

WVSOM

EMERGENCY RESPONSE MANUAL

INCLUDES:

EMERGENCY OPERATIONS PLAN

&

EMERGENCY PROCEDURES GUIDELINES



NOTICE

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

Version VIII – 2025-2027

EMERGENCY PLAN PROCEDURES GUIDE

Table of Contents

Preface	iii
Assembly Point Map	1
Assembly Point Person List	2
AED Location Map	3
AED Location List	4
Emergency Phone Location Map	5
Blue Light Location List	6
Stop the Bleed Locations Map	7
Stop the Bleed Kit Location List	8

PART 1 EMERGENCY PLAN

A. Reporting Emergencies	10
B. Acting in an Emergency	11
C. ON/OFF Campus Resources of Assistance during Emergencies	11
D. Emergency Procedures – General	12
1. Campus Emergency Incident	13
2. Communication	15
3. Evacuation	15
4. Emergency Lighting	15
5. Assembly Points	15
6. Administrators, Deans, and Department Heads	16
7. Responsibilities of Teaching Faculty and Staff Supervisors	17
8. Responsibilities of Employees	17
9. After Hours Protocol	17
10. Administrative Review	17
11. Recovery	18
E. Personnel – for Command, Control and Administrative Review	19
F. Communication and Defibrillators, Protocol for these Devices and After-hours Protocol	20
1. Campus Fire Alarms	20
2. Telephone and Switchboard	21
3. Defibrillators – AED's	21
4. Stop the Bleed Kits	22
5. Important Phone Numbers	22
6. Assembly Point Captains, Director Physical Plant, Campus Safety Coordinator and Radio Operator Protocol	23

PART II EMERGENCY PROCEDURES GUIDE

A. Evacuation Procedures	26
1. Building Evacuation	26
2. Campus Evacuation.....	26
B. Natural Disasters.....	27
1. Fire.....	27
2. Severe Windstorms/Tornadoes/Earthquakes.....	28
C. Medical Causes.....	29
1. Medical Emergencies.....	29
First Aid for Office Emergencies.....	30
D. Industrial Causes.....	33
1. Gas Leaks	33
2. Biological/Chemical/Radioactive Spills.....	34
3. Explosion, Aircraft Down (Crash) on Campus.....	35
4. Utility Failure.....	37
E. Human Causes	38
1. Automobile Accidents	38
2. Bomb Threats	39
Bomb Threat Checklist	41
3. Suspicious Packages and Mail	42
4. Robbery/Assault	44
5. Sexual Assault	45
6. Disruptive Individuals	46
7. Armed Subjects	47

ADDITIONAL RESOURCE INFORMATION

Reporting Unsafe Conditions	49
Unsafe Conditions Report Form	50
Shelter in Place.....	51
Authorized Emergency Assistance to the Community	52
Information Release	52
Continuity of Operations Plans (COOP).....	52
Business Continuity Policy and Procedure	53

PREFACE and OBJECTIVES

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

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

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

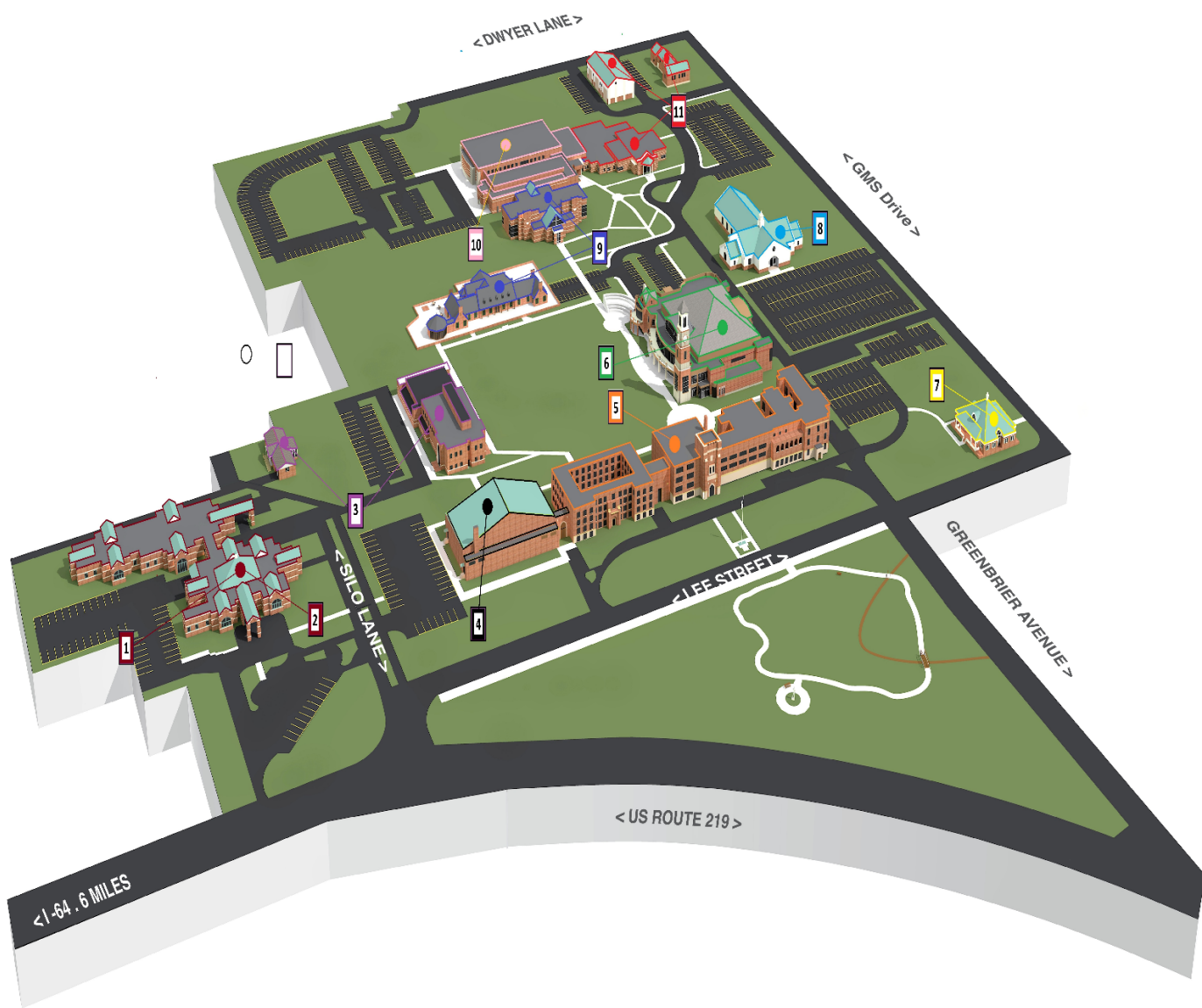
All requests for procedural changes, suggestions or recommendations will be submitted in writing to the Safety Compliance Officer and reviewed by the Safety/Security Committee. All changes recommended by the Safety/Security Committee will be submitted in writing to the Vice President for Finance/CFO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

