



**Title: #VIII-3. Emergency Preparedness/Response Procedures**

**Date: October 23, 2007** (Replaces version dated April 25, 2007)

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## **I. INTRODUCTION**

Campus emergencies are defined as events that have the potential to cause harm, personal injury or significant disruption or damage to college property, personnel or operations. Appropriate and timely responses to campus emergencies are essential to protect the safety of the college and its occupants. West Virginia University at Parkersburg's emergency response procedures address recognized areas of potential danger as well as emergency levels. These Emergency Response Procedures will be available to faculty, staff and students in print and on the college web site. All college employees are responsible for acquainting themselves with these emergency response procedures.

A Central Communication paging system is in place to handle routing of emergencies.

A directory of campus resource phone numbers is provided at the end of this document.

These Emergency Preparedness/Response Procedures are predicated on a realistic approach to the problems likely to be encountered on a campus that may result in an emergency or disaster. These are possibilities that must be considered and addressed:

- A. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- B. The succession of events in an emergency is not predictable; therefore, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- C. Disasters may affect residents in the geographical location of the college. Therefore, city, county, state, and federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- D. A major emergency may be declared by a local or state agency of authority if information indicates that such a condition is developing or is probable.
- E. The route of ingress and egress to the college may be restricted.

## **II. HANDLING EMERGENCIES**

The initial and primary source for all emergency information is the Director of Facilities and Grounds. For emergencies on the Jackson County Campus, the JCC Director or designee will be the initial coordinator.

The Facilities Director may not be the first to detect an emergency situation. However, as soon as he or she is notified, the following initial steps will be taken:

- A. Upon notification or observation of an emergency situation, the Facilities Director will:

1. Ensure that the appropriate alarms have been activated to alert the campus community of approaching/imminent danger.
2. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of college or private property.
3. Notify the President and the Executive Director of Institutional Advancement of the emergency/disaster.
4. Notify city and county emergency personnel as needed.

B. The Director of Facilities will take the immediate steps necessary to intervene in the emergency to reduce the threat of potential injury or loss of life or property. He or she will inform the President of the emergency situation directly, other key staff, and Crisis Management Team (CMT) members as appropriate.

C. The Executive Director of Institutional Advancement will be notified of the emergency situation. If appropriate, the media will be notified and all internal and external communication and request for information will flow through that office.

D. The President will assemble the remainder of the CM Team members for briefing, consultations, and the development of an action plan. The CM Team will advise the President as to whether a state of emergency should be called. If it is deemed that it is not necessary to declare a state of emergency, CM Team members will work with college administrators to assure that the college returns to normal operation as soon as possible.

E. An evaluation of the response will be conducted following emergencies and threats. Any information pertinent to the emergency or threat will be solicited, documented and evaluated. A report of the incident and response will be completed and filed by the Campus Police, including any recommendations for changes in the response procedure. (See Section VII, Guidelines for Accident and Incident Reporting.)

### **III. EMERGENCY LEVELS**

A. Types of Emergencies: The following is a list of the types of emergencies that can be experienced by a college:

#### **1. Natural Causes**

- Tornados
- Earthquakes
- Ice Storm
- Severe Winter Storm
- Building Emergency (structural damage caused by any emergency)

#### **2. Accidental Causes**

- Fires (chemical, natural gas, electrical or ordinary structural)
- Hazardous chemical accidents or spills (vapor or liquid)
- Transportation accidents (airplane, railroad car, automobile/truck)
- Explosions (compressed gas, containerized liquid or man made)
- Prolonged utility outages (gas, electricity, cooling system, water)

#### **3. Societal Causes**

- On-campus civil disturbance
- Hostage situation
- Bomb-threats or explosions
- Terrorist action

B. Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college.

C. Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the college. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college Administration during times of crisis.

D. Building Emergency: A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard college personnel and property. Upon determination that conditions exist which could lead to a state of emergency or has the potential of existing in a single building through events restricted to a building (i.e., bomb threat, equipment malfunction, etc.), the Director of Facilities and Grounds shall be notified immediately. The Director of Facilities and Grounds will immediately inform the President or designee. The Director of Facilities & Grounds and the President or designee shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. All contacts with the media will be handled by the Institutional Advancement Office. Any inquiries from media representatives are to be referred to that office.

