarterly basis in June, September, December, and March.

In addition to the above, WVSOM will plan for a regular check on the above reviews and other aspects of the ongoing plan. This check should be performed by someone who is not directly responsible for their performance and preferably from outside the regular staff of the institution.

9. Recovery

Each area of the institution will have in place a continuity plan so that the mission of WVSOM can continue in an appropriate time frame after any level of emergency has been overcome. **See Recovery Plans (p.66)**

Initiation of Emergency Response Plan

This plan will be given to all faculty and staff who will sign for and acknowledge receipt of the plan.

E. Personnel – for command, control and administrative review

President and Designees are to be **called for administrative control** in the order as listed:

President, James Nemitz, Ph.D.,

Ext. 6200 / H - 304-645-5178

Vice President for Finance and Facilities, Larry J. Ware, MBA, CPA

Ext. 6220 / Cell – 304-646-8479

Vice President for Academic Affairs/Dean, Linda Boyd, D.O

Ext. 6363

Director of Student Affairs, Belinda Evans

Ext. 6401 / Cell – 304-520-9976

Protocol for activating the following – These will **assume tactical control** and assist the above in the order listed.

Safety Compliance Officer, Matt Carver

Ext. 6808 / Cell – 304-667-7345

Director of Physical Plant, Will Alder

Ext. 6203 / Cell – 304-647-0401

Supervisor, Campus Services, Jeff Dowdy

Ext. 6243 / Cell – 304-661-0755 / H – 304-645-4484

Maintenance Personnel,

Ext. 6203

Campus Security Liaison, Larry Ware

Ext. 6220 / Cell – 304-646-8479

Campus Safety/Security Committee – This committee has the Administrative Review function for this plan and is composed of the following at this writing:

Matt Carver, Chair

Larry Ware, MBA, CPA

Tabitha Fox

Bobbie Morgan

Donette Mizia

Barbra Sanders

Belinda Evans

Steve Obermeyer

Brian Griffith, Ph.D.

Edward Bridges, Ph.D.

F. Communication and Defibrillators, Protocol for these Devices and After-hours Protocol

1. Campus Fire Alarms

All employees will become familiar with the location and operation of the fire alarms. In most emergencies, the alarm should be pulled as the first act and then followed by other prescribed acts and calls.

2. Telephone & Switchboard

When reporting an emergency, contact the Greenbrier County 911 Center to summons medical, fire or police response.

Switchboard Operator

If an emergency is reported to the switchboard during normal business hours, the operator(s) have the responsibility to direct all emergency calls as follows:

- Emergency personnel (medical, fire, police)
- Safety Compliance Officer
- President/Designee

Overhead Paging System

This system has limited coverage in only selected areas. It will be used at the discretion of the switchboard operator, the Safety Compliance Officer and the President/Designee. Its use needs to respect the limitations of its coverage area.

Blue Light Phones

The location of these phones is marked on the map on Page 9.

3. Defibrillators – AED's

The locations of the devices are marked on the Evacuation Route Maps and the Equipment Locator Maps.

All employees should be familiar with the location and use of the devices.

In case of an event, instructions located within the case of the device should be followed carefully, and 911 contacted immediately.

Following any event when the defibrillator-AED is used; it shall be taken out of service and secured until it is turned into the Safety Compliance Officer with information for completion of an incident report.

4. After Hours

The phone is answered by an automated answering system during the Hours of 4:30pm through 8:00am Monday through Friday, Weekends and Holidays.

If you need to report an emergency, contact the Greenbrier County 911 Center at:

- **Campus Phones: dial, 911**
- **Cellular Phone: dial, 911**
- **Campus Wide Emergency Phones: Blue Light**
These phones automatically dial 911 when button is depressed

If you need to report any safety concerns, regarding buildings and grounds or need to speak with a Police Officer, see next page for additional information and listing of phone number contacts.

5. IMPORTANT PHONE NUMBERS

OUTSIDE NUMBERS

- Fire, Police, Ambulance 911
- Hospital (Non-Emergency) 304-647-4411
- Hospital (Emergency) 304-647-6080
- Police (Non-Emergency) 304-647-7911

INSIDE NUMBERS

- **Operator: Ext. 0**
- **Director of Physical Plant: Will Alder**
Ext. 6203
Cell 304-647-0401
- **Security:**
Ext. 6219 \ Cell 647-8911
- **Custodial Staff: Jeff Dowdy**
Ext. 6243
Home 304-645-4484

Weekend Emergency Contacts:

Will Alder / Cell 304-647-0401

Matt Carver, Safety Compliance Officer / Cell 304-667-7345

Get help immediately by calling the Greenbrier County 911 Center:

- **Campus Phones: dial, 911**
- **Cellular Phone: dial, 911**
- **Campus Wide Emergency Phones: Blue Light**
- These phones automatically dial **911** when button is depressed.