Assembly Point Map

WVSOM Campus

Legend

Robert C. Byrd Clinic	1-2
Clinical and Transitional Science Center	3
Fredric W. Smith Science Building	3
James R Stookey Library/OCS Lab	4
Main Building/Quad	5
Student Center	6
Admissions Center	7
Founders Activity Center	8
Ronald P. Sharp Alumni Conference Center	9
Testing Center	10
Clinical Evaluation Center	11
Maintenance/Shipping/Receiving	11
Lewisboure Detachment for West Virginia State Police	11

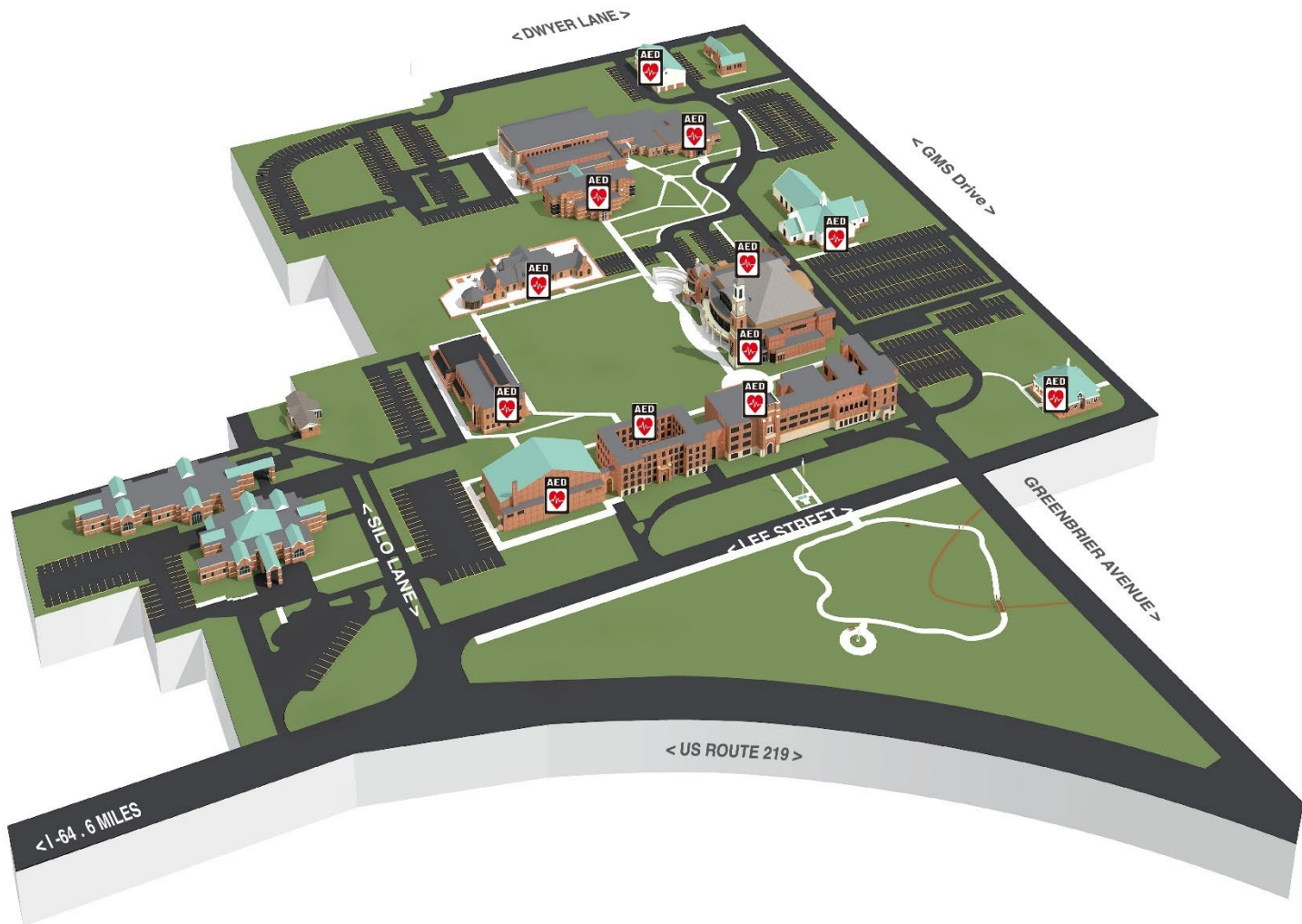


Assembly Point Captain/Co-Captain List

Assembly Point Number	Building	Captain/Co-Captain
1	RCBC/West	Brittany Blake
		Pam Wells
2	RCBC/East	Ashley Burns
		Bobbie Lewis
3	Science Building	Shea Hatcher
		Kevin McCraw
5	Main Building Buildings A,B,C	Marietta Harvey
		Lance Ridpath
		Tiffany Burns
4	Library/OCS Lab	Mary Essig
		David Thomas
7	Admissions Center	Danny Seams
		Dawn Thomas
8	Founders Activity Center	Aaron Phillips
		Joel Hayes
9	Alumni Center	Donette Mizia
		Shannon Warren
9	Tech Center	Rebekah McDowell
		Help Desk Staff
11	CEC Building	Resa Musser
		Teddy Hamrick
11	Maintenance Shipping/Receiving	Eric Dixon
		Jill Trent
6	Student Center	Cindi Knight
		Richard Aleshire-Ramsey
10	Testing Center	Kathy Hoke
		Bren Pittsenbarger