#### E. Campus State of Emergency

The authority to declare a campus state of emergency rests with the President or his or her designee as follows:

During the period of any campus major emergency, the Director of Facilities and Grounds shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Director Facilities and Grounds shall immediately consult with the President and Crisis Management Team regarding the emergency and the possible need for a declaration of a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.

When this declaration is made, only essential personnel, registered students, faculty, staff and normal emergency service agencies (i.e., police, fire, water, gas and electric company personnel) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing a legitimate business reason for being on campus will be asked to leave the campus.

In the event of earthquakes, after shocks, fires, storms or major disaster occurring in or about the campus, or which involves college property, the Director of Facilities and Grounds and other appropriate college personnel will be dispatched to determine the extent of any damage to college property.

F. Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. The crisis management team approach plan will be implemented.

#### **IV. RESPONSE TO SPECIFIC EMERGENCIES**

##### A. Automobile Accidents

1. Automobile accidents occurring on the Parkersburg campus should be reported to the Campus Police and Security Office. Campus police will ensure that proper measures are taken and will properly document the incident. A copy of the incident report shall be filed with the Campus Safety Officer.
2. Automobile accidents occurring on the Jackson County Campus should be reported to the office staff and 911, in case of injury.

##### B. Bomb Threats

In the event of a bomb threat, the President may request assistance from the West Virginia Department of Public Safety. Upon arrival at the scene, the senior officer from the Department of Public Safety will direct the search. The President may elect not to utilize the Department of Public Safety. In doing so, another procedure, consistent with the gravity and seriousness of the situation, will be employed

1. Receiving a Threat. In the event a college employee receives a message indicating a threat to the college, the employee should observe the following steps:
  - Stay calm and alert.
  - Gather as much information from the caller as possible. The most important information is the time frame of the threat, the building or location threatened, and the reason for the threatened action.
  - Record the time of the call.
  - Record the exact wording of the call.
2. Reporting a Threat. Following receipt of a threat, the employee should:
  - React calmly and professionally.
  - Review the details of the threat so as to be able to present an accurate report.
  - Call Security, Facilities and Grounds, or the Campus President's Office.
  - Relay an accurate report of the threat message, timing and other information.
  - Do not share this information beyond the immediate work group.
3. Responding to a Threat. Upon receiving a report of a threat to the college, the Campus President or designee will evaluate the threat and determine the level and scope of response. The response may include assistance from the West Virginia Department of Public Safety, or other emergency services organizations and/or evacuation.

To evacuate the threatened facility, the Campus President or designee will activate the affected building's emergency notification system. All college occupants must exit immediately to a position of safety away from the building. (See Sections V and VI for emergency evacuation procedures.)

4. Search. Law enforcement, with the assistance of designated college personnel, will address the threat. Upon completion of actions to address the threat, with the notification from law enforcement that it is safe to resume occupancy, the Campus President or designee will authorize re-occupancy.

### C. Internal Chemical Spills

Chemical spills smaller than 5 cc's require initiation of the laboratory-specific Chemical Hygiene Plan for that particular area. For spills larger than 5 cc's, or of extremely hazardous material, follow the following steps:

Quickly try to determine what substance was spilled, but do not come into contact.

Evacuate the area immediately and notify CHO and Safety Officer who will determine the appropriate response.

College administrators will determine the need for and the scope of any additional response necessary to control the situation (HazMat, etc). Persons coming into contact with hazardous spills should flush the contact point with water and activate the paging system or call the switchboard for further assistance.

### D. Crime in Progress

Initial respondents should not become involved. Take note of as much information about the crime as can be observed without involvement, and immediately dial "0" or activate the paging system. The operator will contact campus police, or in the case of violent crime, call 911 for emergency police dispatch. When police arrive, report the details of the incident as required. A copy of the incident report shall be filed with the Campus Safety Officer.

