



West Virginia University Health Sciences



Campus Emergency Response Plan

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WVU HSC CAMPUS EMERGENCY RESPONSE PLAN (CERP)

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Plan Development and Validation

The WVU RCB Health Science Campus must have a Campus Emergency Response Plan (CERP) that plans for possible emergency incidents. The building supervisor or an individual designated by the department head will develop the CERP and submit it to the University Police for review, distribution to the fire department, and posting to the University Emergency Response Plan.

Once the plan is developed, review and/or revise it annually.

If you have any questions about this plan, contact the HSC Safety Office, Stephanie Graham-Sims at 304-293-7953 or Lt. Danny Camden at 304-293-COPS (2677).

This CRP has been developed, revised or reviewed by the following individuals:

<i>Prepared or revised by:</i> <i>Emergency Response Planning Committee</i>
<i>Reviewed by:</i> <i>Christopher Colenda, MD, MPH, Chancellor</i>
<i>Reviewed by:</i> <i>University Police Emergency Planning Unit</i>

Annual Review:
Annual Review:
Annual Review:

Health Sciences Campus Emergency Response Plan

Introduction

The CERP is designed to provide students, faculty, staff, patients and visitors basic emergency information to include and building evacuation and shelter in place procedures for natural and human-made events.

All building occupants need to review and understand their Campus Emergency Response Plan (CERP) information and procedures. The CERP provides critical information that each individual needs to be familiar with when there is an emergency in the building. **Emergency warning notification, evacuation, and shelter-in-place procedures** need to be understood by all building occupants. Specifically, questions like...”How will I receive emergency warning notifications? Where do I go when I evacuate? Who do I call in an emergency?” are just a few of the questions the CERP should answer.

As a member of the university community, you should also be familiar with both the HSC CERP and the **West Virginia University Emergency Response Plan**. That manual describes the procedures to follow in a variety of emergencies. A copy of the WVU Plan can be viewed electronically at: <http://police.wvu.edu/emergencyplanning.cfm>

CERP Requirements

The CERP is reviewed annually to ensure information and procedures are current. The University Police Emergency Planning Unit will also review the CERP, maintain a copy for use by Emergency Operations Center personnel and forward a copy to MECCA.

Annually exercise the CRP to validate procedures and to ensure building occupants understanding are recommended. The exercise should be based on a simulated emergency event that highlights building shelter in place or evacuation procedures. Any lessons learned that require changes to the CERP should be incorporated into the CERP and a copy forwarded to the University Police Emergency Planning Unit. The University Police Emergency Planning Unit will assist in exercise development if needed.

Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure all building occupants are trained or made aware of the Campus Emergency Response Plan for the building(s) they occupy.

Responsibilities

Chancellor or designated representative (See job action sheet in Appendix 5)

- Appoint the Emergency Response Planning Committee or designated representative(s) to develop, coordinate, and distribute the CRP to building residents.
- Review the plan prior to submission to the University Police Emergency Planning Unit.
- Ensure emergency response team understands and carries out their roles and responsibilities correctly and has the tools and resources to do so.

Vice Presidents/Administrators/Deans and Directors (See job action sheet in Appendix 5)

- Oversee the development of effective hazard mitigation and preparedness in all of their constituent departments
- Provide emergency operations leadership and coordination in your area and interface with the University “Emergency Operations Center (EOC).”
- Develop post-incident business recovery plans, involving appropriate academic and financial managers, and coordinate corresponding program resumption plans in all departments.
- Gather documentation on emergency impacts, and implement post-incident program resumption and cost recovery measures

CERP Developer

- Prepare, coordinate, and distribute the CERP to building occupants.
- Ensure the CRP is readily available and used during emergency incidents.
- Review the CERP annually to ensure information and procedures are current.
- List all Critical Operations in the CERP for first responder reference and use.
- Attach a copy of the electronic link to the University’s Emergency Response Plan to the CERP.
- In the event of an emergency ensure emergency notification to emergency agencies takes place.
- Assist in building evacuation.
- Report to emergency assembly area (EAA) and account for evacuated personnel.
- Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
- Develop additional building specific information that makes the CERP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).
- Include in the CERP any additional information as directed by the Chancellor or the individual responsible for the building.
- Perform at least one annual exercise or drill.

Faculty

(See Health Sciences Center Campus Emergency Preparedness Classroom Instructions found in Appendix 3)

- Review the evacuation route/fire exit plan posted in your area with the students in your class.
- In the event of an evacuation, lead your students to the designated assembly point for your building.
- If you know of any students absent during the evacuation, it would be helpful to report this information to emergency responders to possibly prevent an unnecessary personnel search.
- In the event of a need to “Shelter in Place”, remain in your classroom with your students until instructed to move by emergency alert system.
- If you are instructed to shelter in place, close all windows and stay away from windows. You may be instructed to move to a safer location, i.e., an interior room or a lower floor.

Building Occupants

- Know the evacuation routes and reporting location(s).
- Participate in annual exercises/drills
- Attend department training sessions.
- All building occupants must be familiar with the CERP. Read it carefully. If you have any questions, consult your building supervisor, safety committee representative or the HSC Safety Office at 304-293-0952.
- The HSC Safety Office also has an **Emergency Response Quick Reference Guide (Appendix 3)** that can be posted by phones. For copies, contact the HSC Safety Office or use this link to print out:
<http://www.hsc.wvu.edu/safety/MediaLibraries/Safety/Media/Emergency-response-8-5X14-pdf.pdf>
- Keep the following in mind as you read through the document:
 - The University’s Emergency Warning Notification System.
 - Room number and location, evacuation routes, exit points, and location to report for roll call after evacuating the building.
 - When and how to evacuate the building.
 - Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.
 - Proper procedures for notifying emergency responders about an emergency in the building or work area (dial 9-911 for emergency notification).
 - Additional building specific procedures and requirements.

Building Information

Building Supervisor/Alternate Building Supervisor

Campus Name:	WVU RCB Health Sciences Campus		
Building Supervisor (BS):	Paul Walden	Email:	jwalden@hsc.wvu.edu
	Stephanie Graham-Sims		sgrahamsims@hsc.wvu.edu
BS Campus Address:	P.O. Box 9004	1 Medical Center Drive	
BS Telephone No.:	304-293-1742	FAX No.:	304-293-8611
	304-293-7953		
Alternate BS or Bldg Contact person:	Steve Prince	Email:	sprince@hsc.wvu.edu
Alternate BS Campus Address:	P.O. Box 9004		
Alternate BS Telephone No.:	304-2934394	FAX No.:	304-293-8611

Building Descriptions

The West Virginia University Robert C. Byrd Health Sciences Center is comprised of more than 1 million square feet. The area includes Health Sciences North, South, Mary Babb Randolph Cancer Center, Health Sciences Addition(s), and Chiller Plant. Within this facility are Administration, four major schools of Dentistry, Medicine, Nursing and Pharmacy. Professional programs and several Centers and Institutes operate from within the Health Sciences facility. In addition, several clinics such as: Dental, Cancer, Medical Family Practice, Student Health, and various support units such as shops and equipment rooms of Maintenance Engineering operate within the Health Sciences Center. The facility includes a WVU Bookstore, two cafeterias, and a print shop. There are approximately three hundred laboratories located in the Health Sciences Center. The Health Sciences Center is equipped with a twenty-four hour manned radio dispatcher for emergency and maintenance (293-4394). WVU Public Safety maintains security on a twenty-four hour basis. The facility can be considered a multi-employer unit. Working within the facility; are employees from various entities such as University Health Associates, West Virginia University Hospitals, and West Virginia University.

Biomedical Research Facility (BMRF) - The 120,000 square-foot facility connects via a walking bridge to the second floor of the Health Sciences Center.

Blanchette Rockefeller Neurosciences Institute (BRNI) - The 84,000 square-foot, three-story facility provides state-of-the-art laboratory space and will support research activities of up to 150 scientists.

Mary Babb Randolph Cancer Center Expansion - clinics are owned and operated by WVU Hospitals. Research facilities are owned and operated by WVU HSC. The Cancer Center encompasses the Betty Puskar Breast Care Center, an American College of Radiology (ACR) designated Breast Imaging Center of Excellence; the Comprehensive Breast Care Program, accredited by the National Accreditation Program for Breast Centers (NAPBC and the Osborn Hematopoietic Malignancy and Transplantation Program, West Virginia's only source for blood and marrow transplants. A 60,000-square foot expansion project recently doubled the Cancer Center's patient care areas.

Animal Facility Annex – The 22,000-square-foot Animal Facility Annex (AFA) building is adjacent to the Robert C. Byrd Health Sciences Center (HSC) and includes modern animal housing space, with independent air handling and other state of the art biosafety and biosecurity features. Two key features are the maintenance of negative air pressure for biocontainment and redundant emergency power to key environmental, security and emergency equipment within the facility. This high containment facility is operated by West Virginia University and the Office of Laboratory Animal Research (OLAR) and is specially designed to contain biological agents at the Biosafety level 3 (BSL-3). This facility will operate under its own Emergency Response Plan.