6. Assembly Point Captains, Director Physical Plant, Safety Compliance Officer and Radio Protocol

A. **List of Assembly Point Captains and Assembly Point Captains-Backup** One per each Assembly Point. (See p.6 for list)

B. **Director, Physical Plant**

As mentioned above, this person will have means of communication available at all times and will provide a point of contact for emergencies during **weekdays – 7am to 3:30pm.** (ext. 6203)

After hours will include the following:

Weekdays – 3:31pm to 11:00pm / Building Services Department (ext. 6243)

Weekdays – 11:01pm to 6:59am / Campus Security (304-647-8911)

Weekends – 24hr / Campus Security (304-647-8911)

C. **Safety Compliance Officer**

Assumes tactical control. Uses base or HT radio in his office at the maintenance office bldg. Has backup power provided.

Director, Physical Plant

During regular school hours, **weekdays 7am to 3:30pm**, this individual has access to all buildings and can be in touch by phone. The Director, Physical Plant will be able to help communicate with his crews and coordinate access and other factors with fire and police until the Safety Compliance Officer and President/Designee are available.

Safety Compliance Officer

Assumes and assists in tactical control along with Emergency Services. During regular school hours, **weekdays 7 am to 3:30 pm**, this individual has access to all buildings and can be in touch by phone. The Safety Compliance Officer will be able to communicate with the Director, Physical Plant as well as with fire and police.

Radio Operator Protocol

The two-way radio will be activated and adjusted to desired volume...**LISTEN BUT DO NOT TRANSMIT.** The Safety Compliance Officer or Director of Physical Plant will call each assembly area equipped with a two-way radio in sequence to ensure that all the Assembly Points equipped with two-way radios are on the air. The Assembly Point Captain(s) will only initiate contact if an emergency exists within their respective point that requires immediate attention. **WHEN YOU TALK ON THE RADIO, SPEAK SLOWLY AND DISTINCTLY.** In general, it is better to hold the radio about 2 inches away from your face and speak toward the microphone.

PART II

EMERGENCY
PROCEDURES GUIDE

A. Evacuation Procedures

1. Building Evacuation

a. When an evacuation order is given, vacate from the nearest marked exit and alert others to do the same.

b. Assist individuals with disabilities or other persons that may need help in exiting the building.

c. Once outside, proceed to your designated Assembly Point. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

(KNOW YOUR AREA ASSEMBLY POINTS. SEE MAP, PAGE 5.)

d. DO NOT return to an evacuated building unless told to do so by an Administrator, Police Officer or Fire Department personnel.

IMPORTANT: After any evacuation, report to your designated area assembly point. Stay there until further instructions are given by your Administrator, Police Officer or Fire Department personnel.

2. Campus Evacuation

a. Evacuation of all or part of the campus grounds will be announced by Administration, as directed.

b. All persons (students and staff) are to immediately vacate the site in question, and relocate to another part of the campus grounds, as directed.

c. When necessary to leave campus by personal vehicle, exit the street nearest to where you are parked and follow traffic patterns as directed by Police.

B. Natural Disasters

1. Fire

Reporting

Students, employees, visitors, and all others on campus will be alerted to a fire by the activation of a Fire Alarm located in the facility.

1. Pull nearest Campus Fire Alarm and evacuate the facility.
2. Call the fire department immediately following evacuation.
 - **Campus Phones:**..... dial, **911**
 - **Cellular Phones:**..... dial, **911**
 - **Campus Wide Emergency Phones: Blue Light**
(These phones automatically dial **911** when button is depressed)
3. Give your name, nature of fire or smoke and exact location.

Evacuation

1. Know 2 ways out – see Evacuation Route Maps.
2. If in doubt, evacuate – **Get Out**
3. Do not use elevators.
4. Assist the handicapped.
5. Close doors as you leave.
6. In the event of an evacuation, all employees will assemble as soon as practical in the designated assembly areas. *(see page 5 for designated Assembly Points).*
7. **Ensure all disabled personnel are evacuated and accounted for.**
8. Once all employees have congregated at the assembly place, there will be an accounting of employees, to ensure everyone has been evacuated.
9. If someone is missing, do not attempt to re-enter the building. Notify the firefighters or emergency personnel at the scene, and describe where the person was last seen.
10. **DO NOT RE-ENTER THE BUILDING FOR ANY REASON**, unless emergency personnel have given the “**ALL CLEAR**” command.

Occupants should remain at a safe distance up wind from the building to ensure the:

1. Safe performance of firefighting and rescue operations.
2. Treatment and removal of the injured.

Campus Fire Alarm and Paging Announcements

1. Know what the alarm sounds like.
2. Evacuate
3. Paging may not be available in your building.

Fire Department Command Post

Persons knowing the reason for the fire should go to the command post established by the Fire Department to provide this information.