### E. Fire or Explosion

If a fire, explosion or other life-threatening condition is observed, the initial respondent should activate the building fire alarm system and report the nature and location of the emergency to the nearest college official who will summon assistance as appropriate. The initial respondent should not attempt to fight a fire unless properly trained, provided with proper equipment and the fire is small enough to be contained within the capability of the resources available. Maintenance staff, campus police/security and the Director of Facilities and Grounds will evaluate the incident to determine the scope and level of any off-campus assistance (fire fighting, EMS etc.) which may be required. In extreme emergencies, or in the absence of responsible college officials, the initial respondent may call 911 for off-campus emergency services dispatch.

Upon evaluation of the event, the Director of Facilities and Grounds will confer with the Campus President to manage the college's response, including coordinating assistance from off-campus emergency service organizations, if necessary.

Automatic and Manual Fire Alarms. In addition to the manual Fire Alarm pull stations which are located adjacent to each building exit, an automatic system of fire detection devices are imbedded in each college building's infrastructure. The devices detect smoke, heat or both and are located in mechanical rooms, storage spaces, in ductwork, in elevator shafts and lobbies and in other locations where the potential for fire is determined by code to exist. The automatic systems will also sound the building fire alarm should emergency conditions be detected.

Fire Alarm Activation and Operation. Upon activation, the building fire alarm system triggers all fire alarms. Silencing the alarm does not mean the emergency has passed, however, and persons should only re-enter the building when authorized by college officials. (See Sections V and VI for emergency evacuation procedures.)

Sprinkler System Function and Operation. Building sprinklers are a component of a building's exiting capability. The function of a building sprinkler system is to extend exiting opportunities for the occupants. It is not a fire suppression system designed to extinguish whole building fires. Sprinkler operation is triggered by heat rise at an individual sprinkler head. The triggering of one sprinkler head does not trigger the entire building system. It would be extremely rare to find sprinkler heads in operation in any location other than the actual location of the heat. Most of WVU Parkersburg's sprinkler heads trigger at 165 degrees F.

WVU at Parkersburg's main building is provided with sprinkler protection covering approximately 75% of existing floor space. The unprotected areas are the faculty wing and the administrative core offices.

The Caperton Center and the main building of the Jackson County Center are 100% covered. The sprinkler systems are pressurized with emergency pumps and water supplies sufficient for 20 minutes of operation in extending exiting opportunities for occupants.

Areas of Refuge/Fire Separation/Fire Doors. In the National Fire Protection Association's Life Safety Code, an Area of Refuge is defined as any space within a building that is protected by a supervised automatic sprinkler system. Individuals should seek the refuge provided by stair towers protected by fire doors.

Each stair tower is separated from its building by 1 hour rated fire doors that resists the passage of fire for a minimum of 45 minutes. Each stair tower is sprinklered and has an exit door to the outside or to a protected means of egress at the ground level. The fire doors automatically close to isolate fire spread when the fire alarm system is activated.

In addition, 2-hour rated doorways separate the classroom tower from the activities center, the two story building, the library and the student lounge, resisting the passage of fire for 1 1/2 hours. Stepping from the fire side of one of these doors to the other side is equivalent to stepping into another building.

## F. Medical Emergencies

First Aid should be provided within the scope of knowledge and skills by anyone who is readily accessible. The initial respondent should administer first aid, **ONLY IF TRAINED TO DO SO**, and contact the switchboard or activate the paging system for assistance. An accident report will be completed by the college administrator or supervisor and submitted to the Campus Safety Officer. If treatment or transport is refused by the injured person, a Refusal to Treat or Transport will be filed with the accident report. The signature of the injured party is required on the completed accident/injured person report. Campus Police and security will complete an Incident Report filing a copy with the Safety Director.

## G. Mental Incapacity

When a person manifests an obvious lack of control of mental processes, the initial respondent should attempt to ensure the individual does not come to harm, then report to the campus police, who may enlist the aid of Student Services personnel. These incidents may also be referred to the Dean of Students.

Persons in distress will be referred out.