HSC Campus Organizational Contacts

HSC Executive Committee--Emergency Contact Information			
NAME	TITLE	Office Room #	Office Phone
Christopher C. Colenda, MD, MPH	Chancellor	Suite 1000, HSCS	304.293.1024
Fred R. Butcher, PhD	Vice President for Planning and Operations	Suite 1000, HSCS	304.293.1536
Bill Case	Director of Communications and Institutional Relations	Room 5313, HSCS	304.293.8045
Judie Charlton, MD	Chief Medical Officer	Room 2A38A Ruby	304.598.1453
Pat Chase, PhD	Dean, School of Pharmacy	Room 1132, HSCN	304.293.5212
Sunita Kellermeyer	Senior Deputy General Counsel for Health Sciences	Suite 5700, HSCS	293-0427
Marcia DeMarco	Manager, Chancellor's Office	Suite 1000, HSCS	304.293.1024
Ash Dey, PhD	Director, WVU Center for Excellence in Disabilities	959 Hartman Run Road	304.293.2914
Glenn Dillon, PhD	Vice President for Health Sciences Research & Graduate Education	Room 2267, HSCS	304.293.7206
	Interim Dean, School of Public Health		
Dave Felton, DDS, MS	Dean, School of Dentistry	1150 HSCN	304.293.1124
L. Clark Hansbarger, MD	Associate Vice President for Health Sciences & Dean, SoM - Charleston Division	Room 2055, Charleston Division	304.347.1206
Wendy King	Associate Vice President for HSC Finance, Business Administration	Suite 1000, HSCS	304.293.7304
Bruce McClymonds	President & CEO	Ruby Memorial Hospitals, 2nd Floor	304.598.4355

Leslie Miele (Vacant)	Assistant Vice President for Institutional Planning and Program Development	Suite 1000, HSCS	304.293.6615
Gary Murdock	Vice President for Planning, Marketing, Communication	Room 5304, HSCS	304.293.7252
Lynda Nine	Vice President of Health Sciences Alumni Affairs	Room G270, HSCN	304.293.5110
Julia Phalunas	Sr. Vice President of Development, WVU Health Sciences	Room G106, HSCN	304.293.1871
Scot Remick, MD	Professor of Medicine and Director, MBRCC	Room 1801 MBRCC	304.293.0781
Arthur J. Ross III, MD	Dean, School of Medicine	Room 1040, HSCS	304.293.6607
Laura Roth	Assistant Vice President for Information Technology Services	Room 2252, HSCS	304.293.1036
Elizabeth Shelton, PhD, RN	Interim Dean, School of Nursing	Room 6700G, HSCS	304.293.6650
Leonard Lewis	Director, Facilities Management		304.293.6924
Paul Walden	Asst. Director - FM		304.293.2749
Stephanie Graham-Sims	Asst. Director -Safety	G-102 HSCN	304.293.7953

Building Department Contacts

NAME	Department	Job Title
Frank Ali	Animal Resources (HSC)	Assistant Director
Stephen E Alway	Human Performance - Exercise Physiology (SOM)	Professor, Chair of Exercise Physiology
Deborah Anderson	Financial Aid (HSC)	Financial Aid Assistant III
Kathleen Areford	School of Pharmacy/ Office of the Dean	Finance & Business Administrator
Susan Arnold	Health Sciences Library (HSC)	Interim Director/Reference Librarian
Fonda Austin	Facilities Management (HSC)	Administrative Secretary
William Bailey	Finance & Business (SOM)	Finance & Business Administrator
Deborah Ballard	Finance & Business (HSC)	Manager, Business Operations
John Barnett	Microbiology, Immunology & Cell Biology (SOM)	Chair/Professor
Cheri Bayles	Family Medicine (SOM)	Manager, Clinical Services
Cathy Bierer	School of Medicine-Radiology	MRI Technical Manager
Rena Bouchal	Laboratories (WVUHC)	Manager, Anatomic Pathology
Michael Brown	Information Technology Services (HSC)	Manager of Support Services
Melisa Brummage	Nutrition Services (WVUHC)	Catering/Vending, Manager
Roger Carpenter	School of Nursing (SON)	Chair/Clinical Assistant Professor
Robert Cook	Animal Resources (HSC)	Research Assistant I
Kathryn Cox	Wellness program	
Jodi DeFelice	Obstetrics & Gynecology (SOM)	Administrator
Marcia Demarco	Administration (HSC)	Manager
Glenn Dilon	West Virginia Clinical & Translational Science Institute (HSC)	Interim Director
Cindy Drake	Information Technology Services (HSC)	Special Assistant to AVP,PMO
William Dumire	Information Technology Services (HSC)	ITS Quality Assurance Consultant
Karen Feder	Administration & Finance	
Ruth Fitzgerald	Surgery (SOM)	Department Manager
Angie Frame	Department of Pharmaceutical Systems and Policy	Office Administrator
Cynthia Gay	Nutrition Services (WVUHC)	Retail Manager/HSC
Julie Green	Pediatrics (SOM)	Administrator
Lori Groover	Dental Hygiene (SOD)	Administrative Assistant
Donna Haid	Clinical Administration (SOD)	Director of Clinical Education and Patient Care
John Halbritter	Anesthesiology (SOM)	Administrator

Kim Helmick	School of Medicine-	Deans Office/Medical Education
April Henry	Planning, Marketing, and Communications (WVUHC)	Communications Specialist
Tonya Hiser	WV STEPS (SOM)	Administrative Associate
Cindy Jamison	Center for Health Ethics & Law (HSC)	Program Manager, WV Center for End-of-Life Care
Betty Jurick	School of Nursing (SON)	Administrative Associate
Kimberly Kelley	Department of Pharmaceutical Systems and Policy	Associate Professor
Krista Kent	Office of Philanthropy (HSC)	Office Manager, HSC
Jerry Kerwin	School of Nursing	
Lori Kozikowski	Medicine (SOM)	Office Administrator
Leonard Lewis	Facilities Management (HSC)	Director
MaryBeth Mandich	Human Performance - Physical Therapy (SOM)	Assoc Dean, Prof Program & Chair, Physical Therapy
Cliff Martin	Cancer Center Administration (MBRCC)	Assistant Directory Business & Administration
Crystal May	Neurobiology & Anatomy (SOM)	Office Administrator, Sr.
Virginia McLaughlin	Nutrition Services (WVUHC)	Secretary
Tammy McPherson	Physiology & Pharmacology (SOM)	Office Administrator
Nancy Merrifield	center on aging	Program Assistant
Darlene Miller	Human Resources (HSC)	Human Resources Representative
Tammy Miller	Ophthalmology (SOM)	Department Manager
Kristen Mullins	Human Performance & Applied Exercise Science (SOM)	Administrative Associate
Andrea Murphy	Finance & Business (HSC)	Business Manager
Lynda Nine	Alumni Affairs (HSC)	Vice President, Alumni Affairs
Margaret Novacich	Rural Health (HSC)	Office Administrator, Sr.
Gali O'Malley	School of Nursing	was dean 2007
Pamela Otto	Student Health Service (HSC)	Office Administrator
Cathy Patterson	Facilities Management (HSC)	Program Coordinator - Senior
Sherry Pavelko	Human Resources (HSC)	Human Resources Assistant II
Julie Peasak	Neurology (SOM)	Administrator
John Petronis	Human Performance - Physical Therapy (SOM)	Assistant Chair and Professor
Julia Phalunas	Office of Philanthropy (HSC)	Vice President for HSC Development
Shana Phares	BRNI	Chief Executive Officer
Joy Piper	School of Pharmacy	Executive Secretary
Sandra Poulson	Biochemistry (SOM)	Administrative Associate

Laura Roth	Information Technology Services (HSC)	Asst. Vice President For Information Technology
Jamie Sams	Maintenance Engineering (HSC)	Program Assistant I
Michael Schaller	Biochemistry (SOM)	Chairman
David Siderovski	Physiology & Pharmacology (SOM)	E. J. Van Liere Professor & Department Chair
Trista Lyn Skedel	Laboratories (WVUHC)	Morgue Coordinator
Vickie Smith	Clinical Administration (SOD)	Administrative Assistant
George Spirou	Center for Neuroscience (SOM)	Director
Becky Stauffer	Finance & Business (SOM)	Sr. Director, Budgets and Finance
Erica Stewart	Center for Neuroscience (SOM)	Business Operations Specialist
Antoniette Summer	Orthopedics (SOM)	Administrator
Dan Summer	WV STEPS (SOM)	Director
Donna Tamasco	Cancer Center Administration (MBRCC)	Office Administrator, Sr.
Norma Tennant	Administration (HSC)	Special Assistant to the Chancellor for Health Sciences
Doug Toothman	Pathology (SOM)	Administrator
Crystal Toth	Administration (SPH)	Office Administrator
Rita Veasey	Microbiology, Immunology & Cell Biology (SOM)	Office Administrator
Sandra Verna	Human Resources (HSC)	HR Representative
Karyn Wallace	Radiology (SOM)	PET Manager
Vickie White	Research & Graduate Education (HSC)	Office Administrator
Jeffrey Wimsatt	Animal Resources (HSC)	Director
Les Wylie	Security Department-G.F.	Committee Membership safety

Complete contact information available in HSC Safety Office and in Appendix

HSC Campus Safety Committee

Committee Membership		
<p>Stephanie Graham-Sims, Chair Safety Committee Chair HSC Safety Office Room: G-102 P.O. Box: 9004 Phone: (304) 293-7953 Email: sgraham-sims@hsc.wvu.edu</p>	<p>Kim Bryner HSC Safety Office Room: G-102 P.O. Box: 9004 Phone: (304) 293-3968 Email: kbryner@hsc.wvu.edu</p>	
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<p>Beth Ann O'Neil WVU Hospitals Phone: (304) 293-7629 Email: oneilb@wvuhealthcare.com</p>	<p>Darwin Malley Cancer Center Research Lab (MBRCC) Phone: (304) 293-2099 Email: dmaley@hsc.wvu.edu</p>	<p>Debbie Piktel Department of Microbiology P.O. Box: 9177 Phone: (304) 293-4067 Email: dpiktel@hsc.wvu.edu</p>
<p>Carrie Smith-Bell Physiology P.O. Box: 9229 Phone: (304) 293-0496 Email: cbell@hsc.wvu.edu</p>	<p>Trista Skedel Morgue Coordinator Phone: (304) 293-4069 Email: skedelt@wvu.healthcare.com</p>	
<p>Lt. Les Wylie Security Department-G.F. P.O. Box: 6561 Phone: (304) 293-4332 Email: les.wylie@mail.wvu.edu</p>		

Building Critical Operations

In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section. Employees may need to notify Morgantown Fire about the following critical operations:

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>
Animal Quarters		OLAR	Frank Ali	293-1813
MRI		Radiology	Christen Gregor	293-751
Dentistry		Dentistry	Donna Haid	293-2062
Family Medicine		UHA	Lanna Bunner	598-4160 x 73083
MCCA Trans. Center				
Chemical Storage Areas Loading Dock		HSC Safety Office/Environmental Health and Safety	Stephanie Graham- Sims	293-6924
Betty Puskar Breast Cancer Center		Betty Puskar	Alice Belmont	293-1852
Radiation Storage Areas		Radiation Safety	Nasser Rasminfar	293-3413
B845		Computing Services	Laura Roth	293-4683
Sub Station		Maintenance Engineering	Paul Walden	293-1742
Chiller Plant		Maintenance Engineering	Paul Walden	293-1742
Research Projects				

Building Services & Alarms

Fire Alarm: The HSC is in the process of updating the fire alarm system. Currently depending where one is in the complex determines the sound heard. Audible tones are produced and either sound like bells or horns. Additionally, strobes or flashing lights are located throughout and also indicate a fire alarm. Evacuation is to begin on the sound of alarm in all areas except the following areas Family Medicine, Dentistry, Student Health, Cancer Center, MRI, and Animal Quarters. These areas will evacuate on confirmation of the necessity to evacuate.