The Safety Compliance Officer will file an Emergency Incident Report and notify the President/Designee.

2. Severe Windstorms/Tornadoes/Earthquakes

Windstorms/Tornadoes

Tornadoes occur more frequently in the spring and early summer months, although they can occur at any time. Supervisors should pay close attention to weather reports during tornado “season” and be prepared to implement appropriate emergency procedures when notified by local authorities.

If you are inside:

- Proceed to a central hallway of the building, if possible.
- If there is no time, crouch under a desk or table, away from windows or glass dividers.
- Stay away from tall objects, such as cabinets.

If you are outside:

- Seek cover in low lying depressions away from buildings, trees, telephones and electric lines.

Earthquakes

Although earthquakes do not often occur in many parts of the United States, they *can* occur anywhere. Employees should know the appropriate actions to take.

- Earthquakes strike without warning and may range in intensity from slight tremors to major shocks. They may last only a few seconds or several minutes. After a major earthquake, “aftershocks,” generally less violent, should be anticipated. The great majority of injuries experienced in earthquakes are the result of people being hit by falling objects. Therefore, it is extremely dangerous to rush outside immediately where considerable falling debris may be encountered.

If you are inside:

- Stand in a doorway, or crouch under a desk, away from windows or glass dividers.
- Stay away from tall objects, such as file cabinets.

If you are outside:

- Stand away from buildings, trees, telephones and electric lines.

The Safety Compliance Officer will file an Emergency Incident Report for this event and notify the President/ Designee.

C. Medical Causes

Medical Emergencies

1. Summon help by dialing the Greenbrier County 911 Center to report the illness or injury.
 - **Campus Phones: dial, 911**
 - **Cellular Phones: dial, 911**
 - **Campus Wide Emergency Phones: Blue Light**
(These phones automatically dial **911** when button is depressed)
2. Provide the level of first aid for which you are trained and equipped.
3. Whenever possible, have someone meet the ambulance or Public Safety Officer at a clearly visible location to quickly direct them to the injured person.
4. Never put yourself at risk to help the injured or ill person.
5. Whenever possible, have someone accompany the injured or ill person to the emergency care facility.
6. Inform department personnel about the incident to assure that proper documentation and investigations are performed. Accidents or illness involving students will be reported to the Associate Dean for Student Affairs. Accidents or illness involving employees will be reported to the Director of Human Resources.

**Contact Rebecca Morrow, Ph.D., Assistant Dean Student Affairs,
Ext. 6591, who will assemble the WVSOM Crisis Response Team.**

2. First Aid for Office Emergencies

*** Know where your office's first aid kit is, what's in it and how to use what's in it.**

***If you do use something in it, make sure your supervisor knows, so it can be replaced.**

***Check the patient for any medical ID tags, bracelets or cards to tell paramedics about. Likewise, if you have a personal medical condition, make sure there's someone at work who knows you have the condition and who's familiar with first aid for it.**

Although you may not think of an office setting when it comes to emergencies, quick thinking in an office has saved many workers from injury or even death. Coworkers may not have told you about their medical condition, such as diabetes, asthma or epilepsy. Or you may not have told them about yours. So, there are hazards in the office to watch out for.

Just in Case

"First aid" is just that, urgently needed care that's administered until a patient is seen by a professional. Although emergencies in an office may not be as common as in typically dangerous occupations, it pays to be prepared.

Here are some first aid tips for potential office emergencies. Remember, the first step is always to dial 911.

Fainting or loss of consciousness:

Tap the patient on the shoulder and ask, "Are you OK?" If there's no response, see if the victim is breathing. If not, give mouth-to-mouth resuscitation or use CPR mask. (CPR mask can be located in all campus wide AED Cabinets). Administer CPR only if there's no pulse and you're properly trained. While waiting for help, raise the patient's legs higher than their body, loosen their clothing and apply cold cloths to their face. (Contact the Office of Campus Safety to find out about CPR and first aid training.)

Choking:

Use the Heimlich maneuver to dislodge whatever is choking the person. Never strike someone on the back, as that may push the foreign matter deeper down the windpipe.

(Contact the Office of Campus Safety to find out classes on the Heimlich maneuver).

Heart attack:

If the patient is conscious, help the person sit (not lie) down. Ask if the patient is taking medications and needs help using it. If the person is unable to speak, look for an emergency medical ID card or bracelet. Keep the patient warm. Loosen any restrictive clothing around the neck. If breathing has stopped, give mouth-to-mouth resuscitation or use CPR mask. (CPR mask can be located in all campus wide AED cabinets). If breathing and the pulse have stopped, and you're trained, administer CPR.

Stroke:

Keep the patient warm. Turn the head of a vomiting patient to one side. Don't give the patient any stimulants or anything to eat or drink.