AED Locations



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

AED Location List

Admissions Center – AD 100 (Foyer)

Main Building – Building A336 (3rd Floor/East Stairwell) & Building B203 (Foyer-Tiered Lecture Rooms)

James R. Stookey Library/OCS Lab – E125 (Main Corridor)

Fredric W. Smith Science Building – J100 (Foyer)

Roland P. Sharp Alumni Conference Center – L109 (Vestibule)

Center for Technology and Rural Medicine – W100 (Foyer-Upper Level)

Clinical Evaluation Center – YA01 (Foyer/Front Lobby)

Maintenance/Shipping/Receiving – U106 (Truck/Equipment Bay Area)

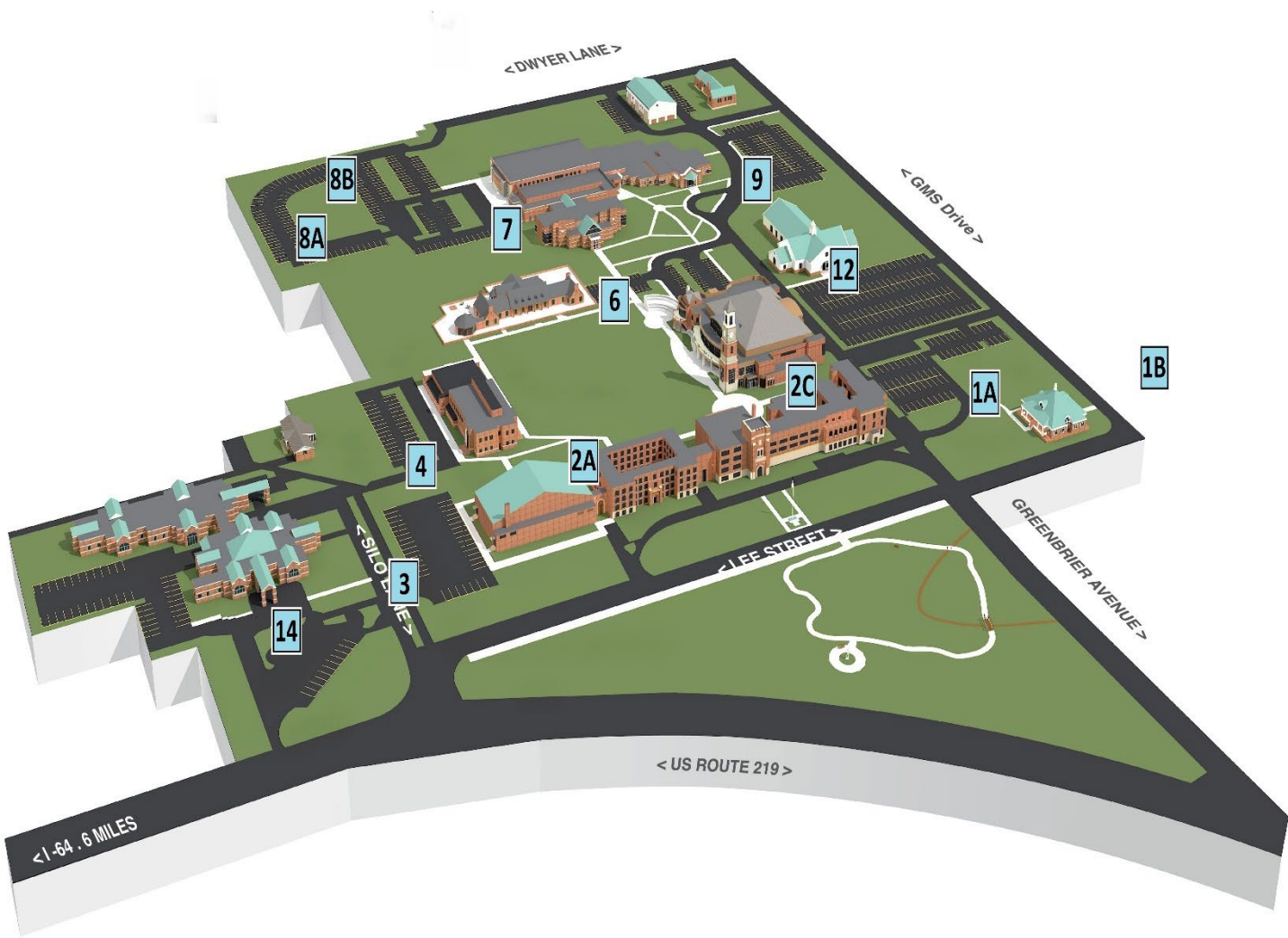
Founders Activity Center – Q100 (Front Foyer)

Student Center – SC100 (Foyer – Café/Dining Area) & SC200 (2nd Floor Foyer-Bookstore)

Testing Center – W100 (Foyer-Upper Level)