Elevator Alarms: Elevator alarms occur when there is a problem with the elevators. The elevator alarm is annunciated in the dispatch room and appropriate assistance is summoned. There are also phones provided in each elevator which can be used to obtain help. Occupants in the elevator should try to remain as calm as possible.

Fume Hood Alarm/Biosafety Hood Alarm: When an occupant hears either of these alarms, they should contact Facilities Maintenance at 293-4394 and tell the operator who is calling, where the alarm is and appropriate help will be sent.

Building Services & Building Maintenance

- Contact HSC Facilities Management Dispatch at 304-293-4394
- Custodial Services are provided by Facilities Management. Todd Gregg, Supervisor of building services is the contact. 304293-7204

Notification Procedures & Numbers

Emergency Notification Procedures

Any building occupant that needs emergency assistance should immediately dial **9-911** from any campus telephone or 911 from any public telephone.

WVU **HSC Dispatch 304-293-6924** can be notified and they can contact the appropriate emergency responders as well.

Useful Numbers:

HSC Dispatch	304-293-4394
WVU Police Department	304-293-3136
Morgantown Fire Department	304-284-7480
Ruby Memorial Hospital	304-598-4000
Monongalia General Hospital	304-598-1200
HSC Safety Office	304- 293-0952
Facilities Management Help Line	304-293-6924
Facilities Management Alternant line	304-293-7142

WVU Emergency Warning Notification System

WVU is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Communication Plan:

The WVU campus will use the following systems (listed in priority order) to notify campus faculty, staff, students, and parents of an existing "active threat" to WVU.

1. Text Messaging ("WVU Alert")
2. Email
3. Message Boards
4. Internet – website
5. Phone tree

All-Hazards Emergency Warning Text Message (*Shelter-In-Place*).

Fire alarms (*Evacuate* the building).

REMEMBER, WHEN YOU Receive:

- ALL HAZARDS text immediately seek shelter (**Shelter-In-Place**) in a safe location within closest facility
- FIRE ALARMS immediately **evacuate** the building and move to a safe location

In both cases, you should solicit additional clarifying information by all possible means...WVU Homepage, TV, radio, email, etc.

WVU RCB Health Sciences Campus Emergency Procedures

Evacuate when fire alarm sounds in your area.

If you discover a fire - **ACE**

Alarm - activate fire alarm pull station

Close - doors as you leave (Do not lock doors)

Evacuate - to your departmental evacuation point (Use nearest stairwell. Do not use Elevators)

Proceed to nearest accessible exit, then to your departmental evacuation point.

Stay Out of building until “**All Clear**” is issued.

Emergencies may be announced through other methods such as the public address system, computer or by runner. Depending on the situation it may be desirable to remain in the building. Alternatives to evacuation are listed below.

Shelter In Place – Occupants remain in their room or area, close doors and windows and await further direction.

Secure All Areas – Occupants remain in their room or area or get to a room then close and lock doors.

Secure the Building – Occupants may move freely inside the building. Doors are locked to prevent unauthorized entry.

Report to a Designated Area – Occupants report to a specified location.

Call **911** or **293-4394** to report an emergency after you are in a safe area. Be prepared to provide the following information:

Who you are

Where you are

What the emergency is

Where the emergency is

Exit routes, other steps, actions, or precautions specific to your building or work area. Also see WVU RCB HSC Emergency Response Quick Reference Guide in appendix 2 and found online

here: <http://www.hsc.wvu.edu/safety/MediaLibraries/Safety/Media/Emergency-response-8-5X14-df.pdf>

In the events of fire alarms, exiting from HSC North to HSC South and vice versa is possible because of the fire rating between the two buildings. But employees should follow their departmental emergency procedures and get to their departmental Emergency Assembly Area (EAA) when required.

Emergency Assembly Area Location

It is suggested that each department designate Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. A secondary meeting location should be designated at least 300 ft. from the building in the event of explosion hazard.

Emergency Procedures

WVU's Emergency Response Plan will be referenced for all emergencies. The CERP focuses on two basic and immediate warning notifications:

Fire Alarms mean to immediately **evacuate** the building and proceed to your Emergency Assembly Area.

All Hazards Emergency Warning Texts means to immediately seek shelter (**Shelter In Place**) in a safe location within closest facility/building.

“**Shelter in place**” means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, and release of hazardous materials in the outside air, or a criminal/civil disturbance. When you receive the message immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

Additional warning notifications will follow using the WVU Emergency Warning Notification System.

Shelter in Place – Tornado and Severe weather events

- If you are “sheltering” due to a **tornado warning**, immediately go to a safe location in your building.
- Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
- In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
- Any occupant who encounters a student or visitor should direct them to take appropriate actions.

- Any occupant that encounters a physically disabled individual should assist them if possible.
- Try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)

Shelter in Place -hazardous materials (HAZMAT)

Accidental release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:

- Close all windows and doors.
- Turn heating/cooling systems (HVAC) off.
- Move to the shelter in place location.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- Do not use elevators as they may pump air into or out of the building.
- Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- Any occupant that encounters a physically disabled individual should assist them if possible.
- Try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)

How to Shelter-in-Place

On Campus:

- Campus will be closed and our emergency plan will be activated. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the department's listed telephone number available in the room selected to provide shelter for the person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the facility whenever possible. However, if communications are not readily available, time should not be taken to accomplish this task.
- Ideally, provide for a way to make announcements over the public address system if available.
- If individuals have cell phones, allow them to use them to call to call their emergency contact to let them know where they are and that they are safe.
- If the facility has voice mail or an automated attendant, change the recording to indicate that the facility is closed and that students, faculty and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.

Evacuation

Evacuation Policy: WVU policy requires immediate evacuation when any fire alarm sounds within a building. All employees, students and any other individuals within the building must promptly depart the building using designated exit routes.

- Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).
- Personnel may only briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- All building occupants will follow instructions relevant to public safety issued by the building supervisor, or fire and police personnel.
- After exiting building, occupants are to go directly to their designated EAA and follow guidance provided by the building supervisor (or designated safety representative) and emergency responders.
- No one may re-enter building until authorized to do so by fire or police department officials.
- **NOTE:** The Office of Laboratory Animal Research has evacuation policies that must be adhered to when working with animals.

General Evacuation Procedures--If you hear the fire alarm or are instructed to leave the building:

- Immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may remain inside a building when an evacuation is in progress.
- Classes in session must evacuate.
- If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- When you evacuate if time allows, take keys, coat, purse and any other critical personal items with you to the EAA.
- Close doors, but do not lock as rooms are vacated.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit.
- Use stairways only. Do not use elevators.
- Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- Remain in EAA until roll is taken and instructions are given.

- Do not re-enter the building until authorized fire or police department personnel give the “All Clear” instruction.

Evacuation Guidelines for People with Disabilities

Meeting the emergency response needs of people with disabilities is a priority to the WVU Robert C. Byrd Health Sciences Center. The HSC Safety Office will work with departments, faculty, staff, and students on an individual basis to ensure that their emergency response needs are met.

Individual with ADA related needs should notify the HSC Safety Office upon employment, enrollment or upon disability for need accommodation. The HSC Safety Office can assist departments develop Individual Evacuation Plans for individuals with disabilities when applicable. The National Fire Protection Association’s (NFPA) Personal Emergency Evacuation Planning Checklist can be located in the appendices and will be used as a tool in the planning process.

Mobility Impaired Evacuation

Employees with mobility issues will wait in nearest stairwell for rescue. This is considered an area of refuge. An area of refuge serves as a temporary haven from the effects of a fire or other emergency. The person with disabilities must have the ability to travel from the area of refuge to the public way, although such travel might depend on the assistance of others. When in the WVU Robert C. Byrd Health Sciences Center, evacuation may also occur by exiting the HSC-North building to the HSC-South and vice versa during a fire alarm. (See drawing in Appendix 5)

Occupant Notification System

The occupant notification systems include but are not limited to alarms and public address systems. The HSC will ensure that adequate notification systems are in place. *NFPA 72®*, *National Fire Alarm Code*, defines a notification appliance as “a fire alarm system component such as a bell, horn, speaker, light, or text display that provides audible, tactile, or visible outputs, or any combination thereof.”

Buddy System

Departments can also arrange a buddy system to check on people with special needs during an evacuation. A “buddy system,” is where people with certain types of disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.

Only attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.

Always ask someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Names & Locations of Building Occupants with Special Emergency Needs

Name	Room	Phone
Information Located in HSC Safety Office		

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Earthquake Procedures

- If you are indoors, stay indoors and seek protection from falling debris under desks, heavy tables, under something with structural soundness or against the corners of the room.
- Drop down to the ground and cover your face and head with your arms and hold on until the shaking stops.
- Watch out for swinging overhead lights because they can fall on you. Also avoid doorways because you can be harmed by the swinging door.
- Stay away from the windows, mirrors, picture frames and all glass items that can cause injury with shattered glass.
- Stay indoors until the shaking stops and you are sure it is safe to exit. If you must leave the building after the shaking stops, do not use the elevator, in case there are aftershocks, power outages or other damage.
- Be aware that the fire alarms and sprinkler systems might go off in buildings during an earthquake, even if there is no fire.
- If you are outside, move away from the buildings, power lines and trees. Seek open areas to avoid all falling objects.
- If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines if possible. Stay inside with your seatbelt fastened until the shaking stops.