Heat stroke:

- Move to an air-conditioned location or a cool, shady area and lie down. Raise the legs above the level of the heart.
- Drink cold liquid, such as water or a sports drink.
- Mist the individual with cold water or pour cool water on the head, neck, and clothes.
- Apply ice packs on the neck, armpits, and groin.
- Loosen or remove as many clothes as possible.
- Have someone **call 911** immediately for medical assistance.

Head Injury:

Do not remove or restrain the person. Move harmful objects out of the way, in case of convulsions. Keep the patient warm. Use reassuring words until help arrives.

Burns or scalds:

Put the burned area in a cool (not ice) water until the pain subsides. Pat dry. Do not apply butter, ointment or any other liquid. Cover the area lightly with a clean, dry bandage.

Bleeding:

Wash the cut with soap and water but don't try to clean deep wounds. Apply direct, gentle pressure until the bleeding subsides. Apply a clean, dry bandage. Call 911 if bleeding doesn't stop.

Nosebleed:

Have the patient sit down and lean forward. Apply pressure to the bleeding nostril along with cold compresses around the area. If the bleeding doesn't stop, take the patient to a hospital emergency room.

Muscle or joint strain or sprain:

Remember R.I.C.E.

Rest the affected area by not using it.

Ice, place ice packs on the affected area.

Compress the injured area with an elastic bandage.

Elevate the injured area above the heart.

Bruise:

Apply cold cloths or ice packs to a bruise. If the blow or pain is severe, call a doctor.

**Reading this information is no substitute for formal instruction and practice or for professional medical care.*

*An Emergency Incident Report shall be completed and a copy of that report shall be directed to the Safety Compliance Officer.

D. Industrial Causes

1. Gas Leaks

Includes leaks of flammable, combustible, corrosive or toxic gases, oxygen and spills of cryogenic liquids.

In the event of a gas leak, small or large, take care not to create sparks by turning electrical equipment on or off.

1. Small leaks of non-hazardous gas:

- a. Attempt to find and stop the source of the leak.
- b. If you are uncertain about how to deal with a leak or require assistance, call the Maintenance Dept. at Ext. 6203

2. Large leaks or leaks of hazardous gas:

- a. Evacuate the area closing the door behind you.
- b. Activate the building fire alarm system and exit the building.
- c. Move to your designated emergency Assembly Point. See (pg.16)(9) for hazardous conditions within the Assembly Point.
- d. When safe to do so, consult Material Safety Data Sheets or applicable Safety Manuals.
- e. Do not re-enter the building until instructed to do so by Emergency Services personnel.

- **Campus Phones:..... dial, 911**
- **Cellular Phones:..... dial, 911**
- **Campus Wide Emergency Phones: Blue Light** (These phones automatically dial **911** when button is depressed)

3. An Emergency Incident Report will be filed by the Safety Compliance Officer.

NOTE: If you have any doubts about your safety or for the safety of others in the area of a spill or leak, activate the building fire alarm and evacuate immediately.

2. Biological/Chemical Spills

If a hazardous material spill occurs:

- Alert people in the immediate area of the spill and evacuate the room. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.
 - Confine the hazard by closing doors as you leave the room.
 - Use eyewash or safety showers as needed to rinse spilled chemicals off people.
 - Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building. **If there is a chance of explosion from the chemical spill, do not activate the building fire alarm.** Evacuate the building by alerting others by voice. Take care not to turn electrical equipment on or off or otherwise cause sparks. If there is no chance of explosion, activate the building fire alarm system by pulling the handle on the fire alarm box.
 - Report the spill or other incident involving these hazards to the Public Safety First Responders immediately from a safe location.
-
- **Campus Phones:**..... dial, 911
 - **Cellular Phones:**..... dial, 911
 - **Campus Wide Emergency Phones: Blue Light** (These phones automatically dial 911 when button is depressed)

Give the 911 dispatcher the name of the chemical, location and size of the spill. Be prepared to spell chemical names. Once outside, notify emergency responders of the location, nature and size of the spill.

- Isolate contaminated persons. Avoid contamination or chemical exposure.
- Secure the area to prevent others from entering.

The Safety Compliance Officer will file an Emergency Incident Report and notify the President/Designee

3. Explosion, Aircraft Down (Crash) on Campus

Explosion

In the event of an explosion or similar emergency:

- **Immediately take cover** under tables, desk, etc., which will provide protection from falling glass or debris. Safely move away from heat sources, smoke and fire.
- **Phone the Gbr. Co. 911 Center immediately**
- **Campus Phones:..... dial, 911**
- **Cellular Phone:..... dial, 911**

- **Campus Wide Emergency Phones: Blue Light** (These phones automatically dial **911** when button is depressed)

- **Give the 911 dispatcher the following information:**
 - Location.
 - Area where explosion occurred.
 - Cause of explosion, if known.
 - Injuries.