Blue Light Locations



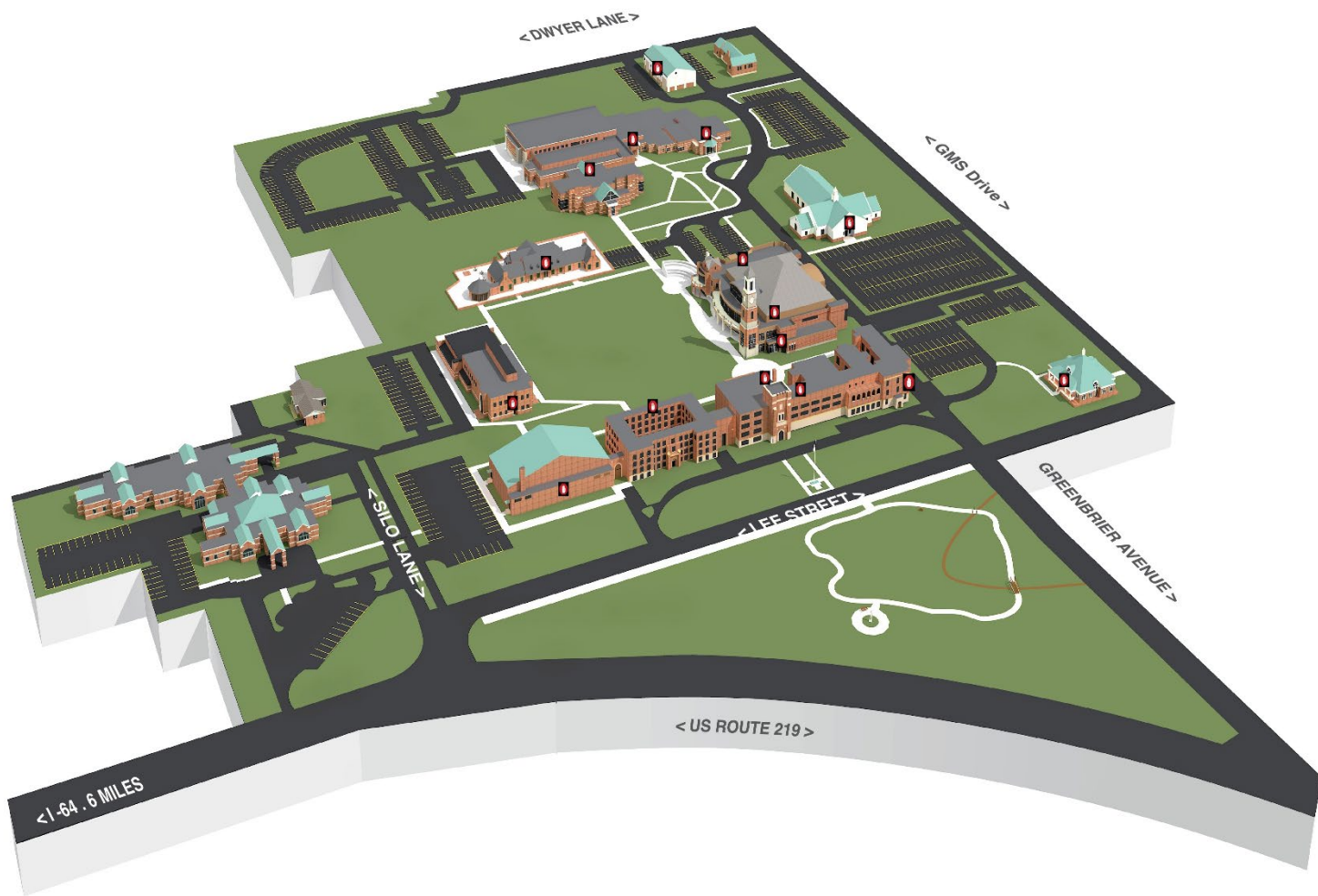
WVSOM
400 Lee Street North
Lewisburg, WV 24901
1.800.35.OSTEO
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Blue Light Location List

- 1A-** Parking Lot-2 (Admissions Building)
- 1B-** Employee Parking (Admissions Building)
- 2A-** A Building (Parade Ground/Rear Sidewalk)
- 2B-** XXX
- 2C-** C Building (Rear Sidewalk)
- 3-** Parking Lot-3 (Library)
- 4-** Parking Lot-4 (Science Building)
- 5-** XXX
- 6-** Parking Lot-6 (Alumni Center)
- 7-** Parking Lot-8 (Testing Center)
- 8A-** Parking Lot 8 (Testing Center)
- 8B-** Parking Lot 8 (Testing Center)
- 9-** Parking Lot 9 (Clinical Evaluation Center)
- 10-** XXX
- 11-** XXX
- 12-** Parking Lot 12 (Gym)
- 13-** XXX
- 14-** Parking Lot (Robert C. Byrd Clinic)



Stop the Bleed Locations



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

Stop the Bleed Kit Location List

Admissions- AD01

Main Building-

- A Building-
 - 2nd Floor - A236 (East Stairwell)
 - 3rd Floor - A336 (East Stairwell)
 - 4th Floor - A436 (East Stairwell)
- B Building-
 - 2nd Floor - B203 (Foyer-Tiered Lecture Rooms)
 - 3rd Floor - B300 (Main Corridor)
- C Building-
 - 1st Floor - C100 (Foyer-Elevator)
 - 2nd Floor - C200 (Foyer-Elevator) & C200 (Main Corridor-East End)
 - 3rd Floor - C300 (Foyer- Elevator) & C300 (Main Corridor-East End)

James R. Stookey Library/OCS Lab- E125 (Main Corridor)

Fredric W. Smith Science Building-

- 1st Floor - J100 (Foyer)
- 2nd Floor - J200 (Corridor)

Roland P. Sharp Alumni Conference Center- L109 (Vestibule)

Center for Technology and Rural Medicine- W100 (Foyer-Upper Level)

Clinical Evaluation Center - YA01 (Foyer) & TC100 (CEC/Testing Ctr Breezeway)

Maintenance/Shipping Receiving- U106 (Truck/Equipment Bay)

Founders Activity Center- Q100- (Foyer)

Student Center/O'Café/WVSOM Campus-

- 1st Floor - SC100 (Foyer/Café)
- 2nd Floor - SC200 (Foyer/Bookstore) & SC200 (Corridor/Restrooms West)

Testing Center-

- TC100 (CEC/Testing Ctr Breezeway)
- W100 (Foyer-Upper Level)

PART 1

EMERGENCY PLAN

A. Reporting Emergencies

EMERGENCY SERVICE – 911

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

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

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

- Don't hang up until the dispatcher ends the conversation.
- Notify WVSOM Campus Security.