After an Earthquake

- Collect personal belongings (i.e. coat, purse, cell phone,) leave the building quickly, and gather at a designated meeting area.
- If persons are injured, missing, or known to be trapped inside the building, call 911 or University Police at 304-293-3136. (Put the DPS number into your phone now.)
- Check for injuries, but do not attempt to move a seriously injured person unless there is a greater danger by not doing so. Provide assistance to those who have mobility impairments. Use telephones only to report emergencies (i.e. gas leaks, fire, or injuries).
- Only HSC Facilities Management or other trained individuals should attempt to turn utilities on or off. Remember to avoid open flames due to potential gas leaks.
- Never touch downed utility poles or lines and do not approach damaged building equipment.
- Do not drive a vehicle unless warranted by an emergency. Streets should be kept clear for emergency vehicles.
- Be prepared for aftershocks. Aftershocks are usually smaller than the initial earthquake, but they may be strong enough to topple already damaged buildings.
- Remember, a significant earthquake will affect an entire community. Rescues and/or assistance may not be immediate. During emergencies that render broad, citywide impacts, it may be necessary to assume responsibility for the safety of oneself and if possible, others in the vicinity who need aid.

HSC Laboratories Chemical Safety Precautions before an Earthquake:

- Chemicals are segregated and stored by class/reactive groups. Non-compatible chemicals are stored properly and separately.
- Chemicals are re-capped and returned to their storage cabinets immediately after use.
- Chemicals storage cabinets are closed and latched.
- Chemicals are stored in secondary containment trays or tubs.
- Hazardous waste containers are always re-capped and only filled to 80% full.
- Hazardous and biohazardous wastes are removed regularly.
- Fume hood sashes are closed as far as possible to contain spills while still maintaining adequate ventilation rates.
- All compressed gas cylinders must be secured individually in the upright position by using an approved single chain, strap or stand 2/3 of the way up from the floor, to a stationary building support (wall or floor), or to a cylinder cart to prevent falling.
- Lecture bottles must be placed in a rack designed for the purpose (resembling an oversize test-tube rack) or be firmly clamped to a ring stand with a heavy base, in an upright position.
- Safety caps are kept in place on gas cylinders when cylinders are not in use.
- Exits and aisle ways are maintained free and clear of obstructions.
- All stored items must maintain a clearance of at least 18" from the ceiling to allow proper functioning of the sprinkler system.
- Avoid storing materials and equipment on top of cabinets. Store heavy items on lower shelves or in lower cabinets.
- Locate the safest areas in the lab and inform everyone working in the lab where to go and what to do if there is an earthquake.

Earthquake Planning & Preparedness

- Depending on the time and circumstances of the earthquake, you may be asked to stay out of the building for a few minutes to a few days--or indefinitely.
- Have a short-term evacuation checklist posted near the exit of your lab. This is a check list of essential steps to take before leaving the building. These include, but are not limited to:
- Turn off gas burners

- Check quickly for fires, fire hazards, or spilled chemicals
- Check for injured or physically limited people who might have trouble evacuating the building
- Close the lab door as you leave
- Report crucial items or hazards to the appropriate official at the emergency assembly point
- Have emergency contact information for all staff accessible to you.
- Have a long-term plan in case you could not get back into your lab for at least a week. These include, but are not limited to:
 - Which cell lines/experiments/data are your first priorities?
 - Are provisions made with OLAR for taking care of lab animals?
 - Do you have backup copies of important data (both disk and hard copies)?

Earthquake Contingency Planning:

- Does your laboratory have equipment and/or processes that could be damaged or pose a fire or health hazard if power was suddenly lost? What contingencies have been made to provide backup or emergency power to maintain critical system? Ensure that Facilities Management is aware of critical operation needs.
- Ensure safety systems (i.e., fire extinguishers, safety showers, eye washes) in your laboratory are accessible and in proper operating condition. Ensure everyone in the lab knows how to operate them. Document this training per your Chemical Hygiene Plan.
- Ensure spill response kits are available and staff has been trained in small spill response.

Active Shooter Threat

Each individual is ultimately responsible for their own safety. In any response to an “active threat” on the WVU campus, the University Police will implement any and all means necessary to neutralize the threat. The University Police Department will utilize all resources both on a proactive and reactive basis to ensure the safety of our campus community; in most cases a response to an “active threat” will involve a coordinated response from multiple law enforcement agencies. Remember, campus emergency preparedness is everyone’s concern!

Law enforcement priorities during an “active threat” situation have changed since the incidents at Columbine High School and Virginia Tech. Police response tactics, as witnessed during recent events, are to respond to the threat immediately and take such action as is necessary to neutralize the threat as quickly as possible. The safety of all persons involved in an “active threat” incident is of paramount importance, and responding officers will forego assistance to injured parties for the express purpose of meeting and neutralizing the threat and thereby reducing the overall number of casualties.

Notification Procedures:

In the event that an “active threat” becomes apparent in any campus location (internal or external) the threat should be reported immediately (as soon as it is safe to do so) through one of the mechanisms that follow:

- Call 9-1-1 (from non-university phone)
- Call 9 9-1-1 (from university phone)

Campus notification procedures:

Following is a list of existing campus systems for notifications to faculty, staff, students and others in the event that an “active threat” would be identified on the WVU campus. The systems listed here represent the primary means that the campus will use to send safety information to the general campus population. Options 1, 2, & 3 may be activated almost simultaneously.

The WVU campus will use the following systems (listed in priority order) to notify campus faculty, staff, students, and parents of an existing “active threat” to WVU.

1. Text Messaging (“WVU Alert”)
2. Email
3. Message Boards
4. Internet – website
5. Phone tree

In addition to the above means of communication, the University will also

seek to use public mass media (radio and TV) for appropriate announcements to keep the WVU campus informed. The following text is optional for units to include in their “active threat” preparedness.

Individuals are encouraged to minimize the use of personal cell phones unless it is to report the incident or to assure their personal safety or the safety of others. Mass use of cell phone systems typically result in system overloads and the general failure of the system until traffic diminishes.

Departmental notification procedures:

WVU’s HSC College/School/Departments should develop internal notification systems and practice/exercise them routinely at least twice a year. Internal contact lists should be reviewed at least twice a year to be kept current and the unit should assure that contact information contained in their building emergency plan is up to date. The following text is suggested for inclusion in the unit’s building emergency plan.

The College/School/Department has established an internal notification system to keep their staff informed on the status of any “active threat”. Systems that will be used to inform staff of the initiation of an “active threat” situation include:

- Internal phone trees
- Paging systems
- Public address systems

Notifications to persons occupying public space:

Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas include classrooms, seminar rooms, conference rooms, lecture rooms, lounges, and restrooms. During an “active threat” situation, there is no guarantee that persons occupying such space will receive a notification that an “active threat” exists. Therefore, departments are encouraged to establish mechanisms to notify persons in these areas (as long as it is safe to do so) of the status of an active threat situation. In buildings where there are multiple departments, the coordination of these procedures will reduce the responsibility on any single department. In this section, the department can include a listing of those spaces and an assignment of responsibility to notify persons who occupy those spaces of an existing “active threat”.

The College/School/Department has identified the following public spaces within its area of control. Notifications of an “active threat” situation will be made to persons in these areas as long as it is safe to do so without endangering departmental personnel. These spaces are: List associated public spaces here.

Guidelines for Protection

The following guidelines are intended to provide information to individuals who

have found shelter and/or found themselves engaged in an “active threat” situation. They are intended to improve both individual and group levels of personal safety.

Active threat” situations are very dynamic and they evolve quickly. Individuals need to assess their situation and be prepared to make decisions in a matter of seconds. An “active threat” situation typically does not last for a long period of time unless it evolves into a hostage situation.

Individual / Group Safety:

- Stay calm and assess the situation; determine the location of the threat if possible;
- Call 9-1-1, or 9-9-1-1 from a campus phone, as soon as it is safe to do so; Evacuate the area by a safe route if possible, if not seek an area of safe refuge. If it is known that the threat is of a chemical or biological nature such an attack or threat.
- If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. tablet arm chairs, tables, cabinets, etc.).
- Render first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so. Simple first aid includes applying direct pressure to the wound and elevating if possible. Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
- If you must have contact with the individual posing the threat, attempt to find some cover (solid objects) to place between you and the individual. Items 8, 9, & 10 are optional for units to include in their “active threat” preparedness plans.
- Be prepared to combat the subject individually to neutralize the threat if your life is in imminent danger. Active resistance may increase the chance of survival, but this is strictly a personal decision.
- If you are barricaded in a room, identify objects that could be used as missiles or weapons to deter the threat from pursuing you at your location. Examples may be student desks, keys, shoes, belts, books, cell phones, iPods, book bags, laptops, pens, pencils, etc. or any item capable of being launched or used against an attacker. Articles of clothing can be used for protection against a knife-wielding attacker.
- If you are fortunate to be in a group, develop a plan as a group for how you will combat the attacker posing the threat should he/she gain access to your area of refuge. Frequently it is possible to overwhelm an attacker if multiple people resist or attack from different directions at the same time. While this reduces the risk of numerous serious or fatal injuries to the group as a whole, the chances of someone being injured is still present. This is a risk that the group must accept with any plan.
- Once in a secure location, DO NOT open the door for anyone but the Police. **DO NOT leave a secure location during an active threat even**

if you hear the fire alarm. Repeat, DO NOT open the door for anyone but the Police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access.