## H. Weather Emergencies

In the event of a weather-related emergency, the Campus President may enact any of the following measures:

1. Suspend or adjust normal college operations and class schedules.
2. Delay starting times.
3. Send employees/students home early.
4. Implement other emergency responses or protocols.

Only the Campus President (or designee) can declare and terminate emergency closures or other emergency responses. (See Answer Book [#VIII-2](#), "Procedures for Canceling Classes or Closing the College," for additional information.)

In the event that weather conditions may contribute to a weather-related civil disaster, the Campus President may authorize the dedication of college resources (facilities, personnel) to aid in disaster management and relief.

The Director of Facilities and Grounds is responsible for taking whatever precautionary measures as may be necessary to minimize imminent hazard to the campus.

## I. Power Outages

Power outages in individual offices, classrooms or other non-critical facilities should be reported to the Facilities and Grounds staff for immediate response. Building-wide or campus-wide power outages occurring during the workday will be automatically addressed by the physical plant staff. Emergency power generators start automatically to maintain computer and telephone systems and to provide emergency lighting. Power outages occurring during evening, weekend or overnight hours should be reported to the Assistant Dean for Evening and Weekend College, or in the absence of responsible college officials, directly to the Director of

Facilities and Grounds. Loss of electrical service during evening classes may require dismissal of classes upon authorization by the Campus President.

#### J. Riots, Disturbances, Fights, Civil Disorders

The initial respondent should dial "0" or activate the paging system. Campus police will evaluate the incident and may intervene or summon other assistance as necessary and appropriate. College administrators will determine the need for and the scope of any additional response necessary to restore order. Violations of the Code of Student Conduct ([Answer Book #VI-4](#)) should also be reported to the Dean of Students.

#### K. Workplace Violence

In accordance with [WVU's Workplace Violence Policy](#), all college employees should immediately report any incidents of potentially threatening, harmful or criminal behavior of employees, customers, or visitors that may affect the safety or security of others or college property to an appropriate administrator and to campus police/security.

#### L. Threats to Individuals or Groups

Any threat of bodily harm made against any individual or group on campus should be immediately reported to the Campus Police and Security Office which will assist in determining the appropriate response. Campus police will also assist in the enforcement of any court-issued protective order or other legal order involving the safety of individual members of the college community.

#### M. Suspected Explosive Device

A suspected bomb or explosive device should not be handled or touched. All persons should evacuate the area without using the fire alarm system. Persons should not use radio frequency devices such as cellular phones or two-way radios in the area of the suspected explosive device. The initial respondent should contact the campus police and state his/her name, location of the suspected explosive device, description of the object, and the phone number nearest the scene. Campus police will evaluate the situation and may summon other assistance as necessary and appropriate.

#### N. Suspicious Unopened Letter or Package

The contents of any suspicious envelope or package should not be shaken, opened or emptied. The unopened envelope or package should be placed in a plastic bag or some type of container to prevent leakage of contents. If no container is available, the envelope or package should be covered with something, such as paper, waste basket, etc. Persons should leave the room and close the door or section off the area to prevent others from entering. Person(s) who have come in contact with the item should wash their hands with soap and water to prevent contaminating other areas. Such incidences should be reported to the campus police with a list of all people who were in the room or area when this suspicious letter or package was first observed.



## **V. EMERGENCY EVACUATION PROCEDURES**

Upon activation of the building fire alarm or other announcements, all building occupants must exit the building to a position of safety away from the building. The use of elevators is prohibited during evacuation.

The following steps should be taken during an evacuation:

- A. Faculty members teaching classes must immediately dismiss their students. Students should be directed to remove their belongings (purses, book bags, etc.) and the instructor should examine the room as they exit and report questionable conditions. Instructors are not responsible for maintaining class integrity.
- B. Campus administrators should direct their employees to exit. Shut windows, if open. Do not turn out lights. Shut door upon exiting.
- C. It is recommended that evacuees move to the following areas:

### Parkersburg

For CCE: Over flow parking lot

For Main building: Lower area of East or West parking lots

For Caperton Center: Grassy area adjacent to the walking trail parking area.