***IMPORTANT:** Public information regarding campus emergencies will be released by the President/Designee and the Chief Communication Officer at the President's direction. Other information will be released as determined by the "designee protocol" (*see page 19*). Personnel – for command and control; administrative review.

B. Acting in an Emergency

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

C. ON-CAMPUS RESOURCES OF ASSISTANCE DURING EMERGENCY

CAMPUS EMERGENCY NUMBER.....**911**

WVSOM SECURITY (Office).....304.647.6219
(Cell).....304.647.8911

WVSOM PHONE OPERATOR.....Ext. 0

MAINTENANCE SERVICE.....304.647.6203

OFFICE of CAMPUS SAFETY.....304.793.6808

D. OFF-CAMPUS RESOURCES of ASSISTANCE DURING EMERGENCY

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

Where to find help in Greenbrier County

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

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

Emergency Alert System Radio....The Bear-FM 103.1

Non-emergencies:	
Greenbrier County 911 Center	304-647-7911
Greenbrier County Office of Emergency Services	304-645-5444
American Red Cross, Greenbrier Valley Chapter (disaster preparedness and shelter information)	304-645-1070
Salvation Army (Beckley Corps)	1-304-253-9541
Law Enforcement:	
W.V. State Police, Lewisburg	304-647-7600
Greenbrier County Sheriff	304-647-6634*
Lewisburg Police	304-645-1626*
FBI	1-304-253-6874
Bureau of Alcohol, Tobacco and Firearms	1-304-347-5249
Drug Enforcement Administration	1-304-347-5209
Domestic Violence Hotline	1-304-428-2333
U.S. Marshal Service	1-304-623-0486
U.S. Secret Service	1-304-347-5188
Health:	
Greenbrier County Health Department	304-645-1539*
Rape and Domestic violence Information Center	1-304-292-5100
Greenbrier Valley Medical Center (Lewisburg)	304-647-4411
W.V. Dept. of Health & Human Resources	304-647-7476

National Response Center (chemical, oil spills & chemical/biological terrorism) State Emergency Spill Notification	1-800-424-8802 1-800-642-3074
Fire & Rescue:	
Greenbrier County Ambulance Service	911
Lewisburg Fire Dept.	911
Fairlea Volunteer Fire Dept.	911
W.V. State Fire Marshal's (Arson Hotline)	1-800-233-3473
Other important numbers:	
Mon Power	1-800-686-0022
Mountaineer Gas Company	1-800-834-2070
Weather Information	304-647-5060
Lewisburg Public Works	304-645-2080* 304-645-1833*

*Phone not manned 24 hours. If no answer, call 304-647-7911.
In emergency, call 911

E. EMERGENCY OPERATIONS PLAN – GENERAL

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

1. Campus Emergency Incident

A **Campus Emergency Incident** occurs when there is major risk or impact to WVSOM's resources and/or personnel, students and visitors. The incident has caused or has the potential for causing major damage or injury, and require off-campus emergency response and evacuation of the affected buildings.

President or Designee

Authority for declaring an emergency and evacuation is the responsibility of the **President or Designee** – See **Personnel for command and control; and administrative review (p.19)**. This person will be designated as the Incident Commander in case of a Campus Emergency Incident.

Designees include the Vice President for Finance and Facilities, VP for Human Resources and Associate Dean for Student Affairs. They should be notified in the order

listed – see Personnel-for command and control; and administrative review (p.19) for additional directives – the protocol for all call - downs is listed on (p.20).

Emergency Management

Campus Emergency Incidents are managed by the Facilities Director and or the Security determining the type of incident.

The Safety Compliance Officer, Facilities Director and or Security will assume tactical control until Emergency Personnel (Fire or Police) are on scene and establish command of the incident. The Safety Compliance Officer, Facilities Director and or Security will then assist the emergency personnel during the incident.

In the event of a Campus Emergency Incident, the initial respondent incident commander will take measures to ensure the safety of persons involved, then immediately report the emergency to the Greenbrier County 911 Center, the Safety Compliance Officer, your Administrator/Supervisor and the President/Designee.

Assembly Point Captain/Co-Captain

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

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

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

See Assembly Point Captain/Co-Captain List (p.2)

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

If an evacuation is declared, the initial respondent should activate the **Campus Fire Alarm** and report to the designated Assembly Point. In case of fire, pull the nearest Campus Fire Alarm and evacuate the facility. If you have a cell phone, call

911 immediately following evacuation (See **Fire p.27**) and then contact the others noted above.

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

2. Communication

Campus Fire Alarms

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

Blue Light Phones

The Emergency Blue Light Phone system is an emergency reporting system available to the WVSOM community. It is controlled from Cellular Capability and should be used in all emergencies. The Campus-Wide Blue Light Emergency Phones will automatically dial 911 when the button is pressed.

3. Evacuation

Evacuation routes have been established and are marked on the maps in every building and area. These routes will be part of any practice emergency drills. **See Evacuation Procedures (p.26)**

4. Emergency Lighting

Emergency lighting has been installed along evacuation routes and is tested by the Safety Compliance Officer or designee on a quarterly basis.

5. Assembly Points

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

Emergency Assembly Points are located all across the campus and the locations of these areas are shown on page (1).