- DO NOT approach police officers as they attempt to locate and neutralize the threat. During this time, the officers are trained to seek out and respond to the threat, which could include the use of deadly force. They are not able to assist with the evacuation or medical assistance to injured parties. Once the threat has been neutralized, the officers will return immediately to organizing the evacuation of the facility and obtaining or providing emergency medical procedures.
- **IMPORTANT:** During “active threat” situations, the decision to resist the threat is an individual decision that no one person can make for anyone else. Active resistance may assist with your personal safety, the safety of the group, and increase the chances of survival. There are NO guarantees when offering resistance that NO one will be injured.

Recommended Best Practices

- Be prepared and aware of your environment! Anticipate the unexpected.
- Incorporate “active threat” preparedness into each department’s Building Emergency Plan.
- Practice these emergency operations plans once implemented so each department will have general guidelines on how to react in a crisis.
- Monitor co-workers and others for signs of stress or severe depression.
- Report any concerns to your supervisor.
- Early detection of individuals having personal, family problems or demonstrating odd or threatening behavior is the best method for reducing the likelihood of “active threat” events. The University has resources to assist these persons through the:
 - Faculty and Staff Assistance Program (304) 293-5590
<http://www.hsc.wvu.edu/fsap/program.htm>
 - Carruth Counseling Center (Students) (304) 293-4431
<http://www.wvu.edu/~cocenter/>.

A good video on active shooter response that is 3.41 minute long created by the Department of Homeland Security can be viewed by accessing the following link:

http://www.youtube.com/watch?feature=player_embedded&v=fafuMnU2thY#at=167

The University Police Department can also come to your department and conduct active shooter preparedness training by request. They may be reached at 304-293-3136.



HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. INDIVIDUALS ARE MOST LIKELY TO FOLLOW THE LEAD OF AN ACTION-ORIENTED PERSON DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapon/s held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE OR STUDENT. ALERT THE HUMAN RESOURCES DEPARTMENT OR THE DEAN OF STUDENT LIFE IF AN EMPLOYEE OR STUDENT EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasing talk of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

APPENDIX 1:
Acronyms and Term Definitions

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Acronyms and Term Definitions

Acronyms

CRP: Campus Emergency Plan

EAA: Emergency/Evacuation Assembly Area

MFD: Morgantown Fire Department

UPD: West Virginia University Police Department

Term Definitions

All Hazards Warning Messages: WVU's Alert Text Messaging system. This service is free to employees and students and you may sign up from the WVU Homepage.

Building Supervisor: The building supervisor is a University employee who has a defined role in each campus building. In an emergency, the building supervisor should report to the Incident Command location to provide building information to emergency responders. The "all clear" information will typically be communicated to the building supervisor when it is safe to return to the building so that the occupants can be notified.

Campus Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee: A group composed of members of each department in the building generally chaired by the building supervisor or other employee, charged with coordinating building safety concerns.

Critical Operations: Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter in place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

Department Safety Coordinator: This coordinator is a University employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes ensuring that the department safety committee meets regularly, conducting periodic workplace inspections, and becoming or remaining a participant in the Integrated Safety Program, if used by building management.

Department Safety Committee: A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:

Serves as a forum for department employees to report and discuss safety or environmental improvement needs.

Identify employee needs for safety training and request training sessions accordingly.

Coordinates safety self audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.

Disseminates information about requirements concerning workplace health, safety, and environmental protection.

Emergency/Evacuation Assembly Area(EAA): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from West Virginia University police department, Morgantown fire department, EH&S, Facilities Management, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

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Appendix 2

The WVU ERP is located at:

<http://police.wvu.edu/emergencyplanning.cfm>

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Appendix 3

WVU HSC Campus Emergency Response Quick Reference Guide

<http://www.hsc.wvu.edu/safety/MediaLibraries/Safety/Media/Emergency-Response-Quick-Reference-Guide-pdf.pdf>

Appendix 4

West Virginia University Health Sciences Center Campus Emergency Preparedness Instructions for Students

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**West Virginia University
Health Sciences Center Campus
Emergency Preparedness Instructions for**

(course title)

TO Report an Emergency Call 304-293-4394 or 911

Be prepared to provide the following information:

***Who you are *Why you are calling**

***Where the emergency is (building & room number) * Call back number**

<http://www.hsc.wvu.edu/safety/>

The WVU campus will use the following systems (listed in priority order) to notify campus faculty, staff, students, and parents of an existing “active threat” to WVU.

1. Text Messaging (“WVU Alert”)
2. Email
3. Message Boards
4. Internet – website
5. Phone tree

ON THE FIRST DAY OF CLASSES:

- ✓ Know the emergency exits, emergency equipment and evacuation areas for every classroom, laboratory and building space you occupy.
- ✓ Register for WVU Alert <http://emergency.wvu.edu/alert/> for information regarding campus conditions/emergencies or closures, if you have not already done so.
- ✓ Go to WVU Police Department website and print out and complete the Personal Preparedness Wallet Card and carry it with you at all times, if you have not already done so. http://police.wvu.edu/emergency_management

EVACUATIONS – A DRILL OR A REAL EMERGENCY EVENT:

- ✓ You may not know if this is a drill or not, so take every call to evacuate seriously.
- ✓ Take your personal belongings and immediately leave the building.
- ✓ Know where the evacuation route and the post-evacuation assembly area is for every building you are in which you have classes or other activities.
- ✓ Wait for instructions to be provided by the P.A. system. Remain and assembly area until given an all-clear announcement.
- ✓ Leave the campus only if instructed.

THE CLOSEST EXIT FOR THIS CLASS IS: _____

THIS CLASS WILL MEET AT THIS ASSEMBLY AREA: _____

FIRE/SMOKE:

- ✓ Evacuate if fire alarm sounds in your area.
- ✓ If you discover a fire:
- ✓ Activate fire alarm
- ✓ Close doors as you leave
- ✓ Follow the exit signs and use the stairs if needed. Do not use elevators.
- ✓ Evacuate to your departments' designated meeting place
- ✓ Call 3-4394 or 9-911 after you are in a safe area.

Calmly State:

- Your Name
- Nature of emergency
- Size and exact location of the fire
- Phone number where you can be reached
- ✓ Wait for instructions to be provided by the P.A. system. Remain and assembly area until given an all-clear announcement.
- ✓ Leave the campus only if instructed

EARTHQUAKE:

If it is severe enough to move furniture, **DROP, COVER and HOLD ON:** Most people are injured trying to run out of a building in an earthquake. It is best to immediately seek shelter (under a desk or table, if possible) cover your head and hold on. Evacuate if directed, if you smell smoke or see fire, if there is a fire alarm, or you feel the building is unsafe and it is safe to do so. Be prepared for **AFTERSHOCKS**

GAS ODOR (NATURAL, PROPANE, AMMONIA):

- ✓ Turn off open flames.
- ✓ Turn off the gas if it is safe to do so. Normally, the valve must be turned clockwise to close it.
- ✓ The emergency shutoff can also be used to stop gas from leaking.
- ✓ Leave the area immediately! Alert others to evacuate the area where you suspect the gas is leaking.
- ✓ Do not operate the fire alarm. Do not operate lights, appliances, telephones, cell phones or any other electric appliances. Sparks from these sources can trigger an explosion or fire.
- ✓ Report the leak after you are in a safe area to 3-4394 or 9-911.
- ✓ Do not return to building or area until "All Clear" has been issued.

SUSPICIOUS ODOR:

- ✓ Call 3-4394.

EMERGENCY EVACUATION OF MOBILITY IMPAIRED PERSONS:

- ✓ Refer to Individual Evacuation Plan. Call 3-4394 if you require assistance.

INJURY/DEATH OF STUDENT, STAFF, OR FACULTY:

- ✓ Call 9-911.
- ✓ Calmly state:
 - Your Name
 - Nature of emergency
 - Type and exact location of injury
 - Phone number where you can be reached
 - Listen for and follow instructions from 9-911 dispatchers
- ✓ Stay with the injured person if it is safe to do so, until Emergency Medical Services arrives.
- ✓ Contact University Authorities (Deans, Directors, building supervisor, instructors, resident assistants, etc.), HSC Safety Office at 3-0952, and follow their instructions.

VIOLENCE/DISTURBANCE/CRIME:

- ✓ Do not get involved unless it is for self-defense.
- ✓ Protect yourself, i.e. leave the area if possible or secure yourself in a room.
- ✓ Once you are in a safe area, call the Department of Public Safety (DPS) at 3-3136.
- ✓ Calmly state:
 - ✓ Your Name
 - ✓ Nature of emergency, i.e. physical characteristics, weapons, etc.
 - ✓ Exact location of disturbance.
 - ✓ Phone number where you can be reached.

ACTIVE SHOOTER IS IN YOUR VICINITY:

- ✓ Quickly determine the most reasonable way to protect your own life.
- ✓ **Evacuate** – leave belongings behind, leave your hands visible
- ✓ **Hide Out** – Hide in an area oft of the active shooter’s view
- ✓ Lock doors and block entry to our hiding place
- ✓ **Take Action** – As a last resort and only when your life is in danger, attempt to
- ✓ Review WVU University Police Department Active Shooter Poster here:
<http://police.wvu.edu/r/download/85873>

SHELTER IN PLACE

Shelter in Place” means seeking immediate shelter inside a building or university residence. This course of action may need to be taken during a tornado, earthquake, and release of hazardous materials in the outside air, or a criminal/civil disturbance. When you receive the message immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave

- ✓ There may be situations where it is imperative that you seek shelter and not leave the building.
- ✓ If directed, or you feel it is best to do so, seek shelter in a room with a lock.
- ✓ Turn off the lights and silence all cell phones.
- ✓ Hide as best as possible until the all clear signal has been given by authorities.
- ✓ If you cannot safely hide or escape, be prepared to take action to protect yourself.