Before you hang up, make sure the emergency services dispatcher has all of the necessary information.

Evacuate the area as soon as it is safe to do so, following established building evacuation procedures.

Aircraft Crash

The air space over WVSOM is routinely filled with air traffic. The campus is slightly east of the direct flight path of approach and departure routes from the Greenbrier Valley Airport which provides services to a wide variety of civilian aircraft. In the event of an aircraft crash on or near the campus, the following actions should be taken: Explosion and fire as well as falling debris pose a risk to individuals on the ground. All members of the campus community are encouraged to move away from the crash site and seek shelter in a safe location. If it is not possible to move immediately away, protect yourself against blast damage by using the drop, cover and hold method.

- If you witness an aircraft crash, contact the Greenbrier County 911 Center immediately

o **Campus Phones:**..... dial, 911

o **Cellular Phone:**.....dial, 911

o **Campus Wide Emergency Phones: Blue Light** (These phones automatically dial 911 when button is depressed)

- If you are inside and the building is not damaged, remain inside. Stay away from windows. Faculty should try to keep their classes together as a unit. If an evacuation is necessary, move away from the crash site and seek shelter in a safe location.
- Untrained individuals should NOT enter the crash site. A well-intentioned but untrained and ill-equipped person who enters the crash site risk serious injury or far worse. If you are aware of places where people may be trapped inform the nearest emergency responder as fast as possible so that trained and properly equipped personnel can attempt a rescue effort.
- The Safety Compliance Officer will file an Emergency Incident Report.

4. Utility Failure

Power Outages

When a building loses power, it is no longer considered a controlled environment. Normally, emergency power is supplied to buildings which provides for safe evacuation and not for continued occupancy. Except in situations where leaving the building would be more hazardous, take the following steps:

1. Evacuate laboratory buildings immediately since most fume hoods will not operate when building power ceases.
2. Persons in non-laboratory buildings may occupy for periods up to one hour provided they have a sustainable source of emergency lighting or natural lighting to allow for continued occupancy and safe evacuation. Battery powered emergency lighting generally last only 90 minutes.

Power outage during disaster situations

1. Do not light matches or other flames inside buildings. Gas line may be damaged and explosions or fire could occur.
2. If you are trapped in an elevator, do not panic. Use the emergency phone located inside the elevator. Fire Department Personnel will arrive as soon as possible to assist you. Do not smoke in stalled elevators.
3. Stay away from downed power lines and broken high-temperature waterlines.

Report the outage to Institutional Facilities by dialing ext. 6203

E. Human Causes

1. Automobile Accidents

1. Report all on campus vehicular accidents immediately to the WVSOM security office at Ext. 6219 or by cell phone if available by dialing 304-647-8911
2. Report all accidents involving WVSOM vehicles immediately to the local 911 Center and to Kevin Williams, Institutional Facilities Office at 304- 647-6265, regardless of the amount of damage.
3. If you collide with a parked vehicle, stop immediately and attempt to locate the owner after notifying WVSOM security office while on campus. This will ensure that proper measures are taken and the incident will be properly documented. If the collision occurs on a city street, notify the Lewisburg Police Department.
4. A Campus Emergency Incident report will be filed for any accidents involving WVSOM vehicles and any accidents occurring on campus.

2. Bomb Threats

The receipt of a bomb threat should be reported immediately to the Lewisburg Police Department by calling extension **911**.

The following details the normal steps to be followed in the event of a bomb threat or the report of a suspicious package or device.

Telephone

1. Remain calm and obtain as much information as possible from the caller. Try to write down the caller's exact words. Ask for and try to obtain the following information: When is the bomb going to explode?
 - Where is the bomb located right now?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause the bomb to explode?
 - Did you place the bomb?
 - Why?
 - What is your address?
 - What is your name?
2. Also record the following information:
 - Exact time the call is received; Information about caller including:
 - Sex;
 - Age;
 - Accent;
 - Caller attitude;
 - Speech impediments or traits;
 - Education;
 - Location of caller; and
 - Background noises.
3. If the threat is left on voice mail, do not delete it.
4. Immediately evacuate and notify 911 from a safe location. Provide the Greenbrier County 911 Center with the context of the threat, telephone number on which it was received, your name, room number and telephone number where you can be reached.

5. Evacuation will be accomplished by word of mouth, preprinted notices, intercom, and other means.
6. All evacuated persons should be a reasonable distance away from the evacuated area. Any staff evacuated should proceed to a predetermined office or conference room in a nearby unaffected building and notify their department of their new location.
7. In inclement weather and late-night hours, evacuated persons will be asked to wait in a nearby building.

Any person receiving a phone call bomb threat should follow the Bomb Threat Checklist (familiarize yourself with the information on the attached checklist) so you will be able to respond to the call and complete a report.

