

To report any police, fire, or medical emergency, call:

- **From campus: 9 - 911**
- **Off campus or from a cell phone: 911**
- Stay on the line with the dispatcher.
- Provide the location of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
Do not hang up until the dispatcher tells you to do so.

Emergency Phone Numbers

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In case of a fire alarm situation in any WVU building, **MOBILITY IMPAIRED PERSONS** are to exit the building via the nearest exit; however, if the mobility-impaired persons are on a floor that has no direct exit to the outside, they should go to the **Emergency Assistance Area (EAA)** (refer to Location-Specific Information sheet in this flip chart) and await evacuation by trained rescue personnel (Morgantown Fire Department).

The two **exceptions** to this rule are the **Health Sciences Center** and **Allen Hall**. At the Health Sciences Center, mobility-impaired persons may exit from Health Sciences North to Health Sciences South (or vice versa) via the horizontal exit separating the building into two separate structures. At Allen Hall, mobility-impaired persons should go to the elevators facing the Agricultural Sciences Center.

Evacuation of Mobility-Impaired Persons

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Tornado Watch means tornadoes are possible. Remain alert for approaching storms, and be prepared to seek shelter.

Tornado Warning means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to a place of safety (refer to Location-Specific Information sheet in this flip chart) immediately!

- Move to a pre-designated shelter, such as a basement. Assist those with special needs in getting to the shelter area (See **Evacuating Mobility-Impaired Persons**).
- **Do not** activate the fire alarm, as this will cause people to go outside.
- Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.
- If there is no basement, go to an interior room on the lowest level (closets, interior hallways, or restrooms). Do not open windows.
- In a high-rise building, go to a small, interior room or hallway with no windows on the lowest floor possible.
- Do not call 911 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. 911 lines need to be kept open and available for emergency calls.

Tornado

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Do not enter wet areas because of the danger of electrocution! If there is any possible danger, evacuate the area. Call 911 (9-911 from a campus phone).

If there is no danger, call Facilities Management at 293-4357 (293-HELP) and advise the dispatcher of the problem, including:

- Location of the leak/flooding
- Severity

Whether any valuables, art collections, or books are involved or threatened.

If you know the source of the water and are confident in your ability to stop it (i.e., unclog the drain, turn off water, etc.) do so cautiously.

Be prepared to assist, if directed to do so, in protecting University and personal property that is in jeopardy. Take only those steps that are needed to avoid or reduce immediate water damage: cover large objects with plastic sheeting; carefully move small or light objects out of the emergency area.

Flooding and Water Damage

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**Do not use a cell phone or 2-way radio within the area of the suspicious package.
Do not use the building fire alarm system.**

DO NOT TOUCH IT OR MOVE IT! COVER the object with anything (paper, trash can, etc.) and do not move this cover. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering. WARN others away. WASH hands with soap and water if you have touched the object.

IMMEDIATELY CALL 9-911 FROM A CAMPUS PHONE OR 911 FROM AN OFF-CAMPUS PHONE.

Calmly state:

- Your name
- Nature of emergency
- Building and exact location of suspicious package
- Description of the object
- Your phone number

List all people who were in the room/immediate area when this suspicious letter or package was first observed and give the list to the WVU Police.

Suspicious Package

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- Call 9-911 from any campus phone or 911 from a cell phone or from off campus to report the situation.
- Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs (See **Evacuating Mobility-Impaired Persons**).
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

If a building or area evacuation is ordered by the emergency responders:

- **Pull fire alarm**
- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders (See **Evacuating Mobility-Impaired Persons**).
- Report to your department's designated Outdoor Assembly Area to be accounted for.
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Gas leak—Fumes—Vapors

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Do not get involved in trying to prevent the crime unless it involves self defense.
If the suspect is armed, see **Violence/Active Shooter**.

Observe as much information as possible about the criminal: height, weight, sex, age, clothing, vehicles involved, whether the individual is armed.

Call 911 from a cell phone or off-campus, 9-911 from an on-campus phone, and calmly state:

- Your name
- Type of crime
- Exact location of crime
- Your phone number
- and answer any questions from the dispatcher; **do not hang up until told to do so.**

If you are safe, stay where you are until authorities arrive.

Observation of Crime

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If it appears an individual may cause harm to themselves or to others,

- **Call 911 immediately or 9-911** from a campus or cell phone.
- If the individual has threatened others or appears to be armed, go to **Violence/Active Shooter/Crime in Progress**.

Suicide Threat/Psychological Emergency

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In the event of a civil disturbance:

- Call 9-911 from any campus phone or 911 from a cell phone or from off campus.
 - Provide the address, location, and all possible details to the dispatcher.
 - Do not provoke or become involved in the disturbance.
 - Secure your work area, log off computers, and secure sensitive files, if safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.

Demonstration/Civil Disturbance/Riot

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Chemical/Biological/Radiation Spill—Small

Employ departmental containment/spill procedures in the event of a release that does not pose a serious threat to people or to the environment.

Chemical/Biological/Radiation Spill —Large

If release cannot be abated with on-site containment procedures;

Evacuate the building

Call 911 (9-911 from campus phones)

Calmly state:

Your name

Nature of the emergency

Building and exact location of the release

Quantity and type of hazard released (Chemical/Biological/Radiation).