THREATS OF OR ACTS OF VIOLENCE:

Another emergency that may require shelter-in-place is a threat of criminal violence or actual acts. This is a precaution aimed to keep you safe while remaining in your resident hall or classroom. Shelter-in-place in this case means securing your current location by use of locks, barricades, or means to restrict access to your location. Follow these instructions when notified of such an incident:

- ✓ When an alert is made, secure your room by locking the door, barricades, or other means to restrict access to your area. You should avoid methods that use your body to restrict access.
- ✓ Avoid window openings.
- ✓ Stay low to the floor.
- ✓ Listen to the radio; check text messages or email for specific details.
- ✓ If you are outside, take cover where you are until it is safe to enter a facility.
- ✓ Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured.
- ✓ University Police will respond with rapid deployment of officers to address the incident.

BOMB THREAT:

- ✓ Try to keep the caller on the phone.
- ✓ Obtain as much information as possible including:
 - ✓ Location of bomb?
 - ✓ When will it explode?
 - ✓ What does the bomb look like?
 - ✓ What type of bomb is it?
 - ✓ Are you (the caller) responsible for the bomb?
 - ✓ What is your name/address?
- ✓ Call the Department of Public Safety (DPS) at 3-3136.
- ✓ Calmly state:
 - Your Name
 - Nature of emergency
 - Type and exact location of the threat
 - Phone number where you can be reached

- ✓ A bomb threat checklist can be found here: <http://police.wvu.edu/r/download/74603>
- ✓ Notify HSC Dispatch of the situation at 3-4394.
- ✓ Notify your supervisor or nearest University authority (supervisor, instructor etc.).

LOSS OF BUILDING UTILITIES:

- ✓ Notify HSC Dispatch at 3-4394.
- ✓ Advise dispatch personnel of known critical areas at this time.
- ✓ Critical areas may be research experiments, refrigerated or air- conditioned locations or any area where a prolonged power failure could adversely affect health or property.
- ✓ Wait for instructions from University Authorities (Deans, Directors, building supervisor, instructors, resident assistants, etc.).
- ✓ Be prepared to evacuate if circumstances necessitate.

SUSPICIOUS LETTER OR PACKAGE:

- ✓ Do not shake, open, or empty the contents of any suspicious envelope or package.
- ✓ If unopened, PLACE the envelope or package in a plastic bag or some type of container to prevent leakage of contents.
- ✓ If you do not have any container, then COVER the envelope or package with anything (i.e., paper, trash can, etc.) and do not remove this cover.
- ✓ Then LEAVE the room and CLOSE the door, and section off the area to prevent others from entering (i.e., keep others away).
- ✓ WASH hands with soap and water to prevent spreading any powder or other substances to your face.
- ✓ Report the incident to the campus police at 3-3136 and then to your supervisor.
- ✓ List all people who were in the room or area when this suspicious letter or package was first observed. Give this list to the law enforcement officials for follow-up investigations and advice.
- ✓ Call HSC Dispatch at 3-4394 and update them on the situation.

LARGE CHEMICAL, BIOLOGICAL, RADIOLOGICAL SPILL/RELEASE:

- ✓ Do not inhale or come into contact with spilled material.
- ✓ Use emergency showers or eyewash stations to flush material from yourself.
- ✓ Attempt to identify material if possible.
- ✓ 2. Follow Laboratory Chemical Hygiene Plan.
- ✓ 3. Evacuate if necessary (activate fire alarm).
- ✓ Call HSC Dispatch at 3-4394 once you are in a safe area.
- ✓ Calmly state:
 - Your Name
 - Nature of emergency
 - Type and exact location of the release
 - Approximate amount/quantity
 - Phone number where you can be reached
- ✓ Report to designated meeting assembly area.

- ✓ Do not reenter building until “All Clear” is given by appropriate personnel.
- ✓ Laboratory personnel can clean up the majority of chemical spills that occur in the lab. If a hazardous material spill is less than one liter and has a hazard rating below 2 follow procedures found here: <http://www.hsc.wvu.edu/safety/Laboratory-Safety/Spill-Response/Small-Spills>

RADIOLOGICAL SPILLS:

- ✓ Contact Radiation Safety immediately at 3-3413 and HSC Dispatch at 3-4394.

HOUSEKEEPING & MAINTANENCE:

- ✓ Report non-toxic spills, wet floors, etc. by contacting Housekeeping and Maintenance at 3-4394.

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Attachment 5

The WVU Health Sciences Center Campus Personal Emergency Response Plans for Individuals with Disabilities

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INDIVIDUAL EMERGENCY EVACUATION PLANNING CHECKLIST

Name: Information located in HSC Safety Office

Floor: _____

Service Animal: Yes No

OCCUPANT NOTIFICATION

Type of Emergency	Method or Device for Notification
Fire:	<u>Fire Alarm/Communication System, Text Alert, WVU Emergency Warning Notification System</u>
Earthquake:	<u>Fire Alarm/Communication System, Text Alert, WVU Emergency Warning Notification System</u>
Flood:	<u>Fire Alarm/Communication System, Text Alert, WVU Emergency Warning Notification System</u>
Storm:	<u>Fire Alarm/Communication System, Text Alert, WVU Emergency Warning Notification System</u>
Attack:	<u>Fire Alarm/Communication System, Text Alert, WVU Emergency Warning Notification System</u>
Other (specify):	_____

	YES	NO	N/A	Comments
Are there emergency notification devices (alarms, etc.) appropriate for this person?	<input checked="" type="checkbox"/>			
Does this person know the location of each emergency notification device/system and understand its meaning/function?	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Does this person know how to sound the alert for emergencies (manual pull box alarms, public address systems, radio, telephones)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If telephones are used to report emergencies, are emergency numbers posted near telephones, on employee notice boards, or in other conspicuous locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a way for a person with a hearing or speech impairment to report an emergency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the communication system also serves as an alarm system, do all emergency messages have priority over all non-emergency messages?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a unique signal (sound, light, header) to indicate an emergency message?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

WAY FINDING

	YES	NO	N/A	Comments
Is there a usable way out?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where is it? (List all and indicate nearest.)				
Where is the established outside meeting place?				
Is the usable circulation path clearly marked to show the route to leave the building or to relocate to some other space within the building in an emergency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee can exit to WVU RCB HSC South or wait in stairwell for assistance.
If a person exiting a doorway or turning a corner could inadvertently be directed into the path of a moving vehicle, is a safeguarding device with a warning sign in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the stairs in the circulation path lead anywhere but out of the building, are doors, partitions, or other effective means used to show the correct route out of the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do doors used to connect any room to a circulation path have proper maneuvering clearances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can the doors be easily unlatched?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do exterior circulation paths (balcony, porch, gallery, roof) meet the preceding four requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the exterior circulation path have guardrails to protect open sides of walking surfaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the exterior circulation path smooth, solid, and a substantially level travel surface?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the exterior circulation path <i>not</i> branch off and head away from the public way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is each exit marked with a clearly visible sign reading "EXIT" in all forms (visual, tactile, Braille)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signs are clearly visible, not in tactile or Braille
Is every doorway or passage that might be mistaken for an exit marked "NOT AN EXIT" or with an indication of its actual use in all forms (visual, tactile, Braille)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are signs posted and arranged along circulation paths to adequately show how to get to the nearest exit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the signs clearly indicate the direction of travel in all forms (visual, tactile, Braille)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Do brightly lit signs, displays, or objects in or near the line of vision <i>not</i> obstruct or distract attention from exit signs, particularly for people with low vision?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

USE OF THE WAY

	YES	NO	N/A	Comments
Are circulation paths always free of obstructions, including furniture and equipment, so everyone can safely exit the building during an emergency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are people <i>not</i> required to travel through a room that can be locked, such as a restroom?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all interior doors, other than fire doors, readily open from the inside without keys, tools, or special knowledge and require less than 5 pounds of force to unlatch and set the door in motion?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are exit signs <i>not</i> obstructed or concealed in any way, particularly for people with vision impairments who need to find and feel the sign?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are exit doors kept free of items that obscure the visibility of exit signs or that may hide visual, tactile, or Braille signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency escape path clear of obstacles caused by construction or repair ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the circulation path maintain a clear height of 6 feet 8 inches at all points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do objects that stick out into the circulation path, such as ceiling fans and wall cabinets, <i>not</i> reduce the minimum height and width of the circulation path?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are usable circulation paths at least 32 inches wide for any segment less than 24 inches in length and 36 inches for all segments 24 inches or longer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is each usable circulation path a permanent part of the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the circulation path is not substantially level, are occupants provided with appropriate stairs or a ramp?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do building circulation paths lead to a public way, that is:				
Directly outside or to a street or walkway?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
To an area of refuge and from there to a public way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
To an open space with access to the outside?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
To streets, walkways, or open spaces large enough to accommodate all building occupants likely to use the exit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TYPE OF ASSISTANCE NEEDED

	YES	NO	N/A	Comments
Can the person evacuate himself or herself with a device or aid?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

What is the specific device or aid?	Cane			
Where is the device or aid located?	With employee			
Does the person need assistance to evacuate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
What does the assistant(s) need to do?	Firefighters will assist down stairwell.			
Does the assistant(s) need any training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First response training
Has the training been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job requirement
Where will the assistant(s) meet the person requiring assistance?				
When will the person requiring assistance contact the assistant(s)?				

Number of Assistants Needed

How many assistants are needed?

How will the assistant(s) be contacted in an emergency?

