



University Police  
Emergency Planning Unit



# BUILDING EMERGENCY PLAN

## Training Presentation

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*PUBLIC SAFETY SENSITIVE WHEN COMPLETE FOR SPECIFIC BUILDING*



# OVERVIEW

- Emergency Response Information for Building Occupants
- Building Contact Information
- Critical Operations
- Hazardous Materials
- Notification Procedures
  - Emergencies and Non-Emergencies
  - Emergency Warning Notification System
- Emergency Procedures
- Evacuation Procedures
  - Building Specific
  - Emergency Assembly Area
  - Guidelines for People with Disabilities
- Shelter In Place Procedures
- Points of Contact



# YOUR BUILDING EMERGENCY PLAN (BEP)

The Building Emergency Response Plan (BEP) for your building, when completed, will not be posted to the web or shared in its entirety with the public or building occupants due to security concerns, rather, it will be referenced by the Building's Administrators and the Building's Supervisors to train students, faculty, staff, and visitors with information about **Shelter-in-place** and **Evacuation** procedures for natural and man-made events.

The Building Emergency Plan will be used to provide First Responders (emergency personnel) with information about critical operations and hazardous materials in the building.



**REMEMBER, WHEN YOU RECEIVE:**

- ALL HAZARDS Text Messages immediately seek shelter (**Shelter-In-Place**) in a safe location.
- FIRE ALARMS immediately **evacuate** the building and move to a safe location.

*In both cases, once the above action is taken, you should solicit additional clarifying information by all possible means...WVU Homepage, TV, radio, email, etc.*

**Shelter-in-Place Information is available at**  
**<http://police.wvu.edu/Shelterinplace.pdf>**



# YOUR BUILDING EMERGENCY PLAN (cont.)

- Building occupants should be familiar with emergency response for your specific building. If they have any questions, they should know to contact **their** Building Supervisor.
- Building occupants should be familiar with the WVU Emergency Response Plan; the link is:  

<http://police.wvu.edu/erp.cfm>
- Building occupants should know the following:
  - ***The WVU Alert Warning Notification System***
  - ***Evacuation routes, exit points, and where to report for roll call after evacuating***
  - ***When and how to evacuate the building***
  - ***Locations to shelter in place***
  - ***Locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms***
  - ***Procedures for notifying emergency responders...dial 9-911 for any emergency***
  - ***Additional building specific procedures and requirements***



## BUILDING CONTACT INFORMATION

- Building Name:
  
- Primary Building Supervisor:
  - Email:
  - Address in Building:
  - Telephone #:
  - Emergency Telephone # (cell, home):
  
- Secondary Building Supervisor:
  - Email:
  - Telephone #:
  - Emergency Telephone # (cell, home):

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# CRITICAL OPERATIONS

This slide is applicable if you have critical operations within your facility that need to be communicated to First Responders.

- ❑ Critical operations include data storage, servers, animal quarters, etc.
- ❑ This information must be readily available to First Responders during an emergency to assist them in their emergency response by providing them with small scales showing hazardous and critical areas of the building. **NOTE: These small scales are Public Safety Sensitive and must be secured at all times.**
- ❑ Include any specific directions for building occupants (based on building critical operations).



# HAZARDOUS OPERATIONS

- This slide is applicable if you have Hazardous Operations within your facility that need to be communicated to First Responders.
  - Hazardous Operations are defined as any potentially hazardous operations located in your facility that require preplanning for evacuation and/or shelter-in-place events.
  - This information must be readily available to First Responders during an emergency to assist them in their emergency response by providing them with small scales showing hazardous and critical areas of the building. **NOTE: These small scales are Public Safety Sensitive and must be secured at all times.**
  - Include any specific directions for building occupants (based on building hazardous operations).

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# NOTIFICATION PROCEDURES

- **Immediate Emergency Notification:**  
Dial **911** from public/cell telephones or 9-911 from campus telephones.
  