### Jackson County Center

Administration Building – Pack Plaza assembly area

Classroom Building – Pack Plaza and south parking area

### All buildings:

Ensure that no one is near fuel storage area.

**DO NOT RETURN TO BUILDING UNTIL CLEAR IS ANNOUNCED.**

Further instructions may be given there depending on the nature of the emergency. Evacuees may return to their cars for safety and convenience. Persons should not stand in campus driveways and in all instances should be a minimum of 100 feet from the building at all times.

- D. The Safety Officer and Coordinators will establish procedures for assuring that the building has been evacuated.
- E. The Campus Police/Security and other college officials will supervise doorways to ensure that persons may not reenter the building until properly authorized.

## **VI. EMERGENCY EVACUATION OF PERSONS WITH DISABILITIES**

- A. Visual Disabilities. Most persons with visual impairments will be familiar with their immediate surroundings. In the event of an emergency, the person with a visual impairment may need to be told the nature of the emergency and guided to the nearest exit. Upon exit, person should be oriented to location and asked if further assistance is necessary.
- B. Hearing Disabilities. Visual fire alarms are installed in campus buildings. A person with a hearing impairment may not hear the emergency alarm and may need an alternative warning technique. One method of warning is to write a short, explicit note telling what the emergency is and the nearest evacuation route. For example: "Fire alarm! Go out the rear door to right and down, Now!"
- C. Mobility Disabilities. In the event of an emergency evacuation situation, mobility impaired persons are to exit the building via the nearest exit. If, however, the mobility impaired persons are on a floor that has no direct exit to the outside, persons should go to the building Emergency Assistance Area (EAA) (normally the nearest stairwell; see plan for your specific building) and await evacuation by trained rescue personnel.

## **VII. GUIDELINES FOR ACCIDENT AND INCIDENT REPORTING** (See Appendix C of the [WVUP Safety Plan](#))

- A. If a person is involved in an accident or suffers from an injury on campus property, an Injured Person Report will be filed. The procedure for responding to an accident follows:
  - 1. The initial responders to the accident or injury immediately call for assistance by activating the paging system or dialing "0". If no answer, depending upon the severity of the injury, call 911 or Campus Police and Security.
  - 2. If this accident or injury occurs during regular business hours of the college and is on the main campus or its buildings, Campus Security will respond and investigate. After business hours, Campus Police/Security or the Evening and Weekend Administrator will respond and investigate.
  - 3. If this accident or injury occurs during regular business hours at the Jackson County Center, then the Director of JCC investigates. Otherwise, the Jackson County Evening Administrator will investigate.
  - 4. If person is conscious and/or requires medical attention, EMS will immediately be contacted to respond.
  - 5. If the injured person refuses to be transported, they will be required to sign a waiver by the ambulance provider. This is to be noted on the Accident/Injured Person Report as well as the name of the ambulance service.
  - 6. College employees are not to transport injured persons.
  - 7. If the person is unconscious, EMS will immediately be contacted and the person will be transported to a local hospital.
  - 8. Campus police/security will complete an Incident report for their records and forward a copy to the WVU Parkersburg Safety Officer.
  - 9. Campus Police/Security, administrator in charge or supervisor of the injured person shall initiate the Accident/Injured Person Report after fact finding (victim, witness and Incident Report). **Injured persons do not complete the report, but do sign off on a completed report.**

10. Accident/Injured Persons Reports are filed with the WVU Parkersburg Safety Officer who forwards a copy of an employee Accident/Injured Persons to Human Resources.
11. Student and visitor Accident/Injured Persons Forms are maintained by the WVU Parkersburg Safety Officer with copies being forwarded to the Registrar for official filing in the student's records.
12. Accident/Injured Persons Report forms and instructions shall be up-dated as needed and available on the WVU Parkersburg Safety web site.

#### B. Faculty/Staff or College Employee

In the event of an accident or injury involving a faculty/staff or college employee, an Accident/Injured Person Report will be filed by the supervisor or administrator in charge. The Campus Police/Security will investigate and complete an incident report. Since these situations may involve Workers' Compensation, the WVU Parkersburg Safety Officer forwards a copy of these records to the Human Resource Office. A copy of the report is filed with WVU's Environment Health & Safety Office and Medical Management Unit.