Your phone number

Chemical Emergency First Aid

If someone has been splashed with the chemical, immediately flush the contaminated area with water. Assume the person needs medical assistance unless told otherwise by someone knowledgeable about the chemical.

Quickly try to determine what was spilled; however, do not come into contact with the substance or inhale fumes.

Telephone Numbers

Chemical 304-293-3792

Biological 304-293-7157

Radiation 304-987-1586 (pager)

Chemical/Biological/Radiation Spill

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If possible, call 911 (9-911 from a campus phone). Remain calm and answer the dispatcher's questions.

If safe to do so, give a good description of the violent individual: height, weight, sex, race, approximate age, clothing, name if known, location or direction of travel.

An individual must use his/her own discretion during a violent/active shooter event whether to run to safety or shelter in place; however, best practices for an active shooter situation are listed below:

IF SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE

- Stay inside the classroom/office.
- Close and lock the inside door to the room; barricade the door with furniture.
- Close the blinds, turn off the lights, remain quiet and move behind available cover.
- Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- If you have an outside window and see red and green cards in the room, put the appropriate color (**green for okay** and **red for in danger**) in the window to alert responders to an active threat in your area.

IF SUSPECT IS IN CLOSE PROXIMITY

- Lie motionless and pretend to be unconscious.
- Do not attempt to apprehend or interfere with the suspect except for self-protection.
- An individual must use his/her own discretion about when he/she must engage a shooter for survival.

REMEMBER A.D.D.:

Avoid (person or area of disturbance)

Deny (entry of threat to your area—close/lock/barricade door)

Defend (if you must...prepare yourself to defend against an attack)

Violence/ Active Shooter

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Notify Facilities Management at 293-4357.

Identify critical areas. (Critical areas may be elevators, research experiments, animal quarters, temperature-sensitive chemicals, or any area where a prolonged power failure could adversely affect health or property.)

Wait for instructions from University Police or Emergency Responder.

Be prepared to evacuate if circumstances necessitate (See **Evacuating Mobility-Impaired Persons**).

Building Supervisor, Chemical Hygiene Officer, and/or Principal Investigator shall remain on site to advise emergency personnel.

Power or Utility Outage

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When smoke/fire is first discovered, immediately sound the nearest building fire alarm and evacuate the building.

DO NOT USE THE ELEVATORS

Calmly State:

- Name of caller
 - The building and exact location of fire
 - The nature of the emergency
- The phone number at the scene

Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders. (See **Evacuating Mobility Impaired Persons**).

Report to your Department's Outdoor Assembly Area to be accounted for.

Do not reenter building until all clear is given by appropriate personnel.

If caught in smoke:

- Do not breathe the smoke
 - Drop to your knees and crawl to the closest safe exit
- Breathe through your nose and use a shirt or towel to breathe through, if possible.

If trapped in a building:

- Close all doors and windows
 - Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

NOTE: In the case of a small fire, you may, if you have had the training, extinguish it with the nearest fire extinguisher. (You must use the proper type of extinguisher.) If you have any doubts as to whether you will be able to contain the fire, do not attempt to do so.

If the fire is too large to extinguish, or you think it may be, call 911 (9-911 from campus phone).

FIRE/SMOKE

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Try to keep the caller on the phone. Be Calm, Be Courteous, Listen and Do Not Interrupt

Call Received: _____ **Call Ended:** _____
Date Time Date Time

Person Receiving Call _____
Name Phone Number

Department: _____

Write Down Exact Wording of the Threat:

Listen while the caller talks and try to ask the following questions:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why was the bomb placed?
- What is your name?
- What is your address?
- Where are you calling from?
- What is your phone number?
- Are you calling from a pay phone?

Gender of Caller: _____

Impression of Race of Caller: _____

Impression of Age of Caller: _____

Caller's Voice/Threat Language Background Noises/Location (Circle ALL that apply):

Calm, Excited, Angry, Slow, Rapid, Street, Noise, Voices, Music, House, Noise,
Soft, Loud, Normal, Distinct, Slurred, Laughter, Crying, Motor, Office, Factory
Nasal, Stutter, Lisp, Deep, Breathing, Dishes, Animal, Noise, Static, Phone Booth, Cell phone
Deep, Ragged, Cracking, Voice, Clearing Throat, Long Distance, Taped Clear
Disguised, Foul Language, Well Spoken
Irrational, Incoherent Accent

Did the caller seem to be reading the message? _____

Was the voice familiar? _____

If so, whom did it sound like? _____

**Call the WVU Police at 293-3136 and give them the above information.
Notify your supervisor, professor, resident assistant, or nearest University authority.**

BOMB THREAT

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The designated safe area(s) in this building for sheltering in place/tornado/weather threat include:

In the event that you hear the fire alarm or must evacuate for some other reason, all occupants of this room should go to the following location (Outdoor Assembly Area) if it is safe to do so:

The Emergency Assistance Area (EAA) for this building is:

(Mobility-impaired persons may await evacuation at that location by trained rescue personnel of the Morgantown Fire Department.)

Specific hazards/controls for this location include:

- In an emergency, call 9-911 from any campus phone.
- Call 911 from your cell phone or from off campus.
- Do not use your cell phone in the building during a bomb threat.

Location-Specific Information (You are in Room Number _____ in _____)
(name of building)