Name	Phone	Cell Phone	E-mail
Assistant 1			
Assistant 2			
Assistant 3			
Assistant 4			
Assistant 5			
Assistant 6			

SERVICE ANIMAL

Not Applicable	YES	NO	Comments
Has the person discussed with emergency management personnel his or her preferences with regard to evacuation and handling of the service animal?	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
Has the person thought about under what circumstances a decision may have to be made about leaving the service animal behind?	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
What is the best way to assist the service animal if it becomes hesitant or disoriented?			
Do first responders have a copy of the detailed information for the service animal?	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
Where are extra food and supplies kept for the service animal?	Not applicable		

Attachment 6

WVU floor plan with North/South Designations

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Attachment 7

WVU HSC Administrative Job Action Sheets

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West Virginia University
Robert C. Byrd Health Sciences Center Campus
Job Action Sheets for Administrators

- 1-A Chancellor for Health Sciences (Christopher C. Colenda, MD,MPH)
- 2-A Administrative Manager (Marcia Demarco)
- 3-A Vice President Planning and Operations (Fred Butcher, PhD)
- 4-A Chief Financial Officer (Wendy L. King)
- 5-A Vice President for HS Research & Graduate Education, (Glenn Dillon, PhD)
- 6-A Director of Communications and Institutional Relations (Bill Case)
- 7-A Assistant Director, Human Resources (Kimberly Kelley)
- 8-A Deputy General Counsel, (Sunita Kellermeyer, JD)
- 9-A Chief Administrative Officer (Sarah Woodrum, DRPH)
- 10-A Director, Facilities Management (Leonard Lewis)
- 11-A Dean/Director, School of Medicine (Arthur J. Ross, MD, MBA)
Dean, School of Nursing, (Elisabeth Shelton, RN, PhD)
Dean School of Pharmacy, (Patricia A. Chase, Ph.D)
Dean School of Dentistry, (David Felton, DDS, MSD)
Dean School of Public Health, (Jeffrey Coben, MD)
Director, Mary Babb Randolph Cancer Center, (Scott Remick, MD)
- 12-A Vice President of Planning & Marketing (Gary Murdock)
- 13-A Assistant Vice President/Social Justice (Ann Chester, Ph.D.)
- 14-A Incident Commander (on scene)
- 15-A Assistant Director, HSC Safety Office (Stephanie Graham-Sims, M.S.)
- 16-A Director of Public Affairs, (Amy Johns)

17-A Chief of the University Police Department (Bobby Roberts, Danny Camden, Les Wylie)

18- Departmental Directors

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1-A

Chancellor

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office. If your office or building is not affected, stay in your office. Do not go to the incident site.
- Turn on your cellular phone.
- Assess situation; obtain information through the Chief of Staff and activate the Senior Leadership Team, if deemed appropriate.
- Consult with Senior Leadership Team—Vice Presidents to consider declaring a State of Emergency. Notify President's Office, University Relations/News, WVU Hospitals CEO, Governor's Office, Board of Governors' Chair and the HEPC Chancellor.
- Consult with Presidents' Office to consider closure of the Health Sciences Center. Notify Vice Presidents and University Relations/News.
- If the incident requires campus closure, how long will the campus be closed? What information will students and employees need?
- Has the Emergency Plan been activated on the recommendation of the Chief of the University Police Department of ranking Office on duty?
- Inform and brief the Senior Leadership Team on the emergency situation and status as it affects their areas.

CONTINUING CONSIDERATIONS

- **Keep informed:** Obtain periodic situation updates from the Vice President for Planning and Operations.
- **Share Information:** Review and approve media releases.
- Inform and brief the Senior Leadership Team on the emergency situation and status as it affects their areas.
- Through the Senior Leadership Team, monitor the campus condition.
What is the extent of casualties, injuries, and damage?
What is the extent of the damage to the surrounding local community?
- Issue any necessary public statements through the office of University Relations/News.
- Confer as needed with the President's Office, WVU Hospitals CEO and other local and state officials.
- Authorize the Administrative Manager to announce the end of the State of Emergency when appropriate.

END OF EMERGENCY INCIDENT

- **Recovery Expectations:** When will the institution's operational processes resume?

Administrative Manager

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office. Do not go to the incident site.
- Turn on your cellular phone.
- Activate the Senior Leadership Team, if appropriate.
- Take Cell Charger.
- Assess situation: Advise the Chancellor on the Emergency Plan activation status. Ensure that an initial briefing of the Senior Leadership Team is completed.
- Monitor activities and assist in establishing communications with key political and operational leaders.
- If the incident requires the campus closure, how long will the campus be closed? What information will students and employees need?
- Consult with the Chancellor to consider declaration of emergency and/or closure.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as in affects their areas.
- Provide resources or resource information to the Executive or Management sections as required.
- set up room for Senior Leadership Team: communications, maps, manuals, etc.

OPERATIONS—START UP

- Provide volunteer resources as available.
- Authorize emergency notification systems activation and dissemination of public education/information to the campus community by the Executive Director for Internal Communications or the Director of University Relations/News.

Through University Relations, communicate to students, faculty, and staff who will want to know what they should do, when, where, and how they can help.

Make plans and activate communication resources for parents, students, and others to get information and updates.
- Has the MECCA EOC (Monongalia Emergency Centralized Communications Agency, Emergency Operations Center) been activated? Who is leading?
- Establish a communication protocol with ECO staff and develop a plan to receive status updates on a scheduled basis.
- Appoint a scribe to keep a written log of phone messages, requests, actions taken, etc.
- Have an initial briefing with the Senior Leadership Team and establish assignments below as required.
- Brief on communication protocol established with the EOC for updates.
- Assign personnel to key Incident Command functions:
 - Operations (Determine by area impacted:
Public Health, Student Affairs, etc.)
 - Planning
 - Logistics
 - Finance

- Conduct an initial situation briefing with Senior Leadership Team:
- Type of emergency
- Location of emergency
- Initial damage to campus and infrastructure
- Size of area involved
- Human resources immediately available and number of additional people required
- Field Command Post location(s) and the Commander on Scene
- Staging area locations
- Access routes for emergency vehicles
- Agencies on scene (medical, fire, Facilities Management, Environmental Health and Safety)
- Number and type of injuries/casualties
- Building(s)/area(s) evacuated
- Liaison with other emergency agencies
- Mobilization of support personnel
- Mutual aid contingencies
- Direct situation analysis staff to prepare detail assessment of damages, injuries, casualties, etc.
- Begin planning to respond to any request for additional resources or policy waivers from the field units or the EOC.
- Establish contact with local (city, county) leaders.
- Determine if the local community needs campus assistance, if the incident is off-campus.

CONTINUING OPERATIONS

- Brief the Senior Leadership Team after receiving scheduled updates from the EOC. Keep all informed about changes and conditions.
- Provide, via University Relations/News, periodic updates to the media.
- Request from section heads ongoing status reports regarding their activities and resources.
- Remind section heads concerning documentation of their activity.
- Advise the Team of recovery efforts and contingency plans when appropriate (may be concurrent with response efforts).
- Will the campus medical facilities become a reception point for outside victims?
- Request recommended sites, as needed, for casualty collection points and/or coroner operations.
- Develop plans for replacing human and physical resources.
- **Monitor Stress:**
- Schedule counseling sessions for those in need.
- Provide periodic rest periods for staff and relief when indicated.

END OF EMERGENCY INCIDENT

- **State of Emergency Over:** Confer with President for authorization to announce end of the State of Emergency when appropriate.
- De-escalate and de-mobilize, when appropriate, and provide this fact to the President, Senior Leadership Team, and University Relations/News.
- Establish a time for debriefing before deactivating the Senior Executive Team.
- **Recovery Expectations:**
- When will the affected processes resume?

- Schedule post-event evaluation for after-action process changes.

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Vice President for Planning and Operations

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If your building is not affected, go to the Senior Leadership Team meeting site.
- Assess the situation; obtain information through the Chancellor.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Leadership Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Chief Financial Officer

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If your building is not affected, go to the Senior Leadership Team meeting site.
- Assess the situation; obtain information through the President.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Leadership Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Vice President for Health Sciences Research & Graduate Education

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If your building is not affected, go to the Senior Leadership Team meeting site.
- Assess the situation; obtain information through the Chancellor.
If the President is not available, assume leadership of the Senior Leadership Team. Use Chancellor checklist (1-A) and reassign your checklist responsibilities.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Leadership Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Director of Communications and Institutional Relations

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Go to the Senior Leadership Team meeting site.
- Assess the situation; obtain information through the Chancellor.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Leadership Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Assistant Director, Human Resources

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If your building is not affected, go to the Senior Leadership Team meeting site.
- Assess the situation; obtain information through the President.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Leadership Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Deputy General Counsel

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Report to the Senior Leadership Team meeting site, assess situation and perform any assigned tasks.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide legal guidance to the Senior Leadership Team as required and monitor activities for legal compliance.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

9-A

Chief Administrative Officer

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Go to the Senior Leadership Team meeting site.
- Assess situation; obtain information through the Senior Leadership Team.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Leadership Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

10-A

Director, Facilities Management

Assignment: Senior Leadership Team

Section: Management/Command Support

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Advise the Vice President for Administration and Finance on the Emergency Plan activation status.
- Consult with the Vice President for Operations and Planning to consider declaration of emergency and/or closure.
- If the incident requires campus closure, how long will the campus be closed? What information will students and employees need?
- Has the MECCA EOC been activated? Who is leading from the field units?
- Assign personnel to key ICS functions.
- Operations
- Planning
- Logistics
- Finance
- Conduct an initial situation briefing with the above staff:
- Type of emergency

- Location of emergency
- Initial damage to campus and infrastructure
- Size of area involved
- Human resources immediately available and number of additional people required
- Field Command Post location(s) and the Commander on Scene
- Staging area locations
- Access routes for emergency vehicles
- Agencies on scene (medical, fire, Facilities Management, Environmental Health and Safety)
- Number and type of injuries/casualties
- Building(s)/area(s) evacuated
- Liaison with other emergency agencies
- Mobilization of support personnel
- Mutual aid contingencies
- Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc.
- Relay all requests from the field units for resources or policy waivers.
- Establish contact with specialized units that may be needed.
- Determine if the local community needs campus assistance, if the incident is off-campus.

CONTINUING OPERATIONS

- Provide Senior Leadership Team with periodic updates of information from the field that is approved for release to the media and public.
- Request from section heads ongoing status reports regarding their activities and resources.
- Remind section heads concerning documentation of their activity.
- Will the campus medical facilities become a reception point for outside victims? Media staging sites and visitor sites identified?
- Request recommended sites, as needed, for casualty collection point and/or coroner operations.
- Develop plans for replacing human and physical resources.
- Monitor stress:**
- Schedule counseling sessions for those in need
- Provide periodic rest periods for staff and relief when indicated.
- Estimate duration of the response, if possible.