Written Note

If the threat is by written note, handle the note as little as possible and keep it secure for subsequent police use.

Electronic Mail

If the threat is made by some other means, electronic mail, etc., the original text should be saved for police review.

The Safety Compliance Officer will file an Emergency Incident Report and notify the President/Designee.

BOMB THREAT CHECKLIST

Do not interrupt the caller except to ask:

When will it go off? Certain hour _____ Time remaining _____

Where is it placed? Building or department _____ Area _____

What does it look like?

Appearance _____

Indicate your impression of the origin of the call: (Check)

___ Local ___ Long distance ___ Phone booth ___ Internal (from within building)

Check the items that best describe the caller and the call:

Familiar with building?

Yes ___ No ___ Don't Know ___

Sex?

Male ___ Female ___ Don't Know ___

Approximate age?

Under 20 ___ 21-40 ___ Don't Know ___

Voice characteristics? Language?

___ Loud

___ High pitch

___ Raspy

___ Intoxicated

___ Soft

___ Deep

___ Pleasant

___ Other

Accent?

___ New England

___ Southern

___ Mid-Western

___ Western

___ Racial or ethnic

___ Other

Language?

___ Excellent

___ Fair

___ Foul

___ Good

___ Poor

___ Other

Speech?

___ Fast

___ Distinct

___ Stutter

___ Slurred

___ Slow

___ Distorted

___ Nasal

___ Use of certain words

Manner?

- Calm
- Rational
- Coherent
- Deliberate
- Righteous
- Angry
- Irrational
- Incoherent
- Emotional
- Laughing
- Giggling
- Nervous

Background noises?

- Office machine
- Factory machine
- Street traffic
- Airplanes
- Bedlam
- Animals
- Mixed
- Music or party
- Trains
- Quiet
- Voices

Take the following steps immediately after call:

1. Notify Police by dialing **911 on or off-campus**. Identify your location.
2. Notify your Administrator/Supervisor

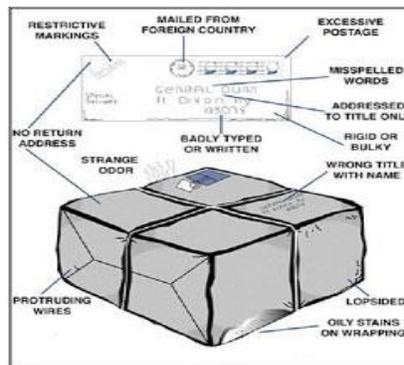
3. Suspicious Packages and Mail

Although a package could contain a biological or explosive agent, the likelihood is remote. Experience demonstrates that most are a hoax. We must use common sense. It is our responsibility to remain vigilant and treat packages that are suspicious as if there is a real threat. If you receive a suspicious package or suspicious mail, contact the Campus Security Coordinator.

Staff responsible for incoming mail should be especially vigilant.

What is a suspicious package?

A good rule of thumb to use when evaluating a package would be, **“Is it unusual, considering normal incoming mail and packages?”**



The following are some indicators that may help you in this evaluation:

- Grease stains or discoloration on paper
- Strange odors
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string, etc.
- Excessive weight
- Wrapped in brown paper with twine
- No return addresses
- Insufficient or excessive postage
- Return address and postmark are not from same area
- Foreign mail
- Restrictive markings such as Confidential, Personal, or Hand Delivery
- Hand written or poorly typed address
- Incorrect titles
- Titles but no names
- Misspellings of common words

- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter?
- Buzzing or ticking noise or sloshing sound

Opened Package

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

- Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne.
- Do not move the package from its location. You may place the package and contents in a zip-lock style plastic bag if available.
- If powder spills from container, **DO NOT** Attempt to clean up.
- Leave the room and close the windows and the doors behind you. Move to an area that will minimize you from exposing others.
- If possible, wash your hands with soap and water.
- **Contact the Greenbrier County Emergency Center immediately at:**
 - **Campus Phones:..... dial, 911**
 - **Cellular Phone:..... dial, 911**
 - **Campus Wide Emergency Phones: Blue Light**
(These phones automatically dial **911** when button is depressed)
- Do not allow others to enter the area.
- Remain calm. Exposure does not mean that you will become sick. Emergency responders and Public Health officials will provide specific information and instructions.
- Depending on your situation, responding emergency personnel may ask you to shower and change clothes. It is important to place contaminated clothing in a sealable plastic bag for analysis and evidence.