6. Responsibilities of Administrators, Deans, and Department Heads

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

a. Emergency Preparedness

1. Building evacuation information shall be distributed to all employees with follow-up discussions, on the job training, or explanation, as required. Contact the Vice President for Finance and Facilities/CFO and/or the Safety Compliance Officer and WVSOM Safety/Security Committee for assistance.
2. Employees will be provided with dedicated time to focus on enhancing and refining the institution's preparedness plans, ensuring that we are well-equipped to handle any challenges that may arise.
3. Time shall be allowed for training of employees in emergency techniques, such as fire extinguisher usage, first aid, C.P.R., Stop the Bleed, and building evacuation drills. Contact the Vice President for Finance and Facilities and/or the Safety Compliance Officer and WVSOM Safety/Security Committee for assistance.

b. Emergency Situations

1. Inform all employees under their direction of the emergency condition. Such as
 - PA (Public Address System) Institutional phones
 - Emergency Alarms and Visual Alerts
 - SMS and Email Alerts
2. Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
3. Maintain emergency telephone communications with officials from their own area.

IMPORTANT: To ensure everyone's safety during an emergency, it is crucial for all students, staff, and faculty to adhere to building evacuation guidelines. Please promptly proceed to the designated assembly area outside the building, where Assembly Point Captains will conduct a headcount to confirm that everyone is safe and accounted for.

7. Responsibilities of Teaching Faculty and Staff Supervisors

Each faculty member and staff supervisor have the responsibility to:

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

8. Responsibilities of Employees

Each employee has the responsibility to:

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

9. After Hours Protocol

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

10. Administrative Review

Within 5 working days of a Campus Emergency Incident these plans, and their effectiveness are to be reviewed by the WVSOM Safety/Security Committee (**See Personnel – command and control; and Administrative Review p.19**) and a report of this review filed with the Safety Compliance Officer.

In June of each year, these Emergency Response Plans are to be reviewed by the WVSOM Safety/Security Committee and a report filed with the Board of Governors, the Safety Compliance Officer, the Vice President for Finance and Facilities and the President.

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

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

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

11. Recovery

Each department of the institution will have in place a Continuity of Operations Plan (COOP) so that the mission of WVSOM can continue in an appropriate time frame after any level of emergency has been overcome. **See Recovery Plans (p.52)**

Initiation of Emergency Response Plan –

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

E. Personnel – for command, control and administrative review

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

James Nemitz, Ph.D. President	Office- 304.647.6200
Justin McAllister VP Finance & Facilities/CFO	Office- 304.647.6220
Linda Boyd, D.O. VP Academic Affairs/Dean	Office- 304.647.6363
Aaron Phillips Assoc Dean for Student Affairs	Office- 304.793.6591

Protocol for activating the following – these will **assume tactical control** and assist the above in the order listed according to incident:

Police/Security	Cell- 304.647.8911 Office- 304.647.6219
Fire/EMS/HazMat Assistant Director Maintenance	Cell- 304.646.9799 Office- 304.647.6203
Safety Compliance Officer	Cell- 304.667.7345 Office- 304.793.6808

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

Co-Chairs
Justin McAllister - VP Finance & Facilities/CFO
Matt Carver – Safety Compliance Officer

Secretary
Jill Trent

Institutional Compliance Officer
Deborah Bogan

CEC

Amy Crickenberger

Faculty Council Chairperson

Brian Griffith

Staff Council Designee

Julie Stadtfeld

Alumni/Foundation

Donette Mizia

Facilities and Safety Manager for RCBC

Jason Sams

Department Chair Biomedical Sciences

Jake Neuman

Assoc. Dean Research and Sponsored Programs

Dovenia Ponnoth

Student Affairs Representative

Aaron Phillips

Security/Police Representative

Belinda Evans

Supervisor Animal Lab Resource

Vianny Soto

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

1. Campus Fire Alarms

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

2. Telephone & Switchboard

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

Switchboard Operator

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

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

Switchboard After Hours

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

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

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

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

Blue Light Phones

The Emergency Blue Light Phone system is a communication system available to the WVSOM community. It is controlled from Cellular Capability and should be used in all emergencies. The Campus-Wide Blue Light Emergency Phones will automatically dial 911 when the handset button is pressed.

See Emergency Blue Phone Map (p.5)

3. Defibrillators – AED's

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

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

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

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

4. Stop the Bleed Kits

The locations of the Stop the Bleed Kits can be found on page (7) and on the WVSOM Interactive Campus map.

All employees should be familiar with the location and usage of these kits.

In the event of an incident, please follow the instructions found within the case of the kit and contact 911 immediately.

After any event in which a Stop the Bleed Kit is used, it must be reported to the Safety Compliance Officer. The kit will be taken out of service for inventory and restocking, and an incident report will need to be completed with the relevant information

5. IMPORTANT PHONE NUMBERS

OUTSIDE NUMBERS

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

INSIDE NUMBERS

Operator: Ext. 0

Physical Plant: (Buildings and Grounds)

Asst. Director Maintenance.....Richard Mines

Office- 304.647.6203
Cell- 304.646.9799

Asst. Director Grounds.....Jamison Sizemore

Office- 304.793.6812
Cell- 304.646.4188

Security/Police:

Campus Security.....Security/Police Officer

Office- 304.647.6219
Cell- 304.647-8911

Custodial Staff:

Asst. Director Campus Services.....Jeff Dowdy

Office- 304.647.6243
Cell- 304.661.075

Office of Campus Safety:

Safety Compliance Officer.....Matt Carver

Office- 304.793.6808
Cell 304.667.7345

Get help immediately by calling the Greenbrier County 911 Center:

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

6. Assembly Point Captains, Assistant Director of Maintenance, Safety Compliance Officer and Radio Protocol

1. List of Assembly Point Captains and Assembly Point Captains-Backup

One per each Assembly Point. (See p.2 for list)

2. Assistant Director of Maintenance

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

3. Safety Compliance Officer

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

4. Radio Operator Protocol

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

PART II

EMERGENCY

PROCEDURES GUIDE

A. Evacuation Procedures

1. Building Evacuation

- a. When an evacuation order is given, vacate from the nearest marked exit and alert others to do the same.
- b. Assist individuals with disabilities or other persons that may need help in exiting the building.
- c. Once outside, proceed to your designated Assembly Point. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

(KNOW YOUR AREA ASSEMBLY POINTS. SEE MAP, PAGE 1.)