#### C. Student or Visitor

In the event of an accident or injury involving a student or visitor, an Accident/Injured Person Report is completed by the person in charge (administrator, supervisor) and filed with the Safety Officer of WVU Parkersburg. An Incident Report is completed by Campus Police/Security with a copy forwarded to the WVU Parkersburg Safety Officer.

#### D. Review

Both Accident/Injured Persons and Incident Reports are reviewed twice a year by the President, Director Facilities, Safety Officer, Chief Finance Officer, Purchasing Agent, Wellness Coordinator and one representative from JCC. This review may be used to alleviate potential safety hazards in the future. A record of this evaluation is to be maintained by the Safety Officer.

### OFF-CAMPUS EMERGENCY RESOURCE PHONE NUMBERS

#### Parkersburg Campus

Allegheny Power	800-255-3443
Ambulance	911
Camden Clark Hospital	424-2111
Claywood Park PSD (water, sewer)	422-6042
Community Mental Health Crisis Line	800 579-5844
Dominion Gas	800-934-3187
Eastwood Volunteer Fire Department	911
Family Crisis Intervention Center	428-2333
Mid-Ohio Valley Health Department	485-7374
Nat'l Response Center for Toxic Spills	800- 424-8802
Poison Control Center	800-222-1222
St. Joseph's Hospital	424-4111
West Virginia State Police	911 or 420-4600
Wood County Sheriff	911 or 424-1834
WV Office of Home-Land Security	(304) 558-5380
WV State Fire Marshal	(304) 558-2191

### Jackson County Center Campus

AEP Power	800-255-3443
Ambulance	911 or 372-2000
Community Mental Health Crisis Line	372-6833
Family Crisis Intervention Center	372-2270
Jackson County Health Department	372-2634
Jackson County Sheriff	911 or 372-3462
Jackson General Hospital	372-2731
Mountaineer Gas	800-834-2070
Nat'l Response Center for Toxic Spills	800 424-8802
Poison Control Center	800 222-1222
Ripley Police Department	911 or 372-4711
Ripley Volunteer Fire Department	911 or 372-9271
Ripley Water/Sewer Department	372-3482
West Virginia State Police	911 or 372-7850
WV Office of Home-Land Security	(304) 558-5380
WV State Fire Marshal	(304) 558-2191

### EMERGENCY RESPONSE TELEPHONE NUMBERS

#### Parkersburg Campus

OFFICE	RESPONSIBILITY	PHONE #
Campus Police & Security	First response	Ext. 235/376 (office) or 834-7383 (cell); 834-7376 (cell)
Campus President	Administration	Ext. 200
College Chemical Hygiene Officer	Chemical control	Ext. 390
Institutional Advancement	Public communication	Ext. 203 (office) 483-5650 (cell) 428-1909 (home)
Dean of Students	Student conduct	Ext. 209
Assistant Dean for Evening & Weekend College	Evening and Weekend	Ext. 385 (office) or 203-2627 (cell)
Wellness Coordinator	Health	Ext. 205
Physical Plant	Emergency evaluation	Ext. 265 (office) or 834-7362 (cell)
Facilities and Grounds	Response coordination	Ext. 225 (office) or 483-7975 (cell) or 861-0175 (home)
Switchboard	Communication routing	Ext. 0

## Jackson County Center

<b>OFFICE</b>	<b>RESPONSIBILITY</b>	<b>PHONE #</b>
Campus President	Administration	424-8200
JCC Administrator	Director	Ext. 269
Campus Police/Security		424-8269 834-7383 834-7376
Facilities & Grounds	Response coordination	424-8225 or 483-7975 or
	JCC response	834-7366
Physical Plant	Emergency evaluation	Ext. 269
Switchboard	Communication routing	800-982-9887
Chemical Hygiene	Chemical spills	304-372-4741
Institutional Advancement	Public communication	424-8203