Unopened Package

If the suspicious package is unopened with no leakage, spillage, or bleeding:

- You may place the package and contents in a zip-lock style plastic bag if one is available.
- **Contact the Greenbrier County Emergency Center immediately at:**
 - **Campus Phones:..... dial, 911**
 - **Cellular Phone:..... dial, 911**
 - **Campus Wide Emergency Phones: Blue Light**
(These phones automatically dial **911** when button is depressed)

4. Robbery/Assault

These procedures should be followed to help assure your safety:

1. Cooperate. Give the person exactly what he/she asks for, nothing more.
2. Remember distinguishing traits: Clothing, race, height, age, eye color, facial hair, or other identifying features such as scars, moles, tattoos, etc.
3. Pay attention to the type of weapon used if applicable.
4. Listen carefully to their voice for distinguishing characteristics.
5. Record what direction they go after the confrontation. If they use a vehicle, record the license plate number and make and model of the vehicle.
6. Call WVSOM security immediately following the confrontation.
 - **Office: dial, Ext. 6219**
 - **Cellular Phone: dial, 304-647-8911**
 - **Campus Wide Emergency Phones: Blue Light**
(These phones automatically dial **911** when button is depressed)

The WVSOM security officer will file an Emergency Incident Report and notify the President/Designee.

5. Sexual Assault

For issues related to sexual misconduct and sexual assault, please visit the WVSOM Title IX webpages found at: <https://www.wvsom.edu/OMS/TIX/TIXoverview>.

If sexual misconduct occurs, it is the victim's decision regarding how, when, and to whom s/he would like to report. **Please remember that all WVSOM employees, with the exception of the ASPIRE counselors and psychologist, are responsible employees. That means that if a WVSOM employee becomes aware of any instance of sex or gender-based discrimination, they must inform the Title IX Coordinator to make a report.** Reporting is required regardless of whether the discrimination includes students, faculty, staff or visitors to WVSOM, or, in the case of students, whether the discrimination occurred on or off campus.

There are several options to consider for assistance, and you may contact any or all of them that you would like:

NON-CONFIDENTIAL RESOURCES:

- You may contact local law enforcement to begin an investigation;
- Dr. Rebecca Morrow, WVSOM Title IX Coordinator: 304-793-6591 to request that WVSOM begin an investigation.

CONFIDENTIAL RESOURCES:

- For students: ASPIRE counselors: 304-647-6324 or 304-520-5856, after hours;
- Family Refuge Center: 304-645-6334;
- National Sexual Assault Hotline: 800-656-4673.

Disruptive Individuals

1. Who is a disruptive individual?

- An individual who makes threats of physical harm to you, others, or themselves.
- An individual who has a weapon. Refer to **Armed subjects (p.60)** An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
- An individual who appears to be intoxicated or under the influence of a controlled substance.

2. What action should I take?

A. Contact the Lewisburg Police Department immediately at:

- **Campus Phones:**..... dial, **911**
- **Cellular Phone:**..... dial, **911**
- **Campus Wide Emergency Phones: Blue Light**
(These phones automatically dial **911** when button is depressed)

B. Give your name and campus location with a brief explanation of the situation.

C. Take note of the individual's age, personal appearance, clothing, vehicle or any other information that would help identify the individual.

3. Express your authority with non-verbal cues:

- Sit or stand erect
- Square your shoulders
- Smile and make eye contact
- Speak clearly and distinctly
- Maintain a constant voice volume-not too loud

4. Cues to avoid:

- Do not touch your face
- Observe the individual's personal space-do not stand too close
- Do not touch the person
- Do not slouch, glare or sigh at the individual

5. Anger management tactics:

- Get their attention: Use their name, ask them to sit down
- Acknowledge their feelings: Paraphrase what they say so they will know you are listening
- Get them moving: Offer a chair, move them to a private area if possible
- Offer assistance: Use the word “we” to include them in the solution process
- Tell them exactly what you can do for them and when
- Offer an alternative if appropriate
- Advise co-workers of the potential problem if possible
- Call for aid immediately if you sense the situation is getting out of hand

The WVSOM security officer will file an Emergency Incident Report and notify the President/Designee.

1. Armed Subjects

1. If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact the Greenbrier County 911 Center at: 911

(The Greenbrier County 911 Center will contact WVSOM Security and other appropriate agencies to assist)

2. If the armed subject is outside the building:

- Contact the Greenbrier County 911 Center at: **911**

(The Greenbrier County 911 Center will contact WVSOM Security and other appropriate agencies to assist)

- Turn off all the lights and close and lock all windows and doors.
- If you can do so safely, get all students on the floor and out of the line of fire.
- Move to the core of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized known voice.
- If the staff or students do not recognize the voice that has given instruction, they should not change their status.
- Unknown or unfamiliar voices may be misleading and designed to give false assurances.

3. If the armed subject is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact the Greenbrier County 911 Center at: **911**

(The Greenbrier County 911 Center will contact WVSOM Security and other appropriate agencies to assist)

- If flight is impossible, lock all doors and secure yourself in your space.
- Get down on the floor or under a desk and remain silent.
- Get students on the floor and out of the line of fire.
- Wait for the “all clear” instruction.