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

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

2. Campus Evacuation

- a. Evacuation of all or part of the campus grounds will be announced by Administration, as directed.
- b. All persons (students and staff) are to immediately vacate the site in question, and relocate to another part of the campus grounds, as directed.
- c. When necessary to leave campus by personal vehicle, exit the street nearest to where you are parked and follow traffic patterns as directed by Police.

B. Natural Disasters

1. Fire

Reporting

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

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

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

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

Campus Fire Alarm and Paging Announcements

1. Know what the alarm sounds like.
2. Evacuate

Fire Department Command Post

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

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

2. Severe Windstorms/Tornadoes/Earthquakes

Windstorms/Tornadoes

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

If you are inside:

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

If you are outside:

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

Earthquakes

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

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

If you are inside:

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

If you are outside:

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

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

C. Medical Causes

1. Medical Emergencies

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

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

2. First Aid for Office Emergencies

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

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

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

Just in Case

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

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

Fainting or loss of consciousness:

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

Choking:

Use the Heimlich maneuver to dislodge whatever is choking the person. Never strike someone on the back, as that may push the foreign matter deeper down the windpipe. (Contact the Office of Campus Safety to find out classes on the Heimlich maneuver).

Heart attack:

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

Stroke:

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

Heat stroke:

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

Head Injury:

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

Burns or scalds:

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

Bleeding:

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

Nosebleed:

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

Muscle or joint strain or sprain:

Remember R.I.C.E.

Rest the affected area by not using it.

Ice, place ice packs on the affected area.

Compress the injured area with an elastic bandage.

Elevate the injured area above the heart.

Bruise:

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

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

D. Industrial Causes

1. Gas Leaks

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

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

1. Small leaks of non-hazardous gas:

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

2. Large leaks or leaks of hazardous gas:

- A. Evacuate the area closing the door behind you.
- B. Activate the building fire alarm system and exit the building.
- C. Move to your designated emergency assembly point or a minimum of 300 yards from the building.
- D. When safe to do so, consult Material Safety Data Sheets or applicable Safety Manuals.
- E. Do not re-enter the building until instructed to do so by Emergency Services personnel.

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

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

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

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

2. Biological/Chemical Spills

If a hazardous material spill occurs:

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

Give the 911 dispatcher the name of the chemical, location and size of the spill.
Be prepared to spell chemical names.

- Once outside, notify emergency responders of the location, nature and size of the spill.
- Isolate contaminated persons. Avoid contamination or chemical exposure.
- Secure the area to prevent others from entering.

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

3. Explosion, Aircraft Down (Crash) on Campus

Explosion

In the event of an explosion or similar emergency:

- **Immediately take cover** under tables, desk, etc., which will provide protection from falling glass or debris. Safely move away from heat sources, smoke and fire.
- **Phone the Greenbrier Co. 911 Center immediately**
 - Campus Phones:..... dial, 911
 - Cellular Phone:..... dial, 911
 - Campus Wide Emergency Phones: Blue LightThese phones automatically dial **911** when button is depressed
- **Give the 911 dispatcher the following information:**
 - Location.
 - Area where explosion occurred.
 - Cause of explosion, if known
 - Injuries.
- **Before you hang up**, make sure the emergency services dispatcher has all of the necessary information.

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

Aircraft Crash

The air space over WVSOM is routinely filled with air traffic. The campus is slightly east of the direct flight path of approach and departure routes from the Greenbrier Valley Airport which provides services to a wide variety of civilian aircraft. In the event of an aircraft crash on or near the campus, the following actions should be taken:

- Explosion and fire as well as falling debris pose a risk to individuals on the ground. All members of the campus community are encouraged to move away from the crash site and seek shelter in a safe location. If it is not possible to move immediately away, protect yourself against blast damage by using the drop, cover and hold method.
- If you witness an aircraft crash, contact the Greenbrier County 911 Center immediately
 - **Campus Phones:..... dial, 911**
 - **Cellular Phone:.....dial, 911**
 - **Campus Wide Emergency Phones: Blue Light**These phones automatically dial **911** when button is depressed
- If you are inside and the building is not damaged, remain inside. Stay away from windows. Faculty should try to keep their classes together as

a unit. If an evacuation is necessary, move away from the crash site and seek shelter in a safe location.

- Untrained individuals should NOT enter the crash site. A well-intentioned but untrained and ill-equipped person who enters the crash site risk serious injury or far worse. If you are aware of places where people may be trapped inform the nearest emergency responder as fast as possible so that trained and properly equipped personnel can affect a rescue effort.
- The Safety Compliance Officer will file an Emergency Incident Report.

4. Utility Failure

Power Outages

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

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

Power outage during disaster situations

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

Report the outage to Institutional Facilities by dialing ext. 6203

E. Human Causes

1. Automobile Accidents

1. Report all on campus vehicular accidents immediately to the WVSOM security office at Ext. 6219 or by cell phone if available by dialing 304-647-8911
2. Report all accidents involving WVSOM vehicles immediately to the local 911 Center and to Jill Trent, Institutional Facilities Office at 304-793-6812, regardless of the amount of damage.
3. If you collide with a parked vehicle, stop immediately and attempt to locate the owner after notifying WVSOM security office while on campus. This will ensure that proper measures are taken and the incident will be properly documented. If the collision occurs on a city street, notify the Lewisburg Police Department.
4. A Campus Emergency Incident report will be filed for any accidents involving WVSOM vehicles and any accidents occurring on campus.