- **For Non-Emergency Notifications call:**
  1. **Building Supervisor Number:** (ADD APPROPRIATE #)
  2. **Secondary Building Supervisor Number:** (ADD APPROPRIATE #)
  3. **Fire:** Morgantown Fire Department (MFD) 284-7480
  4. **Police:** WVU Police Department (UPD) 3-313
  5. **Closest medical facilities:**
    - a. Ruby Memorial Hospital - 598-4000
    - b. Mon General Hospital - 598-1200
  6. **Environmental Health and Safety:** 3-3792/5
  7. **Facilities Management Help Line:** 3-4357
  8. **Facilities Management Zone Services:** Insert your zone telephone number here.  
(Zone telephone number can be obtained by calling 3-4357)

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# EMERGENCY WARNING NOTIFICATION SYSTEM

- All-Hazards Emergency Warning Text Messages (***Shelter-In-Place/Evacuation***)
- Fire alarms (***Evacuate*** the building)
- An e-mail alert will be sent to Building Supervisors. They, in turn, will use a phone tree procedure (recommended), forward the e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways. (Explain these procedures in detail.)
- University Residences personnel will be notified. They activate their procedures to alert people in individual halls via their resident assistants, phones, and signage.
- An e-mail will be sent to all people with wvu and mix addresses.
- The WVU home page ([www.wvu.edu](http://www.wvu.edu)) is the focal point of the most complete information in all campus-related emergencies.
- University News and Information personnel will work with the news media— radio, TV, newspapers, and Internet — to help spread the word.



# EMERGENCY PROCEDURES

- WVU's Emergency Response Plan will be referenced for all emergencies. The link is:

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



# EVACUATION PROCEDURES

- If you hear the fire alarm or are told to leave the building:
  - Evacuate Immediately upon notification
  - No one can be required to remain; classes must evacuate
  - Shutdown hazardous operations if possible, as quickly as possible
  - Notify others on your way out
  - Close doors as you leave
  - Help those needing assistance if possible
  - Use stairways only...do not use elevators
  - Report to Emergency Assembly Areas for Roll Call and instructions
  - Do not re-enter the building until authorized by police/fire department personnel



# BUILDING-SPECIFIC EVACUATION PROCEDURES

- *Evacuation procedures must take into account any specific building and occupant needs. Add maps, exit routes, other steps, actions, or precautions specific to your building or work area on this slide*



# EMERGENCY ASSEMBLY AREAS (EAA)

- *Describe the Emergency Assembly Area location(s), who is responsible for Roll Call for each area of the building, and Roll Call procedures here*



# EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES

- *Expand on any specific occupant disability procedures here  
(Contact the University Police Department if assistance is needed  
in preparing this plan –3-2677, Lt. Camden.)*



# SHELTER-IN-PLACE PROCEDURES

- Possible Shelter-in-Place Events:
  - Natural
    - Tornado Warning, High Winds
  - Man-Made
    - Active Shooter, Building Intruder, Civil Disturbance
    - Hazardous Materials Spill
- Know When to shelter
  - When you hear the All Hazards Messages
  - When directed by police/fire personnel
- Know where to shelter in your building
- **Shelter-in-Place Information is available at**  
**<http://police.wvu.edu/Shelterinplace.pdf>**



## SHELTER-IN-PLACE PROCEDURES, (cont.)

- Know What to do:
  - Proceed to the nearest building and find a safe location (reference the Emergency Response Plan in advance for specific guidance)
  - After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all means possible (e.g. WVU Homepage, TV, radio, email, etc.)
- **Shelter-in-Place Information is available at <http://police.wvu.edu/Shelterinplace.pdf>**



# Building Supervisor Tasks

- Become familiar with the WVU Emergency Response Plan at  
<http://police.wvu.edu/erp.cfm>
- As Building Emergency Response Plan Developer, work with Building Administrator(s) to create Building Response Plan.
- Train building occupants in emergency response.
- With Building Administrators,

Identify Emergency Assembly Area(s)

Identify those who will take Roll Call in the  
Emergency Assembly Area(s)

Establish a phone tree for the building

Ensure that Building Supervisors' information is communicated  
to the Building Supervisors' Coordinator

[Kate.VanSant@mail.wvu.edu](mailto:Kate.VanSant@mail.wvu.edu)

- Ensure that all of the above are updated regularly



## POINTS OF CONTACT to provide more information

- Building Supervisors (primary and secondary) contact information
- University Police Emergency Planning Unit: 3-2677
- University Police website for emergency planning assistance information:

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

- Building Supervisors Program Coordinator:  
[Kate.VanSant@mail.wvu.edu](mailto:Kate.VanSant@mail.wvu.edu)