4. If the armed subject comes into your class or office:

- There is no one procedure that authorities can recommend in this situation.
- Attempt to get the word out to other staff if possible, and call the Greenbrier County 911 Center at: **911**

(The Greenbrier County 911 Center will contact WVSOM Security and other appropriate agencies to assist)

- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- Wait for the “all clear” instruction.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

The WVSOM security officer will file an Emergency Incident Report and notify the President/Designee.

ADDITIONAL RESOURCE INFORMATION

Reporting Unsafe Conditions

WVSOM is committed to maintaining a safe campus environment. To this end, everyone in the campus community is urged to help by reporting conditions that may pose a serious risk of injury or property damage. Do not assume that someone else will report observed concerns. Report them to one of the following departments:

Director, Physical Plant, Ext. 6203 or 304-647-6203

Safety Compliance Officer, Ext. 6808 or 304-793-6808

Questions regarding unsafe conditions may be addressed to Matt Carver at mcarver@osteowvsom.edu

Always Call the 911 Center for Emergencies.

- **Campus Phones:**dial, **911**
- **Cellular Phones:**dial, **911**
- **Campus Wide Emergency Phones: Blue Light**

(These phones automatically dial **911** when button is depressed.)

Shelter in Place

During certain emergency situations, particularly **chemical releases, radioactive material releases and some weather emergencies**, you may be advised to “Shelter in Place” rather than evacuate the building.

1. Go or stay inside the building.
2. Do not use elevators.
3. Shut and lock all windows and doors.
4. Turn off the heat, air conditioning or ventilation system if you have local controls for these systems. Most WVSOM buildings have ventilation systems controlled centrally by Facilities Department. **Ext 6265 or 6203.**
5. Close fireplace dampers.
6. Quickly locate supplies you may need, e.g., food, water, radio, etc.
7. If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above-ground level of the building since some chemicals are heavier than air and may seep into basements even if the windows are closed.
8. If possible, monitor for additional information via the internet, radio (97.7-FM, 99.5-FM, 103.1-FM, 1400-AM) or television for further instructions.
9. Do not call 911 unless you are reporting a life-threatening situation.

Additional steps to be taken if materials are available:

- In the event of a chemical, biological or radioactive material release Shelter-in-Place, seal doors and windows with duct tape and/or plastic sheeting.
- Cover cracks under doors with damp towels.

When the “all clear” is announced

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.

Information Release

Public information regarding campus emergencies will be released by the President/Designee and the Office of Communications at the President's direction. Other information will be released as determined by the "designee protocol" (see p.24).

It will be the policy of the school to release all appropriate information as rapidly as possible to allay anxiety and rumors for all students, parents, faculty, staff and the general public. The Crisis Response Team will be involved where possible and appropriate.

Review of information releases will be part of all Administrative Reviews – See **Personnel – for command and control; and administrative review (p.24)**.

Recovery Plans

Recovery plans will be on file in the office of the Safety Compliance Officer for the following:

- Finance
- Registrar's office
- Dean's office
- Division offices
- All faculty offices
- Computer Services
- Financial Aid
- Library
- Bookstore
- Robert C. Byrd Clinic
- Development/Alumni/CME/Foundation

Each recovery plan will address all levels of disaster where appropriate.

Review – Each area indicated above will conduct a review of its plan on an annual basis and report the review and any updates to the Safety Compliance Officer in June of each year

Business Continuity Policy and Procedure

POLICY AND OBJECTIVES

The purpose of WVSOM's Business Continuity Policy and Procedure is to formalize a plan (the Business Continuity Plan) that establishes policies, procedures and an organizational structure for assuring continuity of WVSOM's critical business functions during and subsequent to any emergency. Each division and/or department responsible for performing one or more critical functions will develop a Departmental Business Continuity Plan for the department and establish a structure to administer, update and implement the plan if and when it is needed. The intent of the Departmental Business Continuity Plan is to minimize the amount of disruption any future emergency may cause to the department's critical functions.

A Business Continuity Plan is not an Emergency Response Plan. WVSOM's Emergency Response Plan is intended to protect, as much as possible, WVSOM personnel, students and property from injury during an emergency. A Business Continuity Plan deals with continuing WVSOM's critical functions during and after an emergency until the disruptive circumstances caused by the emergency no longer exist or until a permanent operating response is put in place.

- Recovery plans will be on file in the office of the Vice President for Finance and Facilities and the Safety Compliance Officer.
- Each recovery plan will address all levels of disaster where appropriate.

Review – Each area indicated above will conduct a review of its plan on an annual basis.

Each department should review these Model procedures to determine if they need to be modified or supplemented to address any unique circumstances of the department's functions or operations.

All plans shall be reviewed on an annual basis and submitted to both the Vice President for Finance and Facilities and the Office of the Safety Compliance Officer.