2. Bomb Threats

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

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

Telephone

1. Remain calm and obtain as much information as possible from the caller. Try to write down the caller's exact words. Ask for and try to obtain the following information:
 - When is the bomb going to explode?
 - Where is the bomb located right now?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause the bomb to explode?
 - Did you place the bomb?
 - Why?
 - What is your address?
 - What is your name?
2. Also record the following information:
 - Exact time the call is received;

Information about caller including:

 - Sex;
 - Age;
 - Accent;
 - Caller attitude;
 - Speech impediments or traits;
 - Education;
 - Location of caller; and
 - Background noises.
3. If the threat is left on voice mail, do not delete it.
4. Immediately evacuate and notify police from a safe location. Provide the police with the context of the threat, telephone number on which it was received, your name, room number and telephone number where you can be reached.

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

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

Written Note

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

Electronic Mail

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

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

BOMB THREAT CHECKLIST

Do not interrupt the caller except to ask:

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

Where is it placed? Building or department _____ Area _____

What does it look like? Appearance _____

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

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

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

Familiar with building?

_____ Yes
_____ No
_____ Don't know

Sex?

_____ Male
_____ Female
_____ Don't know

Approximate age?

_____ Under 20
_____ 21-40
_____ Don't know

Voice characteristics?

_____ Loud
_____ High pitch
_____ Raspy
_____ Intoxicated
_____ Soft
_____ Deep
_____ Pleasant
_____ Other _____

Accent?

_____ New England
_____ Southern
_____ Mid-Western
_____ Western
_____ Racial or ethnic
_____ Other _____

Language?

_____ Excellent
_____ Fair
_____ Foul
_____ Good
_____ Poor
_____ Other _____

Speech?

_____ Fast
_____ Distinct
_____ Stutter
_____ Slurred
_____ Slow
_____ Distorted
_____ Nasal
_____ Use of certain words
phrases:

Manner?

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

Background noises?

_____ Office machine
_____ Factory machine
_____ Street traffic
_____ Airplanes
_____ Bedlam
_____ Animals
_____ Mixed
_____ Music or
Party
_____ Trains
_____ Quiet
_____ Voices

Take the following steps immediately after call:

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

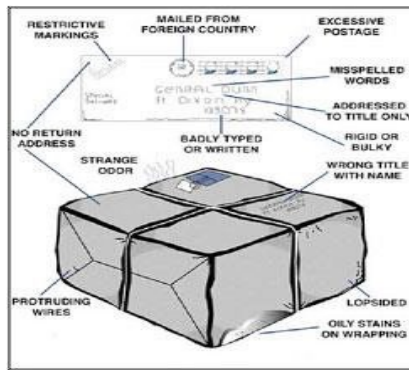
3. Suspicious Packages and Mail

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

Staff responsible for incoming mail should be especially vigilant.

What is a suspicious package?

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



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

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

- Buzzing or ticking noise or sloshing sound

Opened Package

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

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

Unopened Package

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

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

4. Robbery/Assault

These procedures should be followed to help assure your safety:

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

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

5. Sexual Assault

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

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

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

NON-CONFIDENTIAL RESOURCES:

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

CONFIDENTIAL RESOURCES:

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

Disruptive Individuals

1. Who is a disruptive individual?

- An individual who makes threats of physical harm to you, others, or themselves.
- An individual who has a weapon. Refer to **Armed subjects (p.47)** An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
- An individual who appears to be intoxicated or under the influence of a controlled substance.

2. What action should I take?

A. Contact WVSOM Campus Security immediately at:

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

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

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

3. Express your authority with non-verbal cues:

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

4. Cues to avoid:

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

5. Anger management tactics:

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

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

1. Armed Subject(s)

1. If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact WVSOM security at:

- **Security office: Ext 6219**
- **Cellular Phone: dial, 304-647-8911**
- **Campus Wide Emergency Phones: Blue Light**

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

2. If the armed subject is outside the building:

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

3. If the armed subject is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact the Lewisburg Police Department at: **Security office: Ext. 6219**
Cellular Phone: dial, 304-647-8911

- **Campus Wide Emergency Phones: Blue Light**

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

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

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

- There is no one procedure that authorities can recommend in this situation.
- Attempt to get the word out to other staff if possible, and call WVSOM security at:
 - Security office: Ext. 6219
 - Cellular Phone: dial, 304-647-8911if this seems practical.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- Wait for the “all clear” instruction.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

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

ADDITIONAL RESOURCE INFORMATION

Reporting Unsafe Conditions

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

1. Assistant Director of Maintenance

Ext. 6203 or 304-647-6203

2. Safety Compliance Officer

Ext. 6808 or 304-793-6808

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

Always Call the 911 Center for Emergencies.

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



<u>Office Use Only</u>	
Date: _____	Form # _____
To: <u>Matt Carver, Safety Compliance</u>	
From: _____	
Phone: _____	Date received ____/____/____
Email: _____	Date inspected ____/____/____
Subject: _____	Numbers of attachments _____
Location: _____	

Please give a detailed statement of the hazard

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

Shelter in Place

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

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

Additional steps to be taken if materials are available:

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

When the “all clear” is announced

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

Authorized Emergency Assistance to the Community

In the event of a civil disaster affecting a large number of citizens, the President/Designee may authorize emergency assistance by the school. This response can involve use of buildings and facilities as well as medical assistance from Robert C. Byrd Clinic. The Clinic Administrator and the Clinic Medical Director will monitor and direct this response in cooperation with the above.

Information Release

Public information regarding campus emergencies will be released by the President/Designee and the Office of Communications at the President's direction. Other information will be released as determined by the "designee protocol" (see p.16).

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

Review of information releases will be part of all Administrative Reviews – See **Personnel – for command and control; and administrative review (p.19)**.

Continuity of Operations Plan (COOP)

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

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

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

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

Business Continuity Policy and Procedure

POLICY AND OBJECTIVES

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

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

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

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

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

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



West Virginia School of
Osteopathic Medicine

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