END OF EMERGENCY INCIDENT

- State of Emergency Over:** Confer with President for authorization to announce end of the State of Emergency when appropriate.
- De-escalate and de-mobilize, when appropriate, and provide this fact to the President, Senior Leadership Team, and Director of University Relations/News.
- Recovery Expectations:**
- When will the affected processes resume?

11-A

Dean/Directors

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Assist with evacuation if necessary.
- Assess situation; obtain information through the Chancellor.
- Implement telephone tree and advise your staff and the college deans.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Leadership Team as required.
- Provide volunteer resources as available.

Vice President of Planning & Marketing

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Go to the Senior Leadership Team meeting site.
- Assess situation; obtain information through the Senior Leadership Team.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Leadership Team as required.
Monitor media actions and report to MECCA EOC, if deemed appropriate.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

Assistant Vice President/Social Justice

Assignment: Senior Leadership Team

Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- Assess situation; obtain information through the Senior Leadership Team.
- Implement telephone tree and advise your key staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Senior Leadership Team as required.
- Provide volunteer resources as available.
- Assume assigned role in the Incident Command Structure.

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<p>Incident Commander (on scene)</p> <p>Assignment: On-Scene Commander</p> <p>Section: Command Staff</p>

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Establish a command post or report to the designated command post if one has already been designated. Remain at command post.
- Ensure that your cellular phone and radio are operating.
Provide visual identification.
- Establish contact with the Chief of the University Police Department, and advise on incident and status.
- Determine if the incident requires campus closure, how long will the campus be closed?
What information will students and employees need?
Relay information to Chief.
- Assess scope of disaster and approximate number of survivors:**

Incident location

Type and cause of incident

Is incident contained? (cause has ceased) _____
or continuing? (danger continues) _____

Initial victim estimate _____

Injury types

Potential for further injuries?

High _____ Medium _____ Low _____ None _____

Access route to the incident

Egress route from incident

Additional resources needed?

- Has the MECCA EOC been activated? Who is leading?
- Establish a communication protocol for EOC staff and develop a plan to track actions and provide status reports on field OPS and needs.
- Appoint a scribe to keep a written log of phone messages, requests, actions taken, etc.
- Have an initial briefing with the Unified Command and establish assignments listed below as required.

Brief on communication protocol established with the Chief of the University Police on providing updates.

- Assign personnel to key ICS functions:
- Operations
- Planning
- Logistics
- Finance
- Conduct an initial situation briefing with staff:
- Type of emergency
- Location of emergency
- Initial damage to campus and infrastructure
- Size of area involved
- Human resources immediately available and number of additional people required
- Field Command Post location(s) and the Commander on Scene
- Staging area locations
- Access routes for emergency vehicles
- Agencies on scene (medical, fire, Facilities Management, Safety)
- Number and type of injuries/casualties
- Building(s)/area(s) evacuated
- Liaison with other emergency agencies
- Mobilization of support personnel
- Mutual aid contingencies
- Direct situation analysis staff to prepare detailed assessment

of damages, injuries, casualties, etc.

- Relay all requests from the field units for additional resources or policy waivers.
- Establish contact with specialized units that may be needed.
- Determine if the local community needs campus assistance, if the incident is off-campus.

CONTINUING OPERATIONS

- Brief the staff after receiving scheduled updates from the field units.
- Provide Senior Leadership Team with periodic updates of information from the field that is approved for release to the media and public.
- Request from section heads ongoing status reports regarding their activities and resources.
- Remind section heads concerning documentation of their activity.
- Advise the staff of recovery efforts and contingency plans when appropriate (may be concurrent with response efforts).
- Will the campus medical facilities become a reception point for outside victims? Media staging sites and visitor sites identified?
- Request recommended sites, as needed, for casualty collection points and/or coroner operations.
- Develop plans for replacing human and physical resources.
- **Monitor stress:**
- Schedule counseling sessions for those in need.

- Provide periodic rest periods for staff and relief when indicated.
- Estimate duration of the response, if possible.

END OF EMERGENCY INCIDENT

- **State of Emergency Over:** Confer with President for authorization to announce end of the State of Emergency when appropriate.
- De-escalate and de-mobilize, when appropriate, and provide this fact to the President, the Senior Leadership Team, and the Director of University Relations/News.
- **Recovery Expectations:**
- When will the affected processes resume?

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Assistant Director, Safety Office

Assignment: Safety Officer

Section: Command Support

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If your office or building is not affected, go to your assigned post.
- Communicate with the Associate Vice President Planning and Operations and Director of Facilities Management and other section coordinators to determine the extent and nature of the emergency.
- Monitor and assess hazardous and unsafe situations and develop measures for assuring personal safety.
- Maintain a log of activities.

16-A

Director of Public Affairs

Assignment: Public Information Officer

Section: Command Support

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If your office or building is not affected, go to your assigned post.
- Open Media Center.
- Relay approved information from the Chief of the University Police for dissemination to the public and the campus community.
- Ensure that all information is clear, concise, confirmed, and approved by appropriate authority before release to the media or public.
Do not release unconfirmed information or speculate on the extent of the emergency, despite urging by reporters to do so.
- Gather information on the emergency situation and response actions.
- Assign a Public Information Representative, if appropriate, to:
- Establish Media Control Point near incident site.

- Keep EOC staff informed of the media situation at the incident site.
- Establish and release “media only” telephone number(s).
- Monitor published and broadcast Emergency Public Information (EPI) for accuracy. Correct serious misinformation whenever possible.
- Maintain Emergency Public Information (EPI) status boards and maps.
Post hard copy of news releases.
- Attend periodic EOC and Senior Leadership Team briefings and policy meetings.
- Consider additional methods for distributing emergency instructions.
- Schedule media briefings/press conferences and tours as conditions permit.
- Arrange for media access to the EOC, command staff and incident site when appropriate.
- Establish a center for rumor control.

PRIMARY RESPONSIBILITIES

- Release emergency instructions/information to internal constituents (faculty, staff and students) about the emergency and what steps individuals should take via online and email sources.
- Release emergency instructions/information/press releases to the electronic and print media, and post online for parents, the community and public.

HSC University Police Department

Assignment: Liaison Officer

Section: Command Staff

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.
Do not go to the incident site.
- Turn on your cellular phone.
- If MECCA EOC is activated report there, if not, report to the incident scene and determine if assumption of the incident command is appropriate.
- Determine if WVU Emergency Plan is to be activated and ensure that appropriate notifications are made.
- Consult with Administrative Manager to determine if a recommendation for a declare emergency is appropriate. If so, Chief of Staff updates the Chancellor.
- Determine as soon as possible if the incident requires campus closure; establish and estimate how long the campus will be closed.
What information can be released to the community?
- Provide input on information that is available to public release and any requests for assistance or specialized skills that may be needed by the field units. Make sure that the information provided for release is accurate, as misinformation can cause increased stressors for the community.

- Appoint a scribe to keep a written log of phone messages, actions taken, etc.
- Assign personnel to staff ICS functions:
 - Operations
 - Planning
 - Logistics
 - Finance
- Conduct an initial situation assessment to determine:
 - Type of emergency
 - Location of emergency
 - Initial damage to campus and infrastructure
 - Size of area involved
 - Human resources immediately available and number of additional people required
 - Field Command Post location(s): Evaluate need for and use of field command posts; assign as appropriate.
 - Staging area locations
 - Access routes for emergency vehicles
 - Immediate assistance required (medical, fire, Facilities Management, HSC Safety, Environmental Health/Safety).
 - Number and type of injuries/casualties
 - Resources needed for night operation.
- Develop and implement control plans that may include:
 - Perimeter control provisions/interior patrol provisions
 - Building/area evacuation procedures

- Liaison with other emergency agencies
- Traffic control plans
- Mobilization of off-duty personnel
- Mutual aid contingencies
- Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc.
- Request personnel and equipment as needed for control of the incident.
- Establish contact with local (city, county) emergency operations centers and federal agencies, if appropriate.
- Determine the impact of the incident beyond the immediate campus.
- Obtain weather forecast.
- Identify staging areas for incoming resources.
- Obtain periodic updates from the Field Command Post(s).

Keep all informed about changes and conditions.

- Provide periodic updates on information that is approved for release to the media and public.
- Request from section heads ongoing status reports regarding their activities and resources.
- Remind section heads concerning documentation of their activity for recovery records.
- Evaluate the continuing need for and use of field command post.
- Advise staff when to begin recovery efforts and contingency plans when appropriate (may be concurrent with response efforts).
- Determine if the campus will become a reception point for outside victims and/or visitors.

- Request recommended sites, as needed, for casualty collection points and/or coroner operations.
- Develop plans for replacing field personnel and physical resources.
- **Monitor stress:**
- Observe staff for signs of stress or inappropriate behavior, and provide for stress-debriefing sessions, if appropriate.
Refer anyone exhibiting symptoms to EMS.
- Provide periodic rest periods for staff and relief when indicated. Provide for food and water for the staff.
- Transfer command if the emergency exceeds 12 hours, or if stress indicates a transfer.
- Estimate duration of the response, if possible.

END OF EMERGENCY INCIDENT

- **State of Emergency Over:** Confer with other field units to determine if or when it would be appropriate to advise the President that the Declared Emergency Status can be deactivated.
- De-escalate and de-mobilize, when appropriate, and provide this fact to the President and PIO.
- Establish a time for debriefing before releasing key field units.
- **Recovery Expectations:**
- When will the normal staffing resume?

Departmental Directors

Assignment:

Support to the Executive Team and Operations

Section: Management – Support

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain Calm.
- Evacuate if incident affects your building or office.

Do not go to the incident site.

- Turn on your cellular phone.
- Assess situation; obtain information through the Administrative Manager and Deans.
- Implement telephone tree and advise your key staff.

Appendix 8

HSC Departmental Contact List

Full list in HSC Safety Office

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